

**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
November 1, 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
- 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 September 6, 2007 Workshop and Regular Meeting and the October 4, 2007 Workshop and Regular Meeting.
- IX.** Special Considerations
 - 1. Consideration of Appointment to the Unexpired Term of Position 6 on the Board of Trustees (**ACTION ITEM 1**)
 - 2. Administration of the Oath of Office for Trustee Position No. 6
- X.** Citizens Desiring to Address the Board
- XI.** Special Reports and Announcements

1. Chancellor
2. College Presidents
3. Vice Chancellors
4. Faculty Senate Presidents

XII. 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.)

XIII. Policy Reports and Considerations

1. Consideration of Approval for Trustee to Serve as an Associate Committee Member on the Association of Community College Trustees Public Policy Committee and of the Required Travel (**ACTION ITEM 2**)
2. Consideration of a Resolution to Adopt a New Name for the College District (**ACTION ITEM 3**)

XIV. Financial Reports and Considerations

1. Monthly Financial Statements
2. Consideration of Approval to Extend Multi-Year Agreements for One Year for the District (**ACTION ITEM 4**)
3. Consideration of Approval to Purchase Newspaper Advertisements for the District (**ACTION ITEM 5**)
4. Consideration of Ratification of Multi-media Advertising Agreement for Tomball College (**ACTION ITEM 6**)
5. Consideration of Approval to Purchase Air and Water Balancing Services for Tomball College (**ACTION ITEM 7**)
6. Consideration of Approval to Purchase Construction Services for Multiple Mechanical Projects at North Harris College (**ACTION ITEM 8**)
7. Consideration of Ratification of Change Order Number One for Replacement of Water Heater in Building A at Montgomery College (**ACTION ITEM 9**)

8. Consideration of Approval to Purchase Professional Services for Building Automation System Upgrades at North Harris and Tomball Colleges (**ACTION ITEM 10**)
9. Consideration of Approval to Purchase Professional Engineering Services for Construction Projects at North Harris and Montgomery Colleges (**ACTION ITEM 11**)
10. Consideration of Authorization for the Chancellor to Negotiate and Execute a Contract for the Purchase of Land for a College Center (**ACTION ITEM 12**)
11. Consideration of Approval to Replace Interior Signage at Willow Chase Center and Tomball College and Exterior Smoking and Video Surveillance Signs at Willow Chase Center (**ACTION ITEM 13**)
12. Consideration of Ratification of the Contract for Purchase of Internet Services for the District (**ACTION ITEM 14**)
13. Consideration of Approval to Purchase Microsoft Premier Support Services for the District (**ACTION ITEM 15**)
14. Consideration of Approval to Extend Agreement for Purchase of Digital Imaging Services for the District (**ACTION ITEM 16**)
15. Consideration of Approval to Purchase Maintenance and Quarterly Inspections for the District's Chiller and Rooftop Air Conditioning (AC) Units (**ACTION ITEM 17**)
16. Consideration of Approval of U.S. Communities Government Purchasing Alliance (USC) Cooperative Purchase of Office Furniture for Montgomery College (**ACTION ITEM 18**)
17. Consideration of Approval for Chancellor to Negotiate and Execute a Licensing Agreement Granting Permission to Lennar Corporation to Install a Pedestrian Bridge and Walkway from the Windsor Lakes Subdivision to the Northeast Property Corner of Montgomery College (**ACTION ITEM 19**)
18. Consideration of Approval of Construction Manager at Risk (CM-at-risk) Services for the District (**ACTION ITEM 20**)
19. Consideration of Approval of a One (1) Year Agreement between East Montgomery County Improvement District (EMCID) and North Harris Montgomery Community College District (NHMCCD) for Use of the EMCID Training Center (**ACTION ITEM 21**)

XV. Building and Grounds Reports and Considerations

Construction Projects Update

XVI. Personnel Reports and Considerations

1. Consideration of Ratification of Appointment (**ACTION ITEM 22**)
2. Consideration of Acceptance of Resignation (**ACTION ITEM 23**)
3. Consideration of Approval of Commissioning of Peace Officers (**ACTION ITEM 24**)

XVII. Suggested Future Agenda Items

XVIII. Adjournment

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

Section 551.071 - Consultation With Attorney

Section 551.072 - Deliberation Regarding Real Property

Section 551.073 - Deliberation Regarding Prospective Gift

Section 551.074 - Personnel Matters

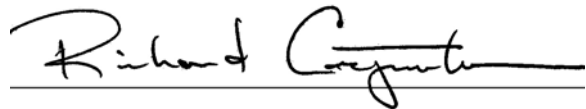
Section 551.076 - Deliberation Regarding Security Devices

Section 551.086 - Economic Development Negotiations

**Certification of Posting of Notice to the November 1, 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 Monday, the 29th day of October, 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 29th day of October, 2007.

A handwritten signature in cursive script, reading "Richard Carpenter", written over a horizontal line.

Richard Carpenter
Chancellor

**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
September 6, 2007
5:00 p.m.**

PRESENT: Mr. David Vogt
Dr. Richard Campbell
Mr. Chris Daniel
Dr. David Holsey
Ms. Maria Flotte O'Neill

ABSENT: Mr. Randy Bates, Chair
Ms. Stephanie Marquard, Vice Chair
Mr. John Fox, Secretary
Ms. Priscilla Kelly, Assistant Secretary

- I. **CALL TO ORDER:** Board member David Vogt called the Workshop and Regular Meeting to order at 5:57 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."
- IV. **WORKSHOP DISCUSSION:**

Name and Branding Process: Mr. Ray Laughter, vice chancellor of external affairs, provided an overview of the name and branding process. Preliminary data indicates that the community does not link North Harris Community College District with the five colleges. The goal of a new name would be to link the five colleges into a single identity while preserving local identities, improve understanding of each college's relationship to the system and communicate the District's total capacities and the District's ability to attract students, partners and resources. Mr. Laughter noted that the process includes announcing that NHMCCD is conducting a name and branding process; appointing a Name Review Committee composed of faculty, administrators, staff, students, alumni and community leaders; creating a web site to provide information about the process, reviewing the process and timeline and submitting name recommendations; conducting a communications campaign; and reporting to the chancellor and Board of Trustees throughout the process. Recommendations will be presented to the Board of Trustees at the November 1, 2007 board meeting. If a name change is approved, the Marketing Council will meet in December 2007 to determine if a new logo is to be developed. In

January, 2008 a recommendation of the new logo will be presented to the Board for their consideration. After the logo has been approved, then the council will start branding the new name and logo.

- V. **CLOSED SESSION:** At 6:05 p.m. Mr. Vogt 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 551.072 – Deliberation Regarding Real Property
Section 551.074 – Personnel Matters

- VI. **RECONVENE REGULAR MEETING:** Mr. Vogt reconvened the open meeting at 7:10 p.m.

- VII. **INTRODUCTIONS, SPECIAL GUESTS, RECOGNITIONS:** Dr. Carpenter welcomed Tiffany Williams of the Conroe Courier, Kimberly Stauffer of the Houston Chronicle and Al Christianson of the 1960 Sun Newspaper.

- VIII. **APPROVAL OF THE MINUTES OF THE JULY 18, 2007 BUDGET WORKSHOP, AUGUST 2, 2007 WORKSHOP AND REGULAR MEETING AND AUGUST 27, 2007 PUBLIC HEARING AND SPECIAL MEETING** upon a motion by Dr. Campbell and a second to the motion by Mr. Chris Daniel, the Board unanimously approved the minutes of the August 2, 2007 Workshop and Regular Meeting. Approval of the minutes of the July 18, 2007 Budget Workshop and August 27, 2007 Public Hearing and Special Meeting were deferred to the next called Board meeting.

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

- X. **SPECIAL REPORTS AND ANNOUNCEMENTS:**

1. **Chancellor:** Chancellor Carpenter noted that as of September 6 district-wide enrollments have increased by 6.9%, representing approximately 3000 more students than a year ago. Enrollment was up at all of the colleges. Dr. Carpenter indicated that the District expects to receive the Harris County certified tax rolls on September 15 and a special meeting of the Board would be held around September 20th to allow the Board to consider adopting the 2007-08 tax rate before October 1.

2. **College Presidents:** Dr. Steve Head, executive vice chancellor and interim president at North Harris College, reported that enrollments at North Harris College (NHC) are at an all time high with a 5% increase. Dr. Head indicated that Andre Perez, dean of institutional advancement, has been heading the outreach effort to inform the community about North Harris College through an aggressive marketing campaign. Dr. Head distributed the fine arts calendar and invited the Board to the events. Dr. Head introduced Mr. Gary Clark, dean of instructions. Mr. Clark presented the Board

with signed copies of his book, Texas Gulf Coast Impressions. Mr. Clark reported that his wife, Kathy, is the photographer of the book.

Dr. Linda Stegall, president of Kingwood College, distributed enrollment data showing enrollment has increased approximately 500 students, which is a 7% increase from last fall. Kingwood's goal was to reach 8000 students this fall, but will be short that number. A campaign has been started that enrollment will be "8000 in 08". The ethnicity report shows that the African American population has increased by 16% and the Hispanic population by 10%, being more reflective of the community served. Dr. Stegall reported that 4500 students registered on line compared to 3100 students last year. Distance education has increased by 3% with 25% of enrollment being distance learning. Developmental studies have decreased from 22% last year to 21% this year. Dr. Stegall spotlighted several campus activities shown in the *Kingwood Happenings* newsletter.

Dr. Ray Hawkins, president of Tomball College, distributed enrollment data showing a 5% increase in head count, which is within 5 students of the college's all time official enrollment. Dr. Hawkins reported course enrollments are down, indicating students are taking less courses and contact hours have increased 6.3%. Willow Chase center has leveled out at approximately 6700 students enrollment due to lack of space at the center. Concurrent credit enrollment increased from 965 to 1355 with 30% of the students from Klein, 23% from Cy Fair, 18% from Tomball and 9% from Magnolia. The ethnic breakdown shows one out of three students is a member of an ethnic minority. Tomball College students are 61% female and 39% male.

Dr. Tom Butler, president of Montgomery College, distributed the college's fall 2007 arts & culture calendar inviting the board to attend any or all of the events. Dr. Butler also distributed Montgomery College's student demographic report for the fall. Dr. Butler reported the data shows that in fall 2007 there are 8500 students, not including 565 dual credit students, which indicates an expectation of over 9000 students this fall for the first time. This represents about a 7% increase in students and approximately an 8% increase in contact hours. There is an increase in Black and Hispanic students of 2%. Approximately two-thirds of students registered on the web. Montgomery College has accommodated the increase in enrollment through increases in distance learning, dual credit students, the number of sections offered at The University Center and increases in the number of students per class.

Dr. Diane Troyer, president of Cy-Fair College (CFC), presented a power point presentation on enrollment: CFC experienced an increase of 11%-12% in credit students served, student ethnicity continues to diversify with 29% Hispanic population, 42% white and 2% increase in Black male students. Fifty-seven (57%) per cent of the students are 21 years of age or younger with 800-900 dual credit students in the high schools. Cy-Fair College is accommodating the growth with limited space by flexible scheduling and weekend college increases, and distance learning classes. Twenty-seven (27%) percent of students are taking developmental classes. Dr. Troyer introduced Patsy Brautigam, referenced librarian and Joey Nissen, library assistant at Cy-Fair College, who are in charge of the Bus Buddies

program. Ms. Brautigam reported there were 23 volunteers riding the buses during the first week of school assisting the students at one of the elementary schools close to CFC to get off the bus at the correct stop during the first week of school. The program has received very good responses from the school, the students and the volunteers.

3. Vice Chancellors: Mr. Ray Laughter, vice chancellor of external affairs, presented the results of a survey conducted by The Houston Business Journal publication of the largest Houston area colleges and universities of fall 2006 enrollment. North Harris Montgomery Community College District, for the third year in a row, is considered the largest institution of higher education in the Houston region. The results show that the college district is the fastest growing of the top ten institutions. Mr. Laughter distributed a brochure regarding the Foundation's annual golf tournament with approximately 200 golfers participating and raising close to \$100,000 for scholarships.
4. Faculty Senate Presidents: Dorothy Reade, faculty senate president of North Harris College, thanked the Board for the new pay rate and for remembering the adjunct faculty and the staff who were at the top of their pay grade with a stipend.

