

**MEETING OF THE BOARD OF TRUSTEES  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
R.L. Thornton, Jr. Administration Building  
701 Elm Street  
Board Room (4<sup>th</sup> floor)  
Dallas, TX 75202  
Tuesday, December 5, 2006  
4:00 p.m.**

**AGENDA**

- I. Certification of Posting of Notice of the Meeting
- II. Special Presentation: *The Technology Edge – El Centro College*
- III. Citizens Desiring to Address the Board Regarding Agenda Items
- IV. Consideration of Bids
- V. Consent Agenda: If a trustee requests an item to be removed from the consent agenda, it will be considered at this time.

Minutes

1. Approval of Minutes of the November 7, 2006 Regular Meeting
2. Approval of Minutes of the November 28, 2006 Planning and Budget Committee Meeting

Policy Reports

3. Acceptance of Gifts
4. Authorization of Support of DCCCD Board Members Serving on ACCT Committees

Buildings and Grounds Reports

5. Approval of Amendment to Agreement with HDR Architecture, Inc.
6. Approval of Amendment to Agreement with KAI Texas, LLC.
7. Approval of Change Order with Robinson Industries, Inc.

Financial Reports

8. Approval of Expenditures for October 2006
9. Presentation of Budget Report for October 2006
10. Approval of Adjustments to the Budget for Fiscal Year 2006-07
11. Approval of Tuition for Continuing Education Courses
12. Approval of Adjustments to the Richland Collegiate High School Budget for Fiscal Year 2006-07
13. Authorization to Purchase Property for El Centro College-West Campus
14. Authorization to Purchase Property for El Centro College-West Campus

15. Approval of Resolution to Establish Parameters to Refund Callable Portions of Revenue Financing System Bonds, Series 2001
16. Approval of Agreement with Carrollton-Farmers Branch Independent School District
17. Approval of Amendment with Puget of Texas, Inc.
18. Approval of Agreement with Thomson/Wadsworth

VI. Individual Items

19. Non-Renewal of Visiting Scholar Faculty
20. Consideration of Resignations and Termination
21. Approval of Warrants of Appointment for Security Personnel
22. Employment of Contractual Personnel

VII. Informative Reports

23. Notice of Grant Awards
24. Receipt of Business and Corporate Contracts by the DCCC District
25. Monthly Award and Change Order Summary
26. Progress Report on Construction Projects
27. Bond Program Report on Projects
28. Firms and Persons Considered for Awards

VIII. Questions/Comments from the Board and Chancellor

IX. Citizens Desiring to Appear Before the Board

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

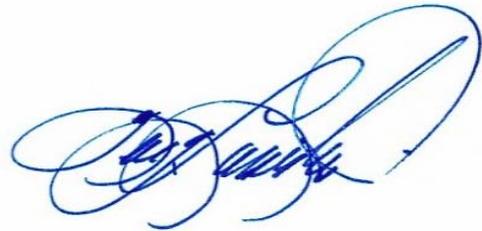
As provided by §551.072 of the Texas Government Code, the Board of Trustees may conduct an executive session to deliberate regarding real property since open deliberation would have a detrimental effect upon negotiations with a third person.

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

XI. Adjournment of Regular Meeting

**CERTIFICATION OF POSTING OF NOTICE DECEMBER 5, 2006  
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 1<sup>st</sup> day of December, 2006 in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 1<sup>st</sup> day of December 2006 to Cynthia Figueroa Calhoun, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.



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Wright L. Lassiter, Jr., Secretary



MEMORANDUM

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
Purchasing Department  
Telephone (972) 860-4004

TO: Edward M. DesPlas  
Vice Chancellor of Business Affairs

DATE: November 13, 2006

FROM: Philip Todd

SUBJECT: Consideration of Bids  
Board Meeting of December 5, 2006

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The consideration of bids agenda includes four items.

In the opinion of the evaluators, the companies recommended to receive awards are competent and qualified to provide the specified goods or services.

I am not aware of anyone planning to contest any of the recommendations.

The monthly M/WBE participation reports for consideration of bids and professional services pools are attached.

## CONSIDERATION OF BIDS

Bid No.	Title and Vendor(s)	Location	Amount
11160	Trash Can Liners F.N. Supply Company	D-W	(3-year estimate) \$341,000
11169	Medical/Surgical Beds Hill-Rom Company	MVC	\$30,432
11170	Digital Microscopy Systems and Research Microscopes Science Kit & Boreal Laboratories	CVC	\$32,354
6D49689	Computerized Virtual Intravenous Trainers Laerdal Medical Corporation	MVC	\$45,091.03

RESOURCE: Philip Todd  
Director of Purchasing  
(972) 860-4004

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11160  
TRASH CAN LINERS  
PRICE AGREEMENT, DISTRICT-WIDE  
DECEMBER 6, 2006 THROUGH NOVEMBER 30, 2009

RESPONSE: Requests for bids were sent to 16 companies, and 12 bids were received.

COMPARISON OF BIDS:

Tabulation of bids attached.

RECOMMENDATION FOR AWARD:

F.N. SUPPLY COMPANY	(3-year estimate)
	\$341,000

LOW OVERALL BIDDER

JUSTIFICATION:

The low bidder for the first line item is not recommended because the projected savings over three years is \$190. This small difference in cost does not merit the expense of issuing multiple orders over the life of the contract.

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

FUNDING: Funds are budgeted in custodial supplies account #24451 in various divisions.

	Description	Estimated annual case count	ALL AMERICAN POLY	A to Z TRAFFIC SIGNAL MART	CENTRAL POLY CORP.	CORPORATE EXPRESS	F. N. SUPPLY COMPANY	HOGAN'S PAPER CO.
1	.3 mil. 7-10 gallon 500/case 23 x 25. Black	241	\$7.14	\$8.36	\$11.80	\$8.32	\$7.40	9.93
2	.03 mil. 12-16 gal 500/case 23 x 33. Black	445	\$9.82	\$11.49	\$13.20	\$11.64	\$7.40	\$13.46
3	.75 mil. 33 gallon 150/case 33 x 40. White	920	\$16.15	\$16.57	\$14.10	\$12.47	\$8.80	\$13.26
4	.6 mil. 33 gallon 250/case 33 x 40. Black	1,019	\$16.26	\$22.29	\$17.40	\$16.77	\$11.43	\$17.46
5	.74 mil. 60 gallon 100/case 38 x 58. White	60	\$17.97	\$22.80	\$16.40	\$14.31	\$9.75	\$20.22
6	.75 mil. 40-45 gallon 100/case 40 x 46. White	50	\$15.00	\$22.80	\$15.80	\$11.94	\$8.22	\$12.68
7	.65 mil. 56 gallon 100/case 43 x 47. Black	743	\$9.95	\$21.49	\$14.80	\$11.55	\$7.60	\$12.57
8	0.60 mil. 33 gallon 250/case 33 x 39 Black	1,505	\$15.85	\$22.29	\$17.40	\$16.77	\$11.17	\$18.22
9	.65 mil. 44 gallon 100/case 43 x 47. White.	340	\$16.48	NO BID	\$17.40	\$13.53	\$7.76	\$12.89
10	.65 mil. 55-60 gallon 100/case 43 x 47. Black	552	\$9.95	\$21.49	\$14.90	\$11.55	\$7.60	NO BID
11	1.7 mil. 55 gallon 150/case 38 x 58. Yellow	1,370	\$35.57	\$57.24	\$38.40	NO BID	\$34.32	52.21
12	.75 mil. 60 gallon 100/case 38 x 58. White.	1,145	\$14.37	\$38.16	\$16.30	\$14.31	\$9.79	\$15.00

	Description	Estimated annual case count	LONGHORN, INC.	M.A.N.S. DISTRIBUTORS, INC.	NAI CORPORATION	POLLOCK PAPER	UNIPAK CORP	UNISOURCE
1	.3 mil. 7-10 gallon 500/case 23 x 25. Black	241	\$8.18	\$7.99	\$8.28	\$8.80	\$12.50	\$7.65
2	.03 mil. 12-16 gal 500/case 23 x 33. Black	445	\$11.08	\$9.99	\$12.61	NO BID	\$9.00	\$10.49
3	.75 mil. 33 gallon 150/case 33 x 40. White	920	\$10.92	\$10.26	\$11.05	\$12.13	\$9.60	\$12.22
4	.6 mil. 33 gallon 250/case 33 x 40. Black	1,019	\$14.38	\$13.83	\$14.55	\$15.88	\$12.39	\$16.49
5	.74 mil. 60 gallon 100/case 38 x 58. White	60	\$16.65	\$11.50	\$16.85	\$13.44	\$10.50	\$13.24
6	.75 mil. 40-45 gallon 100/case 40 x 46. White	50	\$10.44	\$9.64	\$10.57	\$11.25	\$8.70	\$11.04
7	.65 mil. 56 gallon 100/case 43 x 47. Black	743	\$10.35	\$8.99	\$10.48	\$11.56	\$8.30	\$10.54
8	0.60 mil. 33 gallon 250/case 33 x 39 Black	1,505	\$15.01	\$14.33	\$15.19	\$17.39	\$12.15	\$16.49
9	.65 mil. 44 gallon 100/case 43 x 47. White.	340	\$10.61	\$10.27	\$10.75	\$12.35	\$8.30	\$12.13
10	.65 mil. 55-60 gallon 100/case 43 x 47. Black	552	\$10.35	\$8.99	\$10.48	\$11.56	\$8.30	\$10.54
11	1.7 mil. 55 gallon 150/case 38 x 58. Yellow	1,370	\$43.00	\$38.88	\$43.52	\$51.30	\$45.00	\$52.21
12	.75 mil. 60 gallon 100/case 38 x 58. White.	1,145	\$12.35	\$11.58	\$12.51	\$13.44	\$10.35	\$13.24

Prices shown above have been calculated by Purchasing for comparison purposes due to varying manufacturer's case counts.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11169  
MEDICAL/SURGICAL BEDS  
MOUNTAIN VIEW COLLEGE

RESPONSE: Requests for bids were sent to 60 companies, and three bids were received.

COMPARISON OF BIDS:

Jernigan CSA	alternate \$15,000
Stryker Medical	alternate \$17,630
Hill-Rom Company, Inc.	\$30,432

RECOMMENDATION FOR AWARD:

HILL-ROM COMPANY	\$30,432
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LOW BID MEETING SPECIFICATIONS

JUSTIFICATION:

The two lowest bids are not recommended because, in the opinion of evaluators, they are unacceptable alternates to the specifications. The model specified is a complete bed system including adjustable electric frame, rails, head and foot panels, mattress and IV pole. Both alternates are beds with only a frame intended for use in long term home care, and cannot simulate that utilized in a hospital setting as needed.

COMMENTS: This award is for 10 medical/surgical beds for use by students in the health occupation program.

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

FUNDING: Funds are budgeted in minor equipment account #26101 in division #13-06-133564.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11170  
DIGITAL MICROSCOPY SYSTEMS AND RESEARCH MICROSCOPES  
CEDAR VALLEY COLLEGE

RESPONSE: Requests for bids were sent to 22 companies, and 10 bids were received.

COMPARISON OF BIDS:

Tabulation of bids attached

RECOMMENDATION FOR AWARD:

SCIENCE KIT & BOREAL LABORATORIES	\$32,354
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LOW BID MEETING SPECIFICATIONS

JUSTIFICATION:

The six lowest bids for the digital microscopy systems are not recommended because, in the opinion of evaluators, all are alternates which do not meet specifications. Unacceptable equipment deviations include the camera not being built into the microscope, camera attachment by a trinocular tube allowing for variation in positioning and optical distortion which can create a safety and security issue, and an eyepiece without a pointer.

The six lowest bids for the research microscopes are not recommended because, in the opinion of evaluators, all are alternates which do not meet specifications. Unacceptable equipment deviations include mechanical stages which are not built into the microscope and a monocular body instead of a binocular body as required. The recommended bidder includes an all-inclusive life-time no-cost warranty covering any defect in materials and/or workmanship for the life of the microscope. None of the other bidders offered a comparable warranty.

COMMENTS: Item 1 is for seven digital/analog binocular research microscopes, each with built-in CCD camera and imaging software; item 2 is for 42 research binocular microscopes.

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

**FUNDING:** Funds are budgeted in minor equipment account #26101 in division #11-03-402461.

Tabulation of Bid No. 11170  
 Microscopes & Digital Microscopy System  
 Cedar Valley College

	1. 7 each	2. 42 each
	Boreal Digital/Analog Research Microscope (Microscopy System) Science Kit Catalog #57900-03	Boreal Research Binocular Microscope Science Kit Catalog #57441-06
Benz Microscopes Optic Center, Inc.	National DC3-163-ASC \$1,099.00 ea.	National 162-ASC \$455.00 ea.
Canaan Medical Services	As specified \$1,585.00 ea.	As specified \$810.00 ea.
Capital Microscope Service, Inc.	National DC3-163 \$873.97 ea.	National 162-ASC \$413.10 ea.
Carolina Biological Supply Co.	#59-1275 \$1,184.00 ea.	\$549.00 ea.
Fisher Scientific, LLC	Swift Optics #M9A \$970.00 ea.	Swift Optics #M7003D \$570.00 ea.
Johnson Scientific	Labomed Model DigiPlus #3123500 \$1,029.00 ea.	Labomed Model CXL #5121000 \$321.00 ea.
Leeds Instruments, Inc.	Accu-Scope Model #3001-P \$1,634.15 ea.	Accu-Scope 3004 \$438.75 ea.
Precision Microscope Sales	Motic DMWBI-223ASC \$991.25 ea.	Motic B1-220ASC \$415.00 ea.
Science Kit & Boreal Laboratories	As specified \$1,190.00 ea.	As specified \$572.00 ea.
Ward's Natural Science Establishment	Ward's #24W0511 \$1,205.00 ea.	Ward's #57441-06 \$699.00 ea.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – REQUISITION NO. 6D49689  
COMPUTERIZED VIRTUAL INTRAVENOUS TRAINERS  
MOUNTAIN VIEW COLLEGE

RECOMMENDATION FOR AWARD:

LAERDAL MEDICAL CORPORATION \$45,091.03

SOLE SOURCE

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

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

FUNDING: Funds are budgeted in classroom supplies account #24101, minor equipment account #26101 and equipment-instructional-inventoriable account #27401 in division #13-06-133564.

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

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

	# awards	% awards	\$ amount	% amount
MBE	0	0	0	0
WBE	0	0	0	0
Not classified	3	100	107,877.03	100
Total	3	100	107,877.03	100

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

	#	%
MBE	1	7
WBE	1	7
Not classified	12	86
Total	14	100

Recommendations for Awards in the Consideration of Bids Sections  
September 5, 2006 – December 5, 2006

	# awards	% awards	\$ amount	% amount
MBE	0	0	0	0
WBE	0	0	0	0
Not classified	7	100	10,978,289.03	100
Total	7	100	10,978,289.03	100

Notes: This report excludes government agencies, state supported institutions, municipalities, non-profit organizations, price agreements, publicly traded companies, civic and other organizations not logically classified as minority or woman owned businesses. This report also excludes amendments because they attach to previously authorized awards.

Classification of an individual or company as minority or women owned may be according to self-report or personal knowledge rather than on registration with a certification agency. An individual or company that is both a minority and woman owned business has MBE status in this report. "Not classified" includes firms known to be neither minority nor woman owned as well as firms for which ethnicity and gender of ownership is not known.

