

**WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES  
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT  
DISTRICT SERVICES AND TRAINING CENTER  
TRAINING AND DEVELOPMENT CENTER BOARD ROOM  
5000 RESEARCH FOREST DRIVE  
THE WOODLANDS, TEXAS 77381  
June 7, 2007  
5:00 p.m.**

**I.** Call to Order

**II.** Pledge of Allegiance

**III.** Certification of the Posting of the Notice of the Meeting

**IV.** Workshop

Overview of Proposed 2007-2008 Budget

**V.** Closed Session

The Board of Trustees, in accordance with Sections 551.001, et seq. of the Texas Government Code will move into Closed Session under the following provision(s) of the ACT:

Section 551.071 – Consultation With Board’s Attorney  
Section 551.072 – Deliberation Regarding Real Property  
Section 551.074 – Discuss and Deliberate the Terms of the  
Chancellor’s Contract

**VI.** Reconvene Regular Meeting

**VII.** Introductions, Special Guests, Recognitions

**VIII.** Approval of the Minutes of the April 27, 2007 Special Meeting; May 3, 2007 Workshop and Regular Meeting; May 5, 2007 Special Meeting and the May 16, 2007 Special Meeting

**IX.** Citizens Desiring to Address the Board

**X.** Special Reports and Announcements

1. Chancellor

2. College Presidents

3. Vice Chancellors

## **XI. Consideration of Consent Agenda**

(The purpose of the consent agenda is to allow the Board to identify and approve action items which require no additional information or discussion and for which there is unanimous approval. Trustees receive agenda materials one week in advance of the meeting to prepare for the business to be conducted.)

## **XII. Policy Reports and Considerations**

Consideration of Approval of Revised Board Policy CAK (Local): Investment and Cash Management Policy (**SECOND READING**) (**ACTION ITEM 1**)

## **XIII. Curriculum Report and Consideration**

Consideration for Approval of the Core Curriculum for the Associate of Arts and the Associate of Science Degree for 2007-2008 (**ACTION ITEM 2**)

## **XIV. Financial Reports and Considerations**

1. Monthly Financial Statements
2. Consideration of Approval of Tax Exemption Allowances for Tax Year 2007(**ACTION ITEM 3**)
3. Consideration of Approval of the Proposed Incremental Increase to Out-of-District Fees and Out-of-State Fees (**ACTION ITEM 4**)
4. Consideration of Adoption of a General Use Fee (**ACTION 5**)
5. Consideration of Approval of Temporary Custodial Employment Service Providers for the District (**ACTION ITEM 6**)
6. Consideration of Approval to Purchase Printing and Mailing Services for The Star Newsletter for the District (**ACTION ITEM 7**)
7. Consideration of Approval of Amendment to Oce Copier Agreement for the District (**ACTION ITEM 8**)
8. Consideration of Approval to Purchase Additional Business Intelligence (BI) Software, Consulting Services and Annual License Renewal for the District (**ACTION ITEM 9**)
9. Consideration of Approval of a Three Year Lease of a Food Dispenser for the Food Service Program at North Harris College (**ACTION ITEM 10**)
10. Consideration of Approval to Purchase Community Assessment Survey and Name Equity Study for the District (**ACTION ITEM 11**)

11. Consideration of Approval to Purchase Printing and Mailing Services for Fall 2007 Credit Schedules for North Harris College (**ACTION ITEM 12**)
12. Consideration of Approval to Purchase Polysomnography Laboratory Equipment for Kingwood College (**ACTION ITEM 13**)
13. Consideration of Approval to Replace Existing Graphics at Willow Chase Center (**ACTION ITEM 14**)
14. Consideration of Approval to Replace Water Heater in Building A at Montgomery College (**ACTION ITEM 15**)
15. Consideration of Approval to Purchase Construction Services for Repair and Installation of Concrete Surfaces at North Harris College (**ACTION ITEM 16**)
16. Consideration of Approval of Complimentary Services Agreement for Acceptance of Gift of a Short-Range Wireless Network Link from FiberTower Network Services Corporation for Tomball College (**ACTION ITEM 17**)
17. Consideration of Approval to Replace Light Fixtures in the Library at Cy-Fair College (**ACTION ITEM 18**)
18. Consideration of Approval to Purchase Lawn Maintenance Services for North Harris College (**ACTION ITEM 19**)
19. Consideration of Approval to Purchase Elevator Maintenance, Safety Inspections and Repair Services for the District (**ACTION ITEM 20**)
20. Consideration of Approval to Renew One Year Agreements for Four T-1 Lines for Multiple District Locations (**ACTION ITEM 21**)
21. Consideration of Approval of Three Year Agreement for GigaMAN Circuit and Internet Services for the District (**ACTION ITEM 22**)
22. Consideration of Ratification of Additional Extension to Web Development and Consulting Services Agreement for the District (**ACTION ITEM 23**)
23. Consideration of Approval to Purchase Additional Consulting and Implementation Services for Phase Two Implementation of Information Technology Infrastructure Library (ITIL) Enterprise Resource Planning (ERP) Software for the District (**ACTION ITEM 24**)
24. Consideration of Approval to Purchase Human Patient Simulator for Emergency Medical Services (EMS) Program and Upgrade Existing Human Patient Simulator for Nursing Program at Cy-Fair College (**ACTION ITEM 25**)
25. Consideration of Approval of U.S. Communities Government Purchasing Alliance (USC) Cooperative Purchase of Furniture for Cy-Fair College (**ACTION ITEM 26**)

26. Consideration of Approval to Install Refrigeration Monitoring System at Montgomery College (**ACTION ITEM 27**)
27. Consideration of Approval of Fourth Allotment of Technology Hardware and Software Purchases for the District (**ACTION ITEM 28**)
28. Consideration to Authorize the Chancellor to Negotiate and Execute an Earnest Money Contract and Related Documents to Sell Land at Willow Chase Center to Mr. Howard Wagner (**ACTION ITEM 29**)
29. Consideration of Ratification of a Temporary Lease Agreement of Available Water Capacity for Cy-Fair College (**ACTION ITEM 30**)
30. Consideration of Acceptance of Gifts (**ACTION ITEM 31**)

**XV. Building and Grounds Report**

Construction Projects Update

**XVI. Personnel Reports and Considerations**

- 1 Consideration of Ratification of Appointments (**ACTION ITEM 32**)
2. Consideration of Acceptance of Resignations (**ACTION ITEM 33**)
3. Consideration of Approval of Commissioning of Peace Officers (**ACTION ITEM 34**)
4. Consideration of Ratification of Chancellor Approval to Receive Compensation During Sabbatical Leave (**ACTION ITEM 35**)
5. Consideration of Appointment of the Chancellor (**ACTION ITEM 36**)

**XVII. Suggested Future Agenda Items**

**XVIII. Adjournment**

The Board of Trustees, may at any time prior to adjournment, in accordance with Sections 551.001, et seq. of the Texas Government Code, move into Closed Session under the following provision(s) of the ACT:

Section 551.071 - Consultation With Attorney  
Section 551.072 - Deliberation Regarding Real Property  
Section 551.073 - Deliberation Regarding Prospective Gift  
Section 551.074 - Personnel Matters  
Section 551.076 - Deliberation Regarding Security Devices  
Section 551.086 - Economic Development Negotiations

**Certification of Posting of Notice to the June 7, 2007  
Workshop and Regular Meeting of the  
North Harris Montgomery Community College District's  
Board of Trustees**

I, John E. Pickelman, Chancellor of the North Harris Montgomery Community College District, do hereby certify that a notice of this meeting was posted on Monday the 4th day of June, 2007, in a place convenient to the public in the Administration Office of the District Services and Training Center, on all college campuses and on the district website as required by Section 551.002 et seq., Texas Government Code. Special notice of the meeting was provided to the news media as required by Section 551.001 et seq., Texas Government Code.

Given under my hand this the 4th day of June, 2007.

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John E. Pickelman, Ph.D.  
Chancellor

**MINUTES OF THE  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT  
DISTRICT SERVICES AND TRAINING CENTER  
TRAINING AND DEVELOPMENT CENTER BOARD ROOM  
TELEPHONE CONFERENCE  
5000 RESEARCH FOREST DRIVE  
THE WOODLANDS, TEXAS 77381**

**April 27, 2007**

**11:00 a.m.**

**PRESENT:** Mr. Randy Bates, Chair  
Ms. Stephanie Marquard, Vice Chair  
Mr. John Fox, Secretary  
Priscilla Kelly, Assistant Secretary  
Dr. Richard Campbell  
Mr. Chris Daniel  
Ms. Maria O'Neill  
Mr. David Vogt

**ABSENT:** Dr. David Holsey

**I. CALL TO ORDER:** After a roll call confirming that a quorum was present, Mr. Bates called the teleconference meeting to order at 11:06 a.m. Mr. Daniel was present in the District Services and Training Center board room.

**II. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING:** Ms. Judy Stubblefield, executive assistant to the chancellor and search liaison to the Board of Trustees, confirmed that the Notice for the meeting had been properly posted. No action was required. A copy is attached as Exhibit "A".

**III. CLOSED SESSION:** At 11:07 a.m. Mr. Bates convened the Board in closed session, in accordance with Section 551.001 et. Seq. of the Texas Government Code under the following provision(s) of the Act:

Section 551.074 – Personnel Matters  
Chancellor Search

**IV. RECONVENE IN OPEN MEETING:** Mr. Bates reconvened the open meeting at 12:26 p.m.

**VI. ADJOURNMENT:** There being no further business, the meeting was adjourned at 12:26 p.m.

**ATTEST:**

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Board Chair

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Board Secretary

**MINUTES OF THE  
WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES  
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT  
DISTRICT SERVICES AND TRAINING CENTER  
TRAINING AND DEVELOPMENT CENTER BOARD ROOM  
5000 RESEARCH FOREST DRIVE  
THE WOODLANDS, TEXAS 77381  
May 3, 2007  
5:00 p.m.**

**PRESENT:** Mr. Randy Bates, Chair  
Ms. Stephanie Marquard, Vice Chair  
Ms. Priscilla Kelly, Assistant Secretary  
Dr. Richard Campbell  
Mr. Chris Daniel  
Dr. David Holsey  
Mr. David Vogt

**ABSENT:** Mr. John Fox, Secretary  
Ms. Maria Flotte O'Neill

**I. CALL TO ORDER:** Chairman Bates called the Workshop and Regular Meeting to order at 5:05 p.m. after determining a quorum was present.

**II. PLEDGE OF ALLEGIANCE:** Mr. Daniel led the Board and guests in reciting the Pledge of Allegiance.

**III. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING:** Chancellor Pickelman confirmed that the Notice for the meeting had been properly posted. No action was required. A copy is attached as Exhibit "A."

**IV. WORKSHOP DISCUSSION:** no items.

**V. CLOSED SESSION:** At 5:06 p.m. Mr. Bates convened the Board in closed session, in accordance with Section 551.001 et. Seq. of the Texas Government Code under the following provision(s) of the Act:

Section 551.071 - Consultation with Attorney  
Section 551.074 – Personnel Matters

Mr. Vogt arrived at 5:50 p.m.

**VI. RECONVENE REGULAR MEETING:** Mr. Bates reconvened the open meeting at 6:10 p.m.

**VII. INTRODUCTIONS, SPECIAL GUESTS, RECOGNITIONS:** Dr. Pickelman welcomed Tiffany Williams of the Conroe Courier, Kimberly Stauffer of the Houston

Chronicle, Lance Johnson of Southwest Securities, and Nathelie Ashby and Tom Sage of Vinson & Elkins LLP.

**VIII. APPROVAL OF THE MINUTES OF THE APRIL 5, 2007 WORKSHOP AND REGULAR MEETING AND THE APRIL 12, 2007 SPECIAL MEETING:**

upon a motion by Ms. Marquard and a second to the motion by Ms. Kelly, the Board unanimously approved the minutes of the April 5, 2007 Workshop and Regular Meeting. Upon a motion by Mr. Daniel and a second to the motion by Ms. Marquard, the Board approved the minutes of the April 12, 2007 Special Meeting. Mr. Vogt abstained from the vote.

**IX. CITIZENS DESIRING TO ADDRESS THE BOARD:** none

**X. SPECIAL REPORTS AND ANNOUNCEMENTS**

1. Chancellor: Chancellor Pickelman reported that the District has received a Notice and Order of Dismissal from the Texas Ethics Commission dismissing the complaint made by Mr. Fred Blanton stating that the District spent or authorized the spending of public funds for political advertising. The 80<sup>th</sup> Legislature's last official day is May 28<sup>th</sup>. The appropriations bill should pass both House and Senate and come up for a vote before the end of the session. The Chancellor updated the Board on the steps being taken by the District to prevent identity theft incidents such as the one that occurred at Montgomery College recently. Commencements will be held on May 11<sup>th</sup> and 12<sup>th</sup> at all five colleges. The Board is invited to attend a naming ceremony on May 9<sup>th</sup> at Montgomery College from 6:00 to 7:30 p.m. for the Mary Matteson-Parrish Art Gallery.

2. College Presidents: Dr. Steve Head, executive vice chancellor and interim president at North Harris College (NHC), distributed copies of the NHC emergency response guide for employees, and thanked Mr. Andre Perez, dean of public information, for the up-to-date information for employees to follow in case of an emergency on campus. A series of meetings will be conducted with faculty and staff over the summer to insure that there is a greater awareness of the resources available for students or employees who might need counseling services or other support services. Two separate community forums were conducted at Parkway Center and Carver Center, in cooperation with the Aldine Independent School District (ISD), in an effort to boost enrollments at the centers. An early college program at Carver Center in the fall will register nearly 400 students from Aldine ISD high schools. These students will have the opportunity to earn sixty college credits over the course of their junior and senior years in high school. Dr. Head introduced Dr. Bennie Lambert, vice president of student development. Dr. Lambert outlined new procedures being followed to reach middle school and high school students and to provide them with financial aid information as well as to assist them in completing the application process to enroll in NHC. A student awards banquet was held on April 20<sup>th</sup>.

Dr. Linda Stegall, president of Kingwood College, distributed copies of *Kingwood Happenings* and *KC Connections*, spotlighting several student events on campus. She introduced The annual student awards banquet honored exemplary students for their

accomplishments in academics, service, and in student organizations. She introduced Peggy Lambert, vice president for student development and PTK advisor, and Debbie Esparza, program coordinator and Phi Theta Kappa (PTK) co-advisor. Ms. Lambert and Ms. Esparza shared information on several PTK community service projects. The Alpha Lambda Xi Chapter of Phi Theta Kappa inducted 74 students at the spring induction ceremony. Cosmetology students participated in the “Spring is Busting Out All Over” fantasy contest; the interior design department held an open house which featured career information and tours of the interior design lab and teaching facilities; and the visual communications department hosted its 4<sup>th</sup> annual 12-hour design marathon - “Design-A-Thon” in which student volunteers created projects for local non-profit organizations. An article in the *Kingwood Observer* reported that on April 27, students from the inaugural Early College program class were invited to share their experiences with administrators of Kingwood College at a luncheon held on the campus. The Early College program is a partnership between Kingwood College and Humble ISD that was launched in the beginning of the 2006-2007 school year for juniors and seniors to attend high school while also taking classes at Kingwood College. One student plans to major in aerospace engineering at the University of Texas after she graduates from high school in 2008. If she continues at the same pace, she could earn enough credits and receive an associate degree from Kingwood College before she accepts her diploma at her high school graduation. She would then enter UT as a college junior.

