

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

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

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

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

AGENDA

- I. Certification of notice posted for the meeting
- II. Pledges of allegiance to U.S. and Texas flags
- III. Public Hearing on budget for 2012-13 *p. 6*
- IV. Richland Collegiate High School status report presented by Superintendent Donna Walker *Informative Report No. 38, p. 159*
- V. Citizens desiring to address the Board regarding agenda items
- VI. Opportunity for members of the Board and chancellor to declare conflicts of interest specific to this agenda *pp. 7-10*
- VII. Consideration of Bids
 1. Best Proposal: Recommendation for price agreement with Canteen Vending Services in a revenue amount of \$2,750,000 over a five-year period, for vending services – beverages, snacks and packaged foods, District-wide (RFP No. 11931) *pp. 11-12*
 2. Low and Only Bid: Recommendation for award to Metroplex General Contractors in an amount of \$226,601.39, for interior renovations at El Centro College (Bid No. 11936) *p. 13*
 3. Low Bid Meeting Specifications: Recommendation for award to Sovereign Construction Group in an amount of \$755,577.45, for

roadway, sidewalk, and drainage improvements at North Lake College (Bid No. 11942) *pp. 14-15*

4. Best Proposals: Recommendation for price agreement with Alliance of Diversity Printers, LLC, Business Printing, Inc., Buzz Print, Color Dynamics, DFW Printing, Inc., Ethridge Printing Co., Ovation Graphics, LLC, Pressman Printing, Inc., and Steward Printing & Advertising, Inc., in an amount of \$1,900,000 over a two-year period, for printing services, offset and web, District-wide (RFP No. 11946) *pp. 16-19*
5. Best Proposals: Recommendation for price agreement with Baker & Taylor, Inc., Complete Book, and Ingram Library Services, Inc., in an estimated amount of \$815,000 over a three-year period, for library printed and non-printed materials (RFP No. 11952) *pp. 20-21*
6. Low Overall Bid: Recommendation for price agreement with Pollock Paper Distributors in an estimated amount of \$1,100,000 over a three-year period, for sanitary paper products, District-wide (Bid No. 11953) *pp. 22-23*
7. Low Overall Bid: Recommendation for price agreement with Matheson Tri-Gas, Inc., in an estimated amount of \$210,000, over a three-year period, for industrial, specialty, and medical gases, District-wide (Bid No. 11962) *pp. 24-25*
8. Professional Services: Recommendation for production services with an annual cost estimate of \$267,850, LeCroy Center *pp. 26-36*
9. Professional Services: Recommendation for proposal development and grant program evaluation with an annual cost estimate of \$750,000 for a two year period, District-wide *pp. 37-39*
10. Professional Services: Recommendation for training and human performance technology with an annual cost estimate of \$200,000 for a two year period, North Lake College *pp. 40-43*

VIII. Consent Agenda: If a trustee wishes to remove an item from the consent agenda, it will be considered at this time.

Minutes

11. Approval of Minutes of the August 7, 2012 Planning & Budget Committee Meeting *pp. 44-45*
12. Approval of Minutes of the August 7, 2012 Regular Meeting *pp. 46-51*
13. Approval of Minutes of the August 21, 2012 Special Meeting *pp. 52-53*
14. Approval of Minutes of the August 28, 2012 Special Meeting *pp. 54-56*

Policy Reports

15. Approval of Revision to Policy GF(LOCAL) Regarding Use of College District Facilities *p. 57*
16. Adoption of 2012-13 Special Education Policies and Procedures for Richland Collegiate High School *pp. 58-112*

Financial Reports

17. Approval of Expenditures for July 2012 *p.113*
18. Acceptance of Gifts *pp. 114-115*
19. Approval of Agreement with FCD Youth, LLC *p. 116*
20. Approval of Interlocal Contracts for Services Provided by DCCCD to City of Garland, Dallas County Personnel/Civil Service, Carrollton-Farmers Branch Independent School District, and Fort Worth Independent School District *p. 117*

IX. Individual Items

21. Approval of Budget for 2012-13 *pp. 118-125*
22. Approval of Resolution Levying the Maintenance and Operation (M&O) Component of the Ad Valorem Tax Rate for Tax Year 2012 *pp. 126-129*
23. Approval of Resolution Levying the Interest and Sinking (I&S) Component of the Ad Valorem Tax Rate for Tax Year 2012 *pp. 130-133*
24. Approval of Revision to Policy FBB (LOCAL) Regarding Semester Tuition *pp. 134-136*
25. Approval of Revised Salary Schedules for 2012-2013 *pp. 137-140*
26. Revision of Part-time Pay Rates *p. 141*
27. Revision of Distance Learning Pay Rates *p. 142*
28. Revision of Adjunct Rates Related to Instruction *p. 143*
29. Approval of Administrator, Faculty and Professional Support Staff Across-the-Board Salary Adjustments: 2012-2013 *p. 144*
30. Competitive Market Adjustment to Full time Faculty Salaries *p. 145*
31. Acceptance of Resignations and Retirements *pp. 146-147*
32. Approval of Warrants of Appointment for Security Personnel *p. 148*
33. Employment of Contractual Personnel *pp. 149-153*
34. Reclassification of Instructors *p. 154*
35. Approval of Amendment to Agreement with Trott Communications Group *p. 155*
36. Approval of Change Order with Sawyers Construction, Inc. *pp. 156-157*
37. Approval of Agreement with HMA Consulting, Inc. *p. 158*

X. Informative Reports

38. Richland Collegiate High School *p. 159*
39. Presentation of Current Funds Operating Budget Report for July 2012
pp. 160-167
40. Monthly Award and Change Order Summary *pp. 168-171*
41. Payments for Goods and Services *pp. 172-174*
42. Progress Report on Construction Projects *pp. 175-177*
43. Report of M/WBE Participation of Maintenance and SARS Report on
Projects *pp. 178-185*
44. Facilities Management Project Report *pp. 186-207*
45. Notice of Grant Awards - September 2012 *pp. 208-210*
46. Presentation of Contracts for Educational Services *pp. 211-213*
47. Report of Sabbatical Leave during Spring Semester 2012 *p. 214*
48. Presentation of 2012 Safety and Security Audit Report under TEC
37.108 *pp. 215-223*

XI. Questions/comments from members of the Board and chancellor

XII. Citizens desiring to appear before the Board

XIII. 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 reorganization of the Board officers, commencement of annual evaluation and/or consideration of contract of the Chancellor and any prospective employee who is noted in Employment of Contractual Personnel.

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.

XIV. Adjournment of regular meeting

**CERTIFICATION OF NOTICE POSTED
FOR THE SEPTEMBER 4, 2012
REGULAR MEETING OF THE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 31st of August 2012, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 31st of August 2012, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the George Allen, Sr. Courts Building, all as required by the Texas Government Code §551.054.



Wright L. Lassiter, Jr., Secretary

III. Public Hearing on Budget for 2012-13

During the meeting on September 4, 2012, the Board of Trustees will hold a public hearing for persons who desire to speak on the proposed budget for 2012-13. The Board of Trustees reviewed the proposed budget in a public meeting held July 17, 2012. Notice of the public hearing on the proposed budget for 2012-13 was published in the *Dallas Morning News* on Monday, August 27, 2012. Ads referencing the notice of public hearing on the proposed budget for 2012-13 were published in other local Dallas newspapers.

Policy Reminders

Board Policy CC (LOCAL) provides the following:

AVAILABILITY OF PROPOSED BUDGET: After it is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection during regular business hours. (Note: A copy of the proposed budget has been available for inspection in the business affairs department at the District Service Center.)

BUDGET MEETING: The annual public meeting to discuss the proposed budget shall be conducted as follows:

- 1. The Board Chairperson shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget sign up on the sheet provided.*
- 2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.*
- 3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.*
- 4. No officer or employee of the District shall be required to respond to questions from speakers at the meeting.*

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

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

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

Admiral Construction Co.	Burns Transcription Service
Alan Fisher	Business Printing, Inc.
Allen Farmer	Buzz Print
Alliance of Diversity Printers, LLC	C. P. Neal
Alton Cagle	Campbell Agency
Alyce Caron	Campbell Paper Company
Amesbury Web	Canine, David B.
Angie Meyer	Canteen Vending Services
Austin Anderson	Capital Captioning
Baker & Taylor, Inc.	Carrollton-Farmers Branch Independent School District
Belle Jiao	Catarina Wylie
Benchmark Grants, LLC	Catherine Holmes
Bill Schwarz	Cecil Smith
Bill Wilson	Central Poly Corp.
Blair Gresky	Charles Gross
Bob Novello	Charlotte Spivey
Bob Ray Sanders	Cheryl L. Kester dba Kester Group, LLC
Bob Reynolds	Chris Brock
Bowman Performance Consulting, LLC	Chris Frazee
Brett Lofthus	Chris Henry
Brian Berry	Chuck Murphy
Brian K. O'Neal	Cindy Depierri
Brian Shelton	City of Garland
Brooke O'Shea Leadership Coach LLC	Clark McFadden
Bruce Deck	Claudia Sotomayor Graves
Bruce Richardson	Clay Liford
Bruce Warner	Clay Marshall

Coca Cola Refreshments USA
Collins Agency
Color Dynamics
Complete Book
Constance Jones
Creative Cat Studio
Curtis Craven
Custom Food Group, LP
Cynthia Rodella-Purdy
Dallas County Personnel/Civil
Dallas Prompter and Captions
Dan Caldwell
Dana Sherman
Daniel Smith Jr.
Daniel Whiteman

Danna Gann
Dave Tracy
Dunlap Grantworks, LLC
David Butler
David Franks
David Hammons
David J. Degelia
David Peak
DEEN dba Diverse Note
Deirdre De Coverly
DFW Printing, Inc.
Diverse Note
Donald Allen
Donatelle Mascari
Donna Park
Doug Norlie
Doug Van Nostran
Douglas Harris
Dowden Associates
Dr. Pepper Snapple Group
Edward F. Duffy
Edwards Construction Group
Element X Creative
Emergent Creative
Emilie Aronson
Eric Norberg

Eric Whitney
Ernie Barker
Escaloni Communications
Ethridge Printing Co.
Express Employment Professionals
FCD Youth, LLC
Flying Dreams, Inc.
Fort Worth Independent School District
Gary Potts
Gary Smith
Gaumard Scientific Co.
Gerald Munoz
Greg Beutel
GWS Welding Supply Co.
JBG International Success Academy,
LLC
JCCI Resource Development Services
Jean Compton
Jeff McPherson
Jennifer Leesman
Jim Conrad
Joanne Groshardt
Joe Ing & Friends
John Coleman
John Criswell
John England
John Perez
John Phipps
John Sparks
Jonathan Bentley
Joseph P. Evans
Joseph W. Erickson
Judith Silsz
Julia Dyer
Julie Erickson
Kate Cochran
Keith Scott
Kelly Saunders
Ken Harrison
Kester Group, LLC
Kevin Lloyd
Kevin Spivey

Kimberly Boyce
Larry Allen
Larry Brown
Larry Ellis
Larry Nicks
Larry Watson
Laura Bohlcke
Laura Cargile
Lee Baker
Leslie Mock
Leticia Magana
Lin Colleen
Linda Dippel
Linda Houston
Liquid Environmental Solutions of
Texas, LLC
Lisa Brown
Lisa Evans-Regan
Lisa Feeley
Lisa Peterson
Lisa Silguero
Llano River Fence Co., LLC

Lonestar Captioning
Lora Beeson
Luke Hawkins

Luke McKenzie
M. A. N. S. Distributors, Inc.
M. Robins

Marcia Henke
Margaret Matus
Marianne LeClair
Marius Lloyd
Mark Angelo
Mark Hill Dunlap dba Dunlap
Grantworks, LLC
Mark Mobley
Marla Fields
Mary Julene Dunn
Matheson Tri-Gas, Inc.

McCliff Partners, LTD
Metroplex General Contractors
MGL Productions, LLC
Mia Chase
Mica Ringo
Michael Bourne
Michael Coleman
Michael Kleis
Michael Losurdo Jr.
Michael Melton
Michael Penn Smith
Mike Lile
Mitch Lobrovich
MNK Infotech Inc.
Monica Pilkey

Nancy Mays
Nancy Ward
Nason/Harris Associates
Natalie London
NC Cabana Logistics
Neil Herbkersman and Karla Hibbert-
Jones dba Benchmark Grants, LLC
Nick Ballarini
Nicolas Pizana
Nicole Bowman dba Bowman
Performance Consulting, LLC
Olmsted Kirk Equipment & Supply
One New Media Group, LLC
Organizational Behavior Consulting &
Training
Ovation Graphics, LLC
Pamela Kettle
Pat Hawks
Paul Gore
Paul Hewson
Paul Thomas

Pete Henning
PicFlex
Pinnacle Evaluation Services
Pollock Paper Distributors

Polly Bohmfalk
Praxair Distribution Inc.
Premier Transcription Service
Pressman Printing, Inc.
Rachel Glass
Ralph Bissey
Ralph Meyers
Ramona Munsell & Associates, Inc.
Randy Jensen
Randy Tallman
Red Mountain Entertainment
Red Spot Design
Resource Development Services
Reynaldo Gomez
Rhonda Richards-Cohen
Richard Marchese dba Resource
Development Services
Robert Batson
Robert Forrer
Ron Nance
Russell Blair
Ryan Caruthers
Sandy Bromley-Mayo
SCM Construction Services, LLC
Scott Hadden
Scott Visser
Sean Whitley
Shannon Knox
Shawn Fernandez
Shelly Kaere
Shelly Seymour
Sher De La Rosa
Sound One
Southwaste Disposal, LLC
Sovereign Construction Group
Star Kulp
Starlene Stringer
Stephen & Jonah Lisa Dyer
Stephen Harrison
Steward Printing & Advertising, Inc.
Susan Wood
Ted Candler

Teresa Ramsey
Terri McCormack
The Barber Shop
The Crew Connection
The DIA Group
The Marketing Lady
The Venne Group
Tim Cissell
Tim McGarity
Tim Miller
Tim Nagle
Timothy Nguyen
Titan Fence
Tom Pribyl
Tom Roach
Travis Porter

University of Texas at Arlington
Van Smalley
Vend Pro
Vicki Cason Wolf
Voices, Inc.
Wall Enterprises
Warren Edwards
Wendi Bates
William J. Bragg
William Roberson
Word Works
WylieCat Communications
Xavier Chavez
Zagros Construction Co.

(Tab 1) RECOMMENDATION FOR AWARD – RFP NO. 11931
 VENDING SERVICES - BEVERAGE, SNACKS &
 PACKAGED FOODS
 PRICE AGREEMENT, DISTRICT-WIDE
 NOVEMBER 1, 2012 THROUGH OCTOBER 31, 2017

RESPONSE: Requests for proposals were sent to 98 companies, and six responses were received.

COMPARISON OF PROPOSALS:

	snack	beverage	both
McCliff Partners, LTD	\$1,010,016	no bid	-
Custom Food Group, LP	\$1,033,000	no bid	-
Coca Cola Refreshments USA	no bid	\$1,163,218	-
Dr. Pepper Snapple Group	no bid	\$1,731,590	-
Vend Pro	-	-	\$2,133,246
Canteen Vending Services	-	-	\$2,750,000

RECOMMENDATION FOR AWARD:

CANTEEN VENDING SERVICES	(5-year revenue) \$2,750,000
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BEST PROPOSAL

COMMENTS: This award is for snack and packaged food plus cold and hot beverage vending service for all district locations. In addition to the revenue amount, the recommended company will provide a \$50,000 up-front signing bonus, a \$50,000 scholarship donation to the Enterprise Scholarship Fund, and five annual internship positions.

In the opinion of evaluators, Canteen Vending Services proposed the best combination of service, product mix, and revenue. Products offered include traditional snack items plus a variety of beverage brands including Coca-Cola, Dr. Pepper, and Pepsi, as well as specialized healthy food machines.

The five-year revenue amount of \$2,750,000 is guaranteed based on a vend price of \$1.00 for 12 ounce cans, \$1.50 for 20 ounce bottles, and \$2.25 for 16 ounce energy drinks. Typical vending prices for candy, snacks, and pastries range from \$0.80 to \$1.40 while prepared foods range from \$1.50 to \$2.75. Revenue is based on a sliding commission rate ranging from 35.3% to 36.8% of annual sales, and would go up with increased annual sales.

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

(Tab 2) RECOMMENDATION FOR AWARD – BID NO. 11936
INTERIOR RENOVATIONS
EL CENTRO COLLEGE

RESPONSE: Of four companies that attended the mandatory prebid meeting, one bid was received.

RECOMMENDATION FOR AWARD:

METROPLEX GENERAL CONTRACTORS \$226,601.39

LOW AND ONLY BID

COMMENTS: This project is to expand space in the server room on the 5th floor of the Allied Health and Nursing Building; includes moving an interior wall and increasing air conditioning capacity to accommodate the added square footage and greater heat load from computer equipment.

Based on 15% of the awarded amount, a contingency fund of \$33,990 is recommended for unforeseen changes to this project. It is further recommended that the executive vice chancellor of business affairs be authorized to approve change order(s) in an amount not to exceed the contingency fund.

DCCCD will be fully reimbursed for this transaction by a third party.

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

(Tab 3) RECOMMENDATION FOR AWARD – BID NO. 11942
ROADWAY, SIDEWALK, AND DRAINAGE
IMPROVEMENTS
NORTH LAKE COLLEGE

RESPONSE: Of 17 companies that attended the mandatory prebid meeting, four bids were received.

COMPARISON OF BIDS:

Admiral Construction Co.	\$653,193.34
Sovereign Construction Group	\$755,577.45
Zagros Construction Co.	\$1,160,000.00
SCM Construction Services, LLC	\$1,548,000.00

RECOMMENDATION FOR AWARD:

SOVEREIGN CONSTRUCTION GROUP	\$755,577.45
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LOW BID MEETING SPECIFICATIONS

JUSTIFICATION:

The low bidder is not recommended because only two of the 16 references provided were for comparable work. In addition, staff review of the project's schedule of values submitted by the company concluded that there were several errors in pricing calculations. In the opinion of evaluators, review of the low bidder does not indicate they have the experience or capability to successfully complete this project.

COMMENTS: This project is to remove/replace approximately 420 linear feet of the existing concrete loop road on the south side of the campus; it also includes replacement of the main circular drive, a patio/flower bed area, and various new sidewalks.

Based on 15% of the awarded amount, a contingency fund of \$113,337 is recommended for unforeseen changes to this project. It is further recommended that the executive vice chancellor of business affairs be authorized to approve change order(s) in an amount not to exceed the contingency fund.

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

(Tab 4) RECOMMENDATION FOR AWARD – RFP NO. 11946
PRINTING SERVICES, OFFSET AND WEB
PRICE AGREEMENT, DISTRICT-WIDE
SEPTEMBER 5, 2012 THROUGH AUGUST 31, 2014

RESPONSE: Requests for proposals were sent to 203 companies, and nine responses were received.

COMPARISON OF PROPOSALS:

Tabulation of proposals attached.

RECOMMENDATION FOR AWARD:

ALLIANCE OF DIVERSITY PRINTERS, LLC	
BUSINESS PRINTING, INC.	
BUZZ PRINT	(2-year estimate)
COLOR DYNAMICS	\$1,900,000
DFW PRINTING, INC.	
ETHRIDGE PRINTING CO.	
OVATION GRAPHICS, LLC	
PRESSMAN PRINTING, INC.	
STEWART PRINTING & ADVERTISING, INC.	

BEST PROPOSALS

COMMENTS: This award is for a pool of printers to provide web-press printed materials such as class schedules and catalogs, and also offset printed materials such as brochures, pamphlets, booklets, postcards, posters, and pocket folders.

All respondents are full-service printing companies. Award is recommended to all respondents to optimize flexibility regarding timing of project delivery, pricing, and printer capabilities due to the variation in project quantities, paper types and sizes, inks, as well as other services which may be required to provide the finished product.

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

RFP No. 11946 Offset/Web Printing Services

Off-Set Printing Services, price/M	qty	Alliance of Diversity Printers, LLC	Business Printing, Inc.	Buzz Print	Color Dynamics	DFW Printing, Inc.	Ethridge Printing Co.	Ovation Graphics, LLC	Pressman Printing, Inc.	Steward Printing & Advert., Inc.
Brochure – Level 3 Open/Flat Size 8.5 x 11. Stock: 80# Gloss Text, white. Bleeds: Full bleeds all sides, single fold. Artwork: On disk; proof required Ink: Four-color 4/4	1,000	\$299.92	\$412.00	\$615.00	\$467.00	\$342.83	\$555.00	\$740.00	\$377.35	\$594.00
Brochure – Level 2 Open/Flat Size 8.5 x 14. Stock: 80# Gloss Text, white. Bleeds: Full bleeds all sides, single fold. Artwork: On disk; proof required. Ink: Four-color 4/4	1,000	\$543.56	\$429.00	\$695.00	\$768.00	\$415.92	\$709.00	\$758.00	\$401.35	\$608.00
Brochure – Level 3 Open/Flat Size 11 x 25.5 Stock: 80# Gloss Text, white. Bleeds: Full bleeds all sides, tri-fold. Artwork: On disk; proof required Ink: Four-color 4/4	1,000	\$841.00	\$636.00	\$1359.00	\$1812.00	\$498.33	\$1015.00	\$865.00	\$809.70	\$785.00
Flyer – Level 1 Size: 8.5 x 11. Stock: 24#/60 lb. white offset. Art furnished on disk; proof required. Two-color on one side 2/0	1,000	\$228.00	\$262.00	\$215.00	\$419.00	\$183.00	NO BID	\$533.00	\$116.25	\$175.00
Pocket Folders – Level 3 Finished Size: 9 x 12 Stock: 12 PT C1S; two bottom pockets inside; 4 1/2" high printing on front and back and inside pockets, business card slit centered on left inside pocket. No printing on inside of folder. Full bleed on front, back and pockets. Screen photos and line art on disk. Quark Xpress & all linked images. Proof-match print. Ink: 4/0	5,000	\$580.12	\$355.00	\$557.20	\$569.00	\$643.68	\$623.80	\$512.00	\$558.70	\$430.00

Web Printing Services, price/M	qty	Alliance of Diversity Printers, LLC	Business Printing, Inc.	Buzz Print	Color Dynamics	DFW Printing, Inc.	Ethridge Printing Co.	Ovation Graphics, LLC	Pressman Printing, Inc.	Steward Printing & Advert., Inc.
Booklet – Class Schedule Size: 8 3/8" x 10 7/8" Text Stock: 34 lb. Hi-Brite. Ink: black plus 1 PMS Cover Stock: 70 lb. Number of pages: 88 Binding: Saddle stitched	175,000	\$272.43	\$421.18	NO BID	\$337.25	\$261.20	NO BID	\$410.00	NO BID	NO BID

(Tab 5) RECOMMENDATION FOR AWARD – RFP NO. 11952
LIBRARY PRINTED AND NON-PRINTED MATERIALS
PRICE AGREEMENT, DISTRICT-WIDE
SEPTEMBER 5, 2012 THROUGH AUGUST 31, 2015

RESPONSE: Requests for proposals were sent to 23 companies, and three responses were received.

COMPARISON OF PROPOSALS:

Tabulation of proposals attached.

RECOMMENDATION FOR AWARD:

BAKER & TAYLOR, INC.	(3-year estimate)
COMPLETE BOOK	\$815,000
INGRAM LIBRARY SERVICES, INC.	

BEST PROPOSALS

COMMENTS: This recommendation is for printed and non-printed materials for all district libraries; pricing is based on percentage discounts from publisher price lists. Three categories of books are typically ordered: trade (mass-market literary), non-trade (academic and technical), and net (electronic).

Non-printed audio/visual materials required to support the curriculum of the colleges represent a small percentage of the overall purchases; they include formats such as compact disc, DVD, videocassette and audiocassette.

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

RFP NO. 11952

	Baker & Taylor, Inc.	Complete Book	Ingram Library Services, Inc.
PRINTED MATERIALS			
Adult trade hardcover editions (popular fiction & non-fiction)	40%	0-45%	43%
Juvenile trade hardcover editions (popular fiction & non-fiction)	40%	0-45%	43%
Adult quality paperback editions (popular fiction & non-fiction)	20%	0-45%	41%
Juvenile quality paperback editions (popular fiction & non-fiction)	20%	0-45%	41%
Mass market paperback editions	20%	0-45%	41%
Single edition reinforced (juvenile)	20%	0-45%	18%
Publisher's library editions (juvenile)	20%	0-45%	18%
University press trade editions	20%	0-45%	18%
NON-PRINTED MATERIALS			
Text, Technical, or Reference Editions	20%	0-45%	10-43%
Hardcover Editions from Small Specialty Publishers	20%	0-45%	10-43%
Paperback Editions from Small Specialty Publishers	20%	0-45%	10-41%
Returnable specialty textbooks	20%	0-45%	10-43%
Spoken word audio	34%	0-45%	5-45%
Audio (Music) cds	25%	0-45%	25%
Vhs video cassettes	No bid	0-45%	28%
Digital Video Discs (dvds)	28%	0-45%	28%

(Tab 6) RECOMMENDATION FOR AWARD – BID NO. 11953
SANITARY PAPER PRODUCTS
PRICE AGREEMENT, DISTRICT WIDE
SEPTEMBER 5, 2012 THROUGH AUGUST 31, 2015

RESPONSE: Requests for bids were sent to 14 companies, and five responses were received.

COMPARISON OF BIDS:

Tabulation of bids attached.

RECOMMENDATION FOR AWARD:

POLLOCK PAPER DISTRIBUTORS	(3-year estimate) \$1,100,000
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LOW OVERALL BID

JUSTIFICATION:

Award is recommended to one vendor to supply all items. Award by line item is not deemed to merit establishing and managing contracts with four awardees.

COMMENTS: This award is for the purchase of toilet tissue and hand towels used throughout all district locations.

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

BID NO. 11953

SANITARY PAPER PRODUCTS

	est. 3-yr. case usage	item description	Campbell Paper Company	Central Poly Corp.	M.A.N.S. Distributors, Inc.*	Olmsted- Kirk Equipment & Supply	Pollock Paper Distributors
1	4,500	Coreless roll tissue, 2-ply	\$155,385	No bid	\$217,125	\$150,615	\$145,215
2	9,300	Roll Tissue, 2-ply	\$337,479	\$432,648	\$308,321	\$327,081	\$304,575
3	900	Roll Towel	\$63,345	\$78,588	\$59,625	No bid	\$61,029
4	4,140	C-Fold Towel	\$76,714	\$74,478	\$92,156	\$74,354	\$73,899
5	5,400	Multifold Towel	\$110,484	\$104,382	\$104,054	\$107,082	\$106,434
6	600	Roll Towel for enMotion Dispenser	\$31,410	\$29,196	No bid	\$30,444	\$30,282
7	10,260	Roll Towel for Elect-R-Matic Dispenser	\$622,269	No bid	\$481,296	No bid	\$298,155
8	1,260	Center pull wipers	\$35,242	No bid	\$36,931	\$34,146	\$35,305
9	195	Toilet Seat Covers	\$5,545	\$7,538	\$5,787	\$7,371	\$5,762

Prices shown are calculated amounts based on total linear foot or square inch comparisons among bidders due to variations in product packaging by the different manufacturers.

*This vendor took exception to the specified minimum order delivery requirement.

(Tab 7) RECOMMENDATION FOR AWARD – BID NO. 11962
INDUSTRIAL, SPECIALTY AND MEDICAL GASES
PRICE AGREEMENT, DISTRICT-WIDE
OCTOBER 1, 2012 THROUGH AUGUST 31, 2015

RESPONSE: Request for bids were sent to six companies, and three responses were received.

COMPARISON OF BIDS:

Tabulation of bids attached.

RECOMMENDATION FOR AWARD:

MATHESON TRI-GAS, INC.	(3-year estimate) \$210,000
------------------------	--------------------------------

LOW OVERALL BID

COMMENTS: This price agreement is for various types of gases for instructional and buildings/grounds use. Pricing is based on a combination of gas cylinder sizes, cylinder rental, delivery charges, and hazardous material fees.

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

RFP NO. 11962

	annual quantity	Matheson Tri- Gas, Inc.	Praxair Distribution, Inc.	GWS Welding Supply Co.
ACETYLENE #4	101	\$24.98	\$37.15	\$42.00
ACETYLENE #5	146	\$60.31	\$88.65	\$118.00
ACETYLENE B-TANK	112	\$8.00	\$14.85	\$20.00
ACETYLENE MC-TANK	58	\$11.00	\$9.70	\$15.00
AIR, BREATHING #300 CF	28	\$8.75	\$14.20	\$24.00
ARGON # 300 CF	268	\$24.15	\$24.75	\$34.00
ARGON/CARBON DIOXIDE MIX #300	171	\$22.00	\$25.65	\$36.00
CARBON DIOXIDE 20 LB	95	\$5.00	\$10.55	\$11.25
CARBON DIOXIDE 50 LB	298	\$8.25	\$13.50	\$16.25
CARBON DIOXIDE 300 LB	67	\$75.00	No-bid	\$125.00
CARBON DIOXIDE USP ME	35	\$7.75	\$5.65	\$125.00
HELIUM # 125 CF	31	\$28.00	\$68.00	\$90.00
HELIUM 250 CF	67	\$56.00	\$108.00	\$145.00
HELIUM 200 CF	37	\$45.00	\$75.80	\$145.00
HYDROGEN ZERO GRADE 300 CF	35	\$65.00	\$44.35	\$90.00
HYDROGEN INDUSTRIAL GRADE 200 CF	24	\$25.00	\$18.50	\$36.00
NITROGEN # 200 CF	33	\$7.00	\$6.95	\$15.00
NITROGEN #300 CF	83	\$7.75	\$8.21	\$16.00
NITROGEN # 125 CF	56	\$4.25	\$6.70	\$14.00
NITROGEN #40 CF	73	\$5.00	\$5.97	\$12.00
OXYGEN, INDUSTRIAL 21 CF	126	\$5.00	\$5.60	\$12.00
OXYGEN, INDUSTRIAL 300 CF	74	\$8.50	\$8.75	\$20.00
OXYGEN, INDUSTRIAL 250	68	\$8.00	\$7.20	\$14.00
OXYGEN, INDUSTRIAL 80 CF	49	\$7.50	\$6.60	\$13.00
OXYGEN, INDUSTRIAL 40 CF	28	\$7.50	\$5.99	\$12.00
OXYGEN, ZERO GRADE 2.8 300 CF	36	\$62.00	\$43.05	\$175.00
OXYGEN, ZERO GRADE 2.8 125 CF	45	\$50.00	\$37.55	No bid
OXYGEN, COMPRESSED 125 CF	47	\$5.00	\$6.75	\$13.50
OXYGEN, MEDICAL, USP, SIZE MD	59	\$5.00	\$3.15	\$13.00
OXYGEN, MEDICAL, USP, SIZE ME	62	\$5.00	\$3.35	\$14.00
Delivery fee		10.00	\$23.25	20.00
Daily cylinder rental rate		\$0.13	\$0.14	\$0.14
Cost per cylinder exchange		none	none	none
Cost Per Cylinder to perform Pressure Test		\$20.00	\$22.50	\$30.00
Hazardous Fee Charge		\$9.00	\$8.95	\$3.00
3-year total		\$156,728.67	\$187,107.15	\$294,592.50

(Tab 8) RECOMMENDATION FOR PROFESSIONAL SERVICES
PRODUCTION SERVICES
LECROY CENTER
SEPTEMBER 5, 2012 THROUGH AUGUST 31, 2013

BACKGROUND:

The R. Jan LeCroy Center for Educational Telecommunications has identified specific online/video course productions, faculty development productions (see Appendix A.1), and TeleCollege promotions to be produced by LCET, either wholly or partially, during fiscal year 2012-2013. These productions require the professional services of independent contractors to complete various parts of the productions. To manage the engagement of professional service contractors, LCET proposes continuing the process initiated in 2003 of a board-approved independent contractor list.

SELECTION PROCESS:

LCET has researched the following North Texas resources in the media production industry: Texas Association of Film/Tape Professionals directory, Texas Film Commission directory, the Dallas-Ft. Worth Media Communications Association International directory and the North Central Texas Regional Certification Agency. LCET provides a continuous open opportunity through industry contacts for contractors to submit resumes, production profiles, and/or portfolios in order to identify a pool of qualified independent contractors (see Appendix B.1, B.2, B.3).

After review by the LCET director of production, director of Starlink Network, director of cable television, and director of public information/marketing the contractors listed in Appendix B.1, B.2, and B.3 have been identified as possessing the unique skills and intellectual creativity required for successful production. The selection of these service providers is based on the following criteria:

1. Professional qualifications demonstrated by industry experience and a proven level of creative excellence in their service,

2. Availability to provide professional services to LCET on an "as needed" basis,
3. Acceptance of the fee for service negotiated by LCET.

Inclusion on Appendix B.1, B.2, and/or B.3 does not mean that each contractor listed will be utilized on every production. Use of a contractor's services will be determined by an appropriate matching of creative skills to creative needs for each production. Exclusion from the lists does not mean that a specific contractor will be excluded in future selections. As experience and skills increase, a contractor may upgrade their Production Profile within the LCET pool of available contractors. New contractors entering the market are encouraged to submit resumes and production profiles to be included in the review process. As always, a contractor's experience, creative skills and competency (as verified by professional references) are primary in selection for use on LCET productions.

COMPENSATION:

The fee ranges and per-job cost ranges shown with each professional service classification listed on Appendix B.1, B.2, and B.3 include fees for the professional services and actual reimbursable expenses, which must be supported by itemized receipts and invoices. On many productions, based on the fee range, the independent contractor will be required to quote a fixed "not to exceed" price.

COST ESTIMATE:

\$267,850

The estimated cost includes production of the online/video courses and faculty/staff development programs listed on Appendix A.1 and other miscellaneous projects that arise during the year. Appendix B.1, B.2, and B.3 list the rates and the estimated annual expenditure for each category. The funds to support these expenditures are included in the LeCroy Center production services budget.

CONTRACT AUTHORIZATION:

Administration recommends that the provost of the LeCroy Center or designee be authorized to execute contracts with or issue work orders to the applicable business entity as needed for various jobs throughout the fiscal year.

APPENDIX A.1

LeCroy Center for Educational Telecommunications

VIDEO & ONLINE PRODUCTIONS: COURSEWARE & STAFF DEVELOPMENT 2012 – 2013

The R. Jan LeCroy Center for Educational Telecommunications has identified the following video and web-based productions to be produced by LCET, either totally or partially, during fiscal year 2012–2013. These productions include, but are not limited to:

COURSEWARE PRODUCTION w/Video Modules:

Speech 1315 – online Core/Tier 1 Speech course utilizing interactive activities, video modules, and publisher materials to be developed for DCCCD colleges and national clients. Development to begin during Fall 2012.

Introduction to the Arts (ARTS 1301) – online Core/Tier 2 course utilizing interactive activities, video modules, and publisher materials to be developed for DCCCD colleges and national clients. Development to begin during Fall 2012 or Spring 2013.

Introduction to Nutrition (BIOL-1322) – online Nutrition course using interactive activities, video modules, and publisher materials to be developed for DCCCD colleges and national clients. Development start date dependent on publisher partnership and/or grant funds.

Digital Resource Repository – ongoing work for Digital Repository: preparing interactive activities and video clips from existing programs and video modules; adding metadata and descriptions for use within a searchable database of learning resources.