XI. CONSIDERATION OF CONSENT AGENDA: Mr. Vogt proceeded with the Consent Agenda. Action Item 2 was recommended to be considered separately. Mr. Daniel made a motion to approve Action Items 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23. Dr. Holsey seconded the motion, and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit "B."

XII. POLICY REPORTS AND CONSIDERATIONS:

Consideration of Approval for Board of Trustees Travel (ACTION ITEM 1): the Board authorized 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit "C."

XIII. FINANCIAL REPORTS AND CONSIDERATIONS

1. Monthly Financial Statements: Ms. Cindy Gilliam, vice chancellor of business affairs and chief financial officer, presented the monthly financial statements. A copy is attached as Exhibit "D."
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): upon a motion by Mr. Daniel and a second to the motion by Dr. Holsey, the Board approved the appointments of Paul Bettencourt, Harris County Tax Assessor-Collector to collect District property taxes in Harris County, and J.R.

Moore, Jr., Montgomery County Tax Assessor-Collector, to collect District property taxes levied in Montgomery County, for the tax year 2007. A copy is of attached as Exhibit "E."

3. Consideration of Acceptance of Gifts (ACTION ITEM 3): 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 "F."
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): the Board adopted 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit "G."
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): the Board approved 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 Trend Offset Printing, National Mail Advertising and United States Postal Services, the lowest bidders for an estimated amount of \$358,668 annually. This item was passed in the Consent Agenda. A copy is attached as Exhibit "H."
6. Consideration of Approval to Purchase Veterinary Technology Supplies for Tomball College (ACTION ITEM 6): the Board approved the purchase of veterinary technology supplies for Tomball College from the following vendors for an estimated amount of \$50,000 annually for a total estimated amount of \$100,000 over 2 years: Butler Animal Health Supply, DVM Resources, Henry Schein, Inc., Miller Veterinary Supply and Webster Vet Supply. This item was passed in the Consent Agenda. A copy is attached as Exhibit "I."
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): the Board approved 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit "J"
8. Consideration of Approval to Extend Four Multi-Year Agreements for One Year for the District (ACTION ITEM 8): the Board approved 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, J.P. Morgan Chase, Bank of America, TimeCruiser, Cy-Fair College child care services, District bank depository services, District bankcard merchant services and CampusCruiser student e-mail solution. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K.”
9. Consideration of Approval to Purchase Waste Disposal Services for the District (ACTION ITEM 9): the Board approved 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L.”
 10. Consideration of Approval of Department of Information Resources (DIR) Purchase of Desktop and Laptop Computers for the District (ACTION ITEM 10): the Board approved 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M.”
 11. Consideration of Approval to Purchase Generator Maintenance Services for the District (ACTION ITEM 11): the Board approved 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N.”
 12. Consideration of Approval to Renew AutoDesk Software Licenses for the District (ACTION ITEM 12): the Board approved 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O.”
 13. Consideration of Approval of FY 2007-08 Library Collection Expenditures for the District (ACTION ITEM 13): the Board approved 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P.”
 14. Consideration of Approval to Purchase Online Core Reference Database Licenses for the District (ACTION ITEM 14): the Board approved the purchase of online core reference database licenses from multiple vendors for the five college libraries for an estimated amount of \$246,000 over one (1) year. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q.”
 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**): the Board approved 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R.”
16. Consideration of Ratification of Purchase of “Get A Jump 2008” Books for Tech Prep Grant Students (**ACTION ITEM 16**): the Board ratified 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit “S.”
 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**): the Board approved 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T.”
 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**): the Board authorized 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. This item was passed in the Consent Agenda. A copy is attached at Exhibit “U.”
 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**): the Board approved 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit “V.”
 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**): the Board approved 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit “W.”
 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**): the Board renewed 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. This item was passed in the Consent Agenda. A copy is attached as Exhibit "X."

XIV. BUILDING AND GROUNDS REPORT:

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

XV. PERSONNEL REPORTS AND CONSIDERATIONS:

1. Consideration of Ratification of Appointments (ACTION ITEM 22): the Board ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit "Z."
2. Consideration of Acceptance of Resignations (ACTION ITEM 23): the Board accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit "aa."

XVI. SUGGESTED FUTURE AGENDA ITEMS: Dr. Holsey requested that the purchase of land at Cy-Fair College be added to the October agenda. Mr. Daniel suggested the administration and faculty research the issue of the cost of textbooks. Dr. Campbell suggested that there be a representative from the Board of Trustees on the faculty and administration committee for Achieving the Dream. Mr. Daniel expressed an interest in serving in that capacity.

XVII. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:55 p.m.

ATTEST:

Board of Trustees, Chair

Board of Trustees, 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
October 4, 2007
5:00 p.m.**

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

ABSENT: Ms. Stephanie Marquard, Vice Chair
Mr. John Fox, Secretary
Ms. Maria Flotte O'Neill

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

II. PLEDGE OF ALLEGIANCE: Dr. Campbell 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."

IV. WORKSHOP DISCUSSION:

Community Assessment Survey Report: Mr. Ray Laughter, vice chancellor of external affairs, introduced Ms. Joyce Walter of Creative Consumer Research, who presented a summary overview of the findings of the comprehensive community assessment and name equity study. Employees, students, businesses and residents were interviewed for this study. Ms. Walter reported that the objectives of the assessment was to see what NHMCCD's image was in the community, how well the District meets the needs of the community, identify ways the District can improve to better serve the community and the District's name awareness and equity. The preliminary findings showed the majority of respondents had a positive impression of the District, most felt the District provides a quality education, the impression of the District's name was average and the majority felt the District should change its name. Mr. Laughter reported over 500 names have been suggested for the name change, the committee has reduced the list to nine (9), several thousand votes have been received on the web site indicating preferences and within the next week or two the list will be reduced to two or three names.

- V. **CLOSED SESSION:** At 5:17 p.m. Mr. Bates convened the Board in closed session, in accordance with Section 551.001 et. Seq. of the Texas Government Code under the following provision(s) of the Act:

Section 551.071 - Consultation with Attorney
Section 551.072 – Deliberation Regarding Real Property
Section 551.074 – Personnel Matters

- VI. **RECONVENE REGULAR MEETING:** Mr. Bates reconvened the open meeting at 6:12 p.m.

- VII. **INTRODUCTIONS, SPECIAL GUESTS, RECOGNITIONS:** Mr. Bates welcomed Kimberly Stauffer of the Houston Chronicle and Tiffany Williams from the Conroe Courier.

- VIII. **APPROVAL OF THE MINUTES OF THE SEPTEMBER 6, 2007 WORKSHOP AND REGULAR MEETING, AND SEPTEMBER 20, 2007 SPECIAL MEETING:** a quorum was not present to approve the minutes of the September 6, 2007 Workshop and Regular Meeting. The minutes will be carried forward to the November 1, 2007 Workshop and Regular Meeting. Upon a motion by Dr. Campbell and a second to the motion by Mr. Daniel, the Board unanimously approved the minutes of the September 20, 2007 Special Meeting.

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

- X. **SPECIAL REPORTS AND ANNOUNCEMENTS:**

1. **Chancellor:** Chancellor Carpenter provided a follow up report on the cost of textbooks as the Board requested. He reported that the high cost of textbooks is a national issue. The Chancellor distributed a report to the Board summarizing national legislation under consideration and state legislation that has been passed in some states and proposed in others on this issue. He also provided copies of a report from the Follett Company outlining plans for reducing cost of textbooks for students by working directly with faculty and staff at the colleges. Other suggestions on how to reduce costs included the purchase of E-books, which are 20% below the cost of used books, the purchase of used books and a recommendation for the faculty to monitor efforts to reduce textbook cost. He reported that the percentage of used book sales in the district exceeds the average percentage of used book sales on the national level. Chancellor Carpenter presented the video clip from Channel 2 news highlighting the space issues and constraints the District is facing.
2. **College Presidents:** Dr. Steve Head, executive vice chancellor and interim president at North Harris College, introduced Cher Brock, vice president of instruction at North Harris College who introduced Ms. Dawn Redeaux, Principal of Victory Early College High School in Aldine ISD and Ms. Charlotte Twardowski, program manager, college connection at North Harris College. Ms. Redeaux thanked the Board for the opportunity of working with NHC in the early college program. Ms.

Twardowski presented an overview of the collaboration between Aldine ISD and North Harris College in the early college program. On August 27, 2007 Victory Early College High School enrolled 105 students. Each year the school will add 100 new students to this program. The students forego extra curricular activities to devote themselves to their education and the opportunity to earn a distinguished high school diploma and sixty hours of college credit in four years. Aldine ISD received a TEA grant for the implementation and operation of this program for the first two years. Ms. Twadowski thanked the Board for their support and pledging the free tuition for these students.

Dr. Linda Stegall, president of Kingwood College, distributed the *Kingwood Happenings* newsletter spotlighting the college's partnership with The Mission, which is an organization that provides services to women who have been displaced. Kingwood College provided GED training for the six women mentioned in the newsletter, with all of the students passing. Kingwood College also provided Certified Nurses Aid training for the women and all the women have been employed. Dr. Stegall reported the partnership of The Mission and Kingwood College is to address job training needs in East Montgomery County. Dr. Stegall also distributed the Kingwood College Annual Events Calendar and a Fast Facts brochure which included facts about the college such as student enrollments, demographics and general information about Kingwood College. This brochure is distributed to the community.

Dr. Ray Hawkins, president of Tomball College, distributed the arts calendar which list the music and theater programs for the 2007-2008 at Tomball College. Dr. Hawkins presented a slide show highlighting three events that occurred at the college in the past month. The Tomball College veterinary technology students observed World Rabies Day by providing \$5 rabies vaccinations for pets in the community. The students along with Vet Tech faculty and staff administered shots to 248 animals and provided certificates and tags. The annual Learning Fair was held to familiarize students with all the resources available to them. The Tomball College Chess Club conducted a "live" chess match where two club members moved administrators, staff and students acting as chess pieces around the chess board.

Dr. Tom Butler, president of Montgomery College, introduced Mr. Joseph Maurer, program manager for student activities at Montgomery College. Mr. Maurer presented an overview of the increased activity provided for the students at Montgomery College. In 2006 remodeling of the commons area included adding offices for student activities, remodeling the student activity center and purchasing new equipment which students may use at no cost with a student ID, creating two student lounges, and a cyber café and a full service front counter staffed with student workers. Student organizations at Montgomery College have grown from 16 active groups in 2005 to more than 40 active groups this fall. Leadership and team building training as well as special events are a part of the student activities program.

Dr. Diane Troyer, president of Cy-Fair College, distributed a packet including a fall 2007 report on dual credit. Dr. Troyer reported 10% of Cy-Fair College's enrollment

is in dual credit. One of the barriers of offering dual credit at some of the high schools is the lack of Southern Association of Colleges and Schools qualified teachers. In some cases, Cy-Fair College has sent a faculty member to teach those classes at the high schools that do not have the qualified teachers. Dr. Troyer introduced Mr. Ted Lewis, dean of science and public services, Mr. Charles Hathaway, assistant professor, who manages the day classes of the fire academy and Mr. Michael Naglieri, director of the program and captain of the night school of the fire academy at Cy-Fair College. Mr. Lewis reported that the 2006-2007 Cy-Fair College fire academy graduated 30 students in the day program and 34 students in the night program with 100% of those students taking and passing the Texas Commission on Fire Protection (TCFP) exam. The programs has been in existence for four years at Cy-Fair College and there have been 243 graduates all of which passed the TCFP. This is the only fire academy program in the State that has done so.