Dr. Ray Hawkins, president of Tomball College (TC), introduced Dr. Bo Rollins, professor of English and faculty sponsor of the Alpha Rho Mu Chapter of Phi Theta Kappa at TC. Dr. Rollins introduced the 2006-2007 student officers and distributed a list of the achievements the chapter has accomplished. To name a few of the accomplishments: the chapter was named Top Texas Chapter; Mandy Stegint, president, was named to the Texas Hall of Honor for outstanding members; Stephanie Braly will represent the local chapter as the District IV vice president; Alpha Rho Mu was named a Top 100 chapter at the international convention; and Bo Rollins received the Paragon Award for outstanding advisors at the international convention.

Dr. Tom Butler, president of Montgomery College (MC), reminded the Board members of the naming ceremony to be held for Mary Matteson-Parish on Wednesday at 6:00 p.m. at MC. He reported that extra security precautions have been taken to insure that student records and personal information is being protected from possible identity theft incidents. Dr. Butler introduced Michael Krall, professor of engineering and Mike Hickey, professor of political science. Mr. Krall and Mr. Hickey are members of the Montgomery College Saw Dogs Base Ball Club. The club was formed in 2006. Members recreate the game as it was played in the 1860s, a period in which gentlemanly behavior and sportsmanship defined the game. In an effort to better educate the public about the “greatest game ever invented”, the MC Saw Dogs not only schedule matches against other vintage base ball teams, but also against local organizations. The club has fifteen members at this time and has played against the Astros Round Rock Express team in Round Rock, as well as other invitational events around the state. Ms. LaNae Ridgwell, a member of the club, was also present and was introduced at the meeting.

Dr. Diane Troyer, president of Cy-Fair College (CFC), announced that Professor Jeff Edwards is considered one of the best professors in Texas by being named a 2007 Piper Professor. The Minnie Stevens Piper Foundation honor is one of the most prestigious honors among Texas colleges and universities. Every Texas university, community college, or private college may nominate one professor. The foundation then selects 15 professors to receive \$5,000 and the award, which is given in recognition of superior teaching at the college level. Jeff is married to the previous Cy-Fair College Piper Professor recipient, Susan Edwards. Both were also founding faculty members of Cy-Fair College and just this year moved to Mississippi. Jeff teaches at Holmes Community College and Susan is the Director of Honors Programs at Phi Theta Kappa International. Both teach on-line courses for Cy-Fair College. Dr. Troyer introduced Sandra Harvey, associate professor of history and faculty advisor of Beta Lambda Mu Chapter of Phi Theta Kappa and Esther Robinson, associate professor of history and co-advisor. Ms. Robinson distributed a flyer which spotlights the numerous awards won by individual members as well as the chapter. Among the awards won are: the Michael Bennett Lifetime Achievement Award presented to Dr. Pickelman; Distinguished Administrator Award presented to Dr. Earl Campa; Distinguished Chapter President won by Megan Voltz; Mosal Award won by Jeff Edwards; the Service Hallmark Award; the Leadership Hallmark Award; the Top 100 Chapters Award; the Beta Alpha Continued Excellence Award; and the Guistwite Scholar and All-USA Academic Third Team won by student, Andrea Aguirre. Dr. Troyer introduced Dr. Christal Albrecht, vice president of instruction. Dr. Albrecht introduced Ms. Lisa Wardell, assistant director of admissions at Texas A&M University. Ms. Wardell thanked the board for approving the articulation agreement that will offer community college students a seamless transition to earning Texas A&M degrees. Upon completing 24 hours with at least a 3.0 grade point average, Cy-Fair College students will be guaranteed transfer admission to Texas A&M University in specific programs.

3. Vice Chancellors: Mr. Ray Laughter, vice chancellor for external affairs, reported that more than 25 marketing awards were won in 2006-2007 district-wide. The awards were displayed in the District Services and Training Center (DSTC) foyer. Mr. Laughter introduced several employees who were instrumental in winning the awards and were present at the Board meeting: Jamie White, director of college relations at Tomball College; LaNae Ridgewell, program coordinator, publications and graphic design at Montgomery College; Andre Perez, director of college relations at North Harris College; Diane Blanco, director of college relations at Kingwood College; Linda Woehst, specialist at Kingwood Cable TV Station; Kelly Norton, program coordinator, media relations at Cy-Fair College; John Luedemann, program coordinator, district communication at DSTC; and Steve Lestarjette, associate vice chancellor of public affairs at DSTC. Mr. Laughter reported that the Foundation's StarGala 2007 broke records in revenue and attendance. The annual event sold 74 tables and raised more than \$450,000 for scholarships and student programs while honoring Dr. Pickelman. Mr. Laughter thanked Foundation staff for their efforts in planning the Gala: John Hooker, executive director; Judy Lux, program coordinator, special events; JoAnne Timm, coordinator; and Denise Bebenread, financial analyst.

Dr. Steve Head, executive vice chancellor and interim president of North Harris College, introduced Ms. Suzanne Thaler, program developer, corporate training. Ms. Thaler presented an overview of the program which assists businesses of any size to enhance productivity. By providing customized solutions, companies are enabled to gain/maintain a competitive edge. Through analyzing a company's business needs, workforce development professionals can develop an effective program that will meet the needs of the workforce today and tomorrow and the training is designed to fit the individual at any point in his or her career. Programs present concentrated specialized study that develops, complements, or expands existing knowledge and skills, while focusing on career requirements and goals.

4. Faculty Senate Presidents: Mr. David Wickham, professor of English and faculty senate president at Montgomery College, presented Dr. Pickelman with a compact disk from the Montgomery College faculty senate meeting that the Chancellor attended in January. Mr. Wickham thanked the Board for their support of faculty senate presidents taking part in Board meetings and announced his replacement. Professor David Livingston will represent Montgomery College for the upcoming academic year.

**XI. CONSIDERATION OF CONSENT AGENDA**: Mr. Bates proceeded with the Consent Agenda. Action Items 2, 3 and 21 were recommended to be considered separately. Dr. Holsey made a motion to approve Action Items 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, and 20. Mr. Daniel seconded the motion, and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit "B."

**XII. POLICY REPORTS AND CONSIDERATIONS**:

1. Consideration of the Proposed Revised Board Policy CAK (Local): Investment and Cash Management Policy (FIRST READING): the Board conducted the first reading of the proposed revisions to Board Policy CAK (Local): Investment and Cash Management Policy. The Board expressed no objection to adding the proposed policy to the June Board Meeting agenda for consideration and action. A copy is attached as Exhibit "C."
2. Consideration of Approval for Board of Trustees Travel (ACTION ITEM 1). the Board authorized Randy Bates to attend the Texas Higher Education Coordinating Board Effective Governance Leadership Meeting in Austin, Texas on June 3-4, 2007. This item was passed in the Consent Agenda. A copy is attached as Exhibit "D."

**XIII. FINANCIAL REPORTS AND CONSIDERATIONS**

1. Monthly Financial Statements: Ms. Cindy Gilliam, vice chancellor of business affairs and chief financial officer, presented the monthly financial statements. A copy is attached as Exhibit "E."

2. Consideration of Approval to Adopt a Fourth Supplemental Resolution Authorizing the Issuance, Sale and Delivery of North Harris Montgomery Community College District Revenue Financing System Bonds, Series 2007, for approximately \$30,100,000; and Approving and Authorizing Instruments and Procedures Relating Thereto (ACTION ITEM 2): upon a motion by Dr. Campbell, and a second to the motion by Mr. Vogt, the Board unanimously adopted a fourth supplemental resolution authorizing the issuance, sale and delivery of North Harris Community College Revenue Financing System Bonds, Series 2007 for approximately \$30,100,000; and approved and authorized instruments and procedures relating thereto. A copy is attached as Exhibit "F."
3. Consideration of Approval to Purchase the e-Refunds Module for the Commerce Management System (CMS) for the District (ACTION ITEM 3): upon a motion by Ms. Kelly, and a second to the motion by Ms. Marquard, the Board unanimously approved the purchase of e-Refunds Module for the Commerce Management System (CMS) for the District from TouchNet Information Systems, Inc., in the amount of \$53,600 annually plus a one-time installation and training fee of \$18,960. A copy is attached as Exhibit "G."
4. Consideration of Ratification of Purchase of Additional Search Firm Services for Dean of Technology at Cy-Fair College (ACTION ITEM 4): the Board ratified the purchase of additional search firm services for a dean of technology at Cy-Fair College from Allen Austin Executive Search Consultants, in the amount of \$21,000, which represents one-third of the successful candidate's first year anticipated cash compensation. This item was passed in the Consent Agenda. A copy is attached as Exhibit "H."
5. Consideration of Approval to Extend Agreement for Purchase of Interpreter Services for the District (ACTION ITEM 5): the Board approved the extension of the purchase agreement for the District's interpreter services with Hancock, Jahn, Esquivel, Lee & Puckett, LLC, dba Communication Axxess Ability Group, for an estimated amount of \$630,000 for the period of June 1, 2007 through May 31, 2008. This item was passed in the Consent Agenda. A copy is attached as Exhibit "I."
6. Consideration of Ratification of Purchase of Outdoor Advertising for North Harris College (ACTION ITEM 6): the Board ratified the purchase of outdoor advertising for North Harris College from Clear Channel Outdoor, in the amount of \$73,747. This item was passed in the Consent Agenda. A copy is attached as Exhibit "J."
7. Consideration of Approval to Renovate Entry Canopies at Tomball College (ACTION ITEM 7): the Board approved the renovation of the entry canopies at Tomball College from Accompany Services, in the amount of \$120,750. This item was passed in the Consent Agenda. A copy is attached as Exhibit "K."
8. Consideration of Ratification to Revise Awarded Contract for Portion of Water System Improvements Project at Cy-Fair College (ACTION ITEM 8): the Board

ratified the revision of the awarded contract for the purchase of a portion of the water system improvements project at Cy-Fair College to M. Marlon Ivy & Associates, Inc., in the amount of \$89,000 for a total project cost of \$162,705. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L.”

9. Consideration of Approval to Enter into The Cooperative Purchasing Network (TPCN) Cooperative Lease and Construction Contract for a Temporary Modular Building at Cy-Fair College (ACTION ITEM 9): the Board approved a two year lease of a temporary modular building for Cy-Fair College from Williams Scotsman Corporation, in the amount of \$429,224. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M.”
10. Consideration of Approval to Paint Interior and Exterior Spaces at Fairbanks Center, Cy-Fair College and District Services and Training Center (ACTION ITEM 10): the Board approved the painting of interior and exterior spaces at Fairbanks Center, Cy-Fair College and DSTC from the lowest bidder, Berger Construction Company, in the amount of \$125,907. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N.”
11. Consideration of Approval to Perform Non-destructive Infrared Subsurface Moisture Survey and Scaled Campus Site-plan Survey of all Non-metal Building Roofs in the District (ACTION ITEM 11): the Board approved the non-destructive infrared subsurface moisture survey and scaled campus site-plan survey of all non-metal building roofs in the District from Infrared Concepts Corporation, in the amount of \$107,016. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O.”
12. Consideration of Approval to Renovate Multiple Rooms in Classroom Building A (CLA) at Kingwood College (ACTION ITEM 12): the Board approved the renovation of multiple rooms in the CLA building at Kingwood College from the lowest bidder, Montgomery Building Services, in the amount of \$67,875. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P.”
13. Consideration of Acceptance of Gifts (ACTION ITEM 13): the Board formally accepted and acknowledged the gifts donated to the North Harris Montgomery Community College District in accordance with the donors’ wishes. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q.”
14. Consideration of Authorization for the Chancellor or Designee to Negotiate and Execute a Contract for Domestic Water and Sanitary Services for North Harris College Subject to the Board of Trustee’s Ratification (ACTION ITEM 14): the Board authorized the Chancellor or his designee to negotiate and execute an agreement for domestic water and sanitary services for North Harris College subject to the Board of Trustee’s ratification at a future regular meeting. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R.”

15. Consideration of Approval to Purchase Outdoor Trash Cans for North Harris College (ACTION ITEM 15): the Board approved the purchase of outdoor trash cans for North Harris College from the lowest bidder, Brawner Paper Company, in the amount of \$44,528. This item was passed in the Consent Agenda. A copy is attached as Exhibit "S."
16. Consideration of Approval of Datatel Migration Services for the District (ACTION ITEM 16): the Board approved the purchase of migration services for the District from Datatel, Inc., in the amount of \$155,400 and authorized the Chancellor or designee to negotiate and execute any additional agreements for the purchase of additional services, within the approved FY 2006-07 operating budget, necessary to complete the migration. This item was passed in the Consent Agenda. A copy is attached as Exhibit "T."

**XIV. BUILDING AND GROUNDS REPORT:**

1. Construction Projects Update: the Board reviewed the report as presented. A copy is attached as Exhibit "U."

**XV. PERSONNEL REPORTS AND CONSIDERATIONS**

1. Consideration of Ratification of Appointments (ACTION ITEM 17): the Board ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit "V."
2. Consideration of Acceptance of Resignations (ACTION ITEM 18): the Board accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit "W."
3. Consideration of Approval of Commissioning of Peace Officer (ACTION ITEM 19): the Board of Trustees approved the commissioning of the following peace officers for the North Harris Montgomery Community College District: Kingwood College - Dinnie Calhoun and Abraham Castillo; Tomball College - Rodney T. Delrosario and Joseph A Simien Jr.; Montgomery College - William K. Knight and Gale L. Echols. This item was passed in the Consent Agenda. A copy is attached as Exhibit "X."
4. Consideration of the Reappointment of Contractual Employees (Non-Faculty) (ACTION ITEM 20): the Board ratified the reappointment of the contractual employees (non faculty) listed for the positions indicated. This item was passed in the Consent Agenda. A copy is attached as Exhibit "Y."

**XVI. SPECIAL CONSIDERATION:**

Consideration of Acceptance of Retirement Letter from the Chancellor (ACTION ITEM 21): upon a motion by Dr. Campbell and a second to the motion by Ms. Marquard, the

Board unanimously accepted the retirement letter from Chancellor John Pickelman. Chairman Bates and several Board members voiced their appreciation for the sixteen years of service Dr. Pickelman has given to the District, and commended him for his many accomplishments over the years. A copy is attached as Exhibit "Z."

**XVII. SUGGESTED FUTURE AGENDA ITEMS:** None. Chairman Bates noted that the chancellor search is proceeding well and that the three finalists will be interviewed by Board members on Saturday, May 5<sup>th</sup>. After the interviews are completed on Saturday, the Board will call a special meeting prior to the Regular Board Meeting in June to conduct a vote and to name the new chancellor.

