**CAB/TCC Leadership Meeting**

**9-3-2020**

Minutes

Welcome and Introductions – Susan Alanis – Chief Operating Officer, Richard Vela – Director of College Readiness and Dual Credit Operations, Margaret Lutton – Executive Director for Institutional and Strategic Development, Catherine Carter - Director of Academic Affairs and CAB Liaison, Elizabeth Clark – Associate Superintendent for Curriculum and Instruction, Katie Bowman – Associate Superintendent of Finance, Julia Hyman – Director of Teaching and Learning BISD, Michael Gerard – Chancellor – The Collegiate Academy of Birdville

Looking ahead 2021-2022 – CAB needs and timeline

Margaret Lutton – Looked at space in same building as GCISD but space would require additional restrooms to meet code; another area in warehouse would require extensive remodeling

Julie Hyman – History – BISD is responsible for facilities, books, and furniture for those courses at BISD freshman and sophomore year; TCC is responsible for facilities, and furniture for junior and senior years at TCC.

Michael Gerard – Clarified needs stated in previous discussions as identified below.

Facilities:

 21-22 School Year

 2 classrooms

 1 office space

 dedicated dining area

 Shared landing area with GCISD?

 22-23 School Year

 2 additional classrooms

 Additional office space

Susan Alanis – Clarified that expectations might have been that there would be no need for classrooms since students would take high school courses at Haltom High; Hyman responded that the plans from the original discussions included classrooms and office space on the TCC NE campus; Susan raised question of whether students would need dedicated dining space or if they could eat in classrooms; Gerard pointed out that dedicated dining space is included in TCC ECHS template.

Gerard – clarified that additional space (2 more classrooms and additional office or partitioned office) would be required in 22-23 school year. Alanis indicated that she had not understood that point and appreciated the clarification.

Katie Bowman raised possibility that TCC could purchase portables from BISD that will be moved from campus of school being replaced; the buildings would be available in June in time to put in place for following year. They would still need bathroom access. Alanis asked if these would be purchased at market price. Bowman indicated that this could be negotiated and an inter-entity sale might be at a lower price and that the buildings were 5 years old.

Alanis thanked everyone for their participation and stated that getting everyone together was productive and knowing everyone helped in moving forward. She felt there was a good understanding of where the parties stood on needs assessment to take that information forward to discuss with TCC administration. Dr. Clark added that the meetings with the Leadership Team should be scheduled regularly.

Dr. Hyman raised issue of need to facilitate early completion of MOU for review and signatures. She asked Richard Vela if the MOU would need to wait and be signed with all other MOUs at a single date. Mr. Vela asked what the timeline should be. Gerard stated that he and Catherine Carter had set a goal of completing the MOU for legal review prior to Christmas break to avoid the situations of the past two years in which BISD received the signed MOU on the last possible day for submission.