

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Minutes
May 27, 2003

CALL TO ORDER

The Collin County Community College District conducted its regular monthly Board meeting on May 27, 2003, in rooms B423-B425, Courtyard Center, with Chairman Sam Roach presiding. Other trustees present were Dr. Boon, Dr. Collins, Mr. Trujillo, Mrs. Goodell, Mrs. Bauge, Mr. Justice and Mr. Hendricks. Also, present were College President Cary A. Israel, members of the news media, and CCCCD faculty, students and staff.

Mr. Roach called the May 27, 2003 meeting of the Board of Trustees of Collin County Community College District to order at 6:00 p.m. The Board met at the Courtyard Center, 4800 Preston Park Blvd., Plano, Texas 75093, room B425. The Board recessed to closed session as authorized by Article 551.001, Texas Government Code.

OPEN SESSION

Chairman Roach reconvened the meeting at 7:29 p.m., welcomed everyone present and apologized for their lateness. He called on Judy LaGrone to certify posting of the notice of the meeting.

CERTIFICATION OF THE NOTICE OF THE MAY 27, 2003 MEETING OF THE CCCCD BOARD OF TRUSTEES

Ms. Judy LaGrone certified the notice of the May 27, 2003 CCCCD Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

Vote-of-Confidence—Mr. Justice proposed that the Board give President Israel a vote-of-confidence. The proposal was seconded by Mr. Trujillo and approved by all the Board members. President Israel thanked the Board.

APPROVAL OF THE MINUTES OF THE APRIL 22 2003 CCCCD BOARD OF TRUSTEES MEETING

A motion by Mr. Justice, seconded by Mr. Trujillo, approving the April 22, 2003 Board meeting minutes, as presented in open session, was unanimously approved.

PRESENTATIONS

2002-2003 Strategic Goals and Achievement Indicators Mid-Year Update – President Israel/Kim Russell

1.1 Finalize refinement of governance and organizational structures.

- A complete review of District and board policies is being conducted. *President Israel reported that legal counsel and staff from the Texas Association of School Board's policy service division are assisting in the review of District and board policies. Legal policies*

have been prepared by TASB that address all statutory requirements and a complete review of all local policies will be conducted on July 22 by the President and Leadership Team.

- Childhood Education has been integrated with the Center for Teaching and Learning and Professional Development. *President Israel stated that by integrating these two programs all Education programs are under one division.*
- Organizational structuring in Academic Affairs Division is not yet completed.
- Revamped class schedule. Not yet complete. *President Israel reported that MWF classes are being piloted at both the Preston Ridge Campus and the Central Park Campus to better accommodate students and for better utilization of the facilities. He added that MWF and TTh classes have been offered at the Spring Creek Campus since it was opened in 1988.*
- A safety & security policy was approved by the Board, allowing the District to hire its own security force. *President Israel reported we have hired four safety and security officers to date; a fifth candidate will be presented tonight; and we have completed a recommendation for a sixth candidate that will be presented at the June board meeting. Two positions remain outstanding. We have had over 100 applicants, but we are focusing on a very select group of outstanding individuals.*
- WEB-check and credit card payment via Web were implemented.
- E-Print adopted to reduce printing & paper costs.
- Rotated provosts to ensure District-wide focus.

1.2 Promote CCCC by developing marketing & fundraising strategies designed to address each of the District's strategic goals.

- Foundation view piece produced and distributed at "An Evening of Monopoly" in February 2003.
- Ad campaign concept in process. Initial meeting with President and PR staff held to set strategy. Concept is in development. *President Israel commented that we continue to hear that people in our community do not know what we are doing and we need to increase the community's awareness of what we are doing and our fundraising activities.*

1.3 Develop new programs and curriculum and offer programs throughout the District's service area.

- Three programs submitted for CB review.
 - Electro-Optical Engineering AAS and certificate
 - Field of Study in Engineering
 - Revised Computer networking AAS and certificate
- Received preliminary CB approval for Computer Science Field of Study
- Office Systems Technology is implementing a "flexible entry/early exit" delivery format for fall 2003.
- 92 new instructor-led classes and 3 new certificate programs added
- CE enrollment and revenues increased for online courses—33 new classes
- Nine new online credit courses created
- Fine Arts Division added online Art History

- Two English literature and a Communications course were offered online for the first time
- Developmental Education added online writing and math sections
- A new online Ethics course is being offered in fall 2003

President Israel remarked it is a tribute to the Continuing Education Division that their revenues continue to increase.

