

**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
September 6, 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

Name and Branding Process

- 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 Attorney
Section 551.072 - Deliberation Regarding Real Property
Section 551.074 – Personnel Matters

- VI.** Reconvene Regular Meeting
- VII.** Introductions, Special Guests, Recognitions
- VIII.** Approval of the Minutes of the July 18, 2007 Budget Workshop, August 2, 2007 Workshop Meeting and Regular Meeting and August 27, 2007 Public Hearing and Special Meeting
- IX.** Citizens Desiring to Address the Board
- X.** Special Reports and Announcements
 - 1. Chancellor
 - 2. College Presidents

3. Vice Chancellors
4. Faculty Senate Presidents

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 Report and Consideration

Consideration of Approval for Board of Trustees Travel (**ACTION ITEM 1**)

XIII. Financial Reports and Considerations

1. Monthly Financial Statements
2. Consideration of Approval of Renewal of the Appointment of Paul Bettencourt, Harris County Tax Assessor-Collector, and J.R. Moore, Jr., Montgomery County Tax Assessor-Collector, to Collect Taxes Levied on Behalf of the District (**ACTION ITEM 2**)
3. Consideration of Acceptance of Gifts (**ACTION ITEM 3**)
4. Consideration of Adoption of Resolutions Authorizing Signatories for the District's Accounts with the Local Government Investment Cooperative (LOGIC), Lone Star Investment Pool and TexPool (**ACTION ITEM 4**)
5. Consideration of Approval to Purchase Printing and Mailing Services for FY 2007-08 Spring, Summer and Fall Corporate and Continuing Education Schedules for the District (**ACTION ITEM 5**)
6. Consideration of Approval to Purchase Veterinary Technology Supplies for Tomball College (**ACTION ITEM 6**)
7. Consideration of Approval to Enter into The Cooperative Purchasing Network (TCPN) Lease and Construction Contract for a Temporary Modular Building at Montgomery College (**ACTION ITEM 7**)
8. Consideration of Approval to Extend Four Multi-Year Agreements for One Year for the District (**ACTION ITEM 8**)
9. Consideration of Approval to Purchase Waste Disposal Services for the District (**ACTION ITEM 9**)

10. Consideration of Approval of Department of Information Resources (DIR) Purchase of Desktop and Laptop Computers for the District (**ACTION ITEM 10**)
11. Consideration of Approval to Purchase Generator Maintenance Services for the District (**ACTION ITEM 11**)
12. Consideration of Approval to Renew AutoDesk Licenses for the District (**ACTION ITEM 12**)
13. Consideration of Approval of FY 2007-08 Library Collection Expenditures for the District (**ACTION ITEM 13**)
14. Consideration of Approval to Purchase Online Core Reference Database Licenses for the District (**ACTION ITEM 14**)
15. Consideration of Approval of Certified Information Systems Vendor (CISV) Purchase of CISCO Network Equipment, Annual Maintenance and Technical Support for the District (**ACTION ITEM 15**)
16. Consideration of Ratification of Purchase of “Get A Jump 2008” Books for Tech Prep Grant Students (**ACTION ITEM 16**)
17. Consideration of Approval of Catalog Information System Vendor (CISV) Purchase of Storage Area Networks (SAN) for North Harris and Kingwood Colleges (**ACTION ITEM 17**)
18. Consideration of Authorization for the Chancellor or Designee to Negotiate and Execute a Grant of Utility Easement to CenterPoint Energy and a Related Letter Agreement with DR Horton (**ACTION ITEM 18**)
19. Consideration of Approval of a Land Lease Agreement with CW SCOA West, LP for the Lease of Property Located at the Southwest Corner of Barker Cypress at West Road (**ACTION ITEM 19**)
20. Consideration of Approval of an Interlocal Agreement between North Harris Montgomery Community College District (NHMCCD) and the City of Lake Jackson for Delivery of Breath Alcohol Testing Services (**ACTION ITEM 20**)
21. Consideration of Approval of Renewal of Interlocal Agreement between North Harris Montgomery Community College District (NHMCCD) and Harris County for Delivery of Breath Alcohol Testing Service (**ACTION ITEM 21**)

XIV. Building and Grounds Report

Construction Projects Update

XV. Personnel Reports and Considerations

1. Consideration of Ratification of Appointments (**ACTION ITEM 22**)
2. Consideration of Acceptance of Resignations (**ACTION ITEM 23**)

XVI. Suggested Future Agenda Items

XVII. 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 September 6, 2007
Regular Meeting of the
North Harris Montgomery Community College District's
Board of Trustees**

I, Richard Carpenter, Chancellor of the North Harris Montgomery Community College District, do hereby certify that a notice of this meeting was posted on Friday, the 31st day of August, 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 31st day of August, 2007.

Richard Carpenter
Chancellor

**MINUTES OF THE
BUDGET WORKSHOP MEETING OF
THE BOARD OF TRUSTEES OF THE
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
DISTRICT SERVICES AND TRAINING CENTER BOARDROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
July 18, 2007
12:00 p.m.**

PRESENT: Mr. Randy Bates, Chair
Ms. Stephanie Marquard, Vice Chair
Mr. John Fox, Secretary
Dr. Richard Campbell
Mr. David Vogt

ABSENT: Ms. Priscilla Kelly, Assistant Secretary
Mr. Chris Daniel
Dr. David Holsey
Ms. Maria Flotte O'Neill

- I. CALL TO ORDER:** Mr. Bates called the budget workshop meeting of the Board of Trustees to order at 12:14 p.m. after determining a quorum was present.
- II. 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."
- III. REVIEW OF PROPOSED 2007-08 BUDGET** Chancellor Pickelman indicated the purpose of the budget workshop was for the Board to receive information and allow the Board to express or object on the direction in which the administration is moving. Dr. Pickelman reviewed the normal budget process including the development of the budget in the fall, the preliminary overview in February, the Board workshop in July and the presentation of the proposed budget to the Board for adoption in late August. Dr. Pickelman recommended to the Board that it proceed with the proposed budget with the expectation that the Legislature and Governor will solve the \$153M veto issue. Cindy Gilliam, vice chancellor of business affairs and CFO, presented an overview of district wide revenue projections and proposed expenditures. The proposed budget requires no tax increase or additional tuition increase. The college presidents and district vice chancellors presented proposed budgets for their respective colleges and departments and answered board members questions. No action was taken.

V. **DISCUSSION:** Chancellor Pickelman indicated that a finalized proposed budget will be received by the Board in the second week of August and a public hearing and special meeting to adopt the proposed budget will be scheduled by the end of August. Board members expressed no objections to the proposed next steps.

VI. **ADJOURNMENT:** Mr. Bates adjourned the budget workshop at 2:58 p.m.

ATTEST:

Board Chair

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**

August 2, 2007

5:00 p.m.

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

ABSENT: Mr. Randy Bates, Chair
Mr. John Fox, Secretary

I. CALL TO ORDER: Vice Chair Stephanie Marquard called the Workshop and Regular Meeting to order at 5:10 p.m. after determining a quorum was present.

II. PLEDGE OF ALLEGIANCE: Dr. Holsey led the Board and guests in reciting the Pledge of Allegiance.

III. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING: Chancellor Carpenter confirmed that the Notice for the meeting had been properly posted. No action was required. A copy is attached as Exhibit "A." Mr. Vogt arrived at 5:14 p.m.

IV. SPECIAL CONSIDERATION AND PRESENTATION:

CONSIDERATION OF ADOPTION OF A RESOLUTION TO AWARD THE TITLE OF CHANCELLOR EMERITUS (ACTION ITEM 1): Vice Chair Marquard read a resolution to award the title of Chancellor Emeritus to Dr. John E. Pickelman. Upon a motion by Dr. Campbell and a second to the motion by Mr. Daniel, the Board adopted the resolution to award the title of Chancellor Emeritus to Dr. John E. Pickelman, retiring North Harris Montgomery Community College District Chancellor and to honor and recognize him for his long and distinguished service to the college district and the community. A copy is attached as Exhibit "B."

Faculty Senate Presidents, Rich Almstedt and Dorothy Reade, presented a plaque and a resolution from faculty senate presidents past and present who served during Dr. John Pickelman's tenure. The plaque was presented in appreciation for the inclusive leadership shown by Chancellor Pickelman.

V. **WORKSHOP DISCUSSION:**

1. **Achieving the Dream Report:** Dr. Richard Campbell and Ms. Priscilla Kelly, members of the Board of Trustees, presented a report after attending the Achieving the Dream 2008 Board of Trustees Institute, supported by the Houston Endowment Inc. The institute provides a continuing opportunity to convene with participating Achieving the Dream college/university board members, presidents and chancellors (CEOs) from the Houston/Gulf Coast region. The institute is designed to jointly share knowledge and practices that contribute to effective governance to improve student success. Both Dr. Campbell and Ms. Kelly expressed enthusiasm and appreciation for the opportunity to participate in the institute and will encourage the student success initiative to remain a priority for Board members in cooperation with college personnel district-wide.
2. **Budget Workshop Follow Up:** this report was deferred to the Chancellor's report and announcements agenda item.

VI. **CLOSED SESSION:** At 5:40 p.m. Ms. Marquard 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

VII. **RECONVENE REGULAR MEETING:** Ms. Marquard reconvened the open meeting at 6:55 p.m.

VIII. **INTRODUCTIONS, SPECIAL GUESTS, RECOGNITIONS:** Dr. Carpenter welcomed Tiffany Williams of the Conroe Courier, Kimberly Stauffer of the Houston Chronicle, Al Christianson of the 1960 Sun Newspaper, and David Lampe, a citizen from the Cy-Fair area.

IX. **APPROVAL OF THE MINUTES OF THE MAY 30, 2007 SPECIAL MEETING; JUNE 7, 2007 WORKSHOP AND REGULAR MEETING; JUNE 19, 2007 SPECIAL MEETING AND JULY 18 BUDGET WORKSHOP:** upon a motion by Ms. O'Neill and a second to the motion by Ms. Kelly, the Board unanimously approved the minutes of the May 30, 2007 Special Meeting. Upon a motion by Ms. O'Neill and a second to the motion by Mr. Vogt, the Board approved the minutes of the June 7, 2007 Workshop and Regular Meeting. Ms. Marquard abstained from the vote. Upon a motion by Ms. O'Neill and a second to the motion by Mr. Daniel, the Board approved the minutes of the June 19, 2007 Special Meeting. Mr. Vogt and Mr. Daniel abstained from the vote. Approval of the minutes of the July 18, 2007 Budget Workshop was deferred to the September 7, 2007 Workshop and Regular Meeting.

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

XI. SPECIAL REPORTS AND ANNOUNCEMENTS:

1. Chancellor: Chancellor Carpenter thanked the Board members for their warm welcome to the college district and noted that he has been requesting financial information from CFO, Cindy Gilliam, in order to make a snapshot observation of trending data. He noted that enrollments have increased by 8-9% district-wide. Dr. Carpenter indicated that a special meeting of the Board will be held prior to September 1st to allow the Board to consider adopting the 2007-08 budget. He reminded the Board that two workshops have been held and responses to requests for information from Board members have been provided. Budget books will be mailed to Board members the week of August 15th. Dr. Carpenter reminded Board members that the fall convocation will be held on August 20th at The Woodlands Waterway Marriott Hotel from 10:00 a.m. to 11:30 a.m. and encouraged members to attend if possible.
2. College Presidents: Dr. Steve Head, executive vice chancellor and interim president at North Harris College introduced Mr. Severo Balason, dean of students. Mr. Balason reported on the features of the NHMCCD Mobile Go Center and noted that it was parked outside DSTC for interested Board members and guests to tour. The mobile center stops at schools, shopping malls, community centers, and other locations to bring college-related information, motivation, and assistance directly to students and their families. Mobile Go Centers are part of the College for Texans Campaign to support the State's Closing the Gaps efforts to enroll an additional 630,000 Texans in colleges and universities by 2015.

Dr. Linda Stegall, president of Kingwood College, noted that the Kingwood Big Band returned from its European tour. The band, composed of men and women from the Kingwood area, traveled through two countries to perform for international audiences. The band performed in Rome, Assisi, Italy and at the prestigious Montreux Jazz Festival in Switzerland. Dr. Stegall was able to hear the band's performance in Assisi. She described the setting, in a historic square, as magnificent and commented that seeing the band play in Assisi was one of her proudest moments as president of Kingwood College. Dr. Stegall spotlighted several campus activities shown in the *Kingwood Happenings* newsletter as well as the *Kingwood College in Action* email newsletter.

