

**Minutes of Regular Meeting  
December 10, 2019**

**The Board of Trustees  
Collin County Community College**

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The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted a Work Session and Regular Monthly Board of Trustees meeting on Tuesday, December 10, 2019, at the Collin Higher Education Center, with Chairman Dr. Robert Collins presiding. Trustees in attendance were Ms. Stacy Arias, Dr. Robert Collins, Dr. Stacey Donald, Mr. Greg Gomel, Mr. Andy Hardin, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, and Mr. Jay Saad.

**WORK SESSION**

Chairman Collins called the Work Session to order at 5:30 p.m. in Board Conference Room 135 at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069. Kristy Horkman, Executive Assistant to the District President/Secretary to the Board of Trustees, certified that the meeting was posted according to Article 551.001 of the Texas Government Code.

**DISCUSSION ITEMS**

1. Overview of Consent Agenda Items - Neil Matkin, District President
2. Update on Phase 3 & 4 Construction Projects - Neil Matkin, District President
3. 2020 Vision/FY2019 Year-End Report - Tom Martin, Vice President, Institutional Research
4. Discussion of Public Posting of Work Session Presentations - Neil Matkin, District President

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Chairman Collins adjourned the meeting to Board Conference Room 135 for Closed or Executive Session pursuant to the Texas Government Code Section 551.001 at 6:12 p.m.**

Section 551.071 Consultations with Attorney

- a. Receive legal advice regarding the college’s anti-discrimination policy
- b. Discuss and receive legal advice regarding pending litigation

Section 551.072 Deliberations about Real Property

- a. Discuss on-going college campus projects

Section 551.074 Personnel Matters

- b. Discuss employment, duties, or assessment of college personnel

No formal action was taken.

**ADJOURNMENT OF WORK SESSION**

Chairman Collins adjourned the December 10, 2019, work session of the Board of Trustees of Collin County Community College District at 7:24 p.m.

**RECONVENE, 7:34 p.m., Board Room 139**

1. Kristy Horkman, Executive Assistant to the District President/Secretary to the Board of Trustees, certified that the meeting was posted according to Article 551.001 of the Texas Government Code.
2. Pledges of Allegiance

## **PUBLIC COMMENT**

The following individuals spoke in support of a LBGTQ protection clause in the College's mission statement: Michael Phillips, Zachery Coloday, Chris Vasquez, and Betsy Friauf.

David Canfield spoke regarding a facility lease for meeting space.

## **PRESENTATIONS**

1. Plano Balloon Festival Check Presentation - Jo Via, Plano Balloon Festival Executive Director, presented two checks to the Collin College Foundation for student scholarships. The first check was for \$3,000, honoring Faculty Council volunteers; and a second check was for \$17,989.00 to show appreciation for the countless hours the Collin College Police Officers, staff, and administration volunteered during the Balloon Festival event.
2. Recognition of Employees on the Occasion of Their Retirement – Dr. Neil Matkin, District President.

### **Approval of December Consent Agenda Items**

On motion of Trustee Menon, and second of Trustee Orr, the Board of Trustees unanimously approved the December Consent Agenda Items.

### **2019-12-C1 Approval of the Minutes of the October 22, 2019 Regular Meeting**

By action stated above, the Board of Trustees of Collin County Community College District approved the minutes of the October 22, 2019 Regular Meeting.

### **2019-12-C2-1 Personnel Report for December 2019**

The Personnel Report for December 10, 2019 included five administrative appointments, six faculty appointments, twenty-four staff appointments, four promotion/lateral changes, and eleven resignations/terminations.

### **2019-12-C2-1a Approval of Administrative Appointments**

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

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
Jay Corwin	Chief Student Success Officer	01/02/20	Senior Vice President	Repurpose	\$178,026
Jennifer Matranga	N: Interim Director, Nursing O: Clinical Coordinator, Nursing	11/18/19	Nursing	Replacement Josephine LoCoco	N: \$97,793 O: \$79,694
Karen Musa	N: Executive Dean O: Dean Academic Affairs	01/02/20	N: Technical Campus & Courtyard O: Workforce Dean	Repurpose	N: \$123,816 O: \$117,326
Kenneth Neal	N: Director Facilities O: Manager Facilities/Plant Operations II	12/05/19	N: Facilities Administration O: Physical Plant Support Services	Replacement Jason Parry	N: \$95,512 O: \$90,702
Monica Velazquez	General Counsel	12/02/19	District President's Office	New position	\$175,119

