I. Call to Order

II. Pledge of Allegiance

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

IV. Introductions, Special Guests, Recognitions

V. Acknowledgement of the Minutes of the April 7, 2005 Workshop Meeting and Approval of the Minutes of the April 7, 2005 Regular Meeting, the June 2, 2005 Workshop Meeting and Regular Meeting, the July 19, 2005 Special Meeting and Budget Workshop, the August 4, 2005 Workshop Meeting, Public Hearing and Regular Meeting and the August 25, 2005 Public Hearing and Special Meeting

VI. Citizens Desiring to Address the Board

VII. Special Reports and Announcements
   1. Chancellor
   2. College Presidents
   3. Vice Chancellors
   4. Faculty Senate Presidents

VIII. 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.)

IX. Policy Report and Consideration
X. Financial Reports and Considerations

1. Monthly Financial Statements

2. Consideration of Approval to Adopt an Order Authorizing the Issuance of North Harris Montgomery Community College District Limited Tax Refunding Bonds, Series 2005A (ACTION ITEM 1)

3. 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)

4. Consideration of Approval of the Proposed Changes to Student Tuition (ACTION ITEM 3)

5. Consideration of Approval of the District Library Collection Expenditures for 2005-06 (ACTION ITEM 4)

6. Consideration of Approval of Temporary Employment Service Providers for the District (ACTION ITEM 5)

7. Consideration of Approval of the Purchase of Large Format Printing Services for the District (ACTION ITEM 6)

8. Consideration of Approval of the Purchase of Dual Purpose Paper for the District (ACTION ITEM 7)

9. Consideration of Approval to Renew the Annual Licenses and Maintenance Services for the Student and Financial Systems for the District (ACTION ITEM 8)

10. Consideration of Approval of Renewal of Annual Maintenance and Technical Support Services for Computer Hardware for the District (ACTION ITEM 9)

11. Consideration of Approval to Purchase Microsoft’s 3.0 Annual Agreement for The Microsoft Operating System, Microsoft Office and Publishing Software Licenses, and Microsoft SQL Server Client Access Licenses (CALs) for the District (ACTION ITEM 10)

12. Consideration of Approval of Renewal of Annual Licenses, Maintenance, and Technical Support Services Agreement for the District’s Imaging System for the District (ACTION ITEM 11)
13. Consideration of Approval of the Renewal of Broadband Internet Services for the District (ACTION ITEM 12)

14. Consideration of Approval to Purchase Cosmetology Supplies for Fiscal Year 2005-2006 for North Harris College and Kingwood College (ACTION ITEM 13)

15. Consideration of Approval of the Purchase of Instructional Language Lab Software for the Foreign Language and Speech Program at Kingwood College (ACTION ITEM 14)

16. Consideration of Approval of the Purchase of Landscape Services for Tomball College and the District Services & Training Center (ACTION ITEM 15)

17. Consideration of Approval to Repair Elevators at North Harris and Tomball Colleges (ACTION ITEM 16)

18. Consideration of Approval of the Rental Agreement for Mailroom Equipment for North Harris College (ACTION ITEM 17)

19. Consideration of Authorization for the Chancellor to Negotiate a Contract for the Purchase of Property Located at 20127 Aldine Westfield Road, Humble Texas, 77388 (ACTION ITEM 18)

20. Consideration of Approval of Department of Information Resource (DIR) Purchase of Computers, ITV Codecs, and a Server for The University Center (ACTION ITEM 19)

21. Consideration of Authorizing the Chancellor to Negotiate Two Agreements with the Woodlands Fire Department, Inc. to Permit the Construction and Shared Use of a Fire Station and Related Education Facilities on the Montgomery College Campus (ACTION ITEM 20)

XI. Building and Grounds Report

Construction Projects Update

XII. Personnel Reports and Considerations

1. Consideration of Ratification of Appointments (ACTION ITEM 21)

2. Consideration of Acceptance of Resignations (ACTION ITEM 22)

3. Consideration of Approval of Commissioning of Peace Officers (ACTION ITEM 23)
XIII. Emergency Considerations

1. Consideration of Approval of Addition of an Emergency Item to the Posted Agenda Regarding In-State and In-District Tuition Rates for Student Refugees (ACTION ITEM 24)

2. Consideration of Approval of In-State and In-District Tuition Rates for Student Refugees from the Areas Affected by Hurricane Katrina (ACTION ITEM 25)

XIV. Suggested Future Agenda Items

XV. Adjournment

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

Section 551.071 - Consultation With Attorney
Section 551.072 - Deliberation Regarding Real Property
Section 551.073 - Deliberation Regarding Prospective Gift
Section 551.074 - Personnel Matters
Section 551.076 - Deliberation Regarding Security Devices
Section 551.086 - Economic Development Negotiations
Certification of Posting of Notice to the September 1, 2005 Regular Meeting of the North Harris Montgomery Community College District’s Board of Trustees

I, John E. Pickelman, Chancellor of the North Harris Montgomery Community College District, do hereby certify that a notice of this meeting was posted on Monday, the 29th day of August, 2005, in a place convenient to the public in the Administration Office of the District Services and Training Center and on all college campuses as required by Section 551.001 et seq., Texas Government Code.

Given under my hand this the 29th day of August, 2005.

John E. Pickelman, Ph.D.
Chancellor
PRESENT: Mr. David McIver, Chair  
Mr. Randy Bates  
Dr. Richard Campbell  
Ms. Mary Matteson  

ABSENT: Mr. David Vogt, Vice Chair  
Mr. John Fox, Assistant Secretary  
Ms. Priscilla Kelly  
Ms. Stephanie Marquard  
Ms. Maria Flotte O’Neill, Secretary

I. CALL TO ORDER: Mr. McIver called the meeting to order at 5:05 p.m.

II. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING: executive vice chancellor and chief operating officer, Steve Head, confirmed that the Notice for the meeting had been properly posted. No action was required. A copy is attached as Exhibit “A”.

III. CLOSED SESSION: none

IV. CONFER WITH EXECUTIVE VICE CHANCELLOR AND ACTING CHIEF OPERATING OFFICER OR/STAFF: executive vice chancellor and chief operating officer, Dr. Steve Head, provided certain information regarding the Sam Houston State/NHMCCD discussions on The University Center, master plan/facilities update, and personnel matters. Dr. Tom Butler, president of Montgomery College, updated the Board on discussions between the Woodlands Fire Department and NHMCCD. Sandra McMullan, vice chancellor of human resources and district general counsel, updated the Board on policies for use of college district facilities in reference to a pending request from Mr. Sunderman to use Montgomery College facilities. Dr. Butler provided background information for Mr. Sunderman’s request. Ray Laughter, vice chancellor for external affairs, discussed open records requests. Mr. McIver, board chair, discussed the proposed legislation regarding trustee candidates.

V. ADJOURNMENT: the meeting was adjourned at 6:00 p.m.

ACKNOWLEDGED:

__________________________________________
David McIver, Board Chair
I. CALL TO ORDER: Mr. McIver called the regular meeting of the Board of Trustees to order at 6:10 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 REGULAR MEETING: executive vice chancellor and acting chief operating officer Dr. Steve Head confirmed that the Notice for the meeting had been properly posted. No action was required. A copy is attached as Exhibit “A.”

IV. INTRODUCTIONS, SPECIAL GUESTS, RECOGNITIONS: executive vice chancellor and acting chief operating officer, Dr. Steve Head, introduced Claude Moore of Troxell Company.

V. APPROVAL OF THE MINUTES OF THE MARCH 3, 2005 WORKSHOP MEETING AND REGULAR MEETING: upon a motion by Ms. Matteson, and a second to the motion by Dr. Campbell, the Board approved the minutes of the March 3, 2005 Workshop Meeting and Regular Meeting.

VI. CITIZENS DESIRING TO ADDRESS THE BOARD: Mr. Fred Sunderman addressed the Board about his request to use the Montgomery College Theater to show a movie during spring break. Chairman McIver thanked Mr. Sunderman for sharing his concerns and indicated that the Board would provide a written statement within 45 days.
VII. SPECIAL REPORTS AND ANNOUNCEMENTS:

1. Executive Vice Chancellor and Acting Chief Operating Officer: Dr. Steve Head acknowledged that this was Vice Chancellor of Human Resources and Legal Counsel, Sandra McMullan’s last Board meeting, and commended her for her service to the college district. Board members voiced appreciation and good wishes for the future.

2. College Presidents: no reports. The college presidents distributed current event information from their respective colleges.

3. Vice Chancellors: none

4. Faculty Senate: none

5. Other:
   a. Public Safety Report: Dr. Steve Head, executive vice chancellor and acting chief operating officer, presented the report and noted that the officers of the NHMCCD Police Department are complying with the District policies prohibiting racial profiling. No patterns of arrest, citation or search targeting any ethnic group were revealed by the analysis of the data collected during 2004. A copy is attached as Exhibit “B.”
   
   b. Summary Report of Awards of Funding Proposals: Mr. Ray Laughter, vice chancellor of external affairs, presented the report which included a listing of the funding proposals that have been awarded during the second quarter (December 2004, January, and February 2005). A copy is attached as Exhibit “C.”

VIII. STRATEGIC PLANNING REPORT:

Action Plans for the Strategic Initiatives Related to Success of our Students: In spring 2004, the Board reviewed and accepted NHMCCD’s strategic plan for 2004 – 2007. The plan identified three target areas: Success of our Students; Success of our Communities; and Success of our Employees. The plan also includes 26 strategic initiatives related to the three target areas. During fall 2004, committees were convened to develop action plans for each of the 26 strategic initiatives in the strategic plan. The co-chairs of each of the 26 committees presented these action plans to the Executive Council in December 2004. The co-chairs of the groups assigned to the eight strategic initiatives related to Action Plans for the Strategic Initiatives Related to Success of our Employees presented to the Board the proposed action plans for each of the initiatives. A copy is attached as Exhibit “D.”

IX. CONSIDERATION OF CONSENT AGENDA: Mr. McIver proceeded with the Consent Agenda. Mr. Bates made a motion to approve Action Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13. Dr. Campbell seconded the motion and the Board unanimously passed the Consent Agenda. A copy of the Consent Agenda is attached as Exhibit “E.”
X. POLICY REPORT AND CONSIDERATION:

Consideration of Proposed Addition to Board Policy DECA (Local): Leaves and Absences **ACTION ITEM 1**: the Board approved the proposed addition to Board Policy DECA (Local): Leaves and Absences. This item was passed in the Consent Agenda. A copy is attached as Exhibit “F.”

XI. CURRICULUM REPORT AND CONSIDERATION:

Consideration of Approval of Proposed Fee Schedule for Implementation in Fall 2005 **ACTION ITEM 2**: the Board approved the proposed fees submitted for Fall 2005. This item was passed in the Consent Agenda. A copy is attached as Exhibit “G.”

XII. FINANCIAL REPORTS AND CONSIDERATIONS

1. Monthly Financial Statements: Ms. Cindy Gilliam, vice chancellor, business affairs and CFO, presented the monthly financial statements. A copy is attached as Exhibit “H.”

2. Quarterly Investment Report: Ms. Cindy Gilliam, vice chancellor, business affairs and CFO, presented the quarterly investment report. A copy is attached as Exhibit “I.”

3. Consideration of Acceptance of Gifts **ACTION ITEM 3**: the Board formally accepted and acknowledged gifts donated to the North Harris Montgomery Community College District in accordance with the donor’s wishes. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J”

4. Consideration of Approval to Install Sidewalk Lighting at North Harris and Kingwood College **ACTION ITEM 4**: the Board approved the installation of sidewalk lighting at North Harris and Kingwood Colleges from the low bidder, Four Seasons Development Company Inc., in the amount of $25,726. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K.”

5. Consideration of Ratification of the Emergency Purchase of Professional Services to Eliminate Bats at Tomball College **ACTION ITEM 5**: the Board ratified the purchase of emergency services for elimination of bats at Tomball College to Newsom’s Wild Animal Control Services, for $16,840. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L.”

6. Consideration of Approval to Install Power Door Openers at District Services and Training Center (DSTC) and The University Center (TUC) **ACTION ITEM 6**: the Board approved the purchase of power door openers for the DSTC and TUC from the low bidder, Marek Brothers Systems, Inc., in the amount of $27,711. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M.”
7. Consideration of Approval of Change Order No. 2 to Gilbane’s Guaranteed Maximum Price (GMP) Contract for the Renovations Project at Montgomery College (ACTION ITEM 7): the Board approved the proposed Change Order No. 2 to reduce Gilbane’s GMP contract for the renovations project at Montgomery College by $145,828. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N.”

8. Consideration of Approval of Change Order No. 3 to Gilbane’s Guaranteed Maximum Price (GMP) Contract for the New Health/Science Center at Kingwood College (ACTION ITEM 8): the Board approved the proposed Change Order No. 3 to reduce Gilbane’s GMP contract for the New Health/Science Center at Kingwood College by $41,980. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O.”

9. Consideration of Approval for the Addition of a Secondary Entry and the Renovation of Three Computer Rooms at Willow Chase Center (ACTION ITEM 9): the Board approved the addition of a secondary entry and the renovation of three computer rooms at Willow Chase Center to Sword Construction L.L.C., in an amount of $349,295. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P.”

XIII. BUILDING AND GROUNDS REPORT:

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

XIV. PERSONNEL REPORTS AND CONSIDERATIONS

1. Consideration of Ratification of Appointments (ACTION ITEM 10): the Board ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R.”

2. Consideration of Acceptance of Resignations (ACTION ITEM 11): the Board accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “S.”

3. Consideration of the Reappointment of Full-time Faculty (ACTION ITEM 12): the Board ratified the full-time faculty reappointments as listed for the time periods and positions indicated. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T.”

4. Consideration of Approval of Commissioning of Peace Officers (ACTION ITEM 13): the Board approved the commissioning of the following peace officers for the North Harris Montgomery Community College District: Cy-Fair College - Stephanie Lynn Cupit and Joseph Wunderlich; North Harris College - Anthony Louis Ruben, Alejandro Eleazar Carrizales, and Patrick Eugene Chisholm. This item was passed in the Consent Agenda. A copy is attached as Exhibit “U.”
XV. **SUGGESTED FUTURE AGENDA ITEMS**: none

XVI. **ADJOURNMENT**: there being no further business, Mr. McIver adjourned the meeting at 7:05 p.m.

**ATTEST:**

_________________________________   ______________________________
Board of Trustees, Chair     Board of Trustees, Secretary
MINUTES OF THE
WORKSHOP MEETING OF THE BOARD OF TRUSTEES
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
DISTRICT SERVICES AND TRAINING CENTER
TRAINING AND DEVELOPMENT CENTER BOARDROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
June 2, 2005
5:00 p.m.

PRESENT: Mr. David McIver, Chair
Mr. David Vogt, Vice Chair
Mr. John Fox, Assistant Secretary
Ms. Priscilla Kelly
Ms. Stephanie Marquard

ABSENT: Mr. Randy Bates
Dr. Richard Campbell
Ms. Maria Flotte O’Neill, Secretary
Ms. Mary Matteson

I. CALL TO ORDER: Mr. McIver called the meeting to order at 5:20 p.m.

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

III. CLOSED SESSION: At 5:20 p.m. Mr. McIver 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 551.072 – Deliberation Concerning Real Property and Section 551.074 – Personnel Matters.

IV. CONFER WITH CHANCELLOR OR/STAFF: Chancellor Pickelman provided certain information regarding operations of the District to include a legislative recap, an update on the general counsel position, possible dates to consider for upcoming budget workshops, the annual ACCT convention to be held in Seattle Washington in September, and a special meeting to adopt the budget and set the tax rate on August 25th.

V. ADJOURNMENT: the meeting was adjourned at 6:05 p.m.

ATTEST:

David McIver, Board Chair
Board Secretary
I. CALL TO ORDER: Mr. McIver called the regular meeting of the Board of Trustees to order at 6:07 p.m. after determining a quorum was present.

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

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

IV. INTRODUCTIONS, SPECIAL GUESTS, RECOGNITIONS: Chancellor Pickelman introduced Lori Tucker of 3DI and Merri Schneider-Vogel of Bracewell Giuliani.

V. APPROVAL OF THE MINUTES OF THE APRIL 7, 2005 WORKSHOP MEETING AND REGULAR MEETING AND THE MAY 5, 2005 WORKSHOP MEETING AND REGULAR MEETING: a quorum was not established for approval of the minutes of the April 7, 2005 workshop meeting and regular meeting. The minutes will be carried forward to the August 4, 2005 regular board meeting for approval. Upon a motion by Mr. Fox and a second to the motion by Ms. Kelly, the minutes of the May 5, 2005 workshop meeting and regular meeting were unanimously approved.

VI. CITIZENS DESIRING TO ADDRESS THE BOARD: none.

VII. SPECIAL REPORTS AND ANNOUNCEMENTS:
1. Chancellor: Dr. Pickelman thanked the Board for granting him a sabbatical for the spring 2005 semester so that he could represent community colleges across the state in Austin during the recent legislative session, and voiced his pleasure to be back at work full time. Dr. Pickelman commended Steve Head for serving as acting chief operations officer during the chancellor’s sabbatical, and also thanked the members of the Executive Council and staff for conducting the business of the college district in their usual commendable way. Dr. Pickelman provided a legislative recap, and noted the results for the two primary goals of restoring funding and increasing health insurance funding for community colleges: 1) the legislature added to the community college appropriations $114M, which resulted in NHMCCD receiving $9M for the biennium; and 2) the legislature increased health insurance funding by $57M or 25.9%, with NHMCCD receiving $5M for the biennium. He reminded Board members that there will be no regular Board meeting in July, but a budget workshop will be scheduled to review the proposed 2005-06 budget.

2. College Presidents: Dr. David Sam, president of North Harris College, thanked the Board members who attended the annual GED graduation on May 17th. Michelle Boutte, the graduating student speaker at the GED graduation ceremony, was presented a scholarship for the fall, spring, and summer semesters. Dr. Sam introduced Marilyn Dement, grants program manager, and Charlotte Twardoski, college connection program manager, and commended them for assisting Glendy Garcia to complete the paperwork for a grant application. Ms. Garcia, an active two-year participant of the North Harris College Upward Bound Program and a 2005 MacArthur High School graduate, was awarded the prestigious Gates Millennium Scholarship award after completing an intensive 22-page scholarship application. Ms. Garcia and her family were introduced to the Board by Dr. Sam. Ms. Garcia expressed her gratitude for the opportunity to be a part of the Upward Bound Program, thanking Ms. Dement and Ms. Twardoski for their constant support and encouragement, as well at the Board for providing the opportunity.