STARLINK NETWORK: (Approximately 8-10 45-minute faculty & staff development programs, 7-8 fifteen-minute modules, and 4-6 student success programs, for delivery via Internet streaming at www.starlinktraining.org and on DVD)

New Teaching Boot Camp (Sept 10-24, 2012)

Teaching Tips I (Sept 24 – Oct 8, 2012)

Teaching Tips II (Oct 8-22, 2012)

Teaching Tips III (Oct 22 – Nov 5, 2012)

Teaching Tips IV (Nov 5-19, 2012)

New Technology Trends (Nov 26 – Dec 10, 2012)

Student Advising (Fall 2012 – specific dates TBD)

How to Develop a Leadership Plan (Jan 28 – Feb 11, 2013)

Leadership Skills I (Feb 11-25, 2013)

Leadership Skills II (Feb 25 – Mar 11, 2013)

Leadership Skills III (Apr 1-15, 2013)

How the Entire College Community Can Contribute to Student Retention (Apr 15-29)

PLUS: 4-6 Leadership and Success programs for students (dates TBD)

APPENDIX B.1

**LeCroy Center for Educational Telecommunications
Online & Video Courseware Production
Independent Contractors
TOTAL \$107,500
09/05/12 - 08/31/13**

ART DEPARTMENT

**(\$225-\$450/day - includes Art Directors,
Props, Asst. Props, Set Dressers)**

Beutel, Greg
Hammond, Jason
Henry, Chris (art director)
McGarity, Tim
Whitney, Eric (art director)

AUDIO SERVICES

**(\$350-450/day + travel – Audio Recordists)
(\$200-300/day – Boom Operators)
(\$150-225/hour – Post-production Mixers)**

Angelo, Mark
Ballarini, Nick
Crew Connection, The
Evans, Joseph P.
Frazee, Chris
Henning, Pete
Nagle, Tim
Porter, Travis

COPY EDITOR

(\$500-2500 per publication)

Word Works (Nancy Ward)
WylieCat Communications (Catarina Wylie)

COORDINATOR / ASST. DIRECTOR

**(\$225-325/day – includes Prod. Coord., Media
Coordinator/Researcher, 1st AD)**

Bohlcke, Laura
Fields, Marla
Matus, Margaret
Meyer, Angie
Ringo, Mica
Sherman, Dana

EDITOR, AVID

**(\$4000-5200/30-min. program or \$40-60/hr
for modules)**

Blair, Russell
Cargile, Laura
Coleman, Michael
Curtis, James
Dunn, Mary Julene
Marshall, Clay

McPherson, Jeff
Whiteman, Daniel

EDITOR, ASSISTANT

(\$125-200/day or \$15-25/hr)

Caruthers, Ryan
Coleman, John
Losurdo Jr., Michael

GRAPHICS DESIGNER

(\$250-2200 per program or \$20-50/hr)

Bates, Wendi
Butler, David
Pribyl, Tom
Rodella-Purdy, Cynthia (dba Creative Cat)
Smith Jr., Daniel

GRIP/ELECTRIC

(\$225-325 per day)

Kleis, Michael
Liford, Clay
Lile, Mike
Sherman, Jason
Wilson, Bill

MUSIC COMPOSER

(\$400-550/program or negotiated license fee)

Cissell, Tim
Richardson, Bruce

P.A./UTILITY / SCRIPT COORDINATOR

(\$75-200/day)

Bates, Wendi
Jiao, Belle
Sherman, Dana

PRODUCER SERVICES - DVD

(approx \$1800-2200 per disk)

Fullstream DVD (Jay Rydman)

PRODUCER SERVICES - VIDEO

(\$350-500/day + travel reimbursement)

Blair, Russell
Boyce, Kimberly
Coleman, Michael

Dippel, Linda
Dunn, Mary Julene
Dyer, Julia
Fernandez, Shawn
Fields, Marla
Harrison, Ken
Houston, Linda
Kettle, Pamela
Meyer, Angie
Rydman, Jay
Seymour, Shelly
Sparks, John
Spivey, Charlotte

PROGRAMMER / WEB DEVELOPER

(\$40-75/hour, negotiated by project)
Bissey, Ralph
Creative Cat Studio
(John Purdy, Cynthia Rodella-Purdy)
Element X Creative
Emergent Creative (Michael Melton)
McKenzie, Luke
PixFlex (Timothy Nguyen)

TALENT

(\$275-550 per program – Narrators)
(\$225-500 per day – On-camera actors)
Hired from talent agencies as needed.

TELEPROMPTER

(\$200-300/day)
Bohlcke, Laura
Ringo, Mica
Robins, M

TRANSCRIPTION

(\$30-75/hour)
Burns Transcription Service
Capital Captioning

Escaloni Communications
Premier Transcription Service

VIDEOGRAPHER

(\$350-500/day + travel reimbursement)
Blair, Russell
Crew Connection, The
Ellis, Larry
Flying Dreams, Inc. (Bert Guthrie)
Liford, Clay
Marshall, Clay
Nance, Ron
Schwarz, Bill
Smith, Michael Penn
Whiteman, Daniel

WARDROBE

(\$150-500/day, negotiated by project)
Bromley-Mayo, Sandy (Sandy B.)

WRITER

(\$1500-3750 per script, dependent on length of video module)
Bohmfolk, Polly
Compton, Jean
Coleman, Michael
Dippel, Linda
Dyer, Julia
Fields, Marla
Harrison, Ken
Harrison, Stephen
Kettle, Pamela
MGL Productions, LLC (Mitch Lobrovich)
Ramsey, Teresa
Red Mountain Entertainment
(Stephen & Jonah Lisa Dyer)
Sparks, John
Whitley, Sean
Wolf, Vicki Cason

APPENDIX B.2

**LeCroy Center for Educational Telecommunications
STARLINK Network, CTV/RTV Media Services**

Independent Contractors

TOTAL \$81,178

09/05/12 - 08/31/13

AUDIO (\$200-\$550/day)

Angelo, Mark
Bragg, William
Crew Connection, The
Evans, Joseph P.
Gomez, Reynaldo
Lofthus, Brett
Mobley, Mark
Reynolds, Bob
Sound One (Merrill "Skip" Frazee)

Norlie, Doug
Perez, John
Smalley, Van
Smith, Gary
Thomas, Paul
Warner, Bruce
Watson, Larry
Whiteman, Daniel
Wilson, Bill

**CAMERA / VIDEOGRAPHER
(\$225-\$1250/per Day)**

Allen, Donald
Allen, Larry
Anderson, Austin
Aronson, Emilie
Baker, Lee
Barker, Ernie
Bentley, Jonathan
Berry, Brian
Blair, Russell
Bragg, William
Brown, Lisa
Caldwell, Dan
Conrad, Jim
Craven, Curtis
Crew Connection, The
Degelia, David J.
Ellis, Larry
England, John
Feeley, Lisa
Fisher, Alan
Franks, David
Gomez, Reynaldo
Gore, Paul
Hammons, David
Hawkins, Luke
Hawks, Pat
Kleis, Michael
Lindstrom, Jay
Marshall, Clay
Munoz, Gerard
Nance, Ron
Neal, C.P.
Nicks, Larry
Norberg, Eric

CGI OPERATOR (\$275-\$325/day)

Brown, Lisa
Crew Connection, The
Gresky, Blair
Kulp, Star
Leesman, Jennifer
Pizana, Nicolas
Silguero, Lisa
Wood, Susan

DIRECTOR, STUDIO (\$425-1,450/program)

Brock, Chris
Brown, Lisa
Brown, Larry
Crew Connection, The
Deck, Bruce
Franks, David
Harris, Douglas
McCormack, Terri
Nicks, Larry
Norberg, Eric
O'Neal, Brian K.
Pizana, Nicolas
Shelton, Brian
Spivey, Kevin
Pamela Kettle
Evans-Regan, Lisa

EDITOR (\$37.50-\$47.50/per. hour)

Allen, Donald
Cargile, Laura
Coleman, Michael
Crew Connection, The
Dunn, Mary Julene (Julie)
Edwards, Warren
Fields, Marla
Hewson, Paul

Losurdo, Jr., Michael
Marshall, Clay
McPherson, Jeff
Miller, Tim
Nicks, Larry
Norlie, Doug
Phipps, John
Pizana, Nicolas
Warner, Bruce
Whiteman, Daniel
Dan Caldwell

FLOOR DIRECTOR (\$225-\$325/day)

Aronson, Emilie
Bentley, Jonathan
Berry, Brian
Brown, Lisa
Conrad, Jim
Crew Connection, The
Hawks, Pat
Nance, Ron
Neal, C.P.
Smalley, Van
Thomas, Paul
Warner, Bruce
Wilson, Bill

GRAPHICS, VIDEO / COMPUTER (\$150-\$475/day)

Bourne, Michael
Brown, Lisa
Caldwell, Dan
Crew Connection, The
Edwards, Warren
Fields, Marla
Glass, Rachel
Marshall, Clay
Miller, Tim
Pizana, Nicolas
PicFlex

GRIP/LIGHTING ASST (\$200-\$250/day)

Aronson, Emilie
Bentley, Jonathan
Berry, Brian
Chavez, Xavier
Conrad, Jim
Crew Connection, The
Franks, David
Hawkins, Luke
Hawks, Pat
Henke, Marcia
Kleis, Michael
Nance, Ron
Perez, John
Shelton, Brian

Smalley, Van
Warner, Bruce
Wilson, Bill

LIGHTING DIRECTOR (\$325-\$375/day)

Aronson, Emilie
Bentley, Jonathan
Crew Connection, The
Nance, Ron
Neal, C.P.
Smalley, Van
Thomas, Paul
Bill Wilson

MAKEUP (\$250-\$350/day)

Brown, Lisa
Crew Connection, The
De La Rosa, Sher
Holmes, Catherine
Knox, Shannon
Mascari, Donatelle

MODERATOR / HOST/ VOICE OVER (\$250-\$900/program)

Bragg, William J.
Candler, Ted
Caron, Alyce
Campbell Agency
Cochran, Kate
Collins Agency
Crew Connection, The
Criswell, John
Farmer, Allen
Fields, Marla
Graves, Claudia Sotomayor
Horne Agency
Jones, Constance c/o Collins Agency
Lipson, Ira
Lloyd, Marius (Marcus) c/o Horne Agency
London, Natalie
Magana, Leticia
Murphy, Chuck
Novello, Bob
Sanders, Bob Ray
Stringer, Starlene (Marlene) c/o Campbell Agency
Tallman, Randy
Voices, Inc.
Plus those hired through talent agencies, as needed

P.A./UTILITY/ PRODUCTION

COORDINATOR (\$175 - \$250/day)
Includes Footage Coordinator, Researcher)

Bohlcke, Laura
Brown, Lisa

Caldwell, Dan
Chase, Mia
Crew Connection, The
Depierri, Cindi
Dippel, Linda
Fields, Marla
Meyer, Angie
Richards-Cohen, Rhonda
Ringo, Mica
Warner, Bruce
London, Natalie

PHONEBRIDGE (\$200-\$250/day)

Aronson, Emilie
Brown, Lisa
Crew Connection, The
Robins, M.

PRODUCTION SERVICES

(\$350-\$10,000/project)

Allen, Donald
Angelo, Mark
Aronson, Emilie
Bentley, Jonathan
Berry, Brian
Brock, Chris
Brown, Lisa
Brown, Larry
Cagle, Alton
Caldwell, Dan
Cargile, Laura
Coleman, Michael
Conrad, Jim
Craven, Curtis
Crew Connection, The
de Coverly, Deirdre
Deck, Bruce
Depierri, Cindy
Dippel, Linda
Dunn, Mary Julene (Julie)
Edwards, Warren
Feeley, Lisa
Fields, Marla
Fisher, Alan
Franks, David
Gore, Paul
Hadden, Scott
Hammons, David
Harris, Douglas
Harrison, Ken
Hawks, Pat
Hewson, Paul
Houston, Linda
Kettle, Pamela
London, Natalie

Losurdo, Jr., Michael
Marshall, Clay
Martin, Jim (Martin Media)
McCormack, Terri
McPherson, Jeff
Miller, Tim
Munoz, Gerard
Nance, Ron
Neal, C.P.
Nicks, Larry
Norberg, Eric
Norlie, Doug
O'Neal, Brian K.
Park, Donna
Perez, John
Phipps, John
Pilkey, Monica
Pizana, Nicolas
Potts, Gary
Evans-Reagan, Lisa
Shelton, Brian
Smalley, Van
Smith, Cecil
Spivey, Charlotte
Spivey, Kevin
Thomas, Paul
Tracy, Dave
Warner, Bruce
Whiteman, Daniel

SATELLITE ENGINEER

(\$500-\$1100/project)

Batson, Robert
Bragg, William
Crew Connection, The
McFadden, Clark
Smith, Cecil
Visser, Scott

TAPE OPERATOR (\$225/day)

Allen, Donald
Bragg, William
Brown, Lisa
Crew Connection, The
Degelia, David J.
Franks, David
Harris, Douglas
McCormack, Terri
Peak, David

TECHNICAL DIRECTOR (\$325-\$425/day)

Brock, Chris
Crew Connection, The
Franks, David
Harris, Douglas
Hammons, David

McCormack, Terri
O'Neal, Brian K.
Pizana, Nicolas
Shelton, Brian
Spivey, Kevin

TELEPROMPTER (\$225-\$275/day)

Beeson, Lora
Bohlcke, Laura
Boyce, Kimberly
Brown, Lisa
Crew Connection, The
Dallas Prompter and Captions
Leesman, Jennifer
Mays, Nancy
Ringo, Mica
Robins, M.
Silguero, Lisa

TRANSCRIPTION (\$15-\$60/hour)

Crew Connection, The
Escaloni Communications
London, Natalie
Lonestar Captioning

VIDEO ENGINEER (\$325-\$375/day)

Bragg, William
Brock, Chris
Chavez, Xavier
Crew Connection, The
Degelia, David J.
Forrer, Robert
Smith, Cecil
Smith, Gary
McCormack, Terri

**WEB DESIGNER / PROGRAMMER
(\$400-\$5000/project)**

Bourne, Michael
Carter, Dwayne
Crew Connection, The
Glass, Rachel
IOMedia Group
Lloyd, Kevin
Nguyen, Timothy (Pix Flex)
Red Spot Design
Saunders, Kelly

WRITER (\$1500-\$2500/project)

Blair, Russell
Bohmfolk, Polly
Brown, Lisa
Caldwell, Dan
Compton, Jean
Crew Connection, The
Dippel, Linda
Fields, Marla
Gann, Danna
Groshardt, Joanne
Harrison, Ken
Kaere, Shelly
Kettle, Pamela
Lobrovich, Mitch
Meyers, Ralph
Peterson, Lisa
Ramsey, Teresa
Red Mountain Entertainment
Richards-Cohen, Rhonda
Whitley, Sean
Wolf, Vicki Cason

APPENDIX B.3

**LeCroy Center for Educational Telecommunications
TeleCollege Advertising/Promotions
Independent Contractors
TOTAL \$79,172
09/05/12 - 08/31/13**

The LeCroy Center and Dallas TeleCollege Online Marketing and Public Information departments produce a variety of printed collateral materials for marketing, advertising, direct mail and student recruitment efforts. Periodically, independent contractors are needed to provide professional services in the areas of graphic design, copywriting, illustration, web programming and proposal writing. A number of professional service contractors have been identified as being suitable for providing our designated services.

GRAPHIC DESIGNERS & COPY/TECHNICAL WRITERS

(\$75 per hour)

Joe Ing & Friends

William Roberson (dba My Comm Team)

Leslie Mock (dba One New Media Group)

The Barber Shop

Charles Gross (dba Rich Gross Solutions, Inc.)

Fr

PHOTOGRAPHERS

(\$100 – 200 per hour)

Scott Keith

Tom Roach (dba EYI Photography)

TALENT: Voice and On-Camera

(\$450-\$900 per talent per day)

Hired from various talent agencies as needed.

WEB PROGRAMMING

(\$400-\$650/Project)

Randy Jensen

Amesbury Web

Colleen Lin

(Tab 9) RECOMMENDATION FOR PROFESSIONAL SERVICES
PROPOSAL DEVELOPMENT AND GRANT PROGRAM
EVALUATION
DISTRICT-WIDE
SEPTEMBER 5, 2012 THROUGH AUGUST 31, 2014

BACKGROUND:

In order to prepare competitive proposals for a wide variety of funding opportunities and conduct required evaluations for funded projects, it is often necessary to secure the services of qualified professionals in proposal writing and evaluation. Many of the current requests for proposals require highly specialized knowledge of funding agency expectations and requirements including, but not limited to, the National Science Foundation, Department of Energy, Department of Education, Department of Labor, and Housing and Urban Development.

SELECTION PROCESS

The executive district director of strategic funding, in consultation with the senior resource development officers at each district college and appropriate district offices, issued a call for independent contractors through the Council for Resource Development and through the local Association of Fundraising Professionals.

In accordance with DCCCD business procedures manual, Purchasing, Section 4.7.0 Professional Services Contract, companies and individuals were invited to submit credentials for review. The following criteria were used in the selection process:

1. Areas of specialization
2. Track record for funded proposals
3. Years of experience
4. Cost of services

The senior resource development officers reviewed the applicant pool and determined that the proposal writers/evaluators listed on Appendix A.1 met and/or exceeded all requirements.

Inclusion of a contractor on the list does not mean that the contractor will be used on a project. Use of contractor's services will be determined by an appropriate matching of skills to needs, budget, and availability for a specific project.

Exclusion of a contractor from the present list does not mean that the individual or company will be excluded from future consideration. Should the need arise to contract outside the list; a separate competitive proposal process would be used through the routine process for district awards.

COMPENSATION:

On each of the projects, the independent contractor will be required to quote a fixed fee, based on project requirements, not to exceed an agreed-upon fee. The fixed fee will include all incidental fees such as meetings/consultation, travel, proposal design and development, preparation of documents, and transmittal of documents.

ANNUAL COST ESTIMATE: \$750,000

Financial resources are budgeted as appropriate in the unrestricted and restricted funds of the seven colleges and the district office.

CONTRACT AUTHORIZATION:

Administration recommends that the presidents of the DCCCD colleges or their designees or the district office be authorized to execute contracts or issue work orders to the applicable independent contractor as needed for various projects through the fiscal year.

APPENDIX A.1

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
PROPOSAL DEVELOPMENT AND GRANT EVALUATION
INDEPENDENT CONTRACTORS
SEPTEMBER 5, 2012 THROUGH AUGUST 31, 2014**

Benchmark Grants, LLC
Bowman Performance Consulting, LLC
David B. Canine
Dunlap Grantworks, LLC
Dowden Associates
Edward F. Duffy
Jane Everson
Julie Erickson
Joseph W. Erickson
JCCI Resource Development Services
Kester Group, LLC
Marianne LeClair
Ramona Munsell & Associates, Inc.
One New Media Group, LLC
Resource Development Services
Pinnacle Evaluation Services
Doug Van Nostran
Judith Silsz

(Tab 10) RECOMMENDATION FOR PROFESSIONAL SERVICES
TRAINING AND HUMAN PERFORMANCE TECHNOLOGY
NORTH LAKE COLLEGE WORKFORCE DEVELOPMENT
SEPTEMBER 5, 2012 THROUGH AUGUST 31, 2014

BACKGROUND:

In order to support the economic development of the local community, the North Lake College Workforce Development program offers training and human performance technology services to community residents and local businesses. These training services may include consulting, and topics such as management, leadership, communication, regulatory/safety training, project management, solder training, electronic assembly, semi-conductor training, lean manufacturing, and language/culture training. These training services may be required for the open-enrollment offering of a course or may be requested by local companies. These courses support the development of the workforce as well as the economic development of both new and established companies. This contract is in support of DCCCD Board Goal #6 – Economic Development.

SELECTION PROCESS:

The coordinators of workforce development researched the available North Texas resources in training and human performance technology including the Greater Dallas Hispanic Chamber of Commerce, the Dallas Black Chamber of Commerce and the Asian Chamber of Commerce. Ongoing networking activities were also vehicles used to contact individuals and companies in the training and human performance technology field.

In accordance with the DCCCD Business Procedures Manual, Purchasing, Section 4.7.0 Professional Services Contract, companies and individuals were invited to submit course materials, and be interviewed for the delivery of training courses and human performance services. The following criteria were used in the selection process:

1. Content of curriculum
2. Professional design of curriculum
3. Flexibility of modules
4. Ability to customize the curriculum to meet industry-specific needs
5. Evaluation methods used
6. Industries served
7. Cost of services
8. References

In the opinion of the evaluators, the trainers/training vendors listed on Appendix A-1 met and/or exceeded all requirements and are the most qualified of all applicants.

Inclusion of a business entity on the list does not mean that each Contractor will be used on every project. Use of a contractor's Services will be determined by an appropriate matching of skills to needs, budget, and availability for each specific project.

Exclusion of a business entity from the present list does not mean that a business entity will be excluded from future consideration. As experience and skills increase, a business entity may upgrade their production profile filed with District and/or college Workforce Development offices and request to be reconsidered during the next annual evaluation period. During the fiscal year, new companies entering the market will be encouraged to submit resumes and production profiles to be included in the next annual review process. For unique training requirements, a separate competitive proposal process may be used to select the service providers. The award of any contract arising from the competitive process will follow the district's routine award processes.

COMPENSATION:

On each of the projects, the independent contractor will be required to quote a fixed fee, based on project requirements, not to exceed an agreed-upon fee. The fixed fee will include all incidental fees such as meetings/consultations, travel, courier receipts, and spec design.

ANNUAL COST ESTIMATE:

\$200,000

The estimated annual cost includes services for training and human performance technology instruction to community residents and local businesses. The revenue from the programs is estimated to be \$700,000. The funds to support these expenditures are included in the North Lake College annual budget.

CONTRACT AUTHORIZATION:

Administration recommends that the president of North Lake College or designee be authorized to execute contracts with, or issue work orders to, the applicable business entity as needed for various jobs throughout the fiscal year.

APPENDIX A.1
NORTH LAKE COLLEGE
WORKFORCE DEVELOPMENT
INDEPENDENT CONTRACTORS
SEPTEMBER 5, 2012 THROUGH AUGUST 31, 2014

Brooke O'Shea Leadership Coach LLC
Diverse Note
The DIA Group
Express Employment Professionals – Irving, TX
Holt Development Services, Inc.
Infotech Management
JBG International Success Academy, LLC
The Marketing Lady
MNK Infotech Inc.
Nason/Harris Associates
NC Cabana Logistics
Organizational Behavior Consulting & Training (OBC&T)
The Venne Group
TMAC – University of Texas at Arlington

CONSENT AGENDA NO. 11

Approval of Minutes of the August 7, 2012 Planning & Budget
Committee Meeting

It is recommended that the Board approve the minutes of the August 7,
2012 Board of Trustees Planning & Budget Committee meeting

Committee Members and Trustees Present:

Mr. Jerry Prater, Chair
Ms. Charletta Rogers Compton
Mr. Bob Ferguson
Ms. Diana Flores
Mr. Wesley Jameson
Dr. Wright Lassiter (secretary and chancellor)
Mr. Bill Metzger (arrived 3:17 p.m.)
Mr. JL Sonny Williams


Committee Members Absent:

None

Chair Prater convened the meeting at 3:12 p.m. Dr. Wright Lassiter certified the
meeting notice had been posted.

**CERTIFICATION OF NOTICE POSTED
FOR THE AUGUST 7, 2012
PLANNING AND 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 3rd day of August 2012, in a place convenient to the public in the District
Office Administration Building, and a copy of this notice was provided on the 3rd
day of August 2012, to John F. Warren, County Clerk of Dallas County, Texas,
and the notice was posted on the bulletin board at the George Allen Sr. Courts
Building, all as required by the Texas Government Code, §551.054



Wright L. Lassiter, Jr., Secretary

Wrap Up for Tuition, Taxes and Compensation 2012-2013

Executive Vice Chancellor DesPlas summarized compensation proposal expansions and funding models as requested in the July 17 Planning & Budget Committee Meeting.

Based on discussion and questions, the Chancellor will provide the Board with a summary of changes in staffing or other planning actions, if any, considered by the colleges, as a result of tuition and/or tax increases to be adopted in September 2012.

Questions/Comments from the Board and Chancellor

Informally, the Board confirmed their support for the consideration of the expanded compensation proposal, a \$7 per credit hour tuition increase (effective Spring 2013) and a tax increase (to be formally identified as a part of the regular August 7 Board meeting).

Citizens desiring to appear before the Board

There were none.

Executive Session

There was none.

Adjournment

Trustee Flores moved and Trustee Jameson seconded a motion to adjourn. Trustee Prater adjourned the Planning & Budget Committee meeting at 4:15 p.m.

Approved:



Wright L. Lassiter, Jr., Secretary

CONSENT AGENDA NO. 12

Approval of Minutes of the August 7, 2012 Regular Meeting

It is recommended that the Board approve the minutes of the August 7, 2012 Board of Trustees Regular Meeting.

Board Members and Officers Present:

Mr. Jerry Prater, Chair

Ms. Charletta Rogers Compton (departed at 4:55 p.m.)

Mr. Bob Ferguson

Ms. Diana Flores

Mr. Wesley Jameson

Dr. Wright Lassiter (secretary and chancellor)

Mr. Bill Metzger

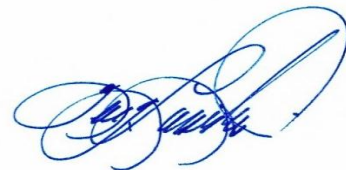
Mr. JL Sonny Williams

Absent: See above.

Chairman Prater convened the meeting at 4:35 p.m.

**CERTIFICATION OF NOTICE POSTED
FOR THE AUGUST 7, 2012
REGULAR MEETING OF THE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 3rd day of August 2012, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 3rd day of August 2012 to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the George Allen Sr. Courts Building, all as required by the Texas Government Code, §551.054.



Wright L. Lassiter, Jr., Secretary

Certification of Notice Posted for the Meeting

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

Pledges of Allegiance to U.S. and Texas Flags

Pledges of allegiance to the flags were recited.

Public Hearing on Richland Collegiate High School Budget for 2012-2013

The public hearing was opened at 4:37 p.m. by Chair Prater. As there were no speakers on the topic, the public hearing was closed at 4:38 p.m.

Special presentation of the LULAC National Young Adult Woman of the Year Winner by President Jean Conway

2012 Eastfield College Graduate Wendy Balderas was introduced to the Board by President Jean Conway, as the 2012 LULAC National Young Adult Woman of the Year. Ms. Balderas addressed the Board including thanks to Trustee Flores as a role-model for her continuing work with LULAC, and confirmed her continuing education at Texas Womans' University during fall 2012.

Special presentation about the success of the online Biology 1408 course produced at the LeCroy Center for Educational Telecommunications presented by Pam Quinn, Provost, Jennifer Baggett, Biology Subject Matter Expert, and Jesus Moreno, Online Format Developer

Provost Pam Quinn provided the Board with an update on distance learning enrollments in the DCCCD, an invitation to the planned 40th anniversary event in October and overview of the process used in developing the Biology 1408 online lab course. Course details, including lab kit and technology enhancements, were presented by Ms. Baggett and Mr. Moreno.

Trustee Flores requested that background information on the term "MOOC" (massive open online course) be provided to all trustees. Trustee Metzger asked for information on how to access DCCCD library resources.

Richland Collegiate High School status report presented by Superintendent Donna Walker

Supt. Walker focused her comments on the learning and scholarship achievements of the senior class as summarized in Informative Report #47, noting that an "alumni update" is in process and will be shared with the trustees as available.

Citizens Desiring to Address the Board Regarding Agenda Items

1. Charles Lingerfelt introduced himself to the Board as a former educator and coach, indicating that he planned to study Item #46 related to the setting of the ad valorem tax rate and return to speak at a future time.

2. Dorothy and Paul Zimmerman addressed the Board on #46 requesting that no tax increase be approved.

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

Trustee Flores indicated that she would abstain on the advertising bid included as #9 on the agenda.

Consideration of Bids

Trustee Ferguson moved and Trustee Flores seconded a motion to approve Items 1- 8 and 10-15. Motion passed.

Trustee Ferguson moved and Trustee Jameson seconded a motion to approve Item 9. Motion passed. Trustee Flores abstained from the vote.

(See August 7, 2012, Board Meeting, Consideration of Bids 1-15, which are made part of and incorporated into the approved minutes as though fully set out in the minutes.)

Related to #11 and #15, a breakdown of 2011-2012 purchases by commodity was requested. This information will be provided to the trustees in writing as available.

Consent Agenda

Trustee Flores moved and Trustee Ferguson seconded a motion to approve Items 16-30. Motion passed. (See August 7, 2012, Board Meeting, Consent Agenda, Items 16-30, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Individual Items

Policy Reports for Individual Action

Approval of Policies Concerning the Trustee Election, Legal Counsel, Computer and Information Security, Medical Examination and other Policies

Trustee Ferguson moved and Trustee Flores seconded a motion to approve Item #31. Motion passed.

Trustee Flores requested that Legal Counsel Robert Young clarify the use of excess leave and carryovers noted on page 68 of the agenda.

Approval of Changes to Board policy regarding Fees for Intercollegiate Sporting Events

Trustee Flores moved and Trustee Metzger seconded a motion to approve Item #32. Motion passed.

Request to Pay Expenses for Trustee Travel to HACU Annual Meeting

Trustee Ferguson moved and Trustee Jameson seconded a motion to approve Item #33. Motion passed.

Trustee Flores moved and Trustee Ferguson seconded a motion to approve Items 34-35 and 37-41 from the personnel reports for individual action. Motion passed.

Employment of Contractual Personnel

Trustee Ferguson moved and Trustee Jameson seconded a motion to approve #36. Motion passed.

Trustee Flores made the following remarks for the record:

“I continue to be disappointed in the ongoing lack of diversity in employment. As I have stated before, I will state again: The Board has already spoken on this issue through its policy on diversity. Administration has yet to respond in a meaningful manner to fulfill this policy as evidenced by marginal diversity in new contract hires month after month after month. At a time when our demography calls for increased diversity and study after study proves that students are best served by diverse faculty and staff who can serve as role models, especially for first-generation, historically underrepresented populations, I find it difficult to believe that a community college district and its seven colleges, known in several areas for its/their innovation and leadership, continue to fail in providing a richness of diversity to serve our students and to provide employment opportunities for the diverse array of individuals that comprise our constituents and taxpayer base.

Is the failure to get it right by design? By lack of planning? By lack of commitment to this issue? We are told that we cannot rely solely on one month's employment report, but now for the two months in which we are hiring large numbers of new faculty, we can only do as good as hiring 3 Latino faculty not in regular faculty positions, but 1 in a temporary position and the 2 others as Visiting Scholars. We hired only 1 Asian, again not in a regular faculty position, but as a Visiting Scholar. The only bright spot in the August report is that 50% of the regular faculty hired are African American faculty who can serve as positive role models for all students for the years that they are with us. It is regrettable that we, as of this point, are not providing the same experience for the majority of students that comprise our student body and our demography. I consider this a failure to capture on a key moment in DCCCD's history to bring about true and meaningful diversity. Where there is a will, there is a way. In my view, there is no true will, even though the Board has provided policy direction. And even though concerns on diversity continue to be un-addressed and ignored, I cannot and will not remain silent on this matter. I will continue to pound that hammer until there is true and

meaningful change.

I am attaching a recap of our employment numbers for July and August to my remarks for the record.”

Trustees engaged in a dialogue about their knowledge of competing interest for qualified and diverse candidates. Trustee Flores was asked for her ideas on improvement, and she spoke about the possibility of recruitment from graduate schools, in networking with organizations similar to HACU, and promised to more actively contribute the resumes of qualified applicants for consideration through the Chancellor. Dr. Lassiter indicated that an updated diversity plan would be discussed with the Board as a part of the planning discussion later in the fall.

Trustee Jameson moved and Trustee Ferguson seconded a motion to approve Items 42-43 related to building and grounds, and Items 44-45 related to financial reports. Motion passed.

(See August 7, 2012, Board Meeting Individual Items, Items #31-45 which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Approval of Date to Adopt Ad Valorem Tax Rate for 2012 Tax Year

Trustee Flores moved “that the Board set September 4, 2012, as the date upon which we will vote to adopt an ad valorem tax rate for maintenance and operations of \$0.098605 per \$100 of valuation and a rate for interest and sinking of \$0.020770 per \$100 of valuation” and Trustee Williams seconded a motion to approve. A record vote was taken by Chair Prater, who voted for the motion, along with Trustees Ferguson, Jameson, Flores and Williams. Trustee Metzger voted against the motion. Trustee Compton was absent.

(See August 7, 2012 Board Meeting Individual Item #46 which is made a part of an incorporated into the approved minutes as though fully set out in the minutes.)

Informative Reports

Trustees reviewed the informative reports. (See August 7, 2012 Board Meeting, Agenda Items #47-55, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Question/Comments from the Board and Chancellor

In Item #56, Trustee Flores requested a strategic plan update since last Board discussion. Chancellor Lassiter reminded the trustees that an October discussion of the strategic plan is planned, and follow-up on outstanding questions will be included.

In Item #57, Trustee Flores registered concern that colleges receive direct benefit in allocated resources if the Board approves a tax increase. Vice Chancellor DesPlas reiterated that the list of “unmet needs” included in the Planning & Budget Committee presentation reflects the intended use for those dollars.

Citizens desiring to appear before the Board

There were none.

Executive Session

There was no executive session held.

Adjournment

Trustee Ferguson moved and Trustee Jameson seconded a motion to adjourn. Chair Prater adjourned the regular meeting at 6:30 p.m.

Approved:

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

Wright L. Lassiter, Jr., Secretary

CONSENT AGENDA NO. 13

Approval of Minutes of the August 21, 2012 Special Meeting

It is recommended that the Board approve the minutes of the August 21, 2012 Board of Trustees special meeting.

Board Members and Officers Present:

Mr. Jerry Prater (chair)
Mr. Bob Ferguson
Mr. Wesley Jameson
Dr. Wright Lassiter (board secretary and chancellor)
Mr. Bill Metzger
Mr. JL Sonny Williams

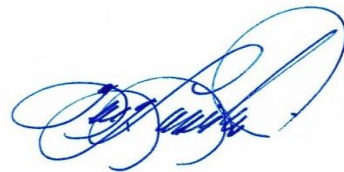
Absent:

Ms. Charletta Rogers Compton
Ms. Diana Flores

Chairman Prater convened the meeting at 4:02 p.m.

**CERTIFICATION OF NOTICE POSTED
FOR AUGUST 21, 2012
SPECIAL MEETING OF THE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOLS
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 17th day of August, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 17th day of August, 2012, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the George Allen Sr. Courts Building, all as required by the Texas Government Code, §551.054.



Wright L. Lassiter, Jr., Secretary

Certification of Notice Posted for the Meeting

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

Public Hearing on Tax Increase for Fiscal Year 2012-2013

Chair Prater opened the public hearing, recognizing the following speakers who had registered to speak on the topic:

1. Larry Jeffus (against)
2. Bill Burris (against)
3. Adriana Liberto (against)
4. Paul Zimmerman (against)
5. David Fincher (against)
6. Paul Mayer (for)
7. Jimmy Shields (against)
8. Mike Slayton (against)
9. Marilyn Burris (against)
10. Dorothy Zimmerman (against)
11. Kyle Barron (for)
12. Wayne Martin (against)
13. Angela Swann (against)
14. Cleo Holden (against)
15. Philip Todd (for)
16. Joann Shields (against)

Chair Prater thanked the speakers for their input and confirmed that the formal vote will occur during the regular meeting of the Board on Tuesday, September 4, 2012.

Executive Session

There was none.

Adjournment

Trustee Williams moved and Trustee Jameson seconded a motion to adjourn the meeting. Motion passed. Board Chair Prater adjourned the meeting at 4:59 p.m.

Approved:



Wright L. Lassiter, Jr., Secretary

CONSENT AGENDA NO. 14

Approval of Minutes of the August 28, 2012 Special Meeting

It is recommended that the Board approve the minutes of the August 28, 2012 Board of Trustees special meeting.

Board Members and Officers Present:

Mr. Jerry Prater (chair)
Ms. Charletta Rogers Compton
Mr. Bob Ferguson
Mr. Wesley Jameson
Dr. Wright Lassiter (board secretary and chancellor)
Mr. Bill Metzger
Mr. JL Sonny Williams

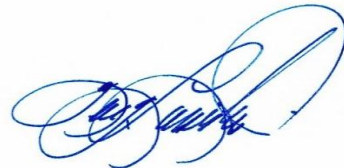
Absent:

Ms. Diana Flores

Chairman Prater convened the meeting at 4:02 p.m.

**CERTIFICATION OF NOTICE POSTED
FOR AUGUST 28, 2012
SPECIAL MEETING OF THE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOLS
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 24th day of August, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 24th day of August, 2012, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the George Allen Sr. Courts Building, all as required by the Texas Government Code, §551.054.



Wright L. Lassiter, Jr., Secretary

Certification of Notice Posted for the Meeting

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

Public Hearing on Tax Increase for Fiscal Year 2012-2013

Chair Prater opened the public hearing, recognizing the following speakers who had registered to speak on the topic:

1. Terry Reid (against)
2. Tillie Perkins (against)
3. Gabriel Bach (for)
4. Scott McKim (against)
5. Tracy Eubanks (for)
6. Bob Bishop (against)
7. Brad T. Underwood (against)
8. Nolanda Butler (for)
9. George R. Burrige (against)
10. Martha Sanchez Metzger (against)
11. Paul Mayer (for)
12. Larry Johnson (against)
13. Mary Anne Harper (against)
14. Mary Ann Harman (against)
15. Adriana Liberto (against)
16. Dorothy Zimmerman (against)
17. Liz Moser (against)
18. Eugene Ralph (against)
19. Charles Lingerfelt (against)

Trustee Compton clarified for the record that the DCCCD Foundation Board is a separate entity from the elected DCCCD Board of Trustees.

Chair Prater thanked the speakers for their input and confirmed that the formal vote will occur during the regular meeting of the Board on Tuesday, September 4, 2012.

Executive Session

There was none.

Adjournment

Trustee Ferguson moved and Trustee Compton seconded a motion to adjourn the meeting. Motion passed. Board Chair Prater adjourned the meeting at 5:20 p.m.

Approved:

A handwritten signature in blue ink, appearing to read "Wright L. Lassiter, Jr.", with a large, stylized initial "W" and "L".

Wright L. Lassiter, Jr., Secretary

POLICY REPORT NO. 15

Approval of Revision to Policy GF(LOCAL) Regarding Use of College District Facilities

It is recommended that the Board of Trustees amend Board Policy GF(LOCAL), only as follows:

Effective date: September 4, 2012

STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GB
(LOCAL)

“COMMUNITY USE OF DISTRICT FACILITIES

In keeping with the role of the community college as a public, community institution, the District desires that college facilities under its jurisdiction be used to help meet general educational, cultural, and recreational needs of the community. Such facilities will be made available to community groups whenever such use does not interfere with the instructional program and is consistent with the educational and community service objectives of the college.

If a trustee receives a request from a person or organization to use College District facilities, the trustee shall refer the requester to the Chancellor or designee.”

POLICY REPORT NO. 16

Adoption of 2012-13 Special Education Policies and Procedures for
Richland Collegiate High School

It is recommended that the Board of Trustees adopt the attached resolution which approves Texas Education Agency 2012-13 Special Education Policies and Procedures for Richland Collegiate High School.

