

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
June 27, 2017**

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its regular monthly Board of Trustees meeting on June 27, 2017, in the Board Room, Room 139, Collin Higher Education Center, with Chairman J. Robert Collins presiding. Trustees in attendance were Dr. Collins, Dr. Stacey Donald, Mr. Andy Hardin, Mr. Mac Hendricks, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, Mr. Adrian Rodriguez, and Ms. Nancy Wurzman. Other attendees included District President Neil Matkin, Collin College administrators, faculty, staff, community members, and vendor representatives.

CALL TO ORDER

Chairman Collins called the June 27, 2017, meeting of the Board of Trustees of Collin County Community College District to order at 5:30 p.m. The Board met at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chairman Collins recessed the meeting to closed session at 5:30 p.m. in Room 135, Board Conference Room, as authorized by Article 551.001, Texas Government Code, Sections 551.071 Consultations with Attorney; 551.072 Deliberations about Real Property; and 551.074 Personnel Matters.

OPEN SESSION

Chairman Collins reconvened the meeting at 7:21 p.m. in Boardroom 139 and welcomed those in attendance. He called on Shirley Harmon, Executive Assistant to the District President/Secretary to the Board of Trustees, to certify posting of the notice of the meeting.

CERTIFICATION OF THE NOTICE OF THE JUNE 27, 2017, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the June 27, 2017, Collin County Community College District Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

PLEDGES OF ALLEGIANCE

Mr. Orr led the pledge of allegiance to the American flag and Mr. Hendricks led the pledge to the Texas flag.

APPROVAL OF THE MINUTES OF THE MAY 23, 2017, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Rodriguez, second of Mr. Orr, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its May 23, 2017, regular meeting.

PUBLIC COMMENT

No public comment was presented.

PRESENTATIONS

1. Update on Collin College's Veteran Services – Alan Pixley, Director of Financial Aid and Veterans Services

Mr. Pixley said that Collin currently has 1,181 veterans and dependents attending. About 95% of those attending use federal and/or state benefits. Veterans generate about \$1.2 million in tuition and fees each year. State Hazlewood exemptions go to 227 student for a total of \$130,076. Collin offers five veteran-center classes.

Enrollment by campus for veterans include:

Central Park – 20%

Preston Ridge – 32%

Spring Creek – 39%

Online only – 9%

Veteran Education Benefits include:

- Federal
 - Post 9/11 GI Bill
 - Reservist and National Guard
 - Montgomery GI Bill
 - Dependents of Disabled Veterans
 - Department of Defense Vocational Rehabilitation
- State
 - Hazlewood Tuition Exemption

Veteran Resource Centers are currently under development on all three main campuses to help guide veterans to internal and external resources, assist with admissions, financial aid, and veterans benefit applications. The Centers will provide space for studying, training, connecting, and networking.

Collin College has received the following national recognition:

- *Military Times'* Best for Vets Designation
 - Rate 13th in the nation for Community Colleges
 - Three consecutive years
- *Military Advanced Education and Transition's* Top Colleges and Universities Designation
 - Five consecutive years
- *Victory Media's* Military Friendly Schools Designation
 - Two consecutive years

A grant from State Farm for \$25,000 help provide services to Collin College veterans including:

- Veterans Resource Fair
- Veterans Career Fair
- Resources for Veteran Resource Center

Veteran Activities and Events at Collin include:

- Priority registration
- All Services Military Appreciation Ball
- Veterans Resource Fair
- Veterans Career Fair
- Veterans Week Activities
- Student Organization

Collin College is Green Zone Certified as a military friendly area of operation that includes training for staff and faculty, establishment of a college-wide network of staff and faculty who shape a military-friendly campus culture, and assists in helping veterans transition to civilian life.

Mr. Pixley closed his presentation by discussing staff assigned to Veterans Services at Collin College including:

- Three Certifying Officials
- Hazlewood Exemption Advisor
- All Financial Aid and Veterans Services staff trained to assist veteran and dependent students
- Veterans Transition Specialist, a grant position in the Admissions and Records Office
- Full-time temporary staff in the Spring Creek Campus Veteran Resource Center
- Proposal for full-time staff for all three Veterans Resource Center is in the budget

Chairman Collins and Trustee Hardin thanked Mr. Pixley for his presentation. Mr. Hardin also thanked the trustees for the focus on veterans and noted how important this is and very gratifying.

2. Nursing Program Update – Donna Hatch, Dean of Nursing

President Matkin said Ms. Hatch had a family emergency and was unable to attend the meeting. She will present at an August board meeting.

3. AECOM Update for May 2017 – David Dailey, AECOM Program Director

District President Matkin introduced David Dailey, AECOM Program Director David Dailey. He said Mr. Dailey has dedicated the majority of his 22 years of experience to managing design and construction programs of educational facilities. He has been a member of the Dallas County Community College District (DCCCD) and the Dallas ISD program management leadership, progressing in his roles from controls manager at

Dallas ISD, to program director at DCCCD and Dallas ISD. During his time working with these clients, he has been instrumental in the development of its technical design guidelines and procurement policy/scoring criteria, leading teams to the delivery and completion of projects on time and on schedule, achieving the highest ratings by the clients he has served. In addition to his expertise managing all phases of facility development, Mr. Dailey excels at controlling cost and schedule to deliver successful projects. His extensive technical expertise and professional background working on behalf of his clients lends him an unmatched familiarity with the needs of the College. Mr. Dailey said AECOM has been retained to provide program management services to the 2017 Capital Improvement Program for Collin College.