Dr. Linda Stegall, president of Kingwood College, distributed folders spotlighting student, staff and faculty accomplishments and happenings at the campus. The Teaching and Learning Newsletter featured a faculty idea exchange as well as spotlighting the various committees who are meeting and planning activities for the fall semester. Mini-grant recipients for the spring semester were listed as were faculty receiving writing awards, and staff and excellence award winners. In less than two years, the Academy for Lifelong Learning for persons aged 55+ has grown to 577 members. Forty-five college employees and over 80 community residents have taught almost 400 sections of 110 different interesting and enriching courses.

Dr. Ray Hawkins, president of Tomball College, distributed photos spotlighting the Tomball College Alumni Association’s reception honoring the college’s 2005 graduates. The Tomball College Associates Degree in Nursing (ADN) Program has been awarded exemplary status by the Texas Higher Education Coordinating Board (THECB), and Dr. Hawkins recognized and commended Tomball college director of nursing programs, Mary Yoho, for her leadership in achieving such an honor for the program. Dr. Hawkins presented the award certificate to Professor Yoho. Professor
Yoho thanked the Board and the nursing faculty and staff throughout the district, as well as Dr. Nockie Zizelmann, for their support. The Tomball College ADN program has graduated 185 students, which represents a 98 percent completion rate. Nearly 97 percent of all program graduates pass the National Council License Examination for Registered Nurses (NCLEX-RN) administered by the National Council of State Boards of Nursing (NCSBN).

Dr. Tom Butler, president of Montgomery College, noted that close to 300 bricks totaling nearly $50,000 have been sold as part of the college's campaign for scholarship funding. For $100, anyone in the community can purchase a brick that will be permanently on display at the college. The success of the Montgomery College teacher educator program has led to its expansion to include training toward certificates in nine highly sought after areas of teaching. Two recent graduates have received honors in their first year of teaching. Dr. Butler distributed copies of the Conroe Courier and noted an article featuring Mr. Elwin Fink, a 68 year old resident of Windsor Hills, who will be taking part in the senior Olympics discus throw competition in Pittsburg and will be sponsored by MC.

Dr. Diane Troyer, president of Cy-Fair College, distributed a flyer spotlighting the second annual college employee’s recognition awards ceremony. The faculty senate sponsored a silent auction at the awards ceremony and raised $4,000 toward their endowment for scholarships. Dr. Troyer distributed a list of the many colleges and organizations who have toured Cy-Fair College since its opening. She highlighted the community job fair held on April 29; and the summer kid’s college and Academy for Lifelong Learning schedule of classes offered.

3. Vice Chancellors: no reports.

4. Faculty Senate President: no report.

VIII. CONSIDERATION OF CONSENT AGENDA: Mr. McIver proceeded with the Consent Agenda and recommended separate action for Action Item 4. Ms. Marquard made a motion to approve Action Items 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24 and 25. Mr. Vogt seconded the motion and the Board unanimously passed the Consent Agenda. A copy of the Consent Agenda is attached as Exhibit “B.”

IX. FINANCIAL REPORTS AND CONSIDERATIONS

1. Monthly Financial Statements: Ms. Cindy Gilliam, vice chancellor, business affairs and CFO, presented the monthly financial statements. A copy is attached as Exhibit “C.”

2. Consideration of Approval of Tax Exemption Allowances for Tax Year 2005 (ACTION ITEM 1): the Board approved the tax exemptions for the tax year 2005 for Harris and Montgomery counties. This item was passed in the Consent Agenda. A copy is attached as Exhibit “D.”
3. Consideration of Approval of Automated Teller Machine (ATM) Permit Contract with InvesTex Credit Union (ACTION ITEM 2): the Board approved the contract for placement of ATM(s) at selected district facilities by InvesTex Credit Union. This item was passed in the Consent Agenda. A copy is attached as Exhibit “E.”

4. Consideration of Acceptance of Bid for Office Supplies for the District (ACTION ITEM 3): the Board awarded a contract based on best value for office supplies for the district to Corporate Express, for an estimated amount of $500,000 annually. This item was passed in the Consent Agenda. A copy is attached as Exhibit “F.”

5. Consideration of Approval of Agreement with Hancock, Jahn, Esquivel, Lee & Puckett LLC, d.b.a. Communication Axess Ability Group for Interpreter Services (ACTION ITEM 4): upon a motion by Mr. Vogt and a second to the motion by Ms. Kelly, the Board approved the agreement with Hancock, Jahn, Esquivel, Lee & Puckett LLC, d.b.a. Communication Axess Ability Group for district-wide interpreter services. A copy is attached as Exhibit “G.”

6. Consideration of Approval of Temporary Custodial Employment Service Providers for the District (ACTION ITEM 5): the Board approved the list of temporary custodial employment service providers for the District. This item was passed in the Consent Agenda. A copy is attached as Exhibit “H.”

7. Consideration of Approval of Facility-Related Professional Service Providers for the District (ACTION ITEM 6): the Board approved the list of facility-related professional service providers for the District. This item was passed in the Consent Agenda. A copy is attached as Exhibit “I.”

8. Consideration of Approval of Control and Air Balance Modifications in the Classroom Buildings A and B at Kingwood College (ACTION ITEM 7): the Board approved the purchase of control and air balance modifications at Kingwood College to the lowest bidder, Letsos Company, Ltd., in the amount of $84,486. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J.”

9. Consideration of Approval of Utility Relocation and Widening of the West Entry Driveway at Willow Chase Center (ACTION ITEM 8): the Board approved the Utility Relocation and Widening of the West Entry Driveway at Willow Chase Center to the lowest bidder, Accompany Services, in the amount of $48,776. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K.”

10. Consideration of Approval to Purchase Rubber Flooring, Carpet and Cove Base for Buildings A, B, and E at Montgomery College (ACTION ITEM 9): the Board approved the purchase of rubber flooring, carpet and cove base at Montgomery College from the lowest bidder, Texan Floor Service LTD, in the amount of $55,202. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L.”

11. Consideration of Approval of the Purchase of an Aluminum Courtyard Canopy for the Library at Tomball College (ACTION ITEM 10): the Board approved the
purchase of the aluminum courtyard canopy for the library at Tomball College to the lowest bidder, Southerland Construction Company, in the amount of $70,862. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M.”

12. Consideration of Approval of the Purchase of a Security Surveillance System for Parkway Center, Willow Chase Center, Fairbanks Center and Carver Center (ACTION ITEM 11): the Board approved the purchase of the security surveillance system for Parkway Center, Willow Chase Center, Fairbanks Center and Carver Center from the lowest bidder, Commercial Access Controls, in the amount of $364,321. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N.”

13. Consideration of Approval to Purchase up to an Additional One Hundred (100) Personal Digital Assistants for the District’s Associate Degree Nursing Programs (ACTION ITEM 12): the Board approved the purchase of up to an additional 100 personal digital assistants (PDAs) from PDA Verticals Corporation, in the amount of $200 each, for a maximum total of $20,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O.”

14. Consideration of Approval to Enter into a Lease Agreement and Construction Contract for Temporary Modular Buildings for Montgomery College (ACTION ITEM 13): the Board approved a lease from The Cooperative Purchasing Network (TPCN – Contract R4413) for four (4) modular classroom buildings and one (1) modular building at Montgomery College. The modular buildings will be manufactured and constructed by Williams Scotsman Corporation, for a total of $348,879. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P.”

15. Consideration of Approval to Purchase a New West Entrance Site Sign for Montgomery College (ACTION ITEM 14): the Board approved the purchase of the west entrance site sign for Montgomery College from Accompany Services, in the amount of $34,352. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q.”

16. Consideration of Ratification to Accept the Offer of Purchase of Right of Way at Willow Chase Center to Harris County Right of Way Division (ACTION ITEM 15): the Board ratified the sale of right of way at Willow Chase Center to Harris County Right of Way Division, Public Infrastructure Department, Harris County, Texas, in the amount of $166,496. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R.”

17. Consideration of Approval of Interlocal Agreement and Resolution with Horizon Resource Group, Inc (ACTION ITEM 16): the Board approved an interlocal agreement and resolution with Horizon Resource Group, Inc., a purchasing cooperative. This item was passed in the Consent Agenda. A copy is attached as Exhibit “S.”
18. Consideration of Approval for Purchases of up to $500,000 for the Fourth Quarter for Technology Related Items for the District (ACTION ITEM 17): the Board approved the purchases of up to $500,000 during the fourth quarter for hardware and software for the district. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T.”

19. Consideration of Approval of Proposed Mandatory Medical Insurance Fee for International Students in Spring 2006 (ACTION ITEM 18): the Board approved the proposed insurance fee for international students submitted for Spring 2006. This item was passed in the Consent Agenda. A copy is attached as Exhibit “U.”

20. Consideration of Appointment of a Representative to the Board of Directors for Tax Incremental Reinvestment Zone (TIRZ) No. 11 and the Greater Greenspoint Redevelopment Authority (ACTION ITEM 19): the Board appointed Dr. David Sam, president of North Harris College, as the North Harris Montgomery Community College District (NHMCCD) representative on the Board of Directors of the Tax Increment Reinvestment Zone, No. 11 and Greater Greenspoint Redevelopment Authority. This item was passed in the Consent Agenda. A copy is attached as Exhibit “V.”

21. Consideration of Approval of Agreement with The Woodlands Religious Community, dba Interfaith of the Woodlands, to Provide Childcare Services at Montgomery College (ACTION ITEM 20): the Board approved the agreement with The Woodlands Religious Community, dba Interfaith of the Woodlands, for the provision of childcare services at Montgomery College in an amount not to exceed $137,000 for operating costs. Startup costs will be paid directly by the college or reimbursed to the provider in an amount not to exceed $20,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “W.”

22. Consideration of Acceptance of Gifts (ACTION ITEM 21): the Board formally accepted and acknowledged the gifts donated to the North Harris Montgomery Community College District in accordance with the donors’ wishes. This item was passed in the Consent Agenda. A copy is attached as Exhibit “X.”

23. Consideration of Approval of Agreement with Langham Creek Family YMCA for the Provision of Childcare Services at Cy-Fair College (ACTION ITEM 22): the Board approved the agreement with Langham Creek Family YMCA, in the amount of $35,271, for the provision of childcare services at Cy-Fair College. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Y.”

X. BUILDING AND GROUNDS REPORT:

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

XI. PERSONNEL REPORTS AND CONSIDERATIONS
1. Consideration of Ratification of Appointments **(ACTION ITEM 23)**: the Board ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “aa.”

2. Consideration of Acceptance of Resignations **(ACTION ITEM 24)**: the Board accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “bb.”

3. Consideration of Approval of Commissioning of Peace Officers **(ACTION ITEM 25)**: the Board approved the commissioning of the following peace officers for the North Harris Montgomery Community College District: North Harris College - Tommie Lee Craig. This item was passed in the Consent Agenda. A copy is attached as Exhibit “cc.”

**XII. SUGGESTED FUTURE AGENDA ITEMS:** none

**XIII. ADJOURNMENT:** there being no further business, Mr. McIver adjourned the meeting at 6:46 p.m.

**ATTEST:**

_________________________________   ______________________________
Board of Trustees, Chair           Board of Trustees, Secretary
MINUTES OF THE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
DISTRICT SERVICES AND TRAINING CENTER
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
July 19, 2005
11:30 a.m.

PRESENT: Mr. David McIver, Chair
Mr. David Vogt, Vice Chair
Ms. Maria Flotte O’Neill, Secretary
Mr. John Fox, Asst. Secretary
Ms. Priscilla Kelly
Dr. Richard Campbell
Ms. Stephanie Marquard

ABSENT: Mr. Randy Bates
Ms. Mary Matteson-Parrish

I. CALL TO ORDER: Mr. McIver called the meeting to order at 11:40 a.m.

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

III. CLOSED SESSION: at 11:41 a.m. Mr. McIver convened the Board in closed session, in accordance with Section 551.001 et. seq. of the Texas Government Code under the following provision(s) of the Act: – Section 551.074 – Personnel Matters.

IV. RECONVENE OPEN MEETING: Mr. McIver reconvened the Special Meeting in open session at 12:15 p.m.

V. FINANCIAL REPORT AND CONSIDERATION
Consideration of Transfer of Ownership of Nationwide Variable Contract to the Chancellor (ACTION ITEM 1): upon a motion by Mr. Vogt to approve the recommendations as presented in Action Item 1 regarding the transfer of ownership of the Nationwide Variable Contract to the chancellor, and a second to the motion by Dr. Campbell, the motion passed unanimously. A copy is attached as Exhibit “B.”

VI. ADJOURNMENT: the meeting was adjourned at 12:25 p.m.

ATTEST:

_________________________________________    ________________________________
Board Chair                                      Board Secretary
MINUTES OF THE
BUDGET WORKSHOP OF
THE BOARD OF TRUSTEES OF THE
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
DISTRICT SERVICES AND TRAINING CENTER BOARDROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
July 19, 2005
12 Noon

PRESENT:  David McIver, Chair
David Vogt, Vice Chair
Maria Flotte O’Neill, Secretary
John Fox, Asst. Secretary
Richard Campbell
Priscilla Kelly
Stephanie Marquard

ABSENT:  Mary Matteson-Parrish
Randy Bates

I. CALL TO ORDER:  Mr. McIver called the budget workshop meeting of the Board of Trustees to order at 12:35 p.m.

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

III. REVIEW OF PROPOSED 2005-06 BUDGET:  Ms. Cindy Gilliam, vice chancellor of business affairs and CFO, presented an overview of revenue projections, proposed expenditures, a proposed tax rate increase of approximately six tenths (6/10th) of one (1) cent and the proposed tuition increase of $4/credit hour to be effective in Spring 2006.  The college presidents and district vice chancellors presented proposed budgets for their respective colleges and departments.  No action was taken.

IV. ADJOURNMENT:  Mr. McIver adjourned the budget workshop at 2:30 p.m.

ATTEST:

________________________________  ___________________________________
Board Chair      Board Secretary
MINUTES OF THE
WORKSHOP MEETING OF THE BOARD OF TRUSTEES
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
DISTRICT SERVICES AND TRAINING CENTER
TRAINING AND DEVELOPMENT CENTER BOARDROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
August 4, 2005
5:00 p.m.

PRESENT: Mr. David McIver, Chair
Mr. David Vogt, Vice Chair
Mr. Randy Bates
Dr. Richard Campbell
Ms. Priscilla Kelly

ABSENT: Mr. John Fox
Ms. Maria Flotte O’Neill, Secretary
Ms. Stephanie Marquard
Ms. Mary Matteson-Parrish

I. CALL TO ORDER: Mr. McIver called the meeting to order at 5:15 p.m.

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

III. CLOSED SESSION: At 5:38 p.m. Mr. McIver convened the Board in closed session, in accordance with Section 551.001 et. seq. of the Texas Government Code under the following provision(s) of the Act: Section 551.074 – Personnel Matters.

IV. CONFER WITH CHANCELLOR/STAFF: Chancellor Pickelman provided certain information regarding operations of the District to include a tax rate information piece, possible dates to consider for the second public hearing on the tax rate and possible dates for the special meeting to adopt the tax rate, a scheduled public hearing and special meeting to adopt the budget on August 25, the process for trustee resignations, dinner on Thursday, September 8 at the annual ACCT convention, a Sam Houston State University proposal and Opening Day on August 22.

V. ADJOURNMENT: the meeting was adjourned at 5:55 p.m.

ATTEST:

________________________________________  ______________________________
David McIver, Board Chair                 Board Secretary
MINUTES OF THE
PUBLIC HEARING
2005-2006 PROPOSED TAX RATE
AND
REGULAR MEETING OF THE BOARD OF TRUSTEES
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
DISTRICT SERVICES AND TRAINING CENTER BOARDROOM
TRAINING AND DEVELOPMENT CENTER BOARDROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
August 4, 2005
6:00 p.m.

PRESENT:  Mr. David McIver, Chair
Mr. David Vogt, Vice Chair
Mr. John Fox, Assistant Secretary
Mr. Randy Bates
Dr. Richard Campbell
Ms. Priscilla Kelly

ABSENT:  Ms. Maria Flotte O’Neill, Secretary
Ms. Stephanie Marquard
Ms. Mary Matteson-Parrish

I. CALL TO ORDER:  Mr. McIver called the Public Hearing of the 2005-2006 Proposed Tax Rate to order at 6:05 p.m. after determining a quorum was present. Mr. Fox had not yet arrived.

II. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE PUBLIC HEARINGS AND SPECIAL MEETING AND THE STATUTORY ADVERTISING REQUIREMENTS:  Chancellor Pickelman confirmed that the Notice for the Public Hearing had been properly posted and the statutory advertising requirements had been met. No action was required. A copy is attached as Exhibit “A.”

III. PRESENTATION OF THE 2005-2006 PROPOSED TAX RATE:  the Chancellor reported the new procedures regarding public hearings and setting of tax rates by political subdivisions in the State of Texas includes two separate public hearings before a meeting may be held to vote on the tax rate increase as well as other advertising requirements. The appraisal districts must provide, in publications, the histories of tax entities taxing such as valuation, tax rate, and levy. The District has been notified that certified values from Harris County Appraisal District will not be available until or on August 30th. Dr. Pickelman noted as a result of the delay, the schedule as announced in the meeting must be changed and the presentation of an accurate proposal of the tax rate will not be presented until the net effective tax rate can be calculated. Cindy Gilliam, vice chancellor for business affairs/CFO presented the 2005-2006 proposed tax rate. Ms. Gilliam reported that the law requires that a budget be adopted and then a tax rate may be set. The proposed budget to be presented and voted on by the Board at the end of August, is approximately $164-$165 million dollars. Due to the decline in State
support for the District, a tax rate and tuition increase is being proposed to support the proposed budget. The present proposed tax rate increase is slightly over $6/10^th$ of a penny, which would result in a tax increase of approximately 50¢ per month on a $100,000 home. A net effective tax rate calculation will be presented after receiving the certified rolls from Harris County Appraisal District which are expected to be delivered by at the end of August. Ms. Gilliam stated that if the present proposed tax rate is adopted, the rate would be 12.07¢, a 7.8% increase over the current tax rate of 11.45¢. The proposed increase in the tax rate would continue to rank the District rate in the bottom 25% of community colleges in the state.