Dr. Ray Hawkins, president of Tomball College, distributed enrollment data showing a 5.6 % increase in summer enrollments; a 6% increase in unduplicated headcount; a 4.6% increase in contact hours from 2006; and a 1.2% increase in Willow Chase center enrollments from 2006.

Dr. Tom Butler, president of Montgomery College, spotlighted several campus initiatives and distributed photos from commencement, held on May 11; the naming ceremony for the Mary Matteson-Parrish Art Gallery held on May 9th; and the "Service MC" day held in partnership with the college's Habitat for Humanity organization and the Montgomery County Humane Society (MCHS). Students and staff built dog houses, and several students who adopted a pet from MCHS at the

college that day received a free dog house. Dr. Butler introduced Ms. Linda Head, dean of academic & workforce support. Ms. Head reported that Willis Independent School District (ISD) is aware that there are students who may not be planning on attending college after high school and need job skills to obtain employment that will allow them to receive a livable wage. In response to this need, Montgomery College developed a collaborative program between the college and Willis ISD. Ms. Head introduced Tim Patten, principal and Bill Chapman, vice-principal of Willis ISD. Mr. Patten and Mr. Chapman noted that during their senior year in Willis High School, students will participate in continuing education workforce skills programs and receive high school elective credit. Students will choose between four program areas: welding certification, forklift operator certification, nurses aid/phlebotomy certification and HVAC certification. These students will attend class from noon to 2:00 p.m. at the Montgomery College Conroe Center to receive workforce skills awards for each of the four program areas. The 2007-2008 academic year will serve as a pilot to fine-tune the course delivery, course content, college services, processes and procedures. Approximately 60 students will be involved in the pilot.

Dr. Diane Troyer, president of Cy-Fair College (CFC), distributed enrollment analysis booklets noting the following: CFC has experienced the highest summer growth rate in the district, at 13.9%; student ethnicity continues to shift with Hispanic population growing the fastest; females consistently make up 60% of student population; 57% of students are 21 years of age or younger; enrollment growth in Discovery College is 16%; and 90% of registered students live within the district.

3. Vice Chancellors: Mr. Tom Hill, vice chancellor of information technology, presented an update on the SAS databases serving administrative computing. Mr. Hill introduced Marian Burkhart, database administrator for business intelligence. Ms. Burkhart demonstrated how the database provides vital up-to-the-minute information and analysis to district administrators on institutional effectiveness, demographics, strategic planning, and benchmarking for use in their decision-making processes

4. Other:

Summary Report of Awards of Funding Proposals: Mr. Ray Laughter, vice chancellor of external affairs, reported that seven grants were awarded in the third quarter totaling \$2,508,994. Twenty-two proposals are pending that collectively total \$6,079,794.

- XII. CONSIDERATION OF CONSENT AGENDA:** Ms. Marquard proceeded with the Consent Agenda. Action Items 4, 7, and 35 were recommended to be considered separately. Action Item 37 was removed from the Board's agenda. Ms. O'Neill made a motion to approve Action Items 1, 2, 3, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 36, 38, 39, 40, and 41. Ms. Kelly seconded the motion, and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit "C."

XIII. POLICY REPORTS AND CONSIDERATIONS:

Consideration of Approval of the 2007-2008 Academic Calendar (ACTION ITEM 2): the Board approved the 2007-2008 academic calendar. This item was passed in the Consent Agenda. A copy is attached as Exhibit "D."

XIV. CURRICULUM REPORT AND CONSIDERATION:

Consideration of Approval of a Level 1 Certificate (33 credits), Level 2 Certificate (45 credits) and Associate of Applied Science (64-65 credits) for Implementation Spring 2008 at Montgomery College (ACTION ITEM 3): the Board approved a level 1 certificate, a level 2 certificate and an associate of applied science for audio visual systems specialist for implementation Spring 2008 at Montgomery College. This item was passed in the Consent Agenda. A copy of attached as Exhibit "E."

XV. 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 "F."
2. Quarterly Investment Report: Ms. Cindy Gilliam, vice chancellor of business affairs and chief financial officer, presented the quarterly investment report. A copy is attached as Exhibit "G."
3. Third Quarter Technology Report: the Board reviewed the report as presented. A copy is attached as Exhibit "H"
4. Approve an Order Authorizing the Issuance of North Harris Montgomery Community College District Limited Tax Refunding Bonds, Series 2007; Authorizing the Redemption Prior to Maturity of Certain Outstanding Bonds and the Execution and Delivery of an Escrow Agreement and the Subscription for and Purchase of Certain Escrowed Securities; and Containing Other Matters Related Thereto (ACTION ITEM 4): upon a motion by Mr. Daniel and a second to the motion by Dr. Campbell, the Board approved an order authorizing the issuance of North Harris Montgomery Community College District Limited Tax Refunding Bonds, Series 2007; authorizing the redemption prior to maturity of certain outstanding bonds and the execution and delivery of an escrow agreement and the subscription for and purchase of certain escrowed securities; and containing other matters related thereto. A copy is attached as Exhibit "I."
5. Consideration of Approval to Purchase Employee Assistance Program for the District (ACTION ITEM 5): the Board approved the purchase of an employee assistance program for the District from the University of Texas (UT) Employee Assistance Program (EAP), 7000 Fannin, Suite 1670, Houston, TX 77030, in the amount of

\$44,512 annually for a total amount of \$225,560 over five years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J.”

6. Consideration of Approval to Renew Adobe Contractual Licensing Program (CLP) Education Membership Agreement for the District (ACTION ITEM 6): the Board approved the renewal of Adobe CLP Education Membership Agreement for the District from Adobe Systems Inc., and the Catalogue Information Systems Vendor (CISV) purchase of Adobe software licenses from the lowest bidder, Zones, Inc., for an estimated amount of \$150,000 over two years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K.”
7. Consideration of Approval to Purchase General Education Development (GED) Testing Materials and Services for the District (ACTION ITEM 7): upon a motion by Chris Daniel and a second to the motion by Mr. Vogt, the Board approved the purchase of GED testing materials and services for the District from the following vendors for an estimated amount of \$63,500 for one year: Texas Education Agency (TEA), University of Texas at Austin, The Scoring Center, American Council on Education (ACE), Region IV Education Solutions. A copy is attached as Exhibit “L.”
8. Consideration of Approval to Purchase Printing Services for Business Cards, Letterhead and Envelopes for the District (ACTION ITEM 8): the Board approved the purchase of printing services for business cards, letterhead, and envelopes for the District from the lowest bidder, Marfield Corporate Stationery Inc., for an estimated amount of \$50,000 annually for a total amount of \$250,000 over five years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M.”
9. Consideration of Approval to Purchase Custodial Supplies for the District (ACTION ITEM 9): the Board approved the purchase of custodial supplies for the District from the following vendors for an estimated amount of \$350,000 for one year: All Care Products, High Point Sanitary Solutions, Brawner Paper Co., Hygeia Enviro-Clean, Inc., Buckeye Cleaning Center, Interboro Packaging Co., Corporate Express of Texas, Inc., Matera Paper Company, Crown Paper & Chemical, Unisource, Express Image Paper Co., Xpedx, Great Southwest Paper Co., and ZEP Manufacturing Company. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N.”
10. Consideration of Approval to Purchase Cosmetology Supplies for North Harris and Kingwood Colleges (ACTION ITEM 10): the Board approved the purchase of cosmetology supplies for North Harris and Kingwood Colleges from the following vendors for an estimated amount of \$29,000 annually for a total of \$58,000 over two years: Correlations, Sally Beauty Supply, Major Advance International, YG Labs/The Esthetics Connections, and Mariana Industries, Inc. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O.”
11. Consideration of Approval to Purchase Coffee Service and Supplies for District Services and Training Center (ACTION ITEM 11): the Board approved the purchase

of coffee service and supplies for the DSTC from Standard Coffee Service, for an estimated annual amount of \$13,412 and for a total of \$67,060 over five years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P.”

12. Consideration of Approval to Purchase Dual Purpose and Computer Paper for the District (ACTION ITEM 12): the Board approved the purchase of dual purpose and computer paper from the lowest bidder, Bosworth Papers, Inc., for an estimated amount of \$230,000 annually for a total of \$690,000 over three years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q.”
13. Consideration of Approval to Purchase Dairy Products for Food Service Operations for the District (ACTION ITEM 13): the Board approved the purchase of dairy products for the food service operations for the District from the lowest bidder, Schepp’s Dairy, for an estimated amount of \$40,000 annually for a total amount of \$200,000 over five years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R.”
14. Consideration of Approval to Purchase Moving and Relocation Services for the District (ACTION ITEM 14): the Board approved the purchase of moving and relocation services for the District from the lowest bidder, Pioneer Contract Services Inc. This item was passed in the Consent Agenda. A copy is attached as Exhibit “S.”
15. Consideration of Approval to Purchase Cooling Tower Controllers and Meters and Water Treatment Maintenance Services for the District (ACTION ITEM 15): the Board approved the purchase of cooling tower controllers and meters in the amount of \$20,054 and water treatment maintenance services for an estimated amount of \$140,610 over five (5) years for the District from Ashland Water Technologies Drew Industrial. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T.”
16. Consideration of Approval to Purchase Pest Control Services for the District (ACTION ITEM 16): the Board approved the purchase of pest control services for the District from Cypress Creek Pest Control for an estimated amount of \$90,000 over five (5) years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “U.”
17. Consideration of Approval of Annual Area Job Order Contracting (AJOC) Purchases for Construction Related Projects for the District (ACTION ITEM 17): the Board approved the purchase of construction services for construction related projects for the District from Texas Cooperative Purchasing Network (TCPN) AJOC, Kellogg Brown & Root Services (KBR), in an amount not to exceed \$750,000 in FY 2007-08. This item was passed in the Consent Agenda. A copy is attached as Exhibit “V.”
18. Consideration of Approval of Texas Building and Procurement Commission’s (TBPC) Texas Multiple Award Schedule (TXMAS) Cooperative Lease of Postage Machine for District Services and Training Center (DSTC) (ACTION ITEM 18):

the Board approved a sixty (60) month lease of a postage machine for DSTC, Building II from Pitney Bowes, in the amount of \$600 annually, for a total of \$3,000 over the contract term. This item was passed in the Consent Agenda. A copy is attached as Exhibit “W.”

19. Consideration of Ratification of Emergency Purchase to Repair Electrical Distribution Loop at North Harris College (ACTION ITEM 19): the Board ratified the emergency purchase to repair the electrical distribution loop at North Harris College from Lindsey Electric Co., in the amount of \$32,192. This item was passed in the Consent Agenda. A copy is attached at Exhibit “X.”
20. Consideration of Ratification of Installation of Additional Parking Lot at Cy-Fair College (ACTION ITEM 20): the Board ratified the installation of an additional parking lot at Cy-Fair College from the Texas Cooperative Purchasing Network (TCPN) Area Job Order Contractor (AJOC), Kellogg Brown & Root Services (KBR), in the amount of \$132,150. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Y.”
21. Consideration of Ratification to Amend Lease Agreement for Fairbanks Center to Add Addendum for Right of First Refusal to Purchase Property (ACTION ITEM 21): the Board ratified the lease agreement for Fairbanks Center to add addendum for right of first refusal to purchase the property, with Little York 290 CW, LP (Owner). This item was passed in the Consent Agenda. A copy is attached as Exhibit “Z.”
22. Consideration of Rescinding Award to Accompany Services and Ratifying Award to Berger Construction for the Replacement of Existing Bi-fold Sliding Glass Doors at Tomball College (ACTION ITEM 22): the Board rescinded the award to Accompany Services and ratify the award for the replacement of two existing bi-fold sliding glass doors at Tomball College to Berger Construction, for an additional amount of \$338 for a total project cost of \$52,838. This item was passed in the Consent Agenda. A copy is attached as Exhibit “aa.”
23. Consideration of Ratification of Installation of Additional Catwalks in Ceiling of Performing Arts Theater at Cy-Fair College (ACTION ITEM 23): the Board ratified the installation of additional catwalks in the ceiling of the Performing Arts Theater at Cy-Fair College from the Texas Cooperative Purchasing Network (TCPN) Area Job Order Contractor (AJOC), Kellogg Brown & Root Services (KBR), in the amount of \$132,490. This item was passed in the Consent Agenda. A copy is attached as Exhibit “bb.”
24. Consideration of Acceptance of Gifts (ACTION ITEM 24): the Board accepted and acknowledged 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 “cc.”