**XVIII. ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:45 p.m.

ATTEST:

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Board of Trustees, Chair

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Board of Trustees, Secretary

**SPECIAL MEETING OF THE BOARD OF TRUSTEES  
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT  
MARRIOTT HOUSTON AIRPORT AT GEORGE BUSH INTERCONTINENTAL  
MATAGORDA ROOM  
18700 JOHN F. KENNEDY BLVD.  
HOUSTON, TEXAS 77032  
May 5, 2007  
1:00 p.m.**

**PRESENT:** Mr. Randy Bates, Chair  
Ms. Stephanie Marquard, Vice Chair  
Mr. John Fox, Secretary  
Priscilla Kelly, Assistant Secretary  
Dr. Richard Campbell  
Mr. Chris Daniel  
Dr. David Holsey  
**ABSENT:** Ms. Maria O'Neil  
Mr. David Vogt

- I. CALL TO ORDER:** After confirming that a quorum was present, Mr. Bates called the special meeting to order at 1:20 p.m.
- II. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING:** Mr. Bates confirmed that the Notice for the meeting had been signed by the chancellor and properly posted. No action was required. A copy is attached as Exhibit "A".
- III. CLOSED SESSION:** At 1:21 p.m. Mr. Bates convened the Board in closed session, in accordance with Section 551.001 et. Seq. of the Texas Government Code under the following provision(s) of the Act:

Section 551.074 – Personnel Matters  
Chancellor Search

- IV. RECONVENE IN OPEN MEETING:** Mr. Bates reconvened the open meeting at 6:33 p.m.
- VI. ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:34 p.m.

**ATTEST:**

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Board Chair

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Board Secretary

**SPECIAL MEETING OF THE BOARD OF TRUSTEES  
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT  
DISTRICT SERVICES AND TRAINING CENTER  
TRAINING AND DEVELOPMENT CENTER BOARD ROOM  
5000 RESEARCH FOREST DRIVE  
THE WOODLANDS, TEXAS 77381  
May 16, 2007  
6:00 p.m.**

**PRESENT:** Mr. Randy Bates, Chair  
Ms. Stephanie Marquard, Vice Chair  
Mr. John Fox, Secretary  
Priscilla Kelly, Assistant Secretary  
Dr. Richard Campbell  
Mr. Chris Daniel  
Dr. David Holsey  
Ms. Maria O'Neill  
Mr. David Vogt

**I. CALL TO ORDER:** After confirming that a quorum was present, Mr. Bates called the special meeting to order at 6:00 p.m.

**II. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING:** Ms. Judy Stubblefield, executive assistant to the chancellor and search liaison to the Board of Trustees, confirmed that the Notice for the meeting had been signed by the chancellor and properly posted. No action was required. A copy is attached as Exhibit "A".

**III. CLOSED SESSION:** At 6:01 p.m. Mr. Bates convened the Board in closed session, in accordance with Section 551.001 et. Seq. of the Texas Government Code under the following provision(s) of the Act:

Section 551.074 – Personnel Matters

Chancellor Search

John Fox arrived at 6:19 p.m.

**IV. RECONVENE IN OPEN MEETING:** Mr. Bates reconvened the open meeting at 9:50 p.m.

**V. PERSONNEL REPORT AND CONSIDERATION**

Consideration of the Selection and Appointment of the Next Chancellor of North Harris Montgomery Community College District (ACTION ITEM 1): upon a motion by Dr. Holsey and a second to the motion by Dr. Campbell, the Board named Dr. Richard Carpenter as the sole finalist for the position of chancellor of North Harris Montgomery Community College District to be confirmed at the June 7, 2007 Regular Board Meeting. The motion passed with a six to three vote. Ms. Kelly, Mr. Daniel, and Ms. Marquard voted nay.

**VI. ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:51 p.m.

**ATTEST:**

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Board Chair

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Board Secretary

**Consideration of Consent Agenda**

**Board Meeting 6-7-07**

**Consent**

**Agenda:** A roll call of individual action items will determine the consent agenda. If a trustee has a question or plans to cast a negative vote regarding a specific recommendation, then the trustee/trustees need to acknowledge their intention to the Chair by show of hand during the roll call: this action item will be considered in the regular order of business as an individual action item.

Those action items that the trustees plan to approve without further question or discussion will be placed on the consent agenda during roll call of individual action items. Upon the creation of the consent agenda, a motion, a second to the motion, and unanimous approval of the Board of Trustees is needed to approve the action items. Upon approval of the consent agenda, the Board of Trustees will proceed with the remainder of the agenda.

**Rationale:** The consent agenda format is an organization process for meetings that allow the governing board to focus their time and attention on action items that require more elaboration, information, and/or discussion. The intent of the consent agenda is to support efficiency and effectiveness of the meeting.

Tally of  
Action Items:

	<u>Consent</u>	<u>Chancellor</u>	<u>Board</u>
	<u>Agenda</u>	<u>Recommended</u>	<u>Separate</u>
		<u>Separate Action</u>	<u>Action</u>
# 1 – Approve Revised Board Policy CAK (Local):	_____	_____	_____
# 2 – Approve Core Curriculum/Assoc Arts/Assoc Science	_____	_____	_____
# 3 – Approve Tax Exemption Allowances for 2007	_____	_____	_____
# 4 – Approve Out-of-District Fees/Out-of-State Fees	_____	X	_____
# 5 – Adopt General Use Fee	_____	X	_____
# 6 – Approve Temporary Custodial Employment Services	_____	_____	_____
# 7 – Approve Purchase/Printing/Mailing Services	_____	_____	_____
# 8 – Approve Amendment/Oce Copier Agreement	_____	_____	_____
# 9 – Approve Add'l Software/Consulting/License Renewal	_____	_____	_____
#10 – Approve Lease/Food Dispenser/NHC	_____	_____	_____
#11 – Approve Purch/Community Assessment/Name Equity	_____	_____	_____
#12 – Approve Purchase/Printing/Mailing/Cr Schedules/NHC	_____	_____	_____
#13 – Approve Purchase/Polysomnography Lab Eqmt/KC	_____	_____	_____
#14 – Approve Replacing Existing Graphics/WCC	_____	_____	_____
#15 – Approve Replacing Water Heater/MC	_____	_____	_____
#16 – Approve Purchase/Construction Svcs/Surfaces/NHC	_____	_____	_____
#17 – Approve Complimentary Agreement/FiberTower Gift	_____	_____	_____
#18 – Approve Replacing Light Fixtures/Library/CFC	_____	_____	_____



**Request:** Consideration of Approval of Revised Board Policy CAK (Local):Investment and Cash Management Policy (**SECOND READING**)

**Chancellor's**

**Recommendation:** That the Board of Trustees consider the proposed revised Board Policy CAK (Local): Investment and Cash Management Policy

**Rationale:** The District is required by Government Code Section 2256.005(e) (Public Funds Investment Act) and Policy CAK (Local) to perform an annual review of the adopted investment policy and strategies.

New financial instruments, or variations of accepted existing instruments, are constantly developed in response to market conditions. Such is the case recently with extendible commercial paper instruments. Extendible commercial paper instruments such as extended credit notes (ECN) or secured liquidity notes (SLN) are a recent innovation developed by issuers to avoid reissuing maturing commercial paper instruments when the market is unfavorable to the issuer. An ECN or an SLN contains terms that would allow the lender to automatically extend the maturity date of an issued, outstanding commercial paper instrument by as much as 390 days.

The District's investment policy requires investments to have structured maturities that coincide with the District's cash flow requirements. Securities that are extendible at the issuer's option would not be in the District's best interests. Therefore the District's investment policy is being revised to categorize ECN and SLN commercial paper as unauthorized investments.

**Fiscal Impact:** No change in financial resources.

**Staff Resource:** Ken Lynn 832-813-6545  
Cindy Gilliam 832-813-6512

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

APPROPRIATIONS AND REVENUE SOURCES:  
INVESTMENTS

CAK  
(LOCAL)

*ANNUAL  
REVIEW*

The Investment Officers shall annually submit a list of financial institutions for Board approval. These institutions shall be authorized to provide depository services to the District. No District deposit shall be made except in an authorized public depository as defined by state law.

The Investment Officers shall annually submit a list of financial and brokers/dealer institutions for Board approval. These institutions shall be selected for service, market involvement, and credit worthiness and be authorized to provide brokerage services. These may include primary dealers and regional dealers that qualify under the Securities and Exchange Commission uniform net capital rule (Rule 15C3-1).

The Board shall annually review and evaluate the firms authorized to enter into investment or depository transactions with the District. The following minimum criteria may be included in the review and evaluation:

1. Number of transactions competitively won/tried/lost.
2. Prompt and accurate confirmation of transactions.
3. Efficiency of securities deliveries.
4. Accuracy of market information.
5. Account servicing.

Subsequent to the review and evaluation, the Board will approve a list of firms authorized to enter into investment or depository transactions with the District for the following year.

*AUTHORIZED  
INVESTMENTS*

The following are authorized for investment with District funds:

1. Obligations of the United States of America, its agencies and instrumentalities, excluding mortgage backed securities (MBS) and with a stated maturity date not to exceed three (3) years;
2. Certificates of Deposit issued by a bank domiciled in Texas, or a savings bank domiciled in Texas and that is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or secured by obligations in a manner consistent with state law and the Investment Policy, with a stated maximum maturity not to exceed one year.
3. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the United States government or its respective agencies and instrumentalities, excluding mortgage backed securities;
4. Fully collateralized repurchase agreements with a defined termination date secured by obligations of the United States government, its agencies and instrumentalities including mortgage backed securities. Underlying securities shall be held in

# NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

## APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS

CAK  
(LOCAL)

the District's name, deposited at the time the investment is made with the District, and held by an independent custodian approved by the District. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas. The Bond Industry Association Master Repurchase Agreement must be executed prior to the transaction. All repurchase agreements will be executed on a delivery vs. payment basis. Underlying securities shall have a continuous market value greater than or equal to 102 percent. The transaction shall have a maximum maturity of 120 days except flex repurchase agreements used for bond proceeds. The maximum maturity for a flex shall be matched to project cash flow projections and the requirements of the governing bond ordinance.

5. SEC registered Money Market Mutual Funds continuously rated AAA by at least one nationally recognized rating service and in compliance with the requirements of Section 2256.014 of the Act.
6. Constant dollar local government investment pools in Texas which, 1) meet the requirements of the Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, 3) seek to maintain a \$1.00 net asset value, and 4) are authorized by resolution of the Board.
7. **Non-extendible** commercial paper with a maximum maturity of 120 days, rated A1/P1 or equivalent by at least two nationally recognized credit rating agencies.

Other types of investments which may be authorized by statute are not authorized for investment by the District until the Investment Policy is amended and adopted by the Board.

The following are not authorized for investment with District funds:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no interest;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity of greater than 10 years; and,
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.
5. **Extendible commercial paper such as Extended Credit Notes (ECN) or Secured Liquidity Notes (SLN) where an issuer may choose to extend the security's final maturity date.**

**Request:** Consideration for Approval of the Core Curriculum for the Associate of Arts and the Associate of Science Degree for 2007-2008

**Chancellor's Recommendation:** That the Board of Trustees approve the revised Associate of Arts and Associate of Science Core Curriculum for the 2007-2008 academic year. The revised core curriculum must be submitted to the Texas Higher Education Coordinating Board.

**Rationale:** The Texas Higher Education Coordinating Board (THECB) requires the Board to approve all changes to the core curriculum and to submit these changes on a yearly basis.

Since 1987, every student who received a baccalaureate degree from a Texas public institution of higher education has been required to complete the state's general education core curriculum comprised of 42 credit hours in identified disciplines as part of their degree requirements. Regardless of the student's academic discipline or "major," each student earning an academic undergraduate degree from a Texas public institution of higher education holds in common their completion of the Texas Core Curriculum. The core curriculum transfers in its entirety to all public institutions of higher education.

Texas law provides this definition for "core curriculum" (TEC §61.821): " ... the curriculum in liberal arts, humanities, and sciences and political, social, and cultural history that all undergraduate students of an institution of higher education are required to complete before receiving an academic undergraduate degree." Each institution has some flexibility in determining which specific courses meet THECB core curriculum requirements within the identified disciplines

The NHMCCD core curriculum is reviewed annually to insure compliance with requirements. Changes are recommended by faculty curriculum teams, reviewed by a core curriculum committee, and approved by the Vice Presidents of Instruction. The revised core and a summary of changes are attached.

**Fiscal Impact:** There is no financial impact.

**Staff Resource:** Steve Head 832-813-6522  
Linda Luehrs Wolfe 832-813-6504

**North Harris Montgomery Community College District**  
**AA/AS Core Curriculum Requirements**  
**2007-2008**

**Communication:**

ENGL 1301 and 1302 and 3 hrs. of Speech; SPCH 1144, 1145, 1311, 1315, 1318, 1321, 2144, 2145

**Mathematics:**

MATH 1314, 1316, 1324, 1325, 1332, 1342, \*1350, \*1351, 2318, 2320, \*\*2412, \*\*2413, \*\*2414, \*\*2415

**Natural Sciences:**

BIOL 1406 or 1408, 1407 or 1409, 2401, 2402, 2404, 2406, 2416, 2420, 2421, CHEM 1105 and 1305 or 1405, 1411, 1412, 1419, 2423, 2425, ENVR 1401, 1402, GEOL 1403, 1404, 1405, 2307, PHYS 1401, 1402, 1410, 1411, 1412, 2425, 2426

**Visual & Performing Art:**

ARTS 1301, 1303, 1304, 1316, 2346, 2356, DANC 2303, DRAM 1120, 1121, 1310, 1330, 1351, 1352, 2120, 2361, 2362, MUSI 1301, 1306, 1308, 1309, 1310

**Humanities:**

ENGL 2307, 2322, 2323, 2327, 2328, 2332, 2333, 2341, 2342, 2343, 2351, HUMA 1301; HUMA 1302; PHIL 1301, 1304, 2306, 2321, SPCH 2341, FREN 2311, 2312, GERM 2311, 2312, SPAN 2311, 2312, ITAL 2311, 2312

**Social/Behavioral Sciences:**

HIST 1301, 1302, or 2301 (Select 6 hours with 3 hours in U.S. History)  
GOVT 2301 and 2302 (6 hours)  
ANTH 2301, 2346, 2351, CRIJ 1301, 1307; ECON 2301, 2302, GEOG 1300, 1303,  
GOVT 2304, HIST 2311, 2312, 2321, 2322, HUMA 2301, PSYC 2301, 2302, 2306,  
2308, 2314, 2315, 2316, 2317, 2319, SOCI 1301, 1306, 2301, 2319, 2326

**KINE:**

Select any activity course 1111-2184 (excluding 3 credit-hour KINE classes)

NHMCCD requires students to meet an internal multicultural requirement. This requirement can be met by successfully completing one of the underlined courses above or with one of the courses listed below.

**Multicultural:**

FREN 1300, 1310, 1411, 1412, GERM 1411, 1412, ITAL 1411, 1412, JAPN 1411, 1412, SGNL 1401, 1402, 2301, 2302, SPAN 1300, 1310, 1411, 1412, 2306

\*Specifically designed for elementary and middle school teachers.

\*\*This course satisfies the mathematics core requirement of three semester hours; however, the fourth hour is not a part of the transfer core curriculum and may be transferred as an elective hour.