1.4 Develop a comprehensive academic plan for CCCCDC including all delivery modalities.

- Academic Plan Steering Committee formed
- Timeline developed
- Initial SWOT (Strengths, Weaknesses, Opportunities & Threats) analysis is underway.
- Academic plan not yet completed. Planning in progress.

President Israel stated that the District in the past did not have a 3-year budget plan, 3-year student development plan or a 3-year academic plan. The 3-year budget plan and 3-year student development plans are complete. The 3-year academic plan is being developed. All 3-year plans will be integrated into the next Strategic Plan. Three-year planning is the right direction for an institution of this size. This is also an area the Southern Association of Colleges and Schools will look at closely.

1.5 Formulate a plan to conduct the SACS internal review process and begin implementation of plan.

- The Internal Review Leadership Team appointed
- Reviewing progress to date, drafting plan and preparing timeline
- Planning through summer 2003 with full implementation set for August 2003

Kim Russell reported that the first draft of the Certificate of Compliance is due June 2. Linda Conry has been appointed as the editor for the Compliance Statements and Sherill Cobb has been appointed as the editor for the Quality Enhancement Program. Ms. Russell explained that the QEP is a new process for community colleges and very important for this District to receive accreditation—as we improve our quality, we improve our academic outcomes.

1.6 Improve system for student evaluation of instruction.

- Instructional administration and leaders of faculty have met and established three parameters for the future student evaluation system
- Due for implementation 2003-2004—not yet accomplished
- Student Evaluation Task Force to submit recommendations by end of spring 2003

Kim Russell reported that the first draft of the student evaluation task force work has been submitted for review.

2.1 Experiment with emerging and evolving instructional delivery methods.

- Completed pilot test of wireless business training at on and off-site locations

- CE offered a course for developing mobile web applications as part of a grant
 - Total of 23 students
 - Classes totally wireless, using laptops
 - Simulated the development of a wireless application
 - Classes will be open to the general public in fall 2003

2.2 Increase recognition of CCCC'D's associate faculty members; expand engagement in committees, task forces, and other educational endeavors.

- Associate Faculty included in more division and committee meetings
- History program initiated a "Buffet of Teaching" offering full-time and associate faculty members new opportunities for professional development. *President Israel congratulated the History faculty for this program—faculty teaching faculty.*

Kim Russell reviewed feedback from Associate Faculty members that suggested they feel their perspectives are valued in meetings but indicated participation and rewards were mixed since they receive no financial rewards for participation. For this reason, affective rewards are very important. She also noted that differences in division size and instructional leadership appeared to determine the degree in which Associate Faculty members engage in division activities and perceive affective rewards.

President Israel said we have over 550 Associate Faculty members at CCCC'D and it is important we make sure they are involved.

2.3 Increase internal and external professional development opportunities for faculty and staff to improve job knowledge and skills.

- Survey developed and administered to evaluate professional development course offerings
- Results to be used for improvement of professional development programs
- A Carl Perkins grant awarded to provide professional development for associate faculty
- An orientation session, online training modules, and a full-time faculty member will support/enhance professional development for associate faculty
- Exploring the costs and benefits of offering an Internal Leadership Academy. Not yet completed.

2.4 Expand the range of learning formats available to accommodate a broader range of learning styles and needs.

- Comparison of online courses with other institutions complete
- RFP's disseminated to faculty soliciting proposals to create needed courses
- Study of alternative delivery strategies for CE ESL credit and noncredit instruction completed
- Report produced for noncredit and report in progress for credit instruction

President Israel remarked that he appreciates faculty for moving forward on developing more on-line course.

3.1 Increase philanthropy to CCCCCD.

- Goal of \$250,000: To date, the CCCCCD Foundation has received \$238,000 in contributions to provide funding for student scholarships and other academic opportunities.
 - \$50,000 for training volunteer firefighters in Collin County
 - \$115,000 will fund 2003-2004 student scholarships

3.2 Expand opportunities for CCCCCD students to complete baccalaureate and advanced degrees through partnerships with universities.

- Two universities have been contacted regarding developing a Physicians' Assistant baccalaureate program partnership.
- Plans to develop a baccalaureate nursing program in partnership with area universities are also being discussed.