IV. **ANNOUNCEMENTS:** The delay in receiving the certified values results in changes to the date of the second public hearing and the date of the meeting to vote on the tax rate increase. Possible dates for the second public hearing are September 12, 13 or 14, 2005. Possible dates for the adoption of the tax rate increase are September 20, 22, 23 or 26–30, 2005. Announcement of the next public hearing and meeting will be made at the regular board meeting on September 1, 2005. Mr. Fox arrived at 6:12 p.m.

IV. **CITIZENS COMMENTS:** There were no citizens comments.

V. **ADJOURNMENT OF PUBLIC HEARING:** Mr. McIver adjourned the Public Hearing at 6:14 p.m.

Regular Meeting

I. **CALL TO ORDER:** Mr. McIver called the regular meeting of the Board of Trustees to order at 6:14 p.m. after determining a quorum was present.

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

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

IV. **INTRODUCTIONS, SPECIAL GUESTS, RECOGNITIONS:** Chancellor Pickelman introduced Carissa Mire of Houston Chronicle This Week, Larry Franklin of Atser and Susan Bohn of Bracewell Giuliani.

V. **ACKNOWLEDGEMENT OF THE MINUTES OF THE APRIL 7, 2005 WORKSHOP MEETING AND APPROVAL OF THE APRIL 7, 2005 REGULAR MEETING, THE JUNE 2, 2005 WORKSHOP MEETING AND REGULAR MEETING AND THE JULY 19, 2005 SPECIAL MEETING AND BUDGET WORKSHOP:** a quorum was not established for acknowledgement of the minutes of the April 7, 2005 workshop meeting and the approval of the minutes of the April 7, 2005 regular meeting, the June 2, 2005 workshop meeting and regular meeting, the July 19, 2005 special meeting and budget workshop. The minutes will be carried forward to the September 1, 2005 regular board meeting for approval.
VI. **CITIZENS DESIRING TO ADDRESS THE BOARD:** none.

VII. **SPECIAL REPORTS AND ANNOUNCEMENTS:**

1. **Chancellor:** Dr. Pickelman reported on the summer and fall credit registration figures, acknowledging that the summer registration final report shows an increase above summer 2004 of 7.6% in students served and a 5.3% increase in contact hours. A preliminary report for fall 2005 credit registration shows a 17.2% increase in students served and 13.9% increase in contact hours over the same time period in 2004. Dr. Pickelman presented the Board with a recent publication by the American Association of Community Colleges titled *The Entrepreneurial Community College*, in which North Harris Community College District is featured in Chapter 3, *A Community Partner With Entrepreneurial Spirit*. Dr. Pickelman thanked Steve Head, Ray Laughter, Diane Troyer and Judy Stubblefield for assisting in the writing of this chapter. Dr. Pickelman reminded the board members that there will a public hearing and special meeting on Thursday, August 25, 2005 at 5:00 p.m. to present and adopt the proposed 2005-2006 budget. Dr Pickelman invited the Board to Opening Day, August 22, 2005 at M.O. Campbell Education Center beginning at 8:00 a.m. Dr. Mark Milliron will be the keynote speaker.

2. **College Presidents:** Dr. David Sam, president of North Harris College, distributed folders spotlighting the 2005 NHMCCD Retirees Luncheon held Wednesday, August 3 at NHC with 60 former NHMCCD employees attending, including W.W. Thorne, the first president of NHC and a copy of the newsletter for retirees. Dr. Sam highlighted the success of an 18 year old student who was home schooled until coming to NHC, has completed 50 credit hours through dual credit carrying a 3.7 GPA and will be attending Duke University in the fall; and included a report from Metro on the Route 86 FM 1960 ridership showing an average weekly ridership of approximately 3000.

Dr. Linda Stegall, president of Kingwood College, distributed photos spotlighting student, staff and faculty accomplishments and happenings at the campus. The Discovery College had a record enrollment of over 1200 children, a 35% increase from summer 2004. The Kingwood Community Jazz Band, composed of community members of all ages, has been a big success on campus filling the theater with standing room only at their performances. The Kingwood College art car made its debut in Kingwood’s 4th of July parade. The 1991 Ford Tempo was transformed into an eye-catching art car, displaying information about Kingwood College, through the efforts of JoAnn Sazabo, night administrator. The Art Gallery hosted “synergy: an installation by mari omori.” Mari Omori, an associate professor of art, created the entire exhibit from used tea bags.

Dr. Ray Hawkins, president of Tomball College, reported on several of the professional development seminars that were attended by faculty, administrators and support staff this summer. Clifton Fox, professor of geography/history, participated in a Fulbright Hayes study abroad program in China with eleven other college and university participants from the Houston area visiting in the education sector, business sector, and political sector. Professor Fox will use this experience in giving lectures in the fall and spring at the library. Pat Stone, dean of division of English, humanities
and mathematics at Tomball College, attended a seminar sponsored by the Department of Educational Administration of Texas A&M for academic administrators, particularly new academic administrators. This seminar gives an opportunity to new academic administrators to interact with colleagues from community colleges as well as universities both public and private from around the state. Eleven support staff from Tomball College attended the Texas Educational Support Staff Association sponsored seminar in Austin.

Dr. Tom Butler, president of Montgomery College, distributed information regarding Montgomery College’s 10th Anniversary festival and open house, Saturday, September 17th from 10 am. – 4 p.m. for the entire community. Dr. Butler noted that on August 11 at 6:00 p.m. the college will hold a 10th Anniversary event to recognize the donors and friends of the college, with Congressman Kevin Brady as featured speaker. The college will hold an open house for the new Montgomery College Child Care Center on Wednesday, August 24 from 4-6 p.m. The child care center will be operated by Interfaith of the Woodlands for children of Montgomery College students.

Dr. Diane Troyer, president of Cy-Fair College, distributed a flyer spotlighting the professional and support staff association’s M.A.D. Duck program. Dr. Troyer introduced Lisa Cougot, founding president of Cy-Fair PSSA, and Kathy Snow, president-elect, who spearheaded this program. Dr. Troyer reported that this program was created to honor staff for a job well done. Any employee may nominate any other employee they feel is deserving. Nominees receive a balloon at their desk and the note that was written by the person who nominated them. Winners receive a $25 gift card, a duck frame, a certificate, and “Dafney the duck” for the entire month. Dr. Troyer stated this program has been a great moral booster for everyone in the college.

3. Vice Chancellors: no reports.

4. Other

Summary Report of Awards of Funding Proposals: Mr. Ray Laughter, vice chancellor of external affairs, presented the report which included a listing of the funding proposals that have been awarded during the third quarter (March, April and May 2005). A copy is attached as Exhibit “C.”

VIII. CONSIDERATION OF CONSENT AGENDA: Mr. McIver proceeded with the Consent Agenda and recommended separate action for Action Item 15 and Action Item 16. Ms. Kelly made a motion to approve Action Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, and 34. Mr. Bates seconded the motion and the Board unanimously passed the Consent Agenda. A copy of the Consent Agenda is attached as Exhibit “D.”

IX. POLICY REPORT AND CONSIDERATION

Consideration of Approval for Board of Trustees Travel (ACTION ITEM 1): the Board authorized Randy Bates, Richard Campbell, John Fox, Priscilla Kelly, Stephanie Marquard, Mary Matteson-Parrish, David McIver, Maria Flotte O’Neill,
and David Vogt to attend the Association of Community College Trustees Community College Leadership Congress in Seattle, Washington, on September 7-10, 2005. This item was passed in the Consent Agenda. A copy is attached as Exhibit “E.”

X. CURRICULUM REPORT AND CONSIDERATION

Consideration of Approval of the Core Curriculum for the Associate of Arts and the Associate of Science Degree for 2005-2006 (ACTION ITEM 2): the Board approved the revised Associate of Arts and Associate of Science Core Curriculum for the 2005-2006 academic year. This item was passed in the Consent Agenda. A copy is attached as Exhibit “F.”

XI. FINANCIAL REPORTS AND CONSIDERATIONS

1. Monthly Financial Statements: Ms. Cindy Gilliam, vice chancellor, business affairs and CFO, presented the monthly financial statements. A copy is attached as Exhibit “G.”

2. Quarterly Investment Report: Ms. Cindy Gilliam, vice chancellor, business affairs and CFO, presented the quarterly investment report. A copy is attached as Exhibit “H.”

3. Consideration of Approval of Contract with TeleCheck Services Incorporated to Provide Electronic Check Acceptance (ECA) Services for the District (ACTION ITEM 3): the Board approved the contract with TeleCheck to provide ECA services to all District locations. A copy is attached as Exhibit “I.”

4. Consideration of Approval of Depository Pledge Agreement between the District, JP Morgan Chase Bank and Frost National Bank (ACTION ITEM 4): the Board approved the contract to provide safekeeping services for securities pledged by JP Morgan Chase Bank to secure deposits not covered by FDIC Insurance. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J.”

5. Consideration of Approval of Safekeeping Agreement with Frost National Bank (ACTION ITEM 5): the Board approved the contract to provide safekeeping services for District owned securities. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K.”

7. Consideration of Approval of Bid for Dairy Products for Fiscal Year 2005-2006 for the District Food Service Operations (ACTION ITEM 7): the Board awarded a contract for dairy products for fiscal year 2005-2006 to Schepp’s Dairy, 1215 Silber Road, Houston, Texas 77055, the low bidder, for $41,832. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M.”

8. Consideration of Approval of Bid for Science Supplies for Fiscal Year 2005-2006 for the District (ACTION ITEM 8): the Board awarded contracts for science supplies for fiscal year 2005-2006 to Carolina Biological Supply, Connecticut Valley, Delta Biological, Edvotek, Flinn Scientific, Fisher Scientific, Frey Scientific, Nasco, Sargent-Welch, Thomas Scientific, and Ward’s Natural Science for a total award of approximately $500,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N.”

9. Consideration of Approval to Amend the Advertising Services Contract to Extend Contract Terms (ACTION ITEM 9): the Board approved the amendment of the Advertising Services Contract with Edge Creative Strategies, LLC, 5300 Memorial Drive, Suite 970, Houston, TX 77007, to extend the contract terms in an annual amount not to exceed $190,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O.”

10. Consideration of Ratification of Agreements for Previous Technology Consulting Services and Approve Agreement for Continued Consulting Services for the District (ACTION ITEM 10): the Board ratified the purchase of consulting services from Eagle Consulting Inc., 158 Perry Road, Shawnee, OK 74801 in the amount of $42,000, and approved the continuation of services for a cost of $20,000 monthly, for up to ten (10) months, for a total cost of $242,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P.”

11. Consideration of Approval of Renewal of the Agreement for Network Monitoring Software and Licenses for the District Wide Area Network (ACTION ITEM 11): the Board approved a renewal of the agreement for Unicenter Network and Systems Management Software (NSM) from Computer Associates (CA) located at Three Memorial City Plaza, 840 Gessner, Suite 600, Houston, Texas 77024, in an aggregate amount not to exceed $44,844. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q.”

12. Consideration of Approval of the Purchase of Antivirus Licenses for the District (ACTION ITEM 12): the Board approved the three-year agreement for eTrust Antivirus v.7.1 competitive upgrade licenses from SHI Government Solutions, in the amount of $30,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R.”

13. Consideration of Approval to Purchase Computerized Assessment Tests for the District (ACTION ITEM 13): the Board approved the purchase of computerized assessment tests from America College Testing (ACT), Executive Plaza I, Suite 200, 11350 McCormick Plaza, Hunt Valley, Maryland 21031-1011, for an estimated
14. Consideration of Approval of the Replacement of a Back Flow Prevention Valve at District Services and Training Center (ACTION ITEM 14): the Board approved the replacement of a back flow prevention valve to the lowest bidder, M. Marlon Irvy & Associates, 19333 Haude Road, Spring, TX 77388 in the amount of $32,200. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T.”

15. Consideration of Approval of Change Order No. 1 to Gilbane’s Guaranteed Maximum Price (GMP) Contract for the Renovation in the Winship Building at North Harris College (ACTION ITEM 15): the Board considered Action Items 15 and 16 together. Upon a motion by Mr. Bates to approve the proposed Change Order No. 1 to reduce Gilbane’s GMP contract for the Renovation in the Winship Building at North Harris College by $80,455 and a second to the motion by Mr. Fox, the motion passed unanimously. A copy is attached as Exhibit “U.”

16. Consideration of Approval of Change Order No. 1 to Gilbane’s Guaranteed Maximum Price (GMP) Contract for the Renovation in the Student Center Building at North Harris College (ACTION ITEM 16): the Board considered Action Items 15 and 16 together. Upon a motion by Mr. Bates to approve the proposed Change Order No. 1 to reduce Gilbane’s GMP contract for the Renovation in the Student Center Building at North Harris College by $46,630 and a second to the motion by Mr. Fox, the motion passed unanimously. A copy is attached as Exhibit “V.”

17. Consideration of Approval to Renew the Contract for Outdoor Advertising for North Harris College (ACTION ITEM 17): the Board renewed the twelve (12) month agreement for outdoor advertising for North Harris College to Clear Channel Outdoor, 1313 West Loop North, Houston, Texas, 77055, for $74,692. This item was passed in the Consent Agenda. A copy is attached as Exhibit “W.”

18. Consideration of Approval of Amendment to the Food Service Agreement Between the District and Presto Foods, LLC (DBA: Fazoli’s Restaurant), for Cafeteria and Catering Food Service for Montgomery College (ACTION ITEM 18): the Board approved the amendment to the agreement with Presto Foods, LLC of 1819 Woemer Road; Houston, Texas 77090 to provide cafeteria and catering food service to Montgomery College. This item was passed in the Consent Agenda. A copy is attached as Exhibit “X.”

19. Consideration of Approval to Purchase Contractor Services to Install a Waterline for the Child Watch Center at Montgomery College (ACTION ITEM 19): the Board approved the installation of a waterline for the Child Watch Center at Montgomery College from Berger Construction, 7834 Tavern Street, Houston, TX 77040, in an amount not to exceed $31,260. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Y.”
20. Consideration of Approval to Renovate Office Area IE 101 at North Harris College (ACTION ITEM 20): the Board approved the renovation of Office IE101 in the Information Technology (IT) Department at North Harris College, from the lowest bidder, Cannon Enterprise Inc., 230 Riley Fuzzell, Spring, TX 11373 in the amount of $194,270. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Z.”

21. Consideration of Approval of Amendment of Agreement between North Harris Montgomery Community College District (NHMCCD) and The Woodlands Religious Community dba Interfaith of the Woodlands (ACTION ITEM 21): the Board approved amending the agreement between NHMCCD and The Woodlands Religious Community dba Interfaith of the Woodlands for the provision of childcare services at Montgomery College. This item was passed in the Consent Agenda. A copy is attached as Exhibit “aa.”

22. Consideration of Approval of Renewal of Novell Network Operating System License for Kingwood College (ACTION ITEM 22): the Board approved the renewal of the license with Novell, Inc., 1800 South Novell Place, Provo, Utah 84606, in the amount of $34,146. This item was passed in the Consent Agenda. A copy is attached as Exhibit “bb.”

23. Consideration of Approval to Purchase Contractor Services to Install Power and Data Infrastructure for the Exterior Site Signage at Kingwood College (ACTION ITEM 23): the Board approved the installation of power and data for the new exterior site signage at Kingwood College from the lowest qualified bidder, Capp Electric, 4303 Glebe, Houston, TX 77018, in an amount not to exceed $98,660. This item was passed in the Consent Agenda. A copy is attached as Exhibit “cc.”

24. Consideration of Approval of Department of Information Resources (DIR) Purchase to Renew the Maintenance Agreement on an IBM computer located at Cy-Fair College (CFC) (ACTION ITEM 24): the Board approved the DIR purchase of a two year agreement for maintenance on an IBM computer located at CFC from Sirius Computer Solutions, 16285 Park Ten Place, Suite 100, Houston, Texas 77084, for $19,277. This item was passed in the Consent Agenda. A copy is attached as Exhibit “dd.”

25. Consideration of Acceptance of Bid for Veterinary Technology Supplies for Fiscal Year 2005-2006 for Tomball College (ACTION ITEM 25): the Board awarded the purchase of veterinary technology supplies for Tomball College to low bidders, DVM Resources, Webster Veterinary Supply, and W.A Butler Company, for a total award of $39,308. This item was passed in the Consent Agenda. A copy is attached as Exhibit “ee.”

26. Consideration of Acceptance of Gifts (ACTION ITEM 26): the Board formally accepted and acknowledged the gifts donated to the North Harris Montgomery Community College District in accordance with the donors’ wishes. This item was passed in the Consent Agenda. A copy is attached as Exhibit “ff.”
27. Consideration of Approval of the District’s Insurance Renewal for Fiscal Year 2006 (ACTION ITEM 27): The Board approved the insurance renewal and the brokerage service fee for fiscal year 2006. The annual premium is $1,409,398, an increase of $46,796 (3.43%) from the expiring term. This item was passed in the Consent Agenda. A copy is attached as Exhibit “gg.”

28. Consideration of Acceptance of a Software Licensing Donation from Landmark Graphics Corporation and Approval of its Strategic University Alliance Agreement (ACTION ITEM 28): The Board formally accepted and acknowledged the donation from Landmark Graphics of licensing for Openworks and GeoGraphix suite of software products to be used by the North Harris College Geoscience Technology Training Center. In addition, the Board approved Landmark Graphics Corporation Strategic University Alliance agreement. This item was passed in the Consent Agenda. A copy is attached as Exhibit “hh.”

29. Consideration of Approval for the Purchase of the Interior Security Surveillance Equipment for Cy-Fair College (ACTION ITEM 29): The Board approved the purchase of interior security surveillance equipment from Commercial Access, 4301 S Pinemount, Suite 104, Houston, TX 77041 in the amount of $36,443. This item was passed in the Consent Agenda. A copy is attached as Exhibit “ii.”

30. Consideration of Approval of Two-Year Adobe Contractual Licensing Program Education Membership Agreement for the District (ACTION ITEM 30): The Board approved a two–year Adobe Contractual Licensing Program Education Membership Agreement from Adobe Systems Inc., 345 Park Avenue, San Jose, CA 95110-2704, for an estimated amount of $150,000 annually. This item was passed in the Consent Agenda. A copy is attached as Exhibit “jj.”