4. AIA Contract Forms – Attorney Bob Roeder

Mr. Dailey said a monthly report would be provided to the Board of Trustees with a summary of the program's scope, activities, and progress. The report provided at this meeting is in an interim format. The final report will also contain executive level summaries of schedule milestone; project budgets, encumbrances, and expenditures; project conceptual rendering and/or construction progress photos.

Currently, AECOM at Collin is working on Phase 1 projects planned to open in 2020:

- Wylie Campus
 - Construction of a new campus on a new site
 - The buildings on the campus will consist of a workforce building, student union/welcome center, and library
- Technical Training Center
 - Construction of a new Technical Training Center on a new site in Allen, Texas

Examples of completed tasks include:

- Established overall Project Budgets based on preliminary cost estimates
- Established an overall Program Schedule
- Developed a preliminary cash flow forecast
- Approved Construction Manager-at-Risk delivery method using the qualifications based selection

Mr. Dailey said the report contained in the board packet is for the prior month and does not include June activities to date. An executive dashboard will be available to offer real-time updates when program information system has been deployed.

Completed tasks include:

- Released RFQ's for Architecture / Engineering Service for the Phase 1 projects
- Released RFQ's for Construction Manager-at-Risk Services for the Phase 1 projects
- Participated in the CMAA's VIP breakfast
- Over 100 attendees
- Conducted the A/E Pre-qualifications meeting on 6/13
- Over 100 attendees

TOP 100 UNIVERSITY CONSTRUCTION FIRMS

Turner Construction Co.
Whiting-Turner Contracting Co., The
Skanska USA
McCarthy Holdings
Balfour Beatty US
Sundt Construction
Beck Group, The
JE Dunn Construction
Linbeck Group
Hill & Wilkinson General Contractors
Austin Industries
Jacobs

TOP 100 UNIVERSITY ARCHITECTURE FIRMS

Gensler
Perkins+Wills
Stantec HDR
SmithGroup JJR Page
KSQ Design
HKS
LPA
Parkhill, Smith & Cooper
HOK
Beck Group, The
Corgan

The process described is qualifications based and a mixture of common criteria for selection of the Architect and Construction Manager

- Step 1 Release of a Request for Qualifications
 - Preparation of an RFQ with sound criteria for selection
 - Posting of required advertisements
 - Generation of Interest
 - Conducting of Pre-Qualifications Meetings

Process in place to select the most qualified firms for execution of the Phase 1 Projects

- Step 2 - Evaluation of Statement of Qualifications from all Offerors
 - Firm's History, Capacity & Stability
 - Project Experience
 - Cost & Schedule Management
 - Financial Information
 - Key Project Staff
 - Safety
 - Collin College Work History

Top Qualified Firms are short-listed and proceed to step 3.

- Step 3 – Further Evaluation of Statement of Qualifications from short-listed Offerors
 - References
 - Key Project Staff References
 - Operations & Maintenance References
 - Claims & Litigation
 - While this evaluation is ongoing the short-listed offerors prepare for step 4

- Step 4 – Interview of short-listed Offerors
 - Project Organizational Chart / Team Members
 - Approach to Project during various phases
 - Experience working with proposed consultants/sub-contractors
 - Working with key project stakeholders in an collaborative team structure
 - Responses to evaluation committee’s questions during Q&A period
 - Construction Manager-at-Risk only - Fees are provided
 - And other criteria listed in the RFQ

- Step 5 – Tabulation of Scores
 - Scores from the Statement of Qualifications, the further evaluation of shortlisted offerors, the interview and the Q&A are tabulated and a successful firm identified for recommendation to the Board of Trustees

- Step 5B – Construction Manager-at-Risk only
 - Fees proposed are reviewed for the top ranked Construction Manager-at-Risk

Approval of CMAR Delivery Method by Board of Trustees	May 23, 2017	May 23, 2017	May 23, 2017	May 23, 2017
Step 1 Complete Notification of Short-Listed Offerors	June 30, 2017	July 11, 2017	July 18, 2017	July 25, 2017
Step 2 Complete Notification of Successful Offerors	July 12, 2017	July 26, 2017	July 28, 2017	August 8, 2017
Approval of Project Assignments (and authorization to Negotiate & Enter*) by Board of Trustees	August 22, 2017			
NTP and Purchase Order Issuance for Design / Pre-Construction Services	September 12, 2017	September 19, 2017	September 12, 2017	September 19, 2017

*Authorization to negotiate and enter will be requested upon approval of the successful participants. This is requested to expedite commencement of design.

Mr. Dailey concluded by saying that upon approval of the successful firms by the Board of Trustees contracts to provide design and construction services will be negotiated and executed allowing the design and pre-construction process to begin. Abernathy, Roeder, Boyd & Hullett, P.C. has been retained as outside legal to develop contract forms for use on the 2017 Capital Improvement Program.

4. AIA Contract Forms – Attorney Bob Roeder

President Matkin introduced Mr. Roeder saying he is a Director and Shareholder with Abernathy, Roeder, Boyd & Hullett, P.C. His practice concentrates in the areas of business organizations, restructures, sales and acquisitions; franchise tax planning; commercial real estate development; planning, zoning and subdivision matters; condemnation of land; and construction law for both private and government entities. Mr. Roeder also provides asset protection and estate planning advice for clients.