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

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

	This Agenda		Sept. 5, 2006 – Dec. 5, 2006	
	# entities	% entities	# entities	% entities
MBE	0	0	8	5
WBE	0	0	49	27
Not classified	0	0	121	68
Total	0	0	178	100

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

CONSENT AGENDA NO. 1

Approval of Minutes of the November 7, 2006 Regular Meeting

It is recommended that the Board approve the minutes of the November 7, 2006 Board of Trustees Regular Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
NOVEMBER 7, 2006**

**Attendees:** Mrs. Kitty Boyle (arrived 4:13p.m.), Ms. Charletta Compton, Mr. Bob Ferguson (arrived 4:07p.m.), Ms. Diana Flores, Mr. Jerry Prater (Board Chair), Mr. JL Sonny Williams

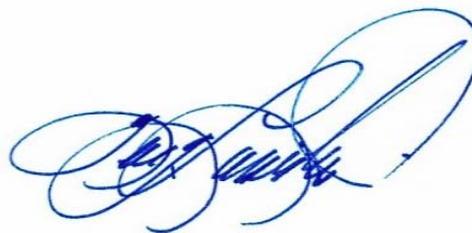
**Absent:** Mrs. Martha Sanchez Metzger (due to emergency)

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

Board Chair Mr. Jerry Prater convened the meeting at 4:05p.m. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE NOVEMBER 7, 2006  
REGULAR MEETING OF THE DALLAS COUNTY COMMUNITY  
COLLEGE DISTRICT AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 3<sup>rd</sup> day of November, 2006 in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 3<sup>rd</sup> day of November, 2006 to Cynthia Figueroa Calhoun, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.



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Wright L. Lassiter, Jr., Secretary

### **Special Presentation**

President Pam Quinn of the R. Jan LeCroy Center for Educational Telecommunications presented *Video, Audio, and Webinar Conferences for DCCCD Professional Development*. The LeCroy Center uses satellite teleconferencing to support professional development for faculty and students by providing video production and uplinking services.

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

There were no citizens to address the Board.

### **Consideration of Bids**

Trustee Boyle moved that the Board approve the recommendations of Bids #1-11 (minus #5). Trustee Ferguson seconded the motion. Motion passed unanimously. (See November 7, 2006, Board Meeting, Consideration of Bids, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Trustee Flores moved that the Board approve the recommendation of Bid #5. Trustee Ferguson seconded the motion. Motion passed unanimously. (See November 7, 2006, Board Meeting, Consideration of Bids, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

### **Consent Agenda**

Trustee Compton moved that the Board approve recommendations in Agenda Items #1-19. Trustee Flores seconded the motion. Motion passed unanimously. (See November 7, 2006, Board Meeting, Agenda Items #1-19, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

### **Individual Items**

Trustee Flores moved that the Board approve Agenda Items #20-22. Trustee Compton seconded the motion. Motion passed unanimously. (See November 7, 2006, Board Meeting, Agenda Items #20-22, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

### **Informative Reports**

Dr. Wright Lassiter reviewed the monthly informative reports, Agenda Items #23-28. (See November 7, 2006, Board Meeting, Agenda Items #23-28, which is made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

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

Dr. Lassiter will provide trustees with additional information about content of advertising done through the *Dallas Morning News* relative to the award in the

November 7 agenda, the opportunities for sub-contracting in the construction management at risk method, how the District can facilitate opportunities for small firms that reach their bonding capacity, how ongoing programs and services relate to accomplishing goals in the state plan titled *Closing the Gaps*, and preliminary planning for the Board Room and related space at the new District headquarters.

For future agendas, administration will frame recommendations for awards in a manner that conveys the Board's priority to make opportunities accessible to M/WBE firms.

Chairman Prater extended warm congratulations to Mrs. Boyle who recently assumed the office of President, Association of Community College Trustees (ACCT). Mrs. Boyle expressed her appreciation to the chancellor and administration for their good work and support, adding that Eddie Bernice Johnson recently joined the community college caucus that ACCT and the American Association of Community Colleges (AACC) are promoting.

Ms. Flores congratulated the chancellor for receiving Bank of America's Local Hero award, extended appreciation to Richland College for hosting the Llaves del Exito event on October 28, asked if dual credit might be added to Texas Association of Community Colleges (TACC) priorities for the 80<sup>th</sup> legislative session, congratulated Mountain View President Felix Zamora for the large enrollment increase in Fall 2006, and congratulated El Centro College for the performance of its nursing programs.

Dr. Lassiter commended Cedar Valley President Jennifer Wimbish, 2006 Chair of DCCCD's SECC Campaign, for pledges of almost \$420,000 and increases in number of pledges at the level of Leadership and Chancellor's Circle. He also noted that he and the Faculty Council are enjoying productive meetings in which they are addressing items before they become issues.

Mrs. Boyle asked that trustees identify to the chancellor items they would like to be part of the agenda for the Board retreat scheduled for January 17, 2007. Dr. Lassiter will poll trustees about their preference for retaining January 17 as the retreat date, since it follows the regular meeting on January 16.

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

There were no citizens to appear before the Board.

#### **Executive Session**

The Board met in Executive Session beginning at 5:27p.m. and ending at 6:04p.m.

#### **Adjournment**

Board Chair Mr. Jerry Prater adjourned the meeting at 6:04p.m.

Approved:

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

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Wright L. Lassiter Jr., Secretary

CONSENT AGENDA NO. 2

Approval of Minutes of the November 28, 2006 Planning and Budget  
Committee Meeting

It is recommended that the Board approve the minutes of the November 28, 2006 Board of Trustees Planning and Budget Committee Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES  
PLANNING AND BUDGET COMMITTEE MEETING MINUTES  
NOVEMBER 28, 2006**

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

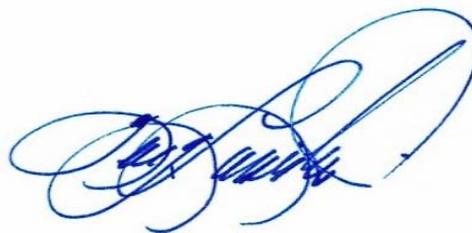
**Absent:** Ms. Charletta Compton

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

Committee Chair Ms. Diana Flores convened the meeting at 3:00p.m. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE NOVEMBER 22, 2006  
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 22<sup>nd</sup> day of November, 2006 in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 22<sup>nd</sup> day of November, 2006 to Cynthia Figueroa Calhoun, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.



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Wright L. Lassiter, Jr., Secretary

### **Fall Revision of the 2006-07 Budget**

Vice Chancellor Ed DesPlas presented a PowerPoint titled, "Fall Budget Revision, November 28, 2006."

### **Budget Planning for 2007-08**

Trustee Metzger moved that the Fall Revision of the 2006-07 Budget be recommended for approval to the Board at its regular meeting on December 5, 2006. Trustee Williams seconded the motion. Motion passed unanimously.

### **Revenue Bond Refunding**

Vice Chancellor Ed DesPlas presented a PowerPoint titled, "Revenue Bond Refunding, November 28, 2006."

### **Commercial Paper Program**

Vice Chancellor Ed DesPlas presented a PowerPoint titled, "Commercial Paper Program, November 28, 2006."

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

Dr. Lassiter will provide trustees with additional information about closing accounting at the end of one fiscal year and carrying forward encumbrances to the next fiscal year, what programs or services are in the auxiliary fund Student Activities line item, current status and projected date for fully funding the Rising Star endowment, projects to be addressed with the proposed next issue of \$27 million in general obligation bonds, how financial and other activities will be reported relative to their main campus connection, a report of lease revenue including unit to which the revenue is credited, history of the new program development fund, status of the proposal for a trustees fund for innovation, DCCCD's starting salaries for positions that require bachelor's degrees compared to competitors, cost per student, implications of establishing a Board policy on ratio of full-time to part-time faculty, cost of District operations, looking into whether there are college and District operations that overlap unnecessarily, trends in fund balance, and funding facilities maintenance in a manner that does not build up debt.

Dr. Lassiter will identify a date for a Planning and Budget Committee meeting in February to continue discussion about planning assumptions for the 2007-08 budget.

### **Adjournment**

Committee Chair Flores adjourned the meeting at 5:10p.m.

Approved:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned above a horizontal line.

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Wright L. Lassiter, Jr., Secretary

POLICY REPORT NO. 3

Acceptance of Gifts

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

1. Through the Development Office (equipment):
  - a. None
  
2. From the Dallas County Community College District Foundation, Inc. (DCCCD Foundation), actual expenditures on behalf of the DCCCD:
  - a. Grant from the African American Read-In Fund in support of the African American Read-In Program, in the amount of \$996.
  - b. Grant from the Mountain View College Transfer Fair Fund in support of the Mountain View College Transfer Fair, in the amount of \$1,180.
  - c. Grant from the Eastfield College Senior Fest Fund in support of the Eastfield College Senior Fest, in the amount of \$7,688.
  - d. Grant from the Richland College Restricted Fund in support of the purchase of Pinnacle Studio Plus software for the Office Technology Program at Richland College, in the amount of \$2,754.
  
3. From the Dallas County Community College District Foundation, Inc. (DCCCD Foundation), gifts that will be expended in the future:
  - a. Anonymous donation in support of the Bill Neal Scholarship fund, in the amount of \$1,000.
  - b. Grant from Argosy University in support of the Brookhaven College Library Art Institute Fund, in the amount of \$3,000.

- c. Grant from Argosy University in support of the El Centro College Library Art Institute Fund, in the amount of \$3,000
- d. Grant from Argosy University in support of the Eastfield College Art Institute Fund, in the amount of \$3,000.
- e. Grant from Argosy University in support of the Richland College Library Art Institute Fund, in the amount of \$3,000.
- f. Grant from Chambrel at Club Hill in support of the Richland College Emeritus Program, in the amount of \$500.
- g. Grant from Denbury Resources, Inc. in support of the Ellison Miles Geotechnology Institute Outreach Fund, in the amount of \$2,400.
- h. Grant from The Inge Foundation in support of the Rising Star Program, in the amount of \$2,500.
- i. Grant from the Love Field Pilots Association, Inc. in support of the Professional Pilot Scholarship, in the amount of \$4,000.
- j. Grant from Stacey McMullen in support of the Hansel Martin Memorial Scholarship, in the amount of \$1,000.
- k. Grant from the Miles Foundation in support of the Ellison Miles Geotechnology Institute Fund, in the amount of \$2,000.
- l. Grant from the Richardson Chamber of Commerce in support of the Ted Pohrte Distance Learning Scholarship, in the amount of \$1,000.
- m. Grant from Toyota Motor Sales, U.S.A., Inc. in support of the Toyota Automotive Technology T-Ten Scholarship, in the amount of \$2,061.
- n. Grant from United Way of Metropolitan Dallas in support of the State Employee Charitable Campaign, in the amount of \$39,215.

**TOTAL AMOUNT IN THIS REPORT: \$80,294**

POLICY REPORT NO. 4

Authorization of Support of DCCCD Board Members Serving on ACCT  
Committees

Each year the Association of Community College Trustees (ACCT) solicits nominations for board members of community colleges to serve on the ACCT Board and committees. The board on which the individual serves must support these nominations. It is recommended that the board chair sign letters of support on behalf of interested DCCCD Board members.

BUILDING & GROUNDS REPORT NO. 5

Approval of Amendment to Agreement with HDR Architecture, Inc.

It is recommended that authorization be given to approve an amendment to the agreement with HDR Architecture, Inc. in an amount not to exceed \$840,260 for additional services at Brookhaven College.

Original Agreement	\$2,499,379
Previous Amendment (s)	0
Amendment	<u>840,260</u>
Revised Agreement	\$3,339,639

I. Board Date: 12/05/2006

II. Agenda Item Title: Approval of Amendment to Agreement with HDR Architecture, Inc.

III. Background:

The Board approved the original contract with HDR Architecture, Inc. July 11, 2006 in the amount of \$2,499,379 for professional architectural and design services for the science building for Brookhaven College. There are no prior amendments to this contract.

Board Approved	VCBA Approved	Amendment No.	Amount	Revised Contract
07/11/2006			\$2,499,379	
Pending		1	\$840,260	\$3,339,639

This amendment of \$840,260 provides fees for additional services due to 1) owner initiated changes identifying the need to include an additional 10,000 gross square feet (GSF) in the science building design, 2) the requirements of the City of Farmers Branch to develop a campus Master Plan, submit an updated site plan, define campus growth, make a zoning application and other compliance requirements in order to obtain drawing approvals and building permits, and 3) the recommendation to include the mechanical, electrical and plumbing (MEP)/Civil studies into the Master Planning.

This amendment has undergone administrative review and approval of the form of the agreement from DCCCD's legal counsel.

IV. Analysis:

This recommendation increases the contract to \$3,339,639, which is \$840,260 (25.2%) over the original amount. This project is financed by General Obligation Bond Series 2004. Funds are budgeted in architects & engineers account #27211 in division #40-02-970202.

V. Resource: Edward M. DesPlas  
Vice Chancellor of Business Affairs  
District Services Center  
(972) 860-7752

Steve Park  
Executive Director  
Bond/Program Management Team  
2004 Bond Program Office  
(972) 860-5130

BUILDING & GROUNDS REPORT NO. 6

Approval of Amendment to Agreement with KAI Texas, LLC.

It is recommended that authorization be given to approve an amendment to the agreement with KAI Texas, LLC. in an amount not to exceed \$4,463 for additional services for Eastfield College.

Original Agreement	\$726,590
Previous Amendment (s)	0
Amendment	<u>4,463</u>
Revised Agreement	\$731,053

I. Board Date: 12/05/2006

II. Agenda Item Title: Approval of Amendment to Agreement with KAI Texas, LLC.

III. Background:

The Board approved the original contract with KAI Texas, LLC. August 8, 2006 in the amount of \$726,590 for professional architectural and design services for the south education campus for Eastfield College. There are no prior amendments to this contract.

Board Approved	VCBA Approved	Amendment No.	Amount	Revised Contract
08/08/2006			\$726,590	
Pending		1	\$4,463	\$731,053

This amendment of \$4,463 provides fee for additional services due to the preparation of Civil Engineering drawings and specifications required for demolition of existing site improvements.

This amendment has undergone administrative review and approval of the form of the agreement from DCCCD's legal counsel.

IV. Analysis:

This recommendation increases the contract to \$731,053, which is \$4,463 (0.6%) over the original amount. This project is financed by General Obligation Bond Series 2004. Funds are budgeted in architects & engineers account #27211 in division #40-04-970401.

V. Resource: Edward M. DesPlas  
Vice Chancellor of Business Affairs  
District Services Center  
(972) 860-7752

Steve Park  
Executive Director  
Bond/Program Management Team  
2004 Bond Program Office  
(972) 860-5130

BUILDING AND GROUNDS REPORT NO. 7

Approval of Change Order with Robinson Industries, Inc.

It is recommended that authorization be given to approve change order No. 2 with Robinson Industries, Inc. in an amount not to exceed \$24,999 to provide additional construction services for the North Lake College.

Original agreement	\$143,756
Previous change order(s)	24,623
Change order No. 2	24,999
Revised agreement	<u>\$193,378</u>

I. Board Date: 12/05/2006

II. Agenda Item Title: Approval of Change Order for Robinson Industries, Inc.

III. Background:

This is project #5, *Progress Report on Construction Projects*, (Informative Reports section of this agenda). The project is for the electrical repairs at the natatorium due to the deterioration of the building's entire electrical system. The project was complete as of October 31, 2006.

The Board approved the recommendation for award for bid No. 11122 for the electrical repairs at the natatorium on June 6, 2006. Original contract amount was for a total amount of \$143,756. There was no contingency fund approved by the Board.