XII BUILDING AND GROUNDS REPORT:

Construction Projects Update: The Board reviewed the reports as presented. A copy is attached as Exhibit “kk.”

XIII. PERSONNEL REPORTS AND CONSIDERATIONS

1. Consideration of Ratification of Appointments (ACTION ITEM 31): The Board ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “ll.”

2. Consideration of Acceptance of Resignations (ACTION ITEM 32): The Board accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “mm.”

3. Consideration of Approval of Commissioning of Peace Officers (ACTION ITEM 33): The Board approved the commissioning of the following peace officers for the North Harris Montgomery Community College District: North Harris College – Amos
York, Jr. and for Cy-Fair College – Jeffrey Lee Bell. This item was passed in the Consent Agenda. A copy is attached as Exhibit “nn.”

4. **Consideration of the Reappointment of Contractual Employees (Non-Faculty)** (ACTION ITEM 34): the Board ratified the reappointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “oo.”

XIV. **SUGGESTED FUTURE AGENDA ITEMS:** Mr. Vogt requested an update report on the master plan at the September Board Meeting.

XV. **ADJOURNMENT:** there being no further business, Mr. McIver adjourned the meeting at 6:50 p.m.

ATTEST:

_________________________________   ______________________________
Board of Trustees, Chair     Board of Trustees, Secretary
MINUTES OF THE
PUBLIC HEARING
2005-2006 PROPOSED BUDGET
AND
SPECIAL MEETING OF THE BOARD OF TRUSTEES
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
DISTRICT SERVICES AND TRAINING CENTER BOARDROOM
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
August 25, 2005
5:00 p.m.

PRESENT: Mr. David McIver, Chair
Mr. David Vogt, Vice Chair
Ms. Maria Flotte O’Neill, Secretary
Mr. John Fox, Assistant Secretary
Mr. Randy Bates
Dr. Richard Campbell
Ms. Stephanie Marquard

ABSENT: Ms. Priscilla Kelly
Ms. Mary Matteson-Parrish

I. CALL TO ORDER: Mr. McIver called the Public Hearing of the 2005-2006 Proposed Budget to order at 5:05 p.m. after determining a quorum was present.

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

III. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE PUBLIC HEARING: Chancellor Pickelman confirmed that the Notice for the Public Hearing had been properly posted. No action was required. A copy is attached as Exhibit “A.”

IV. PRESENTATION OF THE 2005-2006 PROPOSED BUDGET: the Chancellor presented the proposed 2005-2006 budget. The proposed expenditures include 22 new full-time faculty positions to respond to growth as well as improve the full-time/adjunct faculty ratio. Expansions and enhancements to student services and educational programs are proposed in the form of various initiatives, including student disability services, international education, and student success initiatives. District wide initiatives include a plan to enhance workforce development, to expand internal employee training and leadership programs, and to purchase a research and data management system that complements the current enterprise software. Dramatic increases in fuel costs resulted in an estimated $1,300,000 addition to the utility budgets. A 4% increase, with a minimum of $1,200, is proposed for all full-time employees who were hired on or before February 28, 2005. In addition, a minimum salary of $18,800 for full-time employees is also recommended. An increase of $4 per credit hour, effective Spring 2006, is proposed for the tuition rate. Certified property values have not been received, but the proposed budget includes an estimated 62/100th of a penny.
increase in the tax rate. The first public hearing to set the tax rate was held on August 4th. Due to the delay in receiving certified property values from Harris County the second public hearing to set the tax rate had to be rescheduled and will be held on September 14th. The Board will vote on the tax rate on September 20th.

V. **CITIZENS COMMENTS:** There were no citizen comments.

VI. **ADJOURNMENT OF PUBLIC HEARING:** Mr. McIver adjourned the Public Hearing at 5:16 p.m. Ms. Marquard arrived at 5:15 p.m.

Special Meeting

I. **CALL TO ORDER:** Mr. McIver called the Special Meeting to order at 5:16 p.m. after determining a quorum was present.

II. **CERTIFICATION OF THE POSTING OF THE NOTICE OF THE SPECIAL MEETING:** Chancellor Pickelman confirmed that the Notice for the Special Meeting had been properly posted. No action was required. A copy is attached as Exhibit “B.”

III. **FINANCIAL REPORT AND CONSIDERATION:**

**CONSIDERATION OF ADOPTION OF PROPOSED 2005-06 BUDGETS (ACTION ITEM 1):** upon a motion by Mr. Bates and a second to the motion by Mr. Fox, the Board unanimously adopted the budgets for 2005-06. Mr. Vogt was not present for the vote. A copy is attached as Exhibit “C.”

IV. **CITIZENS COMMENTS:** none

V. **ADJOURNMENT OF PUBLIC HEARING:** Mr. McIver adjourned the Special Meeting at 5:17 p.m.

ATTEST:

_____________________________    ______________________________
Board of Trustees, Chair     Board of Trustees, Secretary
Consideration of Consent Agenda

Board Meeting 9-1-05

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:

<table>
<thead>
<tr>
<th>#</th>
<th>Action Item</th>
<th>Consent Agenda</th>
<th>Chancellor Recommended Separate Action</th>
<th>Board Separate Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Adopt Order Issuing Limited Tax Refunding Bonds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Approve Appointment/HC/MC Tax Assessors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Approve Proposed Changes to Tuition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Approve District Library Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Approve Temporary Employment Service Providers</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>Approve Purchase of Large Format Printing Services</td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>Approve Purchase of Dual Purpose Paper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Approve Licenses/Maint Svcs Agrmt/Student/Fin Sys</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Approve Maint./Tech Support Svcs Agrmt/Computer Hdw</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Approve Purchase Microsoft’s 3.0 Annual Agreement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve Licenses/Maint/Tech Support Agrmt/Imaging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Approve Broadband Internet Services Agreement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Approve Purchase Cosmetology Supplies/NHC/KC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Approve Purchase Instructional Language Lab Sftwr/KC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Approve Purchase Landscape Services/TC/DSTC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Approve Repair Elevators/NHC/TC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Approve Agreement/Mailroom Equipment/NHC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tally of Action Items Continued:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#18 – Authorize Chancellor/Negotiate Contract/Pur Property</td>
<td>Consent Agenda</td>
<td>Chancellor Recommended</td>
<td>Separate Action</td>
<td>Board Action</td>
</tr>
<tr>
<td>#19 – Approve Purchase/Computers/ITV /Server/TUC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#20 – Authorize Chancellor/Negotiate Agrmts/MC Fire Statn</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#21 – Ratify Appointments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#22 – Accept Resignations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#23 – Approve Commissioning of Peace Officers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#24 – Approve Addition of Emergency Item</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#25 – Approve In-State/In-District Tuition /Student Refugees</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Request: Consideration of Adoption of Proposed Amendments to Board Policy BBB: Elections: Filing Information (LEGAL) and Board Policy BBB: Elections: Date of Election (LEGAL) (FIRST READING)

Chancellor’s Recommendation: That the Board of Trustees consider the proposed amendment to Board Policy BBB (Legal): Board Member: Eligibility and Qualification.

Rationale: The proposed changes to the Board Policy regarding filing information for candidates are as follows:

1. The amendment clarifies the requirement for a candidate to file a completed application with the Secretary of the Board.
2. The 79th Texas Legislature passed HB 2956 that allows the Board of Trustees of a district with a population greater than one million and whose board members are elected by position to require that an application filed by a person desiring election to a numbered position on the board be accompanied by a filing fee not to exceed $200 as determined by the board or, instead of the filing fee, a petition signed by a number of registered voters of the district not to exceed 200 as determined by the board. This permissive bill allows the Board to add a minimal eligibility criterion which would not discourage interested and serious citizens from seeking the office of trustee but would require of them some indication of their commitment to pursue the office. Most political offices in Texas require candidates to provide some sort of filing fee or signed petition in order to be placed on the ballot.
3. The legally mandated deadline for submitting an application for a place on the ballot has changed to the 62nd day before the day of the election.

The proposed change to the Board Policy regarding the date of the election is as follows:

1. The Texas Legislature changed the uniform election in May to the second Saturday of the month. It is recommended that the Board amend the policy to comport with the new uniform election date.

Fiscal Impact: None.

Resource: John Pickelman 832-813-6515
ELECTIONS
BBB
(LEGAL)

METHODS OF
ELECTION AT
LARGE POSITIONS

Election of Trustees shall be at large by position, except as otherwise provided. Education Code 130.073 (k), 130.082(f)(j), 130.0821(b)

Either two or three Trustees shall be elected at each election, the number of Trustees depending upon that required to constitute a Board of nine trustees to serve terms of six years. Education Code 130.082(e)(f)(g), 130.073(l), 130.0821(f)

FILING
INFORMATION

A candidate for any position may have his or her name printed on a ballot for election to any position to be filled at each regular election by filing a written statement, signed by the candidate, filing a completed application form accompanied by a $200 filing fee or a petition signed by 200 registered voters of the District, with the Secretary of the Board by the 45th day before the day of the election. An application may not be filed before the 30th day before the date of the filing deadline. The application must state the number of the position for which the candidate is filing or the name of the incumbent member of the Board holding the position sought. The location on the ballot of the names of the candidates for each position shall be chosen by lot by the Board. The candidate shall be eligible to run for only one position in each election. Education Code 130.082(g)

WRITE-IN VOTING

In a general or special election for members of the governing body of a junior college district, a write-in vote may not be counted for a person unless the person has filed a declaration of write-in candidacy with the secretary of the Board in the manner provided for write-in candidates in the general election for state and county officers. A declaration of write-in candidacy must be filed not later that 5 p.m. of the 45th day before each election day. However, if a candidate whose name is to appear on the ballot dies or is declared ineligible after the 48th day before election day, a declaration of write-in candidacy for the office sought by the deceased or ineligible candidate may be filed no later than 5 p.m. of the 42nd day before the election day.

Subchapter B, Chapter 146, Election Code, applies to write-in voting in an election for members of the governing body except to the extent of a conflict with this section.

Education Code 130.0825

ELECTION OF
UNOPPOSED
CANDIDATE

In any county other than a county in which write-in votes may be counted only for names appearing on a list of write-in candidates, the Board may declare each unopposed candidate elected to the office if:

1. Each candidate whose name is to appear on the ballot is unopposed, and

2. No proposition is to appear on the ballot.

Election Code 2.051

REVISED: 01/17/2003
The Board may declare each unopposed candidate elected to the office upon receipt of certification from the authority responsible for having the official ballot prepared. The certification must state that only one candidate’s name is to appear on the ballot for that office and no candidate’s name is to be placed on a list of write-in candidates for that office under applicable law. If the Board makes such a declaration, the election is not held. A copy of the order or ordinance must be posted on election day at each polling place that would have been used in the election. *Election Code 2.052, 2.053*

**LOYALTY OATH**

Before a candidate can have his or her name placed on the ballot, he or she must execute and have notarized the loyalty oath. *Election Code 141.031(k); *The Socialist Workers Party v. Martin*, 345 F. Supp. 1132 (S.D. Tex. 1972), aff’d 483 F. 2d 554 (5th Cir. 1973)*

**NEPOTISM**

A candidate shall not take any affirmative action to influence a District employee or current Trustee regarding the appointment, re-appointment, employment, confirmation, re-employment, change in status, compensation or dismissal of a person related to the candidate within a prohibited degree of relationship under the nepotism law. (See DBE [EXHIBIT]) However, this prohibition does not apply to a candidate's actions taken with respect to a bona fide class or category of employees or prospective employees. *Gov’t Code 573.042*

**DATE OF ELECTION**

The election of Trustees of the District shall be on the first second Saturday in May in even numbered years. *Education Code 130.082(e); Election Code 41.001(a)*

**ELECTION DATES IN CERTAIN DISTRICTS**

A College District with a service area that is primarily the same as that of a city with a population of more than 450,000 in which all members of the city’s governing body are elected at large shall hold a general or special election of officers on the spring uniform election date. *Election Code 41.0053*

**NOTICE**

The board shall call the election not later than the 45th 62nd day before election day. Notice of the election shall be posted in at least three public places in the District and shall also by published at least once, not earlier than the 30th day or later than the tenth day before election day, in a newspaper published within the District's boundaries or in a newspaper of general circulation in the District if none is published within the District's boundaries. *Election Code 3.005, 4.003(a)(1); Education Code 130.082(f)*

The notice shall state the nature and date of the election, the location of each polling place, and the hours the polls will be open. The Board shall retain a copy of the published notice that contains the name of the newspaper and the date of publication and shall preserve that copy for 60 days after the election day. *Election Code 4.004, 4.005, 66.058(a)*

**POLLING PLACES**

Each polling place shall be accessible to and usable by the elderly and physically handicapped. *Election Code 43.034*

**REVISED:** 01/17/2003
The financial statements for the month ended July 31, 2005 are presented for Board review.
## NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

### STATEMENT OF CURRENT OPERATING FUNDS, EXCLUDING THE TECHNOLOGY FUND

#### REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL

#### FOR THE ELEVEN MONTHS ENDED JULY 31, 2005

<table>
<thead>
<tr>
<th></th>
<th>92% OF FISCAL YEAR</th>
<th>% ACTUAL</th>
<th>PRIOR YEAR</th>
<th>% OF 08/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUDGET ACTUAL</td>
<td>TO BUDGET</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
</tr>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$ 44,621,002</td>
<td>$ 40,871,612</td>
<td>91.60%</td>
<td>$ 40,871,626</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>33,180,099</td>
<td>34,002,593</td>
<td>102.48%</td>
<td>31,559,288</td>
</tr>
<tr>
<td>Taxes</td>
<td>60,600,000</td>
<td>59,844,090</td>
<td>98.75%</td>
<td>54,908,205</td>
</tr>
<tr>
<td>Investments</td>
<td>300,000</td>
<td>596,921</td>
<td>198.97%</td>
<td>268,401</td>
</tr>
<tr>
<td>Other</td>
<td>2,250,288</td>
<td>1,899,750</td>
<td>84.42%</td>
<td>660,588</td>
</tr>
<tr>
<td><strong>Total Educational and General Revenues</strong></td>
<td><strong>140,951,389</strong></td>
<td><strong>137,214,966</strong></td>
<td><strong>97.35%</strong></td>
<td><strong>128,268,108</strong></td>
</tr>
<tr>
<td><strong>REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED</strong></td>
<td><strong>300,000</strong></td>
<td><strong>364,901</strong></td>
<td><strong>121.63%</strong></td>
<td><strong>237,314</strong></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>141,251,389</strong></td>
<td><strong>137,579,867</strong></td>
<td><strong>97.40%</strong></td>
<td><strong>128,505,422</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>92% OF FISCAL YEAR</th>
<th>% ACTUAL</th>
<th>PRIOR YEAR</th>
<th>% OF 08/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUDGET ACTUAL</td>
<td>TO BUDGET</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Administration &amp; Student Services</td>
<td>20,410,780</td>
<td># 17,588,023</td>
<td>86.17%</td>
<td>15,967,152</td>
</tr>
<tr>
<td>General Institutional</td>
<td>10,901,179</td>
<td>7,952,127</td>
<td>72.95%</td>
<td>9,095,291</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>9,660,319</td>
<td>8,219,359</td>
<td>85.08%</td>
<td>8,984,935</td>
</tr>
<tr>
<td>Resident Instruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Academic Programs</td>
<td>54,777,215</td>
<td>51,614,098</td>
<td>94.23%</td>
<td>41,184,003</td>
</tr>
<tr>
<td><strong>REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED</strong></td>
<td><strong>300,000</strong></td>
<td><strong>364,901</strong></td>
<td><strong>121.63%</strong></td>
<td><strong>237,314</strong></td>
</tr>
<tr>
<td><strong>Total Educational and General Expenditures</strong></td>
<td><strong>140,884,579</strong></td>
<td><strong>125,707,159</strong></td>
<td><strong>89.23%</strong></td>
<td><strong>112,592,167</strong></td>
</tr>
<tr>
<td><strong>REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED</strong></td>
<td><strong>750,000</strong></td>
<td><strong>419,394</strong></td>
<td><strong>55.92%</strong></td>
<td><strong>496,298</strong></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>141,634,579</strong></td>
<td><strong>126,126,553</strong></td>
<td><strong>89.05%</strong></td>
<td><strong>113,088,465</strong></td>
</tr>
<tr>
<td><strong>OTHER CHANGES - DEBT SERVICE &amp; FUND TRANSFERS</strong></td>
<td><strong>2,692,000</strong></td>
<td><strong>2,058,652</strong></td>
<td><strong>-</strong></td>
<td><strong>2,036,312</strong></td>
</tr>
<tr>
<td><strong>Net Increase (Decrease) in Fund Balances</strong></td>
<td>$(3,075,190)</td>
<td>$9,394,662</td>
<td>$13,380,645</td>
<td></td>
</tr>
</tbody>
</table>
## STATEMENT OF OPERATIONS - TECHNOLOGY FUND

### REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL

**FOR THE ELEVEN MONTHS ENDED JULY 31, 2005**

### REVENUES:

<table>
<thead>
<tr>
<th></th>
<th>92% OF FISCAL YEAR</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR ACTUAL</th>
<th>% OF ACTUAL 08/31/04</th>
<th>% OF ACTUAL 07/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technology fee</strong></td>
<td>$ 4,519,219</td>
<td>$ 4,543,217</td>
<td>100.53%</td>
<td>$ 4,222,356</td>
<td>100.01%</td>
</tr>
<tr>
<td><strong>Investments</strong></td>
<td>38,585</td>
<td>51,190</td>
<td>132.67%</td>
<td>56,398</td>
<td>88.71%</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>45,795</td>
<td>27,643</td>
<td>60.36%</td>
<td>43,214</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total revenues &amp; additions</strong></td>
<td>$4,603,599</td>
<td>$4,622,050</td>
<td>100.40%</td>
<td>$4,321,968</td>
<td>99.84%</td>
</tr>
</tbody>
</table>