Effective Date: Fall Semester, 2012

RESOLUTION
OF THE BOARD OF TRUSTEES
OF THE RICHLAND COLLEGIATE HIGH SCHOOL

WHEREAS, the Richland Collegiate High School (RCHS) requested Board approval of the Texas Education Agency's revised Special Education Policies and Procedures.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE RICHLAND COLLEGIATE HIGH SCHOOL:

Section 1. That the Board adopts the 2012-2013 Special Education Policies and Procedures for Richland Collegiate High School, which are attached; and

Section 2. That Richland Collegiate High School will implement the Texas Education Agency's revised Special Education Policies and Procedures ; and

Section 3. That these policies and procedures are effective upon adoption by the Board.

Adopted: Fall Semester, 2012

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
Board of Trustees

By: _____
Jerry Prater, Chairman

By: _____
Charletta Rogers Compton, Board Member

By: _____
Bob Ferguson, Board Member

By: _____
Diana Flores, Board Member

By: _____
Wesley Jameson, Board Member

By: _____
Bill Metzger, Board Member

By: _____
JL Sonny Williams, Board Member

ATTEST

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

**2012-2013 Special Education Policies and Procedures for
Richland Collegiate High School**

Child Find

Authority 20 U.S.C.; 42 U.S.C; 19 T.A.C. Chapter 89, Texas Education Code (T.E.C.) 29

Richland Collegiate High School is responsible for providing a Free and appropriate Public Education (FAPE) to all individuals with disabilities age birth through 21 who live within Richland Collegiate High School's jurisdiction including children who are homeless children or are wards of the State. These eligible students are served by the school district with the assistance of the Texas Education Agency, the Region 10 Education Service Center and the Early Childhood Intervention program. Regardless of the severity of the disability, Richland Collegiate High School will make every effort to locate, identify, and evaluate these individuals. Dissemination of information to the public concerning services offered to all individuals with disabilities includes:

1. participating in a network of public information dissemination which includes the Education Service Center, other agencies, communities, and facilities providing services to students with disabilities;
2. providing information regarding availability of services;
3. determining which individuals are currently receiving needed Special Education and related services and which individuals are not currently receiving needed Special Education and related services;
4. identifying and referring individuals with disabilities who may or may not be in school and who may need Special Education and related services;
5. referring individuals ages 0-3 to a local Early Childhood Intervention (ECI) program for evaluation;
6. reviewing this process on a yearly basis, updating staff about on-going "Child Find" activities implemented in the community; and
7. maintaining confidentiality of all personally identifiable information used and collected in this system in the same manner that Special Education records are maintained.

The Richland Collegiate High School Special Programs Coordinator is responsible for implementation and direction of the "Child Find" program, as well as annually identifying additional staff members who will participate in the organization and implementation of this program.

Any students of an age addressed by the school program who are suspected of

having a disability and in need of Special Education services under the Individuals with Disabilities Education Act (IDEA '04) are referred for possible Special Education or Early Childhood Intervention services within the school using referral procedures adopted by the school.

All federal and state regulations governing the confidentiality of records, timelines, and implementation of programs for students eligible for services will be adhered to in this program.

Initial Referral for Evaluation

Authority: 20 U.S.C.; 34 C.F.R. Part 300; 19 T.A.C. Chapter 89, Texas Education Code (T.E.C.) 29

A student experiencing difficulties in the general education program may be considered for eligibility for Special Education services. The school maintains specific procedures to identify these students. If these accommodations are unsuccessful and the student is suspected of having a disability, a referral may be made for a Full and Individual Evaluation (FIE).

Pre-Referral – pre-referral activities are general education initiatives to address The problems the student is experiencing in the general education program.

1. Student Support Team (SST) – a team consisting of teachers, administrators, school academic advisors, and/or the parent(s) may elect to review the performance of a student who is experiencing difficulties in the general education program either with academics or behavior. Student work samples, grades, standardized test results, state competency testing, anecdotal records, and discipline records may be included in this review. As a result of the Student Support Team's review of student progress and records, adaptations within the general education program are documented that may include any methods the SST recommends to resolve the student's academic or behavioral difficulties including but not limited to Response to Intervention strategies, tutorials, remedial services and compensatory services. The team may choose to reconvene to review the student's progress following implementation of the adaptations or the SST Committee may determine that a referral for Special Education evaluation is appropriate.
2. A referral for Special Education evaluation also may be made by an individual and/or the student's parent who has a suspicion that a disability exists and there is an educational need for Special Education services. This referral will be forwarded to the campus Special Programs Coordinator who serves as the SST Coordinator. If a parent requests an initial evaluation and the SST determines An evaluation is inappropriate at this time, the school must provide a written notice to the parent of refusal to do so.

3. If evaluation is recommended by the SST, the team or the parent may begin the referral for Special Education evaluation. The 60-day timeline for evaluation begins when the parent returns the signed permission to evaluate the student for Special Education eligibility.
4. Upon parent signature for consent, the school will conduct a Full and Individual Evaluation (FIE). The parent or legal guardian is given a copy of the *Explanation of Rights and Procedural Safeguards and The ARD Guide for Parents*.

Initial Referral for Special Education Services

1. Referral information – upon obtaining consent to conduct a Full and Individual Evaluation (FIE), school personnel will gather referral information which includes documentation made by the SST, student progress reports, anecdotal reports, grade reports, behavioral/discipline records, standardized test results, and competency test results.
2. Language, hearing, vision – all students referred for Special Education evaluation/services are screened for limited English proficiency (including the Home Language Survey) to ensure that the lack of progress in the general education program is not due to language difficulties. Additionally, hearing and vision screenings are conducted to ensure that lack of progress in the general education program is not due to vision or hearing problems. This data becomes a part of the Full and Individual Evaluation (FIE).
3. FIE Written Report – Notice of Full and Individual Evaluation (FIE) is given to parents within a reasonable period of time but no less than 5 school days prior to conducting the evaluation. A waiver for the 5 school day notice may be obtained from the parent. A written report of the FIE, for purposes of determining eligibility for Special Education services, shall be completed no later than the 60th calendar day following the date on which the school district received written consent for the evaluation signed by the student's parent or legal guardian. The evaluation is conducted using procedures that are appropriate for the student's most proficient method of communication or in the student's native language.
4. ARD/IEP Meeting Scheduled – an Admission, Review, or Dismissal (ARD)/IEP meeting is scheduled within 30 days of the completion of the written report by the clinician and no later than 90 days from the receipt of the signed permission from the parent for the FIE. The purpose of this meeting is to establish eligibility (or not), and, if the student is found to be eligible for Special Education services, to develop an Individual Education Program (IEP).

Initial Referral for Pre-School Children – is designed for students referred by parents/guardians or others and who have not previously been served in the Early Childhood Intervention (ECI) program. Since Richland Collegiate High School only serves 11th and 12th grade students, younger children that are identified through Child Find services will be referred to their local home district.

Referral for Students with Limited English Proficiency

1. LPAC report – required for students for whom it has been determined through the use of the Home Language Survey or other sources that the student is not primarily English. Richland Collegiate High School must have an LPAC report completed within the past year included in the referral packet.
 - a. Referral for evaluation – a Language Proficiency Evaluation is conducted to determine the language of evaluation:
 1. if the student is proficient in English and has a lower proficiency in Spanish, the normal procedures for evaluations are followed;
 2. if the student is proficient in Spanish and has lower proficiency in English, the student may not be eligible for Special Education services. Bilingual or ESL services should be considered;
 3. if the student has a low proficiency in both languages, an additional consultation regarding methods of evaluation must be accomplished prior to testing;
 4. if the student has a high proficiency in both languages, English should be used as the language of evaluation.

Procedural Safeguards: Prior Written Notice

Authority: 20 U.S.C.;34 C.F.R. Part 300; Texas Education Code (TEC); 19 T.A.C. Chapter 89

Procedural Safeguards will be offered to the parent, guardian or adult student one time per year and upon initial referral, request for evaluation, the first occurrence of the filing of a Due Process Hearing complaint and upon parent request.

Notice of ARD/IEP Committee meeting is sent to the parent(s), guardian or adult student in the language understandable to the general public (or in their primary language or other mode of communication unless it is clearly not feasible to do so) in a reasonable amount of time (at least 5 school days) before proposing or refusing to initiate or change the identification, evaluation, or educational placement of a student or the provision of a Free and Appropriate Public Education (FAPE) to a student.

1. The ARD/IEP Committee Notice includes:
 - a. a description of the action proposed or refused;
 - b. an explanation of why the action is proposed or refused;
 - c. a list of all other options considered and why they were rejected;
 - d. description of each evaluation procedure, assessment, record, or report used as a basis for proposal or refusal;
 - e. a description of any other factors relevant to proposal or refusal;
 - f. contact information for any further explanation needed;
 - g. the statement of protection under the Procedural Safeguards and the means by which a copy of the Procedural Safeguards may be obtained.
2. In addition, the Notice of Admission Review and Dismissal (ARD)/IEP meeting includes:
 - a. date, time, and location of meeting;
 - b. who will be in attendance at the meeting;
 - c. an indication that the parent or Richland Collegiate High School may invite other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate. The determination of the knowledge or special expertise shall be made by the parent or Richland Collegiate High School who invited the individual to be a member of the ARD/IEP Committee;
 - d. an indication that the purpose may include the consideration of transition services, if appropriate;
 - e. an indication that the student (of any age) is invited;
 - f. an indication of any other agency that, with parent permission, will be invited to send a representative; a list of resources that the parent may contact to obtain assistance in understanding the provisions of the process; in the event of a reconvene ARD/IEP Committee meeting, the parent must be notified of the date, time and location of the reconvene ARD/IEP Committee meeting at the conclusion of the ARD/IEP meeting in which there is disagreement.
3. If the native language or other mode of communication of the parent is not a written language, Richland Collegiate High School will provide evidence that the Notice was translated orally or by other means to the parent in his or her native language or other mode of communication and the parent understands the content of the Notice of ARD.
4. If the ARD/IEP Committee meeting was conducted without a parent in attendance, document attempts to arrange a mutually agreed upon time and place, such as but not limited to:
 1. Detailed records of telephone calls made or attempted and the results of those calls;
 2. Copies of correspondence sent to the parents/adult student and any responses received;

3. Detailed records of visits made to the parent's/adult student's home or place of employment and the results of those visits.

Notice of Evaluation is sent to the parent(s), guardian or adult student in the language understandable to the general public (or in their primary language or other mode of communication unless it is clearly not feasible to do so) in a reasonable amount of time (at least 5 school days) before proposing or refusing to initiate or change the identification, evaluation, or educational placement of a student or the provision of a Free and Appropriate Public Education (FAPE) to a student.

The Notice of Evaluation includes:

- a. a description of the proposed evaluation;
- b. an explanation of why the evaluation is proposed;
- c. a list of all other options considered and why they were rejected;
- d. a description of all evaluation procedures, tests, records, or reports used as a basis for proposal;
- e. a description of any other factors relevant to Richland Collegiate High School's proposal to evaluate;
- f. contact information for any further explanation needed;
- g. the statement of protection under the Procedural Safeguards and the means by which a copy of the Procedural Safeguards may be obtained;
- h. written evidence that if the native language or other mode of communication of the parent is not a written language that the Notice of Evaluation was translated orally or by other means to the parent and the parent understands the content of the Notice of Evaluation.

Notice of Proposal or Refusal is sent to the parent(s), guardian or adult student in the language understandable to the general public (or in their primary language or other mode of communication unless it is clearly not feasible to do so) in a reasonable amount of time (at least 5 school days) before proposing or refusing to initiate or change the identification, evaluation, or educational placement of a student or the provision of a Free and Appropriate Public Education (FAPE) to a student.

The Notice of Proposal or Refusal includes:

- a. a description of the action proposed or refused including but not limited to identification, evaluation, placement or other elements of a Free and Appropriate Public Education (FAPE);
- b. an explanation of why the action is proposed or refused;
- c. a list of all other options considered and why they were rejected;
- d. a description of all evaluation procedures, tests, records, or reports used as a basis for proposal or refusal;

- e. a description of any other factors relevant to proposal or refusal;
- f. contact information for any further explanation needed;
- g. the statement of protection under the Procedural Safeguards and the means by which a copy of the Procedural Safeguards may be obtained;
- h. written evidence that if the native language or other mode of communication of the parent is not a written language that the Notice of Proposal or Refusal was translated orally or by other means to the parent and the parent understands the content of the Notice of Proposal or Refusal.

Notice of Transfer of Parental Rights

Beginning at least one year before a student reaches 18 years of age, the student's Individual Education Program (IEP) will include a statement that the student has been informed that, unless the student's parent or other individual has been granted guardianship of the student under the Probate Code, Chapter XIII, Guardianship, all rights granted to the parent under the Individuals with Disabilities Education Act (IDEA '04), Part B, other than the right to receive any notice required under IDEA '04, Part B, will transfer to the student upon reaching age 18. After the student reaches the age of 18, any Notice required under IDEA '04 will be provided to both the adult student and the parent, unless the student is incarcerated in an adult or juvenile, state or local correctional institution.

At the time the student reaches the age of 18, unless the student's parent or other individual has been granted guardianship of the student under the Probate Code, Chapter XIII, Guardianship, the parent(s) and the adult student will be informed that parental rights have been transferred to the student, the student has the same right to make educational decisions as a student without a disability. Any notice required under IDEA '04 will be provided to both the parent and adult student unless the student is incarcerated in an adult or juvenile, state or local correctional institution and information will be given to both parties regarding obtaining additional information.

A Notice under IDEA '04, Part B that is required to be given to an adult student and parent does not create a right for the parent to consent to or participate in the proposal or refusal to which the Notice relates. For example, a Notice of an ARD/IEP Committee meeting does not constitute invitation to, or create a right for, the parent to attend the meeting. However, the adult student or the school district may invite individuals who have knowledge or special expertise regarding the student, including the parent.

Nothing prohibits a valid power of attorney from being executed by an individual who holds rights under IDEA '04, Part B.

Parental Rights Regarding Adult Students

A student with a disability who is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Chapter 31, Family Code, shall have the same right to make education decisions as a student without a disability, except that the school district shall provide any notice required by IDEA '04, Part B to both the student and the parent. A Notice of an Admission, Review and Dismissal (ARD) Committee meeting does not constitute invitation to, or create a right for the parent to attend the meeting. All other rights accorded to parents under IDEA '04, Part B transfer to the student. All rights accorded to parents under IDEA '04, Part B transfer to students who are incarcerated in an adult or juvenile, state or local correctional institution.

Procedural Safeguards: Parental Consent

Authority: 20 U.S.C.; 34 C.F.R. Parts 99 and 300; Texas Education Code (TEC; 19 T.A.C. Chapter 89)

Fully informed Consent is obtained in writing from parent(s), guardian or adult student (in their primary language or other mode of communication unless it is clearly not feasible to do so) in a reasonable amount of time (at least 5 school days) before the following instances:

1. a Full and Individual Evaluation (FIE) or additional evaluation;
2. the disclosure of confidential information (as defined in FERPA);
3. initial provision of Special Education services and related services;
4. access to private insurance or Medicaid;
5. consent for transfer of assistive technology devices;
6. release of confidential information from the registration of students with visual impairments or information from the deaf/blind census (All students who are eligible for Special Education as Visually Impaired or as Deaf/Blind must be registered by Richland Collegiate High School on the TEA annual Registration of Students with Visual Impairments and, if appropriate, must be registered on the TEA Deaf/Blind Census).

The Consent for Evaluation form:

1. fully informs the parent of all information relevant to the evaluation for which consent is being sought in the native language of the parent or other mode of communication used by the parent;
2. describes the proposed evaluation and the purpose of the evaluation;
3. the consent lists the records, if any, that will be released and to whom;
4. verifies (in writing) that the parent(s), guardian or adult student understands and agrees to the activity, understands that the granting of consent is voluntary on the part of the parent or adult student;
5. states that, even if signed, consent may be revoked, in writing, at any time but the revocation is not retroactive. (If consent is revoked, it does not negate an action that has occurred after the consent was given and before it

was revoked).

Upon request of a student's parent, before obtaining the parent's consent for the administration of any psychological examination or test to the student that is included as part of the evaluation of the student's need for Special Education,

1. Richland Collegiate High School will provide to the student's parent:
 - the name and type of the examination or test and
 - an explanation of how the examination or test will be used to develop an appropriate IEP for the child.
2. If Richland Collegiate High School determines that an additional examination or test is required for the evaluation of a student's need for Special Education after obtaining consent from the student's parent, Richland Collegiate High School shall provide the information described above to the student's parent regarding the additional examination or test and shall obtain additional consent for the examination or test.
3. The time required for Richland Collegiate High School to provide information and seek consent may not be counted toward the 60 calendar days for completion of an evaluation. If a parent does not consent to the additional examination or test within 20 calendar days after the date Richland Collegiate High School provided to the parent the information required by that subsection, the parent's consent is considered denied.
4. If the parent of a child with a disability refuses consent for these activities, Richland Collegiate High School must document the parent's refusal to allow the Richland Collegiate High School to pursue these activities. If the parent refuses consent for evaluation for Special Education, Richland Collegiate High School is free from the responsibility to provide FAPE.
5. If the parent of a child who is home schooled or placed in a private school at parental expense does not provide consent for an initial evaluation or fails to respond to the school's request for consent for evaluation, the school may not pursue the initial evaluation of the child.
6. If the child is a ward of the state, the LEA must make reasonable efforts to obtain Informed consent for an initial evaluation. Informed consent is not required for students who are wards of the state if after a reasonable effort, the parents cannot be located, the rights of the parents have been terminated by state law or a judge has appointed another individual to represent the child.

Informed parental consent need not be obtained for re-evaluation if Richland Collegiate High School can demonstrate that it has taken reasonable measures to

obtain that consent and the student's parent has failed to respond.

Consent for Disclosure of Confidential Information

Consent for Disclosure of Confidential Information describes the proposed disclosure, the purpose of the disclosure, a list of the records that will be released or disclosed and the person/agency to which the information will be disclosed. The parent will verify, in writing, that he/she understands and agrees to the disclosure, understands that the consent is voluntary and may be revoked at any time and understands that any revocation is not retroactive.

Consent for Services

The school must obtain informed consent from the parent before initially providing Special Education and related services to a child. The informed consent:

1. fully informs the parent of all information relevant to the initial provision of Special Education and related services in his or her native language or other mode of communication;
2. describes the initial provision of Special Education and related services;
3. the consent lists the records, if any, that will be released and to whom;
4. verifies (in writing) that the parent(s), guardian or adult student understands and agrees to the activity, understands that the granting of consent is voluntary on the part of the parent or adult student;
5. states that, even if signed, consent may be revoked, in writing, at any time but the revocation is not retroactive. (If consent is revoked, it does not negate an action that has occurred after the consent was given and before it was revoked);
6. States that if the parent revokes consent in writing after initial provision, the school is not required to amend the child's education records to remove any reference to Special Education and related services.

Parental Rights Regarding Revocation of Consent

Parents have the right to revoke consent for continued provision of Special Education and related services. This request for revocation of Special Education services must be in writing. If the parent revokes Special Education services, Richland Collegiate High School is not considered to be in violation of the requirement to make FAPE available to the student.

Determination of Needed Evaluation Data

Authority: 20 U.S.C.; 34 C.F.R. Part 300; Texas Education Code (TEC)

Determination of Needed Evaluation Data – As part of an initial evaluation (if appropriate) and as part of any re-evaluation, a group that includes the ARD/IEP Committee members and other qualified professionals, as appropriate, shall:

- a. review existing evaluation data including but not limited to evaluations provided by the parents of the student, current curriculum-based assessments and observations by the teachers and related services providers;
- b. identify what additional data, if any, is needed to determine: whether the student has a particular category of disability, or, in the case of a re-evaluation of a student, whether the student continues to have such a disability; the present levels of academic achievement and functional performance and educational needs of the student; whether the student needs Special Education and related services, or in the case of a re-evaluation of a student, whether the student continues to need Special Education and related services; whether any additions or modifications to the Special Education and related services are needed to enable the student to meet the measurable annual goals set out in the IEP of the student and to participate, as appropriate, in the general curriculum.

If no additional data is needed to determine whether the student continues to qualify, Richland Collegiate High School must notify the student's parents of: that determination and the reasons for the determination; the right of the parents to request an assessment to determine whether the student continues to be a student with a disability and to determine the student's educational needs.

The ARD/IEP Committee members may conduct their review of existing evaluation data without a meeting, under certain circumstances.

If it is determined that no additional data is needed to determine whether the student continues to be a student with a disability, Richland Collegiate High School: shall notify the student's parent(s) of that determination and the reasons for it for it; shall notify the student's parent(s) of the right of the parents to request an evaluation to determine whether, for purposes of services, the continues to be a student with a disability; is not required to conduct the evaluation unless requested to do so by the student's parent(s).

Full and Individual Evaluation

Authority: 20 U.S.C.; 34 C.F.R. Part 300; Texas Education Code (TEC) 19 T.A.C. Chapter 89

In accordance with the policy of the Richland Collegiate High School Board of Trustees, following a determination of need for an evaluation, a Full and Individual Evaluation (FIE) is conducted for each student being considered for Special Education and related services. The FIE is used to determine each student's eligibility and educational need before initiation of Special Education services. In addition to standardized tests and other evaluation instruments, the

school collects information from a variety of sources in determining eligibility for Special Education services.

Timeline for Initial Evaluation – A written report of the Full and Individual Evaluation (FIE) of a student for the purposes of Special Education will be completed no later than the 60th calendar day following the date on which the school district receives written consent for the evaluation signed by the student's parent or legal guardian.

The ARD/IEP Committee shall convene and make a decision regarding a student referred for an FIE within 30 calendar days from the date of the completion of the written evaluation report. If the 30th day falls during the summer and school is not in session, the ARD/IEP Committee shall have until the first day of classes in the fall to finalize decisions concerning the initial eligibility determination, the IEP, and the placement, unless the FIE indicates that the student will need ESY services during the summer.

Re-evaluation – Once a child has received an initial evaluation (FIE), a decision has been rendered that a child is eligible for Special Education under IDEA '04, and the required services have been determined, any subsequent evaluation of a student constitutes a re-evaluation. A re-evaluation is conducted upon an ARD/IEP Committee recommendation, but no less than once every three years unless the parent and the school agree otherwise. Re-evaluations must be conducted on or before the triennial anniversary date (month/day/year) of the previous FIE. A re-evaluation may not be conducted more frequently than once a year, unless the parent and the school agree otherwise.

A re-evaluation may also be conducted if conditions warrant (i.e. ARD request), if the student's parent requests, if the student's teacher requests, and/or before determining that the student is no longer a student with a disability (unless dismissal is due to graduation with a regular high school diploma or exceeding the age eligibility for a free and appropriate public education). However, in some instances, the ARD/IEP Committee may agree that existing data, including the observation of the student by the classroom teachers and related service providers, the student's educational performance records, and standardized and/or competency testing support the continued eligibility of the student without need for additional formal evaluation and is sufficient to complete the FIE.

Procedures for an Evaluation – the evaluation of a student to determine if he/she has a disability under IDEA '04 must include:

1. Variety of sources – Information is gathered from a variety of evaluation tools and strategies to gain relevant functional and developmental information about the student to determine if the student has a disability and the content of the

student's IEP. The sources of data must include:

- Information provided by the parent;
 - Information related to enabling the student to be involved and progress in the general curriculum;
2. Areas evaluated – Students are assessed in all areas of suspected disability. Depending on the area of suspected disability, other sources may include but are not limited to health information, vision and hearing, social or cultural background, adaptive behavior, emotional status, general intelligence, academic performance, communication status, motor ability, classroom evaluation and observations, other school records and/or other competency testing.
 3. Richland Collegiate High School will include more than one procedure for determining whether a student is a student with a disability, an appropriate educational program for a student and the educational needs of a student.
 4. Formal evaluation by clinician – all standardized tests and any other evaluation materials are validated for the specific purpose for which they are used including those tailored to evaluate specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient. Evaluation procedures and materials will be selected and administered so as not to be racially, culturally, or sexually discriminatory.
 5. Certifications of clinician –all standardized tests and evaluation instruments are administered by trained and knowledgeable personnel including but not limited to an LSSP, a diagnostician, and/or a licensed or certified professional for a specific eligibility category framework, in accordance with any instructions provided by the producer of the tests.
 6. Language Dominance/Proficiency – the student's language dominance and most proficient method of communication (expressive and receptive) are identified and evaluation materials used to assess a student are provided and administered in the student's native language or other mode of communication, unless it is clearly not feasible to do so. The materials and procedures used to evaluate a student with limited English proficiency are selected and administered to ensure that they measure the extent to which the student has a disability and needs Special Education, rather than measuring the student's English language skills.
 7. Multidisciplinary Team – a multidisciplinary team or group of persons, including at least one teacher and a specialist with knowledge in the area of suspected disability, conducts the evaluation. For a student suspected of having a learning disability, the multidisciplinary evaluation team includes:
 - a. the student's general education teacher or a general education teacher qualified to teach a student of his/her grade level;
 - b. for a student of less than school age, a person qualified to teach a student of his/her age;
 - c. at least one person qualified to conduct individual diagnostic

evaluations(Licensed Specialist in School Psychology (LSSP), educational diagnostician, or other appropriate certified or licensed practitioner with experience and training in the area of the disability, or a licensed or certified professional for a specific eligibility category as defined in state regulations.

8. **Intelligence testing** – any student meeting the eligibility criteria for intellectual disability or specific learning disability is administered an individual intelligence test. However, if appropriate, an informal assessment of intelligence may be used to determine intellectual functioning as a part of eligibility for a visual impairment, orthopedic impairment, or deaf-blindness. Informal evaluation may include achievement test results, teacher observations, adaptive behavior and grades. Alternative methods, as determined appropriate by the qualified professionals, may be used to assess the intellectual functioning of students whose disabilities impede adequate communication or those with severe sensory impairment. Intra-individual differences in cognitive functions do not contribute to identification and intervention decisions for children suspected of having a Specific Learning Disability.

Disability Report – A report must be written indicating the student’s disability under the criteria defined in federal law and by the Texas Education Agency guidelines for each disability. Additionally, a disability report for each related service, documentation that the service is necessary to enable the student to benefit from Special Education, and recommendation for the specific service to be offered must be included.

The written report of the team, including agreement by each team member that the report reflects his or her conclusions, includes a statement of:

1. whether the student has a specific disability;
2. the basis for making the determination;
3. the relevant behavior noted during the observation of the student that directly assists persons in determining the educational needs of the student;
4. the relationship of that behavior to academic functioning;
5. the educationally relevant medical findings, if any;
6. whether there is a disability that is not correctable without Special Education and related services, and;
7. the determination of the team concerning the effects of environmental, cultural or economic disadvantage;
8. if an evaluation is not conducted under standard conditions such as the qualifications of the person administering the test or the method of test administration, this information must be included in the evaluation report;
9. for students needing or receiving adapted physical education, an adapted physical education evaluation is conducted.

Related Services – Additionally, the need for related services as identified in the FIE must stipulate learning competencies identifying the need for the related service, documentation that the service is necessary to enable the student to benefit from Special Education, and a recommendation for the specific service to be offered. The recommendation is based on a written evaluation for each related service, and must indicate skills and/or behaviors related to the service that the student can and/or cannot perform.

These related services include developmental or corrective services including but are not limited to:

- Audiology services
- Counseling services
- Early identification and assessment
- Medical services
- Occupational therapy
- Orientation/Mobility services
- Parent counseling and training
- Physical therapy
- Psychological services
- Recreational services
- Rehabilitation counseling services
- School health services
- Social work services

Independent Educational Evaluation – (IEE) An Independent Educational Evaluation may be requested by the parent. The IEE is conducted at public expense if the parent disagrees with an evaluation conducted by the school. The evaluation must be conducted by a qualified examiner who is not employed by the school. Richland Collegiate High School will provide the parent with information about where an IEE may be obtained and the school's criteria for an IEE. The parent is limited to only one IEE at public expense each time the school conducts an evaluation with which the parent disagrees. Prior written notice must be presented to the Richland Collegiate High School Special Programs Coordinator and/or assigned administrator explaining the need for additional evaluation and approval granted by the high school before further testing occurs that will be paid for at public expense.

Richland Collegiate High School reserves the right to limit IEEs to qualified professionals in the local Dallas County area, and will not pay unreasonably excessive fees. An unreasonably excessive fee is one which is 25% above the Medicaid rate for the specific type of evaluation being conducted. If no Medicaid rate exists for a particular type of evaluation, the rate for the most similar

Medicaid evaluation will apply. In the event that a parent requests to pursue an IEE independently, an original billing form must be submitted to the Richland Collegiate High School Special Programs Coordinator or assigned high school administrator prior to payment. Before reimbursement or direct payment is authorized, the aforementioned criteria must be met, and the written evaluation report must be received by Richland Collegiate High School.

Identified Disability Categories

Authority: 20 U.S.C.;34 C.F.R. Part 300; Texas Education Code (TEC); 19 T.A.C. Chapter 89

A multidisciplinary team may determine eligibility for Special Education in one or more of the following areas of disability:

Auditory Impairment/Deafness and Hearing Impairment: The criteria for Deafness is a hearing impairment that is so severe that the student is impaired in Processing linguistic information through hearing, with or without amplification, that adversely affects educational performance creating a need for Special Education

The criteria for hearing impairment is an impairment in hearing, whether permanent or fluctuating that adversely affects educational performance and is not included in the definition of deafness.

To be determined eligible in either category, the implications of the hearing loss must be present in a variety of circumstances with or without recommended amplification. The multidisciplinary committee must ascertain the student's language and communication needs including oral and aural means, finger spelling or sign language, opportunities for direct communication with peers and professional personnel in the student's language and communication mode, academic level, and opportunities for direct instruction in the student's language and communications mode. The evaluation data must include an ontological examination, an audiological evaluation and a description of the hearing loss in a variety of circumstances with or without recommended amplification. Communication needs including oral, aural, fingerspelling and/or sign language must be considered.

Autism: The criteria for autism are a developmental disability that significantly affects verbal and nonverbal communication and significantly affects social interaction. The criteria should be generally evident before age three, adversely affect educational performance creating a need for Special Education and related services and adversely affect educational performance that is not primarily due to an emotional disturbance. Autism also may be manifested as a Pervasive

Developmental Disorder that adversely affects educational performance creating a need for Special Education and related services.

For either PDD or Autism, specific recommendations for behavioral interventions and strategies must be documented.

Deaf-Blindness: The criteria for Deaf-Blindness is a combination of hearing and visual impairments that cause severe communication needs and developmental needs that adversely affect educational performance creating a need for Special Education and needs that cannot be accommodated in Special Education programs solely for students with deafness or students with blindness.

Documentation must exist that the student meets eligibility criteria for auditory impairment and visual impairment OR meets eligibility criteria for visual impairment and has a suspected hearing loss that cannot be demonstrated conclusively, but there is no speech at an age when speech would normally be expected. It is also possible to meet eligibility for this category if documentation exists that hearing and visual losses that, if considered individually, may not meet the requirements for auditory impairment or visual impairment, but the combination of such losses adversely affect the student's educational performance OR there is documented medical diagnosis of a progressive medical condition that will result in concomitant hearing and visual losses that, without Special Education intervention, will adversely affect educational performance.

Emotional Disturbance: The criteria for emotional disturbance are a condition exhibiting one or more of the following characteristics:

- An inability to learn that cannot be explained by intellectual, sensory or health factors;
- An inability to build or maintain satisfactory interpersonal relationships with peer and teachers;
- Inappropriate types of behavior or feelings under normal circumstances;
- A general pervasive mood of unhappiness or depression;
- A tendency to develop physical symptoms or fears associated with personal or school problems.

These characteristics must be exhibited over a long period of time, are exhibited to a marked degree and adversely affect educational performance creating a need for Special Education and related services. These behaviors may not be the result of social maladjustment. Strategies for students eligible for services as Emotionally Disturbed must include specific recommendations for behavior supports and interventions.

Specific Learning Disabilities

In order to determine eligibility as a student with a Specific Learning Disability,

the multidisciplinary team must include the student's general education teacher or a general education classroom teacher qualified to teach a child of his or her age. If the child is less than school age, one member of the team must be qualified by the state to teach a child of his or her age. In addition, at least one person on the multidisciplinary team must be qualified to conduct individual diagnostic examinations of the student.

Documentation must exist of the observation of the student by at least one team member, other than the student's regular teacher, of the student's academic performance in the regular classroom setting OR in the case of a student less than school age or out of school, by a team member in an environment appropriate for a student of that age.

Response-to-Intervention is one component of the general education process that may be used to identify students with a suspected Learning Disability who may be in need of Special Education and related services. Information gained from the Response-to-Intervention process may be included in the evaluation and/or re-evaluation process.

In order to meet eligibility criteria as a student with a Specific Learning Disability, it must be determined that the student does not achieve commensurate with his/her age and ability levels if provided with learning experience appropriate for the student's age and ability levels. In Texas, in order to be considered as a student with a Specific Learning Disability, it must be determined the student was provided appropriate instruction in reading and math in general education, documentation must exist of repeated assessments including in-class tests on grade-level curriculum, a variety of assessment tools and strategies were used to determine a learning disability exists and the student exhibits a pattern of strengths and weakness. The use of a discrepancy between IQ and achievement in determining a learning disability eligibility can be used under "pattern of strengths and weaknesses", but cannot be used as the sole factor in determining eligibility.

Documentation of the team's determination of eligibility must include a statement of whether the student has a specific learning disability, the basis for making the determination, the relevant behavior noted during the observation of the student, the relationship of that behavior to the student's academic functioning and the adverse effects on educational performance creating a need for Special Education and related services. The documentation must also include educationally relevant medical findings that the disability that is not correctable without Special Education and related services and the determination of the team concerning the effects of environmental, cultural or economic disadvantage.

Each team member must certify, in writing, whether the report reflects his or her

conclusion and if the report does not reflect a team member's conclusion, the team member must submit a separate statement presenting his or her conclusions. The team of qualified professionals and the parent of the child ultimately determine eligibility.

Intellectual Disabilities: The criteria for Intellectual Disabilities includes documentation the student is significantly sub-average in general intellectual functioning, is two or more standard deviations below the mean on individually administered scales, when taking into consideration the standard error of measurement of the test, and exhibits concurrent deficits in at least two of the following areas: communication, self-care, home living, social/interpersonal skills, use of community resources, self-direction, functional academic skills, work, leisure and/or health and safety. The student's deficits are manifested during the developmental period and the student demonstrates a need for special education and related services.

Multiple Disabilities - The criteria for Multiple Disabilities must document the presence of two or more disabilities, but not including deaf/blindness and document that the student's disability is expected to continue indefinitely. The student's disability must severely impair performance in two or more of the following areas: psychomotor skills, self-care skills, communication, social and emotional development and cognition. Documentation must also verify that the disabilities cause such severe education needs that the student cannot be accommodated in Special Education programs solely for one of the impairments.

Orthopedic Impairment -The criteria for Orthopedic Impairment includes documentation from a licensed physician that the student has a severe orthopedic impairment that adversely affects the student's educational performance creating a need for Special Education and related services.

Other Health Impairment

The determination for Other Health Impaired must include evaluation data from a licensed physician that verifies the student has:

- Limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment;
- Chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia or Tourette's Syndrome.

These conditions must adversely affect educational performance and create a need for Special Education and related services.

Speech Impairment/Speech or Language Impairment -The determination for Speech Impairment/Speech or Language Impairment must include evaluation data from a certified speech and hearing therapist OR a certified speech and language therapist OR a licensed speech/language pathologist that verifies the student has: A communication disorder such as stuttering, impaired articulation, a language impairment or a voice impairment that adversely affects educational performance creating a need for Special Education and related services.

Traumatic Brain Injury - The determination for Traumatic Brain Injury must include evaluation data from a licensed physician as well as a Licensed Specialist in School Psychology (LSSP) OR an education diagnostician OR a certified or licensed practitioner with experience and training in the area of the disability. In order to meet the criteria for Traumatic Brain Injury, the injury to the brain must be caused by an external physical force, and the injury must result in total or partial functional disability or psychosocial impairment, or both. The injury must adversely affect educational performance creating a need for Special Education and related services.

The opened or closed head injury must result in impairments in one or more of the following areas: cognition, language, memory, attention, reasoning, abstract thinking, judgment, problem-solving, sensory, perceptual and motor abilities, psychosocial behavior, physical function, information processing and/or speech. These impairments may not be the result of brain injuries that are congenital or degenerative, and/or of brain injuries induced by birth trauma.

Visual Impairment - The determination of Visual Impairment must include evaluation data from a licensed ophthalmologist or optometrist and a professional certified in the education of students with visual impairments or a certified orientation and mobility instructor. The report from the licensed ophthalmologist or optometrist must document whether the student has no vision or has a serious visual loss after correction OR the student has a progressive medical condition that will result in no vision or a serious visual loss after correction.

The report must also document the visual loss in exact measures of visual field and corrected visual acuity at a distance and at close range in each eye, provide the best estimates if exact measures cannot be obtained and include a prognosis, whenever possible.

Documentation of a Functional Vision Evaluation, conducted by a professional certified in the education of student with visual impairments or a certified orientation and mobility instructor must include the performance of tasks in a variety of environments, the use of both near and distance vision,

recommendations concerning the need for a clinical low vision evaluation and an orientation and mobility evaluation documentation of the child's reading and writing skills and needs and any adverse effect on education performance creating a need for Special Education and related services.

Documentation of a Learning Media Assessment, conducted by a professional certified in the education of student with visual impairments or a certified orientation and mobility instructor, must include recommendations concerning which specific visual, tactual and/or auditory learning media are appropriate for the student, recommendations concerning appropriate reading and writing media (including the use of Braille) and recommendations concerning whether or not there is a need for on-going evaluation in this area.