The project was to be completed on August 31, 2006. Change order No. 2 added 11 days, changing the date of substantial completion date to September 11, 2006.

Change Order No.1 was for the installation of conduit and conductors from the electrical room of the building S to a new junction box in equipment room for AHU 16 and to provide for the refurbishing of light fixtures mounted in the pool area.

Change order No. 2 provides for bonding of the pools in the natatorium per the National Electrical Code, NFPA 70, Article 680 in order to eliminate voltage gradients in the pools areas.

IV. Analysis:

This recommendation increases the project cost to \$193,378, which is \$49,622, (35%) over the original amount. Financial resources are budgeted in repairs-building account #23641 in division #11-07-809000.

V. Resource: Ed DesPlas  
Vice Chancellor of Business Affairs  
District Service Center  
(972) 860-7752

Clyde Porter  
Associate Vice Chancellor of Facilities Management/District  
Architect  
District Service Center  
(972) 860-7760

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

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

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

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

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

Recommendations in the Building and Grounds Reports Sections  
Architects and Engineers  
September 5, 2006 – December 5, 2006

	# agreements	% agreements	\$ amount	% amount
MBE	1	14	48,500	2
WBE	0	0	0	0
Not classified	6	86	2,724,777	98
Total	7	100	2,773,277	100

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

FINANCIAL REPORT NO. 8

Approval of Expenditures for October 2006

It is recommended that expenditures for October 2006 be approved. The detailed expenditure report is located in the business affairs office at the District Service Center.

FINANCIAL REPORT NO. 9

Presentation of Budget Report for October 2006

The budget report for October 2006 is presented as a matter of record (see attached).

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

**REVENUES & ADDITIONS**

Year-to-Date October 31, 2006  
16.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
<b>UNRESTRICTED FUND</b>						
State Appropriations	\$ 84,766,610	\$ 20,566,206	\$ 64,200,404	24.3%	23.1-25.6%	
Tuition	60,981,591	24,900,682	36,080,909	40.8%	36.3-41.6%	
Taxes for Current Operations	110,791,496	697,647	110,093,849	0.6%	0-1.8%	
Federal Grants & Contracts	1,332,653	152,300	1,180,353	11.4%	0-21.7%	
State Grants & Contracts	131,292	275	131,017	0.2%	n/a	
General Sources:						
Investment Income	4,750,978	911,514	3,839,464	19.2%	13.8-19.6%	
General Revenue	2,321,836	372,163	1,949,673	16.0%	n/a	
Subtotal General Sources	7,072,814	1,283,677	5,789,137	18.1%	8.7-36.9%	
<b>SUBTOTAL UNRESTRICTED</b>	<b>265,076,456</b>	<b>47,600,787</b>	<b>217,475,669</b>	<b>18.0%</b>	<b>n/a</b>	
Use of Fund Balance & Transfers-in	138,662	-	138,662	0.0%	n/a	
<b>TOTAL UNRESTRICTED</b>	<b>265,215,118</b>	<b>47,600,787</b>	<b>217,614,331</b>	<b>17.9%</b>	<b>15.5-21.4%</b>	
<b>AUXILIARY FUND</b>						
Sales & Services	7,174,852	769,508	6,405,344	10.7%	9.9-18.6%	
Investment Income	444,233	56,550	387,683	12.7%	7.5-33.5%	
Transfers-in	3,998,797	-	3,998,797	0.0%	n/a	
Use of Fund Balance	-	-	-	0.0%	n/a	
<b>TOTAL AUXILIARY</b>	<b>11,617,882</b>	<b>826,058</b>	<b>10,791,824</b>	<b>7.1%</b>	<b>0-32.9%</b>	
<b>RESTRICTED FUND</b>						
State Appropriations:						
Insurance & Retirement Match	20,959,931	3,480,948	17,478,983	16.6%	n/a	
SBDC State Match	1,365,210	148,246	1,216,964	10.9%	n/a	
Subtotal State Appropriations	22,325,141	3,629,194	18,695,947	16.3%	n/a	
Grants, Contracts & Scholarships:						
Federal	63,652,450	4,200,632	59,451,818	6.6%	n/a	
State	5,924,624	440,090	5,484,534	7.4%	n/a	
Local	5,425,565	538,176	4,887,389	9.9%	n/a	
Transfers-in	903,745	872	902,873	0.1%	n/a	
Subtotal Grants, Contracts & Scholarships	75,906,384	5,179,770	70,726,614	6.8%	n/a	
<b>TOTAL RESTRICTED</b>	<b>98,231,525</b>	<b>8,808,964</b>	<b>89,422,561</b>	<b>9.0%</b>	<b>n/a</b>	
<b>TOTAL REVENUES &amp; ADDITIONS</b>	<b>\$ 375,064,525</b>	<b>\$ 57,235,809</b>	<b>\$317,828,716</b>	<b>15.3%</b>	<b>n/a</b>	

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

**EXPENDITURES & USES BY FUNCTION**

Year-to-Date October 31, 2006

16.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
<b>UNRESTRICTED FUND</b>						
Instruction	\$ 113,423,076	\$ 22,575,195	\$ 90,847,881	19.9%	17.6-20.1%	
Public Service	5,640,321	962,070	4,678,251	17.1%	13.2-19.4%	
Academic Support	15,631,432	3,285,541	12,345,891	21.0%	15.3-22.3%	
Student Services	24,224,954	4,082,239	20,142,715	16.9%	15.6-18.2%	
Institutional Support	47,218,106	11,228,174	35,989,932	23.8%	17.4-22.1%	(1)
Staff Benefits	10,086,728	1,448,497	8,638,231	14.4%	10.2-15.8%	
Operations & Maintenance of Plant	25,368,333	7,679,185	17,689,148	30.3%	26.7-38.6%	
Repairs & Rehabilitation	1,187,012	1,382,248	(195,236)	116.4%	5.8-48.2%	(2)
Special Items:						
Reserve - Campus	1,716,448	-	1,716,448	0.0%	n/a	
Reserve - Compensation	6,234,375	-	6,234,375	0.0%	n/a	
Reserve - Operating	1,317,833	-	1,317,833	0.0%	n/a	
Reserve - New Campuses	1,000,000	-	1,000,000	0.0%	n/a	
Reserve - Non-operating	445,595	-	445,595	0.0%	n/a	
<b>TOTAL UNRESTRICTED</b>	<b>253,494,213</b>	<b>52,643,149</b>	<b>200,851,064</b>	<b>20.9%</b>	<b>18.2-21.6%</b>	
<b>AUXILIARY FUND</b>						
Student Activities	5,673,892	1,291,332	4,382,560	22.8%	17.4-21.5%	(3)
Sales & Services	5,185,857	1,306,390	3,879,467	25.2%	14.8-47.7%	
Reserve - Campus	244,900	-	244,900	0.0%	n/a	
Reserve - District	408,233	-	408,233	0.0%	n/a	
Transfers-out	105,000	48,427	56,573	46.1%	0-83.5%	
<b>TOTAL AUXILIARY</b>	<b>11,617,882</b>	<b>2,646,149</b>	<b>8,971,733</b>	<b>22.8%</b>	<b>11.0-41.5%</b>	
<b>RESTRICTED FUND</b>						
State Appropriations	20,959,931	3,480,948	17,478,983	16.6%	13.9-19.5%	
Grants & Contracts	31,355,580	2,678,641	28,676,939	8.5%	n/a	
Scholarships	45,916,014	2,649,375	43,266,639	5.8%	n/a	
<b>TOTAL RESTRICTED</b>	<b>98,231,525</b>	<b>8,808,964</b>	<b>89,422,561</b>	<b>9.0%</b>	<b>n/a</b>	
<b>SUBTOTAL EXPENDITURES &amp; USES</b>	<b>363,343,620</b>	<b>64,098,262</b>	<b>299,245,358</b>	<b>17.6%</b>	<b>n/a</b>	
<b>TRANSFERS &amp; DEDUCTIONS:</b>						
Mandatory Transfers:						
Tuition to Debt Service Fund	1,894,389	903,690	990,699	47.7%	6.2-65.7%	
LoanStar Loan to Debt Service Fund	208,281	-	208,281	0.0%	n/a	
Institutional Matching-Contracts/Grants	63,000	-	63,000	0.0%	0-76.0%	
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	3,092,777	1,523	3,091,254	0.0%	n/a	
Unexpended Plant Fund	2,000,000	-	2,000,000	0.0%	n/a	
Debt Service Fund	4,462,458	-	4,462,458	0.0%	n/a	
<b>TOTAL TRANSFERS &amp; DEDUCTIONS</b>	<b>11,720,905</b>	<b>905,213</b>	<b>10,815,692</b>	<b>7.7%</b>	<b>n/a</b>	
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 375,064,525</b>	<b>\$ 65,003,475</b>	<b>\$ 310,061,050</b>	<b>17.3%</b>	<b>n/a</b>	

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

**EXPENDITURES & USES BY ACCOUNT CLASSIFICATION**

Year-to-Date October 31, 2006  
16.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget
<b>UNRESTRICTED FUND</b>				
Salaries & Wages	\$ 175,723,849	\$ 32,152,600	\$ 143,571,249	18.3%
Staff Benefits	10,086,728	1,448,497	8,638,231	14.4%
Purchased Services	10,964,232	2,492,127	8,472,105	22.7%
Operating Expenses	47,465,742	12,002,166	35,463,576	25.3%
Supplies & Materials	7,077,648	3,631,148	3,446,500	51.3%
Minor Equipment	1,305,220	1,543,370	(238,150)	118.2%
Capital Outlay	3,737,863	1,344,031	2,393,832	36.0%
Charges	(13,581,320)	(1,970,790)	(11,610,530)	14.5%
<b>SUBTOTAL UNRESTRICTED</b>	<b>242,779,962</b>	<b>52,643,149</b>	<b>190,136,813</b>	<b>21.7%</b>
Reserve - Campus	1,716,448	-	1,716,448	0.0%
Reserve - Compensation	6,234,375	-	6,234,375	0.0%
Reserve - Operating	1,317,833	-	1,317,833	0.0%
Reserve - New Campuses	1,000,000	-	1,000,000	0.0%
Reserve - Non-operating	445,595	-	445,595	0.0%
Transfers & Deductions:				
Mandatory Transfers:				
Tuition to Debt Service Fund	1,894,389	903,690	990,699	47.7%
LoanStar Loan to Debt Service Fund	208,281	-	208,281	0.0%
Institutional Matching - Contracts/Grants	63,000	-	63,000	0.0%
Non-Mandatory Transfers & Deductions:				
Auxiliary Fund	3,092,777	1,523	3,091,254	0.0%
Unexpended Plant Fund	2,000,000	-	2,000,000	0.0%
Debt Service Fund	4,462,458	-	4,462,458	0.0%
<b>TOTAL UNRESTRICTED</b>	<b>265,215,118</b>	<b>53,548,362</b>	<b>211,666,756</b>	<b>20.2%</b>
<b>AUXILIARY FUND</b>	<b>11,617,882</b>	<b>2,646,149</b>	<b>8,971,733</b>	<b>22.8%</b>
<b>RESTRICTED FUND</b>	<b>98,231,525</b>	<b>8,808,964</b>	<b>89,422,561</b>	<b>9.0%</b>
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 375,064,525</b>	<b>\$ 65,003,475</b>	<b>\$ 310,061,050</b>	<b>17.3%</b>

## NOTES

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

- (1) – (3) Actual *Institutional Support and Repairs & Rehabilitation* (in *Unrestricted Fund*), and *Student Activities* (in *Auxiliary Fund*) reflects encumbrances associated with prior year activities. During the Fall budget revision, administration will request adjustments to the budget for prior year encumbrances.

I. Board Date: 12/05/2006

II. Agenda Item Title: Presentation of Budget Report for October 2006

III. Background:

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

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

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

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

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

#### IV. Analysis:

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

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

V. Resource: Edward M. DesPlas  
Vice Chancellor of Business Affairs  
District Service Center  
(972) 860-7752

FINANCIAL REPORT NO. 10

Approval of Adjustments to the Budget for Fiscal Year 2006-07

It is recommended that adjustments to the budget for fiscal year 2006-07 be approved and the budget be revised.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**  
**2006-07 PROPOSED CURRENT FUNDS OPERATING BUDGET**  
**Revenues & Additions**

	2007		
	Original	Proposed Change	Fall Revision
<b>Unrestricted Fund:</b>			
State Appropriations	\$ 84,766,610	\$ (13,863)	\$ 84,752,747
Tuition	60,981,591	(166,674)	60,814,917
Taxes for Current Operations	110,791,496	-	110,791,496
Federal Grants and Contracts	1,332,653	(198,783)	1,133,870
State Grants and Contracts	131,292	-	131,292
Investment Income	4,750,978	174,565	4,925,543
General Revenue	2,321,836	(65,206)	2,256,630
Use of Fund Balance	138,662	10,113,190	10,251,852
<b>Total</b>	<b>\$ 265,215,118</b>	<b>\$ 9,843,229</b>	<b>\$ 275,058,347</b>
<b>Auxiliary Fund:</b>			
Sales & Services	\$ 7,174,852	\$ 52,878	\$ 7,227,730
Investment Income	444,233	(58,911)	385,322
Transfers-in	3,998,797	-	3,998,797
Use of Fund Balance	-	351,462	351,462
<b>Total</b>	<b>\$ 11,617,882</b>	<b>\$ 345,429</b>	<b>\$ 11,963,311</b>
<b>Restricted Fund:</b>			
Insurance/Retirement Match	\$ 20,959,931	\$ -	\$ 20,959,931
SBDC State Match	1,365,210	-	1,365,210
Subtotal State Appropriations	22,325,141	-	22,325,141
Grants & Contracts			
Federal	63,652,450	-	63,652,450
State	5,924,624	-	5,924,624
Local	5,425,565	-	5,425,565
Transfers-in	903,745	-	903,745
<b>Total</b>	<b>\$ 98,231,525</b>	<b>\$ -</b>	<b>\$ 98,231,525</b>
<b>TOTAL CURRENT FUNDS REVENUES &amp; ADDITIONS</b>	<b>\$ 375,064,525</b>	<b>\$ 10,188,658</b>	<b>\$ 385,253,183</b>

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**  
**2006-07 PROPOSED CURRENT FUNDS OPERATING BUDGET**  
**Expenditures & Uses by Function**

	2007		
	Original	Proposed Change	Fall Revision
<b>Unrestricted Fund</b>			
Instruction	\$ 113,423,076	\$ 5,935,210	\$ 119,358,286
Public Service	5,640,321	(19,320)	5,621,001
Academic Support	15,631,432	956,031	16,587,463
Student Services	24,224,954	1,164,876	25,389,830
Institutional Support	47,218,106	2,274,205	49,492,311
Staff Benefits	10,086,728	20,023	10,106,751
Operations & Maintenance	25,368,333	1,779,043	27,147,376
Repairs & Rehabilitation	1,187,012	5,919,944	7,106,956
Reserve - Campus	1,716,448	(980,390)	736,058
Reserve - Compensation	6,234,375	(6,234,375)	-
Reserve - Operating	1,317,833	64,667	1,382,500
Reserve - New Campuses	1,000,000	(500,000)	500,000
Reserve - Non-operating	445,595	213,315	658,910
Mandatory Transfers	2,165,670	-	2,165,670
Non-mandatory Transfers	9,555,235	(750,000)	8,805,235
<b>Total</b>	<b>\$ 265,215,118</b>	<b>\$ 9,843,229</b>	<b>\$ 275,058,347</b>
<b>Auxiliary Fund</b>			
Student Activities	\$ 5,673,892	\$ 380,617	\$ 6,054,509
Sales & Services	5,185,857	131,895	5,317,752
Reserve - Campus	244,900	(86,666)	158,234
Reserve - District	408,233	(80,417)	327,816
Transfers-out	105,000	-	105,000
<b>Total</b>	<b>\$ 11,617,882</b>	<b>\$ 345,429</b>	<b>\$ 11,963,311</b>
<b>Restricted Fund</b>			
State Appropriations	\$ 20,959,931	\$ -	\$ 20,959,931
Grants & Contracts	31,355,580	-	31,355,580
Scholarships	45,916,014	-	45,916,014
<b>Total</b>	<b>\$ 98,231,525</b>	<b>\$ -</b>	<b>\$ 98,231,525</b>
<b>TOTAL CURRENT FUNDS EXPENDITURES &amp; USES</b>	<b>\$ 375,064,525</b>	<b>\$ 10,188,658</b>	<b>\$ 385,253,183</b>