NHMCCD also requires students to meet the computer literacy competency (ITSC 1401, COSC 1401 or equivalent (if course or competency challenge exams are not chosen and successfully completed).

### **Summary of Changes**

#### **Courses added to the core curriculum:**

ENGL 2351 – Added as a Humanities option.

ENVR 1401 – Added as a Natural Science option.

ENVR 1402 – Added as a Natural Science option.

HUMA 2301 – Added as a Social Behavioral Science option.

DANC 2303 – Added as a Visual & Performing Arts option.

ANTH 2301 – Added as a Social/Behavioral Science option.

#### **Courses added to core multicultural requirement list:**

ENGL 2351

#### **Core deletions:**

MUSI 1307

**Financial Report and Consideration No. 1**

**Board Meeting 6-7-07**

**Report:** Monthly Financial Statements

The financial statements for the month ended April 30, 2007 are presented for Board review.

**NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT**

STATEMENT OF CURRENT OPERATING FUNDS, EXCLUDING THE TECHNOLOGY FUND  
 REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL  
 FOR THE EIGHT MONTHS ENDED APRIL 30, 2007

	<u>BUDGET</u>	<u>75% OF FISCAL YEAR ACTUAL</u>	<u>% ACTUAL TO BUDGET</u>	<u>PRIOR YEAR ACTUAL 4/30/2006</u>	<u>% OF 08/31/06 ACTUAL</u>
<b>REVENUES:</b>					
STATE APPROPRIATIONS	\$ 49,100,000	\$ 30,450,282	62.02%	\$ 30,469,690	62.04%
TUITION AND FEES	39,930,000	39,257,037	98.31%	35,979,349	95.03%
TAXES	75,900,000	71,569,737	94.29%	68,529,277	96.80%
INVESTMENTS	1,290,280	1,451,585	112.50%	823,585	58.20%
OTHER	<u>2,039,720</u>	<u>1,320,216</u>	<u>64.73%</u>	<u>1,445,483</u>	<u>59.66%</u>
TOTAL EDUCATIONAL AND GENERAL REVENUES	168,260,000	144,048,857	85.61%	137,247,384	84.93%
REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED	<u>550,000</u>	<u>392,039</u>	<u>71.28%</u>	<u>341,650</u>	<u>62.04%</u>
TOTAL REVENUES	<u>168,810,000</u>	<u>144,440,896</u>	<u>85.56%</u>	<u>137,589,034</u>	<u>84.85%</u>
<b>EXPENDITURES:</b>					
GENERAL ADMINISTRATION & STUDENT SERVICES	23,993,081	14,994,196	62.49%	13,854,168	64.26%
GENERAL INSTITUTIONAL	16,184,636	7,939,919	49.06%	6,348,039	55.13%
STAFF BENEFITS	9,367,748	6,450,391	68.86%	6,291,769	75.77%
RESIDENT INSTRUCTION GENERAL ACADEMIC PROGRAMS	64,140,618	44,996,352	70.15%	42,107,441	70.53%
RESIDENT INSTRUCTION VOCATIONAL-TECHNICAL PROGRAMS	24,518,646	16,574,860	67.60%	15,434,268	68.70%
LIBRARY	7,447,928	4,594,029	61.68%	4,555,420	66.14%
EXTENSION AND PUBLIC SERVICE	761,947	517,589	67.93%	531,873	66.75%
PHYSICAL PLANT OPERATION AND MAINTENANCE	<u>21,911,006</u>	<u>14,750,715</u>	<u>67.32%</u>	<u>11,479,731</u>	<u>59.29%</u>
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES	168,325,610	110,818,051	65.84%	100,602,709	66.80%
REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED	<u>1,250,000</u>	<u>458,366</u>	<u>36.67%</u>	<u>1,095,201</u>	<u>69.77%</u>
TOTAL EXPENDITURES	169,575,610	111,276,417	65.62%	101,697,910	66.83%
<b>OTHER CHANGES - DEBT SERVICE &amp; FUND TRANSFERS</b>	<u>2,528,000</u>	<u>1,944,980</u>	<u>76.94%</u>	<u>2,075,305</u>	<u>77.57%</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<u>\$ (3,293,610)</u>	<u>\$ 31,219,499</u>		<u>\$ 33,815,819</u>	

**NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT**

STATEMENT OF OPERATIONS - TECHNOLOGY FUND  
 REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL  
 FOR THE EIGHT MONTHS ENDED APRIL 30, 2007

	BUDGET	75 % OF FISCAL YEAR ACTUAL	% ACTUAL TO BUDGET	PRIOR YEAR ACTUAL 4/30/2006	% OF 08/31/06 ACTUAL
<b>REVENUES:</b>					
Technology fee	\$ 4,860,000	\$ 4,681,428	96.33%	\$ 4,494,849	94.19%
Investments	90,000	66,822	74.25%	59,434	66.76%
Miscellaneous	20,000	9,863	0	29,969	61.47%
Total revenues & additions	<u>4,970,000</u>	<u>4,758,113</u>	<u>95.74%</u>	<u>4,584,252</u>	<u>93.37%</u>
<b>EXPENDITURES:</b>					
<u>Automated Library System</u>					
Salaries and Benefits	1,648	1,657	100.55%	-	-
Services	244,012	188,969	77.44%	220,378	94.69%
Travel and Professional Development	5,300	125	0	3,159	60.65%
Supplies	15,000	2,675	17.83%	9,163	53.43%
Communications	24,050	16,000	66.53%	16,001	66.67%
Total Dynix Library System	<u>290,010</u>	<u>209,426</u>	<u>72.21%</u>	<u>248,701</u>	<u>88.92%</u>
<u>Datatel Services</u>					
Salaries and Benefits	-	-	-	6,220	100.00%
Services	789,554	716,617	90.76%	865,970	89.52%
Travel and Professional Development	17,500	11,057	63.18%	6,588	94.28%
Supplies	4,500	538	11.96%	5,595	90.01%
Communications	16,000	7,306	45.66%	12,153	87.51%
Equipment	308,355	212,000	1	10,542	100.00%
Total Datatel Services	<u>1,135,909</u>	<u>947,518</u>	<u>83.41%</u>	<u>907,068</u>	<u>89.70%</u>
<u>E-Mail Services &amp; Telecommunications</u>					
Administrative Salaries and related benefits	-	-	-	-	-
Services	818,850	601,690	73.48%	633,835	72.56%
Travel and Professional Development	54,600	15,994	29.29%	12,288	45.54%
Supplies	111,491	36,851	33.05%	22,112	78.86%
Communications	168,833	87,275	51.69%	82,598	59.37%
Equipment	392,713	307,244	78.24%	254,540	30.99%
Total E-Mail Services & Telecommunications	<u>1,546,487</u>	<u>1,049,054</u>	<u>67.83%</u>	<u>1,005,373</u>	<u>53.22%</u>
<u>Campus Support</u>					
Salaries and Benefits	-	-	-	-	-
Services	105,779	88,066	83.25%	51,183	71.42%
Supplies	588,331	374,364	63.63%	246,143	36.59%
Travel	-	-	-	16,783	107.18%
Equipment	1,515,484	918,725	60.62%	950,415	74.19%
Total Campus Support	<u>2,209,594</u>	<u>1,381,155</u>	<u>62.51%</u>	<u>1,264,524</u>	<u>61.95%</u>
Total expenditures	<u>5,182,000</u>	<u>3,587,153</u>	<u>69.22%</u>	<u>3,425,666</u>	<u>65.61%</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<u>\$ (212,000)</u>	<u>\$ 1,170,960</u>		<u>\$ 1,158,586</u>	

**NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT  
BALANCE SHEET  
APRIL 30, 2007**

ASSETS	Operating Funds			Loan Funds	Plant Funds		Debt Service		Agency Funds	Memorandum Totals Current Year
	Unrestricted	Auxiliary	Restricted		CIP	Investment in Fixed Assets	Interest and Sinking	Bond Payable		
Cash	\$ (10,035,559)	\$ 2,379,033	\$ 586,035	\$ 485,631	\$ 1,845,238	\$ -	\$ 82	\$ -	\$ 1,586,733	\$ (3,152,807)
Accounts receivable (net of allowance for doubtful accounts)	7,312,428	63,620	-	-	-	-	-	-	436,043	7,812,091
Taxes receivable (net of allowance for doubtful accounts of \$1,916,955 and \$898,333 in the Current Unrestricted and Plant Retirement of Indebtedness Funds, respectively)	6,097,130	-	-	-	-	-	2,667,973	-	-	8,765,103
Due from grantor agency	-	-	2,126,989	-	-	-	-	-	-	2,126,989
Due from other funds	17,088,695	199,007	7,579,988	-	15	-	18,346	-	164,503	25,050,554
Investments	75,825,364	-	-	-	-	-	12,799,806	-	-	88,625,170
Accrued interest receivable	183,828	-	-	-	-	-	-	-	-	183,828
Prepaid and deferred expenses	582,677	-	-	-	-	-	-	-	1,471	584,148
Deposits	87,883	-	-	-	-	-	-	-	-	87,883
Inventories, at cost	-	53,185	-	-	-	-	-	-	-	53,185
Land	-	-	-	-	-	42,882,319	-	-	-	42,882,319
Buildings	-	-	-	-	-	316,262,414	-	-	-	316,262,414
Leasehold Improvements	-	-	-	-	-	5,589,001	-	-	-	5,589,001
Library books	-	-	-	-	-	11,977,911	-	-	-	11,977,911
Furniture, Fixtures & Equipment	-	-	-	-	-	20,685,597	-	-	-	20,685,597
Capitalized Interest Costs	-	-	-	-	-	4,692,693	-	-	-	4,692,693
Construction In Progress	-	-	-	-	-	1,167,761	-	-	-	1,167,761
<b>TOTAL ASSETS</b>	<b>\$ 97,142,446</b>	<b>\$ 2,694,845</b>	<b>\$ 10,293,012</b>	<b>\$ 485,631</b>	<b>\$ 1,845,253</b>	<b>\$ 403,257,696</b>	<b>\$ 15,486,207</b>	<b>\$ -</b>	<b>\$ 2,188,750</b>	<b>\$ 533,393,840</b>
<b>LIABILITIES AND FUND BALANCES</b>										
<b>LIABILITIES:</b>										
Accounts payable	\$ 1,527,470	\$ 32,494	\$ 174,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,734,066
Accrued salaries	3,672,201	-	-	-	-	-	-	-	-	3,672,201
Due to other funds	14,964,733	1,056,669	8,002,097	-	92,484	-	-	-	934,571	25,050,554
Deferred revenues	7,591,501	-	1,576,826	-	-	-	2,667,973	-	-	11,836,300
Accrued compensable absences payable	4,199,142	-	-	-	-	-	-	-	-	4,199,142
Accrued Interest Payable	-	-	-	-	-	-	1,588,945	-	-	1,588,945
Bonds payable	-	-	-	-	-	-	-	213,769,756	-	213,769,756
Assets held in custody for others	-	-	539,987	-	-	-	-	-	1,254,179	1,794,166
<b>TOTAL LIABILITIES</b>	<b>31,955,047</b>	<b>1,089,163</b>	<b>10,293,012</b>	<b>-</b>	<b>92,484</b>	<b>-</b>	<b>4,256,918</b>	<b>213,769,756</b>	<b>2,188,750</b>	<b>263,645,130</b>
<b>FUND BALANCES:</b>										
<b>Unrestricted</b>	<b>65,187,399</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>65,187,399</b>
<b>Auxiliary</b>	<b>-</b>	<b>1,605,682</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,605,682</b>
<b>Restricted</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Loans	-	-	-	485,631	-	-	-	-	-	485,631
Restricted for construction	-	-	-	-	1,752,769	-	-	-	-	1,752,769
Investment in fixed assets	-	-	-	-	-	403,257,696	-	-	-	403,257,696
Debt service	-	-	-	-	-	-	11,229,289	-	-	11,229,289
To be provided for debt service	-	-	-	-	-	-	-	(213,769,756)	-	(213,769,756)
<b>TOTAL FUND BALANCES</b>	<b>65,187,399</b>	<b>1,605,682</b>	<b>-</b>	<b>485,631</b>	<b>1,752,769</b>	<b>403,257,696</b>	<b>11,229,289</b>	<b>(213,769,756)</b>	<b>-</b>	<b>269,748,710</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 97,142,446</b>	<b>\$ 2,694,845</b>	<b>\$ 10,293,012</b>	<b>\$ 485,631</b>	<b>\$ 1,845,253</b>	<b>\$ 403,257,696</b>	<b>\$ 15,486,207</b>	<b>\$ -</b>	<b>\$ 2,188,750</b>	<b>\$ 533,393,840</b>

**NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT  
STATEMENT OF CHANGES IN FUND BALANCES  
FOR THE EIGHT MONTHS ENDED APRIL 30, 2007**

	Operating Funds				Loan Funds	Plant Funds		Debt Service		Memorandum Totals Current Year
	Unrestricted	Auxiliary	Restricted	Total		CIP	Investment in Fixed Assets	Interest and Sinking	Bond Payable	
FUND BALANCES, September 1, 2006	\$ 32,796,940	\$ 1,350,237	\$ -	\$ 34,147,177	\$ 485,631	\$ 1,818,135	\$ 403,394,935	\$ 1,933,316	\$ (230,131,049)	\$ 211,648,145
REVENUES AND OTHER ADDITIONS:										
Current Funds revenue	75,718,826	3,710,000	-	79,428,826	-	-	-	-	-	79,428,826
Taxes	71,569,737	-	-	71,569,737	-	-	-	30,451,970	-	102,021,707
Federal grants and contracts	-	-	19,571,912	19,571,912	-	-	-	-	-	19,571,912
State grants and contracts	-	-	1,153,625	1,153,625	-	-	-	-	-	1,153,625
Local gifts, grants and contracts	-	-	770,287	770,287	-	-	-	-	-	770,287
Interest income	1,910,446	-	-	1,910,446	-	-	-	293,638	-	2,204,084
Revenue Bond debt service transfer from Operating	-	-	-	-	-	-	-	1,944,980	-	1,944,980
Proceeds from Sale of Assets	-	-	-	-	-	266,300	-	-	-	266,300
Bond proceeds	-	-	-	-	-	-	-	-	-	-
Total revenues and other additions	149,199,009	3,710,000	21,495,824	174,404,833	-	266,300	-	32,690,588	-	207,361,721
EXPENDITURES AND OTHER DEDUCTIONS:										
Current Funds expenditures	116,808,550	3,454,555	21,495,824	141,758,929	-	-	-	-	-	141,758,929
Expended for plant facilities	-	-	-	-	-	331,666	-	-	-	331,666
Disposal of plant assets	-	-	-	-	-	-	-	-	-	-
Administrative and collection costs	-	-	-	-	-	-	-	367,864	-	367,864
Revenue Bond debt service transfer to Interest & Sinking	-	-	-	-	-	-	-	-	-	-
Bond Issuance cost	-	-	-	-	-	-	-	-	-	-
Bond principal payments	-	-	-	-	-	-	-	15,625,324	16,361,293	31,986,617
Cost of Assets Sold	-	-	-	-	-	-	137,239	-	-	137,239
Bond interest expense	-	-	-	-	-	-	-	7,381,892	-	7,381,892
Bond agency fees	-	-	-	-	-	-	-	19,535	-	19,535
Total expenditures and other deductions	116,808,550	3,454,555	21,495,824	141,758,929	-	331,666	137,239	23,394,615	16,361,293	181,983,742
(NON)MANDATORY TRANSFERS	-	-	-	-	-	-	-	-	-	-
CHANGES IN FUND BALANCE	32,390,459	255,445	-	32,645,904	-	(65,366)	(137,239)	9,295,973	16,361,293	58,100,565
FUND BALANCE, APRIL 30, 2007	\$ 65,187,399	\$ 1,605,682	\$ -	\$ 66,793,081	\$ 485,631	\$ 1,752,769	\$ 403,257,696	\$ 11,229,289	\$ (213,769,756)	\$ 269,748,710

**NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT**  
**SUMMARY OF INVESTMENTS**  
**AS OF APRIL 30, 2007**

	<u>Book Value</u>	<u>Market Value</u>	<u>Weighted Avg. Days To Maturity</u>	<u>Weighted Avg. Purchase Yield</u>
<b>OPERATING UNRESTRICTED</b>				
(Includes Renewal and Replacement Funds)				
US Government Agencies	\$ 43,420,975	\$ 43,415,279		5.27%
Logic	2,230	2,230		5.27%
Lone Star	1,667,638	1,667,638		5.16%
TexPool	29,031,822	29,031,822		5.27%
Overnight Sweep	1,702,699	1,702,699		4.87%
<b>TOTAL</b>	<u>75,825,364</u>	<u>75,819,668</u>	<u>137</u>	<u>5.26%</u>
<b>OPERATING RESTRICTED</b>				
Lone Star	-	-		
<b>TOTAL</b>	<u>-</u>	<u>-</u>		
<b>CONSTRUCTION IN PROGRESS</b>				
Lone Star	-	-		
TexPool	-	-		
<b>TOTAL</b>	<u>-</u>	<u>-</u>		
<b>INTEREST &amp; SINKING</b>				
U. S. Government Agencies	10,544,555	10,548,488		5.24%
Logic	1,114	1,114		5.27%
Lone Star	825,927	825,927		5.16%
TexPool	1,428,210	1,428,210		5.27%
<b>TOTAL</b>	<u>12,799,806</u>	<u>12,803,739</u>	<u>107</u>	<u>5.25%</u>
<b>TOTAL INVESTMENTS</b>	<u>\$ 88,625,170</u>	<u>\$ 88,623,407</u>	<u>133</u>	<u>5.26%</u>

Benchmark: 90 day U. S. Treasury Bill for Current Unrestricted and Restricted Funds 4.85%  
 Benchmark: 1 year U. S. Global Agency for Construction in Progress and Interest  
 & Sinking Funds 5.03%

Weighted Average pool funds use the daily average yield

**NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT**

**INVESTMENT ACTIVITY REPORT**

**FOR THE MONTH ENDED APRIL 30, 2007**

	Operating Unrestricted*	Avg Buy Yield	Operating Restricted	Avg Buy Yield	Construction In Progress	Avg Buy Yield	Interest & Sinking	Avg Buy Yield	Total	Avg Buy Yield
<b>BEGINNING BOOK VALUE</b>	\$ 81,870,061	4.94%	\$ -		\$ -		\$ 12,228,417	5.24%	\$ 94,098,478	4.98%
<b>PURCHASES:</b>										
U.S. Government Agencies	12,125,000	5.31%	-		-				12,125,000	5.31%
Lone Star	1,042,534	5.16%	-		-		546,522	5.16%	1,589,056	5.16%
Logic	10	5.27%	-		-		5	5.27%	15	5.27%
TexPool	1,512,104	5.27%	-		-		-		1,512,104	5.27%
Overnight Sweep	55,797,703	4.87%	-		-		-		55,797,703	4.87%
<b>TOTAL PURCHASES</b>	<u>70,477,351</u>	4.96%	<u>-</u>		<u>-</u>		<u>546,527</u>	5.16%	<u>71,023,878</u>	4.96%
<b>MATURITIES</b>										
Commercial Paper	10,000,000	5.32%	-		-		-		10,000,000	5.32%
U.S. Government Agencies	11,000,000	2.60%	-		-		-		11,000,000	2.60%
Texpool	-		-		-		17,532	5.27%	17,532	5.27%
Overnight Sweep	55,521,791	4.91%	-		-		-		55,521,791	4.91%
<b>TOTAL MATURITIES</b>	<u>76,521,791</u>	4.67%	<u>-</u>		<u>-</u>		<u>17,532</u>	5.27%	<u>76,539,323</u>	3.96%
Premium / ( Discount )	(257)		-		-		42,394		42,137	
Unrealized Gains ( Losses)	-		-		-		-		-	
<b>ENDING BOOK VALUE</b>	<u>75,825,364</u>	5.26%	<u>-</u>		<u>-</u>		<u>12,799,806</u>	5.24%	<u>88,625,170</u>	5.26%
Beg. Unrealized Gains (Losses)	(85,059)		-		-		(5,251)		(90,310)	
Unrealized Gains ( Losses) Chg.	79,363		-		-		9,184		88,547	
<b>ENDING MARKET VALUE</b>	<u>\$ 75,819,668</u>		<u>\$ -</u>		<u>\$ -</u>		<u>\$ 12,803,739</u>		<u>\$ 88,623,407</u>	

\*Includes Renewal & Replacement Fund

**Financial Report and Consideration No. 2 (ACTION ITEM 3) Board Meeting 6-7-07**

**Request:** Consideration of Approval of Tax Exemption Allowances for Tax Year 2007

**Chancellor's Recommendation:** That the Board of Trustees approve the following tax exemptions for the tax year 2007 for Harris and Montgomery counties.

- Homestead Exemption \$ 5,000 or 1% (whichever is greater)
- Over 65 Exemption \$75,000
- Disability \$75,000

Texas Property Tax Code Sec. 11.13 mandates that the governing body of the taxing unit must adopt exemptions.

**Rationale:** The Tax Assessors for Harris and Montgomery Counties have requested formal Board adoption of our exemptions for the 2007 tax year.

These exemptions remain the same as they were for the 2006 tax year. Taxpayers who are eligible for the Over 65 or Disability exemption will also automatically qualify for a "tax freeze" (actual dollar tax value owed is frozen), as approved by the Board of Trustees in September, 2006.

**Fiscal Impact:** The 2007 proposed tax rate, scheduled for consideration in August or September, will take into consideration the impact of these exemptions, so that adequate tax revenues will be generated to support the adopted budgets.

**Staff Resource:** Cindy Gilliam 832-813-6512

RESOLUTION AND ORDINANCE

A RESOLUTION AND ORDINANCE ESTABLISHING EXEMPTIONS FROM  
DISTRICT AD VALOREM TAXES FOR THE  
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT  
FOR THE YEAR 2007:

WHEREAS, the Board of Trustees of the North Harris Montgomery Community College District find that it is necessary to levy a tax for the tax year 2007 for all lawful expenses of the District. In carrying out the duties and responsibilities placed upon said District by law, a tax must be levied to provide the revenue requirements of the budget for the ensuing year; and

WHEREAS, the Board of Trustees of said District further wish to establish certain exemptions to the taxable values of certain properties in the District for the purpose of assessing and collecting said taxes for the year 2007;

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED BY THE BOARD OF TRUSTEES OF THE NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT THAT:

With respect to all real property owned by persons and occupied by such persons as a residential homestead that the first \$5,000 or 1% of value, whichever is greater, with respect to said property be exempt from ad valorem taxation.

BE IT FURTHER RESOLVED with respect to all real property owned by persons over 65 years of age and occupied by such persons as a residential homestead, that the first \$75,000 of value of said property be exempt from ad valorem taxation.

BE IT FURTHER RESOLVED with respect to all real property owned by disabled persons and occupied by such persons as a residential homestead that the first \$75,000 of value of said property be exempt from ad valorem taxation.

ADOPTED, PASSED AND APPROVED this 7th day of June 2007.

\_\_\_\_\_  
Chair  
NHMCCD Board of Trustees

\_\_\_\_\_  
Secretary  
NHMCCD Board of Trustees

**Financial Report and Consideration No. 3      (ACTION ITEM 4)      Board Meeting 6-7-07**

**Request:**                      Consideration of Approval of the Proposed Incremental Increase to Out-of-District Fees and Out-of-State Fees

**Chancellor's**

**Recommendation:**      That the Board of Trustees approve the incremental increase to the district's out-of-district fees and out-of state fees to be effective for the spring 2008 semester.

**Rationale:**

Community colleges operate under the principle of shared responsibility for the cost of educating students with a proportion of the cost shared by the State of Texas, local taxpayers, and students. The college district receives 28% of its funding from State appropriations, 44% from local property taxes, 26% from student tuition and fees and 2% from grants and auxiliary operations.

In the 2005-06 academic year, the district enrolled 6419 out-of-district and out-of-state/international students. These students do not pay local property taxes to the district and therefore are charged an out-of-district or out-of-state fee to help mitigate the subsidy local property taxpayers provide for them. The out-of-district and out-of-state/international fee was last increased in 1998 when it was raised by \$5.00 per credit hour.

Based on enrollment data from the most recent full academic year (2005-06), the property tax subsidy provided for out-of-district students is calculated to be \$123 per credit hour. The current fee for out-of-district students who are Texas residents is \$40 per credit hour. The current fee for out-of-state and international students is \$55 per credit hour. The difference in the amount paid by out-of-district students and the property tax subsidy is \$83 per credit hour. The difference in the amount paid by out-of-state and international students is \$68 per credit hour.

This proposal recommends a phased approach to increasing out-of-district and out-of-state/international fees until the full property tax subsidy is eliminated. The first increase of \$20 per credit hour is proposed to become effective in Spring 2008 with subsequent increases of up to \$20 as appropriate in future years until the subsidy is eliminated. A phased approach will lessen the impact of the increased cost for students and their families and will allow for students and families to plan for the increased cost. At the same time it will require out-of-district and out-of-state students to eventually pay the same proportion of the cost of education as that of in-district taxpayers.

The district will develop a comprehensive communication plan to alert

out-of-district students and their families to the planned increase in fees. The district will also periodically reevaluate the cost per credit hour for students and bring the findings and any recommendations to the Board for consideration.

**Fiscal Impact:** If out-of-district and out-of-state/international student enrollment remains steady, it is projected that revenue would increase by \$1.6M on an annual basis and approximately \$960,000 for the 2007-08 partial year that the increased fees are in effect.

**Resource:** Cindy Gilliam 832-813-6512



**Financial Report and Consideration No. 5 (ACTION ITEM 6) Board Meeting 6-7-07**

**Request:** Consideration of Approval of Temporary Custodial Employment Service Providers for the District

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the list of qualified temporary custodial employment service providers and approve the purchase of temporary custodial services for the District for an estimated amount of \$250,000 annually for a total of \$1,250,000 over five (5) years.

**Rationale:** The District requires the use of temporary custodial employment services to enable facility departments sufficient qualified custodial staff to continue normal operations during employee vacations, illnesses, or position vacancies. Utilizing temporary staff enables facility maintenance departments to meet deadlines and complete special projects quickly and effectively during peak periods (e.g. conference day).

The qualified list of temporary custodial employment providers will be effective for a period of five (5) years beginning June 2007 through May 2012.

Requests for Qualifications were sent to thirty-one (31) employment agencies and two (2) janitorial companies. Three (3) responses were received. After the initial year of the contract, a cost of living adjustment may be added to the hourly rates. See Qualified Providers List and Bid Tabulation.

The selection of temporary staff will be based upon the required experience for a particular position. Each qualified provider has staff with various types and levels of skills and abilities. When temporary services are required, availability, skills, experience, and pricing will be considered when selecting a qualified janitorial company.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 operating budgets for the District. Funds for subsequent fiscal years will be included in future proposed budgets.

**Staff Resource:** Steve Garner 832-813-6680  
Kerri Duhon 832-813-6564

**Temporary Custodial Employment Service Providers**  
**for the District**

**QUALIFIED PROVIDERS LIST**

AMB Janitorial  
Link Staffing  
Tomball Janitorial Services, LLC

2131 Gulf Central Drive, Houston TX 77023  
29801 IH 45 N #102, Spring, TX 77381  
15126 Boudreaux Rd. Tomball, TX 77377

**BID TABULATION**  
**(Hourly Rates)**

<b>Job Classification</b>	<b>ABM Janitorial Services</b>			<b>Tomball Janitorial Services</b>			<b>Link Staffing</b>		
	<b>Base</b>	<b>Overtime</b>	<b>Holiday</b>	<b>Base</b>	<b>Overtime</b>	<b>Holiday</b>	<b>Base</b>	<b>Overtime</b>	<b>Holiday</b>
General Cleaner	\$8.81	\$13.22	\$17.62	\$12.75	\$19.13	\$19.13	\$14.13	\$21.20	\$28.26
Day Maid	\$11.93	\$17.90	\$23.86	\$12.75	\$19.13	\$19.13	\$14.94	\$22.41	\$29.88
Day Porter	\$11.93	\$17.90	\$23.86	\$12.75	\$19.13	\$19.13	\$16.60	\$24.90	\$33.20
Floor Technician	\$9.75	\$14.63	\$19.50	\$16.75	\$25.13	\$25.13	\$15.77	\$23.66	\$31.54
Supervisor	\$12.44	\$18.66	\$24.88	\$13.75	\$20.63	\$20.63	\$21.58	\$32.37	\$43.16



**Printing and Mailing Services for The Star Newsletter  
for the District**

**BID TABULATION**

	Printing Company	Mailing Newsletter	Total Cost Newsletter
<u>(without postage)</u>			
<b>National Mail Advertising</b>	No Bid	<b>\$48,768</b>	<b>\$48,768</b>
<b>Tristar Web Graphics</b>	<b>\$151,476</b>	No Bid	<b>\$151,476</b>
Southwest Precision Printers	\$310,524	No Bid	\$310,524
Moore Wallace	\$333,108	No Bid	\$333,108
Newman Printing	\$383,476	\$481,796	\$865,272



**Request:** Consideration of Approval to Purchase Additional Business Intelligence (BI) Software, Consulting Services and Annual License Renewal for the District

**Chancellor's Recommendation:** That the Board of Trustees approve the purchase of additional BI software, consulting services, and the annual license renewal for the District from SAS Institute, Inc., 100 SAS Campus Drive, Cary, NC 27513-2412 in an amount of \$295,474 for a total project cost of \$995,474.

**Rationale:** On March 2, 2006, the Board of Trustees approved the initial purchase of the BI software, consisting of the Enterprise Intelligence Suite for Education, Strategic Performance Management (SPM), Financial Management (FM), and consulting implementation services in the amount of \$650,000. In addition, the Board of Trustees approved the purchase of additional BI consulting implementation services in the amount of \$50,000 on February, 1, 2007. The consulting services were required to continue the support, implementation and development of the BI software. The implementation of the FM module has been scheduled for FY 2007-08.