25. Consideration of Ratification of Texas Building and Procurement Commission's (TBPC) Texas Multiple Award Schedule (TXMAS) Cooperative Purchase of Office Furniture for Kingwood College (ACTION ITEM 25): the Board ratified the TXMAS cooperative purchase of office furniture from The Ofis, in the amount of \$103, 854. This item was passed in the Consent Agenda. A copy is attached as Exhibit "dd."
26. Consideration of Approval to Amend Entrustment Agreement for Lathe Equipment for Computer Numerically Control (CNC) Program at North Harris College (ACTION ITEM 26): the Board approved the amendment to the entrustment agreement for lathe equipment for the CNC program at North Harris College with Haas Automation Corp. This item was passed in the Consent Agenda. A copy is attached as Exhibit "ee."
27. Consideration of Ratification of Lease of One Ton Truck for Mobile Go Center (MGC) Program for the District (ACTION ITEM 27): the Board approved a thirty-six (36) month lease of a one ton truck for the MGC program for the District from DeMontrond Auto Country, Inc., in the amount of \$613 per month, for a total of \$22,068 over the contract term. This item was passed in the Consent Agenda. A copy is attached as Exhibit "ff."
28. Consideration of Rescinding Award to Accompany Services and Ratifying Award to Berger Construction for Installation of Security Gates at Entry Drives of the District Services & Training Center (ACTION ITEM 28): the Board rescinded the award to Accompany Services and ratified the award for the installation of security gates at the entry drives of the DSTC to Berger Construction, for an additional amount of \$25,630 for a total project cost of \$83,800. This item was passed in the Consent Agenda. A copy is attached as Exhibit "gg"
29. Consideration of Ratification of Installation of Additional Sidewalk Lights at Cy-Fair College (ACTION ITEM 29): the Board ratified the installation of additional sidewalk lights at Cy-Fair College from the Texas Cooperative Purchasing Network (TCPN) Area Job Order Contractor (AJOC), Kellogg Brown & Root Services (KBR), in the amount of \$283,981. This item was passed in the Consent Agenda. A copy is attached as Exhibit "hh."
30. Consideration of Approval to Extend Four Multi-Year Agreements for One Year for the District (ACTION ITEM 30): the Board approved the extension of four multi-year agreements for one year totaling \$323,132. This item was passed in the Consent Agenda. A copy is attached as Exhibit "ii."
31. Consideration of Approval to Renew Datatel License and Maintenance Fees and Purchase Consulting Services for Colleague Student and Financial Systems for the District (ACTION ITEM 31): the Board approved the renewal of license and maintenance fees and purchase consulting services for the Colleague Student and Financial Systems for the District from Datatel, Inc., for an estimated amount of

- \$480,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “jj.”
32. Consideration of Approval to Renew Microsoft Software Licenses for the District (ACTION ITEM 32): the Board approved the Catalogue Information Systems Vendor (CISV) renewal of Microsoft software licenses for the District from the lowest bidder, SHI Government Solutions, in the amount of \$166,080. This item was passed in the Consent Agenda. A copy is attached as Exhibit “kk.”
 33. Consideration of Authorization for Chancellor or Designee to Negotiate and Execute an Interlocal Agreement for Commodity Internet and Internet2 Services for the District (ACTION ITEM 33): the Board authorized the Chancellor or Designee to negotiate and execute an interlocal agreement for Commodity Internet and Internet2 services with The University of Texas, Office of Telecommunication Services (UT-OTS) Networking, for an estimated amount of \$30,000 annually. This item was passed in the Consent Agenda. A copy is attached as Exhibit “ll.”
 34. Consideration of Approval to Renew Insurance Premiums and Agreement for the Administration of International Student Medical Insurance Plan for the District (ACTION ITEM 34): the Board approved the renewal of the District’s annual insurance policies for FY 2007-08 for estimated premium amounts of \$1,445,674, an increase of \$58,812 (4.24%) from the expiring term, and the renewal of an agreement for administration of international student medical insurance for the District. This item was passed in the Consent Agenda. A copy is attached as Exhibit “mm.”
 35. Consideration of Approval of the Memorandum of Understanding between the District and Aldine ISD for a Partnership in the Creation of a Texas Education Agency-approved Early College High School (ACTION ITEM 35): upon a motion by Mr. Daniel and a second to the motion by Ms. Kelly, the Board approved the Memorandum of Understanding between the District and Aldine Independent School District for a partnership in the creation of a Texas Education Agency-approved Early College High School, and that tuition and fees be waived for students participating in the program. This item was passed in the Consent Agenda. A copy is attached as Exhibit “nn.”
 36. Consideration of Authorization for the Chancellor or Designee to Negotiate and Execute a Contract for Programming and Design Services for Renovation of Dining and Food Preparation Area at North Harris College (ACTION ITEM 36): the Board authorized the Chancellor or his designee to negotiate and execute an agreement for the programming and design services for the renovation of the dining and food preparation area at North Harris College with Harrison Kornberg Architects LLC. This item was passed in the Consent Agenda. A copy is attached as Exhibit “oo.”
 37. Consideration of Approval of Proposed Settlement Agreement in *Patrick Jerome Ouzenne (Pro Se) versus North Harris Montgomery Community College District*;

C.A. No. H-06-3576; In the United States District Court, Southern District of Texas, Houston Division (ACTION ITEM 37): this item was removed from the Agenda.

38. Consideration of Approval to Amend the Gold Hill Associates Contract for Chancellor Search Services for the Chancellor of North Harris Montgomery Community College District (ACTION ITEM 38): the Board approved the proposed amendment to cover \$596.96 of expenses incurred by Gold Hill Associates while providing consulting services for the Chancellor Search. This item was passed in the Consent Agenda. A copy is attached as Exhibit “pp.”

XVI. BUILDING AND GROUNDS REPORT:

1. Construction Projects Update: the Board reviewed the report as presented. A copy is attached as Exhibit “qq.”

XVII. PERSONNEL REPORTS AND CONSIDERATIONS:

1. Consideration of Ratification of Appointments (ACTION ITEM 39): the Board ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “rr.”
2. Consideration of Acceptance of Resignations (ACTION ITEM 40): the Board accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “ss.”
3. Consideration of Approval of Commissioning of Peace Officer (ACTION ITEM 41): the Board approved the commissioning of the following peace officers for the North Harris Montgomery Community College District: Kingwood College - Carltrell L. Odom, Larry Rhymer, David T. Saganek; North Harris College - Lamont Perkins and Glenn Ware. This item was passed in the Consent Agenda. A copy is attached as Exhibit “tt.”

XVIII. SUGGESTED FUTURE AGENDA ITEMS: none.

- XIX. ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:57 p.m.

ATTEST:

Board of Trustees, Chair

Board of Trustees, Secretary

**MINUTES OF THE
PUBLIC HEARING
2007-2008 PROPOSED BUDGET
AND
SPECIAL MEETING OF THE BOARD OF TRUSTEES
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
DISTRICT SERVICES AND TRAINING CENTER BOARDROOM
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
August 27, 2007
5:30 p.m.**

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

ABSENT: Ms. Maria Flotte O'Neill

Public Hearing – 2007-2008 Proposed Budget

- I. **CALL TO ORDER:** Mr. Bates called the Public Hearing of the 2007-2008 Proposed Budget to order at 5:38 p.m. after determining a quorum was present.
- II. **PLEDGE OF ALLEGIANCE:** Mr. Fox led the Board and guests in reciting the Pledge of Allegiance.
- III. **CERTIFICATION OF THE POSTING OF THE NOTICE OF THE PUBLIC HEARING:** Chancellor Carpenter confirmed that the Notice for the Public Hearing had been properly posted. No action was required. A copy is attached as Exhibit "A."
- IV. **PRESENTATION OF THE 2007-2008 PROPOSED BUDGET:** the Chancellor reported that revenues consist primarily of State funding, property taxes and tuition and fees. No increase in the student tuition rate is proposed for the budget. Certified property values have not been received, but the proposed budget does not include an increase in the tax rate. Both student and tax revenues are estimated to increase due to volume increases, not rate increases. The proposed budget expenditures include 24 new full-time faculty positions, in an effort to respond to growth, as well as to improve the full-time/adjunct faculty ratio. Funds to support several district wide projects including Achieving the Dream and a marketing and branding campaign are included in the proposed budget. A 5% salary increase, with a minimum of \$1,200, is proposed for eligible full-time employees and part-time employees.
- V. **CITIZENS COMMENTS:** There were no citizen comments.

VI. **ADJOURNMENT OF PUBLIC HEARING:** Mr. Bates adjourned the Public Hearing at 5:43 p.m.

Special Meeting

I. **CALL TO ORDER:** Mr. Bates called the regular meeting of the Board of Trustees to order at 5:43 p.m. after determining a quorum was present.

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

III. **FINANCIAL REPORT AND CONSIDERATION:**

Consideration of Adoption of Proposed 2006-07 Budgets (ACTION ITEM 1): Ms. Cindy Gilliam, vice chancellor for business affairs and chief financial officer, presented an overview of the budget building process which begins in October of each year and ends with the adoption of the budget in August. Upon a motion by Mr. Vogt and a second to the motion by Ms. Kelly, the Board unanimously adopted the proposed 2007-08 Budgets.

V. **ADJOURNMENT:** there being no further business, Mr. Bates adjourned the meeting at 5:51 p.m.

ATTEST:

Board Chair

Board Secretary

Consideration of Consent Agenda

Board Meeting 9-6-07

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 Agenda</u>	<u>Chancellor Recommended Separate Action</u>	<u>Board Separate Action</u>
# 1 – Approve Board Travel	_____	_____	_____
# 2 – Approve Appointment/HCTy/MCTy Tax Assessors	_____	_____	_____
# 3 – Accept Gifts	_____	_____	_____
# 4 – Adopt Resolution/Authorize Signatories/District Accts	_____	_____	_____
# 5 – Approve Purchase Printing/Mailing Svcs Corp/CE Sch	_____	_____	_____
# 6 – Approve Purchase Veterinary Tech Supplies/TC	_____	_____	_____
# 7 – Approve Lease/Contract/Temporary Modular Bldg/MC	_____	_____	_____
# 8 – Approve Extension Multi-Year Agreements One Year	_____	_____	_____
# 9 – Approve Purchase Waste Disposal Services	_____	_____	_____
#10 – Approve Purchase Desktop/Laptop Computers	_____	_____	_____
#11 – Approve Purchase Generator Maintenance Services	_____	_____	_____
#12 – Approve Renewal AutoDesk Licenses	_____	_____	_____
#13 – Approve Library Collection Expenditures	_____	_____	_____
#14 – Approve Purchase Online Core Reference Database Lic	_____	_____	_____
#15 – Approve Purchase/CISCO Eqmt/Mant/Tech Support	_____	_____	_____
#16 – Ratify Purchase Books/Tech Prep Grant Students	_____	_____	_____

Tally of
Action
Items
Continued:

<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>

- | | | | |
|---|-------|-------|-------|
| #17 – Approve Purchase/Storage Area Network/NHC/KC | _____ | _____ | _____ |
| #18 – Authorize Chancellor/Negotiate/Utility Easemt/Ltr Agrmt | _____ | _____ | _____ |
| #19 – Approve Land Lease Agreement | _____ | _____ | _____ |
| #20 – Approve Agreement/District/Lake Jackson/BAT Svcs | _____ | _____ | _____ |
| #21 – Approve Agreement/District/Harris Cty/BAT Svcs | _____ | _____ | _____ |
| #22 – Ratify Appointments | _____ | _____ | _____ |
| #23 – Accept Resignations | _____ | _____ | _____ |

Request: Consideration of Approval for Board of Trustees Travel

Chancellor's

Recommendation: That the Board of Trustees authorize Richard Campbell, Chris Daniel and David Vogt to attend the Association of Community College Trustees Community Leadership Congress in San Diego, California on September 26-29, 2007.

Rationale: The annual conference programs and activities provide an opportunity for trustee development.