3.3 Improve functioning and contributions of workforce education advisory committees.

- External chairs selected for all advisory committees
- Advisory committee chairs have more autonomy in setting agendas and making recommendations
- Increased involvement by committee members
- New advisory committee guidelines have been distributed to advisory committee members
- Certificates of Appreciation were sent to Business and Computer Science Division advisory committees during fall 2002
- Certificates will be presented to all advisory committee members during spring 2003

4.1 Improve student retention and educational outcomes.

- The course completions rates for the last six long semesters were:

–78.7% (spring 2000)	77.9% (fall 2000)
–79.0% (spring 2001)	79.2% (fall 2001)
–80.4% (spring 2002)	79.6% (fall 2002)
- Retention initiatives undertaken in all Academic Affairs instructional divisions
- Baseline performance measures for general education outcomes not yet completed.
 - GEO (General Education Outcome) Forum began meeting fall 2001
 - Recommendations for revising core curriculum due March 2003
 - Phase 2, GEO Forum will develop recommendations for assessment of general education learning outcomes

President Israel commented that it takes an enormous amount of work to improve student learning and outcomes. President Israel suggested, with the Board's permission, a day-long retreat with the Board be scheduled to discuss Achievement Indicators they would like to see included in the new Strategic Plan.

4.2 Design and implement strategies to improve the successful transition of students from high school to CCCCD.

- Participation in new student orientation increased by 56% from spring 2002 to spring 2003.
- Faculty participation increased 100% during same time period, from no faculty to 12 faculty.

4.3 Expand early warning program to improve identification of at-risk students and improve interventions to increase educational success.

- Academic Progress Appeals Committee (APAC) submitted proposal for early warning system to identify at-risk students
–Reduce the 18-hour cut-off for academic warning to 12 hours
- Next Step: Leadership Team will review, discuss and take action

4.4 Complete review of core curriculum, develop plan to measure learning outcomes in AA and AS core, and expand core offerings throughout the District.

- GEO Forum, deans and faculty reviewed all current core courses to ensure CCCCD's core curriculum addresses all CB "basic intellectual competencies in the core curriculum" and "core area exemplary learning objectives"
- CCCCD competencies and learning objectives finalized for core curriculum
- Matrices completed for current core courses addressing specific competencies and learning objectives
- "Alternative core" courses and courses for inclusion in the core (computer literacy, PE, Communication, Composition, Speech, etc.) are addressed in the GEO Forum's recommendation.
- GEO Forum's recommendations for a comprehensive revision of the AA and AS core curriculum was planned to be completed the end of March 2003
- Plan for measuring 2003-2004 learning outcomes in AA and AS for core curriculum not yet completed.

5.1 Ensure that CCCCD stays abreast of information technology (IT) trends in higher education.

- Pilot testing using wireless technology in science labs, CE courses, and Student Development during fall 2002 and spring 2003 completed
- Engineering Technology pilot testing wireless application in selected courses and Convergence Lab
- Based on pilot test results, recommendations made regarding use of wireless technology for instructional and administrative applications. Not yet completed.

DISCUSSION:

Dr. Boon remarked that he found this report fascinating and he would like to hear more. He specifically asked about retention, transfer rates and Associate Faculty mentoring.

President Israel reported that our retention rates are improving. One method of increasing retention is grade inflation; however, we are fortunate that our faculty do not do grade inflation. President Israel

stressed that retention is important but that we do not want high retention and low rigor; we want high rigor and a little higher retention.

Dr. Boon asked what portion of the 74% of our students who say they intend to transfer to a 4-year university actually do transfer. Dr. Kappus responded that she believed all 74% transferred. President Israel said he would have to verify that and get back to the Board with this information.

With regard to professional development and mentoring for Associate Faculty members, Dr. Kappus said all Associate Faculty members were being mentored by Full-time Faculty. Dr. Jenkins explained that the professional development program referred to in the report was a pilot program funded by a Carl Perkins grant. Dr. Jenkins said that ten associate faculty and three full time faculty members participated in the pilot program. The purpose of the grant was to develop an on-line mentoring and training program for Associate Faculty members.

Chairman Roach thanked President Israel and Ms. Russell for their presentation—stating that it was very enlightening

2003-5-1, PERSONNEL REPORTS

A motion by Dr. Collins, seconded by Mrs. Bauge, to approve the Personnel Reports for May was unanimously approved as presented in public hearing.