The Enterprise Intelligence Suite for Education software has been installed and tested. Training has been delivered and initial report designs have been developed. In addition, three planning meetings have been held to identify district-wide finance, security, and reporting needs.

The renewal of the annual software licenses of the BI software are necessary for continued use of the SAS tools and systems development. The term of the annual license renewal will be for a period of one year effective June 15, 2007 through June 14, 2008 for a total cost of \$129,256.

The following additional BI software and consulting services are required in order to continue the support, implementation and development of this system:

- SAS test system -- \$12,018
- SAS installation services for test system -- \$12,500
- SAS security consulting -- \$18,200
- SAS project services: Achieving the Dream -- \$80,000
- SAS training services -- \$ 28,500
- Travel expenses -- estimated \$15,000

At this time, all testing is performed in the live system. To protect the integrity of the data within the live system and to comply with standard business practices, it is essential to use a test system to perform all test

scenarios. A test system will ensure software stability prior to any modifications to the live system. In addition, the expansion of SAS tools to include the FM module requires that a test/development system be in place.

The security consulting services will allow the District to implement the second phase of the security access to SAS tools and reports district-wide. These services will ensure that appropriate faculty and staff have access to the SAS environment.

The SAS project services related to Achieving the Dream (AtD) will provide the Foundation with access to college level data to support the implementation and evaluation of the AtD initiatives.

Training services are necessary to ensure that staff who use SAS tools have the skills to use them appropriately and effectively. This is an extension of the training that has occurred during the first year of implementation.

The initial purchase of the SAS software was in accordance with the District's Board policies and procedures and Texas Education Code 44.031 through a formal competitive sealed bid process. After a thorough evaluation and selection process, the SAS products were determined to be the best value for the District. The District has made a substantial investment and long-term commitment to the SAS products. Therefore, it is essential to continue purchasing any related products and services directly from the software developer, SAS Institute.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 operating budget for the District.

<b>Staff Resource:</b>	Martha Oburn	832-813-6764
	Steve Head	832-813-6522
	Kerri Duhon	832-813-6564



**Financial Report and Consideration No. 10    (ACTION ITEM 11)    Board Meeting 6-7-07**

**Request:** Consideration of Approval to Purchase Community Assessment Survey and Name Equity Study for the District

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the purchase of a community assessment survey and name equity study for the District from the lowest bidder, Creative Consumer Research, Inc., 3945 Greenbriar, Stafford, TX 77477, in the amount of \$89,000.

**Rationale:** A community assessment survey is the cornerstone of effective marketing. With this survey, the District seeks to understand the perceptions about the colleges and the quality of education produced relative to the community's expectations. This "snapshot" of views will help the District make rational decisions about programs, services, branding, promotion and advertising. In addition, it will help the colleges prioritize their marketing activities to spend limited funds wisely and enable the District to design programs and communications that will better serve student and community needs, improve enrollment, and strengthen public confidence and support. The last survey for the District was performed in 1995.

The name equity study will provide a clear picture of whether the District will benefit from a shorter, more appropriate name, and how that new name can be used in association with the colleges' names. This research will help the District:

- Determine depth and extent of loyalty and understanding of the District's name,
- Determine depth and extent of loyalty of each college name,
- Determine whether the District name is advantageous or detrimental to the public's understanding and perception of the District,
- Determine public sentiment for a name change,
- Compare public sentiment for NHMCCD to other major colleges and community colleges in the region, and
- Determine the level of name "equity" among other community colleges and institutions of higher education nationwide.

Proposals were sent to six (6) research vendors and three (3) responses were received. See attached Bid Tabulation.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07

operating budget for the District.

**Staff Resource:**

Steve Lestarjette  
Ray Laughter  
Kerri Duhon

832-813-6841  
832-813-6621  
832-813-6564

**Community Assessment Survey  
and Name Equity Study  
for the District**

**BID TABULATION**

<u>Research Vendors</u>	<u>Amount</u>
<b>Creative Consumer Research, Inc.</b>	<b>\$ 89,000</b>
GELB Consulting Group, Inc.	\$ 95,500
International Communications Research	\$125,986

**Financial Report and Consideration No. 11 (ACTION ITEM 12) Board Meeting 6-7-07**

**Request:** Consideration of Approval to Purchase Printing and Mailing Services for Fall 2007 Credit Schedules for North Harris College

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the purchase of printing and mailing services for Fall 2007 credit schedules for North Harris College in the amount of \$48,925 from the following:

Liberty Press LLC	\$29,425	Printing and Mailing
United States Postal Service	\$19,500	Postage

**Rationale:** This purchase will consist of printing and mailing a Fall 2007 credit schedule specifically for North Harris College to stimulate enrollment growth for the Fall semester. Printing services will include the use of high quality laser and color proofs of the entire publication for the college's review and a press check for final approval. Mailing services will consist of providing updated residence counts for North Harris College service area zip codes, mail preparation, and delivery to the post office.

In addition, we are requesting the Board's approval to purchase postage for these printed materials. The estimated total postage cost of \$19,500 is based on a standard flat rate.

Proposals were sent to forty-six (46) printing and mailing companies and nine (9) responses were received. It is recommended to award the bid for the printing and mailing services to the lowest bidder. See Bid Tabulation.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 operating budget for North Harris College.

**Staff Resource:** Johanna Boley 281-618-5443  
Kerri Duhon 832-813-6564

**Print and Mail Fall 2007 Credit Schedules**  
**for North Harris College**

**BID TABULATION**

<u>(without Postage)</u>	<u>Company</u>	<u>Printing</u>	<u>Printing and Mailing Total</u> <u>Mailing</u>
<b>Liberty Press</b>	<b>\$27,425</b>	<b>\$2,000</b>	<b>\$29,425</b>
Trend Offset Printing	\$32,431	\$4,998	\$37,429
Hearst Newspaper	\$43,970	\$1,500	\$45,470
Ad Graphics	\$40,700	\$5,463	\$46,163
Mirror Publishing	\$43,517	\$8,250	\$51,767
Moore Wallace	\$49,442	\$6,350	\$55,792
TriStar Press	\$34,785	No Bid	Incomplete
International Mailing	No Bid	\$5,470	Incomplete
National Mail Inc.	No Bid	\$4,500	Incomplete



**Polysomnography Laboratory Equipment**  
**For Kingwood College**

**BID TABULATION**

<u>Vendor</u>	<u>Total</u>
<b>Viasys Respiratory Care</b>	<b>\$34,038</b>
Puritan Bennett	Did not meet required specifications



**Replace Existing Graphics  
at Willow Chase Center**

**BID TABULATION**

<u>Contractor</u>	<u>Award Amount (Includes Owner's Allowance and Payment and Performance Bonds)</u>
<b>Neon Electric Corp./Graphic Fabricators, Inc.</b>	<b>\$49,330</b>
Berger Construction	\$59,890

**Financial Report and Consideration No. 14 (ACTION ITEM 15) Board Meeting 6-7-07**

**Request:** Consideration of Approval to Replace Water Heater in Building A at Montgomery College

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the replacement of a gas water heater in Building A at Montgomery College from the lowest bidder, Cannon Enterprises, Inc., 230 Riley Fuzzell, Spring, TX 77373 in the amount of \$46,100.

**Rationale:** The gas water heater in Room A111 supplies hot water to the locker rooms in the Wellness Center and a commercial washing machine in Building A at Montgomery College. Due to its ten-year age, the water heater has become unreliable and requires frequent repairs. In addition, replacement parts are no longer readily available. This project will replace the existing water heater and associated piping, valves, pump, and duct.

Requests for proposals were sent to ten (10) plumbing contractors, twenty (20) general contractors, and five (5) construction contractor brokerage firms. Two (2) responses were received. See attached Bid Tabulation.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 repair and replacement budget for Montgomery College.

**Staff Resource:**

James Taylor	936-273-7225
Steve Garner	832-813-6680
Kerri Duhon	832-813-6564

**Replace Water Heater in Building A**  
**at Montgomery College**

**BID TABULATION**

<b>Contractor</b>	<b>Bid Amount</b> (Includes Owner's Allowance and Payment and Performance Bonds)
<b>Cannon Enterprises, Inc.</b>	<b>\$46,100</b>
Letsos Company	\$49,330



**Repair Existing Sidewalks and Expansion Joints**  
**at North Harris College**

**BID TABULATION**

<b>Contractor</b>	<b>Bid Amount</b> (Includes Owner's Allowance and Payment and Performance Bond)
<b>AAA Asphalt Paving Inc.</b>	<b>\$43,055</b>
Southern customs, Inc.	\$50,204
Berger construction Co.	\$53,313

**Financial Report and Consideration No. 16 (ACTION ITEM 17) Board Meeting 6-7-07**

**Request:** Consideration of Approval of Complimentary Services Agreement for Acceptance of Gift of a Short-Range Wireless Network Link from FiberTower Network Services Corporation for Tomball College

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the complimentary services agreement to accept the gift of a short-range wireless network link from FiberTower Network Services Corporation for Tomball College.

**Rationale:** FiberTower Network Services Corporation is a wireless carrier that has offered to provide Tomball College with a free short-range data communications link as part of its public service requirement by the Federal Communications Commission. Providing the wireless service to Tomball College will allow the company to maintain its commercial license for use of a particular radio frequency bandwidth to provide commercial data services.

The term of the agreement is for 12 months and during the term, the company will provide the necessary equipment, including the antenna, outdoor units, indoor units, mountings and associated connectors and cabling, a T1 interface, and an Ethernet interface, to establish the wireless service at Tomball College. Tomball College will have full use the equipment, and the company will retain ownership of the equipment. As a result of the service, Tomball College will receive an intra-campus telecommunications link between the main administrative building and the Veterinary Technology Large Animal Facility.

**Fiscal Impact:** None. All services and use of equipment will be donated to Tomball College by the company.

**Resource:** John Fishero 281-357-3747

**Financial Report and Consideration No. 17 (ACTION ITEM 18) Board Meeting 6-7-07**

**Request:** Consideration of Approval to Replace Light Fixtures in the Library at Cy-Fair College

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the replacement of the light fixtures in the library at Cy-Fair College from the lowest bidder, Design Electric, 5115 Steadmont, Houston, TX 77040 in the amount of \$38,065.

**Rationale:** The library ceiling at Cy-Fair College has varying heights and is located above an elevated access floor which is rated for limited loads. There are twenty-four (24) can lights located in the high ceiling that slopes from approximately thirty-three (33) feet to thirty-seven (37) feet above the finished floor. Due to the height of the ceiling in which the lights are located and the load limits of the access floor, Cy-Fair College does not have access to these fixtures to change the lamps. This project will consist of replacing the existing can light fixtures with suspended fluorescent fixtures that will be mounted at an easily accessible height.

Requests for proposals were sent to twenty seven (27) electrical contractors, nineteen (19) general contractors, and five (5) construction contractor brokerage firms. Four (4) responses were received. See attached Bid Tabulation.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 operating budget for Cy-Fair College.

<b>Staff Resource:</b>	Bob Williams	281-290-3936
	Steve Garner	832-813-6680
	Kerri Duhon	832-813-6564

**Replace Library Light Fixtures**  
**at Cy-Fair College**

**BID TABULATION**

<b>Contractor</b>	<b>Bid Amount</b> (Includes Owner's Allowance and Payment and Performance Bond)
<b>Design Electric</b>	<b>\$38,065</b>
Midwest Electric	\$46,125
Berger Construction Company	\$56,440
Montgomery Building Services	\$61,615

**Financial Report and Consideration No. 18 (ACTION ITEM 19) Board Meeting 6-7-07**

**Request:** Consideration of Approval to Purchase Lawn Maintenance Services for North Harris College

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the purchase of lawn maintenance services for North Harris College from the lowest bidder, Central Landscape, 5815 Cavalcade, Houston, TX 77026 in the amount of \$92,400 annually.

**Rationale:** The lawn service at North Harris College will consist of all labor, supervision, materials, equipment and insurance necessary to provide complete and continuous maintenance and upkeep of designated areas at North Harris College. Services will include mowing, edging, trimming, debris disposal/blowing, fertilization, disease control, and treatment, inspection of the irrigation systems and monthly site inspections. Maintenance will include all areas outside the building's perimeter of the inner campus including lawns, right of ways, medians, islands and fields. In addition, the medians along W. W. Thorne will be maintained upon approval of Harris County.

Unit prices for additional work beyond the standard maintenance were received including hourly labor rates, overtime rates, tree cutting services, irrigation repairs, and installation of seasonal color, mulch and garden mix for flower beds. Individual purchases of these additional services will be made on an as-needed basis.

The term of the contract will be for a period of one (1) year effective June 2007 through May 2008, with the option to renew for four (4) additional one (1) year terms based upon mutual consent.

Proposals were sent to thirty three (33) lawn maintenance service providers and eight (8) responses were received. Lawn maintenance services were not awarded based on low bid alone. Proposals were evaluated based on monthly rates, history and experience, number of employees and days to complete the project, completeness, and thoroughness of proposal, ability to provide optional services and references. The evaluation committee recommends awarding the purchase of lawn maintenance services to the second lowest bidder, Central Landscaping. See Evaluation and Bid Tabulation.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 operating budget for North Harris College. Funds for subsequent fiscal years will be included in future proposed budgets.

**Staff Resource:** Johanna Boley 281-618-5443  
Kerri Duhon 832-813-6564

**Lawn Maintenance Services**  
**at North Harris College**

**EVALUATION AND BID TABULATION**

<b>Contractor</b>	<b>Evaluation Points</b>	<b>Annual Cost</b>
<b>Central Landscape</b>	<b>93</b>	<b>\$92,400</b>
Houston GroTech	83	\$102,504
Landscape Professional	80	\$110,550
TruGreen LandCare	70	\$84,844
Fairway Landscape	56	\$95,700
Von Younger Landscaping	25	\$155,400
Jeffus Unlimited, Inc.	28	Incomplete Bid
Hou-Scape, Inc.	21	Incomplete Bid

**Financial Report and Consideration No. 19 (ACTION ITEM 20) Board Meeting 6-7-07**

**Request:** Consideration of Approval to Purchase Elevator Maintenance, Safety Inspections and Repair Services for the District

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the purchase of elevator maintenance and safety inspections in the amount of \$63,927 annually and elevator repairs for an estimated amount of \$47,000 annually from Elevator Repair Service, P.O. Box 11037, Houston, TX 77293 for a total estimated amount of \$554,635 over five (5) years.

**Rationale:** The District requires monthly maintenance, annual safety inspections, and periodic repairs of its elevators. Elevator maintenance and adjustments will be performed within the original design and manufacturer's recommendations. These maintenance services will help keep elevators in peak performance, clean, and safe. Safety inspections will ensure that the equipment is operating in accordance with all state regulations and codes. In addition, elevator repairs may be required on an as needed basis.

The term of the contract will be for a period of five (5) years effective July 1, 2007 through June 30, 2012, with the option to cancel by mutual written agreement of both parties upon thirty days notice.