Mr. Roeder talked about the construction documents that would be utilized in projects related to the Master Plan. The American Institute of Architects (AIA) suite of documents will be utilized, which is normal for complex projects. He said forms have been created over the past 25 or 30 years, with refinement along the way. Mr. Roeder said he has tried to build language into the forms in areas where things have gone wrong and to build in best practices in the construction industry. He noted that many of the better construction companies have good internal controls in an effort to ensure that they deliver the project on time and within budget. The goal is to help everyone at the beginning understand the scope, the budget and the timeline, then have a mechanism on a week-by-week basis to measure those goals. With that in place, corrective action can be put into place immediately if an issue arises.

Attorney Roeder commended the Board of Trustees for using third party project management, in this case AECOM. He said use of the construction manager-at-risk allows the CMAR to get on board early in the development process to help with construction ability and to do a level of forecasting and budgeting. It establishes a strong team from the beginning of a project.

In answer to Chairman Collins' question, Mr. Roeder said the strikeouts and underlines in the presented documents are his modifications. The short-listers will be shown the AIA form and it could be part of their assessment.

In answer to Dr. Menon's question about a previous issue with insurance and sub-contractors, Mr. Roeder said the documents would be required upfront so we will know what is going on and what is going into the project. A series of schedules will be required. With the previous issue, the subguard was embedded; however, with use of the AIA documents it will be required to be disclosed and everything put out front.

2017-6-1 Personnel Report for June 27, 2017

Reference: Policy DAA (Local) Employment Objectives – Equal Employment Opportunity and Policy DC (Local) Employment Practices

President Matkin said that from time to time he would present reminders about the way Collin College operates. In regard to employment, Dr. Matkin reviewed information from Policy DDA. He said the board itself has specific policies based on these underlying laws and we commit to *the College District adhering to established principles and guidelines in the selection of employees.* (DC Local). President Matkin commended Sr. Vice President Kim Davison and her staff for the way they have administered this area of the college, and said he knows Mr. Nickerson will keep up that fine work.

Dr. Matkin said the College acts in compliance with the Equal Employment Opportunity Act as well as Title IX:

Equal Employment Opportunity Statement: As an equal opportunity/affirmative action employer, the Collin District shall consider all qualified applicants without discriminating against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other basis protected by law.

Title IX Statement: The College District strives to maintain a healthy and safe environment where all students, employees, and community members feel welcome on Collin District campuses and in College District classrooms.

Discussion: The Personnel Report for June 27, 2017 included the following recommendations: two administrative appointments, 13 faculty appointments, 11 staff appointments, four promotions/ changes, and five resignations/terminations.

President Matkin introduced Floyd Nickerson, Vice President of Human Resources who joined Collin on May 16, 2017 and comes with a wealth of Human Resources experience. He holds Bachelor's and Master's degrees from Hardin Simmons University and has spent most of his career in the energy industry. Most recently, Mr. Nickerson served as Vice President and Chief People Officer for TXU Energy where he led their efforts to become recognized as one of the Dallas Morning News' "Top 100 Places to Work" from 2014-2016, even as TXU was going through bankruptcy and a major reorganization. He also led Human Resources for Comanche Peak Nuclear Power Plant. Prior to this, he was in Ohio and served as Vice President of People for Skybus Airlines and as President of American Electric Power. In addition to serving on a number of community boards, Floyd was appointed by then Governor Bush to The Texas State University Board of Regents. After moving to Ohio, he was appointed and served on the State of Ohio University Board of Regents.

On motion of Mr. Rodriguez, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Personnel Report for June 27, 2017, items 1 a, 1b, 1c, 1d, and 1e as presented.

2017-6-1a Approval of Administrative Appointments

By action stated above, the Board of Trustees of Collin Community College District approved the following administrative appointments:

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Mary Barnes-Tilley	Associate Dean, Academic Affairs	07/24/17	Academic Affairs	Replacement Millie Black
Lupita Tinnen	Associate Dean, Academic Affairs	07/10/17	Academic Affairs	Replacement Amy Greene

Dr. Matkin introduced Ms. Tinnen who was in attendance at the meeting.

2017-6-1b Approval of Faculty Appointments

By action stated above, the Board of Trustees of Collin Community College District approved the following faculty appointments:

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Olga Amelkina-Vera	Professor, Music	08/15/17	Academic Affairs Workforce	Replacement Garry Evans
Shelly Farrow	Professor, Nursing	08/15/17	Nursing	Replacement Melissa Ingram
Mark Fischer	Professor, English as a Second Language	08/15/17	Academic Affairs	Replacement Shirley Terrell
James Gilbert	Professor, Management	08/15/17	Academic Affairs Workforce	Replacement Cindy Briggs
Nicole Hawkins	Professor, Nursing	08/15/17	Nursing	Replacement Kathleen Mixson
Elizabeth Jarvis	Professor, Nursing	08/15/17	Nursing	Replacement Diana Harmon
Forest Kinnett	Professor, Music (Temporary)	08/15/17	Academic Affairs	Replacement Kris Berg
Rebekah Larson	Professor, Nursing	08/15/17	Nursing	Replacement Karen Holowinski
Philomena Mistretta	Professor, Nursing	08/15/17	Nursing	Replacement Gail McGlothlen
Jennifer Rice	Professor, Developmental Math	08/15/17	Academic Affairs Workforce	Replacement Randy Collins
Lynlee Romo	Professor, Nursing	08/15/17	Nursing	Replacement Lisa Pierce
Kenya Rutherford	Professor, Interpreter Education Program	08/15/17	Academic Affairs	Replacement Henry Whalen
Brian Sanders	Professor, HVAC	06/28/17	Academic Affairs Workforce	New Position

