I. Call to Order

II. Certification of the Posting of the Notice of the Special Meeting

III. Acknowledgement of the Minutes of the April 7, 2005 Workshop Meeting and Approval of the Minutes of the April 7, 2005 Regular Meeting and the August 4, 2005 Workshop Meeting

IV. Financial Report and Consideration

   Consideration of Resolution and Ordinance Fixing and Levying Ad Valorem Taxes for the Year 2005 and Directing the Assessment and Collection Thereof (ACTION ITEM 1)

V. Adjournment
Certification of Posting of Notice to the September 20, 2005
Special 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 the Special Meeting was posted on Friday, the 16th day of September, 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 16th day of September, 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:  

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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
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
Request: Consideration of Resolution and Ordinance Fixing and Levying Ad Valorem Taxes for the Year 2005 and Directing the Assessment and Collection Thereof

Chancellor’s Recommendation: That the Board of Trustees set the tax rate for Maintenance and Operations (M&O) and Interest and Sinking (I&S) for the 2005 tax year at the rate of $0.1207/$100 valuation. (M&O = $0.0860; I&S = $0.0347).

Rationale: The chief tax appraisers from Harris and Montgomery Counties have submitted certified tax rolls. An effective tax rate of $0.1128 and a rollback tax rate of $0.1190 have been calculated and have been submitted for publication. The proposed tax rate of $0.1207 represents a 5% increase over the adopted 2004 rate. This rate will generate sufficient tax revenues to support the operations of the District as well as to pay debt obligations for the 2005-06 fiscal year.

Fiscal Impact: A tax rate of $0.1207 per $100 of taxable valuation will result in an estimated $97.2 million, which will support approximately 43% of the District’s Operating Budget and 90% of the District’s Debt Service Requirements for fiscal year 2005-06. The remainder of debt service requirements are funded from investment earnings and pledged operating revenues.

Staff Resource: John Pickelman 832-813-6515
Cindy Gilliam 832-813-6512
RESOLUTION AND ORDINANCE

A RESOLUTION AND ORDINANCE FIXING AND LEVYING COLLEGE DISTRICT AD VALOREM TAXES FOR THE NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT FOR THE YEAR 2005 AND DIRECTING THE ASSESSMENT AND COLLECTION THEREOF:

WHEREAS, the Board of Trustees of the North Harris Montgomery Community College District find that it is necessary to levy a tax for the tax year 2005 for all lawful expenses of the District. In carrying out the duties and responsibilities placed upon said District by law, a tax must be levied to provide the revenue requirements of the budget for the ensuing year; and

WHEREAS, the Board of Trustees of said District further find that all things prerequisite to the passing of this resolution and ordinance including all notices of hearings, consideration of budget, and all other things have been done and performed; and

WHEREAS, the Board of Trustees of said District further find the taxes for the year 2005 hereinafter levied therefore are necessary to pay all lawful expenses of the District and carry out the duties and obligations placed upon said District by law and to provide the required sinking fund on outstanding bonds proposed to be issued for such purposes during the ensuing years; and

WHEREAS, THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE; and

WHEREAS, THIS TAX RATE WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $6.00 ANNUALLY,

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

The tax rate for the 2005 tax year be established at a rate of $0.1207 per hundred dollars valuation at 100% market value. That out of the above-established tax rate $0.0860 cents be used for maintenance and operation; and $0.0347 cents be used for debt service.

ADOPTED, PASSED AND APPROVED this 20th day of September 2005.

David S. McIver, Chair
NHMCCD Board of Trustees

Maria Flotte O’Neill, Secretary
NHMCCD Board of Trustees