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**  
**2006-07 PROPOSED NON-OPERATING BUDGET**  
**Revenues & Expenditures**

**Unexpended Plant Fund**

	2007		
	Original	Proposed Change	Fall Revision
<b>Revenues &amp; Additions:</b>			
Investment Revenue	\$ 1,598,113	\$ 551,754	\$ 2,149,867
General Obligation Bonds	-	27,000,000	27,000,000
Transfers-in	2,000,000	(750,000)	1,250,000
Use of Fund Balance	44,006,264	10,115,529	54,121,793
<b>Total</b>	<b>\$ 47,604,377</b>	<b>\$ 36,917,283</b>	<b>\$ 84,521,660</b>
<b>Expenditures &amp; Uses:</b>			
Bldg & Physical Plant Repairs	\$ 7,000,000	\$ 2,491,479	\$ 9,491,479
Construction & Land Purchases	23,013,882	30,448,840	53,462,722
Architects	15,899,306	1,531,117	17,430,423
Furniture & Equipment	1,691,189	1,645,847	3,337,036
Bond Cost of Issuance	-	800,000	800,000
<b>Total</b>	<b>\$ 47,604,377</b>	<b>\$ 36,917,283</b>	<b>\$ 84,521,660</b>

**Debt Service Fund**

	2007		
	Original	Proposed Change	Fall Revision
<b>Revenues &amp; Additions:</b>			
Investment Revenue	\$ 91,478	\$ -	\$ 91,478
Taxes (Maintenance Tax Notes)	6,007,460	-	6,007,460
Taxes (General Obligation Bonds)	5,451,005	-	5,451,005
Transfers-in (Tuition)	1,894,389	-	1,894,389
Transfers-in (Auxiliary Fund)	-	-	-
Transfers-in (Unrestricted)	3,764,719	-	3,764,719
<b>Total</b>	<b>\$ 17,209,051</b>	<b>\$ -</b>	<b>\$ 17,209,051</b>
<b>Expenditures &amp; Uses:</b>			
General Obligation Bonds (Principal & Interest)	\$ 5,304,125	\$ -	\$ 5,304,125
General Obligation Bonds (Debt Service Expense)	1,000	-	1,000
Revenue Bonds (Principal & Interest)	5,541,580	-	5,541,580
Revenue Bonds (Debt Service Expense)	725	-	725
Maintenance Tax Notes (Principal & Interest)	5,846,088	-	5,846,088
Maintenance Tax Notes (Debt Service Expense)	600	-	600
Uncollectible Tax Expense	79,064	-	79,064
Lone Star Notes (State of TX)	208,281	-	208,281
Tax Collection Fees	227,588	-	227,588
<b>Total</b>	<b>\$ 17,209,051</b>	<b>\$ -</b>	<b>\$ 17,209,051</b>

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**  
**2006-07 PROPOSED NON-OPERATING BUDGET**  
**Revenues & Expenditures**

**Quasi-endowment Fund**

	<b>2007</b>		
	<b>Original</b>	<b>Proposed Change</b>	<b>Fall Revision</b>
Revenues:			
Investment Income	\$ 191,726	\$ -	\$ 191,726
Lease Income	400,000	-	400,000
Total	<u>\$ 591,726</u>	<u>\$ -</u>	<u>\$ 591,726</u>
Expenditures:			
Transfers-out			
Rising Star Program	\$ 591,726	\$ -	\$ 591,726
Total	<u>\$ 591,726</u>	<u>\$ -</u>	<u>\$ 591,726</u>

I. Board Date: 12/05/2006

II. Agenda Item Title: Approval of Adjustments to the Budget for Fiscal Year 2006-07

III. Background:

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

The Planning and Budget Committee reviewed the proposed adjustments on November 28, 2006. Following a presentation and question/answer period, the committee approved submitting the proposed adjustments to the Board for formal action. Members of the committee are Trustee Flores (chair), Trustee Williams and Trustee Metzger.

IV. Analysis:

Most adjustments in a Fall semester are due to encumbrances carried forward from the prior fiscal year, distribution of salary increases, reallocations from reserve to departmental accounts, and corrections to income estimates based on Fall enrollments. This is true for the Fall 2006 revision.

V. Resource: Edward M. DesPlas  
Vice Chancellor of Business Affairs  
District Service Center  
(972) 860-7752

FINANCIAL REPORT NO. 11

Approval of Tuition for Continuing Education Courses

It is recommended that approval be given to the attached continuing education course tuitions. This recommendation is made to comply with the Texas Higher Education Coordinating Board guideline: "Tuition and fees for workforce continuing education courses offered for continuing education units (CEUs) must be established by the institution's governing board and be uniformly and consistently assessed."

I. Board Date: 12/05/2006

II. Agenda Item Title: Approval of Tuition for Continuing Education Courses

III. Background:

There are three attached lists compiled from information supplied by deans of continuing education at the colleges. The first list is *Retroactive Approval for Workforce Education CEU Reimbursable Courses* and contains courses not included on the August 2006 board agenda that need to be reported for 1<sup>st</sup> quarter reimbursement. The second list is *New Tuition for Workforce Education CEU Reimbursable Courses* and represents changes in tuition costs beginning 2<sup>nd</sup> quarter. The third list, *New Workforce Education CEU Courses*, contains courses being offered for the first time during 2<sup>nd</sup> quarter. Because the Coordinating Board groups courses of similar content under generic course numbers, course numbers are repeated.

These courses are reimbursed at the same rate per contact hour as equivalent credit courses. Community colleges report CEU courses for contact hour reimbursement at the end of each reporting quarter (1<sup>st</sup> quarter: September – November, 2<sup>nd</sup> quarter: December – February, 3<sup>rd</sup> quarter: March – May, 4<sup>th</sup> quarter: June - August).

IV. Analysis:

Tuition varies according to the following factors:

Direct Costs: Instructor salaries; materials, software and equipment for specialized courses; special marketing and recruitment efforts

Indirect Costs: Rental of off-campus facilities.

V. Resource: Andrew Jones  
Vice Chancellor of Educational Affairs  
District Office  
(214) 860-2129

Don Perry  
District Director of Workforce Education  
District Office  
(214) 860-2450

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION COURSE TUITION SCHEDULE  
EFFECTIVE FOR 2<sup>nd</sup> QUARTER (DECEMBER 1, 2006 – FEBRUARY 28, 2007)

RETROACTIVE APPROVAL FOR WORKFORCE EDUCATION CEU REIMBURSABLE COURSES							
ID	College	Course Rubric	Course Number	Local Course Title (no abbreviations)	Total Tuition	Total Contact Hours	Comments/Explanatory Notes
1.	BHC	ACNT	2009	Cost Accounting	\$ 108	48	Setup after submission of last report.
2.	BHC	ITSE	2055	Advanced C Programming	\$ 144	64	See ID #1
3.	CVC	CJLE	2000	Crisis Intervention Techniques	\$ 60	16	See ID #1
4.	CVC	CJLE	1020	Cultural Diversity	\$ 30	8	See ID #1
5.	CVC	CJLE	1055	Basic Police Supervision I	\$ 75	24	See ID #1
6.	CVC	CJLE	1055	Basic Police Supervision II	\$ 75	24	See ID #1
7.	CVC	CJLE	2019	Police Emergency Driving Course	\$ 125	24	See ID #1
8.	ECC	ARTC	1051	Introduction to Photoshop CS (Creative Suite)	\$ 36	16	See ID #1
9.	ECC	ITSW	1003	Digital Photography	\$ 36	16	See ID #1
10.	ECC	DRCM	1072	Introduction to Mediation	\$ 108	48	See ID #1
11.	ECC	DRCM	2070	Practicum-Conflict Management	\$ 108	48	See ID #1
12.	ECC	DRCM	1073	Introduction to Divorce Mediation	\$ 108	48	See ID #1
13.	ECC	DRCM	1070	Introduction to Conflict Dynamics	\$ 108	48	See ID #1
14.	ECC	DRCM	1071	Introduction to Negotiation	\$ 108	48	See ID #1
15.	ECC	PLAB	2000	Phlebotomy Lab	\$ 40	8	See ID #1
16.	EFC	AUMT	1091	PACS (Program for Acceleration of Certification and Standards) Training Level I	\$1,200	60	See ID #1
17.	EFC	AUMT	1091	PACS (Program for Acceleration of Certification and Standards) Training Level II	\$ 100	66	See ID #1
18.	NLC	HITT	2046	Insurance Coding: Coding II	\$ 225	48	See ID #1
19.	NLC	NURA	1001	Nurse Aide Certification Training	\$ 300	60	See ID #1
20.	NLC	NURA	1060	Clinical-Nurse Aide Certification	\$ 200	40	See ID #1
21.	RLC	ACNT	1042	Bookkeeping II	\$ 150	30	See ID #1

**RETROACTIVE APPROVAL FOR  
WORKFORCE EDUCATION CEU REIMBURSABLE COURSES**

ID	College	Course Rubric	Course Number	Local Course Title (no abbreviations)	Total Tuition	Total Contact Hours	Comments/Explanatory Notes
22.	RLC	ACNT	1015	Payroll Fundamentals for Human Resource Practitioners	\$ 75	7	See ID #1
23.	RLC	BMGT	1022	Successful Communications for Business	\$ 125	16	See ID #1
24.	RLC	BMGT	1010	Introduction to Supervisory Skills	\$ 800	20	See ID #1
25.	RLC	BMGT	1020	DiSC/Supervisory	\$ 990	24	See ID #1
26.	RLC	BUSG	1008	Business Math Fundamentals	\$ 125	16	See ID #1
27.	RLC	BUSG	1027	Funding for Small Business	\$ 135	8	See ID #1
28.	RLC	CNBT	1003	Estimating	\$ 400	24	See ID #1
29.	RLC	COMG	1003	Ingles Mnimo Construccin	\$ 360	24	See ID #1
30.	RLC	COMG	1040	Communication Skills for Technical Writers	\$ 175	30	See ID #1
31.	RLC	COMG	1003	Workplace Communications	\$ 360	24	See ID #1
32.	RLC	COMG	1006	Workforce II	\$ 360	24	See ID #1
33.	RLC	COMG	1006	Blueprint Reading	\$ 320	16	See ID #1
34.	RLC	COMG	1003	Workplace Communications	\$ 720	48	See ID #1
35.	RLC	DFTG	1013	AutoCAD Specialist	\$ 640	32	See ID #1
36.	RLC	DFTG	1013	AutoCAD Specialist	\$1,650	33	See ID #1
37.	RLC	DFTG	1023	Blueprint Reading I	\$ 320	16	See ID #1
38.	RLC	DFTG	1023	Blueprint Reading II	\$ 320	16	See ID #1
39.	RLC	EMSP	1020	CPR (Cardiopulmonary Resuscitation)	\$ 250	8	See ID #1
40.	RLC	ETWR	1043	Business Writing	\$ 400	24	See ID #1
41.	RLC	FRNL	1001	Command Spanish for Construction	\$ 360	24	See ID #1
42.	RLC	HRPO	1000	Human Resource Basics	\$ 75	7	See ID #1
43.	RLC	IMED	1091	Audio Workshop	\$ 36	16	See ID #1
44.	RLC	IMED	1091	Desktop Publishing with InDesign	\$ 108	96	See ID #1
45.	RLC	ITSC	1043	Visio	\$ 320	16	See ID #1
46.	RLC	POFI	2025	Business Writing and Word	\$ 480	48	See ID #1

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION COURSE TUITION SCHEDULE  
EFFECTIVE FOR 2<sup>ND</sup> QUARTER (DECEMBER 1, 2006 – FEBRUARY 28, 2007)

NEW TUITION FOR WORKFORCE EDUCATION CEU REIMBURSABLE COURSES						
ID	College	Course Rubric	Course Number	Local Course Title (no abbreviations)	Total Tuition	Total Contact Hours
47.	CVC	ITSC	1022	Computer Literacy	\$ 115	16
48.	CVC	POFI	1003	Microsoft Word I	\$ 120	16
49.	CVC	POFI	1042	Microsoft Word II	\$ 120	16
50.	CVC	POFI	2037	Microsoft Word III	\$ 120	16
51.	CVC	ITSW	1022	Microsoft Excel I	\$ 120	16
52.	CVC	ITSW	1046	Microsoft Excel II	\$ 120	16
53.	CVC	ITSW	2035	Microsoft Excel III	\$ 120	16
54.	CVC	ITSW	1037	Microsoft PowerPoint	\$ 120	16
55.	CVC	ITSW	1053	Microsoft Access I	\$ 120	16
56.	CVC	ITSW	1055	Microsoft Access II	\$ 120	16
57.	CVC	ITSW	2047	Microsoft Access III	\$ 120	16
58.	CVC	RELE	1001	Principles I	\$ 128	16
59.	CVC	RELE	1038	Principles II	\$ 128	45
60.	CVC	RELE	2001	Law Of Agency	\$ 128	45
61.	CVC	RELE	1011	Law of Contracts	\$ 128	45
62.	CVC	RELE	1007	Investment	\$ 128	45
63.	CVC	RELE	1019	Finance	\$ 128	45
64.	CVC	RELE	1009	Law	\$ 128	45
65.	CVC	HRPO	1092	Train the Trainer, Adult Learning Strategies	\$ 375	24
66.	EFC	SMER	1041	Small Engine Repair	\$ 175	32
67.	NLC	DFTG	1025	Electrical Blueprint Reading	\$ 108	48
68.	NLC	ELPT	1040	Master Electrician Exam Review I	\$ 108	64
69.	NLC	RELE	1001	Principles of Real Estate I	\$ 99	32
70.	NLC	RELE	2001	Law of Agency	\$ 99	32

NEW TUITION FOR WORKFORCE EDUCATION CEU REIMBURSABLE COURSES						
ID	College	Course Rubric	Course Number	Local Course Title (no abbreviations)	Total Tuition	Total Contact Hours
71.	NLC	RELE	1011	Law of Contracts	\$ 99	32
72.	NLC	RELE	1021	Real Estate Marketing	\$ 99	32
73.	NLC	RELE	1019	Real Estate Finance	\$ 99	32
74.	NLC	RELE	1003	Real Estate Appraisal	\$ 99	32
75.	NLC	RELE	2003	Real Estate Mandatory Continuing Education	\$ 105	16
76.	RLC	BUSG	1024	How to Start and Operate a Small Business	\$ 150	24
77.	RLC	ECRD	1091	Special Topics in Electrocardiograph Technology	\$ 175	32
78.	RLC	HITT	1011	Computers in Healthcare	\$ 200	32
79.	RLC	HPRS	2032	Healthcare Communications	\$ 200	48
80.	RLC	HPRS	2000	Pharmacology	\$ 200	48
81.	RLC	MDCA	1002	Human Disease/Pathophysiology	\$ 200	48
82.	RLC	MDCA	1043	Medical Insurance/Coding	\$ 220	48
83.	RLC	MRMT	1007	Introduction to Medical Transcription	\$ 250	48
84.	RLC	PBHL	1001	Medical Law and Ethics	\$ 75	16