PERSONNEL – 1A, FACULTY APPOINTMENTS

BE IT RESOLVED, at the recommendation of the President, that the CCCCD Board approves the following faculty appointments:

NAME	TITLE	DATE	REASON
Valeria Antohe, Ph.D.	Professor Mathematics	8/12/03	New
Doug Boliver	Professor Biology	8/12/03	New
Betsy Brody	Professor Government	8/12/03	R-T.Lewis
Eric Carlson	Professor Speech	8/12/03	New
Lisa Cooper	Professor English	8/12/03	New
Marianne Dryer	Professor Dental Hygiene	8/12/03	R-Levesque
Glen Grimes	Professor Computer Sci.	8/12/03	R-W.James
Lisa Roy-Davis	Professor English	8/12/03	New
J. Luke Sides	Professor, Art, Sculpture	8/12/03	R-Zarragotia

PERSONNEL – 1B, STAFF APPOINTMENTS

BE IT RESOLVED, at the recommendation of the President, that the CCCCD Board approves the following staff appointments:

NAME	TITLE	DATE	REASON
Kasandra Flores	Grant Coordinator PT3	5/13/03	R-P. Wilkins
Lynda Gates	Assistant Director, Student Life	5/27/03	R-L.Kessel
Jan Maughan	Accounting/Budget Associate	5/08/03	R-A.Thompson
Cindy Schulze	Grant Assistant, LFT	5/01/03	New –Grant

PERSONNEL – 1C, PROMOTIONS

BE IT RESOLVED, at the recommendation of the President, that the CCCCD Board approves the following promotions:

NAME	TITLE	DATE	REASON
Sepideh Kafei	Purchasing System Spec.	5/12/03	Promotion
Ann Thompson	Accounts Payable Supervisor	5/08/03	Promotion

PERSONNEL – 1D, SECURITY OFFICER EMPLOYMENT//WARRANT OF APPOINTMENT

BE IT RESOLVED, at the recommendation of the President that the Collin County Community College District Board of Trustees approves the employment of the following Safety and Security Officer and Commissioning him as a State Peace Officer in accordance with Article 2.12 of the Texas Code of Criminal Procedure as authorized by Article 51.203 of the Texas Education Code and that a Warrant of Appointment be approved from May 19, 2003 and ending on termination with the College District

NAME	TITLE	DATE	REASON
Gary Gilchrist	Safety & Security Officer	5/19/03	New

Approval of a Warrant of Appointment for Security Personnel

It is recommended that a Warrant of Appointment be approved for the following College Police/Peace Officer for the period indicated:

<u>NAME</u>	<u>PERIOD OF APPOINTMENT</u>
Gary Gilchrist	May 19, 2003 up to termination with the College District

PERSONNEL – 1E, TERMINATION REPORT

BE IT RESOLVED, at the recommendation of the President, that the CCCCD Board approves the Termination/Resignations/Non-Renewal Report for May.

EMPLOYEE	LAST DAY	TITLE/DEPARTMENT
Hanson Cater	4/11/03	Fitness Center Assistant/Physical Education
Kathryn Cherry	4/25/03	Clerk Typist/Global Edge
Vicki Oefelein	5/1/03	Reference Librarian/LRC
Kathleen Adler	5/10/03	Temporary Professor/Business & Computer Sci.
Cynthia Adler	5/10/03	Temporary Professor/Engineering Technology
Ginger Merritt	5/10/03	Temporary Professor/Business & Computer Sci.
Pearl McGregor	5/15/03	Division Secretary/Health Sciences
Linda Cunningham	5/21/03	Purchasing System Specialist/Purchasing
Carol McCabe	5/13/03	Admissions & Records Assistant/ARO
Natalie Craig	5/16/03	Receiving Assistant/Bursars Office
Jennifer Carlin	5/30/03	Instructional Associate

2003-5-2, APPROVAL OF INCREASE IN BASE FOR GLOBAL INTERFACE

WHEREAS, there is an increased demand for training offered by Global Interface, now therefore,

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of the Collin County Community College District approve the increase of the approved annual agreement between Global Interface and Collin County Community College District from an estimated base of \$24,900 to an estimated \$55,000 for business training classes.

During open session, the resolution was corrected to reflect the correct increase of \$55,000.

A motion by Mr. Justice, seconded by Dr. Collins, to approve the increase of the approved annual agreement between Global Interface and Collin County Community College District from an estimated base of \$24,900 to an estimated \$55,000 for business training classes, was unanimously approved.