Fiscal Impact: Funds have been approved for professional development in the 2006-2007 Budget.

Resource: Richard Carpenter

832-813-6515

Financial Report and Consideration No. 1

Board Meeting 9-6-07

Report: Monthly Financial Statements

The financial statements for the month ended July 31, 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 ELEVEN MONTHS ENDED JULY 31, 2007

	<u>BUDGET</u>	<u>92% OF FISCAL YEAR ACTUAL</u>	<u>% ACTUAL TO BUDGET</u>	<u>PRIOR YEAR ACTUAL 7/31/2006</u>	<u>% OF 08/31/06 ACTUAL</u>
REVENUES:					
STATE APPROPRIATIONS	\$ 49,100,000	\$ 44,447,589	90.52%	\$ 44,472,346	90.55%
TUITION AND FEES	39,930,000	41,645,663	104.30%	38,235,765	100.83%
TAXES	75,900,000	74,267,529	97.85%	70,225,661	99.20%
INVESTMENTS	1,290,280	2,092,062	162.14%	1,277,983	90.31%
OTHER	<u>2,039,720</u>	<u>1,617,744</u>	<u>79.31%</u>	<u>1,959,285</u>	<u>78.78%</u>
TOTAL EDUCATIONAL AND GENERAL REVENUES	168,260,000	164,070,587	97.51%	156,171,040	96.56%
REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED	<u>550,000</u>	<u>625,570</u>	<u>113.74%</u>	<u>497,201</u>	<u>90.29%</u>
TOTAL REVENUES	<u>168,810,000</u>	<u>164,696,157</u>	<u>97.56%</u>	<u>156,668,241</u>	<u>96.54%</u>
EXPENDITURES:					
INSTRUCTION - ACADEMIC	43,210,767	41,994,047	97.18%	38,610,637	96.20%
INSTRUCTION - WORKFORCE	24,945,514	22,384,198	89.73%	21,957,478	90.72%
PUBLIC SUPPORT	739,489	650,992	88.03%	627,614	92.23%
ACADEMIC SUPPORT	27,588,210	23,519,335	85.25%	21,631,040	87.31%
STUDENT SERVICES	12,970,139	11,219,494	86.50%	10,281,509	89.38%
INSTITUTIONAL SUPPORT	25,860,272	20,474,923	79.18%	18,145,830	85.44%
PLANT OPERATION AND MAINTENANCE	23,263,213	19,769,682	84.98%	16,122,626	83.12%
STAFF BENEFITS	<u>9,748,006</u>	<u>8,533,016</u>	<u>87.54%</u>	<u>8,201,562</u>	<u>97.17%</u>
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES	168,325,610	148,545,687	88.25%	135,578,296	90.16%
REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED	<u>1,250,000</u>	<u>837,472</u>	<u>67.00%</u>	<u>1,364,438</u>	<u>86.70%</u>
TOTAL EXPENDITURES	169,575,610	149,383,159	88.09%	136,942,734	90.13%
OTHER CHANGES - DEBT SERVICE & FUND TRANSFERS	<u>2,528,000</u>	<u>1,944,980</u>	<u>76.94%</u>	<u>2,075,305</u>	<u>77.57%</u>
NET INCREASE (DECREASE) IN FUND BALANCES	<u>\$ (3,293,610)</u>	<u>\$ 13,368,018</u>		<u>\$ 17,650,202</u>	

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

STATEMENT OF OPERATIONS - TECHNOLOGY FUND
 REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL
 FOR THE ELEVEN MONTHS ENDED JULY 31, 2007

	BUDGET	92 % OF FISCAL YEAR ACTUAL	% ACTUAL TO BUDGET	PRIOR YEAR ACTUAL 7/31/2006	% OF 08/31/06 ACTUAL
REVENUES:					
Technology fee	\$ 4,860,000	\$ 4,966,417	102.19%	\$ 4,772,030	100.00%
Investments	90,000	106,741	118.60%	81,624	91.69%
Miscellaneous	20,000	17,964	89.82%	48,755	100.00%
Total revenues & additions	<u>4,970,000</u>	<u>5,091,122</u>	<u>102.44%</u>	<u>4,902,409</u>	<u>99.85%</u>
EXPENDITURES:					
<u>Automated Library System</u>					
Salaries and Benefits	1,648	1,657	100.55%	-	-
Services	243,112	220,614	90.75%	228,747	98.29%
Travel and Professional Development	6,200	3,796	61.23%	5,282	101.40%
Supplies	15,000	7,342	48.95%	12,692	74.00%
Communications	24,050	22,000	91.48%	22,001	91.67%
Total Dynix Library System	<u>290,010</u>	<u>255,409</u>	<u>88.07%</u>	<u>268,722</u>	<u>96.08%</u>
<u>Datatel Services</u>					
Salaries and Benefits	-	-	-	6,220	100.00%
Services	789,554	713,997	90.43%	955,874	98.81%
Travel and Professional Development	17,500	15,320	87.54%	6,988	100.00%
Supplies	4,500	963	21.40%	6,142	98.81%
Communications	16,000	10,647	66.54%	13,792	99.32%
Equipment	308,355	212,000	68.75%	10,542	100.00%
Total Datatel Services	<u>1,135,909</u>	<u>952,927</u>	<u>83.89%</u>	<u>999,558</u>	<u>98.85%</u>
<u>E-Mail Services & Telecommunications</u>					
Administrative Salaries and related benefits	-	-	-	-	-
Services	853,850	719,465	84.26%	870,342	99.64%
Travel and Professional Development	54,600	29,889	54.74%	18,995	70.39%
Supplies	76,631	45,091	58.84%	23,688	84.48%
Communications	168,833	123,468	73.13%	116,928	84.05%
Equipment	392,573	352,429	89.77%	810,794	98.73%
Total E-Mail Services & Telecommunications	<u>1,546,487</u>	<u>1,270,342</u>	<u>82.14%</u>	<u>1,840,747</u>	<u>97.45%</u>
<u>Campus Support</u>					
Salaries and Benefits	-	-	-	-	-
Services	114,402	91,796	80.24%	60,649	84.62%
Supplies	901,169	804,219	89.24%	547,810	81.42%
Travel	-	-	-	15,689	100.19%
Equipment	1,194,023	1,133,354	94.92%	1,282,179	100.09%
Total Campus Support	<u>2,209,594</u>	<u>2,029,369</u>	<u>91.84%</u>	<u>1,906,327</u>	<u>93.39%</u>
Total expenditures	<u>5,182,000</u>	<u>4,508,047</u>	<u>86.99%</u>	<u>5,015,354</u>	<u>96.06%</u>
NET INCREASE (DECREASE) IN FUND BALANCE	<u>\$ (212,000)</u>	<u>\$ 583,075</u>		<u>\$ (112,945)</u>	

**NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
BALANCE SHEET
JULY 31, 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	\$ (11,617,490)	\$ 2,559,504	\$ 1,577,361	\$ 485,631	\$ 1,660,333	\$ -	\$ 302	\$ -	\$ 2,241,090	\$ (3,093,269)
Accounts receivable (net of allowance for doubtful accounts)	12,425,985	119,975	320,400	-	-	-	-	-	52,512	12,918,872
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)	4,421,785	-	-	-	-	-	2,000,960	-	-	6,422,745
Due from grantor agency	-	-	2,217,810	-	-	-	-	-	-	2,217,810
Due from other funds	20,515,694	241,039	8,050,627	-	6,517	-	278,860	-	1,779,275	30,872,012
Investments	62,525,940	-	-	-	29,901,319	-	13,780,846	-	-	106,208,105
Accrued interest receivable	306,406	-	-	-	-	-	-	-	-	306,406
Prepaid and deferred expenses	993,479	-	-	-	-	-	-	-	1,471	994,950
Deposits	87,883	-	-	-	-	-	-	-	-	87,883
Inventories, at cost	-	49,596	-	-	-	-	-	-	-	49,596
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
TOTAL ASSETS	\$ 89,659,682	\$ 2,970,114	\$ 12,166,198	\$ 485,631	\$ 31,568,169	\$ 403,257,696	\$ 16,060,968	\$ -	\$ 4,074,348	\$ 560,242,806
LIABILITIES AND FUND BALANCES										
LIABILITIES:										
Accounts payable	\$ 1,768,952	\$ 19,035	\$ 146,002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,933,989
Accrued salaries	2,913,572	-	-	-	-	-	-	-	-	2,913,572
Due to other funds	17,181,734	1,619,641	10,817,914	-	145,102	-	-	-	1,107,621	30,872,012
Deferred revenues	17,135,537	971	1,202,282	-	-	-	2,000,960	-	-	20,339,750
Accrued compensable absences payable	3,911,854	-	-	-	-	-	-	-	-	3,911,854
Accrued Interest Payable	-	-	-	-	-	-	3,938,194	-	-	3,938,194
Bonds payable	-	-	-	-	-	-	-	243,472,929	-	243,472,929
Assets held in custody for others	-	-	-	-	-	-	-	-	2,966,727	2,966,727
TOTAL LIABILITIES	42,911,649	1,639,647	12,166,198	-	145,102	-	5,939,154	243,472,929	4,074,348	310,349,027
FUND BALANCES:										
Unrestricted	46,748,033	-	-	-	-	-	-	-	-	46,748,033
Auxiliary	-	1,330,467	-	-	-	-	-	-	-	1,330,467
Restricted	-	-	-	-	-	-	-	-	-	-
Loans	-	-	-	485,631	-	-	-	-	-	485,631
Restricted for construction	-	-	-	-	31,423,067	-	-	-	-	31,423,067
Investment in fixed assets	-	-	-	-	-	403,257,696	-	-	-	403,257,696
Debt service	-	-	-	-	-	-	10,121,814	-	-	10,121,814
To be provided for debt service	-	-	-	-	-	-	-	(243,472,929)	-	(243,472,929)
TOTAL FUND BALANCES	46,748,033	1,330,467	-	485,631	31,423,067	403,257,696	10,121,814	(243,472,929)	-	249,893,779
TOTAL LIABILITIES AND FUND BALANCES	\$ 89,659,682	\$ 2,970,114	\$ 12,166,198	\$ 485,631	\$ 31,568,169	\$ 403,257,696	\$ 16,060,968	\$ -	\$ 4,074,348	\$ 560,242,806

**NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE ELEVEN MONTHS ENDED JULY 31, 2007**

	Operating Funds				Loan Funds	Plant Funds		Debt Service		Memorandum
	Unrestricted	Auxiliary	Restricted	Total		CIP	Investment in Fixed Assets	Interest and Sinking	Bond Payable	Totals Current Year
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	\$ (230,444,829)	\$ 211,334,365
REVENUES AND OTHER ADDITIONS:										
Current Funds revenue	92,695,377	4,617,600	-	97,312,977	-	-	-	-	-	97,312,977
Taxes	74,267,529	-	-	74,267,529	-	-	-	31,582,846	-	105,850,375
Federal grants and contracts	-	-	22,668,060	22,668,060	-	-	-	-	-	22,668,060
State grants and contracts	-	-	752,781	752,781	-	-	-	-	-	752,781
Local gifts, grants and contracts	-	-	1,883,644	1,883,644	-	-	-	-	-	1,883,644
Interest income	2,824,373	-	-	2,824,373	-	311,319	-	544,845	-	3,680,537
Revenue Bond debt service transfer from Operating	-	-	-	-	-	-	-	1,944,980	-	1,944,980
Proceeds from Sale of Assets	-	-	-	-	-	266,300	-	-	-	266,300
Bond proceeds	-	-	-	-	-	30,104,336	-	-	-	30,104,336
Bonds issued	-	-	-	-	-	-	-	-	29,900,000	29,900,000
Total revenues and other additions	<u>169,787,279</u>	<u>4,617,600</u>	<u>25,304,485</u>	<u>199,709,364</u>	<u>-</u>	<u>30,681,955</u>	<u>-</u>	<u>34,072,671</u>	<u>29,900,000</u>	<u>294,363,990</u>
EXPENDITURES AND OTHER DEDUCTIONS:										
Current Funds expenditures	155,836,186	4,637,370	25,304,485	185,778,041	-	-	-	-	-	185,778,041
Expended for plant facilities	-	-	-	-	-	562,687	-	-	-	562,687
Disposal of plant assets	-	-	-	-	-	-	-	-	-	-
Administrative and collection costs	-	-	-	-	-	-	-	436,473	-	436,473
Revenue Bond debt service transfer to Interest & Sinking	-	-	-	-	-	-	-	-	-	-
Bond Issuance cost	-	-	-	-	-	514,336	-	-	-	514,336
Bond principal payments	-	-	-	-	-	-	-	15,428,496	16,871,900	32,300,396
Cost of Assets Sold	-	-	-	-	-	-	137,239	-	-	137,239
Bond interest expense	-	-	-	-	-	-	-	9,998,949	-	9,998,949
Bond agency fees	-	-	-	-	-	-	-	20,255	-	20,255
Total expenditures and other deductions	<u>155,836,186</u>	<u>4,637,370</u>	<u>25,304,485</u>	<u>185,778,041</u>	<u>-</u>	<u>1,077,023</u>	<u>137,239</u>	<u>25,884,173</u>	<u>16,871,900</u>	<u>229,748,376</u>
(NON)MANDATORY TRANSFERS	-	-	-	-	-	-	-	-	-	-
CHANGES IN FUND BALANCE	<u>13,951,093</u>	<u>(19,770)</u>	<u>-</u>	<u>13,931,323</u>	<u>-</u>	<u>29,604,932</u>	<u>(137,239)</u>	<u>8,188,498</u>	<u>(13,028,100)</u>	<u>38,559,414</u>
FUND BALANCE, JULY 31, 2007	<u>\$ 46,748,033</u>	<u>\$ 1,330,467</u>	<u>\$ -</u>	<u>\$ 48,078,500</u>	<u>\$ 485,631</u>	<u>\$ 31,423,067</u>	<u>\$ 403,257,696</u>	<u>\$ 10,121,814</u>	<u>\$ (243,472,929)</u>	<u>\$ 249,893,779</u>