### EXPENDITURES:

#### Automated Library System

<table>
<thead>
<tr>
<th></th>
<th>92% OF FISCAL YEAR</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR ACTUAL</th>
<th>% OF ACTUAL 08/31/04</th>
<th>% OF ACTUAL 07/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries and Benefits</strong></td>
<td>52,500</td>
<td>58,514</td>
<td>111.46%</td>
<td>57,686</td>
<td>91.59%</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td>241,449</td>
<td>174,534</td>
<td>72.29%</td>
<td>197,100</td>
<td>99.43%</td>
</tr>
<tr>
<td><strong>Travel and Professional Development</strong></td>
<td>9,608</td>
<td>6,772</td>
<td>70.48%</td>
<td>2,470</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>14,550</td>
<td>10,524</td>
<td>72.33%</td>
<td>14,334</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td>30,300</td>
<td>4,084</td>
<td>13.48%</td>
<td>10</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>1,800</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Dynix Library System</strong></td>
<td>$350,207</td>
<td>$254,428</td>
<td>72.65%</td>
<td>$271,600</td>
<td>95.39%</td>
</tr>
</tbody>
</table>

#### Datatel Services

<table>
<thead>
<tr>
<th></th>
<th>92% OF FISCAL YEAR</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR ACTUAL</th>
<th>% OF ACTUAL 08/31/04</th>
<th>% OF ACTUAL 07/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries and Benefits</strong></td>
<td>165,340</td>
<td>114,732</td>
<td>69.39%</td>
<td>93,090</td>
<td>85.01%</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td>979,650</td>
<td>844,851</td>
<td>86.24%</td>
<td>606,503</td>
<td>96.97%</td>
</tr>
<tr>
<td><strong>Travel and Professional Development</strong></td>
<td>84,950</td>
<td>68,453</td>
<td>80.58%</td>
<td>5,414</td>
<td>93.52%</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>3,000</td>
<td>1,094</td>
<td>36.47%</td>
<td>402</td>
<td>18.34%</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td>19,364</td>
<td>11,682</td>
<td>60.33%</td>
<td>13,456</td>
<td>92.09%</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>346,247</td>
<td>265,440</td>
<td>76.66%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Datatel Services</strong></td>
<td>$1,598,551</td>
<td>$1,306,252</td>
<td>81.71%</td>
<td>$718,865</td>
<td>91.20%</td>
</tr>
</tbody>
</table>

#### E-Mail Services & Telecommunications

<table>
<thead>
<tr>
<th></th>
<th>92% OF FISCAL YEAR</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR ACTUAL</th>
<th>% OF ACTUAL 08/31/04</th>
<th>% OF ACTUAL 07/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Salaries and related benefits</strong></td>
<td>104,301</td>
<td>90,117</td>
<td>86.40%</td>
<td>111,886</td>
<td>93.16%</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td>657,213</td>
<td>548,032</td>
<td>83.39%</td>
<td>355,703</td>
<td>97.71%</td>
</tr>
<tr>
<td><strong>Travel and Professional Development</strong></td>
<td>26,100</td>
<td>18,786</td>
<td>71.98%</td>
<td>600</td>
<td>-</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>20,883</td>
<td>5,173</td>
<td>24.77%</td>
<td>3,705</td>
<td>64.75%</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td>108,653</td>
<td>90,218</td>
<td>83.03%</td>
<td>93,951</td>
<td>92.24%</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>282,501</td>
<td>216,015</td>
<td>76.47%</td>
<td>58,974</td>
<td>76.76%</td>
</tr>
<tr>
<td><strong>Total E-Mail Services &amp; Telecommunications</strong></td>
<td>$1,199,651</td>
<td>$968,341</td>
<td>80.72%</td>
<td>$624,819</td>
<td>92.36%</td>
</tr>
</tbody>
</table>

#### Campus Support

<table>
<thead>
<tr>
<th></th>
<th>92% OF FISCAL YEAR</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR ACTUAL</th>
<th>% OF ACTUAL 08/31/04</th>
<th>% OF ACTUAL 07/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries and Benefits</strong></td>
<td>72,600</td>
<td>22,949</td>
<td>31.61%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td>62,040</td>
<td>60,790</td>
<td>97.99%</td>
<td>16,200</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>295,587</td>
<td>170,616</td>
<td>57.72%</td>
<td>200,464</td>
<td>76.65%</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,538</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>1,024,963</td>
<td>842,021</td>
<td>82.15%</td>
<td>1,223,203</td>
<td>89.73%</td>
</tr>
<tr>
<td><strong>Total Campus Support</strong></td>
<td>$1,455,190</td>
<td>$1,096,376</td>
<td>75.34%</td>
<td>$1,445,405</td>
<td>87.79%</td>
</tr>
</tbody>
</table>

### OTHER CHANGES - DEBT SERVICE & FUND TRANSFERS

<table>
<thead>
<tr>
<th></th>
<th>92% OF FISCAL YEAR</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR ACTUAL</th>
<th>% OF ACTUAL 08/31/04</th>
<th>% OF ACTUAL 07/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net increase (decrease) in fund balance</strong></td>
<td>-</td>
<td>$996,653</td>
<td>$</td>
<td>$115,359</td>
<td>$</td>
</tr>
</tbody>
</table>
# NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

**BALANCE SHEET**

**JULY 31, 2005**

## Operating Funds

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Loan Funds</th>
<th>CIP</th>
<th>Investment in Fixed Assets</th>
<th>Interest and Sinking</th>
<th>Bond Payable</th>
<th>Agency Funds</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash</strong></td>
<td>369,990</td>
<td>187,112</td>
<td>1,237,623</td>
<td>265,247</td>
<td>723,735</td>
<td>-</td>
<td>108</td>
<td>-</td>
<td>423,133</td>
<td>3,206,948</td>
</tr>
<tr>
<td>Accounts receivable (net of allowance for doubtful accounts)</td>
<td>9,945,661</td>
<td>86,535</td>
<td>3,512,766</td>
<td></td>
<td>202,711</td>
<td>280,750</td>
<td>13,825,712</td>
<td>6,182,538</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes receivable (net of allowance for doubtful accounts of $1,016,655 and $898,333 in the Current Unrestricted and Plant Retirement of Indebtedness Funds, respectively)</td>
<td>4,161,416</td>
<td></td>
<td></td>
<td></td>
<td>2,021,122</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due from grants agency</td>
<td>7,747,833</td>
<td>818,181</td>
<td>848,473</td>
<td>221,025</td>
<td>98,844</td>
<td>859,266</td>
<td>10,593,622</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due from other funds</td>
<td>39,033,238</td>
<td>6,847</td>
<td>13,300</td>
<td>3,650</td>
<td>51,267</td>
<td>3,808,853</td>
<td>382,083,633</td>
<td>293,981,366</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>61,667,703</td>
<td>1,146,745</td>
<td>5,605,709</td>
<td>486,272</td>
<td>737,035</td>
<td>388,121,606</td>
<td>11,605,643</td>
<td>-</td>
<td>470,937,171</td>
<td></td>
</tr>
</tbody>
</table>

## LIABILITIES AND FUND BALANCES

<table>
<thead>
<tr>
<th>LIABILITIES:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>1,288,982</td>
<td>27,378</td>
<td>25,616</td>
<td>641</td>
<td>176,283</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,518,000</td>
</tr>
<tr>
<td>Accrued salaries</td>
<td>2,562,216</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,562,216</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due to other funds</td>
<td>6,109,021</td>
<td>288,667</td>
<td>3,756,228</td>
<td>26,649</td>
<td>403,047</td>
<td>10,593,622</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>14,519,299</td>
<td>611,158</td>
<td></td>
<td>2,021,122</td>
<td>6,335</td>
<td>17,158,214</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued compensable absences payable</td>
<td>3,401,990</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Interest Payable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond payable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>252,321,248</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assets held in custody for others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,212,707</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>27,881,508</td>
<td>316,045</td>
<td>5,605,709</td>
<td>641</td>
<td>202,032</td>
<td>7,434,321</td>
<td>252,321,248</td>
<td>1,566,458</td>
<td>295,328,862</td>
</tr>
</tbody>
</table>

## Fund Balances:

| Unrestricted                        | 33,786,195  | 830,700   | 830,700    |            |     |                     |                     |             |             |
| Loans                               | 485,631     |           |           |             |     |                     | 485,631            |             |             |
| Restricted                          |             |           |           |             |     |                     |                     |             |             |
| Restricted for construction         |             |           |           |             |     |                     | 534,103            |             |             |
| Investment in fixed assets          |             |           |           |             |     |                     | 388,121,606        |             |             |
| Debt service                        |             |           |           |             |     |                     | 4,171,322          |             |             |
| To be provided for debt service     |             |           |           |             |     |                     | 388,121,606        |             |             |
| **TOTAL FUND BALANCES**             | 33,786,195  | 830,700   | 830,700    | 485,631    | 534,103 | 4,171,322          | (252,321,248)      | (252,321,248) |             |
| **TOTAL LIABILITIES AND FUND BALANCES** | 61,667,703 | 1,146,745 | 5,605,709 | 486,272    | 737,035 | 388,121,606 | 11,605,643 | -           | 1,566,458   | 470,937,171 |
# NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
## STATEMENT OF CHANGES IN FUND BALANCE
### FOR THE ELEVEN MONTHS ENDED JULY 31, 2005

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Total</th>
<th>Loan Funds</th>
<th>CIP</th>
<th>Investment in Fixed Assets</th>
<th>Interest and Sinking</th>
<th>Bond Payable</th>
<th>Totals</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND BALANCES, September 1, 2004</strong></td>
<td>$ 23,394,880</td>
<td>$ 1,006,935</td>
<td>-</td>
<td>$ 24,401,815</td>
<td>$ 485,631</td>
<td>$ 9,770,188</td>
<td>$ 388,121,606</td>
<td>$ 631,622</td>
<td>(265,572,220)</td>
<td>$ 157,838,642</td>
<td></td>
</tr>
<tr>
<td><strong>REVENUES AND OTHER ADDITIONS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Funds revenue</td>
<td>81,344,815</td>
<td>3,980,154</td>
<td>-</td>
<td>85,324,969</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>85,324,969</td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td>59,844,090</td>
<td>59,844,090</td>
<td></td>
<td>26,083,590</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>85,927,680</td>
<td></td>
</tr>
<tr>
<td>State grants and contracts</td>
<td>834,475</td>
<td>834,475</td>
<td></td>
<td>834,475</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>834,475</td>
<td></td>
</tr>
<tr>
<td>Local gifts, grants and contracts</td>
<td>1,162,861</td>
<td>1,162,861</td>
<td></td>
<td>1,162,861</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,162,861</td>
<td></td>
</tr>
<tr>
<td>Interest income</td>
<td>1,013,012</td>
<td>1,013,012</td>
<td></td>
<td>45,751</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,058,763</td>
<td></td>
</tr>
<tr>
<td>M&amp;O debt transfers and other</td>
<td>209,596</td>
<td>2,058,651</td>
<td>2,268,247</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expended for plant facilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total rebarves and other additions</strong></td>
<td>$ 142,201,917</td>
<td>$ 3,980,154</td>
<td>$ 25,682,121</td>
<td>$ 171,864,192</td>
<td></td>
<td></td>
<td>$ 255,347</td>
<td></td>
<td></td>
<td>$ 28,329,164</td>
<td>$ 200,448,703</td>
</tr>
<tr>
<td><strong>EXPENDITURES AND OTHER DEDUCTIONS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Funds expenditures</td>
<td>129,751,951</td>
<td>4,156,389</td>
<td>$ 25,682,121</td>
<td>$ 159,590,461</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>159,590,461</td>
<td></td>
</tr>
<tr>
<td>Expended for plant facilities</td>
<td></td>
<td></td>
<td>$ 9,491,432</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposal of plant assets</td>
<td></td>
<td></td>
<td></td>
<td>382,143</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>382,143</td>
<td></td>
</tr>
<tr>
<td>Bond Issuance cost</td>
<td></td>
<td></td>
<td></td>
<td>13,215,092</td>
<td>13,250,972</td>
<td>26,466,064</td>
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<tr>
<td>Bond principal payments</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond interest expense</td>
<td></td>
<td></td>
<td></td>
<td>11,135,616</td>
<td>11,135,616</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond agency fees</td>
<td></td>
<td></td>
<td></td>
<td>56,613</td>
<td>56,613</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total expenditures and other deductions</strong></td>
<td>$ 129,751,951</td>
<td>4,156,389</td>
<td>$ 25,682,121</td>
<td>$ 159,590,461</td>
<td></td>
<td></td>
<td>$ 9,491,432</td>
<td></td>
<td></td>
<td>$ 24,780,464</td>
<td>$ 13,250,972</td>
</tr>
<tr>
<td><strong>(NON)MANDATORY TRANSFERS</strong></td>
<td>$ 2,058,651</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 2,058,651</td>
</tr>
<tr>
<td><strong>CHANGES IN FUND BALANCE</strong></td>
<td>$ 10,391,315</td>
<td>(176,235)</td>
<td>-</td>
<td>$ 10,215,080</td>
<td>(9,236,085)</td>
<td></td>
<td>$ 3,539,700</td>
<td>13,230,972</td>
<td></td>
<td>17,769,667</td>
<td></td>
</tr>
<tr>
<td><strong>FUND BALANCE, JULY 31, 2005</strong></td>
<td>$ 33,786,195</td>
<td>$ 830,700</td>
<td>-</td>
<td>$ 34,616,895</td>
<td>$ 485,631</td>
<td>$ 534,103</td>
<td>$ 388,121,606</td>
<td>$ 4,171,322</td>
<td>(252,321,248)</td>
<td>$ 175,608,309</td>
<td></td>
</tr>
</tbody>
</table>
## NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
### SUMMARY OF INVESTMENTS
#### AS OF JULY 31, 2005

<table>
<thead>
<tr>
<th>Book Value</th>
<th>Market Value</th>
<th>Weighted Avg. Days To Maturity</th>
<th>Weighted Avg. Purchase Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING UNRESTRICTED</strong>&lt;br&gt;(Includes Renewal and Replacement Funds)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U. S. Government Agencies</td>
<td>30,717,707</td>
<td>30,225,650</td>
<td>2.92%</td>
</tr>
<tr>
<td>Logic</td>
<td>2,053</td>
<td>2,053</td>
<td>3.26%</td>
</tr>
<tr>
<td>Lone Star</td>
<td>994,918</td>
<td>994,918</td>
<td>3.11%</td>
</tr>
<tr>
<td>TexPool</td>
<td>7,298,560</td>
<td>7,298,560</td>
<td>3.26%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$39,013,238</td>
<td>$38,521,181</td>
<td>334</td>
</tr>
<tr>
<td><strong>OPERATING RESTRICTED</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lone Star</td>
<td>6,847</td>
<td>6,847</td>
<td>3.11%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$6,847</td>
<td>$6,847</td>
<td>1</td>
</tr>
<tr>
<td><strong>CONSTRUCTION IN PROGRESS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lone Star</td>
<td>13,300</td>
<td>13,300</td>
<td>3.11%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$13,300</td>
<td>$13,300</td>
<td>1</td>
</tr>
<tr>
<td><strong>INTEREST &amp; SINKING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U. S. Government Agencies</td>
<td>7,020,581</td>
<td>7,020,873</td>
<td>2.97%</td>
</tr>
<tr>
<td>Logic</td>
<td>1,026</td>
<td>1,026</td>
<td>3.26%</td>
</tr>
<tr>
<td>Lone Star</td>
<td>2,459,852</td>
<td>2,459,852</td>
<td>3.11%</td>
</tr>
<tr>
<td>TexPool</td>
<td>4,110</td>
<td>4,110</td>
<td>3.26%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$9,485,569</td>
<td>$9,485,861</td>
<td>8</td>
</tr>
<tr>
<td><strong>TOTAL INVESTMENTS</strong></td>
<td>$48,518,954</td>
<td>$48,027,189</td>
<td>271</td>
</tr>
</tbody>
</table>

Benchmark: 90 day U. S. Treasury Bill for Current Unrestricted and Restricted Funds 3.04%
Benchmark: 1 year U. S. Global Agency for Construction in Progress and Interest & Sinking Funds 3.72%

Weighted Average pool funds use the daily average yield
## NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
### INVESTMENT ACTIVITY REPORT
### FOR THE MONTH ENDED JULY 31, 2005

<table>
<thead>
<tr>
<th></th>
<th>Avg Unrestricted*</th>
<th>Avg Buy Yield</th>
<th>Avg Operating</th>
<th>Avg Buy Restricted</th>
<th>Avg Construction</th>
<th>Avg Buy In Progress</th>
<th>Avg Interest &amp; Sinking</th>
<th>Avg Buy Sinking</th>
<th>Avg Buy Total</th>
<th>Avg Buy Total Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEGINNING BOOK VALUE</strong></td>
<td>$ 46,300,217</td>
<td>2.94%</td>
<td>$ 6,834</td>
<td>2.89%</td>
<td>$ 13,274</td>
<td>2.89%</td>
<td>$ 9,461,702</td>
<td>2.95%</td>
<td>$ 55,782,027</td>
<td>2.94%</td>
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<tr>
<td><strong>PURCHASES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lone Star</td>
<td></td>
<td>3.11%</td>
<td>13</td>
<td>3.11%</td>
<td>26</td>
<td>3.11%</td>
<td>6,478</td>
<td>3.11%</td>
<td>6,517</td>
<td>3.11%</td>
</tr>
<tr>
<td>Logic</td>
<td>6</td>
<td>3.26%</td>
<td></td>
<td></td>
<td>2</td>
<td>3.26%</td>
<td></td>
<td>8</td>
<td>3.26%</td>
<td></td>
</tr>
<tr>
<td>TexPool</td>
<td>2,042,078</td>
<td>3.26%</td>
<td></td>
<td></td>
<td>11</td>
<td>3.26%</td>
<td></td>
<td>2,042,089</td>
<td>3.26%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PURCHASES</strong></td>
<td>$ 2,042,084</td>
<td>3.26%</td>
<td>$ 13</td>
<td>3.11%</td>
<td>$ 26</td>
<td>3.11%</td>
<td>$ 6,491</td>
<td>3.11%</td>
<td>$ 2,048,614</td>
<td>3.26%</td>
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<tr>
<td><strong>MATURES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>3,000,000</td>
<td>3.13%</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>3.13%</td>
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<tr>
<td>U.S. Government Agencies</td>
<td>6,100,000</td>
<td>2.87%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.87%</td>
</tr>
<tr>
<td>Lone Star</td>
<td>271,502</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.11%</td>
</tr>
<tr>
<td><strong>TOTAL MATURITIES</strong></td>
<td>$ 9,371,502</td>
<td>2.96%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 9,371,502</td>
<td>2.96%</td>
<td></td>
</tr>
<tr>
<td>Premium / (Discount)</td>
<td>42,439</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Unrealized Gains (Losses)</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>ENDING BOOK VALUE</strong></td>
<td>$ 39,013,238</td>
<td>2.99%</td>
<td>$ 6,847</td>
<td>3.11%</td>
<td>$ 13,300</td>
<td>3.11%</td>
<td>$ 9,485,569</td>
<td>3.00%</td>
<td>$ 48,518,954</td>
<td>2.99%</td>
</tr>
<tr>
<td>Beg. Unrealized Gains (Losses)</td>
<td>$ (398,667)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(400,675)</td>
</tr>
<tr>
<td>Unrealized Gains (Losses) Chg.</td>
<td>(93,390)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(91,090)</td>
</tr>
<tr>
<td><strong>ENDING MARKET VALUE</strong></td>
<td>$ 38,521,181</td>
<td>2.99%</td>
<td>$ 6,847</td>
<td>3.11%</td>
<td>$ 13,300</td>
<td>3.11%</td>
<td>$ 9,485,861</td>
<td>3.00%</td>
<td>$ 48,027,189</td>
<td>2.99%</td>
</tr>
</tbody>
</table>

*Includes Renewal & Replacement Fund
Request: Consideration of Approval to Adopt an Order Authorizing the Issuance of North Harris Montgomery Community College District Limited Tax Refunding Bonds, Series 2005A

Chancellor’s Recommendation: That the Board of Trustees approve an order authorizing the issuance of Series 2005A Limited Tax Refunding Bonds within the parameters outlined below.