2003-5-3, APPROVAL OF INCREASE IN BASE FOR EDUCATION-TO-GO

WHEREAS, there is an increased demand for on-line computer training classes offered by Education to Go, now therefore,

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the increase of the approved annual agreement between Education to Go and Collin County Community College District from an estimated base of \$22,000 to an estimated \$32,000 for on-line computer training classes,

A motion by Mrs. Bauge, seconded by Mr. Trujillo, to approve the increase of the approved annual agreement between Education to Go and Collin County Community College District from an estimated base of \$22,000 to an estimated \$32,000 for on-line computer training classes, was unanimously passed.

2003-5-4, SIGNATORY APPROVAL, FEDERAL RESERVE BANK OF TEXAS

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the attached resolution providing Federal Reserve Bank, the third party collateral bank of the District, the signatures required to sign transactions with the Federal Reserve Bank of Texas.

A motion was made by Mr. Justice, seconded by Mrs. Goodell, to approve the resolution providing Federal Reserve Bank, the third party collateral bank of the District, the signatures required to sign transactions with the Federal Reserve Bank of Texas, was unanimously passed.

2003-5-5, APPROVAL OF CONTRACT WITH TOMDEN ENGINEERING

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves a contract with Tomden Engineering to provide Civil Engineering and Survey services for the Learning Resource Center addition with a project scope of a +/- 100,000 square feet new LRC, approximately 450 new parking spaces, and all other related paving, grading, drainage and utility improvements at the Preston Ridge Campus at a cost of \$126,000.

A motion was made by Mr. Trujillo, seconded by Dr. Collins, to approve a contract with Tomden Engineering to provide Civil Engineering and Survey services for the Learning Resource Center addition with a project scope of a +/- 100,000 square feet new LRC, approximately 450 new parking spaces, and all other related paving, grading, drainage and utility improvements at the Preston Ridge Campus at a cost of \$126,000, was unanimously passed.

In response to questions from Dr. Boon and Mr. Justice, Mr. Hall reviewed the selection process for engineering services. He said a Request for Quote was issued and the best qualified firm meeting specifications was selected from those companies responding. The District then negotiated the price with that firm. Dr. Boon questioned why this was not done through a competitive bid process. President Israel explained that professional services, i.e., architectural, attorney's, civil engineering, etc., are prohibited by state statutes to be bid competitively. Dr. Boon also questioned why this fee was separated from the Architectural Services fee. Chairman Roach answered that civil engineering services have always been separate. Dr. Boon said he stood corrected.

2003-5-6, APPROVAL OF EXPENDITURES

BE IT RESOLVED, at the recommendation of the President that the Board of Trustees of Collin County Community College District approves the Expenditure Reports for April 2003.

A motion by Mr. Hendricks, seconded by Mr. Trujillo to approve the Expenditure Reports for April 2003 was unanimously passed.

President Israel reviewed several of the cost center accounts and answered questions presented by Board members.

Mr. Hendricks questioned the amount the District pays to TIFs as compared to granting tax abatements. President Israel said that this would be a topic for the August Board Retreat.

2003-5-7, APPROVAL OF BIDS

BE IT RESOLVED, at the recommendation of the President that the Board of Trustees of Collin County Community College District approves the Bid Report for May 2003.

BID #	DESCRIPTION	AMOUNT
1901	RENEWAL OF BID 1901, 1972, 1993, 2070 - ANNUAL CONTRACT FOR PRINTING	\$ 65,000.00 (Estimated)
	Primary Contract (Bid 1901) Sheegog Printing Item: 1, 2, 4, 5, 6, 12, 14, 16, 29, 34, 36-41, 46-51, 53, 70-79	
	Business Printing Carrollton, TX Item: 3, 7, 13, 15, 17, 18, 21-28, 33, 35, 52, 54-60, 64, 65, 67-69, 80-89	
	Signature Commercial Richardson, TX Item: 8-10, 30-32, 42-45, 61-63, 66	

Colorworks
Plano, TX Item: 11, 19, 20

Secondary Contract (Bid 1901)

Signature Commercial
Richardson, TX Item: 1, 2, 6, 12, 14, 29, 34, 36-41, 46, 48-51, 70-79

Colorworks
Plano, TX Item: 3, 7, 13, 18, 32

Business Printing
Carrollton, TX Item: 4, 5, 8, 10, 11, 16, 20, 30, 42-45, 47

Sheegog Printing
Dallas, TX Item: 9, 15, 17, 19, 21-28, 31, 33, 35, 52, 54-69, 80-89

Primary Contract (Bid 1972)

Business Printing, Inc.
Carrollton, TX Item: 90.1, 90.2, 90.3, 90.4, 90.5, 90.6, 90.7, 90.8