If the student is functionally blind, the documentation must also include whether the student will use tactual media (which includes Braille) as a primary tool for learning to be able to communicate in both reading and writing at the same level of proficiency as other students of comparable ability. The student's strengths and weaknesses in Braille skills must also be documented. Documentation also must include whether the student meets the criteria for a visual impairment, impairment in vision that, even with correction, adversely affects the student's educational performance creating a need for Special Education and related services.

Parent

Authority: 20 U.S.C.; 34 C.F.R. Part 300; Texas Education Code (TEC); 19 T.A.C. Chapter 89

Determination of a Parent

A parent is:

- A biological or adoptive parent of a child;
- OR a guardian, but not the State if the child is a ward of the State;
- OR a person acting in the place of a biological or adoptive parent (such as a grandparent or stepparent with whom the child lives);
- OR an individual who is legally responsible for the child's welfare;
- OR a foster parent who qualifies as a parent;
- OR a surrogate parent.

If more than one person is qualified to serve as a "parent", the biological or adoptive parent must be presumed to be the parent as long as they are attempting to act as the parent.

Appointment of a Surrogate Parent

A surrogate parent may represent the child in all matters relating to the identification, evaluation and educational placement of the student and the provision of a free and appropriate public education (FAPE).

Need – A student's need for a surrogate parent is recognized if:

1. no parent can be identified; or
2. Richland Collegiate High School, after reasonable efforts, cannot discover the whereabouts of a parent; or
3. the student is a ward of the state; or the child is an unaccompanied homeless youth.

A foster parent may meet the qualification as a parent or be appointed as a surrogate parent, if the foster parent:

- is appointed by the Department of Protective and Regulatory Services (DPRS) as the temporary or permanent managing conservator of the student;
- has an ongoing, long-term parental relationship with the student (the child has been placed with the foster parent for at least 60 days);
- the foster parent is willing to make the educational decisions;
- has no interest that would conflict with the interests of the child;
- completes a training program within 90 days of the initial assignment as the parent.

Appointment requirements – Once the need is established, the surrogate parent is appointed after:

1. completing an application and
2. completing the Surrogate Parent Training (if the application is approved).

The surrogate parent agrees to:

1. visit the student and the student's school;
2. consult with persons involved in the student's education, including teachers, caseworkers, court-appointed volunteers, guardians ad litem, attorneys ad litem, foster parents, and caretakers;
3. review the child's educational records;
4. attend meetings of the child's ARD/IEP Committee;
5. exercise independent judgment in pursuing the child's interests;
6. exercise the child's due process rights under applicable state and federal law;
7. complete a training program within 90 days of assignment as a surrogate parent in which the individual is provided with an explanation of the provisions of federal and state laws, rules and regulations relating to regulations.

Training topics must include:

- a. the identification of a student with a disability;
- b. the collection of evaluation and re-evaluation data relating to a student with a disability;
- c. the ARD/IEP process;
- d. the development of an Individual Education Program (IEP) and, for a student who is at least 14 years of age, a plan for transition services;
- e. the determination of least restrictive environment;
- f. the implementation of an IEP;
- g. parent rights and responsibilities as outlined in the Procedural Safeguards; the sources that the surrogate parent may contact to obtain assistance in understanding the provisions of federal and state laws, rules, and regulations relating to students with disabilities.

Richland Collegiate High School assures that the surrogate parent is not an employee of the TEA, Richland Collegiate High School, or any other agency that is involved in the education or care of the student. Richland Collegiate High School must also ensure that the surrogate parent has no interest that conflicts with the interest of the student he or she represents and possesses the knowledge and skills that ensure adequate representation of the student.

ARD/IEP Committee Meeting

Authority: 20 U.S.C.; 34 C.F.R. Part 300; Texas Education Code (TEC); 19 T.A.C. Chapter 75, 89, 101

The ARD/IEP Committee meeting ensures that an IEP (Individual Education Program) is developed, reviewed and revised to insure that all eligible children with disabilities have a Free and Appropriate Public Education (FAPE). Richland Collegiate High School procedures for implementing the IEP requirements are consistent with School Board policy and are as follows:

Implementation of an IEP

At the beginning of each school year, the school must have in effect an IEP for every Special Education student who is receiving Special Education and related services from the school.

An IEP must:

1. be in effect before Special Education and related services are provided to the student;
2. and be implemented as soon as possible following the ARD/IEP Committee meeting;
3. be accessible to each general education teacher, Special Education teacher or related service provider.

The Richland Collegiate High School must provide the parents prior written notice at least five school days (unless the parents agree otherwise) before implementing the Individualized Education Program developed in the ARD/IEP Committee meeting. An exception to this would be when the meeting occurs during the summer or a vacation period, or where there are circumstances that require a short delay (e.g., arranging for transportation). However, there must be no undue delay in providing Special Education and related services to the student.

Each teacher and service provider must be informed of his/her specific responsibilities related to implementing the student's IEP and the specific supports that are available.

An IEP may be amended outside an ARD/IEP Committee meeting, under specific circumstances, with the agreement of Richland Collegiate High School and the parent.

ARD/IEP Committee Members

For the initial or any subsequent ARD/IEP Committee meetings, the meeting which includes the following members:

1. the parent or guardian (in the case of non-adult student), or adult student;
2. a representative of the local educational agency who (1) is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities; (2) is knowledgeable about the general education curriculum; and (3) is knowledgeable about the availability of resources of the local educational agency;
3. an individual who can interpret the instructional implications of the evaluation results;
4. not less than one general education teacher of the child;
5. not less than one Special Education teacher, or where appropriate, not less than one Special Education provider of the child;
6. the non-adult student, if appropriate;
7. other members as required based on the student's disability (VI, AI, LPAC, etc.);
8. other individuals at the discretion of the school, the parent, or the student.
9. a representative from Career and Technical Education (CTE), preferably the teacher when considering initial or continued placement of a child in CTE.

If the parent and Richland Collegiate High School agree a member's attendance is not necessary and the member's area of curriculum or related service is not being modified or discussed in the ARD/IEP Committee meeting, the member may be excused from the meeting. The parent's agreement must be in writing. The parent must be fully informed of all information relevant to the excusal of the member in his or her native language or other mode of communication.

If the parent and Richland Collegiate High School can agree a required member's attendance is not necessary (in whole or part) when the member's area of curriculum or related services is being modified or discussed in the meeting if prior to the meeting the parent's consent is in writing prior and the member submits in writing to the parent and the ARD committee input into the development of the IEP.

Parent Participation

Richland Collegiate High School ensures (in the case of non-adult students) that one or both parents of the student with disabilities are present at each meeting or are afforded the opportunity to participate. Richland Collegiate High School shall take whatever action is necessary to ensure that the parent understands the proceedings at the ARD/IEP Committee meeting including arranging for an interpreter for parents with deafness or whose native language is other than English.

1. The Notice of the ARD/IEP Committee meeting to the parent(s) includes the purpose, time, and location of the meeting and who will be in attendance. The Notice must also provide an explanation of why Richland Collegiate High School proposes the meeting, other options to having an ARD/IEP Committee meeting that Richland Collegiate High School considered and the reasons why those options were rejected, the evaluation procedure, the record or report Richland Collegiate High School used as a basis for the ARD/IEP Committee meeting and any other factors that are relevant to Richland Collegiate High School's proposal to have an ARD/IEP Committee meeting. If the purpose is transition, the parent is notified that the purpose of the meeting is to discuss transition and the student is invited. The Notice also identifies any other agencies that will be invited;
2. Determination is made regarding the need for an interpreter for a parent with deafness or whose native language is other than English. If an interpreter is needed, one is provided by Richland Collegiate High School;
3. If a parent cannot attend, the school uses other methods to ensure participation, including individual or conference telephone calls;
4. If the school is unable to convince the parent(s) to participate in the ARD/IEP process, the school will document attempts to schedule the meeting at a convenient time to ensure parent participation. Documentation may include records of telephone calls and results, copies of correspondence sent to parents, and responses received;
5. The school takes whatever action is necessary to ensure that the parent (or adult student) understands the proceedings at the meeting, including arranging for an interpreter for parents (or adult students) who are deaf or whose native language is other than English;

6. The school must obtain written consent by parent/guardian or adult student before initial provision of Special Education and related services.

Types of Meetings

The school must conduct an ARD/IEP Committee meeting at least once a year for the purpose of reviewing and revising, as necessary, each student's IEP; however, ARD/IEP Committee meetings may be held more frequently. The annual ARD/IEP Committee meeting must be within one year of the previous ARD/IEP Committee meeting. Other ARD/IEP Committee meetings may occur in the following instances:

1. Temporary/Transfer ARD-for a student who is new to the school district, when a student transfers within the state, the ARD/IEP Committee may, but is not required to meet when the student enrolls and a copy of the student's IEP is available, the parent(s) indicates in writing that they are satisfied with the current IEP, and Richland Collegiate High School determines that the current IEP is appropriate and can be implemented as written; OR If those conditions are not met: The ARD/IEP Committee must meet when the student enrolls and the parents verify that the student was receiving Special Education services in the previous school district, or the previous school district verifies in writing or by telephone that the student was receiving Special Education services. At the Temporary/Transfer ARD Committee meeting, the ARD/IEP Committee must either 1) determine there are appropriate evaluation data and other information to develop and begin implementation of a complete IEP for the student OR 2) determine that valid evaluation data and other information from the previous school district are insufficient or unavailable to develop a complete IEP. In this event, the ARD/IEP Committee may authorize the provision of temporary Special Education services pending receipt of valid evaluation data from the previous school district or the collection of new evaluation data by Richland Collegiate High School. In this situation, a second ARD/IEP Committee meeting must be held within 30 school days from the date of the child is verified as being a child eligible for special education services to finalize or develop an IEP based on current information.
2. Review ARD – may be called at any time by any person with interest in the educational performance of the student (teachers, administrator, parent or guardian, etc.) to review the current IEP or placement and its appropriateness for the student. This meeting will address changes in the instructional arrangement, changes in the IEP, need for additional assessment or evaluation (i.e.: determination of needed evaluation data), review of the Behavior Intervention Plan (BIP), or any other changes in program based on current competencies, disability or the Individual Education Program (IEP).

3. Annual ARD – scheduled by the school annually (but in no case more than a Year from the previous annual ARD/IEP Committee meeting) to review the placement, services, related services and programs offered to the student as well as to review the student’s educational progress and effectiveness of the program offered. Additionally, a new IEP must be developed including measurable annual goals, short-term objectives, if appropriate, a statement of how the student’s progress toward annual goals will be measured, and a statement of how the student’s parents will be informed of progress. Programming for the next year must be considered based on the effectiveness of the current program.
4. Dismissal ARD – held to review existing data to determine need for further evaluation, ascertain if the student continues to meet the eligibility criteria and determine if the student continues to demonstrate an educational need for Special Education and related services.
5. Graduation ARD – occurs in anticipation of completion of the high school program. The ARD/IEP Committee considers written recommendations from appropriate adult service agencies, parent and student, completion of academic requirements applicable to students in the general education program or requirements specified in the IEP. Students receiving special education services may graduate and be awarded a diploma through meeting one of the following conditions:
 - completes the school’s minimum curriculum and credit requirements for graduation (Minimum, Recommended or Distinguished Achievement programs) and passes the state wide assessments:
 - completes the school’s minimum curriculum and credit requirements for graduation and participates in required state wide assessments. The student’s ARD Committee will determine whether satisfactory performance on the required state assessments is necessary for graduation. The student would be eligible to graduate under the Minimum High School plan:
 - satisfactorily completing the school’s required standards through courses, one or more of which contain modified content that is aligned to the standards required under the minimum high school program as well as the credit requirements under the minimum high school program, including participation in the required state assessments.

The student’s ARD Committee will determine whether satisfactory performance on the required state assessments is necessary for graduation. In addition, students graduating under this option must also successfully complete the student’s IEP and meet one of the following conditions consistent with the IEP:

- a. full-time employment based on student abilities;

- b. mastery of specific employability skills and self-help skills;
- c. access to services not within the legal responsibility of public education or employment or education options for which the child has been prepared by the academic program;

An evaluation as required by 34 CFR, §300.305(e)(1), shall be included as part of the summary for a student graduating under this option.

*** Modified curriculum may not earn college credit

For students who receive a diploma under this option, the ARD Committee shall determine needed educational services upon the request of the student or parent to resume services, as long as the student meets the age eligibility requirements – reached 22 years of age and completed requirements specified in the IEP. The student would be eligible to graduate under the Minimum High School plan.

Determination of Eligibility

Based on the Full and Individual Evaluation (FIE), the ARD/IEP Committee will determine whether the student is eligible for Special Education and Related Services if:

- the student has a disability AND
- the student has a need for Special Education.

In interpreting evaluation data for the purpose of determining if a student is a student with a disability, and the educational needs of the student, the ARD/IEP Committee shall draw upon and carefully consider information from a variety of sources including aptitude, achievement tests, parent input, teacher recommendations, physical condition, social or cultural background and adaptive behavior.

A student may not be determined to be eligible if the determinant factor for that determination is:

- a lack of instruction in math;
- a lack of appropriate instruction in reading, including the essential components of reading instruction as defined in federal law (ESEA); or
- limited English proficiency.

Richland Collegiate High School will provide a copy of the evaluation report and the documentation of determination of eligibility to the parent.

If the evaluation indicates a need for Special Education services, a student may be eligible for related services as part of Special Education services. If the student only needs a related service, the student does not qualify for Special Education services.

Elements of an ARD/IEP Committee Meeting

1. The purpose of each ARD/IEP Committee meeting is to develop the student's Individual Education Program (IEP), a written document based on the evaluation and parent input, which includes:
 - a. a statement of the student's present levels of educational performance including academic achievement and functional performance and: strengths of the student; concerns of the parents for enhancing the education of their student; initial or most recent evaluation results; results of the student's performance on any general state or district-wide assessment, as appropriate; communication needs of the student; for a LEP student, the language needs of the student as they relate to the IEP; current student behavior that impedes his or her learning including behavior strategies interventions and supports.
 - b. consideration of Assistive Technology devices and services must be available to a student with a disability if required as a part of Special Education, related services or supplementary aids and services
 - c. in the case of a student who is blind or visually impaired, instruction in Braille and the use of Braille unless the ARD/IEP Committee determines, after an evaluation of the student's reading and writing skills, that instruction in Braille or the use of Braille is not appropriate for the student;
 - d. consideration of the communication needs of the student and, in the case of a student who is deaf or hard of hearing, considers the student's language and communication needs, opportunities for direct communication with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct communication mode. The parent will also be provided with the state adopted form that contains written information about programs offered by state institutions;
 - e. a statement of the extent to which the student will be able to participate in the general curriculum. For preschool students, as appropriate, a statement will be included regarding how the disability affects the student's participation in appropriate activities;
 - f. a statement of specific measurable annual goals, including academic and functional goals, which are stated in terms that provide for measurement of progress, expected levels of performance, and the schedule for their attainment;
 - g. a statement of how the student's parents will be regularly informed of their student's progress toward the annual goal including the extent to which the progress is sufficient to enable the student to achieve the goals by the end of the year. Parents will be informed at least as often as parents are informed of their non-disabled student's progress;
 - h. a statement regarding the student's participation in the state-wide assessment program including individual allowable accommodations in the administration of any state or district-wide assessments of student achievement that are

- needed in order for the student to participate in the assessment;
- i. if the student will not participate in the standard state or district-wide assessment (or part of an assessment), a statement of why that assessment is not appropriate for the student AND how the student will be assessed. For a student taking an alternative assessment, the ARD/IEP Committee must include in the IEP a description of benchmarks or short-term objectives;
 - j. if the student did not perform satisfactorily on the state-wide assessment, a statement regarding the intensive program of instruction that shall be implemented to attain a standard of annual growth on the basis of the student's IEP and, if applicable, determine the manner in which the student will participate in an accelerated instruction program and whether the student will be promoted or retained. The ARD/IEP Committee must determine the anticipated location of these services;
 - k. if the ARD/IEP Committee determines the child is unable to participate in physical activity due to a disability or illness, the child will be allowed to substitute one credit in English language arts, mathematics, science, social studies or one academic elective (which is not used to satisfy another graduation requirement) for one physical education credit.
 - l. a statement of the specific Special Education and related services, supplementary aids and services in the classroom, in other education-related settings and in extracurricular and nonacademic settings to enable children with disabilities to be educated with non-disabled children to the maximum extent appropriate, interventions, accommodations and modifications to be provided to the student based upon the individual needs of the student, as well as supports for the school personnel;
 - m. the projected dates for the initiation of services and accommodations/modifications, the anticipated frequency and duration of the services, including the number of school days, the number of hours per day, and the length of the school year over which such services are provided and the location of the services;
 - n. consideration of the following information for students with autism/pervasive developmental disorders (justifying why, if not provided):
 1. Extended day and Extended School Year (ESY) education programming;
 2. daily schedules reflecting minimal unstructured time;
 3. in-home training or viable alternatives;
 4. prioritized behavioral objectives;
 5. prevocational and vocational needs of students ages 12 or older;
 6. parent training;
 7. suitable staff-to-student ratio;
 8. communication interventions;
 9. social skills supports and strategies;
 10. professional educator/staff support;
 11. teaching strategies based on peer reviewed, research-based practice.

- If the ARD/IEP Committee determines that services are not needed in one or more of the areas specified in state regulations, the IEP must include a statement to that effect and the basis upon which the determination was made;
- o. for a student with Visual Impairment being placed in a classroom setting, the ARD/IEP Committee must consider providing training in compensatory skills, communicative skills, orientation and mobility, social adjustment and vocational or career counseling. The ARD/IEP Committee must also assure that the student has been provided a detailed explanation of various service resources available in the community and throughout the state and provide a detailed description of the arrangements made to provide the student with orientation and mobility training, instruction in Braille or use of large print, training to compensate for serious visual loss, access to special media and special tools, appliances, aids and/or devices commonly used by individual with serious visual impairments. For a VI student, the ARD/IEP Committee must also set forth plans and arrangements made for contacts with and continuing services to the student beyond regular school hours, to ensure the student learns the skills and receives the training required. The ARD/IEP Committee must also provide each parent with the state-adopted form that contains written information about programs offered by state institutions;
 - p. the determination of need for Extended School Year (ESY), as appropriate, for the student when the student has exhibited, or reasonably may be expected to exhibit, severe or substantial regression that cannot be recouped within a reasonable time period, (8 weeks) therefore being unable to maintain one or more acquired critical skills because of the absence of an extended school program. Documentation for ESY will be gained through formal and/or informal evaluations provided by the District or the parents. For students enrolling in Richland Collegiate High School during the school year, information obtained from the prior school district as well as information collected during the current year will be used to determine the need for ESY services. f ESY is determined to be appropriate, goals and objectives for ESY will be addressed in the student's IEP. ESY will not be limited to a particular category of disability or unilaterally limit the type, amount, or duration of ESY services;
 - q. a statement of the needed transition services that promotes movement from school o post-school activities including post-secondary goals that include education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation taking into account the student's preferences and interests. The ARD/IEP Committee must determine transition services, including courses of study, needed to assist the student in reaching the postsecondary goals.
 - o Beginning not later than the first IEP in effect when the child is 14, and

- updated annually, the following issues will be considered in the development of the IEP including instruction and related services:
- The student's and parent's involvement in the transition to life outside the public school system. If the student is younger than 18 years of age, the appropriate parental involvement in the student's transition and, if the student is at least 18 years of age, if the parent is invited to participate by the student or the school district in which the student is enrolled. If the student does not attend the ARD/IEP Committee meeting, Richland Collegiate High School shall take other steps to ensure that the student's preferences and interests are considered;
 - Post-secondary education options;
 - Functional vocational evaluation;
 - Employment goals and objectives;
 - Continuing and adult education;
 - Independent living (post-school adult living) goals and objectives;
 - Community experiences;
 - If appropriate, acquisition of daily living skills;
 - If appropriate, referral to a governmental agency for services;
 - A statement of the transition service needs of the student under the applicable components of the student's IEP that focuses on the student's courses of study.
 - Beginning at age 14 (or younger if determined appropriate by the ARD/IEP Committee) a statement of the interagency responsibilities or any needed linkages. If a participating public agency fails to provide agreed upon services, Richland Collegiate High School shall identify alternative strategies to meet transition objectives set out in the IEP;
- r. beginning at least one year before a student reaches 18 years of age, the IEP will include a statement that the student has been informed of his or her rights that will transfer to the student upon reaching age 18;
- s. if the student is at least 18 years of age, the ARD/IEP Committee shall consider the availability of age appropriate instructional environments in the development of the IEP, and, if appropriate, integrate into the IEP;
- t. for a student graduating and being awarded a high school diploma, graduation terminates a student's eligibility for Special Education services and a student's entitlement to the benefits of the public school. "Graduation" indicates that the student has a) completed the state's or District's (whichever is greater) minimum curriculum and credit requirements for graduation applicable to students in general education, including satisfactory performance on the exit-level assessment instrument OR b) completed the state's or District's (whichever is greater) minimum curriculum and credit requirements for graduation applicable to students in general education and has been exempted from the exit-level assessment instrument because the assessment instrument would not provide an appropriate measure of the student's achievement as

determined by the student's ARD/IEP Committee. When determining graduation, the ARD/IEP Committee shall consider the Full and Individual Evaluation and the views of the parent and/or student, as appropriate, recommendations from adult service agencies, completion of the IEP, and the student's successful completion of the state or District minimum credit requirement. The ARD/IEP Committee must also determine that the student is either:

- Ready for full-time employment and possesses sufficient self-help skills to maintain employment without the educational support of the school OR
 - Demonstrating mastery of specific employability skills and self-help skills which do not require direct on-going education support of the school OR
 - Has access to outside services, or employment, or educational options for which the student has been prepared by the academic program OR
 - The student no longer meets age eligibility requirements OR
 - The student has completed the requirements specified in the IEP.
- u. the development of a Behavior Intervention Plan (BIP), if a student's behavior impedes his or her learning or the learning of others;
 - v. appropriate objective criteria and evaluation procedures and schedules for determining, on at least an annual basis, whether the annual goals are being met;
 - w. the documentation of the ARD/IEP Committee meeting will include the date, names, positions, and signatures of the members participating in each meeting, as well as agreement or disagreement of each member with the ARD/IEP Committee's recommendations.
2. Richland Collegiate High School provides:
- a. the parent (or the adult student) a copy of the IEP;
 - b. assurances that Special Education and related services are provided to a student with a disability at no cost to the adult student or parent;
 - c. an opportunity for all teachers of the student (general education and Special Education) to provide input in the IEP process;
 - d. an opportunity for general education teachers with Special Education students to request support in meeting the goals and objectives outlined in a student's IEP.
3. If the ARD/IEP Committee determines that, as a result of the Full and Individual Evaluation (FIE), the student is not eligible for Special Education services, a "Notice of Proposal or Refusal to Provide Services in Regard to Identification, Evaluation, Placement or Free Appropriate Public Education" form will be completed, "Explanation of Rights and Procedural Safeguards" will be given to the parent, and the student will be referred to the SST Committee for consideration for further accommodations.

Least Restrictive Environment

In determining the Least Restrictive Environment, Richland Collegiate High School will describe previous efforts, if any, to educate the student in a general education classroom (including a description of supplementary aids and services, whether the regular education program was modified), a description of why the efforts failed, the educational benefit the student will receive from general education (including non-academic benefit), the effects the student's presence has on the general education classroom, and the student's needs that can and cannot be met in the general education classroom. The ARD/IEP Committee will provide an explanation of the extent, if any, to which the student will not participate with non-disabled students in the general education class. Consideration will also be given to any potential harmful effects on the student with disabilities or on the quality of services that he or she needs.

Consideration of Instructional Setting

The ARD/IEP Committee ensures that each Special Education student shall be offered an instructional arrangement that is:

1. in the general education environment with students without disabilities to the maximum extent appropriate to his or her needs, unless it can be demonstrated by the school that the nature or severity of the student's disability is such that his or her education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily, and
2. in the school in which he or she would attend if not disabled unless implementation of the IEP requires a different instructional arrangement. If another instructional arrangement is required, the student is placed in the appropriate educational program that is as close to the student's home as is reasonably possible. These placement provisions also apply to Special Education students in public or private institutions or other care facilities.

Continuum of Instructional Settings

The ARD/IEP Committee will consider and determine the appropriate instructional arrangement/setting based on the individual needs and Individual Education Program (IEP) of eligible students receiving Special Education services. Instructional arrangements shall include the following:

1. Mainstream - an instructional arrangement/setting for providing Special Education and related services to a student in the general classroom in accordance with the student's IEP. Qualified Special Education personnel must be involved in the implementation of the student's IEP through the provision of direct, indirect and/or support services to the student, and/or the student's general classroom teacher(s) necessary to enrich the general education classroom and enable the student to progress.
2. Resource – an instructional arrangement/setting for providing Special

Education and related services to a student in a setting other than general education for less than 50% of the school day.

3. Self-Contained (mild, moderate or severe) – an instructional arrangement/setting for providing Special Education and related services to a student who is in the self-contained program for 50% or more of the school day on a regular school campus.
4. Homebound - an instructional arrangement/setting for providing Special Education and related services to student who are served at home or hospital bedside.
5. Hospital Class – an instructional arrangement/setting for providing Special Education instruction in a classroom, in a hospital facility, or a residential care and treatment facility not operated by the school district.
6. Speech/Language Therapy - an instructional arrangement/setting for providing speech/language therapy services whether in a general education classroom or in a setting other than a general education classroom.
7. Residential care and treatment facility – an instructional arrangement/setting for providing Special Education instruction and related services to students who reside in care and treatment facilities and whose parents do not reside within the boundaries of the school district providing education services to the students.

If the student is placed in a residential facility, Richland Collegiate High School will list the services that the school is unable to provide and which the facility will provide, the criteria and estimated timelines for the student's return to Richland Collegiate High School and the appropriateness of the facility for the student. Richland Collegiate High School also will verify the facility meets minimum standards for health and safety. Richland Collegiate High School will also verify the residential placement is needed and is documented in the IEP and that the residential facility is appropriate and the least restrictive environment for the student.

A Reintegration Plan including criteria and estimated timelines for returning the student from the residential or treatment facility to the local school district must also be considered by the ARD/IEP Committee.

***RCHS does not provide transportation for any students; however, DART bus passes are available for qualifying students who live two or more miles from the campus. Students and/or parents must request the bus passes from the school's

main office.

8. Vocational adjustment class/program – an instructional arrangement/setting for providing Special Education and related services to a student who is placed on a job with regularly scheduled direct involvement by Special Education personnel in the implementation of the student's IEP.

The Admission, Review, and Dismissal (ARD) Committee may identify other program options as approved by the Texas Education Agency. "Instructional Programs" and "Service Delivery" is outlined in the Richland Collegiate High School Special Education Policies and Procedures.

Non-academic and Extracurricular Services

1. Each student with disabilities shall be provided non-academic and extracurricular services and activities conducted by the school (e.g. meals and recess) with students without disabilities to the maximum extent appropriate to meet the needs of the student.
2. Nonacademic and extracurricular services and activities may also include:
 - counseling services
 - athletics
 - Transportation
 - health services
 - recreational activities
 - special interest groups or clubs sponsored by the school referrals to
 - agencies that provide assistance to individuals with disabilities
 - employment of students including both employment by Richland Collegiate High School and assistance in making outside employment available.

Daily Schedule

Each student will have available the same length of instructional school day provided to all other students unless otherwise determined by the Admission, Review, and Dismissal (ARD)/IEP Committee. The ARD/IEP Committee may shorten a student's instructional day based on the Individual Education Program (IEP).

Assurances

Richland Collegiate High School assures that removal of students with disabilities from the general education environment occurs only if the nature or severity of the disability is such that education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Richland Collegiate High School assures that each student with a disability

participates in non-academic and extracurricular services and activities, including meals and recess periods, with non-disabled students to the maximum extent appropriate to the needs of that student.

Richland Collegiate High School assures that, to the maximum extent appropriate, students with disabilities are educated with students who are non-disabled.

Reaching Consensus

Richland Collegiate High School will include the date, names, positions and signatures of the members participating in each ARD/IEP Committee meeting and will indicate each member's agreement or disagreement with the ARD/IEP Committee's decision.

All members of the ARD/IEP Committee have the opportunity to participate in a collaborative manner in developing the IEP, and all decisions made concerning required elements of the IEP are determined by mutual agreement. When mutual agreement is not achieved, the following procedures are followed:

1. Parent/legal guardian or individual with a disability disagreeing with the decision is offered a single opportunity to have the ARD/IEP Committee recess for a period of time, not to exceed 10 school days. If student's presence on campus presents danger of physical harm to the student or others, or the student has committed an expellable offense or an offense which may lead to placement in an alternative education program, this recess is not required;
2. Date, time and place for re-convening the meeting is mutually agreed upon prior to the recess;
3. A written statement of the basis for the disagreement shall be included;
4. Members of the ARD/IEP Committee who disagree may write their own statement to be included in the ARD minutes;
5. During the recess, alternatives are considered, additional data is gathered, and additional resource persons are contacted to enable the ARD/IEP Committee to reach mutual agreement;
6. If mutual agreement cannot be reached following the recess, an IEP that is appropriate for the student, as determined by the school, will be implemented;
7. Prior written notice to the parent/legal guardian or adult student is given upon implementation of the IEP with which there is disagreement; The "Notice of Proposal or Refusal to Provide Services in Regard to Identification, Evaluation, Placement or Free Appropriate Public Education" will be completed.

Parent/adult student are provided with the "Explanation of Rights and Procedural Safeguards" that outline the parent's right to complaint, mediation, or due process hearing.

Complaint Procedures

If there is a dispute relating to the identification, evaluation, or educational placement of or the provision of a Free and Appropriate Public Education (FAPE), to a student with a disability, it is the intent of the TEA and Richland Collegiate High School to encourage and support the resolution of any dispute at the lowest level possible and in a prompt, efficient, and effective manner. Parents shall have the right to file a complaint, request mediation, or request a due process hearing at any point, when they disagree with the ARD committee decisions. A complaint must be filed with the TEA in writing.

Resolution Session

A resolution session provides parents and Richland Collegiate High School an opportunity to resolve a complaint prior to initiation of a Due Process Hearing. Richland Collegiate High School, within 15 days of receiving notice of a parent's Due Process complaint, must convene a meeting with the parent and the relevant members of the ARD/IEP Committee to discuss the facts underlying the parent's complaint and to give Richland Collegiate High School an opportunity to resolve the complaints. Richland Collegiate High School may not bring an attorney to this resolution session unless the parent also is accompanied by an attorney. This pre-hearing resolution session is mandatory unless the parent and Richland Collegiate High School agree in writing to waive the requirement, or agree to use the mediation process to try to resolve the complaint.

*** Richland Collegiate High School reserves the right to invite Region 10 representatives to join resolution sessions.

Mediation

The mediation process is:

1. a voluntary process on the part of both Richland Collegiate High School and the parent(s);
2. not used to deny or delay a parent's right to a Due Process Hearing or to deny any other rights afforded under IDEA '04-Part B, and;
3. conducted by a qualified and impartial mediator who is trained in effective mediation techniques.

Due Process Hearing Initiated

A hearing may be initiated by the parent, adult student, or district to challenge a proposal or refusal relating to identification, evaluation or educational placement of a child with a disability or the provision of FAPE to the child.

Request for a Due Process Hearing

A written request will be filed with the TEA and the school representative or the parent, if the request for hearing is filed by the District. If a request for hearing is filed by the parent, all procedures as set forth by TEA for requests for hearing will

be followed. Richland Collegiate High School is available to assist the parent or adult student by providing necessary information if the parent requests assistance in filing a Due Process Hearing.

Parties to a due process hearing may be accompanied and advised by counsel and by individuals, such as non-attorney advocates, who have special knowledge or training regarding the problems of children with disabilities.

Transfer Students

Authority: 20 U.S.C.; 34 C.F.R. Part 300; Texas Education Code; 19 T.A.C. Chapter 89

Determination of eligibility for Special Education for a transfer student will be determined by:

- Verification from the parents, in writing or by telephone, that the student is a student with a disability, transferred within the same academic year and was receiving Special Education services in the previous school district OR
- Verification, in writing or by telephone, from the previous school district that the student is a student with a disability, transferred within the same academic year and was receiving Special Education services;
- The Richland Collegiate High School will provide services comparable to those described in the student's IEP from the previous public agency during the first 30 days of enrollment until additional data can be gathered;
- Within 30 school days from the date the child is verified as being a child eligible for special education services, the Richland Collegiate High School will either adopt the IEP from the previous district or develop, adopt and implement its own IEP;
- For in-state or out-of-state transfers, the Richland Collegiate High School may conduct additional evaluation if deemed necessary;
- If a student is in the process of being evaluated for special education eligibility, the Richland Collegiate High School and the sending district must coordinate efforts to ensure a prompt completion of the evaluation. The evaluation shall be completed no later than the 60th calendar day after the Richland Collegiate High School receives written consent for the evaluation.

For a student who is new to Richland Collegiate High School from a school within the state, the ARD/IEP Committee may meet and accept the current IEP if:

- The previous District is in the same state;
- A copy of the student's current IEP is available;
- The parent indicates, in writing, that they are satisfied with the current IEP;
- Richland Collegiate High School determines that the current IEP is

appropriate and can be implemented, as written.

For a student who is transferring to another district, Richland Collegiate High School will upon request:

- Prepare the student's records in a timely manner
- Send the transferring student's records to the receiving school in a timely manner.

Personal Graduation Plan

Authority: Texas Education Code (TEC); 19 T.A.C. Chapter 89

As a part of the IEP, a Personal Graduation Plan will be developed for any Richland Collegiate High School student who:
does not perform satisfactorily on the state-wide assessment;
is not likely to receive a high school diploma before the fifth school year following the student's enrollment in grade level nine, as determined by Richland Collegiate High School.

This Personal Graduation Plan must:

- identify educational goals for the student;
- include diagnostic information, appropriate monitoring and intervention, and other evaluation strategies;
- include an intensive program of instruction;
- address participation of the student's parent or guardian, including consideration of the parent's or guardian's educational expectations for the student;
- provide innovative methods to promote the student's advancement, including flexible scheduling, alternative learning environments, on-line instruction, and other interventions that are proven to accelerate the learning process and have been scientifically validated to improve learning and cognitive ability.

A Summary of Performance must be developed for all students whose special education eligibility terminates due to graduation or exceeding age eligibility and must include but is not limited to a summary of the student's academic achievement, functional performance, recommendations on how to assist the student in meeting post-secondary goals, views of the parent, views of the student and, if appropriate, a written recommendation from adult service agencies. If the child is graduating due to successful completion of the individualized education program, a Full and Individual Evaluation must be provided and be part of the summary of performance.

Discipline

Authority: 20 U.S.C.; 34 C.F.R. Part 300, Texas Education Code (TEC); 19 T.A.C. Chapter 89

All disciplinary actions regarding students with disabilities shall be conducted in accordance with the most current federal and state laws. (Under Texas statute, a suspension may not exceed 3 consecutive school days (TEC 37.005). All Procedural Safeguards, including required Notices and Consents, will be followed throughout the process of disciplinary action for students with disabilities.

When a Principal or other appropriate administrator recommends disciplinary removal from the student's current IEP placement, a "Change of Placement Analysis" will be conducted.

Change of Placement Analysis

Richland Collegiate High School will count the days of disciplinary removal from the student's current educational placement. (An in-school suspension would not be considered a part of the days of suspension as long as the child is afforded the opportunity to appropriately progress in the general curriculum, continue to receive the services specified on his or her IEP and continue to participate with non-disabled children to the extent they would have in their current placement.)

Manifestation Determination Review (MDR)

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, Richland Collegiate High School, the parent, and relevant members of the ARD/IEP Committee (as determined by the parent and the charter school) shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:

1. If the conduct in question was caused by or had a direct and substantial relationship to the child's disability; OR
2. If the conduct in question was the direct result of Richland Collegiate High School's failure to implement the IEP.

Manifestation Determination

If Richland Collegiate High School, the parent, and relevant members of the ARD/IEP Committee determine that the following conditions were met:

1. The conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; OR
2. The conduct in question was the direct result of Richland Collegiate High School's failure to implement the IEP; the conduct shall be determined to be a manifestation of the child's disability.

If Richland Collegiate High School, the parent, and relevant members of the

ARD/IEP Committee determine that:

1. The conduct in question was not caused by, or did not have a direct and substantial relationship to, the child's disability; AND
2. The conduct in question was not the direct result of Richland Collegiate High School's failure to implement the IEP THEN the conduct shall be determined to not be a manifestation of the child's disability.

Determination that the Behavior was a Manifestation

If Richland Collegiate High School, the parent and relevant members of the ARD/IEP Committee make the determination the child's behavior was a manifestation of the child's disability, the IEP Team shall:

1. Conduct a Functional Behavioral Assessment (FBA), and implement a Behavior Intervention Plan (BIP) for the child, provided that Richland Collegiate High School has not conducted such assessment prior to such determination before the behavior resulted in a change of placement;
2. In the situation where a BIP has been developed, review the student's BIP and modify it, as necessary, to address the behavior; and
3. Except for circumstances listed immediately below, return the child to the placement from which the child was removed, unless the parent and Richland Collegiate High School agree to a change of placement as part of the modification of the BIP.

Special Circumstances

School personnel may remove a student to an interim alternative education setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, and services during periods of removal are determined and provided, in cases where a child:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or District;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or District; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or District. Serious bodily injury involves:
 - a. a substantial risk of death;
 - b. extreme physical pain;
 - c. protracted and obvious disfigurement; or
 - d. protracted loss or impairment of the function of a bodily member, organ or mental faculty.