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
SUMMARY OF INVESTMENTS
AS OF JULY 31, 2007

	<u>Book Value</u>	<u>Market Value</u>	<u>Weighted Avg. Days To Maturity</u>	<u>Weighted Avg. Purchase Yield</u>
OPERATING UNRESTRICTED				
(Includes Renewal and Replacement Funds)				
US Government Agencies	\$ 43,733,869	\$ 43,470,839		5.27%
Commercial Paper	7,978,593	7,932,603		5.30%
Logic	2,259	2,259		5.27%
Lone Star	3,393,606	3,393,606		5.15%
TexPool	5,534,802	5,534,802		5.28%
Overnight Sweep	1,882,811	1,882,811		4.90%
TOTAL	<u>62,525,940</u>	<u>62,216,920</u>	<u>110</u>	<u>5.26%</u>
OPERATING RESTRICTED				
Lone Star	-	-		
TexPool	-	-		
TOTAL	<u>-</u>	<u>-</u>		
CONSTRUCTION IN PROGRESS				
Lone Star	-	-		
TexPool	29,901,319	29,901,319		5.28%
TOTAL	<u>29,901,319</u>	<u>29,901,319</u>	<u>1</u>	<u>5.28%</u>
INTEREST & SINKING				
U. S. Government Agencies	10,674,563	10,687,160		5.24%
Logic	1,129	1,129		5.27%
Lone Star	1,571,931	1,571,931		5.15%
TexPool	1,533,223	1,533,223		5.28%
TOTAL	<u>13,780,846</u>	<u>13,793,443</u>	<u>77</u>	<u>5.23%</u>
TOTAL INVESTMENTS	<u>\$ 106,208,105</u>	<u>\$ 105,911,682</u>	<u>75</u>	<u>5.26%</u>

Benchmark: 90 day U. S. Treasury Bill for Current Unrestricted and Restricted Funds 4.69%

Benchmark: 1 year U. S. Global Agency for Construction in Progress and Interest
& Sinking Funds 5.29%

Weighted Average pool funds use the daily average yield

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

INVESTMENT ACTIVITY REPORT

FOR THE MONTH ENDED JULY 31, 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
BEGINNING BOOK VALUE	\$ 68,007,729	5.26%	\$ -		\$ 29,767,012	5.29%	\$ 13,747,144	5.24%	\$ 111,521,885	5.27%
PURCHASES:										
Logic	10	5.26%	-		-		5	5.26%	15	5.26%
Lone Star	963,580	5.15%	-		-		6,850	5.15%	970,430	5.15%
TexPool					134,307	5.28%	6,840	5.28%	141,147	5.28%
Overnight Sweep	71,771,671	4.90%	-		-		-		71,771,671	4.90%
TOTAL PURCHASES	<u>72,735,261</u>	4.98%	<u>-</u>		<u>134,307</u>	5.28%	<u>13,695</u>	5.21%	<u>72,883,263</u>	4.98%
MATURITIES										
Lone Star	-		-		-		23,800	5.15%	23,800	5.15%
Texpool	6,410,562	5.28%	-		-		-		6,410,562	5.28%
Overnight Sweep	71,949,970	4.90%	-		-		-		71,949,970	4.90%
TOTAL MATURITIES	<u>78,360,532</u>	5.18%	<u>-</u>		<u>-</u>		<u>23,800</u>	5.15%	<u>78,384,332</u>	5.18%
Premium / (Discount)	143,482		-		-		43,807		187,289	
Unrealized Gains (Losses)	-		-		-		-		-	
ENDING BOOK VALUE	<u>62,525,940</u>	5.26%	<u>-</u>		<u>29,901,319</u>	5.28%	<u>13,780,846</u>	5.23%	<u>106,208,105</u>	5.26%
Beg. Unrealized Gains (Losses)	(295,316)		-		-		6,114		(289,202)	
Unrealized Gains (Losses) Chg.	(13,704)		-		-		6,483		(7,221)	
ENDING MARKET VALUE	<u>\$ 62,216,920</u>		<u>\$ -</u>		<u>\$ 29,901,319</u>		<u>\$ 13,793,443</u>		<u>\$ 105,911,682</u>	

*Includes Renewal & Replacement Fund

Financial Report and Consideration No. 4 (ACTION ITEM 4) Board Meeting 9-6-07

Request: Consideration of Adoption of Resolutions Authorizing Signatories for the District's Accounts with the Local Government Investment Cooperative (LOGIC), Lone Star Investment Pool, and TexPool

Chancellor's

Recommendation: That the Board of Trustees adopt resolutions to designate Richard Carpenter, Chancellor; Cynthia Gilliam, Vice Chancellor for Business Affairs and CFO; Cynthia Hiza, Associate Vice Chancellor for Finance; and Kandra Richardson, Professional Analyst; as the authorized signatories to the District's accounts with the Local Government Investment Cooperative (LOGIC), Lone Star Investment Pool, and TexPool.

Rationale: Board policy designates the Vice Chancellor for Business Affairs and CFO as the District's Investment Officer and authorizes her to delegate authority for investment activities. It is appropriate for the above positions to have signatory authority over the District's accounts with the Local Government Investment Cooperative (LOGIC), Lone Star Investment Pool, and TexPool

Fiscal Impact: No change in financial resources.

Staff Resource: Cindy Gilliam 832-813-6512

Financial Report and Consideration No. 5 (ACTION ITEM 5) Board Meeting 9-6-07

Request: Consideration of Approval to Purchase Printing and Mailing Services for FY 2007-08 Spring, Summer and Fall Corporate and Continuing Education Schedules for the District

Chancellor's Recommendation: That the Board of Trustees approve the purchase of printing and mailing services for the FY 2007-08 Spring, Summer and Fall Corporate and Continuing Education schedules for the District from the following lowest bidders for an estimated amount of \$358,668 annually.

Trend Offset Printing	\$260,539	Printing Services
National Mail Advertising, Inc.	\$ 26,933	Mailing Services
United States Postal Service	\$ 71,196	Postage

Rationale: This purchase will consist of the printing and mailing of the District's Corporate and Continuing Education schedules for the Spring, Summer, and Fall semesters. Printing services will include the use of high quality laser and color proofs of the entire publication for the District's review, a press check for final approval, and delivery of each publication to the designated location. Mailing services will consist of providing updated residence counts for each zip code, mail preparation, and delivery to the post office.

In addition, postage for these printed materials has been estimated at a total postage cost of \$71,196 based on a periodical rate.

The estimated number of schedules for printing, mailing and distribution are as follows:

College	Printing	Mailing	Distribution
North Harris	470,000	420,000	50,000
Kingwood	60,000	15,000	45,000
Tomball	390,000	375,000	15,000
Montgomery	285,000	255,000	30,000
Cy-Fair	275,000	170,000	105,000

The award is for a period of one (1) year beginning September 2007 through August 2008 with the option to renew for four (4) additional one year terms based upon the District's discretion and by mutual consent.

Proposals were sent to thirty-eight (38) printing companies and five (5) responses were received. Proposals were sent to thirteen (13) mailing companies and two (2) responses were received. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 operating budgets for the District. Funds for subsequent years will be included in future proposed budgets.

Staff Resource: Ray Laughter 832-813-6621

Printing and Mailing Services
for Corporate and Continuing Education Schedules
for the District

BID TABULATION

Vendor	Printing Services	Mailing Services (without postage)	Total
Trend Offset Printing	\$260,539	No Bid	\$260,539
Liberty Press LLC	\$278,887	\$62,650	\$341,537
TriStar Press	\$302,911	No Bid	\$302,911
Mirror Publications Inc.	\$307,101	No Bid	\$307,101
Moore Wallace, an RR Donnelley Co.	\$347,578	No Bid	\$347,578
National Mail Advertising Inc.	N/B	\$26,933	\$26,933

Veterinary Supplies
for Tomball College

BID TABULATION

Company	Total No. of Items Awarded	Total Dollar Amount of Award	Percentage of Discount
Butler Animal Health Supply 5600 Blazer Parkway Dublin, OH 43017	63	\$6,150	5% off list price
DVM Resources 7 Village Circle, Suite 200 Westlake, TX 76262	48	\$12,200	10% off standard selling price
Henry Schein, Inc. 520 S. Rock Blvd. Reno, NV 89502-4112	6	\$2,313	None indicated
Miller Veterinary Supply Co., Inc. 201 South Adams Fort Worth, TX 76104	7	\$388	None Indicated
Webster Veterinary 6300 West by Northwest Blvd Suite 800 Houston, TX 77040	78	\$28,807	None Indicated
TOTALS	202	\$49,858	

Financial Report and Consideration No. 7 (ACTION ITEM 7) Board Meeting 9-6-07

Request: Consideration of Approval to Enter into The Cooperative Purchasing Network (TCPN) Lease and Construction Contract for a Temporary Modular Building at Montgomery College

Chancellor's Recommendation: That the Board of Trustees approve a two (2) year lease of a temporary modular building for Montgomery College from Williams Scotsman Corporation, 7915 FM 1960 West, Suite 115, Houston, Texas 77070, in the amount of \$269,925.

Rationale: An additional modular building is required at Montgomery College to accommodate student enrollment growth. Enrollment for spring 2008 is expected to exceed projections. The current facilities are fully utilized and existing classrooms are unavailable to accommodate the expected growth. The additional modular building will include four (4) instructional classrooms bringing the total number of classrooms in temporary facilities to twelve. This building will also provide two (2) additional conference rooms.

The term of the lease agreement will be for a period of two (2) years commencing January 2008 through December 2009. The District maintains the option to renew the lease for an additional year. At the end of the initial two year term, either party may terminate the lease agreement upon thirty (30) days written notice. The lease is inclusive of delivery, building installation and skirting, site preparation, electrical service, plumbing service, fire alarms, data and communications, entry wooden decks, ramps and canopies, dismantling and return of the modular building complex.

At the May 2001 Board of Trustees meeting, the Board approved an interlocal agreement and resolution with The Cooperative Purchasing Network (TCPN), sponsored by the Region IV Education Service Center. Under Title Intergovernmental Relations Chapter 791 of the Texas 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 goods and services under such an agreement satisfies the requirement of the local government to seek competitive bids.

A market analysis was conducted with two other modular building manufacturers (Mobile Modular and GE Modular) and it was found that the prices offered by William Scotsman are favorable for the District.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 operating budget for Montgomery College. Funds for subsequent years will be included in future proposed budgets.