President Matkin said that of the new faculty hires, seven were teaching at Collin, including four associate faculty and three from full-time temporary assignments. Dr. Matkin explained that associate faculty are faculty who teach on part-time basis who may be teaching one, two, or three courses on a variety of campuses. Full-time temporary faculty are faculty who are hired to work full-time in a temporary position for up to one year. We are very appreciative of both our associate faculty and those who work temporary full-time positions.

Dr. Matkin said a little over 71% of the college's full-time faculty members first work as associate faculty or in temporary full-time assignments.

2017-6-1c Approval of Staff Appointments

By action stated above, the Board of Trustees of Collin Community College District approved the following staff appointments:

NAME	TITLE	DATE	DEPARTMENT	REASON
Phylcia Bazile	Coordinator, Special Admissions/Advisor	06/26/17	Dual Credit	Replacement Kaylin Ortiz
Algia Bazor	Police Officer	05/11/17	Police Department	Replacement Thomas Yanniello
Kathleen Bouchez	Accounts Payable Assistant II	07/10/17	Financial Services	Replacement Lisa Morman
Maureen Cervantes	College and Career Counselor (Temporary, Innovation Challenge)	07/05/17	Dual Credit	New Position
Jennylynd Doyle	College and Career Counselor (Temporary, Innovation Challenge)	06/19/17	Dual Credit	New Position
John Drennan	Police Officer	05/11/17	Police Department	Replacement James Suttles
Joseph George	Computer Lab Assistant	05/22/17	Computer Lab 1	Replacement Bryan Dover
Traci Howard-Moore	College and Career Counselor (Temporary, Innovation Challenge)	06/05/17	Dual Credit	New Position
Carlton Kuhlman	Police Officer	05/11/17	Police Department	Replacement Erica Zuniga
Jessica Perales	College and Career Counselor (Temporary, Innovation Challenge)	07/17/17	Dual Credit	New Position
Rachael Villanueva	College and Career Counselor (Temporary, Innovation Challenge)	06/05/17	Dual Credit	New Position

2017-6-1d Approval of Promotions/Changes

By action stated above, the Board of Trustees of Collin Community College District approved the following promotions/changes:

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Terry Blevins	N: Division Secretary O: Law Enforcement Assistant	06/01/17	N: Law Enforcement Academy O: Law Enforcement Academy	Reclassification
Charlette Brown	N: Administrative Assistant O: Division Secretary	06/01/17	N: Law Enforcement Academy O: Law Enforcement Academy	Reclassification
Georganna (G'Anna) Saunders	N: Assistant to the Dean O: Executive Assistant, District President's Office	06/01/17	N: Academic Affairs O: President's Office	Position Elimination
Sherry Scamardo	N: Program Manager, Sail and Encore Careers O: Executive Assistant	05/22/17	N: Workforce and Economic Development O: Workforce and Economic Development	Replacement Jean Martin

2017-6-1e Approval of Resignations/Terminations

By action stated above, the Board of Trustees of Collin Community College District approved the following resignations/terminations:

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Elizabeth Dolliver	05/26/17	3	Instructional Designer	e-Learning Centers
Andrew Groover	06/09/17	<1	District Director, Internal Audit	President's Office
Jonathan Lott	05/21/17	3	Facilities Operations Assistant	Plant Operations
R. Gregory Reid	07/03/17	2	Executive Director Library	Library
Suzzen Stroman	05/17/17	2	Buyer	Purchasing

2017-6-2 Approval of Board (Local) Policies

Reference: Policy BE (Local) Policy and Bylaw Development

Policy Development: Policies and policy amendments may be initiated by the College President, Board members, College District personnel, students, or community citizens, but generally shall be recommended for the Board's consideration by the College President (by and through the College President's Office.)

Adoption: The Board shall have the sole right to adopt policies. (This is why we come to the board with policies for a first reading and, after 30 days, for a second reading.)

Discussion: Sr. Vice President of Organizational Effectiveness Kim Davison presented information on proposed policy changes. In the last legislative session, Senate Bill 11 was passed that requires the state's public colleges and universities to allow handguns on campus for those with a license to carry (LTC). This law takes effect for community colleges on August 1, 2017. One of the requirements is that we add a college policy that describes the rules that Collin College will use in implementing this new requirement.

Over the last year, meetings were held at each campus to get input from students, faculty, and staff regarding specific safety considerations and any unique characteristics of our programs, campuses, and student populations that might impact the drafting of Collin College's policy recommendation. In addition, a Faculty Council committee reviewed over 30 different university and college policies in Texas.

Since the board meeting in April, proposed local policy language has been received from the Texas Association of School Boards and additional input from college faculty and staff. After consideration of all of the feedback, we have made several modifications that strengthen the policy.