Interim Alternative Educational Placement

The interim alternative educational setting shall be determined by the ARD/IEP

Committee. If school personnel seek to order a change of placement that would exceed 10 school days and the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner and for the same duration in which the procedures would be applied to children without disabilities. Students who violate the student code of conduct and are referred to a District Alternative Education Placement facility are withdrawn from Richland Collegiate High School and must return to their home district to serve the assigned time. Students may not reenroll in the Richland Collegiate High School program once they have withdrawn.

Services

A child with a disability who is removed from the child's current placement (irrespective of whether the behavior is determined to be a manifestation of the child's disability) shall:

1. continue to receive educational services, provided by highly qualified teachers, so as to enable the child to receive a Free and Appropriate Public Education, to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and
2. receive, as appropriate, a Functional Behavior Assessment behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

Notification

Not later than the date on which the decision to take disciplinary action is made, Richland Collegiate High School shall:

- Notify the parents of the decision to take disciplinary action;
- Provide parents a copy of the Procedural Safeguards; and
- Provide written Notice of an ARD/IEP Committee meeting to conduct a Manifestation Determination Review.

Short-Term Removals

Richland Collegiate High School may remove a student with a disability for up to 10 school days for a violation of the Student Code of Conduct and need not provide services if services are not provided to a student without disabilities who has been similarly removed.

In the case of a student whose behavior impedes his or her learning or that of others, an ARD/IEP Committee may be convened to consider strategies including positive behavior interventions, strategies, and supports to address that behavior.

When additional short-term removals occur (beyond 10 cumulative days in a

school year) an ARD/IEP Committee may be convened to review the BIP and its implementation to determine if accommodations/modifications are necessary.

School personnel, in consultation with the student's teacher, shall determine services necessary for FAPE including:

- services to the extent necessary to enable the student to appropriately progress in the general curriculum; and
- services to the extent necessary to appropriately advance toward achieving the goals set out in the student's IEP.

Beginning the 11th day of short-term disciplinary removals in a school year, and in any case of a disciplinary change of placement, the ARD/IEP Committee must address behavioral issues. If the removal does not result in a change of placement, the ARD/IEP Committee must meet within 10 school days of first removing the student for more than 10 school days in a school year to develop a plan to conduct a Functional Behavioral Assessment if one was not conducted before the behavior that resulted in the removal.

- After the Functional Behavioral Assessment (FBA) is completed, the ARD/IEP Committee will meet as soon as possible to develop a Behavior Intervention Plan (BIP) to address the behavior and provide for implementation of the BIP, if appropriate.
- If the student's IEP already includes a BIP, within 10 school days of first removing the student for more than 10 school days in a school year, the ARD/IEP Committee must meet to review the BIP and its implementation, and modify the plan and its implementation as necessary to address the behavior.

Restraint and Time-Out

Authority: Texas Education Code (TEC); Texas Penal Code; 19 T.A.C. Chapter 89

Seclusion/Confinement – Richland Collegiate High School prohibits a student with a disability from being confined in a locked box, locked closet or other specially designed locked space as either a discipline management practice or a behavior management technique. No Richland Collegiate High School employee, volunteer or independent contractor will place a student in seclusion/confinement. This section does not prevent a student's locked, unattended confinement in an emergency situation while awaiting the arrival of law enforcement personnel if:

- a. the student possesses a weapon; and
- b. the confinement is necessary to prevent the student from causing bodily harm to himself/herself or another person.

Restraint – Richland Collegiate High School will use physical force or a mechanical device to restrict the free movement of all or a portion of the student's

body only in an emergency in which a student's behavior poses a threat of imminent, serious physical harm to the student or others or imminent, serious property destruction.

A core team of personnel on each campus is trained in the use of restraint. Training regarding the use of restraint shall be provided according to the requirements set forth at 19 Administrative Code 89.1053(d). On the day restraint is utilized, the campus administrator or designee must be notified verbally or in writing regarding the use of restraint and a good faith effort must be made to verbally notify the parent(s) regarding the use of restraint. Written notification must be mailed or otherwise provided to the parent within one school day of the use of restraint and placed in the student's eligibility folder. This written documentation must include the name of the student, the staff member(s) administering the restraint, the date and time of the restraint began and ended, the location and nature of the restraint, a description of the activity and/or behavior that prompted the restraint, efforts made to de-escalate the situation and documentation of efforts to contact the parent regarding the restraint. This information should be available to the ARD Committee when it considers the impact of the student's behavior on learning and/or the creation or revision of a behavioral intervention plan. If personnel are called upon to use restraint in an emergency and have not received prior training, they must receive training within 30 school days following the use of restraint.

Time-Out – Richland Collegiate High School may remove a student from an educational environment and from the source(s) of the anger escalation. This removal (time-out) is a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period of time in a setting that is not locked and from which the student is not physically prevented from leaving.

Time-out will be used in conjunction with an array of positive behavior intervention strategies/techniques and must be included in the student's IEP and/or BIP if it is utilized on a recurring basis to increase or decrease a targeted behavior.

Training on the use of Time-out will be provided as part of a program which addresses a full continuum of positive behavior intervention strategies and will address the impact of Time-out on the ability of the student to be involved in and progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student's IEP. Documentation or data collection regarding the use of time-out, if any, must be addressed in the IEP or BIP. The ARD committee must use any collected data to judge the effectiveness of the intervention and provide a basis for making determinations regarding its continued use.

Regarding the Use of Service Animals

Authority: 38 C.F.R. §18.444; 28 CFB Part 35

Service Animal

A parent/adult student requesting the use of a service animal must make a written request through the campus administrator, who will direct the request to the administrator identified by the Richland Collegiate High School. The school has established procedures for evaluating a request to bring a service animal on school property a case-by-case basis.

Use of Service Animal Standards:

1. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a “service animal.”
2. The service dog must be an “individually trained service dog”. The work or tasks performed by a service dog must be directly related to the handler’s disability.
3. The service dog must have a health certificate that evidences the dog is currently in good health, free from parasites. Owners of a service dog must provide “annual” proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Paroinfluenza, Parvovirus, Coronavirus), Bordetella, and Rabies.
4. Owners of a service miniature horse must provide “annual” proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephelomyelitis, Rhinoneumonitis, Influenza, and Strangles.
5. Guide dogs for totally or partially blind persons and hearing dogs for deaf or hearing impaired or otherwise disabled persons must wear a harness, backpack, or vest identifying the dog as a trained service dog.
6. The service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).
7. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:
 - a. The type, size, and weight of the miniature horse and whether the facility and accommodate these features.
 - b. Whether the handler has sufficient control of the miniature horse.

- c. Whether the miniature horse is housebroken.
 - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operations.
8. A service animal will be denied access to school property if at any time "Minimum Standards for Assistance Animals in Public" are not maintained:
 - a. Animal is clean, well-groomed and does not have an offensive odor
 - b. Animal does not urinate or defecate in inappropriate locations. Animal must be housebroken.
 - c. Animal does not solicit attention, visit or annoy any member of the student body or School personnel.
 - d. Animal does not vocalize unnecessarily (i.e. barking, growling or whining).
 - e. Animal does not solicit aggression towards people or other animals.
 - f. Animal does not solicit or steal food or other items from the student body or school personnel
 - g. Animal is out of control and the animal's handler does not take effective action to control it.
 9. The service animal must not in any other way interfere with the educational process of any student.
 10. The service animal must not pose a health or safety threat to any student, personnel or other persons.
 11. The owner of a service animal is liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property
 12. The school district is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.
 - a. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
 - b. Students with service animals are expected to care and supervise their animal. In the case of a student with a disability who is unable to care for or supervise his/her service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis by the building administrator.
 13. The campus administrator will be the individual responsible for determining if the service animal meets Richland Collegiate High School standards.
 14. Appealing a denial of a request for the use of a service animal must be directed to the campus administrator, who will direct the appeal to the appropriate district personnel. If a service animal is properly excluded under 28 CFR 35.136(b), Richland Collegiate High School shall give the individual with a disability the opportunity to participate in the school's service, program, or activity without having the service animal on the premises.

Education Funds

Authority: 20 U.S.C.; 34 C.F.R. Part 300; Texas Education Code; 19 T.A.C.
Chapter 89

Accountability for Funds

The receipt of Special Education funds must be contingent upon the operation of an approved comprehensive Special Education program in accordance with state and federal laws and regulations. No school may divert Special Education funds for other purposes. Richland Collegiate High School will abide by the Financial Accountability System Resource Guide and the appropriate Office of Management and Budget circulars.

Use of Funds for Personnel

Persons paid from Special Education funds must be assigned to instructional or other duties in the special education program and/or to provide support services in the general education program in order for children with disabilities to be included in the regular education program.

Use of Funds for Materials, Supplies and Equipment

Special Education funds may be used for special materials, supplies and equipment which are directly related to the development and implementation of IEP programs for children and which are not ordinarily purchased for the general education classroom.

Use of Funds for Contract Services

Special Education funds may be used to contract with consultants to provide staff development, program planning and evaluation, instructional services, assessments and related services for children with disabilities.

Use of Funds for Travel

Special Education funds may be used to pay staff travel to perform services directly related to the education of eligible children with disabilities, to attend professional development, to pay for training of staff, parents and general education teachers and to provide transportation to and from residential placements.

Use of Funds for Contract Services including Residential Placements

If placement in a public or private residential program is necessary to provide Special Education and Related Services to a student with a disability, the program, including non-medical care and room and board, must be at no cost to the parents of the child. Costs of an approved educationally-based contract for residential placement may be paid from a combination of federal, state and local funds.

Confidentiality

Authority: 34 C.F.R., Part 300; Texas Education Code (TEC) FERPA, IDEA '04

Richland Collegiate High School maintains the confidentiality of all Special Education records and has developed procedures to implement confidentiality requirements consistent with federal regulations. Parents or adult students are advised of their rights pertaining to student records at least once annually.

Parent access –The parent (or adult student) may inspect and review educational records during school business hours. The requesting parent may inspect, review, or be informed of only the specific information about his or her child's records.

Availability – Records will be made available to the parent (or adult student) without any unnecessary delay and before any meeting regarding an Individual Education Program (IEP), or any hearing related to the placement of the student, or the provision of FAPE and in no case more than 45 days after a request has been made.

Copies – Parent(s) (or adult students) may request copies of any documents in the student's records but the school is generally required to give copies only if failure to do so would effectively deny access.

Cost of copies – Richland Collegiate High School maintains the right to charge a fee for copies of records but not if a fee will prevent parent access to the copies. No fee will be charged to search or retrieve any information to which the parent (or adult student) has a right.

Consent – Except for specific exceptions, a parent shall provide a signed and dated written consent before a school may disclose education records. The consent must specify records that may be disclosed, purpose of disclosure and parties to whom disclosure may be made. Exceptions to prior consent as outlined in FERPA, Section 99.31, are:

- a. to school officials with legitimate educational interests;
- b. to schools in which a student seeks or intends to enroll;
- c. to Federal, State, and local authorities conducting an audit, evaluation, or enforcement of education programs;
- e. in connection with financial aid, such as a college loan;
- f. to organizations conducting studies on behalf of educational institutions;
- g. to parents of a dependent student;
- h. to comply with a judicial order or subpoena;
- i. in a health or safety emergency;
- j. directory information;
- k. to state and local officials in connection with serving the student under the juvenile justice system.

Amendment –The parent (or adult student) may request an amendment to any information in the education record. Richland Collegiate High School will reply in a reasonable time period with a refusal or amendment. If the parent (or adult student) still disagrees, a hearing may be requested and will be carried out in accordance with all state and federal regulations.

Destruction of records – Richland Collegiate High School will prescribe retention periods for all records but must adhere to the prescribed retention period as outlined in federal or state law, rule of court or regulations for records.

Schools may not destroy records if the record is known by the custodian to be in litigation, a request for access is pending, the record is pending an audit by a federal or state agency or there is a pending claim, administrative review or other action involving the record.

Eligibility Folder

Authority: 19 T.A.C. Chapter 89

Richland Collegiate High School’s Special Programs department maintains an eligibility folder for each individual with a disability receiving Special Education services in addition to the individual cumulative records. The eligibility folder includes, but is not limited to:

1. Copies of referral data
2. Documentation of Notices and Consents
3. Evaluation reports and supporting data including eligibility and disability reports
4. Admission, Review, and Dismissal (ARD)/IEP Committee reports
5. Individual Education Program (IEP)

Additionally, the eligibility folder may contain reports of progress to parents/legal guardians of students with disabilities who receive Special Education, which are developed and recorded with at least the same frequency as those provided to any student in general education.

The eligibility folders are maintained according to the policies and procedures regarding confidentiality and are located in a locked file cabinet. A list of persons who have accessed the files is maintained and access logs are maintained in each student’s eligibility folder as to the date, the person accessing the file and their position, and the reason for access. The educational agency or institution must maintain the record of access with the education records of the student.

The classroom teacher(s) who provide services to the student with disabilities will

have the opportunity to provide input and request assistance regarding the implementation of the student's IEP. Each teacher receives a copy of relevant sections of the Individual Education Program (IEP) in relation to the responsibilities of that teacher in the implementation of the IEP in the classroom. The classroom teacher will also be provided any instructions, suggestions and/or support for teaching adaptations or strategies that enable the student to progress in the general curriculum and attain goals and objectives as indicated in the IEP.

Standards and Professional Development

Authority: 34 C.F.R. Part 300; 19 T.A.C. 149.21

Richland Collegiate High School will insure that professional standards for all individuals serving children with disabilities are met in accordance with IDEA '04, No Child Left Behind and the Texas Education Code. Richland Collegiate High School insures that all personnel necessary to carry out the requirements of IDEA '04 are appropriately and adequately certified and/or licensed and prepared.

Richland Collegiate High School has established a comprehensive system of Professional Development addressing the training needs of personnel serving students with disabilities. The training is completed during school in-service programs throughout the year, and the administrative designee (Special Programs Coordinator) assures that each individual serving the needs of students with disabilities completes all necessary training. The specific areas of in-service training may include but are not limited to:

- Philosophy of Child/Family Centered Process
- Parent/Student Rights
- Special Education Process/Timelines for Child-Centered Educational Process
- Response-to-Intervention Strategies
- Referral Process
- Evaluation
- IEP Development and Implementation
- Related Services
- Free and Appropriate Public Education (FAPE)
- Assistive Technology
- State-wide Assessments
- Positive Behavior Intervention Strategies
- Personnel Credentials including definition of "Highly Qualified" personnel
- Forms/Documentation/Records Maintenance
- Corrective Action Plan (CAP)
- Least Restrictive Environment (LRE)

- Initial Evaluation/Re-evaluation Timelines
- Confidentiality/FERPA
- Identification of Eligible Students
- ARD/IEP Process
- Disciplinary Action
- State Performance Plan (SPP) Objectives

Documentation of the presentations and a roster of staff members receiving the in-service training are accessible in the office of the Richland Collegiate High School Special Programs Coordinator.

FINANCIAL REPORT NO. 17

Approval of Expenditures for July 2012

The chancellor recommends approval of expenditures in the amount of \$24,504,921 in the month of July 2012.

FINANCIAL REPORT NO. 18

Acceptance of Gifts

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

<u>Gifts Reported in August 2012</u>				
<u>Beneficiary</u>	<u>Purpose</u>	<u>Quantity</u>	<u>Range</u>	<u>Total</u>
DCCCD	Chancellor's Council	3	\$ 100 - 5,000	\$ 1,775
	Programs and Services	13	\$ 100 - 5,000	\$ 12,879
	Programs and Services	1	\$5,001 - 90,000	\$ 83,333
	Scholarship	6	\$ 100 - 5,000	\$ 7,050
	Scholarship	1	\$5,001 - 90,000	\$ 10,000
	Rising Star	1	\$ 100 - 5,000	\$ 5,000
	Rising Star	1	\$5,001 - 90,000	\$ 18,000
Total		26		\$138,037

<u>Gifts Reported in Fiscal Year 2011-12</u>				
<u>Month Reported</u>	<u>Amount by Category</u>			<u>Total</u>
	<u>Equipment</u>	<u>Rising Star</u>	<u>Other Gifts</u>	
September	\$ 6,277	\$ 0	\$ 29,281	\$ 35,558
October	0	0	196,436	196,436
November	5,400	200	66,101	71,701
December	6,700	275,500	44,672	326,872
January	10,690	4,518	105,929	121,137
February	44,426	200	87,830	132,456
March	1,500	0	108,718	110,218
April	0	0	194,360	194,360
May	46,670	0	214,529	261,199
June	8,200	0	97,465	105,665
July	450		36,124	36,574
August	<u>0</u>	<u>23,000</u>	<u>115,037</u>	<u>138,037</u>
Total	\$130,313	\$303,418	\$1,296,482	\$1,730,213

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

In July 2012, DCCCD Foundation, Inc. made the following expenditures on behalf of DCCCD:

<u>Purpose</u>	<u>Quantity</u>	<u>Total</u>
Chancellor's Fund	4	\$ 400
Programs and Services	24	\$ 32,823
Total	28	\$ 33,223

In addition to activity from the preceding month the following is a cumulative summary of gifts pledged for major initiatives, such as the Health Careers Resource Center Endowment and the Rising Star Endowment. See table below.

<u>Strategic Initiatives</u>	<u>Pledged</u>
Health Careers Resource Center Endowment	\$ 416,667
Rising Star Endowment	\$2,750,000
Total	\$3,166,667

FINANCIAL REPORT NO. 19

Approval of Agreement with FCD Youth, LLC

The chancellor recommends that authorization be given to approve a recreational use and license agreement with FCD Youth, LLC for the period August 8, 2012 through August 7, 2014 with two subsequent one-year terms to renew usage of soccer field #4 for soccer practice at Brookhaven College. Total revenue for the initial term of the agreement will be \$76,500. If the option is renewed, the revenue for 2014-2015 will be \$42,000 and 2015-2016 will be \$44,500. Total revenue for the four year term will be \$163,000.

The license fee for use of soccer field #4 covers the annual cost of field maintenance including regular mowing, cutting and painting lines, servicing trash receptacles, operating the irrigation system and maintaining the fence. The agreement also requires FCD Youth to pay for the cost of water and electricity for soccer field #4.

An integral part of the agreement requires that soccer field #4 be operated in a manner consistent with the educational, athletic and community service objectives of the college. FCD Youth's use of soccer field #4 does not interfere in any way with normal college or college-sponsored activities. The use of soccer field #4 will be under the direct supervision of college staff at all times throughout the term of the agreement.

Note: Retroactive approval is requested. This contract is being submitted with request for retroactive approval due to the contract negotiations.

FINANCIAL REPORT NO. 20

Approval of Interlocal Contracts for Services Provided by DCCCD to City of Garland, Dallas County Personnel/Civil Service, Carrollton-Farmers Branch Independent School District, and Fort Worth Independent School District

The chancellor recommends that authorization be given to approve the following interlocal contracts for services provided by DCCCD:

- For non-credit courses provided by Eastfield College to City of Garland in an amount not to exceed \$56,000 for the period September 17, 2012 through August 31, 2013.
- For non-credit classes provided by Richland College to Dallas County Personnel/Civil Service in an amount not to exceed \$30,000 unless amended by both parties, for the period October 1, 2012, through September 30, 2013.
- For Carrollton-Farmers Branch Independent School District to continue the Early College High School (ECHS) on Brookhaven College campus for the period August 15, 2012 through August 14, 2013, with two (2) one-year renewal terms.

Note: Retroactive approval is requested. This contract is being submitted with request for retroactive approval due to the contract negotiations.

No financial resources are required to support implementation of this recommendation.

- For Fort Worth Independent School District to provide educational experiences for students enrolled in nursing courses at Brookhaven College for the period August 27, 2012 through August 26, 2014, and may be renewed every two (2) years by a letter of agreement signed by both parties.

Note: Retroactive approval is requested. This contract is being submitted with request for retroactive approval due to the contract negotiations.

No financial resources are required to support implementation of this recommendation.

FINANCIAL REPORT NO. 21

Approval of Budget for 2012-13

The chancellor recommends that the Board of Trustees adopt the attached resolution approving the budget for 2012-13.

Total current funds (operating) budget is \$501,428,578 and comprised of the following components:

- unrestricted fund -- \$348,141,209
 - auxiliary fund -- \$9,629,378
 - restricted fund -- \$140,847,835
 - Richland Collegiate H.S. -- \$2,810,156
- Unexpended plant fund budget is \$14,539,856.
Debt service budget is \$39,676,251.
Quasi-endowment fund budget is \$332,250.

The budgeted revenues and expenditures are \$38,307,000 more than presented at the budget workshop on July 17 subject to the board approval of a M&O tax rate of \$0.098605 per \$100 valuation and an increase in tuition effective with the Spring 2013 semester. The amounts added to the Current Operating Budget are as follows:

Revenues:

- \$6,307,000 added to Tuition
- \$32,000,000 added to Taxes for Current Operations

Expenditures:

- \$500,000 added for the Visiting Scholars program
- \$11,400,000 added for across-the-board salary adjustments
- \$3,250,000 added for faculty market, job evaluation, PSS & Administrative scale adjustments
- \$2,000,000 for technology
- \$3,500,000 added for staff benefit supplement for ERS and ORP
- \$1,457,000 added to reserves for potential State reduction
- \$16,200,000 added for facilities projects and operations supplement

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2012-13 PROPOSED CURRENT FUNDS OPERATING BUDGET
ESTIMATED REVENUES

CURRENT FUNDS REVENUES & ADDITIONS	Proposed 2013 Budget
UNRESTRICTED FUND:	
State Appropriations	\$ 89,230,932
Tuition	94,556,980
Taxes for Current Operations	152,222,660
Federal Grants & Contracts - Work Study	1,037,885
State Grants & Contracts	126,452
General Sources:	
Investment Income	2,726,000
General Revenue	3,105,776
Subtotal General Sources	\$ 5,831,776
Use of Fund Balance & Transfers-in	5,134,524
TOTAL UNRESTRICTED REVENUES	\$ 348,141,209
AUXILIARY FUND:	
Sales & Services	\$ 5,137,019
Investment Income	201,562
Transfers-in	4,290,797
TOTAL AUXILIARY REVENUES & ADDITIONS	\$ 9,629,378
RESTRICTED FUND:	
State Appropriations	
Insurance/Retirement Match	\$ 15,268,551
SBDC State Match	2,398,785
Subtotal State Appropriations	\$ 17,667,336
Grants & Contracts	
Federal	\$ 106,442,536
State	9,077,404
Local	7,495,470
Transfers-in	88,847
TOTAL	\$ 123,104,257
Richland Collegiate High School	76,242
TOTAL RESTRICTED REVENUES & ADDITIONS	\$ 140,847,835
Richland Collegiate High School	
State Funding	\$ 2,800,156
Interest Income	10,000
Total	\$ 2,810,156
TOTAL CURRENT FUNDS REVENUES & ADDITIONS	\$ 501,428,578

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2012-13 PROPOSED CURRENT FUNDS OPERATING BUDGET
ESTIMATED EXPENDITURES

CURRENT FUNDS EXPENDITURES & USES	Proposed 2013 Budget
UNRESTRICTED FUND:	
Instruction	\$ 129,755,879
Public Service	4,718,248
Academic Support	15,656,475
Student Services	28,618,320
Institutional Support	55,885,429
Staff Benefits	24,912,440
Plant Operations & Maintenance	29,117,021
Repairs & Rehabilitation	7,074,262
SPECIAL ITEMS	
Reserve - Campus	2,759,603
Reserve - Visiting Scholars	500,000
Reserve - Cost of Living Adjustment	11,400,000
Reserve - Faculty Market/Job Evaluation and PSS & Adm. Scale Adj.	3,250,000
Reserve - Technology	2,500,000
Reserve - Operating	1,000,000
Reserve - Staff Benefits Supplement for ERS and ORP	3,500,000
Reserve - Potential State Reduction	4,402,549
Reserve - Facilities Projects and Operations Supplement	16,200,000
TOTAL UNRESTRICTED FUND EXPENDITURES & USES	\$ 341,250,226
AUXILIARY FUND:	
Student Activities	\$ 6,769,047
Sales & Services	2,101,364
Reserve - Campus	504,919
Reserve - District	150,346
Transfers-out	103,702
TOTAL AUXILIARY EXPENDITURES & USES	\$ 9,629,378
RESTRICTED FUND:	
State Appropriations	
Insurance/Retirement Match	\$ 15,268,551
Grants & Contracts	30,547,882
Scholarships	94,955,160
TOTAL	\$ 140,771,593
Richland Collegiate High School	76,242
TOTAL RESTRICTED EXPENDITURES	\$ 140,847,835
Richland Collegiate High School	
Instruction	\$ 1,393,672
Public Service	220,000
Academic Support	81,816
Student Services	392,328
Institutional Support	692,340
Plant Operations & Maintenance	30,000
Total	\$ 2,810,156
SUBTOTAL	\$ 494,537,595
Transfers	
Mandatory Transfers:	
Tuition to Debt Service Fund	\$ 2,529,623
Institutional Matching - Contracts & Grants	70,719
Non-mandatory Transfers:	
Auxiliary Fund	4,290,641
TOTAL TRANSFERS & DEDUCTIONS	\$ 6,890,983
TOTAL CURRENT FUNDS EXPENDITURES & USES	\$ 501,428,578

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2012-13 PROPOSED ANNUAL BUDGET**

PROPOSED UNEXPENDED PLANT FUND BUDGET

REVENUES & ADDITIONS	Proposed 2013 Budget
Investment Revenue	\$ 578,000
Use of Fund Balance	13,961,856
TOTAL UNEXPENDED PLANT FUND REVENUES & ADDITIONS	\$ 14,539,856

EXPENDITURES & USES

Bldg & Physical Plant Repairs	\$ 75,223
Construction	13,168,595
Architects/Design/Engineering	1,296,038
TOTAL UNEXPENDED PLANT FUND EXPENDITURES & USES	\$ 14,539,856

PROPOSED DEBT SERVICE BUDGET

REVENUES & ADDITIONS	Proposed 2013 Budget
Taxes (Maintenance Tax Notes)	\$ 2,270,391
Taxes (General Obligation Bonds)	34,480,627
Transfers-in (Tuition)	2,529,623
Transfers-in (Unrestricted)	395,610
TOTAL DEBT SERVICE REVENUES & ADDITIONS	\$ 39,676,251

EXPENDITURES

General Obligation Bonds (Principal & Interest)	\$ 33,557,856
Revenue Bonds (Principal & Interest)	2,925,233
Maintenance Tax Notes (Principal & Interest)	2,209,631
Uncollectible Tax Expense	253,582
Tax Collection Fees	729,949
TOTAL DEBT SERVICE EXPENDITURES	\$ 39,676,251

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2012-13 PROPOSED ANNUAL BUDGET**

PROPOSED QUASI-ENDOWMENT FUND BUDGET

<u>PROPOSED QUASI-ENDOWMENT FUND BUDGET</u>	Proposed 2013 Budget
Revenues:	
Investment Income	\$ 82,250
Lease Income	<u>250,000</u>
TOTAL QUASI-ENDOWMENT REVENUES AND ADDITIONS	<u>\$ 332,250</u>
Transfers-Out Rising Star Program	<u>\$ 332,250</u>
TOTAL QUASI-ENDOWMENT USES	<u>\$ 332,250</u>

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2012-13 PROPOSED ORIGINAL BUDGET ALLOCATION**

BASE ALLOCATION	BROOKHAVEN		CEDAR VALLEY		EASTFIELD		EL CENTRO		MOUNTAIN VIEW		NORTH LAKE		RICHLAND		COLLEGE TOTAL		DISTRICT		DCCCD	
	Base	Allocation	Base	Allocation	Base	Allocation	Base	Allocation	Base	Allocation	Base	Allocation	Base	Allocation	Base	Allocation	Base	Allocation	Base	Allocation
Fixed Allocation		4,000,000		4,000,000		4,183,500		5,033,500		4,000,000		4,367,000		4,183,500		29,767,500				29,767,500
Maintenance Allowance \$6.492 /Sq. Ft.	642,441	4,170,495	519,276	3,370,953	669,516	4,346,257	676,593	4,392,199	523,276	3,396,919	649,754	4,217,969	769,222	4,993,512	4,450,078	28,888,304			4,269,889	28,888,304
State Funding:																				
Credit 164.57%	14,348,860	23,614,122	7,197,102	11,844,364	14,391,011	23,683,474	13,907,679	22,888,048	8,339,288	13,724,075	12,282,703	20,213,804	21,316,224	35,080,387	91,782,867	151,048,274			90,381,405	151,048,274
Cont Ed 100%	984,749	984,749	727,658	727,658	1,412,817	1,412,817	2,724,962	2,724,962	427,534	427,534	1,273,815	1,273,815	2,392,478	2,392,478	9,944,013	9,944,013			9,418,271	9,944,013
Sub-total State Funding		24,598,871		12,572,022		25,096,291		25,613,010		14,151,609		21,487,619		37,472,865		160,992,287		0		160,992,287
Total Adjustments including Smoothing		550,534		324,687		(735,101)		(666,179)		353,773		877,435		748,413		1,453,562				1,453,562
TOTAL BASE ALLOCATION		33,319,900		20,267,662		32,890,947		34,372,530		21,902,301		30,950,023		47,398,290		221,101,653		0		221,101,653
RECURRING ITEMS																				
Staff Benefit Allocation (Fund 11; Acct#01007		1,576,762		925,349		1,418,055		2,085,376		1,018,213		1,449,317		2,276,777		10,749,849			13,246,522	23,996,371
College Revenues																				
Net Continuing Ed Income		1,750,000		1,319,721		947,375		2,799,176		836,879		1,770,452		3,404,681		12,828,284				12,828,284
Net Other Fees		142,500		57,000		137,900		113,429		100,000		141,930		185,515		878,274				878,274
Miscellaneous Income		112,950		23,600		620,085		930,842		166,800		152,725		198,000		2,205,002				2,205,002
Work Study/Admin. Allow.		103,652		138,528		235,765		212,331		115,402		105,700		182,820		1,094,198				1,094,198
State Work Study		14,878		13,823		29,757		29,018		17,703		17,117		24,000		146,296				146,296
TOTAL RECURRING ITEMS		3,700,742		2,478,021		3,388,937		6,170,172		2,254,997		3,637,241		6,271,793		27,901,903		13,246,522		41,148,425
TOTAL NON-RECURRING ITEMS		348,362		257,067		444,340		885,656		251,519		746,502		368,493		3,301,939		0		3,301,939
COLLEGE ALLOCATION		37,369,004		23,002,750		36,724,224		41,428,358		24,408,817		35,333,766		54,038,576		252,305,495		13,246,522		265,552,017
Reconciliation of Requested Fund Balance, Debt Service & Reserve Transfers																				
Operations																0			24,170,699	24,170,699
Virtual College																0			3,711,000	3,711,000
Visiting Scholars																0			500,000	500,000
Cost of Living Adjustment																0			11,400,000	11,400,000
Faculty Market/Job Evaluation and PSS and Adm. Scale adj.																0			3,250,000	3,250,000
Technology																0			2,500,000	2,500,000
Staff Benefits Supplement for ERS and ORP																0			3,500,000	3,500,000
Potential State Reduction																0			4,402,549	4,402,549
Facilities Projects and Operations Supplement																0			16,200,000	16,200,000
Use of Fund Balance												35,000				35,000			5,099,524	5,134,524
Debt Service Transfers		389,970		201,225		400,508		317,190		284,505		369,465		566,760		2,529,623			5,290,797	2,529,623
Reserves & Transfers																0			5,290,797	5,290,797
TOTAL COLLEGE BUDGET		37,758,974		23,203,975		37,124,732		41,745,548		24,693,322		35,738,231		54,605,336		254,870,118		93,271,091		348,141,209

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**

WHEREAS, on the ninth day of August, 2012, notices were given of public meetings on the twenty-first day of August, 2012 and the twenty-eighth day of August, 2012, at the Board Room of the Dallas County Community College District, 1601 S. Lamar Street, Dallas, Texas, on a proposal to increase total revenues from properties on the tax roll in the preceding year for the fiscal year September 1, 2012, through August 31, 2013;

WHEREAS, all requirements of the statutes of the State of Texas and the regulations of the Texas Higher Education Coordinating Board regarding the budget have been met;

WHEREAS, the meeting was held by the Board of Trustees of the Dallas County Community College District on the fourth day of September, 2012, and all members of the public were given an opportunity to speak in regard to the proposed budget, and the members of the Board of Trustees were given a full explanation of the proposed budget;

WHEREAS, the meeting was closed from further public comments, and the Board of Trustees, after fully considering the proposed budget, is of the opinion that the proposed budget should be approved; and now therefore;

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

Section 1. That the proposed budget for the fiscal year beginning September 1, 2012, and ending August 31, 2013, is adopted, and is designated as the official budget for the Dallas County Community College District for the 2012-13 fiscal year, and is effective on September 1, 2012.

Section 2. That Dr. Wright L. Lassiter, Secretary of the Board of Trustees of the Dallas County Community College District, is directed to file a copy of the official budget with the county clerk of Dallas County, Texas, the Governor's Office, the Legislative Budget Board and the Texas Higher Education Coordinating Board.

This resolution is effective from and immediately upon its adoption.

Jerry Prater, Chair
Board of Trustees
Dallas County Community College District

Dr. Wright L. Lassiter, Jr., Secretary
Board of Trustees
Dallas County Community College District

FINANCIAL REPORT NO. 22

Approval of Resolution Levying the Maintenance and Operation (M&O)
Component of the Ad Valorem Tax Rate for Tax Year 2012

The chancellor recommends that the Board of Trustees adopt the attached resolution establishing the tax rate of \$0.098605 per \$100 valuation for tax year 2012.

As required by law, the District published effective and rollback rates, statements and schedules on August 8, 2012.

Revenue generated by the M&O tax rate supports both the line item "Taxes for Current Operations" in the unrestricted fund and the line item "Taxes (Maintenance Tax Notes)" in the debt service budget. The projected revenues for M&O taxes for FY13 are \$152 million which is a \$32 million increase over FY12. The proposed M&O rate to support the 2012-13 budget of \$0.098605 per \$100 assessed valuation is higher than the effective M&O rate of \$0.078605 per \$100 assessed valuation and is higher than the rollback rate of \$0.084893 per \$100 assessed valuation.

Administration estimates the M&O levy on an average homestead in Dallas County will be increased by \$26.04 annually (25.4%) before exemptions. The average value of a residence homestead in 2012 tax year is \$130,199 compared to \$131,780 for 2011.

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
OF DALLAS COUNTY, TEXAS**

AN ORDER

LEVYING AD VALOREM TAXES FOR THE TAX YEAR 2012, FOR THE MAINTENANCE AND OPERATION OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT.

WHEREAS, the Dallas County Community College District has been duly organized in accordance with Act 1929, Forty-first Legislature, Chapter 290 as amended (Chapter 130, Subchapter C, of the Texas Education Code), and is governed by its terms;

WHEREAS, at an election held in Dallas County, Texas, on the 25th day of May, 1965, the qualified voters approved the creation of the Dallas County Community College District, and the election also authorized a levy of taxes for the maintenance and operation of the College District and to pay interest and sinking fund requirements on maintenance tax note bonds authorized by the District;

WHEREAS, it is necessary that the District levy ad valorem taxes for the maintenance and operation of the colleges operated by the District; and: NOW THEREFORE;

IT IS ORDERED by the Board of Trustees of the Dallas County Community College District, of Dallas County, Texas, a tax is levied for the tax year 2012, on all taxable property situated within the limits of Dallas County Community College District, whose boundaries are the same as those of Dallas County, Texas, on the first day of January of 2012, as follows:

Ad valorem tax at a rate of \$0.098605 on each one hundred dollar (\$100) increment of assessed valuation of property for the maintenance and operation of the colleges and for paying current interest and principal on the maintenance tax notes of the District as authorized by law;

THIS RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THIS TAX RATE WILL EFFECTIVELY BE RAISED BY 25.4 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A

\$100,000 HOME BY APPROXIMATELY \$20 PER YEAR;

THAT, the assessed value of taxable property made by the Dallas Central Appraisal District pursuant to the contract made for this purpose, the assessment rolls are approved and adopted and the taxes shall be levied on this valuation.

THAT, the taxes are subject to the same discount as allowed for Dallas County ad valorem taxes under the law.

IT IS FURTHER ORDERED THAT, upon the adoption of this Order of Resolution, the Chairman of the Board of Trustees and the Secretary of the Board of Trustees of the Dallas County Community College District shall certify a copy of this Order of Resolution and send it to the Tax Assessor and Collector of Dallas County, Texas, to the Commissioner's Court of Dallas County, and to the County Auditor of Dallas County, Texas; and when taxes are collected, that the Tax Assessor and Collector shall remit collections to the Business Office of the College District in accordance with the contract between the Dallas County Community College District and Dallas County.

This Order of Resolution is effective from and after its adoption, and it is accordingly so ordered.

Jerry Prater, Chair
Board of Trustees
Dallas County Community College District

Wright L. Lassiter, Jr., Secretary
Board of Trustees
Dallas County Community College District

THE STATE OF TEXAS

COUNTY OF DALLAS

We, the undersigned, Chairman of the Board of Trustees and Secretary of the Board of Trustees of the Dallas County Community College District, do hereby certify that the attached is a true, full and correct copy of the resolution adopted by the Board of Trustees of said District on the fourth day of September, 2012, establishing the maintenance and operations tax rate to levy taxes for the 2012 tax year, which resolution is of record in said minutes.