3. Vice Chancellors: None.
4. Faculty Senate Presidents: Dr. Michael Capistran, faculty senate president of Tomball College, thanked the Board for the new pay rate. Dr. Capistran expressed that the faculty senate presidents are taking their obligation seriously regarding keeping textbooks cost down by looking at all options to keep the cost down as much as possible.
5. Other:

Summary Report of Awards of Funding Proposals: Mr. Ray Laughter, vice chancellor of external affairs, presented an overview of the grants that have been awarded during the fourth quarter. Mr. Laughter reported that for the first time the District was able to reach \$10M in grant funding for the year. There were also partnerships with local independent school districts, state and national community colleges, and international institutions of higher education. A copy is attached as Exhibit "B."

XI. INSTITUTIONAL EFFECTIVENESS REPORTS:

1. Concurrent Credit Students, Fall 2007: the Board reviewed the report as presented showing that overall, the district continues to grow with 5,047 individual students taking concurrent credit classes. Kingwood College has the highest number of concurrent credit students with 1,157 students taking 2,110 individual classes. A copy is attached as Exhibit "C."
2. International Students by College, Fall 2007: the Board reviewed the report as presented showing that overall, there has been an increase in international student enrollment of 11.5% over fall 2006; and international student enrollment is 4.3% of the total number of students enrolled district wide. The total number of international students in the district is 1,867 from 95 difference countries. North Harris College has the highest number of international students, 699, or 6.1% of their total student population. A copy is attached as Exhibit "D."

3. Credit Student Profile Comparing Fall 2006 and Fall 2007: the Board reviewed the report as presented showing that overall, the district continues to grow with students served increasing by 7.0% between fall 2006 and fall 2007, for a total of 49,267 students served. A copy is attached as Exhibit "E."

XII. CONSIDERATION OF CONSENT AGENDA: Mr. Bates proceeded with the Consent Agenda. Action Items 5, 8, 14, 16, 20, 21 and 25 were recommended to be considered separately. Ms. Kelly made a motion to approve Action Items 1, 2, 3, 4, 6, 7, 9, 10, 11, 12, 13, 15, 17, 18, 19, 22, 23 and 24. Mr. Daniel seconded the motion, and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit "F."

XIII. POLICY REPORTS AND CONSIDERATIONS:

Consideration of Approval for Board of Trustees Travel (ACTION ITEM 1): the Board authorized Randy Bates, Richard Campbell, Priscilla Kelly and Stephanie Marquard to attend the Texas Association of Community College Trustees and Administrators Annual Conference in Austin, Texas on October 29-30, 2007. This item was passed in the Consent Agenda. A copy is attached as Exhibit "G."

XIV. 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 "H."
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 "I."
3. Financial Report of Fourth Quarter Technology Purchases: the Board reviewed the report as presented. A copy is attached as Exhibit "J."
4. Consideration of Approval to Enter into Three Year Agreement for Loan of Test Scoring and Data Collection Machines for North Harris, Tomball and Cy-Fair Colleges (ACTION ITEM 2): the Board approved a three (3) year agreement for the loan of seventeen (17) scantron machines for North Harris, Tomball and Cy-Fair Colleges from Pearson Assessments, a business of NCS Pearson, Inc., 5601 Green Valley Dr, Bloomington, MN, 55473, in exchange for the District's commitment to make a minimum annual purchase of Pearson scantron forms of \$11,265 annually for a total of \$33,795 over three (3) years. This item was passed in the Consent Agenda. A copy is attached as Exhibit "K."
5. Consideration of Ratification of Emergency Repairs of Heating Ventilation Air Conditioning (HVAC) System at Parkway Center (ACTION ITEM 3): the Board ratified the purchase of emergency repairs of the HVAC system at Parkway Center from Kellogg Brown & Root Services, 1854 East Beltway 8 South, Pasadena, TX

- 77503, in the amount of \$87,976. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L.”
6. Consideration of Ratification of Change Order Number One for Transformer Repairs at North Harris College (ACTION ITEM 4): the Board ratified change order number one for transformer repairs at North Harris College from ECP Technical Services, 3313 McKinney St. Houston, TX 77003, in the amount of \$21,555 for a total project cost of \$63,555. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M.”
 7. Consideration of Ratification of Emergency Repair, Sealing and Striping of Parking Lots and Drives at North Harris College (ACTION ITEM 5): upon a motion by Mr. Daniel and a second to the motion by Ms. Kelly, the Board ratified the emergency repair, sealing and striping of the parking lots and drives at North Harris College from SouthTex Asphalt Services, 5618 East Houston Road, Houston, TX 77028, in the amount of \$208,393. A copy is attached as Exhibit “N”
 8. Consideration of Ratification of Change Order Number One to Repair Irrigation Lines Damaged During Installation of Sidewalk Lights at Cy-Fair College (ACTION ITEM 6): the Board ratified change order number one to repair irrigation lines damaged during the installation of sidewalk lights at Cy-Fair College from the Texas Cooperative Purchasing Network Area Job Order Contractor, Kellogg Brown & Root Services, 1854 E Beltway 8 S Pasadena, TX 77503, in the amount of \$8,500 for a total project cost of \$292,481. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O.”
 9. Consideration of Acceptance of Gifts (ACTION ITEM 7): 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 “P.”
 10. Consideration of Approval to Enter into The Cooperative Purchasing Network (TCPN) Lease and Construction Contract for Temporary Modular Building at Cy-Fair College (ACTION ITEM 8): upon a motion by Mr. Daniel and a second to the motion by Ms. Kelly, the Board approved a two (2) year lease of a temporary modular building for Cy-Fair College from Williams Scotsman Corporation, 7915 FM 1960 West, Suite 115, Houston, Texas 77070, in the amount of \$488,991. A copy is attached as Exhibit “Q.”
 11. Consideration of Approval to Upgrade Network Bandwidth for Dedicated Internet Access Service for the District (ACTION ITEM 9): the Board approved an amendment to the current contract for the upgrade of network bandwidth for dedicated Internet access service for the District from SBC Global Services, Inc., d/b/a AT&T Global Services, Inc., 6500 West Loop South, Zone 5.2, Bellaire, TX 77401 in the amount of \$18,000 monthly for a total amount of \$648,000 over the contract term. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R.”

12. Consideration of Approval to Purchase Firewall Equipment for the District (ACTION ITEM 10): the Board approved the purchase of firewall equipment from INX, Inc. 6401 Southwest Freeway, Suite 208, Houston, TX 77074 in the amount of \$25,753. This item was passed in the Consent Agenda. A copy is attached as Exhibit “S.”
13. Consideration of Approval to Purchase Pacakateer Computer Hardware for the District (ACTION ITEM 11): the Board approved the purchase of Packeteer PacketShaper computer hardware for the District from Solid Border, Inc., 1806 Turnmill, San Antonio, TX 78248, in the amount of \$54,263. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T.”
14. Consideration of Ratification to Renew Hardware Maintenance and Technical Support Services for IBM Computers for the District (ACTION ITEM 12): the Board ratified the renewal of hardware maintenance and technical support services for IBM computers from Sirius Computer Solutions, Inc., 613 NW Loop 410, Suite 1000, San Antonio, TX 78216 in the amount of \$100,428. This item was passed in the Consent Agenda. A copy is attached as Exhibit “U.”
15. Consideration of Approval to Purchase Annual Software Maintenance of Resource 25 and X25 Reporting Services for the District (ACTION ITEM 13): the Board approved the purchase of annual software maintenance of Resource 25 and X25 reporting services for the District from CollegeNet, Inc., 805 Southwest Broadway, Suite 1600, Portland, OR 97205 in the amount of \$31,784. This item was passed in the Consent Agenda. A copy is attached as Exhibit “V.”
16. Consideration of Approval to Enter into an Agreement for Purchase of Creative Marketing Services for the District and Authorize the Chancellor or Designee to Negotiate and Execute Future Contract Addendums (ACTION ITEM 14): upon a motion by Dr. Holsey and a second to the motion by Mr. Vogt, the Board approved an agreement for the purchase of creative marketing services for the District from Richards/Carlberg, 3900 Essex Lane, Suite 350, Houston, TX 77027-5133 and authorize the Chancellor or designee to negotiate and execute future contract addendums for a total contract price not to exceed \$1,500,000. A copy is attached as Exhibit “W.”
17. Consideration of Approval to Purchase Dell Computer Hardware Maintenance and Technical Support Services for the District (ACTION ITEM 15): the Board approved the purchase of computer hardware maintenance and technical support services from Dell, Inc. One Dell Way, Round Rock, Texas 78682 in the amount of \$40,640. This item was passed in the Consent Agenda. A copy is attached as Exhibit “X.”
18. Consideration of Authorization for the Chancellor or Designee to Negotiate and Execute a Contract for the Purchase of Land for Cy-Fair College (ACTION ITEM

- 16)**: upon a motion by Ms. Kelly and a second to the motion by Mr. Daniel, the Board authorized the chancellor or his designee to negotiate and execute a contract with CW SCOA West, LP to purchase approximately 40 acres of land north of Cy-Fair College in an amount not to exceed the fair market value. A copy is attached at Exhibit “Y.”
19. Consideration of Approval to Amend Rack Distribution Service Agreement for the District (ACTION ITEM 17): the Board approved the amendment of the rack distribution service agreement with DistribuTech, 2902 West Sam Houston Parkway North, Suite D-280, Houston, TX 77043. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Z.”
20. Consideration of Approval to Purchase Full Service Catering and Facility Rental for Annual Awards Banquet for the District (ACTION ITEM 18): the Board approved the purchase of full service catering and facility rental for the annual awards banquet for the District from the lowest bidder, The Woodlands Waterway Marriott, 1601 Lake Robbins Drive, The Woodlands, TX 77380 for an estimated amount of \$40,260. This item was passed in the Consent Agenda. A copy is attached as Exhibit “aa.”
21. Consideration of Approval to Renew Paper and Microform Periodical Subscription Services for the District Libraries (ACTION ITEM 19): the Board approved the renewal of paper periodical subscription services for the District libraries with Ebsco Subscription Services, 5339 Alpha Road, Suite 400, Dallas, Texas, 75240-7308, for an estimated amount of \$167,000 annually; and the purchase of microform periodical services from National Archive Publishing Company, 300 North Zeeb Road, Ann Arbor, Michigan, 48106-0998, for an estimated amount of \$22,000 annually. This item was passed in the Consent Agenda. A copy is attached as Exhibit “bb.”
22. Consideration of Authorization for the Chancellor to Negotiate and Execute a Contract for the Purchase of Land on West Lake Houston Parkway for a Kingwood College Center (ACTION ITEM 20): upon a motion by Dr. Campbell and a second to the motion by Ms. Kelly, the Board authorized the Chancellor or his designee to negotiate and execute a contract with Perry Homes to purchase approximately 13.1 acres of land on West Lake Houston Parkway in Atascocita, Harris County, Texas in an amount not to exceed the fair market value. A copy is attached as Exhibit “cc.”
23. Consideration of Approval of Proposed Settlement Agreement in *Patrick Jerome Ouzeene (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 21)*: upon a motion by Dr. Holsey and a second to the motion by Dr. Campbell, the Board approved the proposed settlement agreement with Plaintiff Patrick Jerome Ouzeene as discussed in closed session. A copy is attached as Exhibit “dd.”

XV. BUILDING AND GROUNDS REPORT:

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

XVI. PERSONNEL REPORTS AND CONSIDERATIONS:

1. Consideration of Ratification of Appointments (ACTION ITEM 22): the Board ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “ff.”
2. Consideration of Acceptance of Resignations (ACTION ITEM 23): the Board accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “gg.”
3. Consideration of Approval of Commissioning of Peace Officers (ACTION ITEM 24): the Board approved the commissioning of the following peace officers for the North Harris Montgomery Community College District: Kingwood College – Jacqueline Cooper; Montgomery College – Juan Garcia, Callie Shepherd and Timothy Naillor. This item was passed in the Consent Agenda. A copy is attached as Exhibit “hh.”

XVII. SPECIAL CONSIDERATION

Consideration of Acceptance of Resignation of Trustee (ACTION ITEM 25): upon a motion by Dr. Campbell and a second to the motion by Mr. Vogt, the Board accepted the resignation of Maria Flotte O’Neill effective as of October 4, 2007. A copy is attached as Exhibit “ii.”