In the policies presented, TASB combined all of the weapons policies into CHF(Local) and is discontinuing policy codes FLBF(Local) and GFA(Local). The new proposed policy, **CHF(Local) - Site Management - Weapons**, includes global language about prohibiting weapons.

Other key changes being recommended in **CHF(Local)** include:

- Expanding language that prohibits possession of a handgun on College property while intoxicated to also prohibit possession of a handgun on College property while under the influence of illegal drugs or prescription drugs that impair judgment or physical abilities.
- Adding clarifying language that handguns may not be stored overnight on College campuses, unless in a locked, privately owned or leased motor vehicle and that the storage or transportation of a firearm or ammunition is allowed by College students, faculty, staff and employees if the individual is authorized for the possession on such premises, as allowed by law and described in CHF(Legal).
- Adding TASB's recommended language that states that possession of other weapons on college campuses is grounds for immediate disciplinary action and possible prosecution for violations of state law.
- Adding an exclusion zone of a meeting room in the Student and Enrollment Services area that can be used for disciplinary and counseling meetings, as needed.
- Adding interscholastic events as an exclusion zone.
- Adding an example of the type of temporary restriction that the District President might make, including an event at a college facility where alcohol is being served.

- Adding the appointment of a standing committee, called the Collin College Safety Committee chaired by the Executive Vice President, that will meet at least once each semester to review the policy and any new legislation or legal decisions relating to this issue. Recommendations will be forwarded for review and consideration by the Executive Leadership Team, District President, and Board of Trustees, as necessary.

A revision to **FLB(Local) Student Conduct** was recommended by TASB that states that theft, destruction, distribution, or other use of intellectual property of the college or third parties without permission is a violation of the student code of conduct. We also re-worded the statement about weapons on campus to mirror the wording in the employee policy, **DH(Local)**.

A revision to **DH(Local) Employee Standards of Conduct** was also made to the statement regarding weapons on campus so that the student and employee policy language is the same.

FLBF(Local) Weapons is deleted.

GFA(Local) Conduct on College District Premises is deleted.

In answer to Ms. Wurzman's question about the definition of a handgun, Ms. Davison said that it is defined in legal policy CHF. In answer to Mr. Moses question, Ms. Davison said Collin's Chief of Police would serve on the Collin College Safety Committee.

Mr. Rodriguez said he campaigned against having guns on campus and noted that for a state government who wants more local control, private colleges and universities are exempt from having to implement. He said we have no choice as a community to debate this much less say no; he will contact his legislators and let them know his opinion.

Mr. Hendricks said if left to everyone to make up the rules, there would be a lot of different rules. At least this gives us the rules. He asked Ms. Davison if she was satisfied that the policies bring the college in compliance with the law. Ms. Davison said yes.

Mr. Orr pointed out that this is what the state has mandated, and there is not a lot the college can do about it. He thanked Ms. Davison for getting the information together to make the policy changes bringing the college into compliance.

In answer to Dr. Donald's question about whether this is the strictest policies we can institute and still be in line with the law, Ms. Davison responded that the policies make some solid choices, take steps to provide options, and the college has done a good job in doing so.

Dr. Matkin said much input has been received for the last year and a half, and a lot of stakeholders gave input during the development process. He said some would like to see the policies be stricter, some would like them to be less strict. It has been a big challenge and much time has been spent on this.

Mr. Hardin said whether one likes the law or not, community colleges did have an extra year to implement. That time saved money on lawyer fees as we watched what happened to the four-year colleges and universities due to their requirement implementation a year earlier.

Mr. Moses said the college has come up with a policy that involved many requirements and that, hopefully, the administration of those policies will be clear enough that people will know Collin is in compliance.

Dr. Matkin said all signage would be in place by August 1, so July will be busy getting everything in place.

Dr. Menon said that as a trustee, it is important to consider keeping the campuses and the students, faculty, and staff safe. He is happy to see that President Matkin and the administration are taking safety seriously.

Dr. Menon made the motion, that the Board of Trustees of Collin County College District approve the following Local Board Policies, with an addition to incorporate a reference to Policy CHF (Legal), which said policy defines “weapon”:

- CHF(Local) Site Management - Weapons
- DH(Local) Employee Standards of Conduct
- FLB(Local) Student Conduct
- Delete: FLBF(Local) Student Conduct - Weapons
- Delete: GFA(Local) Conduct on College District Premises.

The motion was seconded by Mr. Moses and unanimously approved.

2017-6-3 Approval of Changes to Collin College’s Mission, Vision, and Philosophy and Purpose Statements

Reference Policy BAA (Legal) Board Legal Status/Powers, Duties, and Responsibilities In Articles 4 and 5, Policy BAA (Legal) states that the each governing board:

4. *Nurture each institution under its governance to the end that each institution achieves its full potential within its role and missions,*
5. *Shall insist on clarity of focus and mission of each institution under its governance.*

Discussion: Dr. Brenda Kihl said that since 2013, Collin College has had a goal to offer baccalaureate degrees in response to student and community demand. Goal #2 of Collin College’s 2013 – 2016 strategic plan was to, “Provide access to innovative higher education programs that prepare students for constantly changing academic, societal and career/workplace opportunities.” One of the many actions to accomplish this goal was to:

2.4.2 Prioritize programs, develop curriculum, and propose to the THECB baccalaureate degrees at Collin College in Health Sciences, Technical, and Workforce fields.