WITNESSETH MY HAND AND SEAL of said District the fourth day of September 2012.

Jerry Prater, Chairman
Board of Trustees
Dallas County Community College District

Wright L. Lassiter, Jr., Secretary
Board of Trustees
Dallas County Community College District

(SEAL)

THE STATE OF TEXAS

COUNTY OF DALLAS

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Jerry Prater and Wright L. Lassiter, Jr., known to me to be the true persons and officers whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed, and in the capacity therein stated, and declared to me upon oath that the foregoing instrument is true and correct.

GIVEN UNDER MY HAND AND SEAL of office this fourth day of September, 2012.

Notary Public: _____
My Commission Expires: _____

FINANCIAL REPORT NO. 23

Approval of Resolution Levying the Interest and Sinking (I&S) Component of the Ad Valorem Tax Rate for Tax Year 2012

The chancellor recommends that the Board of Trustees adopt the attached resolution establishing the tax rate of \$0.02077 per \$100 valuation for tax year 2012.

The Interest & Sinking (I&S) rate of \$0.02077 per \$100 of assessed valuation is based on the debt payment requirements and projected collection rate as seen in the debt service fund budget for 2012-13, the line item "Taxes (General Obligation Bonds)." This is the same rate as the 2011 tax year. The Administration estimates the levy on an average homestead before exemptions attributable to the I&S rate will be \$27.04 for the year. This will pay the \$34 million in principal, interest and other expenses of the GO bonds.

Provided the Board approves each component, DCCCD's tax rate for 2012 will be \$0.119375 (\$0.098605 for M&O plus \$0.02077 for I&S), which is higher than the effective rate of \$0.099375 by 20.1%.

As required by law, the District published effective and rollback rates, statements and schedules on August 8, 2012.

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
OF DALLAS COUNTY, TEXAS**

AN ORDER

LEVYING AD VALOREM TAXES FOR THE TAX YEAR 2012, FOR THE DEBT SERVICE OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT.

WHEREAS, the Dallas County Community College District has been duly organized in accordance with Act 1929, Forty-first Legislature, Chapter 290 as amended (Chapter 130, Subchapter C, of the Texas Education Code), and is governed by its terms;

WHEREAS, at an election held in Dallas County, Texas, on the 25th day of May, 1965, the qualified voters approved the creation of the Dallas County Community College District, and the election also authorized a levy of taxes for the maintenance and operation of the College District and to pay interest and sinking fund requirements on general obligation bonds authorized by the District;

WHEREAS, it is necessary that the District levy ad valorem taxes to pay interest and sinking fund requirements on general obligation bonded indebtedness of the District; and: NOW THEREFORE;

IT IS ORDERED by the Board of Trustees of the Dallas County Community College District, of Dallas County, Texas, a tax is levied for the tax year 2012, on all taxable property situated within the limits of Dallas County Community College District, whose boundaries are the same as those of Dallas County, Texas, on the first day of January of 2012, as follows:

Ad valorem tax at a rate of \$0.02077 on each one hundred dollar (\$100) increment of assessed valuation of property for debt service interest and sinking requirements on the general obligation bonds of the District as authorized by law;

THAT, the assessed value of taxable property made by the Dallas Central Appraisal District pursuant to the contract made for this purpose, the assessment rolls are approved and adopted and the taxes shall be levied on this valuation.

THAT, the taxes are subject to the same discount as allowed for Dallas County ad valorem taxes under the law.

IT IS FURTHER ORDERED THAT, upon the adoption of this Order of Resolution, the Chairman of the Board of Trustees and the Secretary of the Board of Trustees of the Dallas County Community College District shall certify a copy of this Order of Resolution and send it to the Tax Assessor and Collector of Dallas County, Texas, to the Commissioner's Court of Dallas County, and to the County Auditor of Dallas County, Texas; and when taxes are collected, that the Tax Assessor and Collector shall remit collections to the Business Office of the College District in accordance with the contract between the Dallas County Community College District and Dallas County.

This Order of Resolution is effective from and after its adoption, and it is accordingly so ordered.

Jerry Prater, Chair
Board of Trustees
Dallas County Community College District

Wright L. Lassiter, Jr., Secretary
Board of Trustees
Dallas County Community College District

THE STATE OF TEXAS

COUNTY OF DALLAS

We, the undersigned, Chairman of the Board of Trustees and Secretary of the Board of Trustees of the Dallas County Community College District, do hereby certify that the attached is a true, full and correct copy of the resolution adopted by the Board of Trustees of said District on the fourth day of September, 2012, establishing the tax rate to levy taxes for the 2012 tax year, which resolution is of record in said minutes.

WITNESSETH MY HAND AND SEAL of said District the fourth day of September 2012.

Jerry Prater, Chairman
Board of Trustees
Dallas County Community College District

Wright L. Lassiter, Jr., Secretary
Board of Trustees
Dallas County Community College District

(SEAL)

THE STATE OF TEXAS

COUNTY OF DALLAS

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Jerry Prater and Wright L. Lassiter, Jr., known to me to be the true persons and officers whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed, and in the capacity therein stated, and declared to me upon oath that the foregoing instrument is true and correct.

GIVEN UNDER MY HAND AND SEAL of office this fourth day of September, 2012.

Notary Public:

My Commission Expires:

POLICY REPORT NO. 24

Approval of Revision to Policy FBB (LOCAL) Regarding Semester Tuition

It is recommended that the Board of Trustees amend Board Policy FBB(LOCAL) and FBB(EXHIBIT), only as follows:

Effective date: Spring 2013

ADMISSIONS AND ATTENDANCE
TUITION

FBB
(LOCAL)

“SEMESTER TUITION Beginning Spring 2013, tuition for all semesters is as follows:

1. Dallas County residents * \$52 (~~45~~) per credit unit or a minimum of \$52 (~~45~~)
2. Out-of-district residents \$97 (~~83~~) per credit unit or a minimum of \$97 (~~83~~)
3. Out-of-state residents \$153 (~~132~~) per credit unit or a minimum of \$200
4. Out-of-country residents \$153 (~~132~~) per credit unit or a minimum of \$200

*A full-time District employee, District retiree, or eligible dependent who resides outside Dallas County is eligible for Dallas County tuition rates. An individual who would have been classified as a resident for the first five of the six years immediately preceding registration but who resided in another state for all or part of the year immediately preceding registration shall be classified as a resident student.”

The revisions recommended to the policy are denoted by strikethrough (deletion of existing language) and underlining (addition of new language). Even with the proposed increase, DCCCD’s tuition will remain a fraction of what is charged by area universities and among the lowest of the state’s 50 community colleges for in-district tuition. Out-of-district and out-of-state tuition remains below the average

for Texas community colleges. The proposed tuition increase is projected to generate about \$6.3 million additional revenue during the 2012-13 fiscal year.

ADMISSIONS AND ATTENDANCE
TUITION

FBB
(EXHIBIT)

“TUITION

All Semesters
Effective Spring 2013 (~~2011~~)

Semester Credit Hours	In-County Tuition	Out-of-District Tuition	Out-of-State or Out-of-Country Tuition
1	<u>52</u> (45)	<u>97</u> (83)	200
2	<u>104</u> (90)	<u>194</u> (166)	<u>306</u> (264)
3	<u>156</u> (135)	<u>291</u> (249)	<u>459</u> (396)
4	<u>208</u> (180)	<u>388</u> (332)	<u>612</u> (528)
5	<u>260</u> (225)	<u>485</u> (415)	<u>765</u> (660)
6	<u>312</u> (270)	<u>582</u> (498)	<u>918</u> (792)
7	<u>364</u> (315)	<u>679</u> (581)	<u>1,071</u> (924)
8	<u>416</u> (360)	<u>776</u> (664)	<u>1,224</u> (1,056)
9	<u>468</u> (405)	<u>873</u> (747)	<u>1,377</u> (1,188)
10	<u>520</u> (450)	<u>970</u> (830)	<u>1,530</u> (1,320)
11	<u>572</u> (495)	<u>1,067</u> (913)	<u>1,683</u> (1,452)
12	<u>624</u> (540)	<u>1,164</u> (996)	<u>1,836</u> (1,584)
13	<u>676</u> (585)	<u>1,261</u> (1,079)	<u>1,989</u> (1,716)
14	<u>728</u> (630)	<u>1,358</u> (1,162)	<u>2,142</u> (1,848)
15	<u>780</u> (675)	<u>1,455</u> (1,245)	<u>2,295</u> (1,980)
16	<u>832</u> (720)	<u>1,552</u> (1,328)	<u>2,448</u> (2,112)
17	<u>884</u> (765)	<u>1,649</u> (1,411)	<u>2,601</u> (2,244)
18	<u>936</u> (810)	<u>1,749</u> (1,494)	<u>2,754</u> (2,376)
19	<u>988</u> (855)	<u>1,843</u> (1,577)	<u>2,907</u> (2,508)
20	<u>1,040</u> (900)	<u>1,940</u> (1,660)	<u>3,060</u> (2,604)

Semester Tuition

Tuition for all semesters is as follows:

1. Dallas County residents * \$52 (45) per credit unit or a minimum of \$52 (45)
2. Out-of-(D)istrict residents \$97 (83) per credit unit or a minimum of \$97 (83)
3. Out-of-state residents \$153 (132) per credit unit or a minimum of \$200
4. Out-of-country residents \$153 (132) per credit unit or a minimum of \$200

*A full-time College District employee, College District retiree, or eligible dependent who resides outside Dallas County is eligible for Dallas County tuition rates. An individual who would have been classified as a resident for the first five of the six years immediately preceding registration but who resided in another state for all or part of the year immediately preceding registration will be classified as a resident student.”

POLICY REPORT NO. 25

Approval of Revised Salary Schedules for 2012-2013

It is recommended that the Board of Trustees approve the implementation of the revised salary schedules listed below:

- Faculty Schedule
- Administrative Schedule
- Professional Support Staff – General Schedule
- Professional Support Staff – Facilities Schedule
- Professional Support Staff – Information Technology Schedule
- Professional Support Staff – College Police/Safety/Security
- Professional Support Staff – Licensed Professional Counselors

Effective: September 1, 2012

PROPOSED FACULTY SALARY SCHEDULE

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
F01 (Master's Degree)	\$44,485	\$62,573	\$80,661
F02 (Master's plus 24 graduate hours)	\$46,613	\$65,606	\$84,598
F03 (Master's plus 48 graduate hours)	\$48,741	\$68,638	\$88,535
F04 (Earned doctorate)	\$50,869	\$71,670	\$92,471

PROPOSED PROFESSIONAL SUPPORT STAFF-GENERAL
SALARY SCHEDULE

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
2	\$19,656	\$27,027	\$34,398
3	\$20,033	\$27,545	\$35,056
4	\$22,547	\$31,002	\$39,456
5	\$25,374	\$34,893	\$44,412
6	\$28,557	\$39,266	\$49,975
7	\$32,141	\$44,193	\$56,245
8	\$36,171	\$49,736	\$63,301
9	\$40,709	\$55,975	\$71,240
10	\$45,681	\$62,812	\$79,942
11	\$51,391	\$70,663	\$89,935

PROPOSED PROFESSIONAL SUPPORT STAFF-FACILITIES
SALARY SCHEDULE

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
2	\$19,656	\$27,027	\$34,398
3	\$21,359	\$29,375	\$37,391
4	\$24,046	\$33,066	\$42,086
5	\$27,060	\$37,216	\$47,371
6	\$30,467	\$41,890	\$53,312
7	\$34,289	\$47,142	\$59,995
8	\$38,592	\$53,061	\$67,530
9	\$43,418	\$59,700	\$75,981
10	\$48,725	\$66,994	\$85,263
11	\$54,818	\$75,370	\$95,922

PROPOSED PROFESSIONAL SUPPORT STAFF-INFORMATION
TECHNOLOGY SALARY SCHEDULE

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
1	\$26,715	\$36,733	\$46,750
2	\$30,766	\$42,304	\$53,841
3	\$35,432	\$48,720	\$62,007
4	\$40,807	\$56,110	\$71,412
5	\$46,995	\$64,618	\$82,241
6	\$54,124	\$74,421	\$94,717
7	\$62,332	\$85,707	\$109,081
8	\$71,682	\$98,564	\$125,445
9	\$82,556	\$113,516	\$144,475

PROPOSED COLLEGE POLICE/SAFETY/SECURITY
SALARY SCHEDULE

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
1	\$40,484	\$55,666	\$70,847
2	\$42,622	\$58,605	\$74,588
3	\$45,018	\$61,900	\$78,782
4	\$47,581	\$65,424	\$83,266
5	\$50,323	\$69,195	\$88,066
6	\$52,208	\$71,787	\$91,365

ADMINISTRATIVE
SALARY SCHEDULE

<u>BAND</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
Band I	\$42,023	\$57,782	\$73,540
Band II	\$48,813	\$66,568	\$84,723
Band III	\$54,470	\$74,896	\$95,322
Band IV	\$60,526	\$83,224	\$105,921
Band V	\$74,428	\$96,826	\$119,224

LICENSED PROFESSIONAL COUNSELORS
SALARY SCHEDULE

<u>BAND</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
LP1	\$63,000	\$86,625	\$110,250
LP2	\$65,100	\$89,513	\$113,925
LP3	\$67,200	\$92,400	\$117,600
LP4	\$69,300	\$95,288	\$121,275

POLICY REPORT NO. 26

Revision of Part-time Pay Rates

It is recommended that the Board of Trustees authorize the Chancellor to increase part-time (non-faculty) pay rates by five percent (5.0%).

Effective: September 1, 2012

POLICY REPORT NO. 27

Revision of Distance Learning Pay Rates

It is recommended that the Board of Trustees authorize the Chancellor to increase distance learning rates by six point four percent (6.4%).

Effective: September 1, 2012

POLICY REPORT NO. 28

Revision of Adjunct Rates Related to Instruction

It is recommended that the Board of Trustees authorize the Chancellor to increase compensation for adjunct faculty, not including distance learning rates by six point four percent (6.4%).

Effective: September 1, 2012

POLICY REPORT NO. 29

Approval of Administrator, Faculty and Professional Support Staff Across-the-Board Salary Adjustments: 2012-2013

It is recommended that the Board of Trustees authorize the Chancellor to award across-the-board salary adjustments to all full-time, limited full-time, and part time employees (excluding student assistants) equal to: six point four percent (6.4%) of current base salary for individuals whose base salary is up to one hundred thousand dollars (\$100,000); five point seven five percent (5.75%) of current base salary for individuals whose base salary is more than one hundred thousand dollars (\$100,000) and up to two hundred thousand dollars (\$200,000); and five percent (5%) of current salary for individuals whose base salary is more than two hundred thousand dollars (\$200,000).

If approved, the adjustments for administrators and professional support staff will be effective September 1, 2012. Faculty adjustments will be effective fall semester 2012.

POLICY REPORT NO. 30

Competitive Market Adjustment to Full time Faculty Salaries

It is recommended that the Board of Trustees authorize the Chancellor to adjust compensation for all full time faculty members by one thousand nine hundred twenty five dollars (\$1,925) per year as a competitive market adjustment. This amount will be added to each full time the faculty member's base annual salary after applying any approved across-the-board salary adjustment.

Effective: 2012-2013 Academic Year

PERSONNEL REPORT NO. 31

Acceptance of Resignations and Retirement

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

RESIGNATIONS - 7

Gwendolyn Thornton-Spencer Effective Date: September 7, 2012
Chief Information Privacy and Security Campus: District Service Center
Officer
Length of Service: 3 months
Reason for resigning: To accept a position with a non-profit organization.

ShaDana Mingo Effective Date: August 10, 2012
Director III Campus: District Office
Length of Service: 14 years
Reason for resigning: For personal reasons.

Andrea Xeriland Effective Date: August 14, 2012
Instructor, Mathematics Campus: Cedar Valley College
Length of Service: 10 years
Reason for resigning: For personal reasons.

Van Ho Effective Date: August 14, 2012
Instructor, Nursing Campus: El Centro College
Length of Service: 6 years
Reason for resigning: For personal reasons.

Lynn Mattie Effective Date: August 19, 2012
Instructor, Food and Hospitality Campus: El Centro College
Length of Service: 12 years
Reason for resigning: For personal reasons.

Melodie Wong Effective Date: September 7, 2012
Instructor, Nursing Campus: El Centro College
Length of Service: 2 years
Reason for resigning: To accept a position at Trinity Valley College in their Associate Degree Nursing program.

Mary Jo Dondlinger
Director, Institutional Effectiveness and
Improvement

Effective Date: August 31, 2012
Campus: Richland College

Length of Service: 8 years

Reason for resigning: To accept a position in Educational Technology at Texas A&M
University-Commerce.

RETIREMENT - 1

Wanda E. Downing-Jones
Instructor, History
Length of Service: 24 years

Effective Date: January 15, 2013
Campus: El Centro College

PERSONNEL REPORT NO. 32

Approval of Warrants of Appointment for Security Personnel

The Chancellor recommends that the Board of Trustees approve the following warrants of appointment for the Peace Officer's listed below for the period indicated.

WARRANTS OF APPOINTMENT - 6

Phillip Wilburn
Full-time
Effective: September 5, 2012
Through: Termination of employment with DCCCD
Campus: Eastfield College

Anthony Austin
Full-time
Effective September 5, 2012
Through: Termination of employment with DCCCD
Campus: Mountain View College

Vincent Griffin
Full-time
Effective: September 5, 2012
Through: Termination of employment with DCCCD
Campus: Mountain View College

Kristi Torres
Full-time
Effective Date: September 5, 2012
Through: Termination of employment with DCCCD
Campus: Mountain View College

Francisco Arreguin, Jr.
Part-time
Effective: September 5, 2012
Through: Termination of employment with DCCCD
Campus: Richland College

Curtis James Durrough II
Part-time
Effective: September 5, 2012
Through: Termination of employment with DCCCD
Campus: Richland College

PERSONNEL REPORT NO. 33

Employment of Contractual Personnel

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

REGULAR APPOINTMENT ADMINISTRATORS - 5

Suzanne Bristol
Annual Salary: \$50,718/Band II
Campus: District Office
Effective Dates: September 5, 2012 through August 31, 2013
Monthly Business and Travel Allowance: \$62.50
Coordinator of Development, Foundation Office
Biographical Sketch: M.A., George Washington University, Washington, D.C.; B.A., Southern Methodist University, Dallas, TX
Experience: Database Consultant, Smithsonian National Museum of Natural History, Washington, D.C., Technical Associate, Wendy Jessup and Associates, Arlington, TX; Stewardship Specialist/Development Associate, Dallas Zoological Society, Dallas, TX

Dana Corbin
Annual Salary: \$44,174/Band I
Campus: Brookhaven College
Effective Dates: September 6, 2012 through August 31, 2013
Monthly Business and Travel Allowance: \$47.50
Librarian IV
Biographical Sketch: M.L.I.S. M.A. and B.A., University of North Texas, Denton, TX
Experience: Instruction/Reference Librarian, Blinn College, Bryan, TX; Librarian III and Interim Associate Dean, Educational Resources, Cedar Valley College

John Klingensmith
Annual Salary: \$65,065/Band I
Campus: Brookhaven College
Effective Dates: September 1, 2012 through August 31, 2013
Monthly Business and Travel Allowance: \$47.50
Director College Police
Biographical Sketch: Equivalent to degree
Experience: Specialist/Infantry, United States Army, Freidberg, Germany. Security/Peace Officer, Southern Methodist University, Dallas, TX

Willadean Martin
Campus: Brookhaven College

Annual Salary: \$51,240/Band II Effective Dates: September 1, 2012
through August 31, 2013
Monthly Business and Travel Allowance: \$62.50
Director II
Biographical Sketch: M.B.A. and B.A., Texas Woman's University, Denton, TX
Experience: Travel Supervisor, UT Southwestern Medical University, Dallas, TX;
Senior Accountant and Manager, Business Office, Brookhaven College

Jermain Pipkins Campus: El Centro College
Annual Salary: \$46,108/Band II Effective Dates: September 1, 2012
through August 31, 2013
Monthly Business and Travel Allowance: \$62.50
Director Academic Advising and TSI
Biographical Sketch: B.A., University of Texas at Arlington, Arlington, TX
Experience: Department Assistant, Academic Advisor and Assistant Director,
Academic Advising, El Centro College

INTERIM APPOINTMENT ADMINISTRATOR - 1

Shannon Ydoyaga Campus: District Office
Annual Salary: \$74,428/Band V Effective Dates: September 5, 2012
through August 31, 2013 or until filled
whichever occurs first
Monthly Business and Travel Allowance: \$117.20
District Director, Health Careers Resource Center
Biographical Sketch: M.A., Texas A&M University-Commerce, Commerce, TX;
B.A., University of Mississippi, Oxford, MS
Experience: Director of Human Resources, Integracolor, LTD., Dallas, TX; Program
Administrator and Associate Dean, Richland College

GRANT-FUNDED APPOINTMENT ADMINISTRATOR – 1

Lenora Reece Campus: El Centro College
Annual Salary: \$54,753/Band II Effective Dates: September 1, 2012
through August 31, 2013
Monthly Business and Travel Allowance: \$62.50
Instructional Designer/STEM Grant
Biographical Sketch: B.A., Austin College, Sherman, TX; M.A., Texas Woman's
University, Denton, TX; J.D., Texas Wesleyan School of Law, Fort Worth, TX
Experience: Instructional Designer/Grant Manager, Cedar Valley College;
Instructional Designer/Special Administrative Appointment (STEM Grant), El
Centro College

REGULAR APPOINTMENT FACULTY - 2

Liberty Cowden
Annual Salary (Range): \$44,000/F01
Campus: El Centro College
Effective Dates: Academic Year 2012-2013

Instructor/Clinical Coordinator, Echocardiology Technology
Biographical Sketch: A.A.S., El Centro College
Experience: Visiting Scholar-Faculty, Adjunct Faculty, El Centro College; PRN Echocardiographer, Baylor Regional Medical Center, Plano, TX

Bradford Bosher
Annual Salary (Range): \$44,000/F01
Campus: North Lake College
Effective Dates: September 5, 2012 through May 16, 2013

Instructor, Construction Technology
Biographical Sketch: M.A., University of Virginia School of Architecture, Charlottesville, VA; B.S., University of Texas at Arlington, Arlington, TX
Experience: Project Architect, Harvard Kennedy School, Dallas, TX; Adjunct Faculty, El Centro College; Faculty ITT Technical Institute, Richardson, TX

ALTERNATIVE APPOINTMENT FACULTY - 2

Randy Stewart
Annual Salary (Range): \$53,778/F01
Campus: Eastfield College
Effective Dates: September 5, 2012 through July 31, 2013

Instructor, Criminal Justice/Coordinator
Biographical Sketch: B.B.A., Midwestern State University, Wichita Falls, TX
Experience: Lieutenant/CID, Texas Department of Public Safety, Garland, TX

Karen Trevino
Annual Salary (Range): \$48,889/F01
Campus: Mountain View College
Effective Dates: September 5, 2012 through June 7, 2013

Instructor, Nursing
Biographical Sketch: M.S., University of Texas at Austin, Austin, TX; B.S., University of Texas at Arlington, Arlington, TX
Experience: Instructor, Hill College, Hillsboro, TX; Assistant Professor, Tarrant County College, Fort Worth, TX

VISITING SCHOLAR APPOINTMENT FACULTY - 3

George DeAngelis	Campus: Eastfield College
Annual Salary (Range): \$44,000/F01	Effective Dates: September 5, 2012 through May 16, 2013

Instructor, Criminal Justice
Biographical Sketch: M.S., University of Phoenix, Phoenix, AZ; B.S., Park
University, Parkville, MO
Experience: Instructor, El Paso Community College, El Paso, TX; Adjunct
Instructor, University of Phoenix, Phoenix, AZ; Adjunct and Senior Instructor, Park
University, Fort Bliss, TX

Christine Giraud	Campus: Eastfield College
Annual Salary (Range): \$40,400/F01	Effective Dates: September 5, 2012 through May 16, 2013

Instructor, Mathematics
Biographical Sketch: M.A., University of Texas at Dallas, Richardson, TX; B.A.,
University of Texas at El Paso, El Paso, TX
Experience: Teacher, Mesquite High School-Mesquite Independent School District,
Mesquite, TX; Teacher, Ursuline Academy of Dallas, Dallas, TX

Janice Anne MacDonald	Campus: El Centro College
Annual Salary (Range): \$40,000/F01	Effective Dates: Academic Year 2012- 2013

Instructor, Food and Hospitality Services
Biographical Sketch: A.A., Edinburgh College of Domestic Science, Edinburgh,
Scotland
Experience: Owner/Operator, Annie's Restaurant, Dallas, TX; Manager, J. Anne's
Catering, Dallas, TX; Instructional Associate, El Centro College

CORRECTION TO EXTENSION OF ADMINISTRATIVE CONTRACTS - 3

Sylvia Holmes	Campus: District Office
Interim, College Financial Aid Director	Effective Dates: September 1, 2012 through August 31, 2013 or until filled whichever occurs first.

Note: It is recommended that Ms. Holmes' contract be extended for the period
indicated.

Eddy Rawlinson
Interim Executive Dean, Arts and
Science

Campus: El Centro College
Effective Dates: September 1, 2012
through August 31, 2013 or until filled
whichever occurs first.

Note: It is recommended that Mr. Rawlinson's contract be extended for the period indicated.

Rabab Fares
Dean/Executive Assistant to the
President

Campus: Mountain View College
Effective Dates: September 1, 2012
through September 30, 2012

Note: It is recommended that Ms. Fares contract be extended for the period indicated.

CORRECTION TO JULY 17, 2012 PERSONNEL REPORT - 1

Diane Hilbert
Executive Dean

Campus: Richland College

Note: It is recommended that Ms. Hilbert be approved for moving/relocation allowance not to exceed \$2,000.

CORRECTION TO MAY 1, 2012 PERSONNEL REPORT - 1

Frances Warrick
Instructor, Range F01

Campus: El Centro College
Effective Date: 2012-13 Academic Year

Note: Ms. Warrick was inadvertently omitted from the annual reemployment of faculty list. It is recommended that Ms. Warrick be approved for renewal of her faculty contract for the 2012-13 academic year.

NON-RENEWAL OF ADMINISTRATIVE CONTRACT - 1

It is recommended that the individual listed below not be offered a renewal of his administrative contract.

Last Name, First Name	Title
Felmet, Jon (Richland College)	College Director, Athletic Program

PERSONNEL REPORT NO. 34

Reclassification of Instructors

In accordance with District policy, the following instructors have met requirements to reclassify on the 2012-2013 Faculty Salary Schedule through the attainment of additional college hours and/or degrees:

<u>NAME</u>	<u>NEW CLASSIFICATION</u>
Taylor-Cook, Lisa (Brookhaven)	F02
Cyriaque, Christopher (Brookhaven)	F03
Nair, Nimmy (Brookhaven)	F03
Washington-White, Robin (Cedar Valley)	F04
Pagel, Amber (Eastfield)	F03

BUILDING AND GROUNDS REPORT NO. 35

Approval of Amendment to Agreement with Trott Communications Group

The chancellor recommends that authorization be given to approve an amendment to the agreement with Trott Communications Group in an amount not to exceed \$19,350 for additional services at Brookhaven College.

Original agreement	\$ 90,950.00
Previous amendment(s)	40,547.50
Amendment amount	<u>19,350.00</u>
Revised agreement	\$150,847.50

This is BHC project #2, *Progress Report on Construction Projects* (Informative Reports section of this agenda). Construction was 30% complete as of August 16, 2012.

The Board approved the original contract with Trott Communications Group on August 5, 2008 in the amount of \$90,950. The purpose of the agreement was for engineering, consulting, and construction management services for the upgrade of the police communication center's infrastructures district-wide. Estimated completion date is December 31, 2012.

Board Approved	EVCBA Approved	Amend. No.	Amount	Revised Contract	Contingency Remaining
	06/08/12	1	\$18,760.00	\$109,710.00	\$-0-
	12/09/12	2	\$21,787.50	\$131,497.50	\$-0-
Pending		3	\$19,350.00	\$150,847.50	\$-0-

Amendment #1 provided for additional professional services during the re-bid phase.

Amendment #2 provided for additional professional service fees for system installation phase and project closeout system installation phase.

This amendment of \$19,350 provides for scope and time line changes and does not change the substantial completion date.

This recommendation increases the cost to \$150,847.50, which is \$59,897.50 or (66%) over the original amount.

BUILDING AND GROUNDS REPORT NO. 36

Approval of Change Order with Sawyers Construction, Inc.

The chancellor recommends that authorization be given to approve change order no. 4 with Sawyers Construction, Inc. in an amount not to exceed \$1,130 to provide additional construction for North Lake College.

Original agreement	\$235,465
Previous change order(s)	52,195
Change order amount	<u>1,130</u>
Revised agreement	\$288,790

This is NLC project #4, *Progress Report on Construction Projects* (Informative Reports section of this agenda). The project is for the repair of water infiltration points in buildings A, H, K, and T; it includes glazing work, masonry maintenance, and interior finishes. Construction was 93% complete as of August 15, 2012.

The Board approved the recommendation for award bid no. 11899 for repair of water infiltration points on December 6, 2011. Original contract amount was \$235,465 plus 15% contingency for a total of \$270,785. The Executive Vice Chancellor of Business Affairs was authorized to approve change orders in an amount not to exceed the contingency fund.

The project was to be completed on June 2, 2012. Change order no. 4 does not change the substantial completion date.

As provided by Board Policy CF (LOCAL),

Board Approval	EVCBA Approval	Change Order No.	Amount	Revised Contract	Contingency
	3/27/12	1	\$1,875	\$237,340	\$33,445
5/1/12		2	\$51,555	\$288,895	(\$18,110)
	5/14/12	3	(\$1,235)	\$287,660	(\$16,875)
Pending		4	\$1,130	\$288,790	(\$18,005)

Change order no. 1 provided for the replacement of 4 to 10 bricks at 5 locations.

Change order no. 2 provided for the following:

- Night work labor, materials and supervision.
- The installation of flashings in building L per details SKA-01 and SK-02.

- Building A labor and materials to detach and reset windows to the left of the entry stairs.(omitted)

Change order no. 3 provided credit for Building K window work not performed.

Change order no. 4 provides for storm damage to windows. Repairs include cost for glass, freight and boxing.

This recommendation increases the project cost to \$288,790, which is \$53,325 or (23%) over the original amount.

BUILDING AND GROUNDS REPORT NO. 37

Approval of Agreement with HMA Consulting, Inc.

The chancellor recommends that authorization be given to approve an agreement with HMA Consulting, Inc. in an amount not to exceed \$65,000 to provide engineering and security consulting for Richland College.

This is RLC project #7, *Progress Report on Construction Projects* (Informative Reports section of this agenda). The project is for the retrofit and upgrade of the campus-wide access control system and upgrade of the security camera system for El Paso and Fannin Halls.

The facilities management staff pre-qualifies architectural and engineering firms and selected HMA Consulting Engineers, Inc. from its pool of pre-qualified firms. The agreement was made as of September 4, 2012. Compensation is to be a fee not to exceed \$65,000 plus reimbursable expenses not to exceed \$0.

INFORMATIVE REPORT NO. 38

Richland Collegiate High School

Richland Collegiate High School began its August term for the 2012-2013 school year on August 13. Two hundred forty-eight incoming juniors were enrolled in introductory courses in English, math preparation, and critical thinking skills. Two hundred two returning seniors enrolled in two technical courses which will support the completion of their senior capstone projects. The total RCHS enrollment for the fall semester is 450 students, an increase of 12 students (3%) above the fall 2011 enrollment. An additional 58 students have indicated an interest in enrolling in the high school for the spring semester.

INFORMATIVE REPORT NO. 39

Presentation of Current Funds Operating Budget Report for July 2012

The chancellor presents the report of the current funds operating budget for July 2012 for review.

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

REVENUES & ADDITIONS

Year-to-Date July 31, 2012
91.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
UNRESTRICTED FUND						
State Appropriations	\$ 89,930,932	\$ 81,589,794	\$ 8,341,138	90.7%	86.5-95.8%	
Tuition	87,997,938	85,283,213	2,714,725	96.9%	96.3-106.4%	
Taxes for Current Operations	120,222,660	120,912,643	(689,983)	100.6%	99.8-102.4%	
Federal Grants & Contracts	1,037,885	711,059	326,826	68.5%	81.6-113.4%	(1)
State Grants & Contracts	126,452	121,248	5,204	95.9%	n/a	
General Sources:						
Investment Income	2,726,000	1,951,615	774,385	71.6%	64.4-133.1%	
General Revenue	3,003,276	2,563,700	439,576	85.4%	n/a	
Subtotal General Sources	5,729,276	4,515,315	1,213,961	78.8%	77.4-124.6%	
SUBTOTAL UNRESTRICTED	305,045,143	293,133,272	11,911,871	96.1%	n/a	
Use of Fund Balance & Transfers-in	22,981,275	1,950,562	21,030,713	8.5%	n/a	
TOTAL UNRESTRICTED	328,026,418	295,083,834	32,942,584	90.0%	82.9-95.7%	
AUXILIARY FUND						
Sales & Services	5,164,506	4,249,660	914,846	82.3%	70.8-82.2%	(2)
Investment Income	201,422	133,582	67,840	66.3%	63.2-111.3%	
Transfers-in	4,290,797	4,290,797	-	100.0%	n/a	
Use of Fund Balance	930,448	-	930,448	n/a	n/a	
TOTAL AUXILIARY	10,587,173	8,674,039	1,913,134	81.9%	57.1-94.3%	
RESTRICTED FUND						
State Appropriations:						
Insurance & Retirement Match	14,766,881	14,506,937	259,944	98.2%	n/a	
SBDC State Match	2,398,785	1,460,200	938,585	60.9%	n/a	
Subtotal State Appropriations	17,165,666	15,967,137	1,198,529	93.0%	n/a	
Grants, Contracts & Scholarships:						
Federal	106,081,575	71,639,979	34,441,596	67.5%	n/a	
State	11,262,440	7,874,594	3,387,846	69.9%	n/a	
Local	9,138,989	5,520,360	3,618,629	60.4%	n/a	
Transfers-in	91,959	39,965	51,994	43.5%	n/a	
Subtotal Grants, Contracts & Scholarships	126,574,963	85,074,898	41,500,065	67.2%	n/a	
Richland Collegiate High School	82,764	9,122	73,642	11.0%	n/a	
TOTAL RESTRICTED	143,823,393	101,051,157	42,772,236	70.3%	n/a	
RICHLAND COLLEGIATE HIGH SCHOOL						
State Funding	2,946,875	1,957,928	988,947	66.4%	n/a	
Investment Income	8,000	18,699	(10,699)	233.7%	n/a	
TOTAL COLLEGIATE HIGH SCHOOL	2,954,875	1,976,627	978,248	66.9%	n/a	
TOTAL REVENUES & ADDITIONS	\$ 485,391,859	\$ 406,785,657	\$ 78,606,202	83.8%	n/a	

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

EXPENDITURES & USES BY FUNCTION

Year-to-Date July 31, 2012
91.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
UNRESTRICTED FUND						
Instruction	\$ 130,481,434	\$ 119,576,632	\$ 10,904,802	91.6%	90.6-93.4%	
Public Service	5,820,793	3,675,930	2,144,863	63.2%	69.4-95.8%	(3)
Academic Support	16,722,941	13,584,600	3,138,341	81.2%	84.0-88.3%	(4)
Student Services	28,420,472	25,375,625	3,044,847	89.3%	85.7-89.5%	
Institutional Support	59,710,286	47,899,567	11,810,719	80.2%	78.3-86.2%	
Staff Benefits	25,970,721	23,401,920	2,568,801	90.1%	63.9-108.7%	
Operations & Maintenance of Plant	29,904,393	24,793,639	5,110,754	82.9%	83.1-85.6%	(5)
Repairs & Rehabilitation	17,924,285	6,368,259	11,556,026	35.5%	13.1-65.8%	
Special Items:						
Reserve - Campus	2,929,181	-	2,929,181	n/a	n/a	
Reserve - Benefits	-	-	-	n/a	n/a	
Reserve - Health Premiums Salary Increase	-	-	-	n/a	n/a	
Reserve - Technology	155,000	-	155,000	n/a	n/a	
Reserve - Operating	946	-	946	n/a	n/a	
Reserve - Enrollment Growth	-	-	-	n/a	n/a	
Reserve - New Campuses	-	-	-	n/a	n/a	
Reserve - New Buildings	-	-	-	n/a	n/a	
Reserve - Potential State Reduction/ERS Fees	-	-	-	n/a	n/a	
TOTAL UNRESTRICTED	318,040,452	264,676,172	53,364,280	83.2%	79.9-87.8%	
AUXILIARY FUND						
Student Activities	7,672,073	6,269,642	1,402,431	81.7%	77.8-87.1%	
Sales & Services	2,306,194	2,003,172	303,022	86.9%	66.9-93.4%	
Reserve - Campus	360,213	-	360,213	n/a	n/a	
Reserve - District	145,793	-	145,793	n/a	n/a	
Transfers-out	102,900	300,065	(197,165)	291.6%	59.8-115.0%	
TOTAL AUXILIARY	10,587,173	8,572,879	2,014,294	81.0%	72.0-84.4%	
RESTRICTED FUND						
State Appropriations	14,766,881	14,506,937	259,944	98.2%	0.0-278.3%	
Grants & Contracts	33,633,386	21,688,200	11,945,186	64.5%	n/a	
Scholarships	95,340,362	64,799,206	30,541,156	68.0%	n/a	
Subtotal Grants, Contracts & Scholarships	143,740,629	100,994,343	42,746,286	70.3%	n/a	
Richland Collegiate High School	82,764	56,814	25,950	68.6%	n/a	
TOTAL RESTRICTED	143,823,393	101,051,157	42,772,236	70.3%	n/a	
RICHLAND COLLEGIATE H.S.						
Expenditures	2,954,875	2,032,052	922,823	68.8%	n/a	
TOTAL COLLEGIATE HIGH SCHOOL	2,954,875	2,032,052	922,823	68.8%	n/a	
SUBTOTAL EXPENDITURES & USES	475,405,893	376,332,260	99,073,633	79.2%	n/a	
TRANSFERS & DEDUCTIONS:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,529,623	2,724,608	(194,985)	107.7%	82.1-113.6%	
Institutional Matching-Contracts/Grants	99,419	70,553	28,866	71.0%	60.6-137.5%	
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	4,295,797	4,290,797	5,000	99.9%	n/a	
Unexpended Plant Fund	606,625	1,472,229	(865,604)	242.7%	n/a	
Debt Service Fund	2,454,502	-	2,454,502	n/a	n/a	
TOTAL TRANSFERS & DEDUCTIONS	9,985,966	8,558,187	1,427,779	85.7%	n/a	
TOTAL EXPENDITURES & USES	\$ 485,391,859	\$ 384,890,447	\$ 100,501,412	79.3%	n/a	