Proposals were sent to nine (9) elevator service providers and six (6) were received. Proposals were evaluated based on service technicians' abilities, monthly and hourly rates, company profile experience in elevator maintenance service, references, required equipment to service elevators and response time. It is recommended to award the bid to the second lowest bidder, Elevator Repair Service (ERS). The maintenance prices from ERS reflect a ten percent (10%) discount for the award of all locations, resulting in a total dollar savings of \$32,850 over five years. See attached Evaluation and Bid Tabulation.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 operating budgets for each location. Funds for subsequent fiscal years will be included in future proposed budgets.

**Staff Resource:** Steve Garner 832-813-6680  
Kerri Duhon 832-813-6564

**Elevator Maintenance, Safety Inspections and Repair Services  
for the District**

**EVALUATION TABULATION**

Factors	<b>Elevator Repair Service</b>	Schindler Elevator	Ascent Elevator Service	Amtech Elevator Services	Humble Elevator
Service Technician Abilities	<b>21.25</b>	18.75	13.75	13.75	13.25
Monthly Cost and Hourly Rates	<b>17.5</b>	18.75	16.25	12.50	13.75
Company Profile, Experience, References	<b>20.00</b>	20.00	16.25	15.00	15.00
Required Equipment to Service Elevators	<b>18.25</b>	16.75	12.50	12.50	12.50
Response Time	<b>9.00</b>	6.75	4.25	4.25	7.50
<b>TOTAL</b>	<b>86.50</b>	81.00	63.00	58.00	20.00

**BID TABULATION**

Contractor	Annual Maintenance	Annual Safety Inspections	Repair Rates
<b>Elevator Repair Service</b>	<b>\$ 59,130*</b>	<b>\$5,330</b>	Hourly labor rate \$135 Overtime labor rate \$229.50 Sunday/Holiday rate \$270.00 5% discount on parts *10% discount for all units
Humble Elevator	\$78,720*	\$ 5,125	Hourly labor rate \$130 Overtime labor rate \$210 10% off standard charges and repair parts *20% discount for all units
Amtech Elevator Services	\$100,554*	\$6,150	Hourly labor rate \$200 Overtime labor rate \$400 No discount for parts *3% discount for all units
Schindler Elevator	Incomplete Bid	Incomplete Bid	
Ascent Elevator Service	Incomplete Bid	Incomplete Bid	

**Financial Report and Consideration No. 20 (ACTION ITEM 21) Board Meeting 6-7-07**

**Request:** Consideration of Approval to Renew One Year Agreements for Four T-1 Lines for Multiple District Locations

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the renewal of one year agreements for four T-1 lines for multiple District locations from SBC Global Services, Inc. dba AT&T Global Services, 6500 West Loop South, Bellaire, TX 77401 in the amount of \$41,524.

**Rationale:** The renewal of these agreements will continue to provide service of T-1 lines for network data, phone, and Internet service transport. Two T-1 lines provide network data and phone service between East Montgomery County Improvement District (EMCID) and Parkway Centers and between District Services and Training Center and North Harris College Police department. Another line between North Harris College and Carver Center provides phone service. The fourth line supplies Internet service between Montgomery College and Texas Higher Education Network (THE Net). The term of the agreements will be for a period of one year effective June 2007.

The T-1 line services from AT&T are available through the Department of Information Resources cooperative program. Local government Code Section 2251.001 provides the legal authority for local governments to participate in the State of Texas purchasing programs. The District's ability to participate in the DIR cooperative was approved by the Board on October 15, 1992.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 operating and technology fund budgets. Funds for FY 2007-08 will be included in future proposed budgets.

**Staff Resource:** Tom Hill 832-813-6847  
Kerri Duhon 832-813-6564

**Financial Report and Consideration No. 21 (ACTION ITEM 22) Board Meeting 6-7-07**

**Request:** Consideration of Approval of Three Year Agreement for GigaMAN Circuit and Internet Services for the District

**Chancellor's**

**Recommendation:** That the Board of Trustees approve a three year agreement for GigaMAN circuit services in the amount of \$142,920 and for internet services in the amount of \$101,507 for the District with SBC Global Services, Inc. dba AT&T Global Services, 6500 West Loop South, Bellaire, TX 77401 for a total amount of \$244,427 over three years.

**Rationale:**

The existing OC3 line supports the internet and data service between the District, Sam Houston State University and the University of Houston. Currently, the District is utilizing 100 megabytes (MB) of the 155MB capacity that an OC3 line can accommodate. In planning for future growth and additional services, migrating to a new technology, a GigaMAN circuit, will allow the District to increase connectivity up to 1000MB. The additional capacity of the GigaMAN circuit will support a broader range of services than the OC3 line.

On May 4, 2006, the Board of Trustees approved a thirty-six month dedicated Internet access service agreement with AT&T for the District. The term of this agreement commenced on the service activation date, June 2006. With the upgrade to the new GigaMAN circuit, there will be a reduction in the cost of Internet service from \$4,000 per month to \$3,970 per month, for a three year net savings of \$1,080. This new three year agreement will replace the original agreement and will be effective June 2007 through May 2010.

The initial purchase of the Internet service was in accordance with the District's Board policies and procedures and Texas Education Code 44.031 through a formal competitive sealed bid process. AT&T was selected based upon the best value for the District.

The GigaMAN circuit services are available through the Department of Information Resources (DIR) contract. Local government Code Section 2251.001 provides the legal authority for local governments to participate in the State of Texas purchasing programs. District's ability to participate in the DIR cooperative was approved by the Board on October 15, 1992.

**Fiscal Impact:**

The funds for this purchase are available from the approved FY 2006-2007 operating and technology budgets for the District. Funds for subsequent fiscal years will be included in future proposed budgets.

**Staff Resource:**

Tom Hill  
Kerri Duhon

832-813-6847  
832-813-6737

**Financial Report and Consideration No. 22 (ACTION ITEM 23) Board Meeting 6-7-07**

**Request:** Consideration of Ratification of Additional Extension to Web Development and Consulting Services Agreement for the District

**Chancellor's**

**Recommendation:** That the Board of Trustees ratify the extension of the original web development and consulting services agreement with ProLogic Corp., 10200 Grogan's Mill # 175, The Woodlands, TX 77380, for an estimated amount of \$20,000 for a total project cost of \$228,280.

**Rationale:** On October 6, 2005, the Board of Trustees ratified the agreement for web development and consulting services from the lowest bidder, ProLogic Corp. The District was in need of expert web program development and database administration to respond to Strategic Initiative #22 which focuses on improving information technology processes to enable our technology group to support the growing district more efficiently.

On October 5, 2006, the Board extended the term of the original agreement through January 31, 2007 in the amount of \$33,280 for a total project cost of \$208,280. The proposed \$20,000 addition would extend the agreement through August 31, 2007. The additional time is needed to complete the continuing education course development tool. Services will include the addition of functionalities such as email triggers, spell check and word wrap-around function to enhance the user friendliness of the system.

The initial purchase of the web development and consulting services from Prologic was in accordance with the District's Board policies and procedures and Texas Education Code 44.031. Quotations were obtained from three (3) Catalog Information System Vendors (CISV) and the bid was award to the lowest bidder.

The State of Texas Government Code Chapter 2157, Subchapter B, and Board of Trustees Policy CF (Local) allow the District to purchase computer and computer-related equipment without competitive bidding from vendors which have been approved as CISV's by the State of Texas Building and Procurement Commission (formerly the General Services Commission).

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 operating budget for District Services and Training Center.

**Staff Resource:** Tom Hill 832-813-6748  
Sunny Cooke 832-813-6816  
Steve Head 832-813-6522  
Kerri Duhon 832-813-6564

**Financial Report and Consideration No. 23      (ACTION ITEM 24)      Board Meeting 6-7-07**

**Request:** Consideration of Approval to Purchase Additional Consulting and Implementation Services for Phase Two Implementation of Information Technology Infrastructure Library (ITIL) Enterprise Resource Planning (ERP) Software for the District

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the purchase of additional consulting and implementation services for the phase two implementation of ITIL ERP software for the District from Protiviti Inc., 711 Louisiana Street, Suite 1200, Houston, TX 77002 for an estimated amount of \$35,000 bringing the total project cost to \$429,051.

**Rationale:** In FY 2005-06, the Board of Trustees approved the purchase of ITIL ERP software, Service Center, from Peregrine, Inc. and consulting and implementation services from Protiviti, Inc. for the District Services and Training Center (DSTC) in the total amount of \$394,051.

The software implementation has been completed at DSTC. The next phase is to begin software implementation at other District locations. This implementation will allow the Colleges and District to share Help Desk tickets/issues and work them appropriately. North Harris College has been chosen as the next site to implement the Service Center software. As a major enterprise project affecting all District technology groups, additional phases will be scheduled for fiscal year 2007-08.

The initial purchase of the software and consulting services from Peregrine and Protiviti was in accordance with the District's Board policies and procedures and Texas Education Code 44.031. Quotations were obtained from three (3) Catalog Information System Vendors (CISV). The contracts were awarded to the lowest bidders.

The State of Texas Government Code Chapter 2157, Subchapter B, and Board of Trustees Policy CF (Local) allow the District to purchase computer and computer-related equipment without competitive bidding from vendors which have been approved as CISV's by the State of Texas Building and Procurement Commission (formerly the General Services Commission).

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 technology fund budget for the District.

**Staff Resource:** Tom Hill 832-813-6748  
Kerri Duhon 832-813-6564

**Financial Report and Consideration No. 24 (ACTION ITEM 25) Board Meeting 6-7-07**

**Request:** Consideration of Approval to Purchase Human Patient Simulator for Emergency Medical Services (EMS) Program and Upgrade Existing Human Patient Simulator for Nursing Program at Cy-Fair College

**Chancellor's Recommendation:** That the Board of Trustees approve the purchase of a new human patient simulator for the EMS program and upgrade the existing human patient simulator for the nursing program at Cy-Fair College from Laerdal Medical Corp., P.O. Box 38, Gatesville, TX, 76528 in the amount of \$54,485.

**Rationale:** This purchase will consist of a new computerized human patient simulator to support the emergency medical care curriculum for the EMS program. The simulator can authentically imitate human cardiac and respiratory functions. Real case scenarios using the simulator significantly add to the learning environment, as emergency management of clinical situations can be practiced, and errors corrected, in the safe setting of the learning laboratory. Moreover, the simulator can be used to challenge and test students' clinical and decision making skills. The scenario-based training will allow for advanced and invasive procedures that could not be performed on live patients such as oral tracheal intubation, chest decompression, surgical airway and intravenous therapy.

In addition, the existing human patient simulator for the nursing program will be upgraded to include a pedal pulse and airway that will permit students to assess peripheral pulses on the simulator's hands and feet as well as practice suctioning airway management and intubation. These skills are often not available in the traditional clinical setting.

As a highly specialized item, quotes for a new simulator were received from the only two manufacturers of human patient simulators. Additionally, the upgrades will be purchased from the original equipment manufacturer to ensure compatibility. See attached Bid Tabulation.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 operating budget for Cy-Fair College.

**Staff Resource:** Bob Williams 281-290-3936  
Kerri Duhon 832-813-6564

**Human Patient Simulator and Upgrades**  
**for Cy-Fair College**

**BID TABULATION**

<u>Vendor</u>	<u>Patient Simulator</u>	<u>Upgrades</u>	<u>Total</u>
<b>Laerdal Medical Corp.</b>	<b>\$41,832</b>	<b>\$12,653</b>	<b>\$54,485</b>
Medical Education Technologies, Inc.	\$82,780	N/A	Incomplete

**Financial Report and Consideration No. 25 (ACTION ITEM 26) Board Meeting 6-7-07**

**Request:** Consideration of Approval of U.S. Communities Government Purchasing Alliance (USC) Cooperative Purchase of Furniture for Cy-Fair College

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the USC cooperative purchase of furniture from Debner & Company, 8020 Katy Freeway, Houston, TX 77024, for an estimated amount of \$300,000.

**Rationale:** Due to the continued growth at Cy-Fair College, additional workspaces and the reconfiguration of existing workspaces are necessary. This purchase will consist of classroom desks and chairs for the new modular building. In addition, workstations, desks, chairs, tables, cabinets and shelves will be purchased for new and existing faculty and staff offices. All items will match existing furniture at Cy-Fair College in order to maintain a consistent campus-wide appearance.

At the December 2002 Board of Trustees meeting, the Board approved an interlocal agreement and resolution with USC to purchase goods and services. Under Title 7, Intergovernmental Relations, Chapter 791, subchapter 791.025 of the Government Code, a local government may agree with another local government or with the state or a state agency to purchase goods and services. The local government that purchases the goods and services in this manner satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and services.

A comparative market study among competitors confirmed that the purchase from Debner & Company is the best value for the District. Savings are realized from lower shipping and installation costs.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 operating budget for Cy-Fair College.

**Staff Resource:**

Bob Williams	281-290-3936
Steve Garner	832-813-6680
Kerri Duhon	832-813-6564

**Financial Report and Consideration No. 26 (ACTION ITEM 27) Board Meeting 6-7-07**

**Request:** Consideration of Approval to Install Refrigeration Monitoring System at Montgomery College

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the installation of a refrigeration monitoring system in the refrigerant machinery room of the central plant at Montgomery College from the lowest bidder, A/W Mechanical Services, L.P., 3331 W. 11<sup>th</sup>, Houston, TX 77008 in the amount of \$34,100.

**Rationale:** Refrigeration monitoring systems are installed in refrigerant machinery rooms to detect harmful refrigerant gas leaks. These systems are necessary to ensure the safety and welfare of those who occupy the space, as well as limit the damage to the chillers through early detection of gas leaks. The existing monitoring system at Montgomery College is no longer functional nor code compliant. This project will consist of the installation of a new refrigeration monitoring system that will activate emergency ventilation fans and audio and visual alarms. In addition, the system will remotely annunciate an alarm to the building automation system upon detection of refrigerant vapor exceeding the established limits.

Quotes were requested from fifteen (15) mechanical contractors and five (5) general contractors. Three (3) responses were received. See attached Quote Tabulation.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2006-07 repair and replacement budget for Montgomery College.

**Staff Resource:**

James Taylor	936-273-7225
Steve Garner	832-813-6680
Kerri Duhon	832-813-6564

**Install Refrigeration Monitoring System**  
**at Montgomery College**

**QUOTE TABULATION**

<b>Contractor</b>	<b>Quote Amount</b> (Includes Owner's Allowance and Payment and Performance Bonds)
<b>A/W Mechanical Services, L.P.</b>	<b>\$34,100</b>
Letsos Company	\$35,765
Arch-Con Corp.	\$42,405

**Financial Report and Consideration No. 27 (ACTION ITEM 28) Board Meeting 6-7-07**

**Request:** Consideration of Approval of Fourth Allotment of Technology Hardware and Software Purchases for the District

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the fourth allotment of technology hardware and software purchases for the District in the amount of \$750,000 for a total purchase of \$3,900,000 for the fiscal year.

**Rationale:** In April 2007, the Board of Trustees approved the third allotment of technology hardware and software purchases in the amount of \$1,000,000 for a total of \$3,150,000 for the current fiscal year. The agenda item indicated that if the third allotment was used prior to the end of the fiscal year, a request for additional allotments would be presented to the Board as needed.