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION COURSE TUITION SCHEDULE  
EFFECTIVE FOR 2<sup>ND</sup> QUARTER (DECEMBER 1, 2006 – FEBRUARY 28, 2007)

NEW WORKFORCE EDUCATION CEU REIMBURSABLE COURSES						
ID	Campus	Course Rubric	Course Number	Local Course Title (no abbreviations)	Total Tuition	Total Contact Hours
85.	CVC	ITSC	2039	Help Desk	\$ 144	96
86.	CVC	MRKG	1091	Marketing Plan	\$ 50	7
87.	CVC	HRPO	1091	Human Resources for Healthcare Professionals	\$ 150	40
88.	CVC	ACNT	1015	Payroll Practice and Management	\$ 150	40
89.	CVC	CDEC	1007	Curriculum and Activities for Educating Young Children	\$ 20	7
90.	CVC	CDEC	1091	Family Life and Relations Studies	\$ 20	7
91.	CVC	CDEC	1093	Early Literacy and Language	\$ 20	7
92.	CVC	TRVM	1091	Event Planning	\$ 75	24
93.	CVC	CNBT	1091	Green Building Code Basics	\$ 89	7
94.	CVC	CJLE	1040	Special Investigative Topics	\$ 30	8
95.	EFC	INSR	2000	Ethics and Consumer Protection	\$ 100	8
96.	EFC	POFT	1022	Office Administration	\$ 199	32
97.	EFC	PRCD	1091	Shaping Your Company's Image	\$ 125	20
98.	EFC	ELPT	2000	Math for Electricians	\$ 40	4
99.	EFC	EECT	1091	Electronic System Integration	\$ 144	96
100.	EFC	CJLE	2000	LE: Crisis Intervention	\$ 125	24
101.	EFC	CJLE	1059	LE: Spanish for Criminal Investigators	\$ 150	30
102.	MVC	ARTC	1091	Adobe Photoshop for Digital Photographers	\$ 125	16
103.	MVC	ARTC	1091	Adobe Photoshop for the World Wide Web	\$ 125	16
104.	NLC	ACNT	1091	Intermediate Payroll Concepts	\$ 333	45
105.	NLC	BNKG	1091	Special Topics in Banking Loan Processing	\$ 99	48
106.	NLC	BNKG	1091	Special Topics-Loan Closing	\$ 99	48
107.	NLC	COMG	1007	Career English: Reading and Writing Skills for the Workplace	\$ 125	48
108.	NLC	CPMT	1009	Linux for Cisco Network Administration	\$ 450	112

NEW WORKFORCE EDUCATION CEU REIMBURSABLE COURSES						
ID	Campus	Course Rubric	Course Number	Local Course Title (no abbreviations)	Total Tuition	Total Contact Hours
109.	NLC	EECT	2030	Call Manager I	\$ 144	112
110.	NLC	EECT	2030	Call Manager Security	\$ 144	112
111.	NLC	HALT	1008	Residential Landscape	\$ 139	24
112.	NLC	INDS	1091	Interior Design	\$ 119	20
113.	NLC	INSR	1000	Property, Casualty and Surety Adjuster Prelicense	\$ 480	60
114.	NLC	ITMC	1003	Write Query with SQL 2005	\$ 225	112
115.	NLC	ITMT	1040	Windows Server 2003	\$ 225	112
116.	NLC	ITMT	1000	Windows XP Professional	\$ 225	112
117.	NLC	ITNW	1092	Maintaining SQL 2005 Database	\$ 225	112
118.	NLC	ITSC	1007	UNIX Level I	\$ 189	96
119.	NLC	ITSC	2037	UNIX Level II	\$ 189	96
120.	NLC	ITSE	2033	Implementing SQL 2005 Database	\$ 225	112
121.	NLC	OPTS	2041	Ophthalmic Assistant	\$1,895	70
122.	NLC	POFT	1001	Speaking English at Work: Fundamentals PLUS	\$ 65	48
123.	NLC	POFT	1002	Career English: Introduction to Developing Presentations	\$ 80	24
124.	NLC	RELE	1007	Real Estate Investments	\$ 99	48
125.	NLC	WLDG	1015	Welding - Level I	\$ 210	32
126.	NLC	WLDG	1015	Welding - Level II	\$ 210	32

FINANCIAL REPORT NO. 12

Approval of Adjustments to the Richland Collegiate High School Budget for  
Fiscal Year 2006-07

It is recommended that adjustments to the budget for fiscal year 2006-07 be approved and the budget be revised.

**RICHLAND COLLEGIATE HIGH SCHOOL**  
**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT, CHARTER HOLDER**  
**2006-07 PROPOSED ALL FUNDS OPERATING BUDGET - Fall Revision**  
ESTIMATED REVENUES

	Original	Proposed Change	Fall Revision
State Funding	\$ 1,047,357	\$ 69,770	\$ 1,117,127
State Award	250,000	(96,139)	153,861
<b>TOTAL</b>	<u>\$ 1,297,357</u>	<u>\$ (26,369)</u>	<u>\$ 1,270,988</u>

**RICHLAND COLLEGIATE HIGH SCHOOL**  
**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT, CHARTER HOLDER**  
**2006-07 PROPOSED ALL FUNDS OPERATING BUDGET - Fall Revision**  
ESTIMATED EXPENDITURES

	Original	Proposed Change	Fall Revision
Instruction	\$ 517,429	\$ (6,642)	\$ 510,787
Instruction Related	646,468	(239,004)	407,464
Student Services	22,900	(20,900)	2,000
General Administration	71,000	239,537	310,537
Security Services	39,560	640	40,200
<b>TOTAL CURRENT FUNDS EXPENDITURES &amp; USES</b>	<u>\$ 1,297,357</u>	<u>\$ (26,369)</u>	<u>\$ 1,270,988</u>

I. Board Date: 12/05/2006

II. Agenda Item Title: Approval of Adjustments to the Richland Collegiate High School Budget for Fiscal Year 2006-07

III. Background:

The Planning and Budget Committee reviewed the proposed adjustments on November 28, 2006. Following a presentation and question/answer period, the committee approved submitting the proposed adjustments to the Board for formal action. Members of the committee are Trustee Flores (chair), Trustee Williams and Trustee Metzger.

The title *Federal* in the original estimated revenues was changed to *State Award* in this revision because in this year's audit, the charter school grant is being reported as a State grant. The titles are now consistent with year end reporting.

IV. Analysis:

The additional \$69,770 adjustment in state funding is based on the allocation letter from Texas Education Agency (TEA) in September which modified Method 1 Funding Variable to reflect state aid for tax relief and based the Technology allotment on the charter's 2006-07 estimated Refined ADA. The allocation from TEA was based on 95% of Average Daily Attendance (ADA) for 200 students, i.e. 190 students.

\$96,139 of the State award for charter school start-up was expended in the 2005-06 budget year for purchases of textbooks. The 2006-07 budget has been reduced to recognize the remaining State award.

In expenditures, the funds for school leadership have been transferred from instruction related to general administration to match with TEA's Financial Integrity Rating System of Texas (FIRST).

V. Resource: Stephen K. Mittelstet  
Superintendent  
Richland Collegiate High School  
(972) 238-6364

FINANCIAL REPORT NO. 13

Authorization to Purchase Property for El Centro College-West Campus

It is recommended that authorization be given to purchase a tract of land for El Centro College-West Campus located at 3250 N. Hampton Road in Dallas, Texas, from Mark A. Tolocko, for an amount not to exceed \$210,000.

It is further recommended that the vice chancellor of business affairs be authorized to execute the contract of sale of real estate for this property and pay related closing costs.

I. Board Date: 12/05/2006

II. Agenda Item Title: Authorization to Purchase Property for El Centro College-West Campus

III. Background:

The Board adopted a resolution August 8, 2006, authorizing eminent domain proceedings for the purpose of obtaining the property located at 3250 N. Hampton Road, owned by Mark A. Tolocko. Mr. Tolocko has agreed to sell the property and has submitted a signed contract for approval.

This property is part of the assembly of properties that are anticipated for the West Campus of El Centro College. The Board approved the purchase of the first property located at 2036 Kraft Street at the February 2006 meeting and approved the second purchase of property located at 2071 Dennison Street at the June 2006 meeting. The property is approximately one-half acre.

IV. Analysis:

Estimated expenditures are \$210,000 plus closing costs and will be paid from Series 2004 general obligation bonds account #27001 in division #40-05-970503.

V. Resource: Edward M. DesPlas  
Vice Chancellor of Business Affairs  
District Service Center  
(972) 860-7752

FINANCIAL REPORT NO. 14

Authorization to Purchase Property for El Centro College-West Campus

It is recommended that authorization be given to purchase a tract of land for El Centro College-West Campus located at 3300-3330 N. Hampton, Dallas in Dallas, Texas from Tim and Linda Ngo, for an amount not to exceed \$1,200,000.

It is further recommended that the vice chancellor of business affairs be authorized to execute the contract of sale of real estate for this property and pay related closing costs.

I. Board Date: 12/05/2006

II. Agenda Item Title: Authorization to Purchase Property for El Centro College-West Campus

III. Background:

The seller has agreed to the amount and terms of the contract of sale. This property is the fourth in a series of properties anticipated for the West Campus of El Centro.

Previous properties approved include 2036 Kraft Street and 2071 Dennison Street also. Presented at this Board meeting is also the request for purchase of 3250 N. Hampton.

The property is approximately two acres, including a 24,780 square feet building.

IV. Analysis:

Estimated expenditures are \$1,200,000 plus closing costs and will be paid from Series 2004 general obligation bonds account #27001 in division #40-05-970503.

V. Resource: Edward M. DesPlas  
Vice Chancellor of Business Affairs  
District Service Center  
(972) 860-7752

FINANCIAL REPORT NO. 15

Approval of Resolution to Establish Parameters to Refund Callable Portions of  
Revenue Financing System Bonds, Series 2001

It is recommended that a resolution to establish the parameters to refund callable portions of Revenue Financing System Bonds, Series 2001 be approved in an amount not to exceed \$30 million with a target savings minimum of 3%.

I. Board Date: 12/05/2006

II. Agenda Item Title: Approval of Resolution to Establish Parameters to Refund Callable Portions of Revenue Financing System Bonds, Series 2001

III. Background:

The Revenue Financing System Bonds, Series 2001 were issued to finance a package of maintenance and facilities expansion projects. These Bonds had an original 20 year maturity with a net interest cost of 4.994%.

Interest markets are now returning to previous record lows for long term interest rates to allow for present value savings on the refunding of revenue bonds outstanding. When issued, the refunding bonds would have a maturity of no more than nineteen years with an average interest coupon of approximately 4.0%, depending on the exact date of issuance.

The bonds would be separately rated by one or more rating agency. Moody's Investors Service, Fitch Ratings and Standard & Poors currently rate the District's general obligation tax bonds.

The resolution calls for the following provisions to be present before the refunding bonds can be issued:

- A principal amount of not more than \$30,000,000.
- A net present value savings of 3% or more with a positive gross savings.
- A maturity of the refunding bonds not to exceed a maturity of 2025.

IV. Analysis:

Estimated gross debt service savings are in excess of \$1.3 million at present.

V. Resource: Edward M. DesPlas  
Vice-Chancellor for Business Affairs  
District Service Center  
972-860-7752

FINANCIAL REPORT NO. 16

Approval of Agreement with Carrollton-Farmers Branch Independent School District

It is recommended that authorization be given to approve an agreement with Carrollton-Farmers Branch Independent School District in an amount not to exceed \$56,250 for the period January 1, 2007 through December 31, 2011, to allow Brookhaven College to advertise educational opportunities and events on Carrollton-Farmers Branch Independent School District's outdoor billboard, public announcement system, Athletic Web site, video board, Internet and cable channel.

I. Board Date: 12/05/2006

II. Agenda Item Title: Approval of Agreement with Carrollton-Farmers Branch  
Independent School District

III. Background:

Entering into this agreement allows Brookhaven College to advertising educational opportunities and events on Carrollton-Farmers Branch Independent School District outdoor billboard, public announcement system, Athletic Web site, video board, Internet and cable channel. Through these advertising venues Brookhaven College will have the opportunity to reach high school and middle school students, parents, teachers and community members in the College's service area. Total average attendance at stadium events is 212,000 to 248,500 people per year at sporting and other special events.

This recommendation has undergone the following administrative review:

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

IV. Analysis:

Estimated expenditures are \$56,250. Financial resources are budgeted in advertising account #23961 in division #11-02-107010.

V. Resource: Sharon L. Blackman  
President  
Brookhaven College  
(972) 860-4809

FINANCIAL REPORT NO. 17

Approval of Amendment with Puget of Texas, Inc.

It is recommended that authorization be given to approve amendment No. 5 to the agreement with Puget of Texas, Inc. in an amount not to exceed \$1,214,598 for the period January 1, 2007 through August 31, 2010, to provide Brookhaven College rental/lease space at property known as the Midway Business Park.

I. Board Date: 12/05/2006

II. Agenda Item Title: Approval of Amendment with Puget of Texas, Inc.

III. Background:

On December 7, 1999, the Board of Trustees approved a one-year lease for 4,145 square feet at Midway Business Park located at 13608 Midway Road, Dallas, Texas. This agreement had a total obligation of \$62,184. This facility is used for Continuing Education courses offered Monday through Saturday for day and evening classes.

On January 11, 2000, the Board of Trustees authorized amendment No. 1 to comply with Texas law and governmental immunity.

On May 9, 2000, the Board of Trustees authorized amendment No. 2 to increase square feet at Midway Business Park to 6,660 square feet for the time period June 1, 2000 to December 31, 2000. This amendment increased the total obligation to \$84,185.

On December 7, 2000, the Board of Trustees authorized amendment No. 3 to increase square feet to 17,643 for the time period January 1, 2001 to December 31, 2003. This amendment had a total obligation of \$793,935.

On November 4, 2003, the Board of Trustees authorized amendment No. 4 to increase square feet to 23,661 for the time period January 1, 2004 to December 31, 2006. This amendment had a total obligation of \$984,532.

Amendment No. 5 extends the current lease agreement through August 31, 2009, with the option to renew for an additional 12 month period through August 31, 2010. This amendment has a total obligation of \$1,214,598. The lease space at Midway Business Park will provide classroom and lab spaces for Continuing Education and Allied Health courses during the construction of two Bond program projects.

This recommendation has undergone the following administrative review:

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

IV. Analysis:

Estimated expenditures are \$1,214,598. Financial resources are budgeted in rental/lease-building account #23801 in division #11-02-705000.

V. Resource: Sharon L. Blackman  
President  
Brookhaven College  
(972) 860-4809

FINANCIAL REPORT NO. 18

Approval of Agreement with Thomson/Wadsworth

It is recommended that authorization be given to approve an agreement with Thomson/Wadsworth effective upon signing by both parties for a grant in the amount of \$500,000 toward the development of two college-level English distance learning courses by the R Jan LeCroy Center for Educational Telecommunications.

I. Board Date: 12/05/2006

II. Agenda Item Title: Approval of Agreement with Thomson/Wadsworth

III. Background:

In return for the adoption of The Composition of Everyday Life: A Guide to Writing and Inventing Arguments, both by Mark & Metz, as the textbooks to accompany the new English 1301 and 1302 courses, *The Writer's Circle* and *The Writer's Odyssey*, Thomson/Wadsworth will contribute \$500,000 toward the development of these new courses.