XVIII. SUGGESTED FUTURE AGENDA ITEMS: Mr. Daniel suggested the price of textbooks required for each class be published in the catalog to assist the students in determining the cost of the class. Administration will review the options for publishing text book costs. Mr. Bates requested the Chancellor’s office to research the requirements for Mr. Daniel to serve on the Public Policy Committee of the Association of Community College Trustees. Mr. Bates appointed a Board of Trustees Nominating Committee naming Dr. Campbell as Chair, Ms. Kelly and Dr. Holsey as members. The committee was charged with conducting the search to fill the vacancy of Trustee, Position 6. The committee was asked to be prepared to present a nominee at the November 1, 2007 regular meeting of the Board of Trustees for the Board to consider for appointment.

XIX. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:35 p.m.

ATTEST:

Board of Trustees, Chair

Board of Trustees, Secretary

Special Consideration

(ACTION ITEM 1)

Board Meeting 11-1-07

Request: Consideration of Appointment to the Unexpired Term of Position 6 on the Board of Trustees

Rationale: In accordance with Board Policy BBC (Legal): Vacancy and Education Code 130.082 (d), a vacancy occurring on the Board through resignation shall be filled by a special election or appointment by resolution or order of the Board.

The Board accepted Ms. Maria Flotte O'Neill's resignation at the October 4, 2007 board meeting. The Board of Trustees Nominating Committee may recommend a nominee for the Board to consider for appointment to Position 6.

Fiscal Impact: None

Staff Resource: Richard Carpenter

832-813-6515

Consideration of Consent Agenda

Board Meeting 11-1-07

Consent

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

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

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

Tally of
Action Items:

	<u>Consent</u> <u>Agenda</u>	<u>Chancellor</u> <u>Recommended</u> <u>Separate Action</u>	<u>Board</u> <u>Separate</u> <u>Action</u>
# 2 – Approve Trustee to Serve on ACCT Committee	_____	_____	_____
# 3 – Adopt Resolution to Change District Name	_____	_____	_____
# 4 – Approve Extend Multi-year Agreements for One Year	_____	_____	_____
# 5 – Approve Purchase of Newspaper Advertisements	_____	_____	_____
# 6 – Ratify Multi-media Advertising Agreement/TC	_____	_____	_____
# 7 – Approve Purchase Air/Water Balancing Services/TC	_____	_____	_____
# 8 – Approve Purchase Construction/Mech Projects/NHC	_____	_____	_____
# 9 – Ratify Change Order/Replace Water Heater/MC	_____	_____	_____
#10 – Approve Purchase/Prof Srv for BAS Upgrades NHC/TC	_____	_____	_____
#11 – Approve Purchase/Prof Engineering Services/NHC/MC	_____	_____	_____
#12 – Authorize Chancellor/Negotiate/Exec/Land Purchase	_____	_____	_____
#13 – Approve Replace Signage/Smoking/Video/TC/WCC	_____	_____	_____
#14 – Ratify Contract/Purchase Internet Services for District	_____	_____	_____
#15 – Approve Purchase Microsoft Premier Support Serv	_____	_____	_____
#16 – Approve Agreement/Digital Imaging Services	_____	_____	_____
#17 – Approve Purchase/Maint/Inspection AC Units	_____	_____	_____

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>

#18 – Approve Purchase//USC Coop/Office Furniture/MC	_____	_____	_____
#19 – Approve Chancellor/Negotiate/Exec/Agreement/MC	_____	_____	_____
#20 – Approve Construction Manager at Risk Services	_____	_____	_____
#21 – Approve Agreement EMCID/NHMCCD Training Ctr	_____	_____	_____
#22 – Ratify Appointments	_____	_____	_____
#23 – Accept Resignations	_____	_____	_____
#24 – Approve Commission of Peace Officers	_____	_____	_____

Request: Consideration of a Resolution to Adopt a New Name for the College District

Chancellor's Recommendation: That the Board of Trustees adopt a resolution to change the name for the North Harris Montgomery Community College District

Rationale: In 1991 the name North Harris Montgomery Community College District was adopted to reflect the college district's growth into Montgomery County and the opening of Montgomery College. Much has happened since that time including the opening of Cy-Fair College in north and west Harris County and the dramatic increase of enrollments from 15,000 students to almost 50,000 students per semester. The District boundaries cover parts of Harris County, Montgomery County and San Jacinto County.

Over the years there has been increasing concern regarding the cumbersome name of the District. It has proved to be difficult for students, employees and the general public to remember and pronounce. In Fall of 2007, a consulting firm was hired to conduct a name equity survey and when results confirmed that a name review was in order, a Name Review Committee was established. The Name Review Committee included current and former employees, community members, students and alumni. The committee was charged with the responsibility to lead the process of reviewing and proposing a name for the District. Approximately 350 names were submitted online by employees, students and the public. The committee narrowed the names to a small group of semi-finalist names that were posted on line for public comment. Results from that process along with a final recommendation have been prepared for consideration.

Section 130.082 of the Texas Education Code authorizes the Board of Trustees to change the designated name of the district through adoption of a resolution or order, which is to be filed with the Texas Higher Education Coordinating Board.

Fiscal Impact: Costs for changing monument and building signs and other district materials is estimated to be \$396,170. A portion of the costs is included in the approved 2007-08 operating budget for marketing and branding projects. In addition the NHMCCD Foundation will provide donated funds to assist with the replacement of signs. Costs exceeding donated and budgeted funds will be paid from operating contingency funds.

Resource: Ray Laughter

832-813-6621

Financial Report and Consideration No. 1

Board Meeting 11-1-07

Report: Monthly Financial Statements

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

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

STATEMENT OF CURRENT OPERATING FUNDS, EXCLUDING THE TECHNOLOGY FUND
 REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL
 FOR THE ONE MONTH ENDED SEPTEMBER 30, 2007

	<u>BUDGET</u>	<u>8% OF FISCAL YEAR ACTUAL</u>	<u>% ACTUAL TO BUDGET</u>	<u>PRIOR YEAR ACTUAL 9/30/2006</u>	<u>% OF 08/31/07 ACTUAL</u>
REVENUES:					
STATE APPROPRIATIONS	\$ 54,850,000	\$ 6,582,783	12.00%	\$ 5,893,603	12.00%
TUITION AND FEES	43,840,000	18,729,217	42.72%	17,639,010	43.14%
TAXES	81,000,000	359,427	0.44%	390,534	0.52%
INVESTMENTS	1,666,446	314,826	18.89%	147,401	6.40%
OTHER	<u>2,203,554</u>	<u>356,456</u>	<u>16.18%</u>	<u>347,121</u>	<u>19.85%</u>
TOTAL EDUCATIONAL AND GENERAL REVENUES	183,560,000	26,342,709	14.35%	24,417,669	14.47%
REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED	<u>660,000</u>	<u>199,349</u>	<u>30.20%</u>	<u>52,529</u>	<u>7.46%</u>
TOTAL REVENUES	<u>184,220,000</u>	<u>26,542,058</u>	<u>14.41%</u>	<u>24,470,198</u>	<u>14.44%</u>
EXPENDITURES:					
INSTRUCTION - ACADEMIC	45,861,900	3,767,310	8.21%	3,496,724	8.04%
INSTRUCTION - WORKFORCE	26,997,839	1,661,276	6.15%	1,784,721	7.42%
PUBLIC SERVICE	894,989	47,355	5.29%	49,874	7.09%
ACADEMIC SUPPORT	31,769,953	1,703,867	5.36%	1,858,806	6.93%
STUDENT SERVICES	14,374,084	913,370	6.35%	1,006,503	8.10%
INSTITUTIONAL SUPPORT	30,624,247	1,727,246	5.64%	2,260,892	9.59%
PLANT OPERATION AND MAINTENANCE	22,362,063	1,595,603	7.14%	2,316,244	9.90%
STAFF BENEFITS	<u>8,604,925</u>	<u>1,361,175</u>	<u>15.82%</u>	<u>1,200,292</u>	<u>13.01%</u>
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES	181,490,000	12,777,202	7.04%	13,974,056	8.54%
REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED	<u>1,750,000</u>	<u>48,994</u>	<u>2.80%</u>	<u>3,984</u>	<u>0.34%</u>
TOTAL EXPENDITURES	183,240,000	12,826,196	7.00%	13,978,040	8.48%
OTHER CHANGES - DEBT SERVICE & FUND TRANSFERS	<u>4,630,000</u>	<u>-</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>
NET INCREASE (DECREASE) IN FUND BALANCES	<u>\$ (3,650,000)</u>	<u>\$ 13,715,862</u>		<u>\$ 10,492,158</u>	

NOTE:

Subject to change pending completion of the August 31, 2007 audit.

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

STATEMENT OF OPERATIONS - TECHNOLOGY FUND
 REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL
 FOR THE ONE MONTH ENDED SEPTEMBER 30, 2007

	BUDGET	8 % OF FISCAL YEAR ACTUAL	% ACTUAL TO BUDGET	PRIOR YEAR ACTUAL 9/30/2006	% OF 08/31/07 ACTUAL
REVENUES:					
Technology fee	\$ 5,160,000	\$ 2,258,816	43.78%	\$ 2,129,483	42.88%
Investments	100,000	9,533	9.53%	7,399	6.16%
Miscellaneous	20,000	-	0.00%	-	0.00%
Total revenues & additions	<u>5,280,000</u>	<u>2,268,349</u>	<u>42.96%</u>	<u>2,136,882</u>	<u>41.87%</u>
EXPENDITURES:					
<u>Automated Library System</u>					
Salaries and Benefits	-	-	-	-	0.00%
Services	267,760	-	0.00%	102,038	43.96%
Travel and Professional Development	5,830	-	0.00%	-	0.00%
Supplies	15,375	-	0.00%	45	0.35%
Communications	24,000	2,000	8.33%	2,000	8.33%
Total Dynix Library System	<u>312,965</u>	<u>2,000</u>	<u>0.64%</u>	<u>104,083</u>	<u>37.91%</u>
<u>Datatel Services</u>					
Salaries and Benefits	-	-	-	-	-
Services	723,138	454,683	62.88%	413,896	55.54%
Travel and Professional Development	75,100	-	0.00%	-	0.00%
Supplies	4,500	-	0.00%	-	0.00%
Communications	16,000	28	0.18%	990	6.79%
Equipment	-	-	-	-	0.00%
Total Datatel Services	<u>818,738</u>	<u>454,711</u>	<u>55.54%</u>	<u>414,886</u>	<u>39.94%</u>
<u>E-Mail Services & Telecommunications</u>					
Administrative Salaries and related benefits	-	-	-	-	-
Services	789,896	20,101	2.54%	135,625	17.85%
Travel and Professional Development	35,500	-	0.00%	-	0.00%
Supplies	113,590	-	0.00%	-	0.00%
Communications	151,561	7,964	5.25%	9,081	6.64%
Equipment	466,750	-	0.00%	20,079	4.89%
Total E-Mail Services & Telecommunications	<u>1,557,297</u>	<u>28,065</u>	<u>1.80%</u>	<u>164,785</u>	<u>11.74%</u>
<u>Campus Support</u>					
Salaries and Benefits	-	-	-	-	-
Services	280,000	-	0.00%	3,350	3.30%
Supplies	240,000	-	0.00%	33,250	3.78%
Travel	-	-	-	-	-
Equipment	2,071,000	-	0.00%	-	0.00%
Total Campus Support	<u>2,591,000</u>	<u>-</u>	<u>0.00%</u>	<u>36,600</u>	<u>1.68%</u>
Total expenditures	<u>5,280,000</u>	<u>484,776</u>	<u>9.18%</u>	<u>720,354</u>	<u>14.73%</u>
NET INCREASE (DECREASE) IN FUND BALANCE	<u>\$ -</u>	<u>\$ 1,783,573</u>		<u>\$ 1,416,528</u>	

NOTE:

Subject to change pending completion of the August 31, 2007 audit.