Secondary Contract (Bid 1972)

Signature Commercial Printing
Richardson, TX Item: 90.1, 90.2, 90.3, 90.4, 90.5, 90.6, 90.7, 90.8

(Bid 1993)

Business Printing, Inc.
Carrollton, TX Item: 94, 94.1, 94.11, 94.2, 94.21, 94.3, 94.31, 94.4, 94.41, 94.5, 94.51, 99, 99.1, 99.11, 99.2, 99.21, 99.3, 99.31, 99.4, 99.41, 99.5, 99.51

Signature Commercial
Garland, TX Item: 91, 91.1, 91.11, 91.2, 91.21, 91.3, 91.31, 91.4, 91.41, 91.5, 91.51, 92, 92.1, 92.11, 92.2, 92.21, 92.3, 93.31, 92.4, 92.41, 92.5, 92.51, 92.51, 93, 93.1, 93.11, 93.2, 93.21, 93.3, 93.31, 93.4, 93.41, 93.5, 93.51, 95, 95.1, 95.11, 95.2, 95.21, 95.3, 95.31, 95.4, 95.41, 95.5, 95.51, 96, 96.1, 96.11, 96.2, 96.21, 96.3, 96.31, 96.4, 96.41, 96.5, 96.51, 97, 97.1, 97.11, 97, 97.2, 97.21, 97.3, 97.31, 97.4, 97.41, 97.5, 97.51, 98, 98.1, 98.11, 98.2, 98.21, 98.3, 98.31, 98.4, 98.41, 98.5, 98.51, 100, 100.1, 100.11, 100.20, 100.21, 100.3, 100.31, 100.4, 100.41, 100.5, 100.51

Bid 2070

Signature Commercial

Garland, TX Option I: 101.2, 101.3, 1.1.4, 101.5

Option II: Item: 102, 102.1, 102.2, 102.3, 102.4, 102.5,

Option III Item: 103, 103.1, 103.2, 103.4, 103.5, 103.6

2108

RENEWAL OF ANNUAL CONTRACT FOR
SUPPLIES, MATERIALS AND INSTRUMENTS
FOR DENTAL HYGIENE LAB

\$ 48,929.53

Kilgore International \$ 5,131.50
Coldwater, MI Item: 104, 105, 167, 168, 172, 173

Hu-Friedy \$14,532.14
Chicago, IL Item: 19, 38, 58-65, 70, 71, 118-165, 191

Henry Schein \$12,525.05
Melville, NY Item: 9, 13, 15, 18, 23-25, 29, 31, 36, 37, 40-44, 46, 47, 52-56,
66-68, 72-81, 83, 87, 88, 92-97, 99, 106-108, 111-116, 169, 170, 174,
175, 185, 186, 188-190, 192, 194

Sulton Dental \$ 339.67
Englewood, NJ Item: 16, 35, 39

Oral B Laboratories \$ 215.60
Belmont, CA Item: 1, 8, 17, 30, 32,

Smart Practice \$11,628.03
Phoenix, AZ

Item: 5-7, 10, 11, 20, 21, 33, 50, 51, 57, 69, 86, 90, 91, 98, 110, 117,
171, 176-184, 187, 193

Patterson Dental Supply \$ 4,557.54
Arlington, TX

Item: 2, 3, 4, 12, 14, 22, 26-28, 34, 45, 48, 49, 82, 84, 85, 89, 109, 166

2254

REJECT ANNUAL CONTRACT FOR DOCUMENT
MANAGEMENT, EQUIPMENT AND SERVICES

None of the vendors offered any programs that would reduce costs or improve service beyond what can be done in-house. The best offer was almost \$100,000.00 per-year more than offering the same equipment and services in-house.

The top vendor required a monthly base fee of almost \$28,000.00. The District would pay this amount each month even if no copies were made.

he District will be better served, at a lower cost, by keeping the Print Shop operation in-house with upgraded equipment, services and supervision.