The LeCroy Center routinely adopts a college-level textbook, which accompanies its distance learning courses, from a publisher who agrees to pay a sum of money toward the development of the course. The LeCroy Center routinely creates the video programs, computer-assisted instruction, a student telecourse guide, course faculty guide and promotional materials.

Copies of 1) the invitation to prospective publisher partners, and 2) the rating instrument for evaluating respondents' textbooks, experience and capability relative to the assignment, are available from the resource named below. Request for proposals were sent to the following publishers:

A. B. Longman  
Bedford/St. Martin's  
Houghton Mifflin  
Thomson/Wadsworth

This recommendation has undergone the following administrative review:

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

IV. Analysis:

Estimated revenues are \$1,000,000 for five years (fiscal years 2007-2012). Estimated expenditures are \$1,000,000. Financial resources are budgeted in various expense accounts, #12-28-029037, #12-28-029337 and #12-28-029537. Revenue will be budgeted in various accounts in #12-28-027162 and #12-28-027163 beginning in fiscal year 2007.

V. Resource: Pamela K. Quinn  
President  
R. Jan LeCroy Center for Educational Telecommunications  
(972) 669-6550

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

Recommendations in the Financial Reports Section of This Agenda

	# agreements	% agreements	\$ amount	% amount
MBE	0	0	0	0
WBE	0	0	0	0
Not classified	1	100	500,000	100
Total	1	100	500,000	100

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

	#	%
MBE	0	0
WBE	0	0
Not classified	1	100
Total	1	100

Recommendations in the Financial Reports Sections  
September 5, 2006 – December 5, 2006

	# agreements	% agreements	\$ amount	% amount
MBE	0	0	0	0
WBE	0	0	0	0
Not classified	3	100	816,601	100
Total	3	100	816,601	100

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

PERSONNEL REPORT NO. 19

Non-Renewal of Visiting Scholar Faculty

It is recommended that the individual listed below not be offered renewal of her Faculty contract. Employment in the instructional job title listed will be concluded with the end of the current semester. (Fall 2006).

<b>Last Name</b>	<b>Title</b>
Manning, Sharanza (Cedar Valley)	Instructor, Visiting Scholar

I. Board Date: 12/05/2006

II. Agenda Item Title: Non-Renewal of Visiting Scholar Faculty

III. Background:

Visiting Scholar Faculty

The DCCCD Visiting Scholar program provides individuals the opportunity to fill an instructional role for up to two years. This item documents the conclusion of this two-year period for the Visiting Scholar Faculty member listed.

IV. Resource: Denys Blell  
Vice Chancellor Human and Organizational Development  
District Office  
(214) 860-2757

PERSONNEL REPORT NO. 20

Consideration of Resignations and Termination

RESIGNATIONS

Mewbourn, Donald (Eastfield)	Campus Peace Officer	May 5, 2006
Johnson, Heamon (Mountain View)	Campus Peace Officer	November 2, 2006
Lowery, David (Mountain View)	Campus Peace Officer	July 5, 2006
Lozano, Javier (North Lake)	Campus Peace Officer	August 3, 2006
Flint, Quinn (Richland)	Campus Peace Officer	October 31, 2006
Littlejohn, Evan (Richland)	Campus Peace Officer	October 14, 2006

TERMINATION

Harris, Benjamin (North Lake)	Campus Peace Officer	October 2, 2006
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I. Board Date: 12/05/2006

II. Agenda Item Title: Consideration of Resignations and Termination

III. Background:

Resignations

Mr. Donald Mewbourn (Eastfield) is resigning to accept a position as Deputy for the Kaufman County Sheriff's Department. Mr. Heamon Johnson (Mountain View) and Mr. David Lowery (Mountain View) are resigning for personal reasons. Mr. Javier Lozano (North Lake) is resigning due to relocation to El Paso, TX. Mr. Quinn Flint (Richland) is resigning due to moving out of the state. Mr. Evan Littlejohn (Richland) is resigning to accept a position with the Oak Point Department of Public Safety in Denton County.

Termination

Mr. Benjamin Harris (North Lake) has been terminated for failure to follow policies and procedures.

IV. Resource: Denys Blell  
Vice Chancellor, Human and Organizational Development  
District Office  
(214) 860-2757

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
 ADJUNCT FACULTY TEACHING CREDIT CLASSES  
 BY ETHNICITY & LOCATION**

**PAID ON OCTOBER 31, 2005**

	Brookhaven		Cedar Valley		Eastfield		El Centro	
Paid On 10/31/05	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White Not Hispanic	356	83.18%	85	64.89%	223	79.36%	155	65.40%
African American	35	8.18%	32	24.42%	31	11.03%	58	24.47%
Hispanic	9	2.10%	4	3.05%	14	4.98%	13	5.49%
Asian/Pacific Islander	23	5.37%	5	3.82%	9	3.20%	9	3.80%
American Indian	0	0.00%	0	0.00%	3	1.07%	1	0.42%
Non Res. Alien	5	1.17%	0	0.00%	1	0.36%	0	0.00%
Other/Not Reported	0	0.00%	5	3.82%	0	0.00%	1	0.42%
<b>Total</b>	<b>428</b>	<b>100.00%</b>	<b>131</b>	<b>100.00%</b>	<b>281</b>	<b>100.00%</b>	<b>237</b>	<b>100.00%</b>
	Mountain View		North Lake		Richland		Grand Total	
Paid On 10/31/05	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White Not Hispanic	143	67.45%	254	78.15%	474	80.33%	1,690	76.69%
African American	34	16.04%	32	9.85%	45	7.63%	267	12.11%
Hispanic	14	6.60%	11	3.38%	21	3.56%	86	3.90%
Asian/Pacific Islander	14	6.60%	27	8.31%	40	6.78%	127	5.76%
American Indian	3	1.42%	1	0.31%	4	0.68%	12	0.54%
Non Res. Alien	0	0.00%	0	0.00%	0	0.00%	6	0.27%
Other/Not Reported	4	1.89%	0	0.00%	6	1.02%	16	0.73%
<b>Total</b>	<b>212</b>	<b>100.00%</b>	<b>325</b>	<b>100.00%</b>	<b>590</b>	<b>100.00%</b>	<b>2,204</b>	<b>100.00%</b>

**PAID ON OCTOBER 31, 2006**

	Brookhaven		Cedar Valley		Eastfield		El Centro	
Paid On 10/31/06	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White Not Hispanic	346	82.78%	88	60.69%	212	78.52%	156	62.65%
African American	29	6.94%	46	31.72%	32	11.85%	65	26.10%
Hispanic	19	4.55%	5	3.45%	14	5.19%	13	5.22%
Asian/Pacific Islander	23	5.50%	2	1.38%	11	4.07%	13	5.22%
American Indian	0	0.00%	0	0.00%	1	0.37%	2	0.80%
Non Res. Alien	1	0.24%	1	0.69%	0	0.00%	0	0.00%
Other/Not Reported	0	0.00%	3	2.07%	0	0.00%	0	0.00%
<b>Total</b>	<b>418</b>	<b>100.00%</b>	<b>145</b>	<b>100.00%</b>	<b>270</b>	<b>100.00%</b>	<b>249</b>	<b>100.00%</b>
	Mountain View		North Lake		Richland		Grand Total	
Paid On 10/31/06	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White Not Hispanic	137	63.13%	234	72.90%	423	77.05%	1,596	73.58%
African American	48	22.12%	44	13.71%	50	9.11%	314	14.48%
Hispanic	15	6.91%	14	4.36%	25	4.55%	105	4.84%
Asian/Pacific Islander	10	4.61%	27	8.41%	41	7.47%	127	5.86%
American Indian	2	0.92%	1	0.31%	6	1.09%	12	0.55%
Non Res. Alien	1	0.46%	0	0.00%	1	0.18%	4	0.18%
Other/Not Reported	4	1.84%	1	0.31%	3	0.55%	11	0.51%
<b>Total</b>	<b>217</b>	<b>100.00%</b>	<b>321</b>	<b>100.00%</b>	<b>549</b>	<b>100.00%</b>	<b>2,169</b>	<b>100.00%</b>

PERSONNEL REPORT NO. 21

Approval of Warrants of Appointment for Security Personnel

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

<u>NAME</u>	<u>PERIOD OF APPOINTMENT</u>
Cowley, Shirley (Cedar Valley) (Part-time)	From 8:00 a.m., December 6, 2006, through termination of DCCCD employment
Forsberg, Raymond (Cedar Valley) (Part-time)	From 8:00 a.m., December 6, 2006, through termination of DCCCD employment
Rodriquez, Rufus (Cedar Valley) (Part-time)	From 8:00 a.m., December 6, 2006, through termination of DCCCD employment
James, Travis (El Centro) (Full-time)	From 8:00 a.m., December 6, 2006, through termination of DCCCD employment
Samford, Orville (Richland) (Part-time)	From 8:00 a.m., December 6, 2006, through termination of DCCCD employment

PERSONNEL REPORT NO. 22

Employment of Contractual Personnel

It is recommended that the Chancellor, on behalf of the DCCCD, be authorized to enter into written contracts of employment with the persons named below on the terms and at the compensation stated:

REGULAR APPOINTMENT ADMINISTRATOR

PAMELA GIST (Cedar Valley) -- \$74,965 per year from January 2, 2007 through August 31, 2007, plus \$157.50 per month for business and travel allowance  
Executive Dean, Liberal Arts  
Biographical Sketch: M.A.T. and B.A., University of Texas at Arlington, Arlington, TX  
Experience: Director, Special Populations, Interim Dean, Liberal Arts and Senior Dean, Resource Development, Cedar Valley College

REGULAR APPOINTMENT FACULTY

RICARDO AZPIROZ (Richland) -- \$50,039 (Range F04 – Earned doctorate)  
December 6, 2006 through May 10, 2007  
Instructor, Biology/Chemistry  
Biographical Sketch: Ph.D., University of Texas Southwestern Medical Center at Dallas, Dallas, TX; B.Sc., Universidad Autónoma Metropolitana, Mexico City, Mexico  
Experience: Director of Technology, Hybrigen, Inc., Dallas, TX; Research Fellow, University of Texas Southwestern Medical Center, Dallas, TX; Visiting Scholar-Faculty, Richland College

NeKEITH BROWN (Richland) -- \$41,348 (Range F01 – Masters Degree or equivalency) December 6, 2006 through May 10, 2007  
Instructor, Developmental Math  
Biographical Sketch: M.S., Southern Methodist University, Dallas, TX; B.S., Fayetteville State University, Fayetteville, NC  
Experience: Instructor, Southern Methodist University, Dallas, TX; Adjunct Faculty and Visiting Scholar-Faculty, Richland College

ADITI SAMARTH (Richland) -- \$46,822 (Range F02 – Masters Degree and 24 additional hours) December 6, 2006 through May 10, 2007

Instructor, Humanities

Biographical Sketch: M.A. and B.F.A., Texas Tech University, Lubbock, TX

Experience: Director, Learning Center, El Centro College; District Coordinator of University Relations and Transfer Services, District Office; Visiting Scholar-Faculty, Richland College

#### VISITING SCHOLAR APPOINTMENT FACULTY

DWAYNE RICHARD (El Centro) -- \$39,356 (Range F01 – Masters Degree or equivalency) January 8, 2007 through May 10, 2007

Instructor, Physical Education and Health

Biographical Sketch: M.S. and B.S., Grambling State University, Grambling, LA

Experience: Coordinator-SPAR, Adjunct Faculty and Senior Coordinator-SPAR, El Centro College

#### TEMPORARY APPOINTMENT FACULTY

JENNIFER APLIN (Eastfield) -- \$38,026 (Range F01 – Masters Degree or equivalency) January 8, 2007 through May 10, 2007

Instructor, Accounting

Biographical Sketch: M.P.A., University of Texas at Austin, Austin, TX; B.S., University of Florida, Gainesville, FL

Experience: Senior Analyst, Texas Women Ventures Fund, Richardson, TX; Business Analyst, CDX Gas, Dallas, TX; Adjunct Faculty, Eastfield College

JOYCE CURRY (El Centro) -- \$38,026 (Range F01 – Masters Degree or equivalency) January 8, 2007 through May 10, 2007

Instructor, Biology

Biographical Sketch: B.S., Stephen F. Austin University, Nacogdoches, TX

Experience: Teacher, Ursuline Academy, Dallas, TX; Adjunct Faculty, Collin County Community College-Southeast Campus, Plano, TX; Adjunct Faculty, El Centro College

ALTERNATIVE APPOINTMENT FACULTY

SHIRLEY THOMPSON (North Lake) -- \$89,617 (Range F03 – Masters Degree and 48 additional hours) Eleven month faculty contract to include 217 working days beginning on August 21, 2006

Instructor, Math

Biographical Sketch: M.A., Texas Women's University, Denton, TX

Experience: Full-time Faculty, North Lake College

EXTENSION OF ADMINISTRATIVE INTERN

JENNY MATTHEWS (Richland)

Administrative Intern

Note: Ms. Matthews is recommended for an extension to her approved Internship through the Spring Semester.

I. Board Date: 12/05/2006

II. Agenda Item Title: Employment of Contractual Personnel

III. Background:

Regular Appointment Administrators

Ms. Pamela Gist (Cedar Valley) (Anglo-American) is recommended to fill a new position created by the resignation of John Souders and the reorganization of Cedar Valley College instructional area.

Regular Appointment Faculty

Dr. Ricardo Azpiroz (Richland) (Hispanic) is recommended to fill a new position created due to increased enrollment. Mr. NeKeith Brown (Richland) (African-American) is recommended to fill a new position created to address the disproportionate numbers of adjunct faculty in Developmental Math. Ms. Aditi Samarth (Richland) (Asian) is recommended to fill a position created due to the retirement of Ernest Rager.

Visiting Scholar Appointment Faculty

Mr. Dwayne Richard (El Centro) (African-American) is recommended to fill a new position created due to increased enrollment.

Temporary Appointment Faculty

Ms. Jennifer Aplin (Eastfield) (Anglo-American) is recommended to fill a temporary appointment due to a Faculty member being on leave banking for the Spring semester. Ms. Joyce Curry (El Centro) (Anglo-American) is recommended to fill a temporary appointment due to the Sabbatical Leave of Benja Allen.

Alternative Appointment Faculty

Ms. Shirley Thompson (North Lake) (Anglo-American) is recommended to fill an alternative contract working with the Distance Learning Program.

Extension of Administrative Intern

Ms. Jenny Matthews (Richland) (Anglo-American) is recommended for an extension to her approved Internship through the Spring Semester.