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

ASSETS	Operating Funds			Loan Funds	Plant Funds		Debt Service		Agency Funds	Memorandum Totals Current Year
	Unrestricted	Auxiliary	Restricted		CIP	Investment in Fixed Assets	Interest and Sinking	Bond Payable		
Cash	\$ (13,523,078)	\$ 3,420,670	\$ 1,479,346	\$ 485,631	\$ 1,375,288	\$ -	\$ (107,505)	\$ -	\$ 1,790,631	\$ (5,079,017)
Accounts receivable (net of allowance for doubtful accounts)	4,231,255	166,568	447,257	-	-	-	-	-	403,842	5,248,922
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)	2,964,983	-	-	-	-	-	2,872,070	-	-	-
Due from grantor agency	-	-	3,781,849	-	-	-	-	-	-	5,837,053
Due from other funds	5,685,470	-	-	-	-	-	-	-	425,513	3,781,849
Investments	62,916,503	-	-	-	30,142,156	-	5,399,258	-	-	6,110,983
Accrued interest receivable	403,877	-	-	-	-	-	-	-	-	98,457,917
Prepaid and deferred expenses	1,469,990	-	-	-	-	-	-	-	-	403,877
Deposits	82,333	-	-	-	-	-	-	-	-	1,469,990
Inventories, at cost	-	60,791	-	-	-	-	-	-	-	82,333
Land	-	-	-	-	-	42,882,319	-	-	-	60,791
Buildings	-	-	-	-	-	316,262,414	-	-	-	42,882,319
Leasehold Improvements	-	-	-	-	-	5,589,001	-	-	-	316,262,414
Library books	-	-	-	-	-	11,977,911	-	-	-	5,589,001
Furniture, Fixtures & Equipment	-	-	-	-	-	18,262,864	-	-	-	11,977,911
Capitalized Interest Costs	-	-	-	-	-	4,692,693	-	-	-	18,262,864
Construction In Progress	-	-	-	-	-	1,167,761	-	-	-	4,692,693
TOTAL ASSETS	\$ 64,231,333	\$ 3,648,029	\$ 5,708,452	\$ 485,631	\$ 31,517,444	\$ 400,834,963	\$ 8,163,823	\$ -	\$ 2,619,986	\$ 517,209,661
LIABILITIES AND FUND BALANCES										
LIABILITIES:										
Accounts payable	\$ 5,497,260	\$ 38,423	\$ 111,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,647,660
Accrued salaries	651,072	-	-	-	-	-	-	-	-	651,072
Due to other funds	-	1,843,187	4,084,123	-	183,673	-	-	-	-	6,110,983
Deferred revenues	2,981,800	2,138	1,512,352	-	-	-	2,872,070	-	-	7,368,360
Accrued compensable absences payable	4,109,092	-	-	-	-	-	-	-	-	4,109,092
Accrued Interest Payable	-	-	-	-	-	-	1,120,295	-	-	1,120,295
Bonds payable	-	-	-	-	-	-	-	238,407,320	-	238,407,320
Assets held in custody for others	-	-	-	-	-	-	-	-	2,619,986	2,619,986
TOTAL LIABILITIES	13,239,224	1,883,748	5,708,452	-	183,673	-	3,992,365	238,407,320	2,619,986	266,034,768
FUND BALANCES:										
Unrestricted	50,992,109	-	-	-	-	-	-	-	-	50,992,109
Auxiliary	-	1,764,281	-	-	-	-	-	-	-	1,764,281
Restricted	-	-	-	-	-	-	-	-	-	-
Loans	-	-	-	485,631	-	-	-	-	-	485,631
Restricted for construction	-	-	-	-	31,333,771	-	-	-	-	31,333,771
Investment in fixed assets	-	-	-	-	-	400,834,963	-	-	-	400,834,963
Debt service	-	-	-	-	-	-	4,171,458	-	-	4,171,458
To be provided for debt service	-	-	-	-	-	-	-	(238,407,320)	-	(238,407,320)
TOTAL FUND BALANCES	50,992,109	1,764,281	-	485,631	31,333,771	400,834,963	4,171,458	(238,407,320)	-	251,174,893
TOTAL LIABILITIES AND FUND BALANCES	\$ 64,231,333	\$ 3,648,029	\$ 5,708,452	\$ 485,631	\$ 31,517,444	\$ 400,834,963	\$ 8,163,823	\$ -	\$ 2,619,986	\$ 517,209,661

NOTE:
Subject to change pending completion of the August 31, 2007 audit.

**NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE ONE MONTH ENDED SEPTEMBER 30, 2007**

	Operating Funds				Loan Funds	Plant Funds		Debt Service		Memorandum Totals Current Year
	Unrestricted	Auxiliary	Restricted	Total		CIP	Investment in Fixed Assets	Interest and Sinking	Bond Payable	
FUND BALANCES, September 1, 2007	\$ 35,492,674	\$ 1,706,458	\$ -	\$ 37,199,132	\$ 485,631	\$ 31,280,532	\$ 400,834,963	\$ 4,674,860	\$ (238,407,320)	\$ 236,067,798
REVENUES AND OTHER ADDITIONS:										
Current Funds revenue	27,927,273	583,655	-	28,510,928	-	-	-	-	-	28,510,928
Taxes	359,427	-	-	359,427	-	-	-	152,067	-	511,494
Federal grants and contracts	-	-	6,763,317	6,763,317	-	-	-	-	-	6,763,317
State grants and contracts	-	-	55,847	55,847	-	-	-	-	-	55,847
Local gifts, grants and contracts	-	-	144,602	144,602	-	-	-	-	-	144,602
Interest income	523,707	-	-	523,707	-	123,662	-	21,639	-	669,008
Revenue Bond debt service transfer from Operating	-	-	-	-	-	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-	-	-	-	-
Bond proceeds	-	-	-	-	-	-	-	-	-	-
Bonds issued	-	-	-	-	-	-	-	-	-	-
Total revenues and other additions	<u>28,810,407</u>	<u>583,655</u>	<u>6,963,766</u>	<u>36,357,828</u>	<u>-</u>	<u>123,662</u>	<u>-</u>	<u>173,706</u>	<u>-</u>	<u>36,655,196</u>
EXPENDITURES AND OTHER DEDUCTIONS:										
Current Funds expenditures	13,310,972	525,832	6,963,766	20,800,570	-	-	-	-	-	20,800,570
Expended for plant facilities	-	-	-	-	-	70,423	-	-	-	70,423
Disposal of plant assets	-	-	-	-	-	-	-	-	-	-
Administrative and collection costs	-	-	-	-	-	-	-	13,109	-	13,109
Revenue Bond debt service transfer to Interest & Sinking	-	-	-	-	-	-	-	-	-	-
Bond Issuance cost	-	-	-	-	-	-	-	-	-	-
Bond principal payments	-	-	-	-	-	-	-	-	-	-
Cost of Assets Sold	-	-	-	-	-	-	-	-	-	-
Bond interest expense	-	-	-	-	-	-	-	657,599	-	657,599
Bond agency fees	-	-	-	-	-	-	-	6,400	-	6,400
Total expenditures and other deductions	<u>13,310,972</u>	<u>525,832</u>	<u>6,963,766</u>	<u>20,800,570</u>	<u>-</u>	<u>70,423</u>	<u>-</u>	<u>677,108</u>	<u>-</u>	<u>21,548,101</u>
(NON)/MANDATORY TRANSFERS	-	-	-	-	-	-	-	-	-	-
CHANGES IN FUND BALANCE	<u>15,499,435</u>	<u>57,823</u>	<u>-</u>	<u>15,557,258</u>	<u>-</u>	<u>53,239</u>	<u>-</u>	<u>(503,402)</u>	<u>-</u>	<u>15,107,095</u>
FUND BALANCE, SEPTEMBER 30, 2007	<u>\$ 50,992,109</u>	<u>\$ 1,764,281</u>	<u>\$ -</u>	<u>\$ 52,756,390</u>	<u>\$ 485,631</u>	<u>\$ 31,333,771</u>	<u>\$ 400,834,963</u>	<u>\$ 4,171,458</u>	<u>\$ (238,407,320)</u>	<u>\$ 251,174,893</u>

NOTE:
Subject to change pending completion of the August 31, 2007 audit.

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

	Book Value	Market Value	Weighted Avg. Days To Maturity	Weighted Avg. Purchase Yield
OPERATING UNRESTRICTED				
(Includes Renewal and Replacement Funds)				
US Government Agencies	\$ 21,884,835	\$ 21,901,884		5.27%
Commercial Paper	-	-		
Logic	2,280	2,280		5.39%
Lone Star	3,295,801	3,295,801		4.98%
TexPool	35,942,725	35,942,725		5.13%
Overnight Sweep	1,790,862	1,790,862		4.65%
TOTAL	<u>62,916,503</u>	<u>62,933,552</u>	<u>33</u>	<u>5.17%</u>
OPERATING RESTRICTED				
Lone Star	-	-		
TexPool	-	-		
TOTAL	<u>-</u>	<u>-</u>		
CONSTRUCTION IN PROGRESS				
TexPool	30,142,156	30,142,156		5.13%
TOTAL	<u>30,142,156</u>	<u>30,142,156</u>	<u>1</u>	<u>5.13%</u>
INTEREST & SINKING				
U. S. Government Agencies	-	-		
Logic	1,139	1,139		5.39%
Lone Star	2,218,423	2,218,423		4.98%
TexPool	3,179,696	3,179,696		5.13%
TOTAL	<u>5,399,258</u>	<u>5,399,258</u>	<u>1</u>	<u>5.07%</u>
TOTAL INVESTMENTS	<u>\$ 98,457,917</u>	<u>\$ 98,474,966</u>	<u>21</u>	<u>5.15%</u>

Benchmark: 90 day U. S. Treasury Bill for Current Unrestricted and Restricted Funds 4.06%

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 SEPTEMBER 30, 2007**

	Operating Unrestricted*	Avg Buy Yield	Operating Restricted	Avg Buy Yield	Construction In Progress	Avg Buy Yield	Interest & Sinking	Avg Buy Yield	Total	Avg Buy Yield
BEGINNING BOOK VALUE	\$ 65,674,330	5.30%	\$ -		\$ 30,018,495	5.37%	\$ 5,131,718	5.31%	\$ 100,824,543	5.32%
PURCHASES:										
U.S. Government Agencies	-		-		-		-		-	
Commercial Paper	-		-		-		-		-	
Logic	10	5.39%	-		-		5	5.39%	15	5.39%
Lone Star	-		-		-		215,268	4.98%	215,268	4.98%
TexPool	9,543,239	5.13%	-		123,661	5.13%	52,267	5.13%	9,719,167	5.13%
Overnight Sweep	78,579,479	4.65%	-		-		-		78,579,479	4.65%
TOTAL PURCHASES	<u>88,122,728</u>	4.70%	<u>-</u>		<u>123,661</u>	5.13%	<u>267,540</u>	5.01%	<u>88,513,929</u>	4.70%
MATURITIES										
U.S. Government Agencies	11,941,811	5.27%	-		-		-		11,941,811	5.27%
Commercial Paper	-		-		-		-		-	
Logic	-		-		-		-		-	
Lone Star	275,186	4.98%	-		-		-		275,186	4.98%
Texpool	-		-		-		-		-	
Overnight Sweep	78,663,558	4.65%	-		-		-		78,663,558	4.65%
TOTAL MATURITIES	<u>90,880,555</u>	4.73%	<u>-</u>		<u>-</u>		<u>-</u>		<u>90,880,555</u>	4.73%
Premium / (Discount)	-		-		-		-		-	
Unrealized Gains (Losses)	-		-		-		-		-	
ENDING BOOK VALUE	<u>62,916,503</u>	5.17%	<u>-</u>		<u>30,142,156</u>	5.13%	<u>5,399,258</u>	5.13%	<u>98,457,917</u>	5.15%
Beg. Unrealized Gains (Losses)	-		-		-		-		-	
Unrealized Gains (Losses) Chg.	17,049		-		-		-		17,049	
ENDING MARKET VALUE	<u>\$ 62,933,552</u>		<u>\$ -</u>		<u>\$ 30,142,156</u>		<u>\$ 5,399,258</u>		<u>\$ 98,474,966</u>	

*Includes Renewal & Replacement Fund

District Contract Extension
for Toner Cartridges and TRA Reporting Services

CONTRACT SUMMARY

<u>Vendor</u>	<u>Contract Extension Period</u>	<u>Estimated Amount for FY 2007-08</u>
<u>Toner Cartridges & Maintenance Services</u> Global Laser 11246 South Post Oak, Suite 400 Houston, TX 77035 Laser Imaging 11101 Cutten Road, Suite 101 Houston, TX 77066	2 of 2 Renewals	\$260,000
<u>TRA Reporting Services</u> Educational Computer Systems, Inc 181 Montour Run Road Corapolis, PA 15108	2 of 2 Renewals	\$44,100

Local Area Newspapers

The Houston Chronicle
Helen Gordon Interests LTD dba Greensheet
African-American News & Issues
Montgomery County News
Lake Conroe Splash
The Villager
North East News
Houston Newcomer Guides
Houston Employment Guide
The Daily Cougar – University of Houston
ASP Westward L.P. dba Houston Community Newspapers
Leader Newspaper
The Bulletin
People Scene
Various High School newspapers
The Conroe Courier
That Texas Magazine
Tomball Tribune
Hispanic Outlook
The Eagle – Bryan College Station Communication

Financial Report and Consideration No. 4 (ACTION ITEM 6) Board Meeting 11-1-07

Request: Consideration of Ratification of Multi-media Advertising Agreement for Tomball College

Chancellor's Recommendation: That the Board of Trustees ratify the renewal of the multi-media advertising agreement for Tomball College with National Cinema Network, Inc. (NCN), 1300 East 104th Street, Suite 100, Kansas City, Missouri 64131 in the amount of \$35,573.