Since there is no Board meeting in July, it is projected that the third allotment will be fully utilized prior to the August Board meeting. Typically, the colleges delay technology purchases until the end of the fiscal year to ensure the availability of funds. Based upon available funds, campuses will purchase equipment to meet business and institutional needs before the Fall semester begins.

Quotes for each purchase will be obtained from a minimum of three (3) Catalog Information System Vendors (CISV) or via the Department of Information Resources (DIR) cooperative and submitted to purchasing with a requisition. Due to the large volume of purchases to be placed within the remaining three months of this fiscal year, discounted pricing will be negotiated with the selected vendor.

The State of Texas Government Code Chapter 2157, Subchapter B, and Board of Trustees Policy CF (Local) allow the District to purchase computer and computer-related equipment without competitive bidding from vendors which have been approved as CISV's by the State of Texas Buildings and Procurement Commission (formerly General Services Commission) and DIR vendors. The Board approved the District's participation in the DIR cooperative on October 15, 1992.

The District is in the process of modifying its technology purchasing process in order to achieve additional savings. A recent review of the procurement process resulted in a recommendation for strategic sourcing for several categories of goods and services, including information technology (IT) hardware. As a result of this recommendation, a formal request for proposal for the district-wide purchase of computer hardware including desktop computers and notebooks will be issued. A committee

will be established to evaluate the bid proposals. It is anticipated that a recommendation will be brought to the Board for approval during the first quarter of FY 2007-08.

**Fiscal Impact:** Funds for technology purchases are available from the approved FY 2006-07 technology fund and operating fund budgets for each location.

**Staff Resource:** Kerri Duhon 832-813-6564  
Carin Hutchins 832-813-6737

**Financial Report and Consideration No. 28 (ACTION ITEM 29) Board Meeting 6-7-07**

**Request:** Consideration to Authorize the Chancellor to Negotiate and Execute an Earnest Money Contract and Related Documents to Sell Land at Willow Chase Center to Mr. Howard Wagner

**Chancellor's**

**Recommendation:** That the Board of Trustees authorize the Chancellor or his designee to negotiate and execute an earnest money contract and related documents to sell approximately 0.1669 acres at Willow Chase Center to Mr. Howard Wagner.

**Rationale:** Mr. Wagner requested to purchase approximately 0.1669 acres of the District's property that borders his property. Mr. Howard currently owns property at the northwest corner of Highway 249 and Grant Road. The realignment of Grant Road to the south will result in Mr. Howard having no access to the new Grant Road. Therefore, Harris County has agreed that once the Interchange is completed and the total amount of right-of-way required is determined, Harris County will abandon the old Grant Road right-of-way. The legal affect of the abandonment is that the north one-half (N.1/2) of the abandoned right-of-way will go to Mr. Howard and the south one-half (S.1/2) will go to the District. Also, there is a 601 square feet (SF) tract of land that is still owned by the District on the north side of the new Grant Road right-of-way.

Mr. Howard's proposal is to purchase the S.1/2 of the Grant Road right-of-way and the residual 601 SF tract from the District after the road has been constructed and the amount of the right-of-way required is determined. The purchase price will be determined by a market value appraisal.

This land will be separated from the rest of the Willow Chase property by Grant Road.

**Fiscal Impact:** Proceeds from the sale of the land will be placed in the bond construction fund, and will be used to fund additional construction projects.

**Staff Resource:**

Ray Hawkins	281-351-3644
John Fishero	281-351-3747
Steve Garner	832-813-6680

**Financial Report and Consideration No. 29 (ACTION ITEM 30) Board Meeting 6-7-07**

**Request:** Consideration of Ratification of a Temporary Lease Agreement of Available Water Capacity for Cy-Fair College

**Chancellor's Recommendation:** That the Board of Trustees ratify the lease agreement of available water capacity for Cy-Fair College with CW SCOA West.

**Rationale:** In November 2002, the Board of Trustees approved a service agreement with Harris County MUD 172 to provide 195,000 gallons per day (gpd) of water service for Cy-Fair College. The college currently utilizes a maximum of 70,000 gpd of its total water capacity.

In December 2006, the Board of Trustees authorized the Chancellor or designee to negotiate and execute a temporary lease agreement of available water capacity for Cy-Fair College with CW SCOA West.

CW SCOA West, a real estate developer, desired to lease the available water supply and water transmission capacity from the District. The CW SCOA West property under development is within the Harris County MUD 172 jurisdiction. The proposed lease of up to 105,000 gpd of water capacity will allow the development of the CW SCOA West property without a negative impact on the water supply serving Cy-Fair College.

Both parties have agreed to the terms of the agreement, which include annual reviews of capacity requirements, language to allow the District to receive lease payments for the allocated capacity and to cancel the agreement with notice.

**Fiscal Impact:** The District will receive annual lease payments of up to \$30,000 for allocated capacity as the residential development progresses. All payments received will be deposited into the bond construction fund.

**Staff Resource:** Steve Garner 832-813-6680  
Bob Williams 281-290-3936

**Financial Report and Consideration No. 30 (ACTION ITEM 31) Board Meeting 6-7-07**

**Request:** Consideration of Acceptance of Gifts

**Chancellor's**

**Recommendation:** That the Board of Trustees formally accept and acknowledge the following gifts donated to the North Harris Montgomery Community College District in accordance with the donors' wishes:

One (1) operating room table and one (1) scrub sink donated by Tomball Regional Hospital to Tomball College.

**Rationale:** In accordance with NHMCCD Board Policy BAA - Bequests and Gifts, the authority to accept gifts is vested solely with the Board of Trustees.

**Fiscal Impact:** None

**Staff Resource:** John Hooker 832-813-6636

**Building and Grounds Report**

**Board Meeting 6-7-07**

**Report:** Construction Projects Update

The District's plant operations and facilities department has provided a summary report of the District's construction projects. See attached report.



## Monthly Facilities Planning and Construction Report

June 7, 2007

### **Bond Funded Projects**

Projects funded from remaining bond funds include:

- ❖ Tomball College – With the approval of the Board of Trustees to proceed with the column repair at the entries of Tomball College the purchase order has been developed. After the contractor delivers the insurance and payment and performance bond, a preconstruction meeting will be scheduled. At that time a substantial completion date will be set.
- ❖ Cy-Fair College
  - Road Entrance Gates – Contractor has begun the installation of the gates.
  - Water System Improvements – The project includes the installation of new domestic and fire protection water lines for the Emergency Services and Education Center and a filter system for the irrigation and water feature pumping systems on the main campus. Jimerson Underground, Inc. has started the installation of the water filter system and M. Marlon Ivy & Associates has nearly completed the water line extension. Both projects are expected to be complete in June.
  - Temporary Building II – The purchase order for the trailers has been issued. An exact delivery date for the trailers has not been set.
- ❖ District Services and Training Center (DSTC)

Projects are to repair and replace entrance canopies for the two older buildings at DSTC. The contractor and architect will meet May 18th to determine how the canopies are constructed. Construction should begin the week of June 4th. Replacement of walkway pavers in front of the building occupied by tenants will commence upon completion of the entrance canopies project, estimated for July 2007.

### **Donation Agreement of Property-The Woodlands Land Development Company (TWLDC)**

An engineering proposal has been received from LJA Engineering and Surveying, Inc. to obtain the pertinent approval to proceed with road access to the recently acquired 55 acre land tract. The services provided by LJA Engineering include civil engineering services related to providing access through the forest preserve tract. The impact to the existing drainage will be studied. Two access road options will be considered. The proposal also includes the necessary meetings to present and submit the drainage study and other documents to The Woodlands Joint Powers Agency (TWJPA). The proposal will also include preliminary cost estimates for both road access options. This proposal is only to acquire approval of the conceptual drainage study. Upon approval of the conceptual drainage study from TWJPA, the necessary permits will be obtained and construction drawings will be prepared. LJA Engineering has commenced with the hydrology and hydraulics study. A meeting with TWJPA and other agencies having jurisdiction will occur upon completion of the study.

The Woodlands Land Development Company is now dedicating the forest preserve tract as a drainage easement to the MUD District. A separate agreement would be executed between the MUD District and the College District for road access to the 55 acre land tract. TWJPA has indicated approval for a road so long as there will be no impact to the wetlands, flood plain, or

conveyance capacity in the ditch or the forest preserve. The project is in progress with a hydrology study being performed by the engineer.

### **Kingwood College – Atascocita Property**

The owner is presently experiencing a delay in platting the preferred parcel, which would impact the owner's ability to provide utilities to the prospective site. The seller has requested that we table the negotiations as the entitlement process continues.

### **North Harris College Electrical Infrastructure**

Several electrical infrastructure projects have been completed at North Harris College (NHC) to assist in evaluating the operating problems and equipment failures at the NHC chiller plant. Energy meters were installed in each of the North Harris College buildings in April. These meters are monitoring and recording the quantity and quality of the incoming power consumed. The recorded energy usage information can provide critical information in the event of equipment failure and provides data for ongoing analysis. An evaluation of all the transformers on the campus is also complete. The transformer inspection reports and the information available from the electrical metering records will be reviewed and evaluated as part of the analysis and recommendation to correct NHC's electrical infrastructure issues.

### **Revenue Building Bond Projects**

- ❖ Project schedules are being developed for the identified projects to prioritize critical and time sensitive projects.
- ❖ Requests for qualifications for professional services were issued for the selection of consultants for a few of the projects.

**Personnel Report and Consideration No. 1 (ACTION ITEM 32) Board Meeting 6-7-07**

**Request:** Consideration of Ratification of Appointments

**Chancellor's Recommendation:** That the contractual appointments listed on the following pages be ratified for the positions indicated.

**Rationale:** These contractual appointments include ratification of Administrators and faculty from the Cy-Fair College and Tomball College.

**Fiscal Impact:** Positions and salaries have been budgeted for 2006-2007.

**Staff Resource:** Ray Laughter 832-813-6621  
Jean Grove 832-813-6698

**a. Cy-Fair College**

**Richard Gilbert, Director, Advanced Manufacturing Center Facility**

Effective: Twelve-month contracted employee at an annual salary of \$55,000 beginning July 2, 2007.

Education: M.E.D., Sam Houston State University, Major: Industrial Technology; B.A., Sam Houston State University, Major: Industrial Technology.

Experience: Industrial Technology Teacher, Cypress-Fairbanks ISD.

**Michael Stafford, Director, College/Public Library**

Effective: Twelve-month contracted employee at an annual salary of \$75,021 beginning June 1, 2007.

Education: M.L.S., University of Texas at Austin, Major: Library Science; B.A., California State University, Sacramento, Major: History.

Experience: Interim Library Director, Cy-Fair College, NHMCCD; Assistant Director, Adult Library Services and Staff Development, Cy-Fair College, NHMCCD; School Library Media Specialist, Highland High School; Coordinator of Library Instruction & Reference Librarian, State University of New York at New Paltz.

**b. Tomball College**

**Carol Wheeler, Director, Business and Auxiliary Services**

Effective: Twelve-month contracted employee at an annual salary of \$53,512 beginning May 16, 2007.

Education: M.B.A., University of Texas at El Paso, Major: Business Administration; M.S., University of North Dakota, Major: Business & Vocational Education; B.S., University of Oklahoma, Major: Business Education.

Experience: Division Operations Manager, Kingwood College, NHMCCD; Director, Information Services, Spherion Corporation; Manager, El Paso Natural Gas Company; Director, Manpower, Inc.; Faculty, Houston Community College.

**Diane Montagna, Director, Surgical Technology**

Effective: Twelve-month contracted employee at an annual salary of \$50,025 beginning June 1, 2007.

Education: A.A.S., Houston Community College, Major: Nursing; Registered Nurse, Board of Nurse Examiners for the State of Texas.

Experience: School Nurse, Rosehill Christian School; Operating Room Nurse, Tomball Regional Hospital; Operating Room Nurse, Methodist Hospital.

**Personnel Report and Consideration No. 2 (ACTION ITEM 33) Board Meeting 6-7-07**

**Request:** Consideration of Resignations

**Chancellor's**

**Recommendation:** That the resignations listed below be accepted and acknowledged.

Montgomery College

**Rebecca Adams, Associate Professor, Radiologic Technology**

Effective April 19, 2007

**Tani M. Traver, Counselor**

Effective April 30, 2007

North Harris College

**Charles Ray Peveto, Professor, Math**

Effective July 15, 2007

Tomball College

**Lisa M. Hibner, Counselor**

Effective April 30, 2007

**Staff Resource:** Ray Laughter  
Jean Grove

832-813-6621  
832-813-6698

**Request:** Consideration of Approval of Commissioning of Peace Officers

**Chancellor's Recommendation:** That the Board of Trustees approves the commissioning of the following peace officers for the North Harris Montgomery Community College District.

**North Harris College**

Arturo Aguilar  
Robert I. Harris  
Cedric Steptoe

**Tomball College**

Ryan P. Brewer

**Montgomery College**

Sammy C. Lynch

**Cy-Fair College**

Michael W. Hawkins

**Rationale:** These officers are eligible to be commissioned by this Board because they:

1. Have current licenses from the Texas Commission on Law Enforcement Officer Standards and Education;
2. Have taken and filed the oath required of peace officers;
3. Have executed good and sufficient bonds in the sum of \$1,000 in accordance with the law; and
4. Possess a sufficient number of college credit hours to meet the minimum standard for an NHMCCD peace officer.

**Fiscal Impact:** None

**Staff Resource:** Steve Head 832-813-6522

**Personnel Report and Consideration No. 4 (ACTION ITEM 35) Board Meeting 6-7-07**

**Request:** Consideration of Ratification of Chancellor Approval to Receive Compensation during Sabbatical Leave

**Chancellor's**

**Recommendation:** That the Board of Trustees ratify the approval of Dr. Dom Bongiorno, Speech Faculty at Kingwood College, to receive compensation for participation in the Semester at Sea Program as a part of his approved sabbatical leave in Spring 2008.

**Rationale:** The Sabbatical Leave procedures state "An employee on sabbatical leave may accept a grant for study, research or travel from an institution of higher education or from a charitable, religious or educational corporation or foundation, from any business enterprise, or from any state, federal or local government, but may not accept paid employment of any kind except as may be specifically approved by the Chancellor and the Board of Trustees."

The opportunity for Dr. Bongiorno to teach in the University of Virginia Semester at Sea program in Spring 2008 presented itself after his sabbatical proposal had been approved. This is an excellent opportunity for renewal for Dr. Bongiorno and a rare opportunity for a community college faculty to be able to participate in this prestigious program. The University of Virginia pays faculty who are selected to teach in the program an \$8,000 stipend. This stipend is offered in accordance with the University of Virginia's payment policy, and it is recommended that Dr. Bongiorno be permitted to accept the payment.

**Fiscal Impact:** None

**Staff Resource:** John Pickelman 832-813-6514  
Linda Stegall 281-312-1640

**Personnel Report and Consideration No. 5 (ACTION ITEM 36) Board Meeting 6-7-07**

**Request:** Consideration of Appointment of the Chancellor

The Board may confirm and appoint Dr. Richard Carpenter, the sole finalist, to be the next North Harris Montgomery Community College District Chancellor