IV. Resource: Denys Blell  
Vice Chancellor, Human and Organizational Development  
District Office  
(214) 860-2757

**NEW HIRES ETHNICITY INFORMATION**

September 2006 through December 2006

Regular Administrators & Faculty

<u>December 2006</u>	<u>Anglo-Am</u>	<u>African-Am</u>	<u>Hispanic</u>	<u>Asian</u>	<u>Am Indian</u>	<u>Other</u>	<u>Total</u>
ADMINISTRATORS	1	0	0	0	0	0	1
FACULTY	0	1	1	1	0	0	3
<b>TOTAL TO DATE</b>	5	6	2	2	0	0	15

**Visiting Administrators & Faculty**

<u>December 2006</u>	<u>Anglo-Am</u>	<u>African-Am</u>	<u>Hispanic</u>	<u>Asian</u>	<u>Am Indian</u>	<u>Other</u>	<u>Total</u>
ADMINISTRATORS	0	0	0	0	0	0	0
FACULTY	0	1	0	0	0	0	1
<b>TOTAL TO DATE</b>	1	2	0	0	1	0	4

**Non Grant Temporary and Alternative Administrators & Faculty**

<u>December 2006</u>	<u>Anglo-Am</u>	<u>African-Am</u>	<u>Hispanic</u>	<u>Asian</u>	<u>Am Indian</u>	<u>Other</u>	<u>Total</u>
ADMINISTRATORS	0	0	0	0	0	0	0
FACULTY	3	0	0	0	0	0	3
<b>TOTAL TO DATE</b>	7	1	0	1	0	0	9

**Grant Funded Administrators & Faculty**

<u>December 2006</u>	<u>Anglo-Am</u>	<u>African-Am</u>	<u>Hispanic</u>	<u>Asian</u>	<u>Am Indian</u>	<u>Other</u>	<u>Total</u>
ADMINISTRATORS	0	0	0	0	0	0	0
FACULTY	0	0	0	0	0	0	0
<b>TOTAL TO DATE</b>	1	0	2	0	0	0	3

**GRAND TOTAL: 31**

INFORMATIVE REPORT NO. 23

Notice of Grant Awards

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

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

- The Texas Higher Education Coordinating Board, via pass-through funds from Del Mar College, has awarded the DCCCD, Brookhaven College, \$11,000 to support the Texas Collaborative for Teaching Excellence program. The purpose of this award is to enable and support quality teaching at all community and technical colleges in Texas. The funding period is from September 1, 2006, to August 31, 2007.
- The Texas Higher Education Coordinating Board, via pass-through funds from Southwest Texas Junior College, has awarded the DCCCD, Richland College, \$5,000 to support the Advanced Manufacturing program. One of the goals of this award is to help create a model for transitioning Texas technical programs from "job-specific" to "career pathways." The funding period is from September 1, 2006, to August 31, 2007.
- The Texas Workforce Commission has awarded the DCCCD, Cedar Valley College, \$490,974 for a Skills Development Fund program in partnership with Solar Turbine, Inc. The funding period is from November 15, 2006, to November 14, 2007.
- WorkSource for Dallas County has awarded the DCCCD, Bill J. Priest Campus of El Centro College, \$200,000 for the Statewide Activity Fund Encouraging Employer Advancement program to provide training courses for employees in consortium partner companies. The funding period is from October 18, 2006, to June 30, 2007.

- WorkSource for Dallas County has awarded the DCCCD, Richland College, an award increase of \$219,308, bringing the new total to \$937,628 for the Out-of-School Youth Services program to serve an additional 44 youth. The funding period is from October 18, 2006, to September 30, 2007.
- WorkSource for Dallas County has awarded the DCCCD, Richland College, \$161,192 to provide advanced training to 34 Workforce Investment Act (WIA) youth through Individual Training Agreements. The funding period is from October 18, 2006, to June 30, 2007.

The amounts of awards reported, to date, in fiscal year 2006-2007, and the amounts of awards for seven fiscal years, 1999-2000 through 2005-2006, appear in tables below.

**Amounts of Awards Reported in Fiscal Year 2006-2007**

<u>Month Reported</u>	<u>Amount</u>
September 2006	\$ 847,986
October 2006	\$ 5,821,837
November 2006	\$ 2,493,271
December 2006	\$ 1,087,474
January 2007	
February 2007	
March 2007	
April 2007	
May 2007	
June 2007	
July 2007	
August 2007 <sup>1</sup>	
<b><u>Total To Date</u></b>	<b><u>\$ 10,250,568</u></b>

**Amounts of Awards Reported in Fiscal Years 1999-2000 through 2005-2006**

<u>Type</u>	<u>1999-00</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>
Competitive	22,450,972	24,959,783	11,917,647	20,264,070	18,750,094	22,137,173	17,679,698
Pell Grants <sup>1</sup>	11,017,287	13,407,492	19,658,023	26,199,861	29,899,662	31,449,815	31,467,783
<b>Total</b>	<b><u>33,468,259</u></b>	<b><u>38,367,275</u></b>	<b><u>31,575,670</u></b>	<b><u>46,463,931</u></b>	<b><u>48,649,756</u></b>	<b><u>53,586,988</u></b>	<b><u>49,147,481</u></b>

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

I. Board Date: 12/05/2006

II. Agenda Item Title: Notice of Grant Awards

III. Background:

The DCCCD received five new awards and one award increase as reported in the Informative Report for a total of \$1,087,474.

IV. Resource: Betheny Reid  
Executive District Director DCCCD Foundation  
District Administration  
(214) 860-2474

INFORMATIVE REPORT NO. 24

Receipt of Business and Corporate Contracts by the DCCC District

The DCCCD colleges have contracted services with the following companies:

**BROOKHAVEN COLLEGE**

Companies:

- XTO Energy
- Lewisville ISD (Aramark)
- Vilbig Associates
- Ford
- Ford
- Ford
- GM
- GM
- GM
- GM
- GM
- GM

Types of Training Provided:

- Oil and Gas
- Food Protection Management Cert.
- Land Use Design and Planning
- Automatic Transmission Diagnosis
- Automatic Transaxle Repair
- Transfer Case and 4X4 Repair
- Automatic Transmission Repair
- Power Train Repair
- 4180e Transmission Repair
- Aisin Transmission Repair
- Vibration Correction
- HVAC Repair

**BHC TOTAL: \$32,759**

**CEDAR VALLEY COLLEGE**

Companies:

- American Ace Motorcycle Company
- Best Southwest Cities Employee Development Program
- Best Southwest Cities Employee Development Program
- Louisiana Technical Institute
  
- Louisiana Technical Institute
- Louisiana Technical Institute

Types of Training Provided:

- Basic Rider
  
- Introduction to Access
- Managing Multiple Projects and Deadlines
- Canine and Feline Clinical Management
- Veterinary Office Management
- Veterinary Clinical Pathology I

**CVC TOTAL: \$11,182**

## **EASTFIELD COLLEGE**

Companies:  
Best Brands  
Dallas Police Association  
Dallas Water Utilities

Types of Training Provided:  
GED  
Police Intermediate and Advanced  
Welding

**EFC TOTAL: \$13,940**

## **EL CENTRO COLLEGE**

Companies:  
Dallas Airmotive, Inc.  
Dawson State Jail (Corrections Corp)  
UT Southwestern Medical Center

Types of Training Provided:  
Executive Development  
In-Service and Pre-Service  
Emergency Medical Technician

**ECC TOTAL: \$19,155**

## **MOUNTAIN VIEW COLLEGE**

Companies:  
Lockheed Martin  
AT&T  
Doorking of Texas  
Camp Fire USA  
  
Head Start Greater At Dallas

Types of Training Provided:  
Professional Development  
Engineering Coursework  
Command Spanish/ESL  
Child Care and Support Services  
Management  
Spanish Level II Conversational

**MVC TOTAL: \$9,760**

## **NORTH LAKE COLLEGE**

Company:  
Construction Education Foundation  
Dallas Joint Electrical Training Center  
Dallas Joint Plumbers and Pipefitters  
Assoc  
Precise Land Surveying, Inc.

Type of Training Provided:  
Career  
Career  
Career  
  
Career

**NLC TOTAL: \$156,607**

**RICHLAND COLLEGE**

Companies:  
Alliance for Employee Growth and  
Development  
Alliance for Employee Growth and  
Development  
City of Garland  
Chambrel at Club Hill  
Dallas County  
Interceramic  
Presbyterian Village North  
Treemont Retirement Community

Types of Training Provided:  
Computer  
  
eBay Selling  
  
Leadership  
Emeritus  
Leadership  
Leadership  
Emeritus  
Emeritus

**RLC TOTAL: \$5,542**

**TOTAL AMOUNT THIS REPORT: \$248,945**

**PREVIOUS YEAR: \$219,958**

**TOTAL AMOUNT THIS REPORT SINCE SEPTEMBER 2006: \$616,986**

**TOTAL AMOUNT FOR SAME PERIOD FOR PREVIOUS YEAR:\$1,012,266**

I. Board Date: 12/05/2006

II. Agenda Item Title: Receipt of Business and Corporate Contracts by the  
DCCC District

III. Background:

The DCCCD received awards totaling \$248,945

IV. Resource: Andrew Jones  
Vice Chancellor of Educational Affairs  
District Office  
(214) 860-2129

INFORMATIVE REPORT NO. 25

Monthly Award and Change Order Summary

Attached is the informative report summarizing awards and change orders approved by the vice chancellor of business affairs in October 2006.



**CHANGE ORDERS:**

Azteca Enterprises, Inc. – BID #10894  
Interior Renovations – CVC  
Purchase Order No. B8966  
Change Order No. 2

Change: This change order is for a credit for carpet and labor.

Original Contract Amount	\$1,112,181.00
Change Order Limit/Contingency	111,218.10
Prior Change Order Total Amounts	4,932.90
Net <b>Decrease</b> this Change Order	-11,303.61
Revised Contract Amount	\$1,105,810.29

Board approved original award 01/12/2005. This project was completed as of May 31, 2006.

---

Charles Gojer and Associates – BID #11121  
Civil Assessment - CVC  
Purchase Order No. B11279  
Change Order No. 1

Change: This change order provides for a campus traffic study.

Original Contract Amount	\$40,500
Change Order Limit/Contingency	4,050
Prior Change Order Total Amounts	0
Net <b>Increase</b> this Change Order	1,500
Revised Contract Amount	\$42,000

Board approved original award 06/06/2006.

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Dodson Construction – BID #11034  
Kitchen Area Remodel – EFC  
Purchase Order No. B10088  
Change Order No. 1

Change: This change order is to provide and install base tile per health inspector's comments.

Original Contract Amount	\$112,951.00
Change Order Limit/Contingency	16,942.65
Prior Change Order Total Amounts	0
Net <b>Increase</b> this Change Order	4,610.00
Revised Contract Amount	\$117,561.00

Board approved original award 12/06/2005. This project was completed as of August 31, 2006.

---

Dodson Construction – BID #11034  
Kitchen Area Remodel – EFC  
Purchase Order No. B10088  
Change Order No. 2

Change: This change order is to provide and install heating only VAV air terminal unit and required ductwork modifications.

Original Contract Amount	\$112,951.00
Change Order Limit/Contingency	16,942.65
Prior Change Order Total Amounts	4,610.00
Net <b>Increase</b> this Change Order	3,409.00
Revised Contract Amount	\$120,970.00

Board approved original award 12/06/2005. This project was completed as of August 31, 2006.

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Dodson Construction – BID #11034  
Kitchen Area Remodel – EFC  
Purchase Order No. B10088  
Change Order No. 3

Change: This change order is to relocate remaining electrical circuits from floor trench area to overhead. The existing trench is to be filled with concrete.

Original Contract Amount	\$112,951.00
Change Order Limit/Contingency	16,942.65
Prior Change Order Total Amounts	8,019.00
Net <b>Increase</b> this Change Order	8,917.00
Revised Contract Amount	\$129,887.00

Board approved original award 12/06/2005. This project was completed as of August 31, 2006.

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Dodson Construction – BID #11038  
Interior Remodel – MVC  
Purchase Order No. B10175  
Change Order No. 4

Change: This change order is for custom millwork, gypsum board assemblies, additional plugs, receptacles and miscellaneous cores.

Original Contract Amount	\$235,604.00
Change Order Limit/Contingency	35,340.60
Prior Change Order Total Amounts	5,895.20
Net <b>Increase</b> this Change Order	3,356.54
Revised Contract Amount	\$244,855.74

Board approved original award 01/10/2006. This project was completed as of September 30, 2006.

---

Site Enterprises, L.P. – BID #10857  
Replace/Upgrade Air Handling Units – EFC  
Purchase Order No. B9101  
Change Order No. 1

Change: This change order is because the air handling unit selected was determined to be the incorrect type unit and could not be modified to accommodate the existing system. The unit was returned and replaced with a dual duct discharge air handling unit.

Original Contract Amount	\$442,858.00
Change Order Limit/Contingency	44,285.80
Prior Change Order Total Amounts	0
Net <b>Increase</b> this Change Order	12,990.00
Revised Contract Amount	\$455,848.00

Board approved original award 07/12/2005. This project was completed as of July 31, 2006.

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Site Enterprises, L.P. – BID #10857  
Replace/Upgrade Air Handling Units – EFC  
Purchase Order No. B9101  
Change Order No. 2

Change: This change order is to provide and install multiple water plug valves to the return side of the coils in buildings A, L and C. The test and balancing cannot be complete due to the inoperability of existing plug valves.

Original Contract Amount	\$445,858.00
Change Order Limit/Contingency	44,285.80
Prior Change Order Total Amounts	12,990.00
Net <b>Increase</b> this Change Order	15,068.45
Revised Contract Amount	\$470,916.45

Board approved original award 07/12/2005. This project was completed as of July 31, 2006.

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

VCBA Awards in the Informative Reports Section of This Agenda

	# awards	% awards	\$ amount	% amount
MBE	0	0	0	0
WBE	1	20	10,782.00	6
Not classified	4	80	155,555.70	94
Total	5	100	166,337.70	100

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

	#	%
MBE	2	18
WBE	1	9
Not classified	8	73
Total	11	100

VCBA Awards in the Informative Reports Sections  
September 5, 2006 – December 5, 2006

	# awards	% awards	\$ amount	% amount
MBE	4	11	95,030.00	11
WBE	2	6	21,089.50	1
Not classified	31	83	803,685.56	88
Total	37	100	919,805.06	100

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

INFORMATIVE REPORT NO. 26

Progress Report on Construction Projects

The status of all construction projects for the month ending October 31, 2006, is shown on the attached charts.

# PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of October 31, 2006

PROJECTS		DESIGN						CONSTRUCTION						Final Completion Acceptance					
		Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%	Bidding	Board Approval		Construction Start	30%	65%	95%	100%
	<b>BHC</b>																		
1	Remodel Bldg. G	v	v			v	v	π											
	<b>Bond Program</b>																		
2	Expand mechanical infrastructure	v	v	π															
3	Construct Science bldg	v	v	v	v	v	π												
4	Expand automotive tech	v	v	v	π														
5	Construct Workforce & Continuing Ed bldg with expanded classrooms	v	v	v	π														
	<b>CVC</b>																		
	<b>Bond Program</b>																		
1	Expand mechanical infrastructure	v	v	v	v	π													
2	Construct Science bldg	v	v	v	v	v	π												
3	Construct Industrial Tech bldg	v	v	v	π														
4	Construct Performing Arts bldg	v	π																
5	Expand Athletic fields & facility	v	π																
	<b>DO</b>																		
1	Build & install new display case 4th floor	v	v			v	v	v	v	v	v	v	π						
	<b>Bond Program</b>																		
2	Expand/Relocate 701 Elm	v	π																
	<b>ECC</b>																		
1	Replace HW & CW valves cent. plant	v	v			v	v	v	v	v	v	π							
2	Replace domestic HW pipes Bldg. A	v	v			v	v	v	v	v	v	π							
	<b>Bond Program</b>																		
3	Develop West Campus	v	π																
4	Build Center for Allied Health & Nursing	v	v		v	v	v	v	v	v	v	v	π						
	<b>EFC</b>																		
1	Install security surveillance system	v	v			v	v	v	v	v	v	v	v	v	v	v	v	v	H
	<b>Bond Program</b>																		
2	Develop South campus	v	v	v	v	v	π												
3	Develop North campus	v	v	v	v	v	π												
4	Expand parking	v	v	v	v	π													
5	Expand mechanical infrastructure	v	v	v	v	π													
6	Build General Classroom	v	v	v	v	v	π												
7	Construct Fine Arts bldg	v	π																
8	Remodel vacated space	v	π																
9	Construct Workforce bldg	v	π																
	<b>MVC</b>																		
1	Create ADA access to performance hall	v	v	π															
	<b>Bond Program</b>																		
2	Build soccer fields & community recreation complex	v	v		v	v	v	v	v	v	v	π							
3	Expand mechanical infrastructure	v	v	v	π														
4	Construct Science bldg	v	v	v	v	v	π												
5	Construct Performing Arts bldg	v	π																
6	Remodel vacated space	v	π																
7	Construct Economic & Workforce Center	v	π																
8	Construct Student Center	v	v	v	v	v	π												
	<b>NLC</b>																		

## PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of October 31, 2006

PROJECTS		DESIGN						CONSTRUCTION				Final Completion Acceptance							
		Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%		Bidding	Board Approval	Construction Start	30%	65%	95%	100%
	v Work in Progress π Next Activity To Be Accomplished H Project Completed ■ Activity Not Required																		
1	Replace signage	v	v	v	■	v	v	v	v	v	v	π							
2	Restore slope Bldg. T	v	v	■	■	v	v	v	v	v	π								
3	Remodel & convert old library	v	v	v	v	v	v	v	v	π									
4	Assess Library Learning Communities Center	v	v	v	v	v	v	v	v	v	v	■	■	■	■	■	■	v	π
5	Repair electrical system on natatorium	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	H
6	Update floor plans & convert to Auto CAD	v	v	π															
7	Replace chiller	v	v	v	π														
8	Test and balance HVAC systems	v	π																
	<b>Bond Program</b>																		
9	Develop South campus	v	v	v	v	v	π												
10	Develop North campus	v	v	v	v	v	π												
11	Expand parking	v	π																
12	Expand mechanical infrastructure	v	π																
13	Construct Science bldg	v	v	v	v	v	π												
14	Construct Fine Arts bldg	v	π																
15	Build General Classroom	v	π																
16	Remodel vacated space	v	π																
17	Repair structural/waterproofing	v	π																
	<b>RLC</b>																		
1	Develop softball complex	v	v	v	v	v	v	v	π										
2	Develop Graduation site improvements	v	v	v	v	v	v	v	π										
3	Replace restroom partitions	v	v	■	■	v	v	v	v	v	v	π							
4	Install new handrails in Fannin Perf. Hall	v	v	π															
5	Add bleachers & press box to soccer field	v	π																
	<b>Bond Program</b>																		
6	Construct Science bldg & expand parking/mechanical infrastructure	v	v	v	v	v	π												
7	Develop Fine Arts addition	v	π																
8	Upgrade Guadalupe Hall	v	π																
9	Expand Student Food Service	v	π																
	<b>UCD</b>																		
1	Remodel classroom to office	v	v	v	v	v	v	v	v	v	v	v	π						

COMPLETED PROJECTS<sup>2</sup>

Install security surveillance system (EFC)  
Repair electrical system on natatorium (NLC)

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

INFORMATIVE REPORT NO. 27

Bond Program Report on Projects

The status of planning as of November 7, 2006 for projects assigned to contracted construction program managers and other bond funded projects.

I. Board Date: 12/05/2006

II. Agenda Item Title: Bond Program Report on Projects

III. Background:

The Bond Program Management Team has begun publishing a status report at [www.dcccd.edu](http://www.dcccd.edu) that includes site photographs, Gantt charts for each project, upcoming deadlines and persons to contact for submitting proposals and bids. The primary audiences for the Internet report are taxpayers in Dallas County and local businesses that are interested in participating in the District's bond program.

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

IV. Resource: Edward M. DesPlas  
Vice Chancellor of Business Affairs  
District Services Center  
(972) 860-7752

Steven M. Park  
Executive Director  
Bond/Program Management Team  
2004 Bond Program Office  
(972) 860-5130

Clyde Porter  
Associate Vice Chancellor of Facilities Management/District  
Architect  
District Service Center  
(972) 860-7760

	Brookhaven			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		3,030,342	2,845,298 Program manager fee		
Mechanical Infrastructure	2,306,840	3,191,498		Increased dollars for mechanical infrastructure.	Jan 08 / Aug 08
Science Building	29,200,000	39,738,500	2,499,379 Architect fee  30,293,900 CMAR	Budget adjusted to reflect increased programmed size and current estimated cost of science building	Dec 07 / Jun 09
Automotive Tech Expansion	4,000,000	3,800,000	303,500 Architect fee	Architect's contract scheduled for October agenda	Jan 08 / Dec 08
Music Hall	7,000,000			Project cancelled; budget moved to science building	N/A
Adaptive Remodel	2,000,000			Scope and budget combined with science building	Dec 07 / Jun 09

	Brookhaven (cont.)			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Library / Classroom Addition	7,900,000			\$1,724,250 moved to science building, remainder combined with CE, will move forward as one building	Oct 08 / Oct 09
Workforce & Continuing Ed Building	8,200,000	11,846,500		\$1,724,250 moved to science building, remainder combined with library addition, will move forward as one building	Oct 08 / Oct 09
<b>Total</b>	60,606,840	61,606,840	35,942,077	Increase of \$1M to budget.	
December 2006					

	Cedar Valley			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		2,585,342	2,427,471 Program manager fee		
Mechanical Infrastructure	4,306,840	4,091,498			Jan 08 / Aug 08
Science Building	30,600,000	29,070,000	1,895,346 Architect fee 22,552,200 CMAR		Nov 07 / Feb 09
Industrial Tech	6,600,000	13,856,521	902,900 Architect fee 10,428,800 CMAR	Budget adjusted to reflect campus direction	Dec 08 / Feb 10
Performing Arts	10,200,000	2,103,479		Budget adjusted to reflect campus direction	Mar 09 / Mar 10
<b>Total</b>	51,706,840	51,706,840	38,206,717		
<b>Managed by Facilities Management</b>					
	Cedar Valley			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Expanded Athletic Fields and Facility	1,800,000	1,800,000		Not yet defined by campus	Sept 07/ Sept 08
<b>Total</b>	1,800,000	1,800,000			
<b>Grand Total</b>	53,506,840	53,506,840			
December 2006					

	Eastfield			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		3,085,342	2,896,939 Program manager fee		
South Campus	10,200,000	9,690,000	726,590 Architect fee 7,152,700 CMAR		Sept 07 / Nov 08
North Campus	10,200,000	9,690,000	729,575 Architect fee	Project reassigned to Richland College	May 07 / Jul 08
Expanded Parking	1,500,000	1,425,000			Feb 08 / Aug 08
Mechanical Infrastructure	2,306,840	3,191,498		Increased dollars for infrastructure.	Jan 08 / Apr 08
General Classroom	17,400,000	16,530,000	1,051,100 Architect fee 10,995,000 CMAR		Nov 07 / Feb 09
Fine Arts Building	8,400,000	7,980,000			Oct 08 / Dec 09
Adaptive Remodel	4,600,000	4,370,000			Feb 09 / Dec 09
Workforce Building	7,100,000	6,745,000			May 08 / July 09
Expanded workforce and other projects		*5,000,000			
<b>Total</b>	61,706,840	58,016,840	22,822,329		

\* The allocation of \*5,000,000 is the maximum amount available for the expanded workforce and other projects.  
December 2006

	El Centro			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		802,034	753,057 Program manager fee		
West Campus of El Centro	10,200,000	9,690,000			Apr 07 / Aug 08
Adaptive Remodel	3,850,000				N/A
Mechanical Infrastructure	1,990,680	1,000,000			N/A
<b>Total</b>	16,040,680	11,492,034	753,057		

Managed by Facilities Management					
	El Centro			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Allied Health and Nursing	16,100,000	20,300,000	933,000	Pre-Const. Meeting Held 10/16/2006	Jan 06 / Aug 07
Adaptive Remodel	3,850,000	3,998,646			
Paramount Building/Land Acquisition	11,000,000	11,200,000			Completed
<b>Total</b>	30,950,000	35,498,646	933,000		
<b>Grand Total</b>	46,990,680	46,990,680	1,686,057		

December  
2006

	Mountain View			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		2,594,564	2,436,130 Program manager fee		
Mechanical Infrastructure	4,491,280	4,266,716			Nov 07 / May 08
Science Building	15,300,000	14,535,000	889,050 Architect fee  10,729,100 CMAR		Jan 08 / Jun 09
Performing Arts	5,700,000	5,415,000			May 08 / Sep 08
Adaptive Remodel	2,300,000	2,185,000		Scope and schedule dependent on completion of students center and extent of spaces being vacated	Mar 09 / Sep 09
Economic and Workforce	7,600,000	7,220,000			May 08 / Jul 09
Student Center	16,500,000	15,675,000	1,038,090 Architect fee  12,622,500 CMAR		Nov 07 / Mar 09
<b>Total</b>	51,891,280	51,891,280	27,714,870		

	Mountain View (cont.)			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
<b>Managed by Facilities Management</b>					
Athletic and Community Recreation Complex	5,300,000	7,550,000	309,075	Pending A/E Recommendation and Selection of Low Bidder	Dec 06/ Dec 07
<b>Total</b>	5,300,000	*7,550,000	309,075		
<b>Grand Total</b>	57,191,280	*59,441,280	4,672,345		

\* 1,250,000 are from Mountain View College funds not 2004 bond funds.

December 2006

	North Lake			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		2,789,534	2,619,193 Program mgr fee		
South Campus	10,200,000	9,690,000	559,370 Architect fee 7,152,700 CMAR		Sept 07 / Nov 08
North Campus	10,200,000	9,690,000	707,131 Architect fee 7,152,700 CMAR		May 07 / Jul 08
Expanded Parking	1,500,000	1,425,000			Oct 08 / May 09
Mechanical Infrastructure	1,990,680	2,891,146		Increased dollars for mechanical infrastructure	Jun 07 / Aug 08
Science Building	6,800,000	11,875,000	724,913 Architect fee 8,765,600 CMAR	\$5,700,000 reprogrammed from fine arts	Nov 07 / Jul 09
Fine Arts	12,500,000	6,460,000		\$5,700,000 moved to science and medical professions	May 08 / Aug 09
General Classroom	6,500,000	6,175,000			Dec 07 / Dec 08
Adaptive Remodel	4,100,000	3,895,000			Jun 07 / Jan 10
Structural Repairs	2,000,000	1,900,000			Feb 07 / Oct 07
<b>Total</b>	55,790,680	56,790,680	27,681,607	Increase for mechanical infrastructure	
December 2006					

	Richland			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus	-	2,800,342	2,629,340 Program manager fee		
Garland Workforce Development Center		9,690,000	729,575 Architect fee  7,152,700 CMAR	Project reassigned from Eastfield College to Richland College	May 07/Jul 08
Expanded Parking	3,800,000			Scope and budget combined with science building	
Mechanical Infrastructure	2,306,840			Scope and budget combined with science building	
Science Building	31,600,000	49,881,498	3,250,000 Architect fee  38,059,700 CMAR	Budget adjusted to reflect programmed size and current estimated cost	Dec 07 / Jun 09
Fine Arts Addition	10,000,000	475,000		Project scope significantly reduced. Budget moved to science building	Aug 08 / Sept 09
Guadalupe Hall	2,200,000	950,000		\$1,140,000 moved to science building	Aug 08 / Sept 09
Library Expansion	4,100,000			Cancelled; budget moved to science building	
Student Food Service	2,000,000	1,900,000			Aug 08 / Sept 09

	Richland (cont.)			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Adaptive Remodel		1,000,000		Increased dollars for adaptive remodeling	
Total	56,006,840	66,696,840	51,821,315		
December 2006					

<b>District Office Relocation 701 Elm to 1601 S. Lamar</b>				<b>Scope / Budget Comments</b>	<b>Estimate Construct Start Finish</b>
	<b>Original \$</b>	<b>Revised \$</b>	<b>Awarded \$</b>		
Campus		510,000	478,858 Program Manager fee		
Expansion	10,200,000	9,690,000			
<b>Total</b>	<b>10,200,000</b>	<b>10,200,000</b>	<b>478,858</b>		

### **Project Development**

There is also \$10,000,000 designated of program development costs as needed for project contingencies, particularly those associated with site development for the new campus.

<b>Property Acquisition</b>						
<b>\$28,000,000 Designated in Revised Program</b>						
	<b>Actual</b>	<b>Projected Additional</b>		<b>Total</b>		
<b>Location</b>	<b>Expenditures</b>	<b>Acres</b>	<b>Expenditures</b>	<b>Acres</b>	<b>Expenditures</b>	<b>Acres</b>
Coppell	\$9,049,747	37.04			\$9,049,747	
Garland	\$2,579,051	20.50	\$1,130,000	4.38	\$3,709,051	
Pleasant Grove	\$2,471,300	10.50			\$2,471,300	
South Irving	\$111,384		\$4,200,000	15.62	\$4,311,384	
West Dallas	\$1,029,162	4.01	2,985,170	3.28	\$4,014,332	
Corinth/Lamar	\$1,566,173	2.22	\$1,683,827	2.34	\$3,250,000	
<b>Total</b>	<b>\$16,806,817</b>	<b>74.27</b>	<b>\$9,998,997</b>	<b>25.62</b>	<b>\$26,805,814</b>	<b>9</b>

December 2006

INFORMATIVE REPORT NO. 28

Firms and Persons Considered for Awards

Firms and persons considered for awards, including those recommended for awards, that appear in this agenda are listed below.

4-L Engineering Company, Inc.  
AA Applicators, Inc.  
All American Poly  
Alliance Interiors, LLC  
A to Z Traffic Signal Mart  
Benge Construction Co., Inc.  
Benz Microscopes Optic Center, Inc.  
Brandt Engineering Company  
Canaan Medical Services  
Capital Microscope Service, Inc.  
Carolina Biological Supply Co.  
Central Poly Corp.  
Collegenet, Inc.  
Corporate Express  
DMI Corp  
Hill-Rom Company, Inc.  
Hogan's Paper Co.  
Fisher Scientific, LLC  
F.N. Supply Company  
Jernigan CSA  
J & J Roofing Company  
Johnson Scientific  
Laerdal Medical Corporation  
Leeds Instruments, Inc.  
Longhorn, Inc.  
M.A.N.S. Distributors, Inc.  
NAI Corporation  
Rollins Construction  
Pollock Paper  
Precision Microscope Sales  
Progressive Roofing, Inc.  
Science Kit & Boreal Laboratories

Stryker Medical  
Unipak Corp  
Unisource  
Ward's Natural Science Establishment

I. Board Date: 12/05/2006

II. Agenda Item Title: Firms and Persons Considered for Awards

III. Background:

House Bill 914 added Chapter 176 to the Local Government Code and took effect January 1, 2006. Chapter 176 provides that local government officers, such as DCCCD's chancellor and Trustees, shall file conflict disclosure statements in certain defined circumstances. It also provides that persons contracting or desiring to contract with DCCCD shall file conflict of interest questionnaires.

Local government officers, persons contracting and persons desiring to contract are required to file information on forms approved by the Texas Ethics Commission. See [http://www.ethics.state.tx.us/whatsnew/conflict\\_forms.htm](http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm) for current versions of each form. The forms must be submitted to DCCCD records administrator, Vice Chancellor Edward M. DesPlas.

IV. Analysis:

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

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

V. Resource: Edward M. DesPlas  
Vice Chancellor of Business Affairs  
District Service Center  
(972) 860-7752