Rationale: On October 12, 2004, the Board of Trustees approved a one (1) year agreement with the option to renew for two (2) additional one-year terms for multi-media advertising for Tomball College with National Cinema Network. The multi-media, cinema ads include standard/digital slides with voice over and animation. These ads run immediately before the new release movie previews.

Due to target area requirements, the cinema advertisements for Tomball College are placed at the local AMC 24 Theatre located on Highway 249.

The initial one year agreement was signed and executed by the Board of Trustees. A new contract was executed for each subsequent renewal. The contract term for the final option to renew represents the period of May 17, 2007 through May 29, 2008. The contract was executed by Tomball College's Vice President of Administration.

Board Policy CFA (local) requires renewals of and amendments to contracts to be approved and executed at the same level of authority as the underlying contract.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 operating budget for Tomball College.

Staff Resource: Ray Hawkins 281-351-3644

Air and Water Balancing
at Tomball College

BID TABULATION

Contractor	Bid Amount (Includes Owner's Allowance and Performance and Payment Bond)
Gowan, dba Systems Commissioning	\$78,552
On-Line Balancing	\$85,490
Precisionaire	\$177,195

Financial Report and Consideration No. 6 (ACTION ITEM 8) Board Meeting 11-1-07

Request: Consideration of Approval to Purchase Construction Services for Multiple Mechanical Projects at North Harris College

Chancellor's Recommendation: That the Board of Trustees approve the purchase of construction services for multiple mechanical projects at North Harris College from the lowest bidder, Kilgore Industries, L.P., 8700 Jameel, Ste. 130, Houston, TX 77040 in the amount of \$341,660.

Rationale: Various building systems are in need of replacement due to the age of the equipment and parts of the systems. Repairs have become frequent and in some cases, not easily accomplished because of difficulties in finding replacement parts for the aged systems.

This project will consist of replacing twenty-two (22) fume hood exhaust fans on the roof of the Winship Building that are not operating correctly. An air handler unit on the second floor of the Academic Building and the domestic hot and cold water lines in the Winship Building will be replaced. The fan coils and exhaust fans in restrooms R125 and R126 and the fan coils in custodial/receiving and industrial education areas will also be replaced.

Bid proposals were sent to twenty seven (27) contractors and eight (8) construction contractor brokerage firms. Two (2) responses were received. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are available from the approved FY 2007-08 repair and replacement budget for North Harris College.

Staff Resource: Steve Head 281-618-5440
Cindy Gilliam 832-813-6512

Multiple Mechanical Projects
at North Harris College

BID TABULATION

Contractor	Award Amount (Includes Owner's Allowance and Payment and Performance Bonds)
Kilgore Industries, L.P.	\$341,660
A/W Mechanical Services	\$342,350

Financial Report and Consideration No. 7 (ACTION ITEM 9) Board Meeting 11-1-07

Request: Consideration of Ratification of Change Order Number One for Replacement of Water Heater in Building A at Montgomery College

Chancellor's Recommendation: That the Board of Trustees ratify change order number one for the replacement of the gas water heater in Room A111 at Montgomery College from Cannon Enterprises, Inc., 230 Riley Fuzzell, Spring, TX 77373 in the amount of \$3,757 for a total project cost of \$49,857.

Rationale: On June 6, 2007, the Board of Trustees approved the replacement of the gas water heater in Building A at Montgomery College from Cannon Enterprises, Inc. in the amount of \$46,100. The gas water heater and the associated piping, valves, pump, and duct that supplies hot water to a commercial washing machine and the locker rooms in the Wellness Center were replaced due to the age, unreliability, and need for frequent repairs.

During construction, it became apparent that additional valves were in need of replacement. In addition, access hatches were installed in the ceilings for the ease of future maintenance and repairs.

Fiscal Impact: Funds for this purchase were available from the approved FY 2006-07 and FY 2007-08 repair and replacement and operating budgets for Montgomery College.

Staff Resource: Tom Butler 936-273-7222
Cindy Gilliam 832-813-6512

Financial Report and Consideration No. 8 (ACTION ITEM 10) Board Meeting 11-1-07

Request: Consideration of Approval to Purchase Professional Services for Building Automation System Upgrades at North Harris and Tomball Colleges

Chancellor's

Recommendation: That the Board of Trustees approve the purchase of professional services for building automation system upgrades at North Harris and Tomball Colleges from DBR Engineering Consultants, 9990 Richmond Avenue, South Building, Suite 300, Houston, Texas 77042 for an estimated amount of \$174,000.

Rationale:

The building automation system upgrade projects at North Harris and Tomball Colleges will address current building interior climate control issues and equipment deficiencies through the replacement of the existing antiquated systems. Upgrading the existing systems to current standards will improve occupant comfort and energy and operational efficiency of the facilities.

In May 2007, a Request for Qualifications for professional services was released to twenty-seven (27) engineers; eleven (11) responses were received. Based upon an evaluation of the engineering firm's statement of qualifications, six (6) firms were interviewed for the approved revenue bond and repair and replacement projects that require engineering services.

The interviewed engineering firms were given the opportunity to demonstrate their experience and abilities with projects similar in nature to the proposed projects. In addition, the firms were evaluated on energy efficiency concepts, current workload, and the level of involvement of the firm during the construction phase. Reference checks were performed on all interviewed firms.

Based on demonstrated capabilities, the firm of DBR Engineering Consultants was selected for the North Harris and Tomball College building automation system upgrades project. The proposed cost is fair and reasonable and within industry standards.

According to Texas Education Code Chapter 2254.003, competitive bids shall not be solicited for professional services of any licensed or registered professional engineer. Contracts for such professional services are made on the basis of demonstrated competence and qualifications to perform the services for a fair and reasonable price.

Fiscal Impact: Funds for this purchase are available from the 2007 revenue bonds.

Staff Resource:

Steve Head
Ray Hawkins
Cindy Gilliam

281-618-5440
281-351-3333
832-813-6512

Financial Report and Consideration No. 9 (ACTION ITEM 11) Board Meeting 11-1-07

Request: Consideration of Approval to Purchase Professional Engineering Services for Construction Projects at North Harris and Montgomery Colleges

Chancellor's

Recommendation: That the Board of Trustees approve the purchase of professional engineering services for construction projects at North Harris and Montgomery Colleges from Carter & Burgess, Inc. (CB), 55 Waugh Drive, Houston, Texas 77007 for an estimated amount of \$121,000.

Rationale: The project at North Harris College will address the deficiencies identified in the electrical infrastructure study completed in April 2007. The system will be updated and modified to improve reliability and safety. For Montgomery College, specifications will be developed to address the capacitor banks, panel balancing, switch gear, circuit identification, campus exterior lighting and building and lightpole grounding issues. The project cost includes investigative research, design services, reimbursable expenses, and construction site visits.

In May 2007, a Request for Qualifications for professional services was released to twenty-seven (27) engineers; eleven (11) responses were received. Based upon an evaluation of the engineering firm's statement of qualifications, (6) firms were interviewed for the approved revenue bond and repair and replacement projects that required engineering services. The interview committee consisted of the project managers and individuals who have a thorough understanding of the project scopes and complexities.

During the interviews, the engineering firms were given the opportunity to demonstrate their experience and abilities with projects similar in nature to the proposed projects. In addition, the firms were evaluated on energy efficiency concepts, current workload, and the level of firm involvement during the construction phase. Reference checks were performed on all interviewed firms.

Based on demonstrated capabilities, Carter Burgess was selected for the North Harris and Montgomery College projects. The proposed cost is fair and reasonable and within industry standards.

According to Texas Education Code Chapter 2254.003, competitive bids shall not be solicited for professional services of any licensed or registered professional engineer. Contracts for such professional services are made on the basis of demonstrated competence and qualifications to perform the services for a fair and reasonable price.

Fiscal Impact: These projects were included on the list of projects to be funded from the sale of the 2007 revenue bonds.

Staff Resource: Steve Head 281-618-5440
Tom Butler 936-273-7222
Cindy Gilliam 832-813-6512

Financial Report and Consideration No. 10 (ACTION ITEM 12) Board Meeting 11-1-07

Request: Consideration of Authorization for the Chancellor to Negotiate and Execute a Contract for the Purchase of Land for a College Center

Chancellor's

Recommendation: That the Board of Trustees authorize the Chancellor or his designee to negotiate and execute a contract with The Woodlands Land Development Company to purchase approximately 10.5 acres of land near Kuykendahl and Huffsmith Roads for a college center in an amount not to exceed the fair market value.

Rationale: The approximate 10.5 acre land parcel is located in The Woodlands' new Village of Creekside Park. This area is planned for homes for more than 7,000 families. The Woodlands has more than 42,000 employees and 35,000 households. Residents have the opportunity to live and work as well as attend college within the District. More than 17,000 students from The Woodlands area attend various District campuses.

Preliminary plans suggest that a 50,000 to 75,000 square feet educational center could be constructed on the land parcel with sufficient area for surface parking. The District will retain a professional engineering and surveying firm to prepare a site investigation of the 10.5 acres. Additionally, a market analysis will be performed to establish the fair market value.

A detailed non-binding letter of intent, outlining the terms and conditions upon which the District will purchase the 10.5 acre parcel, will be submitted to The Woodlands Land Development Company.

Fiscal Impact: Funds for this purchase are available from the 2007 revenue bonds. The net cost of the purchase is estimated to be \$1,413,304 or \$3.09 per square foot.

Staff Resource: Cindy Gilliam 832-813-6512

Financial Report and Consideration No. 11 (ACTION ITEM 13) Board Meeting 11-1-07

Request: Consideration of Approval to Replace Interior Signage at Willow Chase Center and Tomball College and Exterior Smoking and Video Surveillance Signs at Willow Chase Center

Chancellor's Recommendation: That the Board of Trustees approve the replacement of interior signage at Willow Chase Center and Tomball College and exterior smoking and video surveillance signs at Willow Chase Center from the lowest bidder, Neon Electric/Graphic Fabricators, 1122 Lauder Rd., Houston, TX 77039 in the amount of \$43,425.

Rationale: This project will consist of the replacement of all interior signage as well as exterior smoking and video surveillance signs at Willow Chase Center. The existing signage at Willow Chase Center was installed prior to the development of the Wayfinding Master Plan for Tomball College. The new signs will allow Willow Chase Center to maintain the graphic consistency and shared identity with Tomball College. The signs will also increase the level of orientation and direction within the building for students, faculty, staff, and visitors. The interior and exterior signage has no reference to the college or District name or logo.