Rationale: Current economic conditions continue to have a favorable influence on the bond market. The District’s financial advisors, RBC Dain Rauscher (“Advisors”), have recommended that the District prepare for an additional advance refunding as an opportunity to generate additional savings on bond interest costs may be possible within the next 90 days.

The Advisors are recommending that the District authorize the issuance of bonds within certain parameters. If an opportunity to effect an advance refunding of callable bonds arises, the District will be prepared to execute the transaction which will save taxpayers money by lowering future debt service requirements.

The District is recommending the authorization to issue Limited Tax Refunding Bonds if the advance refunding can be accomplished within the following parameters:

- Limited Tax Refunding Bonds are to be issued on or before 90 days from the authorization date
- Net present value savings equal to or greater than 3.0%
- Par Value of the Refunded Bonds are less than $50,000,000

Fiscal Impact: If the authorization is executed, the issuance of Limited Tax Refunding Bonds will provide a savings to District taxpayers by lowering future debt service payments funded by ad valorem property taxes.

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

Chancellor’s Recommendation: That the Board of Trustees renew the appointment 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 2005.

Rationale: The Texas Property Code permits the Board to appoint the individual serving as the County Tax Assessor-Collector to collect taxes for the District in that county. Both the Harris and Montgomery Offices of Tax Assessor-Collector request that the Board of Trustees annually acknowledge the renewal of this appointment.

Fiscal Impact: No change in financial resources.

Staff Resource: Cindy Gilliam 832-813-6512
Ken Lynn 832-813-6545
Request: Consideration of Approval of the Proposed Changes to Student Tuition

Chancellor’s Recommendation: That the Board of Trustees approve the proposed increase in student tuition rate from $32 per credit hour to $36 per credit hour. In addition, a charge of $60 per credit hour is proposed for applicable courses taken three or more times by the same student.

Rationale: The approved budget for 2005-06 reflects ongoing reduced support from State allocations. The budget also includes increased expenditures due to continued enrollment growth, sharp increases in utility rates, strides toward a more balanced full-time to adjunct faculty ratio, and various student and district-wide initiatives. In addition, courses previously funded by the State will no longer receive funding if the student enrolled in the course has previously enrolled twice for the same course. However, the 79th Legislature passed a bill that allows institutions to recoup some of the lost funding for these courses through differential tuition.

District administration has developed a proposed plan to meet the challenges of reduced State support and increasing budget demands. The proposal calls for an increase of $4 per credit hour for student tuition. The District’s current tuition rates are level with the current State average for community colleges. With the proposed tuition changes, the District’s tuition will remain close to the State average given the increases already enacted or proposed at most of the community colleges statewide according to a recent survey. An additional charge of $60 per credit hour to those students repeating a course three or more times, effective Spring 2006, is also proposed. The proposed increase is based on an analysis of the lost State funding to NHMCCD for these courses which determined that the loss per credit hour averaged $60.

These proposed measures will help mitigate the decrease in State support, will support the District’s efforts to maintain educational services and quality in the face of rising costs and continued enrollment growth, and will cause student tuition and fees revenues to remain fairly consistent as a proportionate share of total revenues. For 2005-06, the proposed tuition and fees revenue is projected to represent 25% of total general fund revenues.
Fiscal Impact: With implementation in Spring 2006, the $4 per credit hour tuition increase is projected to generate approximately $1.7M in new revenue for the 2005-06 budget year. The effect of a full-year of the rate increase would generate approximately $3M. The additional charge for the repeat courses that are no longer eligible for State funding is projected to generate approximately $400K.

Staff Resource:  
Cindy Gilliam  832-813-6512  
John Pickelman  832-813-6515
Financial Report and Consideration No. 5 (ACTION ITEM 4) Board Meeting 9-1-05

Request: Consideration of Approval of the District Library Collection Expenditures for 2005-06

Chancellor’s Recommendation: That the Board of Trustees approve expenditures not to exceed $650,000 for the collection of books and non-print items for the five District libraries.

Rationale: The District has traditionally used the Texas State Book contract to purchase books and nonprint items for the college library collections. When materials are not available through Texas State Book contract vendors, the library directors order materials from reputable vendors, some of whom offer discounts.

The nature of the industry makes it difficult to forecast where each book or audio-visual item will be purchased. Publishers constantly change outlets which distribute their products. In order to ensure Board Policy is followed, the library directors estimated expenditures based on historical data to submit to the Board for approval.

Board Policy requires approval of expenditures over $25,000.

Quotations were obtained from fifteen (15) vendors requesting that a discount off list price of books, DVD/VHS, CDs, and binding be proposed. See Attached Tabulation.

Fiscal Impact: Funds for these library materials are included in the approved 2005-06 Operating budget for the respective college libraries.

Staff Resource: Ron Stauss 832-813-6520
Yvonne Mobley 832-813-6538
## Book and Audiovisual Vendors

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item &amp; Discount Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amazon.com</td>
<td>No set discount. Special prices are offered from time to time if order meets a minimum amount.</td>
</tr>
<tr>
<td>Ambassador</td>
<td>No set discount. Special prices are offered from time to time if order meets a minimum amount.</td>
</tr>
</tbody>
</table>
| Baker & Taylor             | Trade pubs discount = List less 39%  
Non-Trade pubs discount = List less 20%  
Shipping/Delivery charges, NONE.  
TEXAS STATE BOOK CONTRACT |
| Baker & Taylor Entertainment | VHS discount = List less 30.5%  
Audio Cassette discount = List less 34%  
Compact Disks – Music/Audio discount = List less 24%  
Shipping/Delivery charges, NONE.  
TEXAS STATE BOOK CONTRACT |
| Films for the Humanities   | 10% discount if ordered directly  
S&H Free |
| Gale                       | No set discount. Special prices are offered from time to time if order meets a minimum amount. |
| Information Today          | No set discount. Special prices are offered from time to time if order meets a minimum amount. |
| Insight Media              | No Discount.  
S&H add 5% to your order. Min. chg. is $5.00.  
S&H free when you send a check with your order. |
| Lexis Nexis                | No set discount. Special prices are offered from time to time if order meets a minimum amount. |
| Library Video Company      | No Discount.  
S&H charge up to $100 is $6. Over $100, but less than $1,500, will be charged 6% of the total order.  
All orders over $1,500 will be charged 4% of the total order for shipping and handling. |
| Majors Scientific Books    | Discount is 18% for long and short discounted books  
Handling charge for “Net” publications: NONE  
Charge for electronic ordering software: NONE  
TEXAS STATE BOOK CONTRACT |
| Midwest                    | No set discount. |
| PBS                        | No set discount. Special prices are offered from time to time if order meets a minimum amount. |
| Teacher’s Video Company    | No Discount.  
S&H 12% of the total value of the videos ordered (including any free videos).  
Single video orders will have a min. S&H charge of $7. |
| West                       | No Discount. |
Request: Consideration of Approval of Temporary Employment Service Providers for the District

Chancellor’s Recommendation: That the Board of Trustees approve the list of qualified temporary employment service providers for the District.

Rationale: The District requires the use of temporary employment services to enable departments sufficient staffing to continue normal operations during employee vacations or illnesses and to allow departments to meet deadlines and complete projects quickly and effectively during peak periods.

The term will be for one year beginning September 1, 2005 through August 31, 2006, and includes an option to renew annually upon mutual consent of NHMCCD and each individual provider.

Request for Qualifications (RFQ) were sent to twenty-three (23) employment agencies and eighteen (18) responses were received. Expero Integrated submitted a proposal which was incomplete and, therefore, did not meet specifications. The list of qualified providers was developed based on each provider meeting specifications set by the District. See attached list of qualified temporary employment providers.

Using the RFQ process to identify temporary employment providers meets the State of Texas and the Board of Trustees requirements and enables the District to fulfill temporary employment needs.

Fiscal Impact: Funds for temporary employment services are available from the 2005-2006 operating budgets for the District.

Staff Resource: Jean Grove 832-813-6698
Glenn Powell 832-813-6726
Yvonne Mobley 832-813-6538
# Request for Qualifications
## Temporary Employment Service Providers

### QUALIFIED TEMPORARY EMPLOYMENT SERVICE PROVIDERS

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>City/State/Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Principals</td>
<td>Two Northpoint Drive, Suite 150</td>
<td>Houston, TX 77024</td>
</tr>
<tr>
<td>Adecco USA, Inc.</td>
<td>82 FM 1960 West</td>
<td>Houston, TX 77090</td>
</tr>
<tr>
<td>A&amp;M Temporary Services, Inc.</td>
<td>14011 Park Drive, Suite 113</td>
<td>Tomball, TX 77375</td>
</tr>
<tr>
<td>AppleOne Employment Services, Inc</td>
<td>990 Knox Street</td>
<td>Torrance, CA 90501</td>
</tr>
<tr>
<td>Cypress Creek Personnel Services</td>
<td>13131 Champions Drive, Suite 202</td>
<td>Houston, TX 77024</td>
</tr>
<tr>
<td>Faremouth &amp; Company</td>
<td>10565 Katy Fwy, Suite 215</td>
<td>Houston, TX 77024</td>
</tr>
<tr>
<td>Kelly Services</td>
<td>100 Glenborough, Suite 200</td>
<td>Houston, TX 77067</td>
</tr>
<tr>
<td>Kingwood Personnel</td>
<td>600 Rockmead Suite 101</td>
<td>Kingwood, TX 77339</td>
</tr>
<tr>
<td>Link Staffing Services</td>
<td>29801 N 1-45 Suite 102</td>
<td>Woodlands, TX 77381</td>
</tr>
<tr>
<td>Meador Staffing Service</td>
<td>444 Sawdust Road</td>
<td>Woodlands, TX 77380</td>
</tr>
<tr>
<td>Reliable Staffing Corp.</td>
<td>7224 Blanco Road</td>
<td>San Antonio, TX 78216</td>
</tr>
<tr>
<td>Robert Half International</td>
<td>10001 Woodloch Forest Drive</td>
<td>Woodlands, TX 77381</td>
</tr>
<tr>
<td>Shupe Staffing Solutions, Inc</td>
<td>333 N. Sam Houston, Pkwy #110</td>
<td>Houston, TX 77090</td>
</tr>
<tr>
<td>Spherion Staffing</td>
<td>12941 North Freeway, Suite 100</td>
<td>Houston, TX 77060</td>
</tr>
<tr>
<td>Staff Force, Inc</td>
<td>1422A N. Loop 336 West</td>
<td>Conroe, TX 77060</td>
</tr>
<tr>
<td>Star Staffers</td>
<td>319 Sawdust Road</td>
<td>Woodlands, TX 77380</td>
</tr>
<tr>
<td>Vedior North America dba</td>
<td>1300 Post Oak Blvd, Ste 1800</td>
<td>Houston, TX 77056</td>
</tr>
<tr>
<td>Account Pros, HRI</td>
<td></td>
<td></td>
</tr>
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</table>
Financial Report and Consideration No. 7  (ACTION ITEM 6)  Board Meeting 9-1-05

Request: Consideration of Approval of the Purchase of Large Format Printing Services for the District

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of large format printing services from Ridgway Ltd., 15534 West Hardy Street, Suite 220, Houston, TX 77060, in an amount not to exceed $50,000 annually.

Rationale: Large format printing services are used to communicate specific engineering and architectural details related to construction projects. Once plans are approved for construction projects, bids are solicited using the plans and specifications developed for the projects. It is essential that construction plans are prepared and certified by licensed architects and/or engineers to ensure projects can be properly estimated and completed.

The term shall be for one year beginning September 1, 2005 through August 31, 2006, and includes an option to renew for two (2) additional one (1) year periods upon mutual consent of the District and Ridgway.

Bids were sent to thirteen (13) reprographic service providers and five (5) responses were received. The award was based on the vendor meeting specifications related to pricing, distance and number of printing locations, digital/online printing capabilities, delivery charges, and references. A team evaluated each respondent’s proposal with each committee member assigning individual point ratings. The bid was awarded to respondent with the highest awarded points. See attached Bid Evaluation and Tabulations.

Local Policy CFB allows the District to utilize a combination of criteria to include pricing, vendor references, quality and the extent to which the goods or services meet the District's needs when evaluating and selecting vendors.

Fiscal Impact: Funds for this purchase are included in the approved FY 2005-2006 Operating Fund budget.

Staff Resource: Steve Garner  832-813-6680
                 Yvonne Mobley  832-813-6538
Large Format Printing Services

BID TABULATION

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Ridgway</th>
<th>Thomas Reprographics</th>
<th>A&amp;E</th>
<th>Evergreen</th>
<th>FedEx Kinkos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Bond Copies/ Plots – Full Size</td>
<td>$.08</td>
<td>$.055</td>
<td>$.065</td>
<td>$.15</td>
<td>$.75</td>
</tr>
<tr>
<td>Digital Bond Copies/ Plots – Half Size</td>
<td>$.085</td>
<td>$.11</td>
<td>$.0975</td>
<td>$.15</td>
<td>$.75</td>
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<tr>
<td>Digital Bond Copies/Plots – From .pdf or .plf file</td>
<td>$.08</td>
<td>$.07</td>
<td>$.065</td>
<td>$.15</td>
<td>$.75</td>
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<tr>
<td>Plot file creation fee</td>
<td>$2.50</td>
<td>$3.00</td>
<td>$3.00</td>
<td>$5.00</td>
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<tr>
<td>Delivery Charges</td>
<td>$8.50</td>
<td>$9.50</td>
<td>$7.50 - $25.00</td>
<td>Did not include</td>
<td>Did not include</td>
</tr>
<tr>
<td>Number of branch locations</td>
<td>8</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>24</td>
</tr>
</tbody>
</table>

Evaluating Score

<table>
<thead>
<tr>
<th>Ridgway</th>
<th>Thomas Reprographics</th>
<th>A&amp;E</th>
<th>Evergreen</th>
<th>FedEx Kinkos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluated Score</td>
<td>85.33</td>
<td>79.33</td>
<td>65.15</td>
<td>58.70</td>
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</table>
Financial Report and Consideration No. 8  (ACTION ITEM 7)  Board Meeting 9-1-05

Request: Consideration of Approval of the Purchase of Dual Purpose Paper for the District

Chancellor’s Recommendation: That the Board of Trustees award the purchase of dual purpose paper to Bosworth Papers, Inc., 6300 West by Northwest, Suite 100, Houston, TX 77040, the low bidder, in the amount of $119,417.

Rationale: This award is for the purchase of dual purpose paper for the District. Paper is a standard staple throughout the District and is used in fax machines, scanners, printers, and copiers.

Prices are firm for the first year but are subject to consideration of a one-time adjustment based upon the submittal of written documentation from the manufacturer no less than 45 days prior to the requested increase. The decision to accept the increase will be at the sole discretion of the District. Purchases will be made via the District’s standard process of utilizing purchase orders and blanket purchase orders.

The term is for one year beginning September 1, 2005 through August 31, 2006 and includes an option to renew for two additional one-year terms.

Proposals were sent to five (5) paper suppliers and three (3) responses were received. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are available from the approved 2005-2006 Operating Fund budget.

Staff Resource: Yvonne Mobley 832-813-6538
Steve Megregian 281-618-5443
John O’Malley 281-312-1631
John Fishero 281-357-3747
Jim Taylor 936-273-7225
Bob Williams 281-290-3936
## Dual Purpose Paper

### BID TABULATION

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bosworth Papers, Inc</strong></td>
<td>$119,417</td>
</tr>
<tr>
<td>Corporate Express of Texas, Inc</td>
<td>$130,824</td>
</tr>
<tr>
<td>Xpedx Paper &amp; Graphic</td>
<td>$130,839</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval to Renew the Annual Licenses and Maintenance Services for the Student and Financial Systems for the District

Chancellor’s Recommendation: That the Board of Trustees authorize the District to renew the annual licenses and maintenance services for the student and financial systems with Datatel, Inc., in an amount not to exceed $450,000.

Rationale: The Board approved the use of the Datatel product, Colleague software, for the student and financial systems in 1993. Each year the software remains in use by the District, there is an annual licensing fee and maintenance to cover Datatel’s cost of regular enhancements to keep the system current in features and regulatory requirements.

The term of this agreement is from September 1, 2005 through August 31, 2006. The option to renew will be based upon mutual consent of the District and Datatel.

It is recommended that the Board of Trustees approve the renewal agreement via the State of Texas Department of Information Resources (DIR) cooperative. Local Government Code Section 2251.001 provides the legal authority for local governments to participate in the State of Texas purchasing programs. The District’s participation in the Department of Information Resources (DIR) cooperative was approved by the Board on October 15, 1992.

Fiscal Impact: Funds for this agreement are included in the approved 2005-06 Technology Fund budget.