To accomplish this goal, Collin College was actively involved with legislators during the 83rd and 84th legislative sessions regarding bills that would allow Collin College to offer baccalaureate degrees. Although bills in the 83rd and 84th sessions were unsuccessful, Senate Bill 2118 in the 85th legislative session was signed by Governor Abbott on June 12, 2017. This legislation will enable Collin College to offer up to three bachelor's degrees.

Prior to Collin College taking any steps toward seeking approval from accreditors to offer a baccalaureate degree, and consistent with Texas Administrative Code 9.53, the Board of Trustees must review and adopt a mission, vision, and philosophy and purpose statements that are consistent with this expanded direction.

Collin College's mission and vision support the strategic goal to offer a baccalaureate degree. However, the philosophy and purpose statement is limiting and should include reference to awarding a baccalaureate a degree.

After discussion and on motion of Mr. Rodriguez, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved changes to the Collin College Philosophy and Purpose Statement as shown below.

The revised Philosophy and Purpose Statement reads as follows (with changes highlighted in red):

*Through its campuses, centers and programs Collin County Community College District fulfills **community and industry needs and** its statutory charge **by providing:***

- *Academic courses in the arts and sciences to transfer to senior institutions.*
- ***Programs** leading to **baccalaureate degrees**, associate degrees or certificates, **including technical programs**, designed to develop marketable skills and promote economic development.*
- *Continuing adult education programs for academic, professional, occupational and cultural enhancement.*
- *Developmental education and literacy programs designed to improve the basic skills of students.*
- *A program of student support services, including counseling and learning resources designed to assist individuals in achieving their educational and career goals.*
- *Workforce, economic, and community development initiatives designed to meet local and statewide needs.*
- *Other purposes as may be directed by the Collin Board of Trustees and/or the laws of the State of Texas.*

2017-6-4 Consideration of Approval of Change Order #003 Revised to Guaranteed Maximum Price Contract for Construction of the Central Park Health Sciences Center and Conference Center and Ratification of the Final Payment Agreement with Pogue Construction Company, LP

Reference Policy CM (Local) Facilities Construction

Change Orders: Change orders shall be approved by the Board of Trustees or its designee prior to executing any changes in the approved plans or in the actual construction of the facility.

Discussion: Pursuant to the Guaranteed Maximum Price Contract, and certification by PBK Architects, the College has previously approved payment applications submitted by Pogue Construction Co., LP (“Pogue”) in the amount of \$43,481,797 on the above-referenced project.

On April 18, 2017, the College, in response to Pogue’s request for final payment on pay application # 26, officially notified Pogue of concerns about expenditures claimed as job costs in the amount of \$932,428. Pogue subsequently requested a mediation process to attempt to resolve the cost concerns.

On June 5, 2017, the College, Pogue, legal counsel for both parties, and the College’s forensic auditor attended a mediation wherein the parties discussed Pogue’s request to be paid the additional \$932,428. At the conclusion of the mediation a compromise was reached, pending Board ratification, whereby the College would make a final payment of \$560,000 to Pogue in exchange for a final release and other consideration. The District President, counsel, and College staff believe this is a reasonable compromise and recommend ratification and approval of the Final Payment Agreement and amendment of the contract documents (including Change Order #3 Revised) to reflect this compromise.

On motion of Mr. Orr, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved of the execution of Change Order #003 Revised to the Guaranteed Maximum Price Contract for construction of the Central Park Health Sciences Center and Conference Center, as well as the ratification of the Final Payment Agreement with Pogue Construction Company., LP.

2017-6-5 Approval of Two New Continuing Education Civilian Firearms Courses and Associated Course Fees Effective July 2017

Reference Policy FD (Legal) Tuition and Fees

Fees for Extraordinary Costs: The governing board of a public junior college may establish a fee for extraordinary costs associated with a specific course or program and may provide that the exemptions provided by Education Code 54.341 do not apply to this fee. Education Code 54.341(g)

Discussion: Two continuing education civilian firearms courses are recommended effective July 2017: Fundamentals of Firearms – Handgun with a course fee of \$150 and License to Carry (LTC) with a course fee of \$85. Both courses will be offered by the Collin College Law Enforcement Academy.

On motion of Mr. Orr, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved two civilian firearms courses in continuing education: Fundamentals of Firearms – Handgun and License to Carry (LTC) with associated course fees of \$150 and \$85, respectively.

2017-6-6 Approval to Authorize the District President to Negotiate and Execute a Contract for Operational Management Related to the Administrative Services Division

Reference CF (Legal) Purchasing and Acquisition

Professional Services: The purchasing requirements of Education Code 44.031 do not apply to a contract for professional services rendered, including services of an architect, attorney, certified public accountant, engineer, or fiscal agent.

The college district may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Government Code 2254.003, in lieu of the methods provided by Education Code 44.031.

Education Code 44.031(f)

A governmental entity, including a college district, may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price.