Tomball College has undergone renovations and additions since the interior signage was initially installed. This project will also update the room identity, directional, and overhead signs to accurately represent the current plans and functions of the campus.

Bid proposals were sent to eight (8) graphics contractors, twenty (20) general contractors, and seven (7) construction contractor brokerage firms. Three (3) responses were received. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 repair and replacement budget for Tomball College.

Staff Resource: Ray Hawkins 281-351-3644
Cindy Gilliam 832-813-6512

Replace Interior and Exterior Signage
at Willow Chase Center

BID TABULATION

Contractor	Bid Amount (Includes Owner's Allowance and Payment and Performance Bonds)
Neon Electric Corp./Graphic Fabricators, Inc.	\$43,425
Sparkle Lighting Services Inc.	\$43,550
Berger Construction	\$66,487

Financial Report and Consideration No. 12 (ACTION ITEM 14) Board Meeting 11-1-07

Request: Consideration of Ratification of the Contract for Purchase of Internet Services for the District

Chancellor's Recommendation: That the Board of Trustees ratify the contract with The University of Texas, Office of Telecommunication Services (UT-OTS) Networking, P.O. Drawer 7580, Austin, TX 78713-7580 in the amount of \$27,761.

Rationale: On August 2, 2007, the Board of Trustees authorized the Chancellor to negotiate and execute an interlocal agreement for Commodity Internet and Internet2 service with UT-OTS. Terms of the contract are now complete and the Board is requested to ratify the contract.

This interlocal agreement provides the District with 20 Mega bits per second (Mbps) of Commodity Internet Service for additional speed and redundancy for the District's Internet connection as well as 10 Mbps of Internet2 service that allows the District access to alternate internet resources for distributing and accessing information by faculty and staff.

Internet2 is a consortium of over 200 U.S. universities working in partnership with industry and government to develop and deploy advanced network applications and technologies. Currently, the consortium operates Abilene, a high-speed backbone network, which spans the nation and peers with several dozen U.S. and non-U.S. research and education networks in North and South America, Europe, Asia, and Australia.

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

Staff Resource: Tom Hill 832-813-6847

Financial Report and Consideration No. 13 (ACTION ITEM 15) Board Meeting 11-1-07

Request: Consideration of Approval to Purchase Microsoft Premier Support Services for the District

Chancellor's

Recommendation: That the Board of Trustees approve the purchase of Premier support services for the District from Microsoft Corporation, One Microsoft SAMM D/4207, Redmond, WA 98052, in the amount of \$54,520.

Rationale: Several mission-critical services of the District run on the Microsoft platform. These services include e-mail for staff and faculty, web applications for students, faculty and staff, automated library services, and various other applications. Support of this technology includes problem resolution services, proactive prevention resources, infrastructure support assistance, and online information sources. The purchase of the Premier support services will provide support account management services, up to 100 hours of problem resolution services, up to 60 hours of infrastructure support assistance, one (1) on-site resource visit, and unlimited user access to the Premier website for a period of one (1) year. In addition, the Premier services will provide a method of training for the District's technology staff to proactively prevent problems.

It is recommended that the Board of Trustees approve the purchase via the State of Texas Department of Information Resources (DIR) contract from the software developer, Microsoft. Local Government Code Section 2157.006 states that a local government satisfies the requirement to seek competitive bids if information technology commodities or services are purchased through a DIR contract. The District's participation 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 technology fund budget for the District.

Staff Resource: Tom Hill 832-813-6847

Financial Report and Consideration No. 14 (ACTION ITEM 16) Board Meeting 11-1-07

Request: Consideration of Approval to Extend Agreement for Purchase of Digital Imaging Services for the District

Chancellor's

Recommendation: That the Board of Trustees extend the agreement for an additional year with Engraphix Imaging Systems Inc., 110 Cypress Station Drive, Suite 151, Houston, TX 77090 for an estimated amount of \$100,000.

Rationale: The District uses a content management system to image, store, and access documents district-wide. This content management system stores and provides access to a wide variety of documents including accounts payable, student, personnel, and grant records. Currently, the system contains over 3 million documents accessed by over 240 users daily. The content management system also provides disaster recovery capability.

The term for the initial agreement was for a period of one (1) year beginning December 8, 2006 through December 7, 2007. Based upon the comprehensive proposal submitted by Engraphix and the ability to meet the District's requirements, the District is requesting the Board's approval to extend the agreement for an additional year. Extending the agreement will also provide hardware maintenance coverage, renewal of software licenses, and scanning and management services. The annual purchase is estimated to be \$100,000 based on historical information and projected District requirements.

Engraphix Imaging has agreed to extend the agreement for an additional one (1) year based upon the same terms and pricing. The one (1) year extension will provide the District with sufficient time to solicit competitive bids for these services. The District will advertise and release a Request for Proposal for these services and present a recommendation for a multi-year agreement to the Board in November 2008.

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

Staff Resource: Tom Hill 832-813-6847

Financial Report and Consideration No. 15 (ACTION ITEM 17) Board Meeting 11-1-07

Request: Consideration of Approval to Purchase Maintenance and Quarterly Inspections for the District's Chiller and Rooftop Air Conditioning (AC) Units

Chancellor's Recommendation: That the Board of Trustees approve the purchase of maintenance and quarterly inspections of chiller and rooftop AC units from Letsos Company, 8435 Westglen Drive, Houston, TX 77063 in the amount of \$48,423 annually, and Kilgore Industries, 8700 Jameel Ste 130, Houston, Texas 77040 in the amount of \$16,300 annually, for a total amount of \$323,615 over five (5) years.

Rationale: The District requires maintenance, quarterly operating inspections, and repairs of its chillers and rooftop AC units. Chiller and rooftop AC maintenance and adjustments will be within the original equipment design and manufacturer's recommendations. The maintenance services will assist in keeping chillers and rooftop AC units in peak performance, clean, and safe. Quarterly inspections will ensure that the equipment is functioning in accordance with the manufacturer's specifications. In addition, chiller and rooftop AC unit repairs may be required on an as needed basis.

The term of this award will be for a period of five (5) years effective November 1, 2007 through October 31, 2012; the District retains the right to cancel at any time upon a thirty-day written notice.

Proposals were sent to thirty nine (39) heating ventilation and air conditioning service providers; eight (8) responses were received. Proposals were evaluated based on service technicians' abilities, monthly and hourly rates, company profile experience in chiller and rooftop maintenance service, references and response time. It is recommended to award the services to the two (2) vendors with the highest evaluation points. Letsos Company will provide chiller maintenance and inspections and Kilgore Industrial will provide rooftop AC maintenance and inspections. The campuses will utilize either contractor for repairs based upon the best response time and service. See attached Evaluation and Bid Tabulations.

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

**Chiller and Rooftop AC Maintenance,
Quarterly Inspections and Repair Services
for the District**

EVALUATION TABULATION

Factors	Letsos	Kilgore Industries	AMS of Houston	Carrier Corporation	Gowan Inc.	United Service Mechanical
Service Technician Abilities	40	40	40	40	40	40
Monthly/Hourly Rates	25	20	0	5	18	10
Company Profile, Experience, References	20	20	15	15	12	15
Response Time	10	10	10	10	10	10
TOTAL	95	90	65	70	80	75

BID TABULATION

Contractor	Chillers: Maintenance and Inspections (Annual Cost)	Rooftop AC Units: Maintenance and Inspections (Annual Cost)	Repair Rates
Letsos	\$48,423	\$23,486	Hourly/Overtime labor centrifugal tech rate \$78/\$105 Sunday/Holiday rate \$72.50/\$95 Hourly/Overtime labor HVAC Tech helper rate \$57/\$85.50 Parts Discount off list: 10%-30% Cost of Refrigerate: \$3.0-\$7.00
Kilgore Industries	\$57,580	\$16,300	Hourly/Overtime labor centrifugal tech rate \$68.50/\$102.60 Sunday/Holiday rate \$102.60 Hourly/Overtime labor HVAC Tech helper rate \$49.40/\$74.10 Parts Discount off list: 10% Cost of Refrigerate: \$5.50-\$9.75
Gowan Inc.	\$50,354	\$17,945	Hourly/Overtime labor centrifugal tech rate \$70.25/\$97.50 Sunday/Holiday rate \$97.50 Hourly/Overtime labor HVAC Tech helper rate \$67.50/\$97.50 Parts Discount off list: 10%-15% Cost of Refrigerate: \$5.35-\$10.00
Carrier Corporation	\$61,800	\$16,400	Hourly/Overtime labor centrifugal tech rate \$80/\$120 Sunday/Holiday rate \$120 Hourly/Overtime labor HVAC Tech helper rate \$80/\$80 Parts Discount off list: 15%-40% Cost of Refrigerate: \$7.01-\$8.18
United Service Mechanical	\$66,929	\$16,874	Hourly/Overtime labor centrifugal tech rate \$78/\$105 Sunday/Holiday rate \$105 Hourly/Overtime labor HVAC Tech helper rate \$72.50/\$95 Parts Discount off list: 15%-35% Cost of Refrigerate: \$492-\$9.58
AMS of Houston	\$99,880	\$44,714	Hourly/Overtime labor centrifugal tech rate \$68/\$102 Sunday/Holiday rate \$102 Hourly/Overtime labor HVAC Tech helper rate \$87/\$102 Parts Discount off list: 25%-30%
Har-Con Mechanical	Incomplete Bid	Incomplete Bid	
Lange Mechanical Services	Incomplete Bid	Incomplete Bid	

Financial Report and Consideration No. 16 (ACTION ITEM 18) Board Meeting 11-1-07

Request: Consideration of Approval of U.S. Communities Government Purchasing Alliance (USC) Cooperative Purchase of Office Furniture for Montgomery College

Chancellor's Recommendation: That the Board of Trustees approve the USC cooperative purchase of office furniture for Montgomery College from Contract Resource Group, 25323 I-45 N, Suite 100, The Woodlands, TX 77380 for an estimated amount of \$75,000 for FY 2007-08.

Rationale: Due to the age and normal wear of some of the office furniture at Montgomery College, selected furniture needs to be replaced. Additional workspaces and the reconfiguration of existing workspaces are also necessary to accommodate the continued growth in student enrollments at Montgomery College. This purchase consists of office workstations, desks, hutches, credenzas, file cabinets, chairs and various other office furniture. Items will match existing furniture at Montgomery College to maintain a consistent campus-wide appearance.

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

A comparative market study among competitors confirmed that the purchase from Contract Resource Group is the best value for the District.

Fiscal Impact: Funds for this purchase are available from the approved FY 2007-08 operating budget for Montgomery College.

Staff Resource: Tom Butler 936-273-7222

Financial Report and Consideration No. 17 (ACTION ITEM 19) Board Meeting 11-1-07

Request: Consideration of Approval for Chancellor to Negotiate and Execute a Licensing Agreement Granting Permission to Lennar Corporation to Install a Pedestrian Bridge and Walkway from the Windsor Lakes Subdivision to the Northeast Property Corner of Montgomery College.

Chancellor's

Recommendation: That the Board of Trustees authorize the Chancellor to negotiate and execute a licensing agreement granting permission to Lennar Corporation to construct and install a pedestrian bridge from the Windsor Lakes subdivision to the northeast property corner of Montgomery College.

Rationale: Lennar Corporation is requesting permission to install a pedestrian foot bridge and walkway across the College Park drainage ditch located at the northeast property corner of Montgomery College. The bridge would provide an alternative access for the homeowners in the Windsor Lakes subdivision to the Montgomery College.

In 2000, the District entered into a similar licensing agreement with Lennar Homes for the construction of a bridge and walkway for the adjacent Windsor Hills subdivision.

All expenses related to the construction of the bridge and walkways will be the responsibility of Lennar Corporation. These associated expenditures include, but are not limited to, securing all pertinent permits (including permission from The Woodlands Joint Powers Association to cross the College Park drainage ditch), and construction of all concrete walkways and path lighting on both sides of the bridge and the structural steel bridge.

In exchange for providing this access to Montgomery College, the company will also provide a one-year construction warranty and a certificate of insurance, naming the District as an additional insured, evidencing commercial general liability insurance in the amount of \$1,000,000 combined single limit per occurrence for the duration of the warranty period of one year.