**2019-12-C2-1b Approval of Faculty Appointments**

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

NAME	TITLE	DATE	DEPARTMENT	REASON	SALARY
Monica Cubberly	Professor, History (Temporary)	01/08/20	Academic Affairs	Temporary full-time position	\$27,090*
Michele Culpepper	Professor, Sport and Recreation	11/18/20	Academic Affairs	New position	\$53,550
Susan Owens	Professor, Mathematics (Temporary)	01/08/20	Academic Affairs	Temporary full-time position	\$26,445*
Allen Smith	Professor, Networking	11/04/19	Workforce	New position	\$52,920
Christopher Stevens	Professor, Economics (Temporary)	01/08/20	Academic Affairs	Temporary full-time position	\$31,817*
Scott Swartsfager	Collegiate Academy Faculty, History	01/08/20	Academic Affairs	New position	\$62,596

\*Spring Semester Salary

**2019-12-C2-1c Approval of Staff Appointments**

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

NAME	TITLE	DATE	DEPARTMENT	REASON	SALARY
David Beideck	Collin College Police Officer	11/11/19	Police	New position	\$55,969
Tina Butterfield	Administrative Assistant	10/21/19	Health Sciences	Replacement Cassie Peak	\$39,456
Martha Cislo	Administrative Assistant	01/06/20	Academic Affairs	New position	\$39,456
Alisha Collins	Coordinator, Payroll	11/18/19	Payroll	Replacement Tammy Rice	\$52,571
Leslie Crane	Human Resources Specialist	11/18/19	Human Resources	New position	\$40,092
Virgil Davis	Collin College Police Officer	11/04/19	Police	New position	\$50,128
James Goodman	Coordinator, Residential Life	12/02/19	Student Housing	New position	\$41,441
Chad Jones	CART Captioner IV	11/18/19	ACCESS	New position	\$45,480
Donna Ludwig	Administrative Assistant to the Board of Trustees	12/09/19	District President's Office	Replacement Holly Sanchez	\$55,969
Sandy McElwain	Coordinator, Campus Support Rockwall	11/18/19	Student Development	New position	\$43,369
James Mills	Maintenance Painter/Carpenter	12/05/19	Physical Plant Support Services	New position	\$39,456
Brandy Prestidge-Reed	Collin College Police Officer	11/04/19	Police	New position	\$54,509
April Rice	Financial Aid/ VA Specialist	12/02/19	Financial Aid	Replacement Crystal Eberhart	\$36,196
Darrell Rodriguez	Advisor	11/11/19	Student and Enrollment Services	Replacement Maria Rodriguez	\$45,047
Matthew Saenz	Plant Operations Worker	11/18/19	Physical Plant Support Services	Replacement Felipe Fabela	\$29,671

Charlie Scaife	Manager Facilities/Plant Operations II	12/05/19	Physical Plant Support Services	New position	\$72,841
Matthew Smith	Lab Instructor	11/18/19	Academic Affairs	Replacement Matthew Smith	\$52,325
David Stephens	Technology Specialist	11/04/19	Campus Technology Support	New position	\$49,812
Jill Stine	Purchasing Assistant	11/18/19	Purchasing	Replacement Katherine Rios	\$37,222
Bart Terrell	Collin College Police Officer	11/11/19	Police	New position	\$54,022
Harlan Thompson	Collin College Police Officer	11/18/19	Police	New position	\$54,022
Laura Varnell	Administrative Assistant	11/18/19	Academic Affairs	New position	\$36,711
Jana Walker	Accountant, Grants	11/18/19	Accounting	Replacement Susan Cannon	\$57,991
Eric Williams	Buyer	11/18/19	Purchasing	New position	\$50,734

**2019-12-C2-1d Approval of Promotions and Changes**

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

NAME	TITLE	DATE	DEPARTMENT	REASON	SALARY
Crystal Eberhart	N: Advisor O: Financial Aid/VA Specialist	11/01/19	N: Admissions and Advising O: Financial Aid	Replacement Elisa Garcia	N: \$46,347 O: \$40,932
Rebecca Hessing	N: Assistant to the Dean O: Administrative Assistant	11/01/19	N: Academic Affairs O: Academic Affairs	New position	N: \$41,574 O: \$39,165
Nancy Huff	N: Assistant to the Dean O: Administrative Assistant	01/06/20	N: Academic Affairs O: Workforce	New position	N: \$42,925 O: \$40,515
Mamie Walters	N: Executive Assistant O: Division Secretary	11/18/19	N: SVP Campus Operations O: EMS	Replacement Haley McWilliams	N: \$55,239 O: \$39,473