Staff Resource: Tom Butler 936-273-7222

Financial Report and Consideration No. 8 (ACTION ITEM 8) Board Meeting 9-6-07

Request: Consideration of Approval to Extend Four Multi-Year Agreements for One Year for the District

Chancellor's Recommendation: That the Board of Trustees approve the extension of the following multi-year agreements for one year for an estimated amount of \$606,486 from the following vendors:

Langham Creek YMCA	Cy-Fair College childcare services
J.P. Morgan Chase	District bank depository services
Bank of America	District bankcard merchant services
TimeCruiser	CampusCruiser student e-mail solution

Rationale: On June 2, 2005, the Board of Trustees approved an agreement with Langham Creek Family YMCA to provide childcare services at Cy-Fair College. On-campus childcare services are provided at an affordable cost for students with young children who are in class or in the library. The YMCA offers childcare between the hours of 8:00 AM to 1:00 PM Monday through Friday and evening hours of 5:00 PM to 9:00 PM Monday through Thursday.

The Board approved a two (2) year agreement with J.P. Morgan Chase to provide bank depository services for the District on May 5, 2005. The contract term was effective October 1, 2005 through September 30, 2007. This renewal will provide continued services for the deposit and disbursement of District funds.

On May 5, 2005, the Board of Trustees approved the contract for bankcard merchant (credit card processing) services with Bank of America. The contract term is for a period of two years effective October 1, 2005 through September 30, 2007. The bankcard merchant services enable the District to accept credit cards for various types of payments.

The Board of Trustees approved a three (3) year customer agreement, effective October 1, 2004, with Timecruiser Computing Corporation to provide the "CampusCruiser" student e-mail solution for students.

These multi-year agreements included the option to extend for an additional one (1) year based upon mutual consent between the District and supplier, provided that funds are appropriated. Based upon satisfactory vendor performance, the District is requesting approval to extend the agreements for one (1) additional year.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 operating and technology fund budgets for the District.

Staff Resource: Diane Troyer 281-290-3936
Cindy Gilliam 832-813-6512
Tom Hill 832-813-6847

**District Contract Extension
for Services**

CONTRACT SUMMARY

Vendor	Contract Extension Period	Estimated Amount for FY 2007-08
<u>Day Care Services at Cy-Fair College</u> Langham Creek YMCA 181 Montour Run Road Corapolis, PA 15108	1 of 2 Renewals	\$39,070
<u>Depository Services</u> J.P. Morgan Chase Bank N.A. 707 Travis Houston, TX 77002	1 of 2 Renewals	\$35,400
<u>Bankcard Merchant Services</u> Bank of America 700 Louisiana Houston, TX 77002	1 of 2 Renewals	\$350,000
<u>CampusCruiser student e-mail solution</u> Timecruiser Computing Corporation, 9 Law Drive, 3rd Floor, Fairfield, New Jersey 07004	Additional successive one-year terms	\$182,016

Financial Report and Consideration No. 9 (ACTION ITEM 9) Board Meeting 9-6-07

Request: Consideration of Approval to Purchase Waste Disposal Services for the District

Chancellor's Recommendation: That the Board of Trustees approve a five (5) year contract to provide waste disposal services for the District from the lowest bidder, Republic Waste Services, 10554 Tanner Road, Houston, TX 77041 for a total estimated amount of \$450,000 over five (5) years.

Rationale: Waste disposal services, including the rental of containers and scheduled pickups, are required for all District locations to provide a clean and safe environment. The waste disposal containers will be placed at the direction of the facility plant directors and will be emptied as specified per the campus requirements. In addition, these services will include the supply of twelve (12) event boxes per campus each year for special events waste disposal services.

To accommodate for special events/projects and container upgrades, additions or trade-ins due to growth, pricing was received for the monthly rental of various sized containers and the associated pick-up rates. The annual costs for additional containers are estimated to be \$1500 based on historical information for a total estimated cost of \$7500 over the five year term.

The term of the contract will be for a period of five (5) years effective September 7, 2007 through September 6, 2012, with the option to cancel upon thirty (30) days notice.

Proposals were sent to nine (9) waste disposal service providers and three (3) were received. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 operating budgets for the District. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512

Waste Disposal Services
for the District

BID TABULATION

Vendor	Total Cost (Over 5 Years)	Additional Container Rental Costs
Republic Waste Services	\$442,152	4 cubic yard \$71/week 6 cubic yard \$77/week 8 cubic yard \$85/week 30 cubic yard \$290 haul/\$350 month 35 cubic yard \$320 haul/\$350 month
Waste Management	\$493,036	4 cubic yard \$81/week 6 cubic yard \$109/week 8 cubic yard \$118/week 30 cubic yard \$462 haul/\$500 month 35 cubic yard \$506 haul/\$550 month
Allied Waste	\$518,165	4 cubic yard \$78/week 6 cubic yard \$88/week 8 cubic yard \$107/week 30 cubic yard Incomplete 35 cubic yard Incomplete

Financial Report and Consideration No. 10 (ACTION ITEM 10) Board Meeting 9-6-07

Request: Consideration of Approval of Department of Information Resources (DIR) Purchase of Desktop and Laptop Computers for the District

Chancellor's Recommendation: That the Board of Trustees approve the DIR purchase of desktop and laptop computers for the District from Dell Marketing LP, Gateway Companies, Inc. and Apple Computers Inc. for an estimated amount of \$1,945,000.

Rationale: The purchase of computers, desktops (PCs) and laptops, will enable the District to replace and upgrade existing computers that have reached end-of-life under the District's standard computer refresh cycle.

Estimated computer needs for the District for the period of September through December 2007:

	# of PCs	Avg. Cost PCs*	# of Laptops	Avg. Cost Laptops*	Total
Dell	1400	\$1,000	10	\$1500	\$1,415,000
Gateway	200	\$1,000	0	\$0	200,000
Apple	220	\$1,500	0	\$0	330,000
					<u>\$1,945,000</u>

*Due to multiple configurations, cost represents an average based upon negotiated prices.

Effective September 2007, the District implemented Phase 1 of the revised procurement process for PCs and laptop computers. Dell, Gateway and Apple computers will be purchased through the DIR cooperative purchasing program. To maximize savings, computer prices have been negotiated based upon the District's standard computer configurations and projected volumes. The negotiated prices represent an estimated savings of 10-13% off the DIR contract price. Previously, the District paid higher prices for small volume orders. During this period, the District will receive the same price for all computer purchases, achieving additional savings.

Phase 2 will begin in early FY 2007-08 and will consist of a formal procurement process for the District's computer infrastructure and related service requirements. A district-wide committee will be established to evaluate responses to the formal Request for Proposal. A selection recommendation will be presented to the Board of Trustees for approval in mid FY 2007-08 for implementation no later than the beginning of FY 2008-09.

Dell, Gateway and Apple computers are available through the DIR cooperative purchasing 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 included in the approved FY 2007-08 operating and technology fund budgets for the District.

Staff Resource: Tom Hill 832-813-6847

Financial Report and Consideration No. 11 (ACTION ITEM 11) Board Meeting 9-6-07

Request: Consideration of Approval to Purchase Generator Maintenance Services for the District

Chancellor's Recommendation: That the Board of Trustees approve the purchase of generator maintenance and repair services for the District from Cummins Southern Plains Ltd., 600 North Watson Road, Arlington, TX 76011, for a total estimated amount of \$95,000 over five (5) years.

Rationale: The District requires quarterly and semi-annual full service maintenance and inspections of its generators. Generator maintenance and adjustments will be within the original design and manufacturer's recommendations. Oil, fuel and coolant sample analysis will be performed at the time of maintenance. The maintenance services will help keep the generators in peak performance, clean, and safe. The inspections will ensure that the equipment is maintained in accordance with national electrical codes. In addition, prices were received for standard, overtime and holiday/weekend hourly labor rates for any unforeseen generator and engine repairs. The annual costs for minor repairs are estimated to be \$6,200 annually based on historical information and projected District requirements for a total estimated cost of \$31,000 over the five year term.

The contract term will be for a period of five (5) years effective September 7, 2007 through September 6, 2012, with the option to cancel upon thirty-day notice.

Proposals were sent to six (6) generator service providers and three (3) responses were received. Proposals were evaluated based on references, monthly cost and hourly rates, ability to provide products and services, and completeness and thoroughness of the respondents' proposal. It is recommended to award the bid to Cummins Southern Plains Ltd., which had the highest rating. See attached Evaluation and Bid Tabulation.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 operating budgets for the District. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512

Generator Services
for the District

EVALUATION TABULATION

Evaluation Factors	Cummins Southern Plains	Power Field Services	Kemtech
References	30	25.6	21.2
Monthly Cost and Hourly Rates	27	19.6	24
Ability to provide services and products	19	20	17
Completeness and thoroughness of proposal	18.6	16.6	17
TOTAL	94.6	81.8	79.2

BID TABULATION

Vendor	Maintenance Costs (Over 5 years)	Repairs - Hourly Rates	
Cummins Southern Plains	\$63,435	Generator Mechanic (Regular Time)	\$90
		Generator Mechanic (Over Time)	\$135
		Generator Mechanic (Holiday/Weekend Time)	\$135
		Engine Mechanic (Regular Time)	\$90
		Engine Mechanic (Over Time)	\$90
		Engine Mechanic (Holiday/Weekend Time)	\$135
Kemtech	\$67,580	Generator Mechanic (Regular Time)	\$75
		Generator Mechanic (Over Time)	\$113
		Generator Mechanic (Holiday/Weekend Time)	\$150
		Engine Mechanic (Regular Time)	\$75
		Engine Mechanic (Over Time)	\$113
		Engine Mechanic (Holiday/Weekend Time)	\$150
Power Field Services	\$90,145	Generator Mechanic (Regular Time)	\$79
		Generator Mechanic (Over Time)	\$119
		Generator Mechanic (Holiday/Weekend Time)	\$158
		Engine Mechanic (Regular Time)	\$79
		Engine Mechanic (Over Time)	\$119
		Engine Mechanic (Holiday/Weekend Time)	\$158

Financial Report and Consideration No. 12 (ACTION ITEM 12) Board Meeting 9-6-07

Request: Consideration of Approval to Renew AutoDesk Software Licenses for the District

Chancellor's Recommendation: That the Board of Trustees approve the renewal of AutoDesk software licenses for the District from AutoDesk, Inc., 111 McInnis Parkway, San Rafeal, CA 94903 in the amount of \$33,795.

Rationale: The AutoDesk software licenses include 3-D Max with Character Studio, which is a drafting tool that is an industry standard within the engineering and architectural fields. Training students on the brand of software that is used pervasively in the workplace will enable the students to be more proficient in the workplace and “re-training” will not be necessary.

The renewal of the AutoDesk software licenses is required in order for each campus to continue use of this software in the AutoCAD curriculum. The term of the renewal will be for a period of one year effective November 24, 2007 through November 23, 2008.

Pursuant to Texas Education Code Subchapter B., Sec. 44.031 A(i) a sole source purchase is justified for an item for which competition is precluded because of the existence of a patent, copyright, secret process or monopoly. AutoDesk is the developer of this software which is protected by copyright.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 operating budgets for the District.

Staff Resource:	Steve Head	832-813-6522
	Linda Stegall	281-312-1640
	Ray Hawkins	281-351-3360
	Tom Bulter	936-273-7222
	Diane Troyer	281-290-3942

Financial Report and Consideration No. 13 (ACTION ITEM 13) Board Meeting 9-6-07

Request: Consideration of Approval of FY 2007-08 Library Collection Expenditures for the District

Chancellor's Recommendation: That the Board of Trustees approve FY 2007-08 expenditures for the collection of books and nonprint materials for the five District libraries and associated centers for an estimated amount of \$715,000.

Rationale: The District purchases books, publications and audio-visual materials to support the faculty and library needs. Due to their nature, these books are typically available only from the publisher. In order to obtain the best discount available, the District will purchase books and non-print materials for college library collections through the Texas Building and Procurement Commission (TBPC) cooperative purchasing contract. The TBPC contract discounts substantially exceed any discount, including academic discounts, offered directly from a publisher, supplier or jobber. When materials are not available from an approved TBPC contract vendor, the library directors will obtain the materials from the vendor that offers the best value to the District. The Library Directors have estimated expenditures based on historical data.

Board Policy CFB and Title 7, Intergovernmental Relations, Chapter 791, subchapter 791.025 of the Government Code, states that a local government may agree with another local government or with the state or a state agency, including the TBPC, to purchase goods and services. The local government that purchases the goods and services satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and services. The TBPC cooperative contract allows the District to purchase books, publications and audio-visual materials through the cooperative as a member. Participation in this program was approved by the Board of Trustees in October of 1992.