"Professional services" means services:

- 1. Within the scope of the practice, as defined by state law, of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, or professional nursing; or*
- 2. Provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant, an architect, a landscape architect, a land surveyor, a physician, including a surgeon, an optometrist, a professional engineer, a state certified or state licensed real estate appraiser, or a registered nurse.*

Gov't Code 2254.002, .003(a) [See also CM]

Professional Service Contract Exceeding \$14,000 A state agency, including a college district and other institutions of higher education, shall provide written notice to the LBB of a contract for professional services, other than a contract for physician or optometric services, if the amount of the contract, including an amendment, modification, renewal, or extension of the contract, exceeds \$14,000. The notice must be on a form prescribed by the LBB and filed not later than the tenth day after the date the agency enters into the contract. Gov't Code 2254.006

Discussion: Operational Management related to the Administrative Services Division have been under contract with Lynn & Company, PLLC for the period ending August 31,

2017. This action will allow the District President to negotiate the continuation of these services.

Mr. Moses said in trying to source the best person for this role, the discussion is whether the board needs more legal information when entering into a contract like this. He said with the college and Dr. Matkin being very satisfied, he is in support on the recommendation, but would want to make sure the contract is on legal ground.

Dr. Menon made the motion, seconded by Mr. Orr, to authorize the District President to negotiate and execute a contract for Operational Management Services related to the Administrative Services Division for a three-year period ending August 31, 2020, with two mutually agreeable extensions of one year each. After discussion, Dr. Menon amended the motion, with agreement from Mr. Orr who seconded the original motion, to include review of the contract by an attorney and submission of the negotiated and executed contract to the Board of Trustees for ratification.

2017-6-7 Approval for the District President to Execute a Contract for Grant Related Services with Thomas Downs, Downs Governmental Affairs

Reference Policy CF (Legal) Purchasing and Acquisition

Discussion: Collin College contracted with Thomas Downs during the 2016-2017 year. During the course of the contract, Thomas Downs provided us with information about available grant opportunities before we had access to the information via other sources. He helped us develop an understanding of how grant funds are appropriated, the emergence of funding opportunities, and the role of the advocate in the process. Thomas Downs provided us with information about national trends in community college programming and is working with us to establish Centers of Excellence in particular workforce areas, which will position us for future grant awards and partnerships. He has made us aware of pending legislation, which, if passed, will open the door for training, and funding at the community college level. He is providing opportunities for Collin leadership to connect with key governmental agencies and speak directly with national leaders who figure significantly in workforce funding. The approval of this recommendation will allow the District President to execute a contract with Thomas Downs to extend the research and to assist Collin in building meaningful relationships, critical to the growth of grant and revenue streams. The terms of the contract will be for a one year period at a contract cost not to exceed \$42,000, paid in monthly installments of \$3,500 each, for the completion of identified deliverables.

On motion of Dr. Menon, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the District President to execute a contract for grant related services with Thomas Downs, Downs Governmental Affairs, for a one year period at a contract cost not to exceed \$42,000, paid in monthly installments of \$3,500 each, for the completion of identified deliverables.

2017-6-8 Approval of Bid Report for June 2017

Reference Policy CF (Legal and Local) Purchasing and Acquisition

Discussion: The Bid Report for June 2017 included four new solicitations and three contract renewals.

President Matkin said the contract to purchase mobile application (app) developer services from ENO8 would provide an app for Collin students, 90% of whom have a smartphone. Many utilize the smartphone as their singular link to the internet, where they write papers, and conduct business. Dr. Matkin introduced Dean of Strategic Initiatives Mark Garcia, who has been working to develop Collin's app. Mr. Garcia said he is working to ensure on the language and to make sure anything done in the future would be futureproof, and that Collin would always be on the cutting edge of the market. President Matkin said Mark has created an amazing piece of work. Dr. Menon said he hoped Mark would get all the legal protections and support needed to make sure all rights are preserved.

In answer to Mr. Rodriguez's question, Dr. Matkin said this is something that can be marketed to other colleges. In response to Dr. Donald's question, Mr. Garcia said that the app would not be linked to the LMS platform for faculty use because we do not want the app to become too cumbersome. He added that Collin's current LMS has a great mobile app.

In answer to Mr. Moses question about Collin utilizing the Historically Underutilized Business (HUB) program, Ken Lynn of Administrative Services said the amount of state dollars that community colleges receive do not even cover salaries, so any other expenditures are not covered by the HUB program.

On motion of Dr. Menon, second of Mr. Hardin, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for June 2017 totaling \$1,455,740.00.

I. NEW SOLICITATIONS

Purchase Request #1		
Contract for Mobile Application Developer Services	\$	233,840.00
Purchase Request #2		
Contract for Education and Training Services		150,000.00
Purchase Request #3		
Purchase of Equipment and Services for Interactive Presentation Technology		155,000.00
Purchase Request #4		
Purchase of Natural and Cultural Consulting Services		<u>110,000.00</u>
TOTAL OF NEW SOLICITATIONS		<u>648,840.00</u>

II. CONTRACT RENEWALS

Purchase Request #5	
Purchase of Help Desk Software and Software Maintenance and Support	60,000.00
Purchase Request #6	
Contract for Media Advertising	96,900.00
Purchase Request #7	
Contract for Natural Gas Supply	650,000.00
TOTAL OF CONTRACT RENEWALS	806,900.00
GRAND TOTAL	\$ 1,455,740.00

INFORMATION REPORTS

The following reports were provided for the board's information:

- Statement of Net Position as of 05/31/17
- Summary of Revenues and Expenditures as of 05/31/17
- Monthly Investment Report as of 05/31/17
- Quarterly Investment Report as of 05/31/17
- Summary of Foundation Payments to the District as of 05/31/17

Also including in the Information Reports was follow up to a question asked during Public Comment at the May 23, 2017, Board of Trustees meeting by community member Greg Gomel regarding the SAIL Program.