**2019-12-C2-1e Approval of Resignations and Terminations**

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

EMPLOYEE	LAST DAY	SERVICE	TITLE	DEPARTMENT	REASON	RATIONALE
James Henderson	10/31/19	<1	Collin College Police Officer	Police	Resignation	Personal
Sharon Hirschy	12/30/19	15	Professor, Child Development	Workforce	Retirement	Retirement
Josephine LoCoco	11/15/19	4	Director, Nursing	Nursing	Resignation	Accepted other employment
Ratsamy Minwell	12/13/19	<1	Testing Center Assistant	Testing and Assessment	Resignation	Relocation
Wyatt Ogden	11/22/19	<1	Plant Operations Worker	Physical Plant Support Services	Resignation	Relocation

Cynthia Pokrywa	11/06/19	1	Assistant Manager, Student Information Systems	Registration and Records	Resignation	Accepted other employment
Beverly Reeser	01/31/20	11	Manager, Financial Aid	Financial Aid	Retirement	Retirement
Robert Schnitman	11/21/19	<1	Research Analyst IRO	Institutional Research Office	Resignation	Personal
Nicole Singh	11/09/19	3	Police Telecommunicator	Police	Resignation	Accepted other employment
Eric Soriano	11/10/19	9	Operator/Maintenance HVAC Technician	Physical Plant Support Services	Resignation	Personal
Jens Stubblefield	12/31/19	10	Lab Instructor	Workforce	Retirement	Retirement

**2019-12-C3 Report Out of the Campus Facilities and Construction Committee and Approval of Granting an Easement to Atmos Energy for Delivery of Natural Gas Service at the Celina Campus**

**2019-12-C4 Report Out of the Campus Facilities and Construction Committee and Approval of Granting an Easement to Oncor Electric Delivery Company LLC for Delivery of Electrical Service at the Celina Campus**

**2019-12-C5 Report Out of the Campus Facilities and Construction Committee and Approval of Granting a Temporary Construction Easement to North Texas Municipal Water District for North System Air Valve Improvements**

**2019-12-C6 Report Out of the Finance and Audit Committee and Approval of Recommendation to Engage Abernathy, Roeder, Boyd & Hullett P.C. to Serve the District in the Collection of All Delinquent Ad Valorem Taxes, Penalties, and Interest Owed to the District**

**2019-12-C7 Report out of the Organization, Education, and Policy Committee, Second Reading, and Approval of Local Board Policies**

**2019-12-C8 Approval of the Private Offer to Purchase Struck Off Property**

**2019-12-C9 Approval of Nursing Lab Fee & TEAS Entrance Exam Fee, Effective Spring 2020**

**2019-12-C10 Approval of the Memoranda of Understanding with Local Law Enforcement Agencies**

**CONSIDERATION OF ACTION ON AGENDA ITEMS**

**2019-12-1 Report Out of the Finance and Audit Committee and Consideration of Approval of a Fee Schedule for Collin Facilities Effective January 1, 2020**

Discussion: Trustee Moses, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of a fee schedule for Collin College facilities effective January 1, 2020.

Seven Board of Trustees of Collin College voted in favor (Saad, Donald, Menon, Arias, Orr, Collins and Gomel) and two opposed (Moses and Hardin).

**2019-12-2 Report Out of the Finance and Audit Committee and Consideration of Approval of the Comprehensive Annual Financial Report (CAFR) and Related Report from Independent Auditor Grant Thornton LLP for the 2018-2019 Fiscal Year**

Discussion: Trustee Moses, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of the Comprehensive Annual Financial Report (CAFR) and related report from independent auditor Grant Thornton LLP for the 2018-2019 Fiscal Year.

The motion was unanimously approved by the Board of Trustees of Collin College as presented.