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

EXPENDITURES & USES BY ACCOUNT CLASSIFICATION

Year-to-Date July 31, 2012
91.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget
UNRESTRICTED FUND				
Salaries & Wages	\$206,781,375	\$ 185,352,415	\$ 21,428,960	89.6%
Staff Benefits	25,970,721	23,401,920	2,568,801	90.1%
Purchased Services	21,341,470	17,169,467	4,172,003	80.5%
Operating Expenses	66,544,398	45,938,204	20,606,194	69.0%
Supplies & Materials	9,378,635	7,547,336	1,831,299	80.5%
Minor Equipment	2,904,413	1,448,486	1,455,927	49.9%
Capital Outlay	5,153,889	3,082,521	2,071,368	59.8%
Charges	(23,119,576)	(19,264,177)	(3,855,399)	83.3%
SUBTOTAL UNRESTRICTED	314,955,325	264,676,172	50,279,153	84.0%
Reserve - Campus	2,929,181	-	2,929,181	n/a
Reserve - Benefits	-	-	-	n/a
Reserve - Health Premiums Salary Increase	-	-	-	n/a
Reserve - Technology	155,000	-	155,000	n/a
Reserve - Operating	946	-	946	n/a
Reserve - Enrollment Growth	-	-	-	n/a
Reserve - New Campuses	-	-	-	n/a
Reserve - New Buildings	-	-	-	n/a
Reserve - Potential State Reduction/ERS Fees	-	-	-	n/a
Transfers & Deductions:				
Mandatory Transfers:				
Tuition to Debt Service Fund	2,529,623	2,724,608	(194,985)	107.7%
Institutional Matching - Contracts/Grants	99,419	70,553	28,866	71.0%
Non-Mandatory Transfers & Deductions:				
Auxiliary Fund	4,295,797	4,290,797	5,000	99.9%
Unexpended Plant Fund	606,625	1,472,229	(865,604)	242.7%
Debt Service Fund	2,454,502	-	2,454,502	n/a
TOTAL UNRESTRICTED	328,026,418	273,234,359	54,792,059	83.3%
AUXILIARY FUND	10,587,173	8,572,879	2,014,294	81.0%
RESTRICTED FUND	143,823,393	101,051,157	42,772,236	70.3%
RICHLAND COLLEGIATE HIGH SCHOOL	2,954,875	2,032,052	922,823	68.8%
TOTAL EXPENDITURES & USES	\$485,391,859	\$ 384,890,447	\$100,501,412	79.3%

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

REVENUES & ADDITIONS

Year-to-Date - 91.7% of Fiscal Year Elapsed

	July 31, 2012			July 31, 2011		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
UNRESTRICTED FUND						
State Appropriations	\$ 89,930,932	\$ 81,589,794	90.7%	\$ 89,227,028	\$ 81,022,616	90.8%
Tuition	87,997,938	85,283,213	96.9%	87,484,608	86,254,326	98.6%
Taxes for Current Operations	120,222,660	120,912,643	100.6%	120,222,660	121,170,960	100.8%
Federal Grants & Contracts	1,037,885	711,059	68.5%	1,037,885	989,998	95.4%
State Grants & Contracts	126,452	121,248	95.9%	126,452	129,613	102.5%
General Sources:						
Investment Income	2,726,000	1,951,615	71.6%	2,726,000	2,316,270	85.0%
General Revenue	3,003,276	2,563,700	85.4%	3,084,574	2,697,404	87.4%
Subtotal General Sources	5,729,276	4,515,315	78.8%	5,810,574	5,013,674	86.3%
SUBTOTAL UNRESTRICTED	305,045,143	293,133,272	96.1%	303,909,207	294,581,187	96.9%
Use of Fund Balance & Transfers-in	22,981,275	1,950,562	8.5%	27,270,150	-	0.0%
TOTAL UNRESTRICTED	328,026,418	295,083,834	90.0%	331,179,357	294,581,187	88.9%
AUXILIARY FUND						
Sales & Services	5,164,506	4,249,660	82.3%	5,167,128	4,203,450	81.3%
Investment Income	201,422	133,582	66.3%	210,977	158,105	74.9%
Transfers-in	4,290,797	4,290,797	100.0%	4,290,797	4,290,797	100.0%
Use of Fund Balance	930,448	-	n/a	1,175,854	-	0.0%
TOTAL AUXILIARY	10,587,173	8,674,039	81.9%	10,844,756	8,652,352	79.8%
RESTRICTED FUND						
State Appropriations:						
Insurance & Retirement Match	14,766,881	14,506,937	98.2%	27,573,949	24,614,401	89.3%
SBDC State Match	2,398,785	1,460,200	60.9%	2,514,616	1,558,942	62.0%
ARRA	-	-	n/a	938,265	851,121	90.7%
Subtotal State Appropriations	17,165,666	15,967,137	93.0%	31,026,830	27,024,464	87.1%
Grants, Contracts & Scholarships:						
Federal	106,081,575	71,639,979	67.5%	112,191,629	76,646,807	68.3%
State	11,262,440	7,874,594	69.9%	10,937,743	5,869,680	53.7%
Local	9,138,989	5,520,360	60.4%	8,520,584	10,116,396	118.7%
Transfers-in	91,959	39,965	43.5%	489,613	322,428	65.9%
Subtotal Grants, Contracts & Scholarships	126,574,963	85,074,898	67.2%	132,139,569	92,955,311	70.3%
Richland Collegiate High School	82,764	9,122	11.0%	169,259	85,529	50.5%
TOTAL RESTRICTED	143,823,393	101,051,157	70.3%	163,335,658	120,065,304	73.5%
RICHLAND COLLEGIATE HIGH SCHOOL						
State Funding	2,946,875	1,957,928	66.4%	2,921,536	2,456,365	84.1%
Investment Income	8,000	18,699	233.7%	8,000	7,174	89.7%
TOTAL COLLEGIATE HIGH SCHOOL	2,954,875	1,976,627	66.9%	2,929,536	2,463,539	84.1%
TOTAL REVENUES & ADDITIONS	\$ 485,391,859	\$ 406,785,657	83.8%	\$ 508,289,307	\$ 425,762,382	83.8%

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

EXPENDITURES & USES BY FUNCTION

Year-to-Date - 91.7% of Fiscal Year Elapsed

	July 31, 2012			July 31, 2011		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
UNRESTRICTED FUND						
Instruction	\$ 130,481,434	\$ 119,576,632	91.6%	\$ 138,110,140	\$ 126,351,132	91.5%
Public Service	5,820,793	3,675,930	63.2%	6,517,478	4,497,071	69.0%
Academic Support	16,722,941	13,584,600	81.2%	18,271,817	15,703,327	85.9%
Student Services	28,420,472	25,375,625	89.3%	28,720,430	25,777,329	89.8%
Institutional Support	59,710,286	47,899,567	80.2%	62,376,607	53,672,696	86.0%
Staff Benefits	25,970,721	23,401,920	90.1%	11,512,900	22,777,117	197.8%
Operations & Maintenance of Plant	29,904,393	24,793,639	82.9%	32,559,735	27,245,441	83.7%
Repairs & Rehabilitation	17,924,285	6,368,259	35.5%	22,531,305	9,118,722	40.5%
Special Items:						
Reserve - Campus	2,929,181	n/a	n/a	732,982	n/a	n/a
Reserve - Benefits	-	n/a	n/a	-	n/a	n/a
Reserve - Health Premiums Salary Increase	-	n/a	n/a	-	n/a	n/a
Reserve - Technology	155,000	n/a	n/a	-	n/a	n/a
Reserve - Operating	946	n/a	n/a	208,993	n/a	n/a
Reserve - Enrollment Growth	-	n/a	n/a	-	n/a	n/a
Reserve - New Campuses	-	n/a	n/a	-	n/a	n/a
Reserve - New Buildings	-	n/a	n/a	-	n/a	n/a
Reserve - Potential Reduction/ERS Fees	-	n/a	n/a	-	n/a	n/a
TOTAL UNRESTRICTED	318,040,452	264,676,172	83.2%	321,542,387	285,142,835	88.7%
AUXILIARY FUND						
Student Activities	7,672,073	6,269,642	81.7%	7,537,368	6,150,953	81.6%
Sales & Services	2,306,194	2,003,172	86.9%	2,623,435	2,386,709	91.0%
Reserve - Campus	360,213	-	n/a	411,807	-	n/a
Reserve - District	145,793	-	n/a	150,596	-	n/a
Transfers-out	102,900	300,065	291.6%	121,550	107,614	88.5%
TOTAL AUXILIARY	10,587,173	8,572,879	81.0%	10,844,756	8,645,276	79.7%
RESTRICTED FUND						
State Appropriations	14,766,881	14,506,937	98.2%	27,573,949	24,614,401	89.3%
Grants & Contracts	33,633,386	21,688,200	64.5%	36,973,616	24,577,268	66.5%
Scholarships	95,340,362	64,799,206	68.0%	98,618,834	70,833,659	71.8%
Subtotal Grants, Contracts & Scholarships	143,740,629	100,994,343	70.3%	163,166,399	120,025,328	73.6%
Richland Collegiate High School	82,764	56,814	68.6%	169,259	39,976	23.6%
TOTAL RESTRICTED	143,823,393	101,051,157	70.3%	163,335,658	120,065,304	73.5%
RICHLAND COLLEGIATE H.S.						
Expenditures	2,954,875	2,032,052	68.8%	2,929,536	1,866,486	63.7%
TOTAL COLLEGIATE HIGH SCHOOL	2,954,875	2,032,052	68.8%	2,929,536	1,866,486	63.7%
SUBTOTAL EXPENDITURES & USES	475,405,893	376,332,260	79.2%	498,652,337	415,719,901	83.4%
TRANSFERS & DEDUCTIONS:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,529,623	2,724,608	107.7%	2,529,623	2,737,950	108.2%
Institutional Matching-Contracts/Grants	99,419	70,553	71.0%	240,555	354,948	147.6%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	4,295,797	4,290,797	99.9%	4,290,797	4,290,797	100.0%
Unexpended Plant Fund	606,625	1,472,229	242.7%	-	21,464	n/a
Debt Service Fund	2,454,502	-	n/a	2,575,995	1,931,996	75.0%
TOTAL TRANSFERS & DEDUCTIONS	9,985,966	8,558,187	85.7%	9,636,970	9,337,155	96.9%
TOTAL EXPENDITURES & USES	\$ 485,391,859	\$ 384,890,447	79.3%	\$ 508,289,307	\$ 425,057,056	83.6%

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2011-12 CURRENT FUNDS OPERATING BUDGET
EXPENDITURES & USES BY ACCOUNT CLASSIFICATION

Year-to-Date - 91.7% of Fiscal Year Elapsed

	July 31, 2012			July 31, 2011		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
UNRESTRICTED FUND						
Salaries & Wages	\$206,781,375	\$185,352,415	89.6%	\$216,400,402	\$196,995,872	91.0%
Staff Benefits	25,970,721	23,401,920	90.1%	11,512,900	22,777,117	197.8%
Purchased Services	21,341,470	17,169,467	80.5%	21,014,037	16,478,446	78.4%
Operating Expenses	66,544,398	45,938,204	69.0%	69,397,261	47,392,547	68.3%
Supplies & Materials	9,378,635	7,547,336	80.5%	11,670,181	10,163,447	87.1%
Minor Equipment	2,904,413	1,448,486	49.9%	3,836,111	2,836,675	73.9%
Capital Outlay	5,153,889	3,082,521	59.8%	5,971,647	4,004,492	67.1%
Charges	(23,119,576)	(19,264,177)	83.3%	(19,202,127)	(15,505,761)	80.8%
SUBTOTAL UNRESTRICTED	314,955,325	264,676,172	84.0%	320,600,412	285,142,835	88.9%
Reserve - Campus	2,929,181	n/a	n/a	732,982	n/a	n/a
Reserve - Benefits	-	n/a	n/a	-	n/a	n/a
Reserve - Health Premiums Salary Increase	-	n/a	n/a	-	n/a	n/a
Reserve - Technology	155,000	n/a	n/a	-	n/a	n/a
Reserve - Operating	946	n/a	n/a	208,993	n/a	n/a
Reserve - Enrollment Growth	-	n/a	n/a	-	n/a	n/a
Reserve - New Campuses	-	n/a	n/a	-	n/a	n/a
Reserve - New Buildings	-	n/a	n/a	-	n/a	n/a
Reserve - Potential State Reduction/ERS Fees	-	n/a	n/a	-	n/a	n/a
Transfers & Deductions:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,529,623	2,724,608	107.7%	2,529,623	2,737,950	108.2%
Institutional Matching - Contracts/Grants	99,419	70,553	71.0%	240,555	354,948	147.6%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	4,295,797	4,290,797	99.9%	4,290,797	4,290,797	100.0%
Unexpended Plant Fund	606,625	1,472,229	242.7%	-	21,464	n/a
Debt Service Fund	2,454,502	-	n/a	2,575,995	1,931,996	75.0%
TOTAL UNRESTRICTED	328,026,418	273,234,359	83.3%	331,179,357	294,479,990	88.9%
AUXILIARY FUND	10,587,173	8,572,879	81.0%	10,844,756	8,645,276	79.7%
RESTRICTED FUND	143,823,393	101,051,157	70.3%	163,335,658	120,065,304	73.5%
RICHLAND COLLEGIATE HIGH SCHOOL	2,954,875	2,032,052	68.8%	2,929,536	1,866,486	63.7%
TOTAL EXPENDITURES & USES	\$485,391,859	\$384,890,447	79.3%	\$508,289,307	\$425,057,056	83.6%

NOTES

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

- (1) Actual *Federal Grants and Contracts* reflects a lower than normal percent of budget due to delays in the awarding process.
- (2) Actual *Sales and Services* are slightly higher than the control limit, due to revenues generated from management services provided to national clients at the LeCroy location.
- (3) Actual *Public Service* reflects a lower percentage than the control limits due to the elimination of two training contracts at the BJP location.
- (4) Actual *Academic Support* is slightly lower than the control limits mainly due to two new contracts that started later than expected this year at the BJP location.
- (5) Actual *Operations and Maintenance of Plant* is slightly below the control limit, but this decrease does not appear to be related to any isolated incident.

INFORMATIVE REPORT NO. 40

Monthly Award and Change Order Summary

Listed below are the awards and change orders approved by the executive vice chancellor of business affairs in July, 2012.

AWARDS:

11935	GREASE TRAP SERVICE – Price Agreement, D-W Liquid Environmental Solutions of Texas, LLC	\$36,915
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This award includes routine quarterly pumping of grease traps throughout the district, scraping of trap lines and baffles semi-annually, one annual hydro-jet cleaning of the associate piping for each trap, and emergency service as needed due to blockage.

The estimated expenditure is calculated based on charges for maintaining eight 1,000 gallon traps, one 2,000 gallon trap, and two 3,000 gallon traps, plus one emergency cleaning for each size trap annually.

2DA1567	TETHERLESS ADVANCED CARE MEDICAL MANIKINS - BHC Gaumard Scientific Co.	\$43,553.00
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This award is for the purchase of two medical manikins which students in the EMT program will practice on to simulate patient care. The manikins, a newborn baby and a one year old baby, both employ tetherless technology, which allows the communications, compressor and power supply to be inside the manikins, eliminating external tubes, wires and compressors, while also increasing ease of use.

The manikins operate continuously during transport so training can occur in the working environment; from the accident scene to the ER, to the ICU, while care providers diagnose and treat various conditions with real monitoring and resuscitation equipment. Control of the physiologic states of the manikins can be done from distances up to 300 meters and between rooms and floors of conventional buildings in response to commands from a wireless PC.

The manikins, capable of simulating pupillary response, breathing, circulation, etc., respond to pharmacologic (simulated administration of medications) and caregiver

interventions, track the actions of up to six caregivers and link with audio-visual systems that integrate the event log with feeds from cameras and the simulated patient monitor for comprehensive debriefing.

Notes: While other vendors had simulators, none met the tetherless specifications required for the EMT program; therefore rebidding would not be expected to yield a better response. Included in the purchase are extended warranties for both units, covering years 2 & 3.

3D72285	SOCCER FIELD FENCE AND GATES - CVC	
	Edwards Construction Group	\$49,995.00

This award is for the labor and materials necessary to install 390 linear feet of 4' and 400 linear feet of 8' vinyl-coated chain link fencing around the soccer field; includes gates, a 240' X 35' back stop, plus associated relocation of irrigation lines.

CHANGE ORDERS:

Primera Professional Services
Abatement - D-W
Purchase Order No. B11786
Change Order No. 2

Change: At the end of this contract \$198,479.00 had been spent. EVCBA granted a 4 month extension of contract expiration date to November 11, 2012 limiting expenditures during that time to \$49,000.00, resulting in a \$42,812.00 decrease.

Original Contract Amount	\$290,291.00
Change Order Limit/Contingency	.00
Prior Change Order Total Amounts	.00
Net Decrease this Change Order	(42,812.00)
Revised Contract Amount	\$247,479.00

Board approved original award 04/03/2007.

Tandus Flooring
Purchasing Department reconfiguration - DSC
Purchase Order No. B19751

Change Order No. 1

Change: Moisture remediation power (shield) furnish and install 5,850 sq ft. The contract time will be increased by 10 days. The date of substantial completion as of the date of this change order is August 5, 2012.

Original Contract Amount	\$29,232.34
Change Order Limit/Contingency	.00
Prior Change Order Total Amounts	.00
Net Increase this Change Order	9,067.50
Revised Contract Amount	\$38,299.84

Hahnfeld Hoffer Stanford
Restroom renovation J206, J209, A203, and A205 - NLC
Purchase Order No. B19525
Change Order No. 1

Change: Request for additional fee for architectural services, mechanical electrical, and plumbing services for the inclusion of two janitor closets (A204 and J207). This work includes patch and repair walls, new ceiling and lighting, and added wall surround at mop sink.

Original Contract Amount	\$9,362.50
Change Order Limit/Contingency	.00
Prior Change Order Total Amounts	.00
Net Increase this Change Order	950.00
Revised Contract Amount	\$10,312.50

This is for NLC project #11, *Progress Report on Construction Projects*.

Alliance Geotechnical Group
Utility bridge inspection and testing - RLC
Purchase Order No. B19856
Change Order No. 1

Change: Additional fee to include Reinforcing Steel Inspection (for drilled piers only).

Original Contract Amount	\$1,470.00
Change Order Limit/Contingency	.00

Prior Change Order Total Amounts	.00
Net Increase this Change Order	854.00
Revised Contract Amount	\$2,324.00

Camargo Copeland Architects, LLP
Elevator renovation - RLC
Purchase Order No. B19528
Change Order No. 2

Change: Additional fee for professional services for conceptual planning for the reconfiguration of existing computer classrooms associated with the LaVaca Building ADA accessible elevator renovation project.

Original Contract Amount	\$24,701.00
Change Order Limit/Contingency	.00
Prior Change Order Total Amounts	2,816.00
Net Increase this Change Order	5,500.00
Revised Contract Amount	\$33,017.00

This is for RLC project #3, *Progress Report on Construction Projects*.

INFORMATIVE REPORT NO. 41

Payments for Goods and Services

This is an indicator report for the M/WBE participation provision in Policy BAA (LOCAL), which the Board of Trustees adopted on April 1, 2008. The policy statement is “The Board intends that the District, in the awarding of contracts for goods and services, shall make competitive opportunities available to all prospective suppliers including but not limited to new businesses, small businesses, and minority and woman-owned business enterprises (M/WBEs).” This report reflects the status as of July 31, 2012.

Comparison September 2011/2010 & October 2011/2010

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

Comparison November 2011/2010 & December 2011/2010

Ethnicity/ Gender	November 11		November 10		December 11		December 10	
	Amount	%	Amount	%	Amount	%	Amount	%
American Indian/Alaskan Native	259	0.0	18,861	0.4	22	0.0	8,648	0.4
Black/African-American	130,018	5.6	470,032	10.1	23,854	1.0	225,707	10.3
Asian Indian	19,208	0.8	216,676	4.7	68,428	3.0	98,554	4.5
Anglo-American, Female	190,085	8.2	531,972	11.4	369,076	16	148,449	6.8
Asian Pacific	5,389	0.2	8,174	0.2	4	0.0	2,665	.1
Hispanic/Latino/Mex-American	79,226	3.4	585,142	12.6	396,411	17.1	483,938	22.1
Other Female	3,670	0.2	19,320	0.4	690	0.0	3,881	0.1
Total M/WBE	427,855	18.4	1,850,177	39.8	858,485	37.1	971,842	44.3
Not Classified	1,899,375	81.6	2,797,547	60.2	1,453,445	62.9	1,208,991	55.7
Subtotal for Discretionary Payments	2,327,230	100.0	4,647,724	100.0	2,311,930	100.0	2,180,833	100.0
Non-discretionary Payments	3,038,160		6,820,058		3,875,011		6,138,921	
Total Payments	5,365,390		11,467,782		6,186,941		8,319,754	

Comparison January 2012/2011 & February 2012/2011

<u>Ethnicity/ Gender</u>	<u>January 12</u>		<u>January 11</u>		<u>February 12</u>		<u>February 11</u>	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
American Indian/Alaskan Native	16	0.0	0	0.0	500	0.0	1,056	0.0
Black/African-American	42,517	2.4	217,693	7.8	113,520	3.8	273,933	10.7
Asian Indian	37,024	1.3	135,976	4.9		0.0	224,910	8.7
Anglo-American, Female	57,797	3.2	486,944	17.4	142,811	4.8	264,533	10.3
Asian Pacific		0.0	2,784	0.1	176	0.0	14,580	0.5
Hispanic/Latino/Mex-American	56,751	3.2	153,581	5.5	39,881	1.3	328,153	12.8
Other Female	1,582	0.4	10,439	0.3	4,264	0.1	58,382	2.2
Total M/WBE	195,687	10.4	1,007,417	36.0	301,152	10.0	1,165,547	45.2
Not Classified	1,688,323	89.6	1,793,839	64.0	2,706,406	90.0	1,393,292	54.8
Subtotal for Discretionary Payments	1,884,010	100.0	2,801,256	100.0	3,007,558	100.0	2,558,839	100.0
Non-discretionary Payments	3,008,782		5,465,660		3,689,529		2,940,708	
Total Payments	4,892,792		8,266,916		6,697,087		5,499,547	

Comparison March 2012/2011 & April 2012/2011

<u>Ethnicity/ Gender</u>	<u>March 12</u>		<u>March 11</u>		<u>April 12</u>		<u>April 11</u>	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
American Indian/Alaskan Native	65	0.0	20,475	0.6	41	0.0	4,281	0.2
Black/African-American	136,993	5.4	167,815	5.2	217,829	14	51,233	2.7
Asian Indian	35,769	1.4	206,999	6.4	46,264	3.0	21,945	1.2
Anglo-American, Female	140,383	5.6	310,386	9.7	93,511	6.0	120,340	6.3
Asian Pacific	-	0.0	985	0.0	565	0.0	5,823	0.3
Hispanic/Latino/Mex-American	54,455	2.2	102,460	3.2	101,690	6.4	139,723	7.2
Other Female	6,483	0.3	31,962	1.0	3,034	0.2	61	0.0
Total M/WBE	374,148	14.9	841,082	26.1	462,934	29.6	343,406	17.9
Not Classified	2,143,948	85.1	2,356,777	73.9	1,105,733	70.4	1,573,147	82.1
Subtotal for Discretionary Payments	2,518,097	100.0	3,197,859	100.0	1,568,667	100.0	1,916,553	100.0
Non-discretionary Payments	2,410,420		6,249,934		4,291,844		4,218,803	
Total Payments	4,928,516		9,447,793		5,860,511		6,135,356	

Comparison May 2012/2011 & June 2012/2011

<u>Ethnicity/ Gender</u>	<u>May 12</u>		<u>May 11</u>		<u>June 12</u>		<u>June 11</u>	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
American Indian/Alaskan Native	657	0.0	3,206	0.0	199	0.0	453	0.0
Black/African-American	158,626	4.7	213,289	6.2	20,015	0.9	80,427	2.9
Asian Indian	74,720	2.2	307,115	8.9	47,050	2.2	165,184	6.2
Anglo-American, Female	366,405	10.8	169,842	4.9	621,112	28.6	371,636	13.8
Asian Pacific	-	0.0	529	0.0		0.0	4,019	0.2
Hispanic/Latino/Mex-American	5,929	0.2	130,458	3.8	119,346	5.5	96,412	3.6
Other Female	16,611	0.5	3,838	0.1	14,277	0.7	5,252	0.2
Total M/WBE	622,948	18.4	828,277	23.9	821,999	37.9	723,383	26.9
Not Classified	2,769,579	81.6	2,634,865	76.1	1,346,482	62.1	1,963,651	73.1
Subtotal for Discretionary Payments	3,392,527	100.0	3,463,142	100.0	2,168,483	100.0	2,687,034	100.0
Non-discretionary Payments	3,847,717		4,381,188		3,482,217		5,236,463	
Total Payments	7,240,244		7,844,330		5,650,699		7,923,497	

Comparison July 2012/2011 & August 2012/2011

Ethnicity/ Gender	July 12		July 11		August 12		August 11	
	Amount	%	Amount	%	Amount	%	Amount	%
American Indian/Alaskan Native	69	0.0	105	0.0			3,426	0.1
Black/African-American	369,010	15.0	46,065	2.4			38,762	1.2
Asian Indian	513	0.0	110,593	5.4			235,877	6.9
Anglo-American, Female	884,722	35.8	155,415	7.6			283,793	8.4
Asian Pacific	84,223	3.4	16	0.0			11,006	0.3
Hispanic/Latino/Mex-American	60,980	2.5	83,039	4.0			111,468	3.3
Other Female	19,635	0.8	18,455	0.9			10,105	0.3
Total M/WBE	1,419,152	57.5	413,688	20.3			694,437	20.5
Not Classified	1,049,030	42.5	1,629,752	79.7			2,692,583	79.5
Subtotal for Discretionary Payments	2,468,182	100.0	2,043,440	100.0			3,387,020	100.0
Non-discretionary Payments	3,383,833		3,531,911				5,817,167	
Total Payments	5,852,015		5,575,351				9,204,187	

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

	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	YTD 2011-12
American Indian/ Alaskan Native	300,869	976,953	1,098,580	293,244	304,324	174,963	68,700	3,610
Black/African- American	4,404,239	4,706,496	3,125,284	14,934,516	40,748,128	6,337,986	2,226,472	1,308,800
Asian Indian	468,352	1,112,483	3,170,023	3,494,574	12,392,237	6,947,151	2,182,683	783,590
Anglo-American, Female	5,569,275	4,684,336	3,902,023	4,893,713	14,952,024	13,742,587	4,357,927	3,101,342
Asian Pacific	995,558	25,793	26,035	656,552	1,099,847	1,184,614	51,686	144,634
Hispanic/Latino/ Mex-American	2,574,890	4,034,906	1,993,010	11,019,093	30,260,832	14,711,676	3,145,868	1,108,608
Other Female	33,805	712,096	695,800	940,788	1,545,232	1,989,424	304,974	76,547
HUB	1,363,959	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total paid to M/WBEs	15,710,947	16,253,063	14,010,755	36,232,480	101,302,624	45,088,401	12,338,310	7,086,360
% of all payments	24.78%	22.27%	20.07%	21.69%	37.87%	30.10%	32.33%	25.6%

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

INFORMATIVE REPORT NO. 42

PROGRESS REPORT ON CONSTRUCTION PROJECTS
 Status Report as of July 31, 2012

PROJECTS		DESIGN								CONSTRUCTION									
Project Status		Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%	Bidding	Board Approval	Construction Start	30%	65%	95%	100%	Final Completion Acceptance
	BHC																		
1	Update/replace exterior signage																		
2	Police Communication system																		
3	ADA upgrades																		
	CVC																		
1	Update fire sprinkler systems bldgs. D, E, F, G (Hold)																		
2	Cooling tower structural repair																		
3	Solar digital sign																		
4	Investigate erosion @ East side bldg. "A"																		
5	Install auto clave, Biology classroom																		
6	Beautification Lancaster Road																		
7	Office of Student Life																		
8	Soccer field improvements																		
9	ADA upgrades																		
	DO																		
1	Dock lift (Hold)																		
	DSC/D-W																		
1	Feasibility study (IT environment upgrades) administrative cabling infrastructure (Hold)																		
2	DSC & 1601ADA upgrades																		
3	EFC S, RLC G, LeCroy ADA upgrades																		
	ECC																		
1	Installation 21 wind turbines																		
2	Elevator lobby remodel																		
3	Central plant upgrades																		
4	Paramount 5 th floor renovation for FBI (Hold)																		
5	Roof Replacement @ BJP																		
6	ADA upgrades																		
7	Expansion welding lab exhaust system @ BJP																		
	EFC																		
1	Wireless security system (corrected CCTV Hold)																		
2	Electrical survey building C																		
3	ADA upgrades																		
	MVC																		
1	Campus way finding																		
2	Utility relocate																		
3	ADA upgrades																		
	NLC																		
1	Repair tunnel soils @ bldg. F & A300																		
2	Repair/replace concrete steps, bldg A waterproof																		

PROGRESS REPORT ON CONSTRUCTION PROJECTS
Status Report as of July 31, 2012

PROJECTS		DESIGN										CONSTRUCTION							
		Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%	Bidding	Board Approval	Construction Start	30%	65%	95%	100%	Final Completion Acceptance
3	Repair roofs, exterior stucco water leaks bldg R																		
4	Repair high priority water infiltration points campus wide																		
5	Performance Hall upgrades																		
6	Performance Hall upgrades theater stage rigging																		
7	Structural analysis all parking lots' lights (Hold)																		
8	New & replace sidewalks																		
9	North Campus improvements																		
10	Electrical distribution maintenance																		
11	Renovate restroom bldg. A & J																		
12	Interior signage																		
13	Soccer improvements																		
14	NLC ADA upgrades																		
15	NLC S/N/DFW ADA upgrades																		
16	Leed Certification "H" bldg..																		
	RLC																		
1	Magnetic locks on interior (Cancelled)																		
2	Relocate HVAC piping under lake																		
3	Bonham Hall elevator remodel																		
4	Traffic improvement @ East entrance																		
5	Replace two emergency generators																		
6	Replace two boilers																		
7	CCTV Fannin/El Paso Halls card access all classrooms																		
8	Electrical transformer/metering system maintenance																		
9	Carpet replacement																		
	VIRTUAL COLLEGE																		
1	Replace light dimming system & fixtures R012 & R019																		

FACILITIES HOLD PROJECTS - PER CAMPUS REQUEST

1. Update fire sprinkler systems bldgs. D, E, F, G (CVC)
2. Dock lift (DO)
3. Feasibility study (IT environment upgrades) administrative cabling infrastructure (DW)
4. Paramount 5th floor renovation for FBI (ECC)
5. Wireless security system (corrected CCTV) (EFC)
6. Structural analysis all parking lots' lights (NLC)

FACILITIES COMPLETED/CANCELLED PROJECTS
LAST REPORT TO APPEAR

1. Repair tunnel soils @ bldg. F & A300 (NLC)
2. Magnetic locks on interior (Cancelled RLC)

INFORMATIVE REPORT NO. 43

M/WBE Participation of Maintenance and SARS Projects Report

The status of M/WBE Participation as of July 31, 2012 for Maintenance and SARS projects assigned to contracted construction program managers.

Maintenance and SARS Projects - as of July 31, 2012

Definitions:

Total Estimated Cost: The total estimated dollars assigned to this project.
 Total Revised Dollars: The total dollars assigned to this project if the cost exceeds the total estimated cost.
 Dollars Allocated: The dollars currently assigned for work.
 Non-M/WBE Dollars: The amount of dollars currently awarded to non-M/WBEs.
 Non-M/WBE Percentage: The percentage of dollars currently awarded to non-M/WBEs.
 M/WBE Dollars: The amount of dollars currently awarded to M/WBEs.
 M/WBE Percentage: The percentage of dollars currently awarded to M/WBEs.

Notes:

Rounding has been made to nearest dollar.