Staff Resource: Ron Stauss 832-813-6520
Yvonne Mobley 832-813-6538
Request: Consideration of Approval of Renewal of Annual Maintenance and Technical Support Services for Computer Hardware for the District

Chancellor’s Recommendation: That the Board of Trustees approve the renewal of the annual maintenance and technical support services agreement with Hewlett Packard for designated computer hardware and related software in an amount of $30,000.

Rationale: The District must provide computing services to support mission critical applications for employees and students. These applications include the web-based portions of the student and financial accounting systems; email/Internet services; automated library services; distance learning; backup/recovery, and other district-wide applications. Hewlett Packard provides on-site 365-day maintenance, technical support, and repair of equipment within designated response times.

The term of this agreement is from September 1, 2005 through August 31, 2006. The option to renew will be based upon mutual consent of the District and Hewlett Packard.

It is recommended that the Board of Trustees approve the renewal agreement via the State of Texas Department of Information Resources (DIR) cooperative. Local government Code Section 2251.001 provides the legal authority for local governments to participate in the State of Texas purchasing programs. The District’s participation in the Department of Information Resources (DIR) cooperative was approved by the Board on October 15, 1992.

Fiscal Impact: Funds for this agreement are included in the approved 2005-06 Technology Fund budget.

Staff Resource: Ron Stauss 832-813-6520
Yvonne Mobley 832-813-6538
Request: Consideration of Approval to Purchase Microsoft’s 3.0 Annual Agreement for The Microsoft Operating System, Microsoft Office and Publishing Software Licenses, and Microsoft SQL Server Client Access Licenses (CALs) for the District

Chancellor’s Recommendation: That the Board of Trustees authorize the District to enter into a 12-month agreement with Zones, Inc. for purchase of Microsoft’s The Campus 3.0 agreement for annual licenses for Microsoft Operating System, Microsoft Office and Publishing Software, and Microsoft SQL Server Client Access Licenses (CALs) in an amount of $140,519.

Rationale: The Campus 3.0 agreement is Microsoft’s program for annual licensing and volume licensing for higher education customers. The licenses are issued for a 12-month period and include all upgrades and downgrades. Based on the formula for full-time employees (FTE), 2,852 licenses priced at $49.27 each are required for all full-time staff and computer labs.

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

Quotes were received from two (2) DIR vendors and one (1) CISV vendor. See attached quote tabulation.

Fiscal Impact: Funds for this agreement are included in the approved 2005-06 Technology Fund budget.

Staff Resource:  
Ron Stauss 832-813-6520  
Yvonne Mobley 832-813-6538
# MICROSOFT CAMPUS AGREEMENT
FOR THE DISTRICT

## BID TABULATION

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>Price Per User</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zones, Inc.</td>
<td>$49.27</td>
<td>$140,518</td>
</tr>
<tr>
<td>CDW-Gov</td>
<td>$49.30</td>
<td>$140,604</td>
</tr>
<tr>
<td>Software Medium</td>
<td>$51.00</td>
<td>$145,452</td>
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</tbody>
</table>
Request: Consideration of Approval of Renewal of Annual Licenses, Maintenance, and Technical Support Services Agreement for the District’s Imaging System for the District

Chancellor’s Recommendation: That the Board of Trustees approve the renewal of the annual licenses, maintenance, and technical support services agreement for the imaging system with Engraphix Imaging Systems, Inc., 110 Cypress Station Dr., Suite 151, Houston, TX 77090, for $45,000.

Rationale: The District must provide quality computing services to support mission critical applications for employees and students. These applications include imaging and retrieval of permanent student records, accounts payable documentation, and job applicant documents. Engraphix provides on-site and remote access software maintenance, technical support, and repair and maintenance of scanning equipment.

The term of this agreement is from September 1, 2005 through August 31, 2006. The option to renew will be based upon mutual consent of the District and Engraphix Imaging Systems.

It is recommended that the Board of Trustees approve the renewal agreement via the State of Texas Department of Information Resources (DIR) cooperative. Local government Code Section 2251.001 provides the legal authority for local governments to participate in the State of Texas purchasing programs. The District’s participation in the Department of Information Resources (DIR) cooperative was approved by the Board on October 15, 1992.

Fiscal Impact: Funds for this agreement are included in the approved 2005-06 Operating and Technology Funds budgets.

Staff Resource: Ron Stauss 832-813-6520
                 Yvonne Mobley 832-813-6538
Request: Consideration of Approval of the Renewal of Broadband Internet Services for the District

Chancellor’s Recommendation: That the Board of Trustees approve the renewal of Broadband Internet Services from the University of Texas-Office of Telecommunication Services (UT-OTS) Internet2 Consortium for an amount of $53,760 ($4,480 per month).

Rationale: The District utilizes the UT-OTS Internet2 Consortium to purchase additional megabytes per second (MBps) to provide additional speed and redundancy for the District’s Internet connection. Normal business conducted throughout the District and instructional curriculum rely heavily on the Internet to provide access to research databases, special websites, and textbooks. The Internet2 Consortium allows the District access to an alternate resource 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 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.

The District’s interlocal agreement with UT-OTS has been in effect since 1993. The interlocal agreement is renewable for additional one-year terms based upon mutual consent of both parties.

Fiscal Impact: Funds for this purchase are included in the approved 2005-06 Technology Fund budget.

Staff Resource: Ron Stauss 832-813-6520
Yvonne Mobley 832-813-6538
Request: Consideration of Approval to Purchase Cosmetology Supplies for Fiscal Year 2005-2006 for North Harris College and Kingwood College

Chancellor’s Recommendation: That the Board of Trustees award contracts for the purchase of cosmetology supplies for North Harris College and Kingwood College for fiscal year 2005-2006 to the lowest bidder for each line item, Esthetics Connection dba YG Laboratories, Mariana Industries, Inc., Morris Flamingo Stephan, Inc, Sally Beauty Supply, and Texas Correctional Industries, for approximately $27,231.

Rationale: This proposal is for cosmetology supplies that will be used in the cosmetology instructional programs. More than 280 items are included in the bid, including skin care products, hair care products, towels, cotton balls, sponges, and various other cosmetology supplies. The proposal provides for award by line item; the award is therefore proposed to be made to several suppliers.

The awards are for one year beginning September 1, 2005 through August 31, 2006, with an option to renew for one (1) additional year. Purchases will be made via the District’s standard process of utilizing purchase orders and blanket purchase orders.

Proposals were sent to ten (10) cosmetology supply vendors and five (5) responses were received. See attached Bid Summary.

Fiscal Impact: Funds for the purchase of these supplies are included in the approved 2005-2006 operating budgets for North Harris College and Kingwood College.

Staff Resource: Steve Megregian 281-618-5443
John O’Malley 281-312-1631
Yvonne Mobley 832-813-6538
## Cosmetology Supplies for Fiscal Year 2005-2006
for North Harris College and Kingwood College

### BID TABULATION

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esthetics Connection dba YG Laboratories</td>
<td>$1,549</td>
</tr>
<tr>
<td>Marianna Industries, Inc.</td>
<td>$2,461</td>
</tr>
<tr>
<td>Morris Flamingo Stephan, Inc,</td>
<td>$14,596</td>
</tr>
<tr>
<td>Sally’s Beauty Supply</td>
<td>$7,977</td>
</tr>
<tr>
<td>Texas Correctional Industries</td>
<td>$648</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval of the Purchase of Instructional Language Lab Software for the Foreign Language and Speech Program at Kingwood College

Chancellor’s Recommendation: That the Board of Trustees approve the Catalogue Information Systems Vendor (CISV) purchase of instructional language lab software for the foreign language and speech program at Kingwood College from the lowest bidder, Teaching Systems Inc, 4601 Hollow Tree Dr. Arlington, TX 76018, in the amount of $59,605.

Rationale: A new language lab will be established for the Fall semester for the foreign language and speech program at Kingwood College. The proposed software will assist the students in learning speech communications and foreign languages.

The language lab system software will function as a teaching component allowing the instructor to access the online workbook, which currently includes the textbooks used in language classes, and permits the class to work individually, in groups of four, or together as a class.

This system plays both analog and digital videos which allow the instructor to display them individually, in groups, or to the entire class for discussion. Additionally, each textbook comes with an interactive CD-Rom which, when played on this system, provides the instructor with the capability to allow the students to use the CD-Rom in the classroom and interact with the program.

The system will run on existing local area network servers and operating systems and will be supported by existing full-time information technology staff. Computer workstations for the lab are currently in place.

The State of Texas Government Code Chapter 2157, Subchapter B and Board of Trustees Policy CF (Local) allow the District to purchase computers without competitive bidding from vendors which have been approved as Catalog Information System Vendors (CISV) by the State of Texas General Services Commission.

Quotes were solicited from three (3) CISV’s and three (3) responses were received. See attached Bid Tabulation.
Fiscal Impact: Funds for this purchase are included in the approved 2005-2006 Technology Fund budget.

Staff Resource: John O’Malley 281-312-1631
Ron Stauss 832-813-6520
Yvonne Mobley 832-813-6538
## BID TABULATION

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Teaching Systems, Inc.</td>
<td>$59,605</td>
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<tr>
<td>Multimedia Learning Systems</td>
<td>$73,883</td>
</tr>
<tr>
<td>ASC Direct</td>
<td>$85,395</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval of the Purchase of Landscape Services for Tomball College and the District Services & Training Center

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of landscape services for Tomball College and the District Services & Training Center from the lowest bidder, H&H Design Group/Hou-Scape Inc. located at 29303 Post Oak Run, Magnolia, TX 77355, in the amount of $116,062 annually.

Rationale: The landscape maintenance services agreement for Tomball College will provide weekly mowing, edging, and trash removal of all turf areas surrounding the campus. Services will also include the fertilization of the lawn bi-annually, over-seeding of turf during the winter and spring, and inspection of the irrigation system. As an additional service, the contractor will maintain flowerbeds and prune the crepe myrtles. Maintenance of the grounds will provide a commercial flowerbed appearance and a healthy, dense, and actively growing lawn.

The District Services and Training Center services will achieve a well-maintained manicured look. This full service maintenance agreement will include forty-three trips annually that consist of mowing and edging of turf around buildings, removal of weeds and litter, trimming jasmine and shrubs, fertilization, irrigation inspections, and maintaining flowerbeds.

The agreement will be for one year beginning September 1, 2005 through August 31, 2006, with an option to renew for two (2) additional one (1) year periods upon mutual consent of each party.

Bids were sent to thirty-one (31) lawn maintenance service contractors and six (6) responses were received. See attached bid tabulation.

Fiscal Impact: Funds for this purchase are included in the 2005-06 operating budgets for Tomball College and the District Services & Training Center.

Staff Resource: John Fishero 281-357-3747
Steve Garner 832-813-6680
Yvonne Mobley 832-813-6538
# Landscape Maintenance Services for Tomball College and DSTC

## BID TABULATION

<table>
<thead>
<tr>
<th>Company</th>
<th>Award</th>
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<tbody>
<tr>
<td>H&amp;H Design/HouScape</td>
<td>$116,062</td>
</tr>
<tr>
<td>Valleycrest Landscape</td>
<td>$116,595</td>
</tr>
<tr>
<td>Seril Inc./ Houston Grotech</td>
<td>$126,270</td>
</tr>
<tr>
<td>Landscape Professionals of Texas</td>
<td>Incomplete Bid</td>
</tr>
<tr>
<td>Louie’s Landscape &amp; Irrigation</td>
<td>Incomplete Bid</td>
</tr>
<tr>
<td>Texas Services Ltd.</td>
<td>Incomplete Bid</td>
</tr>
</tbody>
</table>
Financial Report and Consideration No. 17 (ACTION ITEM 16) Board Meeting 9-1-05

Request: Consideration of Approval to Repair Elevators at North Harris and Tomball Colleges

Chancellor’s Recommendation: That the Board of Trustees approve the repair of elevators at North Harris and Tomball Colleges to the lowest bidder, Humble Elevator, 140 South Houston, Suite 600, Humble, Texas 77338, in an amount not to exceed $82,835.

Rationale: The projects at North Harris and Tomball Colleges will bring existing elevators up to current local, state, and fire building codes and Americans with Disabilities Act requirements that were established by the State of Texas, effective January 1, 2005. The modifications will be performed on the existing elevator located in the Commons Area of the main building at Tomball College, and in the elevator located in the Academic Building West Wing at North Harris College.

Bids were sent to nine (9) elevator contractors and four (4) responses were received. See attached Bid Tabulation.

Fiscal Impact: Funds for this project are included in the 2005-2006 Repair and Replacement budgets for North Harris and Tomball Colleges.

Staff Resource: Steve Megregian 281-618-5443
John Fishero 281-357-3747
Steve Garner 832-813-6680
Yvonne Mobley 832-813-6538
Elevator Repairs  
at North Harris and Tomball Colleges

BID TABULATION

<table>
<thead>
<tr>
<th>Contractor</th>
<th>BID AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humble Elevator</td>
<td>$82,835</td>
</tr>
<tr>
<td>Mid American/ ERS</td>
<td>$105,820</td>
</tr>
<tr>
<td>ThyssenKrupp</td>
<td>Incomplete Bid</td>
</tr>
<tr>
<td>Amtech</td>
<td>Incomplete Bid (No Bid Bond)</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval of the Rental Agreement for Mailroom Equipment for North Harris College.

Chancellor’s Recommendation: That the Board of Trustees approve the lease agreement for mailroom equipment for North Harris College with Pitney-Bowes, 6610 W. Sam Houston Parkway N., Ste. 350, Houston, TX 77041, for $1160 per month for 60 months for a total of $69,600.

Rationale: It is recommended that the existing equipment be replaced with an upgraded digital Pitney Bowes DM1000 Automatic Digital Mailing System that includes a 30 pound postal scale with differential weighting, arrival software, two tracking assistants, and peripherals.

The term of the lease is 60 months and may be cancelled with 30 days written notice prior to the end of the term. The lease requires a monthly payment of $1160, which includes the equipment rental, full equipment maintenance, arrival software, tracking assistants, label printer, integration project, and wedge scanner. Pitney Bowes will deliver, install, and train all personnel on the new equipment.

The Texas Building and Procurement Commission (TBPC) has established as an alternative purchasing method, the use of multiple award term contracts that have been competitively awarded by the federal government or any other governmental entity of any state. The prices reflected on the TBPC schedule contracts are the most favored customer prices and the maximum price allowable. Following procedures for using term contracts results in a best value purchase.

Board Policy CFB and Title 7, Intergovernmental Relations, Chapter 791, subchapter 791.025 of the Government Code, states that a local government may agree with another local government or with the state or a state agency, including the Texas Buildings and Procurement Commission (formerly GSA), to purchase goods and services. The local government that purchases the goods and services satisfies the requirement of the local government to seek competitive bids for the purchase of goods and services.

The Board of Trustees approved the District’s membership into the TBPC (formerly GSA) Interlocal Agreement at its October 15, 1992 board meeting.
**Fiscal Impact:** Funds for this purchase are included in the approved FY 2005-06 operating budget for North Harris College. Funds for rental payments for subsequent fiscal years will be included in future budget requests.

**Staff Resource:**
- Steve Megregian
- Yvonne K. Mobley

281-618-5443  
832-813-6538
Request: Consideration of Authorization for the Chancellor to Negotiate a Contract for the Purchase of Property Located at 20127 Aldine Westfield Road, Humble, Texas, 77388

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor to negotiate a contract with Mr. Eddie L. Dye, 2114 Avenue R, Huntsville, TX 77340, for the purchase of a .814 acre tract located at 20127 Aldine Westfield Rd., Humble, TX, 77338, for an amount not to exceed the appraised value of $240,000. The contract will be presented to the Board for ratification at a future meeting.

Rationale: The .814 acre tract is located at the corner of Turkey Drive and Aldine Westfield Road. Site improvements are limited to a 2600 square foot one-story brick building with a small number of parking spaces. This building is currently leased by a retail book store.

Acquiring this property is part of the NHC long range strategic plan to improve access to the campus.

Options for the best use of the building are still being evaluated and include the relocation of the campus police department currently housed in a temporary building, or the addition of a satellite site for a campus bookstore.

Fiscal Impact: This purchase is proposed to be funded from operating reserves and surplus bond funds. The use of reserves for the purchase will not reduce the fund balance below 16% FY 2005.

Staff Resource: Steve Garner 832-813-6680
Steve Megregian 281-618-5443
Cindy Gilliam 832-813-6512
Request: Consideration of Approval of Department of Information Resource (DIR) Purchase of Computers, ITV Codecs, and a Server for The University Center

Chancellor’s Recommendation: That the Board of Trustees approve the DIR purchase of thirty (30) computers, three (3) ITV codecs, and one (1) server for The University Center in an amount not to exceed $72,909 from the following vendors:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell</td>
<td>$38,338</td>
</tr>
<tr>
<td>Wire One</td>
<td>$34,571</td>
</tr>
</tbody>
</table>

Rationale: The purchase of the thirty (30) ultra small form factor computers, one (1) server, and three (3) ITV codecs (which are used to transmit data for video teleconferencing), will be used to enhance education in the library, computer labs, and classrooms.

The State of Texas Government Code Chapter 2157, Subchapter B and Local Board Policy CF allow the District to purchase computers and computer related equipment without competitive bidding from vendors which have been approved as Department of Information Resource (DIR) vendors by the Texas Buildings and Procurements Commission, formerly General Services Administration (GSA). The Board, by resolution, approved the District’s participation in this program on October 15, 1992. Board policy requires Board approval of purchases greater than $25,000.

Fiscal Impact: Funds for this purchase are available from the FY 2005-06 operating budget for The University Center.

Staff Resource: Steve Head 832-813-6522
Penny Westerfeld 936-273-7505
Yvonne Mobley 832-813-6538
Department of Information Resources (DIR)

Purchase of

Computer Related Equipment

for The University Center

QUOTE TABULATION

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Quote Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Computer Corporation</td>
<td></td>
</tr>
<tr>
<td>30 Ultra small form factor</td>
<td>$32,473</td>
</tr>
<tr>
<td>1 Power Edge Server</td>
<td>$5,865</td>
</tr>
<tr>
<td>Wire One</td>
<td></td>
</tr>
<tr>
<td>3 ITV Codecs</td>
<td>$34,571</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$72,909</td>
</tr>
</tbody>
</table>
Request: Consideration of Authorization for the Chancellor to Negotiate Two Agreements with the Woodlands Fire Department, Inc. to Permit the Construction and Shared Use of a Fire Station and Related Education Facilities on the Montgomery College Campus

Chancellor's Recommendation: That the Board authorize the Chancellor to negotiate two agreements with the Woodlands Fire Department, Inc. to permit the construction and shared use of a fire station and related education facilities on the Montgomery College campus. The agreements will be presented to the Board for ratification at a future meeting.