2260	AUDIO/VISUAL EQUIPMENT	\$211,578.21
	B&H Photo	\$15,508.60
	New York, NY Item: 2, 8, 14, 16, 21, 25, 60, 63	
	Boxlight Corporation	\$12,298.13
	Poulsbo, WA Item: 46, 48	
	CCS Presentation	\$ 4,386.00
	Dallas, TX Item: 42, 73	
	CDW-G	\$ 448.00
	Vernon Hills, IL Item: 17, 18	
	Crest AV Electronics, Inc.	\$ 8,730.42
	Buffalo, NY Item: 15, 23, 35, 65, 67	
	Demco Inc.	\$ 779.96
	Madison, W I Item: 28	
	ECI Video	\$14,047.00
	Dallas, TX Item: 24, 29, 30	
	Focus Camera, Inc.	\$11,187.80
	Brooklyn, NY Item: 6, 11, 12, 37, 44	
	Long's Electronics	\$ 8,022.60
	Irondale, AL Item: 22, 31, 34, 43, 71	
	Northern Video Systems	\$ 126.00
	Rocklin, CA Item: 4	
	Pyramid School Products	\$ 375.32
	Tampa, FL Item: 39, 40, 41, 69, 72	
	Troxell Communications	\$92,672.03
	Arlington, TX Item: 3, 7, 9, 13, 19, 20, 26, 27, 45, 47, 49, 55, 58, 68	
	Valiant IMC	\$ 6,477.35
	South Hackensack, NJ Item: 5, 10, 32, 38, 62, 64, 66, 74, 75, 76	

Washington Prof. Systems \$36,519.00
Wheaton, MD Item: 36, 70

Low bid on all items with the following exceptions:

Item 33, 50, 51, 52, 57, 59, 61 – No bids received. Items will be purchased on the open market.

Item 25 – Reject Long’s Electronics, not as specified. Next low bid meeting spec is B&H.

Item 28 – Reject Long’s Electronics, not as specified. Next low bid meeting spec is Demco.

Item 30 – Reject Demco, not as specified. Next low bid meeting spec is ECI.

Item 37 – Reject Long’s, not as specified. Next low bid meeting spec is Focus.

Item 43 – Reject B&H, not as specified. Next low bid meeting spec is Long’s.

Item 53 – Reject all bids, product must be “Belkin Bulldog” Universal Security Kit. All bids not as specified. Order will be placed on the open market.

Item 54 – Duplicate item – same as item 30.

Item 55 – Reject CCS, not as specified. Next low bid meeting spec is Troxell.

Item 56 – Duplicate item – same as item 43.

Item 66 – Reject Troxell, not as specified. Next low bid meeting spec is Valient.

Item 67 – Reject ECI, not as specified, price not consistent with product. Next low bid meeting spec is Crest AV.

Item 72 – Reject Crest AV, not as specified. Next low bid meeting spec is Pyramid.

Item 73 – Reject Troxell, stand must be included with Smartboard. Next low bid meeting spec is CCS.

Item 74 – Reject CDW, not as specified. Next low bid meeting spec is Valient.

Item 75 – Reject Long’s, not as specified. Next low bid meeting spec is Valient.

2261 ANNUAL CONTRACT FOR CREDIT CARD \$363,818.00
SERVICES PROVIDER 2 years (Estimated)
Bank of America
Dallas, TX Sole response. Bank of America can provide all services the District requires.

2264 MODULE “H” PHOTOGRAPHY REMODEL AND \$ 67,476.00
MODULE “J” TESTING CENTER REMODEL AT
SPRING CREEK CAMPUS (REBID)

FACServices, Inc.

Richardson, TX

Module “H” Photography: \$44,743.00

Module “J” Testing Center: \$26,564.00

If combined the cost will be \$67,476.00

(This is a \$3,831.00 savings)

Low bid meeting specifications.

2272 REFRIGERATORS, REFRIGERATOR/FREEZER \$ 26,254.18
AND LAB STOOLS FOR SCIENTIFIC LABS

(Rebid items from Bid 2243 – Equipment for
Module “I” Addition, SCC)
VWR International
Suwanee, GA Item: 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 6, 6.5

Award entire bid to VWR International as overall low bidder. Atlas Medical Supply withdrew their low bid on items 3 and 4 because they intended their bid to be awarded “all or none”.

- 2279 RECOMMENDATION FOR APPROVAL OF ROOF \$442,846.74
RESTORATION AND REPLACEMENT FOR
COURTYARD CENTER AND CENTRAL PARK CAMPUS.
Tremco/WTI Inc.
Plano, TX If projects are not started consecutively the total cost will be \$451,582.24, an increase of \$8735.50.

Courtyard Center	\$112,783.30
Central Park Campus	\$338,798.94

Pricing in accordance with Reference 1804 – Interlocal Agreement with TCPN, Region IV Education Service Center approved by the Board 11/28/2000.