Fiscal Impact: Funds for these purchases are included in the approved FY 2007-08 operating budgets for the District.

Staff Resource: Steve Head 832-813-6522

**FY 2007-08 Essential Online Core Databases
for the District**

Vendor	Product
ACRL	Choice Reviews Online (District)
Amigos / Groves	Groves Dictionary of Art Online (District)
Amigos / H.W. Wilson	Biography Reference Bank (District)
Amigos / Johns Hopkins	Project MUSE Full Collection (District)
ARTstor	ARTstor (District)
Countrywatch	Countrywatch (District)
CQ Press	CQ Researcher (District)
Chronicle of Higher Ed	Chronicle Online (District)
Doody Enterprises	Doody's Review Service (District)
Ebsco	Communication and Mass Media (District) History Reference Center (District) CINAHL Plus w/ Full Text (District) LinkSource & A-to-Z+MARC (District)
Facts on File News Svcs	Facts.com/ Issues & Contr (District)
Gale/TexSelect	MLA International Bibliography (District) Opposing Viewpoints Res. Ctr (District) Business & Company Res. Ctr (District)
JSTOR	JSTOR (Arts & Sciences I&III) (District)
Naxos USA	Naxos Music Library (District)
Proquest	Proquest Research Library (District) National Newspapers (District) Houston Chronicle (District) New York Times Historical (District)
RIA	RIA / AICPA (Accounting) (District)
Software Express	Visual Thesaurus (District)
Texas State Library and Archives Commission	TexShare Core Databases access fee (District)
TexSelect	Stat!Ref (District) Bus & Co Resource Ctr (District)
West	Westlaw Campus Research (District)
World and I	World and I (District)

Financial Report and Consideration No. 15 (ACTION ITEM 15) Board Meeting 9-6-07

Request: Consideration of Approval of Certified Information Systems Vendor (CISV) Purchase of CISCO Network Equipment, Annual Maintenance and Technical Support for the District

Chancellor's

Recommendation: That the Board of Trustees approve the CISV purchase of network equipment, annual maintenance and technical support from the lowest bidder, Calence, LLC, P O Box 64231, Phoenix, AZ 85052 in the amount of \$2,773,157.

Rationale: The District's network infrastructure is aging and needs to be upgraded. This purchase will consist of the networking equipment, annual maintenance and technical support to upgrade the district-wide Local Area Network (LAN)/Wide Area Network (WAN) infrastructure and complete the voice over Internet protocol (VoIP) telephone system. Replacing this equipment will provide redundancy of the main network devices at each campus. As part of the overall upgrade, North Harris and Montgomery Colleges will be upgraded to a VoIP telephone system which includes the replacement of all existing equipment with VoIP telephones and software.

Quotes were requested from four (4) CISVs and three (3) responses were received. See attached Quote Tabulation.

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 .

Fiscal Impact: Funds for this purchase are available from the 2007 Revenue Bond.

Staff Resource: Tom Hill 832-813-6747

Financial Report and Consideration No. 16 (ACTION ITEM 16) Board Meeting 9-6-07

Request: Consideration of Ratification of Purchase of “Get A Jump 2008” Books for Tech Prep Grant Students

Chancellor’s

Recommendation: That the Board of Trustees ratify the purchase of “Get A Jump 2008” books for Tech Prep Grant students from Thomson Learning, Inc., 2000 Lenox Drive, Lawrenceville, NJ 08648 in the amount of \$42,500.

Rationale: The District has been awarded the annual Tech Prep Grant to serve seventy-nine (79) school districts and nine (9) community colleges within the Gulf Coast region. Thirty-two (32) school districts, who are supported by the grant, specifically requested the purchase of the “Get A Jump 2008” book. The schools use this book in the classroom for 8th through 12th grade students and incorporate some of the book’s content within the school districts’ curriculum. The “Get A Jump 2008” book was reviewed and found that it best shows the career paths for the Texas population along with the education requirements and pay scales.

Additional copies of the “Get A Jump 2008” books were purchased for the regional conferences that are sponsored by the Tech Prep Grant each year. These books will promote the Tech Prep Grant and provide an added benefit to those attending the conferences.

It was essential to proceed with the purchase of these books prior to the September Board meeting due to the close of the Tech Prep grant on August 31, 2007 and the order and delivery schedule for the books .

Pursuant to Texas Education Code Subchapter B, Sec. 44.031 A(i), a sole source purchase is justified for an item for which competition is precluded because of the existence of a patent, copyright, secret process or monopoly. The books are published yearly and were purchased directly from the publisher, Thomson Learning.

Fiscal Impact: Funds for this purchase are included in the approved Tech Prep Grant for the District.

Staff Resource: Steve Head 832-813-6522

Financial Report and Consideration No. 17 (ACTION ITEM 17) Board Meeting 9-6-07

Request: Consideration of Approval of Catalog Information System Vendor (CISV) Purchase of Storage Area Networks (SAN) for North Harris and Kingwood Colleges

Chancellor's Recommendation: That the Board of Trustees approve the CISV purchase of SANs for North Harris and Kingwood Colleges from the lowest bidder, MPC-G, LLC, 906 East Karcher Road, Nampa, ID 83687 in the amount of \$129,800.

Rationale: North Harris College's purchase will consist of two (2) SAN devices. The additional SAN devices will expand the existing storage capacity from 8 terabytes (TB) to 24TB. This expansion is part of North Harris College's 2007-08 technology plan.

The purchase of the three (3) SAN devices for Kingwood College will provide mass, centralized storage for the administration and management of local files and data to its students, faculty and staff. These devices will also shorten the time required to properly backup critical information maintained on campus.

In addition, the SANs will establish North Harris and Kingwood Colleges as business continuity and disaster recovery locations for each other's locally stored files and data not stored remotely at the District's disaster recovery site at Cy-Fair College. In addition, the devices will provide the required storage capacity to prepare the campuses for the Windows Vista migration.

Quotes were received from three (3) CISVs. See attached Quote Tabulation.

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 .

Fiscal Impact: Funds for these purchases are included in the approved FY 2007-08 operating budgets for North Harris and Kingwood Colleges.

Staff Resource: Steve Head 832-813-6522
Linda Stegall 281-312-1640

Storage Area Networks
For North Harris and Kingwood Colleges

QUOTE TABULATION

Vendor	Amount
MPC-G, LLC	\$129,800
CDW Computers	\$142,500
PC Connection	\$143,360

Financial Report and Consideration No. 18 (ACTION ITEM 18) Board Meeting 9-6-07

Request: Consideration of Authorization for the Chancellor or Designee to Negotiate and Execute a Grant of Utility Easement to CenterPoint Energy and a Related Letter Agreement with DR Horton

Chancellor's Recommendation: That the Board of Trustees authorize the chancellor or his designee to negotiate and execute a Grant of Utility Easement to CenterPoint Energy and a related letter agreement with DR Horton.

Rationale: The proposed transaction involves partially relocating the existing overhead utility distribution system along the West Road right of way to an underground utility easement on property owned by the District. The proposed utility relocation has been requested by DR Horton to improve the entrance of a real estate development located on the south side of West Road.

To complete this utility relocation, CenterPoint Energy requires an underground utility easement. Since the relocation primarily benefits DR Horton, CenterPoint Energy requires that DR Horton be financially responsible as well as bear the costs of construction and any required repairs to District property. Those specific terms and conditions relating to DR Horton's responsibility are proposed to be incorporated into a separate letter agreement with DR Horton.

To complete this property transaction, both the proposed Grant of Utility Easement to CenterPoint Energy and related letter agreement with DR Horton must be executed.

The utility easement documents including a computation of the value of the property encompassed by the easement are to be developed. The Grant of Utility Easement and letter agreement will be brought before the Board of Trustees at a future regularly scheduled Board of Trustee meeting for ratification.

Fiscal Impact: Funds received related to the sale of the easement will be deposited into the Bond Construction Fund and will be available for future construction projects.

Resource: Diane Troyer 281-290-3940
Cindy Gilliam 832-813-6512

Financial Report and Consideration No. 19 (ACTION ITEM 19) Board Meeting 9-6-07

Request: Consideration of Approval of a Land Lease Agreement with CW SCOA West, LP for the Lease of Property Located at the Southwest Corner of Barker Cypress at West Road.

Chancellor's Recommendation: That the Board of Trustees approve a land lease agreement with CW SCOA West, LP, 7904 N. Sam Houston Parkway W. 4th Floor, Houston, Texas 77064 for the lease of property located at the southwest corner of Barker Cypress at West Road.

Rationale: The District is the owner of a certain parcel of land consisting of approximately 2.6 acres located within Harris County, Texas and being more particularly described as: southwest corner of Barker Cypress at West Road. CW SCOA West, LP (lessee) agrees to lease an area of land consisting of approximately 5600 square feet (leased premises), being a portion of land within the parcel owned by the District.

The lessee shall pay rental in the amount of \$3,600 per year for the use of the leased premises. Rent shall be due and payable annually. The term of this lease shall be for an initial period of ten years with an option to extend at 125% rental rate of the previous term for up to two (2) five-year periods. The District can terminate this lease with ninety days notice.

The use of the leased premises shall be for the purpose of erecting and maintaining up to two (2) project signs, including necessary supporting structures, devices, illumination equipment and connections, service ladders and other appurtenances generally described as "the sign". The lessee agrees to maintain the leased premises at lessee's cost and expense including keeping the property mowed on a regular schedule. The design of the sign and supporting structures must be approved by the president of Cy-Fair College.

Additionally, the lessee's sign shall be placed, erected and maintained in such a manner so as not to obstruct the visibility of any other signs on the parcel owned by the District. Lessee agrees that it will not display advertising for tobacco products, alcoholic beverages or adult entertainment on the leased premises.

Fiscal Impact: The District will receive rental in the amount of \$3,600 per year.

Staff Resource: Diane Troyer 281-290-3940
Cindy Gilliam 832-813-6512

Financial Report and Consideration No. 20 (ACTION ITEM 20) Board Meeting 9-6-07

Request: Consideration of Approval of an Interlocal Agreement between North Harris Montgomery Community College District (NHMCCD) and the City of Lake Jackson for Delivery of Breath Alcohol Testing Services

Chancellor's

Recommendation: That the Board of Trustees approve the interlocal agreement between NHMCCD and the City of Lake Jackson for the NHMCCD Law Enforcement Academy to provide breath alcohol testing services to the City of Lake Jackson.

Rationale: The NHMCCD Law Enforcement Academy located at North Harris College has provided professional blood alcohol testing services to Lake Jackson for several years. The agreement requires the Law Enforcement Academy to provide services including inspection, certification and calibration of intoxilyzer equipment located at the Lake Jackson Police Department, to provide expert witness testimony in cases involving the use of the intoxilyzer equipment, and supervision of breath alcohol testing operators for the proper use of the equipment. This contract will provide \$6,246.20 to the District for support of these services.

Board Policy CFA (Local): Contracting requires Board approval of all interlocal agreements.

Fiscal Impact: The District will receive \$6,246.20 from the City of Lake Jackson for providing services under this agreement.

Resource: Steve Head 832-813-6522

Financial Report and Consideration No. 21 (ACTION ITEM 21) Board Meeting 9-6-07

Request: Consideration of Approval of Renewal of Interlocal Agreement between North Harris Montgomery Community College District (NHMCCD) and Harris County for Delivery of Breath Alcohol Testing Service

Chancellor's Recommendation: That the Board of Trustees renew the interlocal agreement between NHMCCD and Harris County for the District to provide services for the Texas Department of Public Safety (DPS) Breath Alcohol Testing Program.

Rationale: For more than ten years, the NHMCCD law enforcement academy has provided professional blood alcohol testing services to Harris County. The agreement requires the Law Enforcement Academy/Breath Alcohol Testing Program to provide services of three (3) Department of Public Safety (DPS) approved technical supervisors who train and supervise approximately three hundred and fifty (350) peace officers who are intoxilyzer certified, provide expert witness testimony to Harris County Criminal Courts and administrative hearings, and inspect and maintain fifteen (15) intoxilyzer field instruments. In addition, the Law Enforcement Academy will train more than one hundred (100) new operators in six (6), forty-hour (40-hour) schools. This contract will provide \$298,279.98 to NHMCCD for support of these services.