**2019-12-3 Consideration of Approval of the Ad Valorem Property Tax Roll for the Tax Year 2019**

On motion of Trustee Moses and second from Trustee Menon, the Board of Trustees unanimously approved the ad valorem property tax roll for the tax year 2019.

**2019-12-4 Consideration of Approval of a Resolution and Official Ballot Casting Votes for Candidates for the Collin Central Appraisal District Board of Directors**

Discussion: District President Dr. Neil Matkin and Board Trustees engaged in discussion regarding how to allocate votes for the five candidates. After discussing the options, it was decided to allocate the votes equally to the five candidates.

On motion of Trustee Moses and second from Trustee Arias, the Board of Trustees unanimously approved to allocate the votes equally to the five candidates.

**2019-12-5 Report Out of the Campus Facilities & Construction Committee and Consideration of Approval of the Guaranteed Maximum Price #1 ("GMP #1") from JE Dunn Construction ("JE Dunn") for the construction of the IT Center at the Frisco Campus**

Discussion: Trustee Hardin, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of the Guaranteed Maximum Price #1 ("GMP #1") from JE Dunn Construction ("JE Dunn") for the construction of the IT Center at the Frisco Campus.

The motion was unanimously approved by the Board of Trustees of Collin College as presented.

**2019-12-6 Consideration of Approval of New Associate of Applied Science Degree Programs, Associate of Science Field of Study Degrees, and Certificates**

On motion of Trustee Menon and second from Trustee Arias, the Board of Trustees approved the new associate of applied science degree programs, associate of science field of study degrees, and certificates.

## **2019-12-7 Consideration of Approval of the Bid Report for December 2019**

Discussion: Mr. Steve Bassett, Collin College Chief Financial Officer, discussed the Bid Report for December 2019, which included eight new solicitations and one contract revision.

### **I. NEW SOLICITATIONS**

Purchase Request #1 - Simulation Manikins	\$	158,000
Purchase Request #2 - CE Health Sciences Training Services		400,000
Purchase Request #3 - Hazardous Waste Disposal		300,000
Purchase Request #4 - Inspection & Repair/Fire Suppression Systems		300,000
Purchase Request #5 - Inspection and Repair of Fire Alarm Systems		200,000
Purchase Request #6 - Printing of Business Collateral		300,000
Purchase Request #7 - Roofing Services		1,100,000
Purchase Request #8 - All College Day Venue		210,000
<b>TOTAL OF NEW SOLICITATIONS</b>		<hr/> <b>2,968,000</b> <hr/>

### **II. CONTRACT REVISIONS**

Purchase Request #9 - Printing Services		335,000
<b>TOTAL OF CONTRACT REVISIONS</b>		<hr/> <b>335,000</b> <hr/>
<b>GRAND TOTAL</b>	\$	<hr/> <b>3,303,000</b> <hr/>

After discussing the New Solicitations, the Board of Trustees requested to have Purchase Request #6 Printing of Business Collateral in the amount of \$300,000 be pulled at this time.

On motion of Trustee Menon and second of Trustee Gomel, the Board of Trustees of Collin County Community College District approved the December 2019 Bid Report with Item # 6 pulled, and a new grand total amount of \$3,003,000.

### **FOLLOW UP QUESTIONS FROM BOARD MEMBERS**

The following questions and requests were addressed with remarks from District President Dr. Neil Matkin with additional information provided in the board packet:

1. Trustee Gomel inquired about the College's practices that inform vendors about how to do business with the college.

### **INFORMATION REPORTS**

Statement of Net Position as of October 31, 2019

Summaries of Current Funds, Revenues, and Expenses as of October 31, 2019

Monthly Investment Report as of October 31, 2019

AECOM Monthly Report for October 2019

### **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; and Upcoming Events.

**ADJOURNMENT**

Chairman Collins adjourned the December 10, 2019, meeting of the Board of Trustees of Collin County Community College District at 9:10 p.m.

**BOARD TRAINING REPORT**

Section 61.084 (f) of the Education Code requires that the minutes of the last regular meeting of the Board of Trustees of the regular calendar year reflect whether members of the governing board have completed any training required under the section. During calendar year 2019, newly appointed Place 2 Jay Saad completed the 2019 Texas Higher Education Leadership Conference and New Member Training in Austin on November 21–22, 2019. Newly appointed Place 7 Jim Orr completed the 2019 Texas Higher Education for Members of Governing Boards online on August 26, 2019.