Dr. Menon asked if the Statement of Net Position as of 05/31/17 could reflect the previous year's figures in the future.

DISTRICT PRESIDENT'S AND BOARD ANNOUNCEMENTS

Comments on: Workshops, Seminars, and Conferences taking place at the College; Awards Received; Accomplishments, Appointments at the Local, State, and National Level; Published Articles and Newspaper Reports; College Reports/Metrics and Upcoming Events.

District President Matkin announced the following:

President Matkin announced the following:

1. Collin College's nursing program has received full accreditation through 2022. Thank you to Executive Vice President Brenda Kihl, Vice President/Provost Jon Hardesty, Dean of Nursing Donna Hatch, Program Director Beth Kasprisin, Nursing Professor Kathy Blust, and all who worked very hard on the follow up self-study and made this honor possible.
2. Collin College's chapter of the National Society of Collegiate Scholars has been recognized as a Gold Star Chapter for the 2016-17 academic year. Thank you to the

Faculty Advisor Lari Ranta, longtime Co-Sponsor Stephen Rogers, Associate Faculty John Cline, and all of the students who make up the NSCS for earning this golden achievement.

3. Collin College's League of United Latin American Citizens (LULAC) has been named District 3 Young Adult Council of the Year. Government Professor Cristina Garcia serves as the Program Director for the LULAC National Education Service Center and is the organization's primary faculty advisor. Congratulations to Professor Garcia and all of the students involved in the college LULAC chapter.

4. Dr. Abe Johnson, Vice President/Provost of Preston Ridge Campus, recently had an article published in *Community College Journal of Research and Practice*. The article, "An Instrumental Case Study Analysis of Anticipatory Leadership Practices in Community Colleges" is an exploration of the use of anticipatory leadership by seven community college leaders and was a portion of Dr. Johnson's dissertation.

5. Megan Mackay, a 2016 Collin graduate, received the 2017 American Association of Sleep Technologists (AAST) New Technologist Award at the SLEEP 2017 conference in Boston on June 5. She has been accepted to the Neurodiagnostics and Sleep Science bachelor's degree program at the University of North Carolina at Charlotte, which is currently the only accredited bachelor's program in sleep technology nationwide.

6. The Texas A&M Engineering Experiment Station Annual Research Conference awarded Collin College a \$2,500 grant to explore the potential to create an optimized system for the up-scaled growth of induced stem cells. Thanks to Professor Carole Twichell for her efforts that resulted in this award.

7. For the 17th year, students, faculty, and staff from Collin's hospitality, culinary, and pastry program have assisted the city of Richardson with the Wildflower Festival. Students sharpened their culinary and catering skills during this volunteer opportunity and several were recognized at a volunteer appreciation party with a commendation from the city of Richardson mayor. Thank you to Executive Vice President Brenda Kihl, Vice President/Provost Abe Johnson, Dean James Barko, Associate Dean Karen Musa, and the faculty, staff, and students who participated and represented the college so well.

8. Cynthia Gruver, Professor of Legal Assistant and Professor of Music Fernand Vera were awarded 2017 Excellence Awards from the National Institute for Staff and Organizational Development (NISOD).

The Board announced the following:

Trustee Moses said the college is moving forward and there are many activities taking place. He is excited to be on the Board of Trustees. Mr. Moses said he had a lot to learn and will be more effective as he gets more familiar with the college.

Trustee Wurzman apologized for the board getting out of executive session late, but said there is no consent agenda and that the board does its work in the meeting and where the community sees what they are doing and not behind closed doors. She thanked everyone for staying late at the meeting.

Trustee Hardin congratulated Dr. Matkin and the staff for getting the four-year degrees approved. He said it would change Collin College.

Trustee Rodriguez congratulated Lupita Tinnen on being named associate dean. He also gave kudos to Mark Garcia on a great job.

Trustee Donald said she was disappointed that her tenure did not begin earlier in the implementation of Senate Bill 11 and thanked all of those to whom the board is asking questions. She said she is “getting there” as a trustee.

Trustee Menon thanked all for being at the meeting. He congratulated everyone mentioned in President Matkin’s announcements and said he was proud of the innovation that Mark Garcia is developing. Dr. Menon pondered how great it could be if the program became the next FaceBook. He said kudos to all who worked hard on the four-year degree, former President Cary Israel and President Matkin, along with Collin’s local legislators. Dr. Menon gave special thanks to State Representative Jodie Laubenberg who worked very hard on the legislation. He said it is a big step for Collin College and he is glad to be a part of it.

Trustee Orr thanked Alan Pixley for what he does for veterans. He also thanked David Dailey from AECOM. Mr. Orr joked with Mark Garcia that if he needs anyone to test the mobile app, he does have two children that could help.

Chairman Collins thanked everyone for being patient with the board. He thanked his colleagues on the board for their great comments at the meeting.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the June 27, 2017, meeting of the Board of Trustees of Collin County Community College District at 9:14 p.m.