PURCHASE ORDER REVISIONS

- 1222 DIR/COMPAQ MAINTENANCE AGREEMENT ON HARDWARE IN OPERATING
SYSTEMS
Department of Information Resources/SCT
Austin, TX
Original Contract Total: \$ 22,000.00
CO #1 – Increase: \$ 8,231.88
Revised Contract Total: \$ 30,231.88
- 1640 ANNUAL CONTRACT FOR CUSTODIAL SERVICES, PRESTON RIDGE CAMPUS
Tolman Building Maintenance Co.
Dallas, TX
Original Contract Total: \$167,653.80
CO #1 – Increase: \$ 6,042.40
Revised Contract Total: \$173,696.20

DISCUSSION:

Board members asked for clarification on the roof restoration and replacement for the Courtyard Center and Central Park Campus. Mr. Ron Jackson explained that Tremco was selected through the Texas Cooperative Purchasing Network contract at a savings to the District. Tremco the roofing manufacturer

will bring in the labor and provide on the job supervision. The roof will have a 15-year guarantee for anything other than for acts of “God.”

Dr. Boon, with Mr. Justice agreeing, said he was against spending \$400,000+ with no competitive bids. He continued that he had a problem with this bid and all bids of this nature.

Mrs. Goodell said that in light of the fact that the District is cutting back on expenditures, it is not the fact that equipment costs are “in-line” but can we do without them. President Israel explained that our audio visual needs are increasing because of the increased use by faculty in the classrooms. What the District is doing is taking computers and video equipment from classrooms and back-filling them in other areas of the institution. The District’s plan is to get the most use out of all our equipment.

Cindy White, Purchasing Director, explained why there was only one response to Bid #2261, Credit Card Services. She said that it is specialized—no one wants to base their fees on net sales.

INFORMATION REPORTS

1. Budget Status Report as of 04/30/03. Mr. Ralph Hall reported that the budget does reflect the budget revisions passed at the April 22 meeting. At this time of the budget cycle, expenditures exceed revenues; however, at year’s end revenues will exceed expenditures.
2. Investment Schedules as of 04/30/03. Mr. Ralph Hall reported that District funds (\$98,202,654) are invested with TexPool and TexStar—TexStar paying 1.29% and TexPool, 1.26%.

Mr. Justice asked why we were not retiring some of our debt at this time since we are paying 4% on the bonds and receiving only 1% on our investments. President Israel responded that we are trying to pay down some of our debt as soon as legally possible. We can not buy down some because they are not callable. In response to a concern of Mr. Justices, President Israel explained that the \$98M invested is not excess money—the majority is already encumbered. Our fund balance is not excessive.

3. Summary of Foundation Payment to the District as of 04/30/03. During April the District received \$5,375 in scholarship support and \$2,181 in program support from Foundation funds.

PUBLIC COMMENTS – There were none.

PRESIDENTS REPORT

1. Dr. Tom Rodgers, Provost Spring Creek Campus, has been selected as one of the 21 Leaders for the 21st Century by *Inside Collin County Business*. This honor reflects well on Dr. Rodgers as well as the College District.
2. President Israel congratulated Amina El-Ashmawy on her publication, Practice of Chemistry Book for Universities and Community Colleges.
3. President Israel announced that on May 29, 2003 the District will pay tribute to the first of many living legends (Mrs. Gladys Harrington) in Collin County at the inaugural Living Legends Luncheon. He thanked Board Member Cindy Bauge and Paula Roman from the Foundation for

all their hard work on this wonderful endeavor. This new initiative will bring the community closer to the college by recognizing individuals that have been important to our community.

4. Legislative Update
 - a. Appropriations Bill. President Israel publicly thanked Senator Florence Shapiro for her support as well as Lt. Governor Dewhurst. As it stands now community college funding will decrease by 4-5% instead of the House version of 12%.
 - b. Health Care. The College District will have to pay 100% for physical plant employees.
 - c. Retirement/Health Care. If passed in the current language, will have a September 1, 2003 deadline for employees to retire with full health benefits after 10 years of service and 55 years of age.
 - d. Annexation Bill is dead.

President Israel commented that we did the best we could in a very raucous session.

ANNOUNCEMENTS/ADJOURNMENT

Chairman Roach thanked President Israel for working so diligently during this tough legislative session. "We appreciate all your efforts."

Chairman Roach reported we had a very successful graduation. Graduation is the culmination of all we work for each year. "Again, I appreciate everyone's efforts."

There being no further business, Chairman Roach adjourned the May 27, 2003 meeting at 9:35 p.m.