At the end of the one-year period, Montgomery College will assume the maintenance of the proposed bridge and the walkway lights.

Fiscal Impact: None

Staff Resource: Tom Butler 936-273-7222
Cindy Gilliam 832-813-6512

Financial Report and Consideration No. 18 (ACTION ITEM 20) Board Meeting 11-1-07

Request: Consideration of Approval of Construction Manager at Risk (CM-at-risk) Services for the District

Chancellor's

Recommendation: That the Board of Trustees approve the purchase of CM-at-risk services for the District from Teal Construction Company, 1335 Brittmoore, Houston, TX 77043 in the amount of 3.9% of the guaranteed maximum price (GMP).

Rationale: The District plans to utilize the CM-at-risk method for the construction of selected revenue bond projects. The CM-at-risk will act as the general contractor during construction, assuming the risk of subcontracting the work, and guaranteeing completion of the project. The CM-at-risk will work directly with the District's designated engineers and/or architects to prepare the construction documents.

The CM-at-risk services will be primarily utilized for the construction projects at North Harris College including the campus-wide electrical improvements, replacement of the existing water and sanitary piping, water distribution improvements, replacement of the fire alarm system, building automation system upgrade, replacement of campus door lock/key system and renovation of the dining room and food preparation area. The total cost of these projects is estimated to be \$7,775,000, resulting in estimated CM-at-risk fees of \$303,225.

Request for Qualifications were issued to twenty-six (26) firms and six (6) responses were received. Based upon an evaluation of the firm's statement of qualifications, the project teams of (4) firms were interviewed. Price proposals for general condition costs and fees were requested from the firms. See attached Bid Tabulation.

Teal Construction has significant experience and demonstrated ability to perform the required work at a competitive price for both pre-construction and construction management services. GMP proposals for each project will be developed at the appropriate time and submitted to the Board of Trustees for approval.

Fiscal Impact: Funds for this purchase are available from the 2007 revenue bonds.

Staff Resource: Steve Head 281-618-5440
Cindy Gilliam 832-813-6512

Construction Manager at Risk
for the District

BID TABULATION

Contractors	Percent of GMP for individual projects	Projected Fees
Teal Construction Company	3.9%	\$303,225
DT Construction	6.0%	\$466,500
JE Dunn	6.0%	\$466,500
Arch-Con	6.5%	\$505,375

Financial Report and Consideration No. 19 (ACTION ITEM 21) Board Meeting 11-1-07

Request: Consideration of Approval of a One (1) Year Agreement between East Montgomery County Improvement District (EMCID) and North Harris Montgomery Community College District (NHMCCD) for Use of the EMCID Training Center

Chancellor's

Recommendation: That the Board of Trustees approve a one (1) year agreement with the East Montgomery County Improvement District (EMCID), 21575 US Highway 59 North, New Caney, Texas for use of the EMCID Training Center.

Rationale: EMCID agrees to provide approximately 256 square feet of office space for use by the NHMCCD District Small Business Development Center (SBDC). The space is to be used only for conducting official business of the SBDC. The SBDC will purchase, provide and install, at its cost, all furniture, equipment, and supplies as appropriate for the SBDC. The SBDC will also install and maintain, at its cost, telephones and Internet access services as required by SBDC.

The term of the agreement is one (1) year beginning on November 1, 2007 and terminating October 31, 2008. The agreement may renew for successive one (1) year periods with the agreement of both parties. The SBDC agrees to pay EMCID one dollar (\$1.00) per month for each month during the term of the lease.

Board Policy CF: Contracting requires Board approval for all contracts with governing boards.

Fiscal Impact: Funds for the lease agreement are included in the FY 2007-08 operating funds for the NHMCCD SBDC.

Resource: Ray Laughter 832-813-6620

Building and Grounds Report

Board Meeting 11-1-07

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

November 1, 2007

Modular (Temporary) Classroom Buildings

❖ Cy-Fair College

- The modular building is scheduled to be available for the Spring 2008 semester. The building will consist of approximately 8,000 square feet and will have four classrooms, conference and storage rooms, faculty offices and restroom facilities. The Board of Trustees approved the additional modular building at the October 2007 regular board meeting. Notice to proceed has been issued to the vendor. The building will be available for the Spring 2008 semester.

❖ Montgomery College

- The installation site for the modular building has been reviewed and approved by the District and vendor representatives. The schedule and price proposal have been negotiated. The request for the approval of the contract was provided at the September 2007 regular board meeting. The facility complex will have approximately 4,400 square feet and will be utilized for theatrical (Home/Facility Theatre) and homeland security technology instruction. Notice to proceed has been issued to the vendor. The building will be available for the Spring 2008 semester.

General Obligation Bond Project Summaries:

❖ Tomball College

- Entry Column Renovation - The project scope of work was re-evaluated for alternative solutions and engineering. A re-defined scope of work has been established. The project was issued for advertisement and pricing proposals were received on October 8, 2007. Due to the significant pricing increase received, the architect of record will meet with the contractors to discuss other engineering options.
- Air & Water Balance - The scope of work involves rebalancing the air and hot water distribution. Due to the limited response and the proposed pricing, the Request for Proposal was reissued. Price proposals were received on October 8, 2007. A request for approval is included on the November 2007 regular meeting agenda.

❖ District Services and Training Center (DSTC)

- Entrance Canopy Repairs - Work on the repair of the entry canopies has begun. Four entry canopies on the original buildings at DSTC will be reconstructed and repaired to eliminate water leaks. The canopy assemblies and rain gutters will be replaced. The general contractor has terminated the initial contract with a subcontractor and is currently in the process of obtaining pricing from other qualified companies.

Revenue Bonds Project Summaries:

❖ North Harris College

- Dining and Food Preparation Area Renovation - The Architect has completed background drawings of the area to be renovated. The Architect and members of North Harris College (NHC) have taken a field trip to review the dining areas at Tomball College, Parkway Center, and Cy-Fair College. Worrell Design Group has been selected as the kitchen consultant. Healthy Resources Inc. has been recommended by the Architect and is being considered as the Mechanical Electrical and Plumbing (MEP) consultant. 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 ongoing.
- Electrical Infrastructure Upgrades – Carter Burgess (CB) has been selected as the engineer consultant for the evaluation and correction of the electrical infrastructure at NHC. Several engineers were interviewed for this project. CB was selected based on their current working knowledge of the electrical system at NHC. Consideration of approval for this selection is included on the November regular board meeting agenda.
- A request for proposal to hire a firm to provide Construction Manager at Risk project delivery for NHC projects was advertised in September. Four firms were selected for interviews and cost proposals. Consideration of approval for this selection is being presented to the Board at the November regular board meeting.

❖ Montgomery College

- Renovate Building F Patio for classrooms – Construction documents were released to contractors for bidding October 10, 2007. The bids are due November 7, 2007. Consideration of approval of a contractor will be presented to the Board at the December regular board meeting.
- Replacement of Variable Speed Drives – Marshall Engineering has been selected as the consultant to develop plans and specifications for the project.
- Electrical System Upgrades - As with the selection of the Engineer consultant for the electrical infrastructure upgrades at NHC, CB was also selected for the electrical system upgrades at Montgomery College (MC). CB was selected based on analytical qualifications and current working knowledge of the electrical system at MC. Consideration of approval for this selection is included on the November regular board meeting agenda.

❖ Kingwood College

- Emergency Generator for Student Center/Fine Arts Building – A pre-design meeting was held on September 27, 2007. Infrastructure Associates is preparing the construction documents.

❖ Tomball College

- Reseal Parking Lots – This project is scheduled for a winter break completion. Bids will be received November 7, 2007. A contractor will be presented to the Board at the December regular board meeting.

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

The Woodlands Joint Powers Agency (TWJPA) is currently reviewing pertinent documents received from the engineer requesting a road easement to access the 55 acre property from the college campus.

Kingwood College – Atascocita Property

A site on West Lake Houston Parkway has been identified as a preferred location for a satellite campus. A non-binding Letter of Intent has been forwarded to the owner and discussions about purchasing the property have initiated. Request for approval to negotiate and execute a contract was approved by the Board of Trustees at the October 2007 regular meeting. An appraisal, survey and a phase I environmental report is in process. The purchase of this land is to be funded from the 2007 revenue bond proceeds.

Cy-Fair College – Land Purchase

Approximately 40 acres of land is proposed to be purchased from Caldwell Companies SCOA West LP. The 40 acre land parcel consists of two parcels and is located north of the campus. The land will be primarily utilized for classroom facilities and parking. Request for approval to negotiate and execute a contract was approved by the Board of Trustees at the October 2007 regular meeting. The contract is currently under review. The purchase of this land is to be funded from the 2007 revenue bond proceeds.

Creekside Park – Land Purchase

Approximately 10 acres of land is proposed to be purchased from The Woodlands Land Development Company within the The Woodlands Village of Creekside Park development. The property is south of The Woodlands and Spring Creek on Kuykendahl. The land will be utilized for a future college center. The purchase of this land is to be funded from the 2007 revenue bond proceeds. Request for approval to negotiate and execute a contract is included on the November 2007 regular meeting agenda.

a. Cy-Fair College

Leslie Breen, Chemistry, Instructor

Effective: Temporary 4.5-month contracted employee at a pro-rated per semester salary of \$22,737 beginning August 20, 2007.

Education: Ph.D., Pennsylvania State University, Major: Chemistry; B.A., Wheaton College, Major: Chemistry.

Experience: Regulatory Chemist, Baker Petrolite Corporation; Substitute Teacher, Cypress Fairbanks ISD.

Geoffrey R. Shine, Government, Instructor

Effective: Temporary 4.5-month contracted employee at a pro-rated per semester salary of \$12,816 beginning October 1, 2007.

Education: M.A., Texas State University, Major: Political Science; B.A., Texas State University, Major: History.

Experience: Adjunct Faculty, NHMCCD, Houston Community College; Teaching Assistant, Texas Tech University; Instructional Assistant, University of Houston.

Connie Garrick, Assistant Dean, Student Services

Effective: Twelve-month contracted employee at an annual salary of \$58,863 beginning November 1, 2007.

Education: M.B.A. & B.B.A., LeTourneau University, Major: Business Administration; A.A., Tomball College, NHMCCD.

Experience: Center Manager, Administrative Assistant I, Executive Secretary, Tomball College, NHMCCD; Typist/Proofreader, Publications Development Co.; Customer Service Supervisor, Executive Secretary, Warner Cable.

b. North Harris College

Stephen C. Head, President

Effective: Twelve-month contracted employee at an annual salary of \$155,000 beginning November 1, 2007.

Education: Ph.D., Texas Tech University, Major: History; M.A. & B.A., Lamar University, Major: History.

Experience: Executive Vice Chancellor, DSTC, President, Kingwood College, Dean of Students, Director, Financial Aid, North Harris College, NHMCCD; Assistant Director of Financial Aid, Assistant Professor, Golf Coach, San Angelo State University.

Bobby Rivers, Director, Facilities

Effective: Twelve-month contracted employee at an annual salary of \$80,000 beginning October 16, 2007.

Education: B.B.A., University of Houston, Major: Business.

Experience: Deputy Director, Facilities, Assistant Director, Facilities, Division Manager, Facilities, Senior Superintendent, Facilities, City of Houston.

Personnel Report and Consideration No. 2 (ACTION ITEM 23) Board Meeting 11-1-07

Request: Consideration of Resignations

Chancellor's

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

Cy-Fair College

Paul Cooke, Associate Professor, Political Science

Effective September 30, 2007

Tomball College

Brenda J. Kosa, Assistant Professor, Associate Degree Nursing

Effective October 12, 2007

Staff Resource: Ray Laughter

832-813-6621

Personnel Report and Consideration No. 3 (ACTION ITEM 24) Board Meeting 11-1-07

Request: Consideration of Approval of Commissioning of Peace Officers

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

Montgomery College
Randy C. Bradley

Rationale: This officer is eligible to be commissioned by this Board because he:

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

Fiscal Impact: None

Staff Resource: Steve Head 832-813-6522