Rationale: As part of the creation of educational partnerships to support and enrich Montgomery College, the college has been working with the Woodlands Fire Department, Inc. to design educational programs to provide needed firefighter training and emergency medical services training.

The Woodlands Fire Department, Inc. is willing to partner with the college by (1) constructing the necessary instructional facilities, consisting of a classroom building and burn facility, on land owned by NHMCCD, and (2) providing at its cost identified instructional equipment necessary for the start up of a firefighter training program, in exchange for NHMCCD’s agreement to permit the Woodlands Fire Department, Inc. to construct and operate a fire station on the site. Agreements are consistent with a similar partnership between Cy-Fair College and the Harris County Emergency Services District No. 9.

The Woodlands Fire Department, Inc. will also partner with the Town Center Improvement District to provide funding for the construction of the fire station and the training facilities. Montgomery College, in a separate agreement to be brought before the Board at a subsequent meeting, will agree to have the approximate 6 acres on which the fire station and training facilities are located annexed into the Town Center Improvement District.

The two agreements with the Woodlands Fire Department, Inc. involve the following terms:

1. A ground lease of 1/2 acres of land to the Woodlands Fire Department, Inc. for a period of 20 years. The Woodlands Fire Department, Inc. is to pay an annual rent of $10.00 and is required to construct a fire station on the 1/2 acre site, and to construct educational facilities (a classroom training center and a burn facility)
adjacent to the site (and within the 6 acres to be annexed into the Town Center Improvement District). The location of the land is at the southwest corner of the Montgomery College campus.

2. The college will use the instructional facilities to offer credit and non-credit training programs for firefighters and emergency medical services personnel. The college will control all course design, staff the training facilities, and be responsible for the operations and operational costs of the instructional facilities. The Woodlands Fire Department, Inc. will be required to reimburse the college for any use of the facilities outside of the college’s educational programming.

3. The parties will enter into an annual training agreement to identify the usage of the training facility by both parties as well as the respective operating and utility costs of each party.

4. NHMCCD will be responsible for insuring the training facilities and the Woodlands Fire Department, Inc. will be responsible for insuring the fire station.

5. NHMCCD will allow the Woodlands Fire Department, Inc. to connect to the campus utilities system. There will be separate metering systems for each of the facilities constructed.

**Fiscal Impact:** Operational cost of the instructional program for which Montgomery College will be responsible are included in the Montgomery College 2005-06 operating budget.

**Resource:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Butler</td>
<td>936-273-7222</td>
</tr>
<tr>
<td>Cindy Gilliam</td>
<td>832-813-6512</td>
</tr>
</tbody>
</table>
Report: Construction Projects Update

Gilbane Building Company, the District’s Construction Manager-at-Risk, has provided a summary report of the District’s construction projects. See attached report, which also includes a project construction and design phase schedule.
WILLOW CHASE CENTER

Willow Chase Center – Secondary Building Entrance

The project consisted of the addition of a secondary entrance on the south side of Willow Chase Center as well as the renovation of several classrooms. The new entrance provides a direct route for students to the building from the south parking lot. The project is now complete.

MONTGOMERY COLLEGE

Modular (Lease) Buildings at Montgomery College

Existing student classrooms are at a maximum occupancy. Temporary modular buildings are required to meet the anticipated demand. Construction of the modular buildings commenced on July 29, 2005. The modular buildings will provide eight additional classrooms for English, ESL, Social Sciences, and Health Sciences. An additional modular building will provide availability for instruction lab for speech, music and drama.

The twenty-four month lease of temporary modular buildings is inclusive of delivery, building installation and skirting, site preparation, utility distribution and connection, entry wooden decks, ramps, canopies and return of the modular buildings. The modular buildings were completed and available for instructional classes prior to the commencement of fall classes.
Security Surveillance System
Willow Chase Center’s and Carver Center’s cables, electrical, cameras, and IDF room equipment have been installed with the exception of the Digital Video Recorder (DVR). At Parkway Center the contractor is installing an electrical and cable pull under the driveway for the purpose of feeding the cameras located under the parking garage and on the light poles located on the second level parking area. The Fairbanks Center project was delayed after discovering that spare conduits installed during the original construction, were damaged. The landlord and the original contractor have been contacted to replace these conduits, which are necessary to proceed with the surveillance system project. With the exception of the pole cameras and the underground cables in these two locations, all other electrical, cameras, and IDF room equipment have been installed with the exception of the DVR. This project is progressing on time and is expected to be completed mid-September.

Willow Chase Center - Grant Road Acquisition
The offer of purchase by Harris County was approved in June. The District received payment in the amount of $166,496 from the county, representing $133,996 for the property value and $32,500 for cost of relocation of on-site utilities. Funds were placed in the bond construction budget. Accompany Services has been awarded the contract for relocation of the on-site utilities. The initial process of obtaining the necessary permits from the City of Houston has commenced. The estimated date to begin the project is September 2, 2005. The relocation of utilities (water meter) will be completed within 3 working days. Widening of the west entrance will be phased pending commencement of Grant Rd. widening by Harris County. Communication from Harris County indicates their respective work on Grant Rd. will not commence until November 2005.

District-Wide Programs – Master Planning and Facilities Condition Assessments
The District-Wide Master Planning and Facility Condition Assessment program which has three major components (Master Planning, Facility Condition Assessments and Space Utilization & Demographic Studies) were each initially an independent effort. The project has now progressed to the point where the components have become integrated for the development of the comprehensive master plan for the District. Since the integration of the individual components has occurred, reports on the individual components will be consolidated in future updates.

Master Planning: The third of three College Leadership Group (CLG) meetings was completed in early August. The integrated draft of the master plan for each campus including enrollment projections, space utilization studies, space needs assessment and corresponding site development plans as well as the facility condition assessment reports will be distributed to the CLG teams for review and comment in early September. The consultants formulated strategies and plans for each campus based on the information collected at the CLG meetings, project management team meetings, and other correspondence with the campus teams.
Although the consultants are on track to complete their efforts within the original timeframe, refinement work of the master plan will continue over the next several months.

**Facility Condition Assessments:** The assessment reports of the general condition of the buildings, systems and technology have been reviewed at each campus and the revisions have been entered into the facility management system. The campuses will continue to review the information and provide feedback to the consultants as the assessments are refined to include all required work elements.

**Space Utilization & Demographic Studies:** The collection and analysis of the existing space inventory and the impact on space requirements have been completed. Follow-up meetings with District Staff and representatives from each campus continue to occur periodically as the data analysis progresses. Based on facility space and current enrollment data, the consultants are making projections on future enrollments and space needs to meet the anticipated and calculated demand.

**Energy Efficiency Partnership Program**

In March, all five colleges and the District Services and Training Center entered into agreements with the State Energy Conservation Office (SECO), initiating a program to evaluate our campuses for opportunities to increase the energy efficiency of the facilities. This program, fully funded by SECO, will be carried out in parallel with the Facility Condition Assessment efforts.

Facility inspections at all main campuses were completed in an effort to identify systems and facility systems that can be upgraded, allowing the District to manage and reduce energy consumption. Initial reports were made available in early August. After review by the District, revisions were sent back to the Consultant. A number of proposed Energy Conservation Measures (ECM) were recommended at each campus. Included in the report were projected costs for the proposed improvements along with potential energy savings that would result from the implementation of those improvements. A simple payback for the measures was calculated. Results are preliminary at this stage, so initial results of the effort will be reported in the next update.
Request: Consideration of Ratification of Appointments

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

Rationale: These contractual appointments include ratification of Administrators and Faculty at the District Services and Training Center, North Harris College, Kingwood College, Tomball College, Montgomery College and Cy-Fair College.

Fiscal Impact: Positions and salaries have been budgeted for 2005-2006.

Staff Resource: Steve Head 832-813-6522
Jean Grove 832-813-6698


a. **District Services and Training Center**

**Barney Stults, Executive Director, Compensation & Benefits**

**Effective:** Twelve-month contracted employee at an annual salary of $72,000 beginning September 12, 2005.

**Education:** M.A. & B.S., University of Houston-Clear Lake, Majors: Behavioral Science.

**Experience:** Director of Human Resources, Lee College; Manager, Texas Commission on Alcohol and Drug Abuse.

b. **North Harris College**

**Marshall N. Davies, Instructor, Music**

**Effective:** Temporary 4.5-month contracted employee at a pro-rated per semester salary of $22,291 beginning August 15, 2005.

**Education:** D.M.A. & M.M., Eastman School of Music, Major: Piano Performance and Literature; B.M., Brigham Young University, Major: Piano Performance and Pedagogy.

**Experience:** Adjunct Faculty, North Harris College, NHMCCD; Assistant Professor, Tainan Woman’s College and National Sun Yat Sen University, Taiwan; Music Director, Springfield College; Teaching Assistant, Eastman School of Music Theory Department.

**Juan C. Gutierrez, Associate Professor, Biology**

**Effective:** Ten and one-half month contracted employee at an annual salary of $52,013 beginning August 22, 2005.

**Education:** D.V.M., Universidad Autonoma de Tamaulipas, Major: Veterinary Medicine; B.S., Universidad Autonoma de Nuevo Leon, Major: Biology.

**Experience:** Adjunct Faculty, North Harris College, NHMCCD; Biology Teacher, Eisenhower H.S. Aldine I.S.D.; Instructor, C.E.T.A. No. 74; Center Director, Centro de Capacitacion, Mexican Agriculture Department.

**Gary Liebst, Dean, Visual Applied & Performing Arts**

**Effective:** Twelve-month contracted employee at an annual salary of $73,966 beginning August 15, 2005.
Education: M.M., East Carolina University, Major: Performance; B.M., East Texas State University, Major: Music Education.

Experience: Professor, Adjunct Faculty, Program Coordinator, and Instructor, North Harris College and Kingwood College, NHMCCD; Professor, Wharton County Junior College.

Bruce D. Machart, Associate Professor, English

Effective: Ten and one-half month contracted employee at an annual salary of $47,313 beginning August 22, 2005.

Education: M.F.A., Ohio State University, Major: English; B.A., University of Houston, Major: English Literature.

Experience: Instructor and Adjunct Faculty, North Harris College, NHMCCD; Assistant Professor, Berklee College of Music; Adjunct Faculty, Boston University, Bunker Hill Community College, and Ohio State University.

Vicki S. Stanfield, Dean, Instructional Support

Effective: Twelve-month contracted employee at an annual salary of $80,530 beginning July 16, 2005.

Education: Ed.D., M.Ed. & B.A., Sam Houston State University, Majors: English & Counseling; Postgraduate Clinical Externship, Houston Galveston Institute.

Experience: Instructor, Sam Houston State University; Assistant Dean, Professor, Instructor, and Adjunct Faculty, North Harris College, NHMCCD; Counselor, Mt. Vernon Associates.

c. Kingwood College

Judith Watson, Assistant Professor, Counseling

Effective: Ten and one-half month contracted employee at an annual salary of $51,292 beginning August 22, 2005.

Education: M.A., Marshall University College of Graduate Studies, Major: Counseling; B.S., University of Pittsburgh, Major: Child Development.

Experience: Academic Advisor, University of Pittsburgh; Counselor and Adjunct Instructor, North Harris College, NHMCCD; Psychotherapist, Private Practice and FamilyTime Foundation, Inc.

Diane I. Wilson, Assistant Professor, Dental Hygiene
Effective: Ten and one-half month contracted employee at an annual salary of $43,754 beginning August 22, 2005.

Education: B.S. & R.D.H. Certificate, University of Texas Health Science Center, Major: Dental Hygiene.

Experience: Dental Hygienist, Mary Beth Marbach, DDS, Gayanne Devry, DMD, and Morton L. Krumholz, DDS; Adjunct Faculty, Kingwood College, NHMCCD.

d. Tomball College

Stephen F. Odumosu, Instructor, Pharmacy Technician

Effective: Temporary 4.5-month contracted employee at a pro-rated per semester salary of $17,669 beginning August 22, 2005.

Education: B.S., University of Benin, Nigeria, Major: Pharmacy; Certified Pharmacy Technician.

Experience: Pharmacist, Moni Pharmacy Nigeria Ltd., Nigeria, Rago General Hospital, Nigeria, and Neuro-Psychiatric Hospital, Aro Nigeria; Senior Medical Representative, Glaxo Smith Kline.

e. Montgomery College

Alison Carter, Assistant Professor, Mathematics

Effective: Ten and one-half month contracted employee at an annual salary of $43,499 beginning August 22, 2005.

Education: M.S. & B.S., California State University-Hayward, Majors: Pure Mathematics and Applied Mathematics.

Experience: Instructor, Galveston College and College of Alameda; Lecturer and Teaching Associate, California State University-Hayward.

Michael S. Devoley, Associate Professor, Psychology

Effective: Ten and one-half month contracted employee at an annual salary of $48,260 beginning August 22, 2005.

Education: M.A., Northern Arizona University, Major: Psychology; B.A., Arizona State University, Major: Psychology.

Experience: Instructor, University of Utah, Northern Arizona University, and Coconino Community College; Case Manager, Comcare.
Elizabeth Sze, Assistant Professor, History

Effective: Ten and one-half month contracted employee at an annual salary of $41,808 beginning August 17, 2005.

Education: M.L.A., California State University, Major: History; B.S.B.A., University of Wisconsin, Major: Business Administration.

Experience: Instructor, Mt. San Antonio College, Cypress College, and Glendale College; Teaching Assistant and Graduate Assistant, California State University.

Cy-Fair College

Ryan N. Craig, Associate Professor, Developmental Math

Effective: Ten and one-half month contracted employee at an annual salary of $44,369 beginning August 17, 2005.

Education: M.S., University of Texas-San Antonio, Major: Mathematics; B.S., Mississippi State University, Major: Mathematics.

Experience: Adjunct Faculty, Cy-Fair College, NHMCCD and Northwest Vista College; Adjunct Faculty and Teaching Assistant, University of Texas-San Antonio.

Rebekah R. Muir, Associate Professor, English as a Second Language

Effective: Ten and one-half month contracted employee at an annual salary of $45,255 beginning August 17, 2005.


Experience: Instructor, Westside High School, University of Houston, and University of Maryland.

Clay J. White, Assistant Professor, Biology

Effective: Ten and one-half month contracted employee at an annual salary of $43,499 beginning August 17, 2005.

Education: M.S., Texas State University, Major: Wildlife Ecology; B.S., Angelo State University, Major: Biology.

Experience: Adjunct Faculty, Cy-Fair College, NHMCCD; Avian Biologist, Harris County Mosquito Control; Teaching Assistant, Texas State University.
Request: Consideration of Resignations

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

District Services and Training Center

Christopher T. Smith, Director, Network Administration
Effective July 31, 2005

Tomball College

Karen O. Kuti, Reference Librarian, Associate Professor
Effective August 31, 2005

Montgomery College

Dawn Baxley, Director, Instructional Support Services
Effective August 31, 2005

Cy-Fair College

Samita Ghoshal, Associate Professor, Biology
Effective August 31, 2005

Staff Resource: Steve Head 832-813-6522
Jean Grove 832-813-6698
Request: Consideration of Approval of Commissioning of Peace Officers

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

North Harris College
Ralph Gene Chaison
Rodney Dean Chaison, Sr.

Montgomery College
George Robert Harper

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

Fiscal Impact: None

Staff Resources: Steve Head 832-813-6522
Request: Consideration of Approval of Addition of an Emergency Item to the Posted Agenda Regarding In-State and In-District Tuition Rates for Student Refugees

Chancellor’s Recommendation: That the Board of Trustees approve the addition of an emergency item to the posted agenda regarding in-state and in-district tuition rates for students coming from the areas devastated by hurricane Katrina who wish to enroll in classes at NHMCCD.

Rationale: Texas Government Code Statute 551.045 allows emergency items to be added to an already posted agenda when there is an urgent public necessity due to [1] an imminent threat to public health and safety; or [2] a reasonably unforeseeable situation. The statute requires that the Board approve the addition of the emergency item. Therefore the Board is requested to approve the addition of Action Item #25, Consideration of Approval of In-State and In-District Tuition Rates for Student Refugees from the Areas Affected by Hurricane Katrina due to the unforeseen nature of the situation.

Fiscal Impact: None

Staff Resource: John Pickelman 832-813-6515
Request: Consideration of Approval of In-State and In-District Tuition Rates for Student Refugees from the Areas Affected by Hurricane Katrina

Chancellor’s Recommendation: That the Board of Trustees approve in-state and in-district tuition rates for students coming from the areas devastated by hurricane Katrina who wish to enroll in classes at NHMCCD.

Rationale: While details are still incomplete, reports are that many community colleges and universities in Louisiana, Mississippi, and Alabama are so severely damaged from hurricane Katrina that some might be open in a matter of months, but some may not reopen for a year or more. In the meantime, thousands of students enrolled for the fall semester have been displaced for the foreseeable future.

Efforts are underway at a national and state level to consider constructive ways to assist these displaced students. American Council on Education has been in touch with federal policy makers to ensure that they are aware of the acute needs of colleges and universities in the region, and have identified policy changes that may be needed to help students and institutions cope with this unprecedented disaster. For example, ACE may seek legislative flexibility from Congress on the regulations covering the portability of federal student aid as this would greatly help students who may be forced to transfer or enroll at another institution on a provisional basis.

Many families and students are being evacuated to the Houston area. In an effort to assist student refugees, it is recommended that any student refugee wishing to enroll in classes at NHMCCD be charged the same tuition as an in-state and in-district student. With some exceptions, this decision is not supported by statute at this time. A request is before the Governor to issue an order approving in-state tuition for Katrina refugees, but no decision has been made.

If the Board approves in-state and in-district tuition rates for these student refugees, the penalty may be a report from the State auditor noting that the District failed to charge out-of-state and out-of-district tuition to hurricane refugees. There would be no loss in state funding because current enrollments are not in a base year.

Fiscal Impact: No loss in state funding.

Staff Resource: John Pickelman 832-813-6515