Board Policy CFA (Local): Contracting requires Board approval of all interlocal agreements.

Fiscal Impact: NHMCCD will receive \$298,279.98 from Harris County for providing services under this agreement.

Staff Resource: Steve Head 832-813-6522

CISCO Networking Equipment
for District-Wide
LAN/WAN Network Infrastructure

QUOTE TABULATION

Vendor	Total Amount
Calence	\$2,773,157
Internetworks Experts (INX)	\$2,936,697
AT&T	\$3,045,353

Building and Grounds Report

Board Meeting 9-6-07

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

September 6, 2007

Modular (Temporary) Classroom Buildings

- ❖ Cy-Fair College
 - Phase II – The completion date for this project was 8/17/07. Interior finishes (Furniture) commenced on August 20, 2007 and were completed on August 25, 2007. Occupancy occurred by faculty and students prior to the fall semester.
 - Phase III – The modular buildings are scheduled to be available for the Spring 2008 semester. A request for the approval of additional modular buildings will be included on the October 2007 regular meeting agenda.
- ❖ Montgomery College
 - Phase II – The installation site has been reviewed and approved by the District and vendor representatives. The schedule and price proposal has been negotiated. The request for the approval of the contract is included on the September 2007 regular meeting agenda.

Bond Funded Projects

General Obligation Bond Project Summaries:

- ❖ Tomball College –
 - Entry Column Repairs – The project continues to be re-evaluated for alternative solutions and value engineering. A re-defined scope of work is to be completed by August 31, 2007.
 - Air & Water Balance – The project will also be re-evaluated and another Request for Proposal will be issued. The scope of work involves rebalancing the air distribution and hot water distribution.
- ❖ District Services and Training Center (DSTC)
 - Entrance Canopy Repairs – Work on the repair of the entry canopies commenced in mid-July. Four entry canopies on the original buildings at DSTC will be reconstructed and repaired to eliminate the water leaks. The canopy assemblies and rain gutters are to be replaced. Repairs to the first entrance canopy have been completed.
 - Replacement of Walkway Pavers – The initial contractor was unable to provide the required payment and performance bond, so requests for proposals have been reissued. The project is scheduled to begin upon completion of the entrance canopies project.

Revenue Bonds Project Summaries:

- ❖ Information Technology Infrastructure – Meetings with the District's Information Technology staff to discuss purchasing and project management functions for the IT infrastructure projects continue.
 - District-Wide – Domain controllers have been ordered as part of a district-wide infrastructure upgrade.
 - North Harris College – Upgrades to the data cabling in the Academic and Winship South buildings have been completed, while work in the Industrial Education building is in progress.

❖ North Harris College

- Dining and Food Preparation Area Renovation – The architect has begun the programming and designing of the project. The project is scheduled for completion by August 1, 2008.
- Replace Water and Sanitary Services – Discussions with the two possible providers of water and sanitary services for the campus, Woodcreek and Richey Road utility districts, are planned for late August.
- 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 NHC buildings in April. These meters are monitoring and recording the quantity and quality of the incoming power consumed. The recorded energy usage information will 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 monitoring reports will be evaluated as part of the analysis and recommendation to correct NHC's electrical infrastructure issues. The next step is to evaluate the findings and schedule corrections as necessary.

Montgomery College

- Renovate Building F Patio – The construction documents should be completed by the architects by the end of the month and will be released for bidding at the beginning of September. The recommendation for the construction contract is scheduled to be presented at the November board meeting.

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

The Woodlands Land Development Company is now dedicating the forest preserve tract as a drainage easement to The Woodlands Joint Powers Agency (TWJPA). A separate agreement would be executed between the MUD District and the College District for road access to the 55 acre land tract. TWJPA is currently reviewing pertinent documents received from the engineer for road access.

Kingwood College – Atascocita Property

Additional properties are being discussed with developers in the desired area.

Status report on the Area Job Order Contract (AJOC) Purchases for Construction Related Projects

At the September 2006 meeting, the Board approved the purchase of construction services for construction related projects for the District from Texas Cooperative Purchasing Network (TCPN) AJOC contractor, Kellogg Brown and Root Inc.(KBR), 1854 E. Beltway, South, Pasadena, TX 77503. This approval authorized the District to use the AJOC method for individual projects up to \$100,000 and to make collective purchases not to exceed \$500,000 for the first half of FY 2006-2007. Only those projects meeting the time or emergency criteria would be eligible for this purchasing method. At the April 2007 board meeting the Board of Trustees approved the use of the remaining allotment of construction services purchases from Texas Cooperative Purchasing Network (TCPN) AJOC Contractor, AJOC process, KBR, through August 31, 2007.

The projects listed below were completed by KBR for the fiscal year 2006-2007.

Projects under \$25,000 completed:

CFC Repair wind damaged fences located at the tennis courts for a total of \$6,403

CFC Install shelving in the theater work room for a total of \$6,276

- CFC Install offices and a storage space in the central plant for a total of \$15,737
- CFC Install second level platform in physical education storage room for a total of \$20,027
- CFC Modify the front counter and the glass entry doors leading from the lobby into the library for a total of \$8,138
- CFC Construct kitchen storage space for a total of \$1,696
- CFC Install motorized shades in the art gallery for a total of \$13,487
- KC Replace transformer for a total of \$15,921
- MC Repair tennis courts for a total of \$2,941
- MC Convert the F237 meeting room into two offices for a total of \$7,625
- MC Install nine receptacles in the welding shop at the Conroe Center for a total of \$4,967
- MC Increase ventilation in the darkroom for a total of \$8,476
- NHC Repair terrazzo floor by staircase in Academic Building for a total of \$16,784.
- NHC Modify hall lighting in the Academic Building for a total of \$24,903
- TUC Repair plumbing drains in rest rooms for a total of \$2,660

Projects over \$25,000 completed:

- CFC Install catwalks on two sides of the cooling towers for a total of \$32,459
- CFC Install canopy for the art lab for a total of \$51,021
- MC Repair walls in A and B Buildings after mold remediation for a total of \$46,375
- MC Construct office and storage space in A205 for a total of \$25,999
- NHC Modify hall lighting in the Winship Building for a total of \$44,247
- NHC Install additional lights on the exterior of the buildings for a total of \$27,715
- NHC Repair the HVAC system at the Parkway Center for a total of \$87,976
- KC Construct coffee shop in Library Building for a total of \$84,531

Projects approved individually by the Board of Trustees:

- CFC Expand parking lot on the northeast corner of the campus for a total of \$132,150
- CFC Install catwalks in the ceiling of the theater for a total of \$132,490
- CFC Install additional sidewalk lights for a total of \$283,981
- KC Replace elevator at Library Building for a total of \$173,094
- NHC Install water filtration system for a total of \$208,571
- NHC Repair cooling tower for a total of \$130,521
- NHC Replace variable frequency drives and air handler unit motors at Winship and Fine Arts Building for a total of \$56,857
- NHC Replace air handler units for a total of \$85,934

Personnel Report and Consideration No. 1 (ACTION ITEM 22) Board Meeting 9-6-07

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 District Services & Training Center, Kingwood College, North Harris College, Tomball College, Cy-Fair College, and Montgomery College.

Fiscal Impact: Positions and salaries have been budgeted for 2007-2008.

Staff Resource: Ray Laughter 832-813-6621

District Services & Training Center

Cynthia K. Hiza, Associate Vice Chancellor, Finance

Effective: Twelve-month contracted employee at an annual salary of \$95,000 beginning July 9, 2007.

Education: M.B.A. & B.B.A., Stephen F. Austin State University, Majors: Management & Accounting; A.A., North Harris College, NHMCCD.

Experience: Comptroller/Director, District Services & Training Center, NHMCCD; Manager, Service Corporation International; Division Controller, Equity Corporation International; Assistant Business Manager, Angelina College; Auditor; Axley and Rode, Certified Public Accountants.

a. Kingwood College

Rebecca Bradley, Assistant Professor, Reference Librarian

Effective: Twelve month contracted employee at an annual salary of \$52,318 beginning August 20, 2007.

Education: M.L.S., University of North Texas, Major: Library & Information Science; B.A., Tulane University, Major: English.

Experience: Adjunct Reference Librarian, Kingwood College, NHMCCD; Reference Librarian, Brown & Root, Inc.; Substitute Teacher, Humble I.S.D.

b. North Harris College

Viseeta Brown, Assistant Professor, Health Information Technology

Effective: Ten and one-half month contracted employee at an annual salary of \$49,255 beginning August 20, 2007.

Education: M.S. & B.S., Texas Southern University, Major: Health & Medical Records Administration.

Experience: Medical Records Technician, Michael E. Debakey VA Medical Center; Adjunct Faculty, North Harris College, NHMCCD; Administrative Supervisor & Medical Records Supervisor, City of Houston Department of Health & Human Services; Medical Records Coordinator, Golden Age Manor.

c. Tomball College

Janie Filoteo, Assistant Professor, Sociology

Effective: Ten and one-half month contracted employee at a pro-rated per semester salary of \$48,786 beginning August 20, 2007.

Education: M.A. & B.A., Our Lady of the Lake University, Major: Sociology.

Experience: Adjunct Faculty, Montgomery College & Cy-Fair College, NHMCCD; Graduate Assistant, Texas A&M University; Instructor, Blinn College.

d. Cy-Fair College

Cynthia Portsman, Assistant Professor, Associate Degree Nursing

Effective: Ten and one-half month contracted employee at an annual salary of \$46,160 beginning August 20, 2007.

Education: M.S.N., Regis University, Major: Nursing; B.S.N., Texas Tech University Health Sciences Center, Major: Nursing; A.A.S., Angelo State University, Major: Nursing.

Experience: Adjunct Faculty, Cy-Fair College, NHMCCD; Clinical Instructor, Midland College; RN Case Manager, American Home Health & Rural Home Health & Hospice; RN Charge Nurse, Rankin County Hospital District; Director of Home Care Operations, West Texas Country Care.

William Arnold, Assistant Professor, Drafting/Auto CAD

Effective: Ten and one-half month contracted employee at an annual salary of \$44,629 beginning August 20, 2007.

Education: B.S. & B.A., Texas Tech University, Major: Housing and Interiors & Architecture.

Experience: Adjunct Faculty, Cy-Fair College & North Harris College, NHMCCD; Illustrator/Designer, wjaStudios; Adjunct Instructor, Westwood College; Software Applications Engineer, Total Cad Systems; Marketing Coordinator, Cad Cam Center International; Software Applications Engineer, Digital Graphic Systems.

Jerry Taylor, Assistant Professor, CNC/Machining

Effective: Ten and one-half month contracted employee at an annual salary of \$44,629 beginning August 20, 2007.

Education: High school diploma

Experience: Machinist Instructor, PMT Corporation; MPH Site Manager, Alion Science and Technology; CNC Machinist; Baker Oil Tools.

Jeremi Martin, Assistant Professor, Sonography

Effective: Twelve month contracted employee at an annual salary of \$50,025 beginning August 20, 2007.

Education: B.A., Southeastern Oklahoma State University, Major: Psychology.

Experience: Adjunct Faculty, Cy-Fair College, NHMCCD; Staff Sonographer, Memorial Hermann Hospital System; Sonographer, Tomball Regional Hospital & Columbia North Houston Medical Center.

e. Montgomery College

Erma Walker, Assistant Professor, Counselor

Effective: Twelve month contracted employee at an annual salary of \$52,318 beginning September 1, 2007.

Education: M.Ed., University of New Orleans, Major: Counselor Education; B.S., University of Alabama, Major: Social Work.

Experience: Director of Counseling, Kingwood College, NHMCCD; Coordinator & Counselor, Career & Recovery Resources, Inc.; Retention Counselor, University of New Orleans.

Personnel Report and Consideration No. 2 (ACTION ITEM 23) Board Meeting 9-6-07

Request: Consideration of Resignations

Chancellor's

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

Montgomery College

Beverly Jill Reithmayer, Director, Workforce Education

Effective August 1, 2007

North Harris College

Loree M. Dubose, Professor, Associate Degree Nursing

Effective August 17, 2007

Cy-Fair College

Leonard M. Lewis, Professor, Music

Effective August 31, 2007

Staff Resource: Ray Laughter

832-813-6621