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
BHC Maintenance Projects								
	Update/replace exterior signage	\$138,225	\$157,238					
	Architect			\$9,363	\$9,363	100%	\$0	0%
	Construction			\$128,590	\$128,590	100%	\$0	0%
	Construction Manager			\$3,863	\$0	0%	\$3,863	100%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	BHC ADA Upgrades	\$92,035	\$0					
	Architect			\$92,035	\$0	0%	\$92,035	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	BHC Maintenance Projects Sub-total	\$230,260	\$157,238	\$233,851	\$137,953	59%	\$95,898	41%
BHC SAR Projects								
	Police Communication System	\$1,214,286	\$0					
	Architect			\$131,498	\$131,498	100%	\$0	0%
	Construction			\$513,010	\$0	0%	\$513,010	100%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$286,176	\$19,200	7%	\$266,976	93%
	BHC SAR Projects Subtotal	\$1,214,286	\$0	\$930,684	\$150,698	16%	\$779,986	84%
	BHC Projects Total	\$1,444,546	\$157,238	\$1,164,535	\$288,651	25%	\$875,884	75%
Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
CVC Maintenance Projects								
	Update Sprinkler Systems - Bldgs D, E, F and G	\$1,144,503	\$0					
	Architect			\$77,522	\$77,522	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$31,982	\$0	0%	\$31,982	100%
	Misc. Consulting Services			\$13	\$13	100%	\$0	0%
	CVC ADA Upgrades	\$39,066	\$0					
	Architect			\$39,066	\$39,066	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	CVC Maintenance Projects Subtotal	\$1,183,569	\$0	\$148,583	\$116,601	78%	\$31,982	22%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
CVC SAR Projects								
	Cooling Tower Structural Repair	\$4,800	\$41,685					
	Architect			\$4,800	\$4,800	100%	\$0	0%
	Construction			\$30,035	\$30,035	100%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$6,850	\$0	0%	\$6,850	100%
	Solar Digital Sign	\$25,000	\$0					
	Architect			\$24,642	\$24,642	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Install Auto Clave, Biology Classroom	\$5,000	\$23,591					
	Architect			\$4,066	\$0	0%	\$4,066	100%
	Construction			\$19,525	\$19,525	100%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	CVC SAR Projects Subtotal	\$34,800	\$65,276	\$89,918	\$79,002	88%	\$10,916	12%
	CVC Projects Total	\$1,218,369	\$65,276	\$238,501	\$195,603	82%	\$42,898	18%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
EFC Maintenance Projects								
	EFC ADA Upgrades	\$105,101	\$0					
	Architect			\$105,101	\$105,101	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	EFC Maintenance Projects Subtotal	\$105,101	\$0	\$105,101	\$105,101	100%	\$0	0%
EFC SARS Projects								
	Wireless Security System	\$3,370	\$0					
	Architect			\$3,370	\$3,370	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Electrical Survey Building C	\$2,782	\$0					
	Architect			\$2,782	\$0	0%	\$2,782	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	EFC SARS Projects Subtotal	\$6,152	\$0	\$6,152	\$3,370	55%	\$2,782	45%
	EFC Projects Total	\$111,253	\$0	\$111,253	\$108,471	97%	\$2,782	3%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
ECC Maintenance Projects								
	ECC R, ECC W, ECC Paramount, & BJP ADA Upgrades	\$54,271	\$0					
	Architect			\$54,271	\$0	0%	\$54,271	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	ECC ADA Upgrades	\$74,891	\$0					
	Architect			\$74,891	\$0	0%	\$74,891	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	ECC Maintenance Projects Subtotal	\$129,162	\$0	\$129,162	\$0	0%	\$129,162	100%
ECC SARS Projects								
	Installation 21 Wind Turbines	\$5,885	\$16,885					
	Architect/Engineer			\$16,885	\$16,885	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Elevator Lobby Remodel	\$295,000	\$175,466					
	Architect/Engineer			\$20,223	\$20,223	100%	\$0	0%
	Construction			\$155,065	\$0	0%	\$155,065	100%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$178	\$0	0%	\$178	100%
	Central Plant Upgrades	\$39,204	\$87,154					
	Architect/Engineer			\$39,204	\$39,204	100%	\$0	0%
	Construction			\$47,950	\$47,950	100%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Paramount 5th Floor Renovation for FBI	\$25,698	\$0					
	Architect/Engineer			\$25,698	\$25,698	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Roof Replacement @ BJP	\$267,500	\$0					
	Architect/Engineer			\$26,147	\$26,147	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	ECC SARS Project Subtotal	\$633,287	\$279,505	\$331,350	\$176,107	53%	\$155,243	47%
	ECC Projects Total	\$762,449	\$279,505	\$460,512	\$176,107	38%	\$284,405	62%
MVC Maintenance Projects								
	MVC ADA Upgrades	\$54,503	\$0					
	Architect/Engineer			\$54,503	\$0	0%	\$54,503	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	MVC Maintenance Project Subtotal	\$54,503	\$0	\$54,503	\$0	0%	\$54,503	100%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
MVC SARS Projects								
	Campus Way Finding	\$7,490	\$98,265					
	Architect/Engineer			\$7,490	\$7,490	100%	\$0	0%
	Construction			\$90,775	\$90,775	100%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	MVC SARS Project Subtotal	\$7,490	\$98,265	\$98,265	\$98,265	100%	\$0	0%
	MVC Projects Total	\$61,993	\$98,265	\$152,768	\$98,265	64%	\$54,503	36%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
NLC Maintenance Projects								
	Repair Tunnel Soils @Bldg F & A300	\$702,386	\$562,655					
	Architect			\$52,609	\$0	0%	\$52,609	100%
	Construction			\$389,200	\$57,900	15%	\$331,300	85%
	Construction Manager			\$7,880	\$0	0%	\$7,880	100%
	Misc. Consulting Services			\$9,576	\$0	0%	\$9,576	100%
	Repair/Replace Concrete Stairs, Bldg. A, waterproofing	\$119,169	\$448,566					
	Architect			\$21,383	\$0	0%	\$21,383	100%
	Construction			\$376,400	\$188,200	50%	\$188,200	50%
	Construction Manager			\$3,286	\$0	0%	\$3,286	100%
	Misc. Consulting Services			\$110	\$110	100%	\$0	0%
	Repair Roofs, exterior stucco, water infiltration, Bldg. R	\$364,260	\$0					
	Architect			\$24,342	\$0	0%	\$24,342	100%
	Construction			\$81,791	\$59,791	73%	\$22,000	27%
	Construction Manager			\$10,043	\$0	0%	\$10,043	100%
	Misc. Consulting Services			\$110	\$110	100%	\$0	0%
	Repair high priority water infiltration points, campus-wide	\$119,169	\$307,124					
	Architect			\$14,719	\$0	0%	\$14,719	100%
	Construction			\$287,660	\$129,898	45%	\$157,762	55%
	Construction Manager			\$3,286	\$0	0%	\$3,286	100%
	Misc. Consulting Services			\$110	\$110	100%	\$0	0%
	NLC N, NLC S & NLC DFW ADA Upgrades	\$17,084	\$0					
	Architect/Engineer			\$17,084	\$17,084	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	NLC ADA Upgrades	\$116,680	\$0					
	Architect/Engineer			\$116,680	\$116,680	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	NLC Maintenance Projects Subtotal	\$1,438,748	\$1,318,345	\$1,416,269	\$569,883	40%	\$846,386	60%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
NLC SAR Projects								
	Performance Hall upgrades/Life Safety Analysis (NLC 339)	\$6,923	\$199,517					
	Architect			\$6,923	\$0	0%	\$6,923	100%
	Construction			\$173,227	\$173,227	100%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$19,367	\$19,367	100%	\$0	0%
	Structural Analysis all Parking Lot Lights	\$20,725	\$0					
	Architect/Engineer			\$20,725	\$0	0%	\$20,725	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	New and replace sidewalks	\$164,295	\$171,583					
	Architect/Engineer			\$171,222	\$0	0%	\$171,222	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$361	\$361	100%	\$0	0%
	North Campus Improvements (NLC343)	\$24,400	\$0					
	Architect/Engineer			\$7,981	\$7,981	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Electrical Distribution Maintenance	\$150,000	\$0					
	Architect			\$6,420	\$0	0%	\$6,420	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Renovate Restroom, Bldg. A & J	\$12,000	\$0					
	Architect			\$10,313	\$10,313	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Leed Certification "H" Bldg.	\$6,953	\$0					
	Architect			\$6,953	\$6,953	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	NLC SAR Project Subtotal	\$385,296	\$371,100	\$423,492	\$218,202	52%	\$205,290	48%
	NLC Projects Total	\$1,824,044	\$1,689,445	\$1,839,761	\$788,085	43%	\$1,051,676	57%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
RLC Maintenance Projects								
	RLC ADA Upgrades	\$212,919	\$0					
	Architect/Engineer			\$212,919	\$212,919	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	RLC Maintenance Project Subtotal	\$212,919	\$0	\$212,919	\$212,919	100%	\$0	0%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
RLC SAR Projects								
	Relocation HVAC Piping Under Lake	\$1,300,000	\$1,465,302					
	Architect			\$107,502	\$107,502	100%	\$0	0%
	Construction			\$1,162,000	\$1,162,000	100%	\$0	0%
	Construction Manager			\$30,900	\$30,900	100%	\$0	0%
	Misc. Consulting Services			\$22,111	\$0	0%	\$22,111	100%
	Bonham Hall Elevator Remodel	\$361,567	\$0					
	Architect			\$33,017	\$0	0%	\$33,017	100%
	Construction			\$273,260	\$0	0%	\$273,260	100%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$291	\$0	0%	\$291	100%
	Traffic Improvement at East Entrance	\$41,882	\$0					
	Architect			\$41,882	\$41,882	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Carpet Replacement	\$487,000	\$0					
	Architect			\$35,113	\$35,113	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	RLC SAR Projects Subtotal	\$2,190,449	\$1,465,302	\$1,706,076	\$1,377,397	81%	\$328,679	19%
	RLC Projects Total	\$2,403,368	\$1,465,302	\$1,918,995	\$1,590,316	83%	\$328,679	17%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
DSC Maintenance Projects								
	Feasibility Study Administrative Cabling Infrastructure - D-W	\$5,062,857	\$0					
	Architect			\$99,008	\$99,008	100%	\$0	0%
	Construction			\$187,636	\$0	0%	\$187,636	100%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	DSC and DO ADA Upgrades	\$18,717	\$0					
	Architect/Engineer			\$18,717	\$18,717	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	EFC S, RLC G, AND LeCroy ADA Upgrades	\$13,377	\$0					
	Architect/Engineer			\$13,377	\$13,377	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	DSC Maintenance Total	\$5,094,951	\$0	\$318,738	\$131,102	41%	\$187,636	59%
	Note: DSC has no SAR Projects							

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
DO Maintenance Projects								
	Dock Lift	\$11,058	\$0					
	Architect			\$7,437	\$7,437	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$309	\$0	0%	\$309	100%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	DO Maintenance Total	\$11,058	\$0	\$7,746	\$7,437	96%	\$309	4%
	Note: DO has no SAR Projects							
Grand Totals		\$12,932,031	\$3,755,031	\$6,212,809	\$3,384,037	54%	\$2,828,772	46%

Prepared by EVCBA Ed DesPlas
August 20, 2012

INFORMATIVE REPORT NO. 44

Facilities Management Project Report

The status of the work of facilities management on maintenance projects and staff assistance request (SARS) projects is reported for the period ending July 31, 2012.

Brookhaven College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Update/Replace Exterior Signage (D208)	9,363	128,590	3,863	0
Estimated Cost: \$138,225 Revised Cost: \$157,238 Awarded Amount: \$141,816	Start Date: December 09 Projected Completion Date: December 12			
2) BHC ADA Upgrades (D213)	92,035	0	0	0
Estimated Cost: \$92,035 Revised Cost: \$ Awarded Amount: \$92,035	Start Date: June 12 Projected Completion Date: TBD*			
BHC Maintenance Summary	Total Estimated Cost: \$230,260	Total Revised Cost: \$0	Total Awarded Amount: \$233,851	

*TBD- To Be Determined

Brookhaven College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Police Communication System (BHC310)	131,498	513,010	0	286,176
Estimated Cost: \$1,214,286 Revised Cost: \$ Awarded Amount: \$930,684	<p style="text-align: right;">Start Date: August 08 Projected Completion Date: August 12</p>			
BHC SAR Summary	Total Estimated Cost: \$1,214,286	Total Revised Cost: \$0	Total Awarded Amount: \$930,684	

Cedar Valley College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Update Fire Sprinkler Systems, Buildings D,E,F and G (D207) Estimated Cost: \$1,144,503 Revised Cost: \$ Awarded Amount: \$109,517	77,522	0	31,982	13
	Start Date: December 09 Projected Completion Date: Hold			
2) CVC ADA Upgrades (D222) Estimated Cost: \$39,066 Revised Cost: \$0 Awarded Amount: \$39,066	39,066	0	0	0
	Start Date: June 12 Projected Completion Date: TBD			
CVC Maintenance Summary	Total Estimated Cost: \$1,183,569	Total Revised Cost: \$0	Total Awarded Amount: \$148,583	

Cedar Valley College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Cooling Tower Structural Repair (CVC212) Estimated Cost: \$4,800 Revised Cost: \$41,685 Awarded Amount: \$41,685	4,800	30,035	0	6,850
Start Date: June 11 Projected Completion Date: August 12				
2) Solar Digital Sign (CVC213) Estimated Cost: \$25,000 Revised Cost: \$ Awarded Amount: \$24,642	24,642	0	0	0
Start Date: December 11 Projected Completion Date: January 13				
3) Install Auto Clave, Biology Classroom (CVC215) Estimated Cost: \$5,000 Revised Cost: \$23,591 Awarded Amount: \$23,591	4,066	19,525	0	0
Start Date: January 12 Projected Completion Date: August 12				
CVC SAR Summary	Total Estimated Cost: \$34,800	Total Revised Cost: \$0	Total Awarded Amount: \$89,918	

Eastfield College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) EFC ADA Upgrades (D221)	105,101	0	0	0
Estimated Cost: \$105,101 Revised Cost: \$0 Awarded Amount: \$105,101	Start Date: June 12 Projected Completion Date: TBD			
EFC Maintenance Summary	Total Estimated Cost: \$105,101	Total Revised Cost: \$0	Total Awarded Amount: \$105,101	

Eastfield College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Wireless Security System (EFC301) Estimated Cost: \$3,370 Revised Cost: \$ Awarded Amount: \$3,370	3,370	0	0	0
	Start Date: September 08 Projected Completion Date: Hold			
2) Electrical Survey Building C (EFC306) Estimated Cost: \$2,782 Revised Cost: \$ Awarded Amount: \$2,782	2,782	0	0	0
	Start Date: June 12 Projected Completion Date: TBD			
EFC SAR Summary	Total Estimated Cost: \$6,152	Total Revised Cost: \$0	Total Awarded Amount: \$6,152	

El Centro College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) ECC R, ECC W ECC Paramount, and BJP ADA Upgrades (D214) Estimated Cost: \$54,271 Revised Cost: \$ Awarded Amount: \$54,271	54,271	0	0	0
	Start Date: June 12 Projected Completion Date: TBD			
2) ECC ADA Upgrades (D215) Estimated Cost: \$74,891 Revised Cost: \$ Awarded Amount: \$74,891	74,891	0	0	0
	Start Date: June 12 Projected Completion Date: TBD			
ECC Maintenance Summary	Total Estimated Cost: \$129,162	Total Revised Cost: \$0	Total Awarded Amount: \$129,162	

El Centro College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Installation 21 Wind Turbines (ECC225) Estimated Cost: \$5,885 Revised Cost: \$16,885 Awarded Amount: \$16,885	16,885	0	0	0
Start Date: June 10 Projected Completion Date: January 13				
2) Elevator Lobby Remodel (ECC226) Estimated Cost: \$295,000 Revised Cost: \$175,466 Awarded Amount: \$175,466	20,223	155,065	0	178
Start Date: December 10 Projected Completion Date: August 12				
3) Central Plant Upgrades (ECC227) Estimated Cost: \$39,204 Revised Cost: \$87,154 Awarded Amount: \$87,154	39,204	47,950	0	0
Start Date: May 11 Projected Completion Date: August 12				

El Centro College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
4) Paramount 5th Floor Renovation for FBI (ECC228)	25,698	0	0	0
Estimated Cost: \$25,698 Revised Cost: \$ Awarded Amount: \$25,698	Start Date: March 12 Projected Completion Date: Hold			
5) Roof Replacement @ BJP (BJP62)	26,147	0	0	0
Estimated Cost: \$267,500 Revised Cost: \$ Awarded Amount: \$26,147	Start Date: May 12 Projected Completion Date: January 13			
ECC SAR Summary	Total Estimated Cost: \$633,287	Total Revised Cost: \$0	Total Awarded Amount: \$331,350	

Mountain View College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) MVC ADA Upgrades (D216)	54,503	0	0	0
Estimated Cost: \$54,503 Revised Cost: \$ Awarded Amount: \$54,503	Start Date: June 12 Projected Completion Date: TBD			
MVC Maintenance Summary	Total Estimated Cost: \$54,503	Total Revised Cost: \$0	Total Awarded Amount: \$54,503	

Mountain View College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Campus Way Finding (MVC206)	7,490	90,775	0	0
Estimated Cost: \$7,490 Revised Cost: \$98,265 Awarded Amount: \$98,265	Start Date: July 11 Projected Completion Date: July 12			
MVC SAR Summary	Total Estimated Cost: \$7,490	Total Revised Cost: \$0	Total Awarded Amount: \$98,265	

North Lake College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Repair Tunnel Soils @ Bldg F & A300 (D203) Estimated Cost: \$702,386 Revised Cost: \$562,655 Awarded Amount: \$459,265	52,609	389,200	7,880	9,576
Start Date: December 09 Projected Completion Date: August 12				
2) Repair/Replace Concrete Stairs, Bldg. A, Waterproofing (D209) Estimated Cost: \$119,169 Revised Cost: \$448,566 Awarded Amount: \$401,179	21,383	376,400	3,286	110
Start Date: December 09 Projected Completion Date: November 12				
3) Repair Roofs, Exterior Stucco, Water Infiltration, Bldg. R (D209) Estimated Cost: \$364,260 Revised Cost: \$ Awarded Amount: \$116,286	24,342	81,791	10,043	110
Start Date: December 09 Projected Completion Date: September 12				

North Lake College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
4) Repair High Priority Water Infiltration Points, Campus Wide (D209) Estimated Cost: \$119,169 Revised Cost: \$307,124 Awarded Amount: \$305,775	14,719	287,660	3,286	110
	Start Date: December 09 Projected Completion Date: September 12			
5) NLC N, NLC S, and NLC DFW ADA Upgrades (D220) Estimated Cost: \$17,084 Revised Cost: \$ Awarded Amount: \$17,084	17,084	0	0	0
	Start Date: June 12 Projected Completion Date: TBD			
6) NLC ADA Upgrades (D223) Estimated Cost: \$116,680 Revised Cost: \$ Awarded Amount: \$116,680	116,680	0	0	0
	Start Date: June 12 Projected Completion Date: TBD			
NLC Maintenance Summary	Total Estimated Cost: \$1,438,748	Total Revised Cost: \$0	Total Awarded Amount: \$1,416,269	

North Lake College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Performance Hall Upgrades/Life Safety Analysis (NLC339) Estimated Cost: \$6,923 Revised Cost: \$199,517 Awarded Amount: \$199,517	6,923	173,227	0	19,367
	Start Date: May 10 Projected Completion Date: July 12			
2) Structural Analysis all Parking Lot Lights (NLC340) Estimated Cost: \$20,725 Revised Cost: \$ Awarded Amount: \$20,725	20,725	0	0	0
	Start Date: May 10 Projected Completion Date: Hold			
3) New and Replace Sidewalks (NLC341) Estimated Cost: \$164,295 Revised Cost: \$171,583 Awarded Amount: \$171,583	171,222	0	0	361
	Start Date: September: July 10 Projected Completion Date: August 13			

North Lake College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
4) North Campus Improvements (NLC343) Estimated Cost: \$24,400 Revised Cost: \$ Awarded Amount: \$7,981	7,981	0	0	0
Start Date: November 10 Projected Completion Date: TBD				
5) Electrical Distribution Maintenance (NLC344) Estimated Cost: \$150,000 Revised Cost: \$ Awarded Amount: \$6,420	6,420	0	0	0
Start Date: September 11 Projected Completion Date: December 12				
6) Renovate Restroom, Bldg. A & J (NLC345) Estimated Cost: \$12,000 Revised Cost: \$ Awarded Amount: \$10,313	10,313	0	0	0
Start Date: November 11 Projected Completion Date: TBD				

North Lake College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
7) Leed Cert. "H" Bldg. (NLC347)	6,953	0	0	0
Estimated Cost: \$6,953 Revised Cost: \$ Awarded Amount: \$6,953	Start Date: June 12 Projected Completion Date: TBD			
NLC SAR Summary	Total Estimated Cost: \$385,296	Total Revised Cost: \$0	Total Awarded Amount: \$423,492	

Richland College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) RLC ADA Upgrades (D217)	212,919	0	0	0
Estimated Cost: \$212,919 Revised Cost: \$ Awarded Amount: \$212,919	Start Date: June 12 Projected Completion Date: TBD			
RLC Maintenance Summary	Total Estimated Cost: \$212,919	Total Revised Cost: \$0	Total Awarded Amount: \$212,919	

Richland College SAR	Awarded \$			
	Architect/Engineer	Construction	Construction Manager	Misc.
1) Relocate HVAC Piping Under Lake (RLC314) Estimated Cost: \$1,300,000 Revised Cost: \$1,465,302 Awarded Amount: \$1,322,513	107,502	1,162,000	30,900	22,111
Start Date: September 10 Projected Completion Date: December 12				
2) Bonham Hall Elevator Remodel (RLC316) Estimated Cost: \$361,567 Revised Cost: \$ Awarded Amount: \$306,568	33,017	273,260	0	291
Start Date: December 10 Projected Completion Date: August 12				
3) Traffic Improvement at East Entrance (RLC317) Estimated Cost: \$41,882 Revised Cost: \$ Awarded Amount: \$41,882	41,882	0	0	0
Start Date: January 12 Projected Completion Date: December 12				

Richland College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
4) Carpet Replacement (RLC320)	35,113	0	0	0
Estimated Cost: \$487,000 Revised Cost: \$ Awarded Amount: \$35,113	Start Date: May 12 Projected Completion Date: December 12			
RLC SAR Summary	Total Estimated Cost: \$2,190,449	Total Revised Cost: \$0	Total Awarded Amount: \$1,706,076	

District Service Center Maintenance	Awarded \$			
	Architect/Engineer	Construction	Construction Manager	Misc.
1) Feasibility Study Administrative Cabling Infrastructure District Wide (D192) Estimated Cost: \$5,062,857 Revised Cost: \$ Awarded Amount: \$286,644	99,008	187,636	0	0
Start Date: October 07 Projected Completion Date: Hold				
2) DSC and DO ADA Upgrades (D218) Estimated Cost: \$18,717 Revised Cost: \$ Awarded Amount: \$18,717	18,717	0	0	0
Start Date: June 12 Projected Completion Date: TBD				
3) EFC S, RLC G, and LeCroy ADA Upgrades (D219) Estimated Cost: \$13,377 Revised Cost: \$ Awarded Amount: \$13,377	13,377	0	0	0
Start Date: June 12 Projected Completion Date: TBD				
DSC Maintenance Summary	Total Estimated Cost: \$5,094,951	Total Revised Cost: \$0	Total Awarded Amount: \$318,738	

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

INFORMATIVE REPORT NO. 45

Notice of Grant Awards (September 2012)

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

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

Source: Workforce Solutions/WIA Youth Services
Beneficiary: Richland College
Amount: Increase \$204,092 New Total \$1,166,271
Term: October 1, 2012- September 30, 2013
Purpose: Provide occupational, tuition based, non-credit education in workforce training to income-eligible youth in Dallas County.

Source: U.S. Dept. of Education/ Job Location & Development
Beneficiary: Mountain View College
Amount: \$13,375
Term: July 1, 2012 – June 30, 2013
Purpose: To support the job location and development of job opportunities for MVC students seeking part-time employment while attending classes or full-time employment after program completion and/or graduation.

Source: Texas Workforce Commission/In Partnership with Advanced Improvement Manufacturing Consortium
Beneficiary: Bill J. Priest
Amount: \$696,793
Term: August 31, 2012 – August 31, 2013
Purpose: A Skills Development Fund grant that will provide technical training to 522 employees of three business partners (Mary Kay, Inc., Penske, and SVC Manufacturing, Inc./Gatorade), generating over 18,000 contact hours.

Source: Texas Workforce Commission
Beneficiary: Bill J. Priest
Amount: \$479,981
Term: August 1, 2012 – July 31, 2013
Purpose: To enhance the ability of public community and technical colleges and TEEX.

Source: U.S. Dept. of Education/Upward Bound-TRiO
Beneficiary: North Lake College
Amount: \$262,500
Term: September 1, 2012 – August 31, 2017
Purpose: To assist high school students with academic preparation through instruction in a college environment after school, on Saturdays and during the summer. It is given to help underrepresented students access higher education and to gain admission and financial aid at a college of their choice and guide them toward their chosen degree.

Source: Texas Workforce Commission/ Apprenticeship Training Program
Beneficiary: District Office
Amount: \$139,000
Term: September 1, 2012 – August 31, 2013
Purpose: To provide support as the (LEA) Local Education Agency to apprenticeship programs which provide technical training based upon regulatory guidelines under Chapter 133 funding. The training will increase the skills of entry level workers to the level of journeymen during the training period approved by DOL.

Grant Awards Reported in Fiscal Year 2012-2013

September 2012	\$1,670,641
October 2012	
November 2012	
December 2012	
January 2013	
February 2013	
March 2013	
April 2013	
May 2013	
June 2013	
July 2013	
August 2013	
Total To Date	

Grant Awards Reported in Fiscal Years 2004-05 through 2010-11

<u>Type</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-2012</u>
Competitive	\$22,137,173	\$17,679,698	\$17,168,910	\$21,334,592	\$24,212,850	\$25,600,315	\$20,985,883	\$16,071,651
Pell Grants ¹	31,449,815	31,467,783	29,413,886	30,189,339	\$24,986,762	\$68,755,845	\$69,080,553	\$69,080,553
Total	\$53,586,988	\$49,147,481	\$46,582,796	\$51,523,931	\$49,199,612	\$94,356,160	\$90,066,436	\$85,152,240

¹The 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 aid.

INFORMATIVE REPORT NO. 46

Presentation of Contracts for Educational Services

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

BROOKHAVEN COLLEGE - \$15,872

Ford	Automotive
GM	Automotive
North Texas Tollway Authority	Building Effective Teams-Total Team Performance

CEDAR VALLEY COLLEGE - \$32,605

Federal Correction Institute	Marketing & Management
Methodist Hospital	Computer & English as a Second Language
Solar Turbines Inc.	Computer, Leadership, Online Drawing, Wiring Diagram, Communication for Managers, Warehouse 101, Basic Electrical Symbols, Basic Electricity, Fluid Dynamics, Gas Turbine Theory, M& Performance & Accountability

EASTFIELD COLLEGE - \$1,500

International School	Professional Truck Driver
Motorcycle Training Center	Basic Motorcycle Training
CVOP1013/CVOP 1040	Professional Truck Driver
CVOP1013/CVOP 1040	Professional Truck Driver

EL CENTRO COLLEGE – \$59,686

Los Barrios Unidos Community Clinic	Crystal Reports
Youth Village Resources of Dallas	Computers
UT Southwestern Medical Center	EMT Basic
UT Southwestern Medical Center	EMT Refresher
AT&T Wireline	Installation, Repair, Customer Service
AT&T Advertising and Publishing	Telephone Sales
Dallas Urban League	Adult Computer Training

MOUNTAIN VIEW COLLEGE – \$4,519

Irving Independent School District	Emotional Intelligence
Nestle Waters North America	OSHA 10

NORTH LAKE COLLEGE - \$22,372

Aviall	Intermediate Excel
Aviall	Intermediate Excel
Aviall	Economics of Transportation and Distribution
Aviall	Economics of Transportation and Distribution
Lone Star College System	Building Trust
Construction Education Foundation	Career Training
Construction Education Foundation	Career Training
Dallas Joint Plumbers and Pipefitters	Career Training
North Texas Electrical Training Center	Career Training

RICHLAND COLLEGE – \$5,140

Chambrel at Club Hill	Emeritus
Christian Care	Emeritus
The Forum	Emeritus
Meadowstone	Emeritus
Monticello West	Emeritus
Presbyterian Village North	Emeritus (A)
Presbyterian Village North	Emeritus (B)
Atlas Copco	Presentation Skills
BCBS of South Carolina	Leadership
City of Plano	Business Productivity
City of Plano	Business Productivity
Dallas County	Business Productivity
Alliance for Employee Growth	Tech Support

Contracts for Educational Services Reported in 2011-12

	<u>BHC</u>	<u>CVC</u>	<u>EFC</u>	<u>ECC</u>	<u>MVC</u>	<u>NLC</u>	<u>RLC</u>	<u>Total</u>
September 2011	\$ 36,723	\$ 1,872	\$ 2,300	\$ 3,539	\$ 40,550	\$ 12,611	\$ 7,942	\$ 105,537
October 2011	\$ 26,026	\$ 13,994	\$ 0	\$ 14,226	\$ 2,625	\$ 27,738	\$ 4,785	\$ 89,394
November 2011	\$ 18,356	\$ 22,653	\$ 1,200	\$ 1,188	\$ 8,100	\$ 117,454	\$ 20,725	\$ 189,676
December 2011	\$ 16,244	\$ 14,550	\$ 1,000	\$ 3,619	\$ 0	\$ 23,892	\$ 21,900	\$ 81,205
January 2012	\$ 29,804	\$ 13,211	\$ 800	\$ 2,439	\$ 0	\$ 13,351	\$ 13,825	\$ 73,430
February 2012	\$ 38,464	\$ 2,634	\$ 1,500	\$ 49,557	\$ 2,175	\$ 28,504	\$ 14,235	\$ 137,069
March 2012	\$ 24,128	\$ 35,161	\$ 8,850	\$ 7,238	\$ 13,437	\$ 4,000	\$ 20,590	\$ 113,404
April 2012	\$ 20,557	\$ 8,061	\$ 3,350	\$ 52,329	\$ 2,175	\$ 29,830	\$ 6,843	\$ 123,145
May 2012	\$ 26,521	\$ 14,686	\$ 2,350	\$ 83,974	\$ 1,850	\$ 155,171	\$ 10,890	\$ 295,442
June 2012	\$ 19,182	\$ 14,088	\$ 2,050	\$ 49,338	\$ 4,130	\$ 28,957	\$ 6,552	\$ 124,297
July 2012	\$ 23,927	\$ 33,277	\$ 900	\$ 12,290	\$ 7,382	\$ 2,840	\$ 10,420	\$ 91,036
August 2012	\$ 15,872	\$ 32,605	\$ 1,500	\$ 59,686	\$ 4,519	\$ 22,372	\$ 5,140	\$ 141,694
Total To Date	\$295,804	\$206,792	\$ 25,800	\$ 339,423	\$ 86,943	\$ 466,720	\$143,847	\$ 1,565,329

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

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

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

INFORMATIVE REPORT NO. 47

Report of Sabbatical Leave during Spring Semester 2012
Dr. LaQueta L. Wright, Richland College
August 13, 2012

Purpose of the Sabbatical

The purpose of the sabbatical was to write and publish an article on the relationship between the social, demographic and institutional effects of U.S. Colleges and Universities on African-American graduation rates.

Results

For the first time in my academic career, I was afforded the time to focus on the organization, editing and writing requisite for successfully submitting a professional paper in my field of study for publication. During the sabbatical, I collaborated with two experienced researchers, Dr. Cynthia Cready and Dr. Rudy Seward, to write an article. The final draft of the manuscript was completed and is under review by my co-authors. The final manuscript will be electronically submitted to the journal, *Sociology of Education* this Fall. Three “General Education Learning Outcomes” in particular were addressed with this sabbatical project: 1) effective communication; 2) effective evaluation of information; and 3) recognizing and respecting diverse cultures (e.g. race/ethnicity). Collaborating with experienced sociologists on “my” research afforded me the opportunity to cultivate my professional writing skills; develop collegial relationships and evaluate my research agenda.

The primary benefit of my sabbatical leave to Richland College and the Dallas County Community College District (DCCCD) is that the findings are relevant and directly related to the District’s commitment to diversity and student success. The focus of my dissertation and the article is directly related to four-year colleges and universities. However, the results are promising for future studies on community colleges. African-Americans and other racial minority groups make up a significant portion of the student body within the DCCCD. These minority student populations for various academic and financial reasons are designated as “high-risk” populations. The article illuminates the impact of diversity in U.S. colleges and universities on African-American retention and graduation. Furthermore, the article shows why effective documentation, tracking and assessment of existing diversity and minority retention initiatives and programs in U.S. colleges and universities is requisite for continued research and for improving the academic success (e.g. retention, graduation) of African-Americans. I hypothesize that these findings have implications for the retention and graduation of racial minority students and for community colleges as well.

INFORMATIVE REPORT NO. 48

Presentation of 2012 Safety and Security Audit Report under TEC 37.108

The chancellor presents the report of the 2012 Safety and Security Audit Report under TEC 37.108. The 81st Texas legislature (2009) amended Chapter 37 of the Texas Education Code, to include Texas community college districts in requirements for emergency operations planning, as well as implementation and reporting of district safety and security audits.

The current audit cycle requires districts to complete a safety and security audit by August 31, 2012. The results are to be reported to the Texas School Safety Center by September 15, 2012, in the manner required by the Texas School Safety Center. Attached is the summary of the safety and security audit reports for all District locations.

Education Code Chapter 37.108:

(b) At least once every three years, each school district or public junior college district shall conduct a safety and security audit of the district's facilities. To the extent possible, a district shall follow safety and security audit procedures developed by the Texas school Safety Center or comparable public or private entity.

(c) A school district or public junior college district shall report the results of the safety and security audit conduct under Subsection (b) to the district's board of trustees and, in the manner required by the Texas School Safety Center, to the Texas School Safety Center.

(c-1) Except as provided by Subsection (c-2), any document or information collected, developed, or produced during a safety and security audit conducted under Subsection (b) is not subject to disclosure under Chapter 552, Government Code.

Summary of ALL DCCCD Locations' Internal Safety & Security Audit Reports

(Template adopted from UT system's "Emergency Management Committee Peer Review Questionnaire")

General District Wide Information		
How many employees are employed by the institution?	More than 7,200 full- and part-time faculty, staff and administrators (Fall 2010)	
How many credit and continuing education students are enrolled at the institution?	Credit: more than 72,000 Continuing education: more than 25,000 (Fall 2010)	
What is the total square footage of the institution?	Over 4 million square feet	
Emergency Preparedness Program		
How many employees are dedicated to Emergency Planning?	Three of the District locations have a person dedicated to emergency planning	
Total Emergency Management budget allocation?	Two locations have a specific emergency management budget	
Does your location have an Emergency Preparedness Committee, and if so, who serves on the committee?	Yes, positions which serve on the committees vary	
Does your location conduct internal audits of the Emergency Preparedness program?	Yes, plus reviews by District Risk Management	
General Plan Information		
Question	Criteria	Response
Does your location have a multi-hazard emergency operations plan which addresses mitigation, preparedness, response, and recovery?	Texas Education Code Section 37.108	Yes
Does your location's plan provide for employee training for responding to an emergency?	Texas Education Code Section 37.108	Yes
Does your location's plan provide for mandatory drills to prepare students, faculty, and employees for responding to an emergency?	Texas Education Code Section 37.108	Yes

General Plan Information		
Question	Criteria	Response
Does your location's plan provide for measures to ensure coordination with the Department of State Health Services, local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency?	Texas Education Code Section 37.108	Yes, coordination with the Department of State Health Services, health departments, and local emergency management agencies are addressed by the District Emergency Management Coordinator. The primary departments handling police and fire coordination are campus police and campus facilities.
Does your location's plan provide for the implementation of a safety and security audit as required by Subsection (b)?	Texas Education Code Section 37.108	Yes
Is your location's emergency operations plan reviewed annually?	Texas Education Code Section 37.108	Yes
Are the results of your location's safety and security audit submitted to the Board of Trustees at least every three years?	Texas Education Code Section 37.108	Yes
Are the results of your location's safety and security audit submitted to the Texas School Safety Center (TXSSC) at least every three years?	Texas Education Code Section 37.108	Yes
Plan Format		
Does your location's plan include an Approval and Implementation page signed by the chief executive officer (CEO) of the location?	Texas Department of Emergency Management BP-1 i	Yes

Plan Format		
Question	Criteria	Response
Does your location's plan include a Record of Changes?	Texas Department of Emergency Management BP-2 ii	Yes
Authority		
Does your location's plan identify local, state or Federal legal authorities that establish the legal basis for planning and emergency response?	Texas Department of Emergency Management BP-4 I	Yes
Purpose		
Does your location's plan include a purpose statement that describes the reason for development of the plan and its annexes and identifies who the plan applies to?	Texas Department of Emergency Management BP-5 II	Yes
Does your location's plan explain/define terms, acronyms and any abbreviations used throughout the document?	Texas Department of Emergency Management BP-6 III	Yes
Risk Assessments		
Does your location's plan include a situation statement that summarizes the potential hazards facing the institution impact on public health and safety, and property (risk/hazard assessment)?	Texas Department of Emergency Management BP-7 IV.A and Figure 1	Yes
Does your location's plan include a list of planning assumptions on which the plan and annexes are based?	Texas Department of Emergency Management BP-7 IV.A and Figure 1	Yes

Concept of Operations		
Question	Criteria	Response
Does your location's plan describe the institution's overall approach to emergency management?	Texas Department of Emergency Management BP-9 V.A-C	Yes
Does your location's plan include a statement acknowledging the adoption of the National Incident Management System (NIMS)?	Texas Department of Emergency Management BP-10 V.B.8	Yes
Does your location's plan describe the incident command arrangements and interface between field operations and the Emergency Operation Center?	Texas Department of Emergency Management BP-11 V.D-E	Yes
Does your location's plan outline the process to be used to obtain State and/or Federal assistance?	Texas Department of Emergency Management BP-12 V. F	Yes
Does your location's plan summarize the authorities of location's officials during an emergency?	Texas Department of Emergency Management BP-13 V. G	Yes
Does your location's plan address actions to be taken during the four phases of emergency management (mitigation, preparedness, response, recovery)?	Texas Department of Emergency Management BP-14 V. H	Yes
Organization and Responsibilities		
Does your location's plan describe the emergency organization?	Texas Department of Emergency Management BP-15 VI.A	Yes

Organization and Responsibilities		
Question	Criteria	Response
Does your location's plan describe the emergency responsibilities of the chief executive officer (CEO) and other members of the executive staff?	Texas Department of Emergency Management BP-16 VI.B.3	Yes
Does your location's plan describe the common emergency management responsibilities of all departments/offices?	Texas Department of Emergency Management BP-17 VI.B.4	Yes
Does your location's plan outline the responsibilities for various emergency service and support functions summarizing the tasks involved, and indicate, by title or position, who has primary responsibility for each function?	Texas Department of Emergency Management BP-18-19 VI.B.5-6 34 CFR 668.46	Yes
Does your location's plan outline the emergency services organized volunteer groups have agreed to provide?	Texas Department of Emergency Management BP-20 VI.B.7	Yes
Direction and Control		
Does your location's plan indicate, by title/position, who is responsible for providing guidance for the emergency management program?	Texas Department of Emergency Management BP-21 VII.A	Yes

Direction and Control		
Question	Criteria	Response
Does your location's plan indicate, by title/position, who is responsible for directing and controlling response and recovery activities?	Texas Department of Emergency Management BP-21 VII.A	Yes
Does your location's plan describe the local emergency facilities (incident command post, emergency operations center) and summarize the functions performed by each?	Texas Department of Emergency Management BP-22 VII.B	Yes
Does your location's plan summarize the line of succession for key personnel (insert an org chart)?	Texas Department of Emergency Management BP-23 VII.C	Yes
Readiness		
Does your location's plan explain the readiness (threat) levels on campus, and the actions to be taken at the different levels?	Texas Department of Emergency Management BP-24 VIII	Yes
Does your location's plan indicate who determines the different readiness levels?	Texas Department of Emergency Management BP-24 VIII	Yes
Administration and Support		
Does your location's plan outline policies on agreements and contracts and refer to summary of current emergency service agreements and contracts in appendices?	Texas Department of Emergency Management BP-25 IX.A	Yes

Administration and Support		
Question	Criteria	Response
Does your location's plan establish requirements for reports required during emergency operations?	Texas Department of Emergency Management BP-26 IX.B	Yes
Does your location's plan outline the requirements for record-keeping related to emergencies?	Texas Department of Emergency Management BP-27 IX.C	Yes
Does your location's plan describe policies and/or assigns responsibility for ensuring personnel receive the appropriate training to implement the plan in an emergency and to ensure compliance with NIMS?	Texas Department of Emergency Management BP-28 IX.D	Yes
Does your location's plan establish requirements for a post-incident review of emergency operations following a major emergency/disaster?	Texas Department of Emergency Management BP-29 IX.F	Yes
Development and Maintenance		
Does your location's plan identify who is responsible for approving and promulgating the plan?	Texas Department of Emergency Management BP-30 X. A and B	Yes
Does your location's plan indicate how the plan is to be distributed?	Texas Department of Emergency Management BP-30 X. A and B	Yes

Development and Maintenance		
Question	Criteria	Response
Does your location's plan outline the process and schedule for review/update of the plan and its annexes?	Texas Department of Emergency Management BP-31 X. C and D	Yes