

**Minutes of Regular Meeting  
May 21, 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 its Regular Monthly Board of Trustees meeting on Tuesday, May 21, 2019, at the Collin Higher Education Center, with Chairman J. Robert Collins presiding. Trustees in attendance were Ms. Stacy Anne Arias, Dr. 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 5:36 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.

**OATH OF OFFICE, TRUSTEE PLACES 2, 4, 5, 6**

Notary Public Kristy Horkman administered the oath of office to Jay Saad, Place 2, for a term ending May 2023; Greg Gomel, Place 4, for a term ending May 2025; Raj Menon, Place 5, for a term ending May 2025; and Stacy Anne Arias, Place 6, for a term ending May 2025. Each Trustee signed the Statement of Elected Officer prior to swearing in and the Oath of Office documents immediately after.

**DISCUSSION ITEMS**

1. Program Review – Dr. Sherry Schumann, Executive Vice President
2. Advisory Committee – Dr. Toni Jenkins, Senior Vice Present of Campus Operations

No formal action was taken.

**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**

Section 551.071: Consultation with Attorney

Section 551.072: Deliberations about Real Property

Section 551.074: Personnel Matters

**RECONVENE, 7:09 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. Trustee Orr led the Pledge of Allegiance to the United States flag, and Trustee Donald led the Texas Pledge.
3. On motion of Trustee Moses, second of Trustee Menon, the Board of Trustees unanimously approved the minutes of the April 23, 2019 Regular Board Meeting.

4. On motion of Trustee Menon, second of Trustee Orr, the Board of Trustees unanimously approved the minutes of the May 14, 2019 Special Called Meeting to Canvass Election Results.

#### **REPEAT OATH OF OFFICE, TRUSTEE PLACES 2, 4, 5, 6**

Notary Public Kristy Horkman repeated the administration of the Oath of Office in a formal presentation to Jay Saad, Place 2, for a term ending May 2023; Greg Gomel, Place 4, for a term ending May 2025; Raj Menon, Place 5, for a term ending May 2025; and Stacy Anne Arias, Place 6, for a term ending May 2025. Board Chair Trustee Collins welcomed the Trustees to the Board and presented them with the Certificate of Election and a Collin College pin. Jay Saad, Greg Gomel, Raj Menon, and Stacy Anne Arias signed the oath of office document.

#### **ELECTION OF BOARD OFFICERS**

Trustee Collins, Chair of the Board, turned the meeting over to District President Matkin to conduct the election for Chair of the Collin County Community College District Board of Trustees. President Matkin opened the floor for nominations.

Trustee Moses made a motion to nominate Trustee Collins. Trustee Donald nominated Trustee Hardin. There being no other nominations for Chair of the Collin County Community College District Board of Trustees, Trustee Moses made the motion to cease nominations, which was seconded by Trustee Gomel and approved unanimously.

District President Matkin opened the floor for discussion. Trustee Arias commented that in the time that she has been away things might have changed, but in the past the trustees had a practice when she was on the board since 2004 of rotating chairs and serving a max of four years. She said that this was a healthy practice for this board and the institution. Trustee Arias asked the board to retain this approach as this board has done before.

Trustee Arias moved that the election of officers to be postponed to the next board meeting. Kim Davison, Chief of Staff, read board policy BCA (LEGAL) – Board Internal Organization: Board Officers and Officials, which read “officers of the board shall be elected at the first regular meeting of the board following the regular election of members of the board in even-numbered years, or at the time thereafter in order to fill a vacancy.” Trustee Arias withdrew her motion to postpone the election of officers.

Dr. Matkin asked for those in favor of Trustee Collins to say “aye” and raise their hands. With six affirmed votes (Gomel, Menon, Orr, Collins, Saad and Moses), Dr. Collins was declared Chair of the Collin County Community College District Board of Trustees.

Dr. Matkin turned the meeting back to Chairman Collins to continue the election.

Board Chair Trustee Collins opened the floor to nominations of Vice Chair. Trustee Gomel made a motion to nominate Trustee Orr as Vice Chair. Trustee Arias made a motion to nominate Trustee Donald. Trustee Saad made a motion to nominate Trustee Hardin. There being no other nominations, Trustee Moses moved that nominations cease, which was seconded by Trustee Menon and approved unanimously.

Trustee Collins asked for those in favor of Trustee Orr to say, “aye” and raise their hands. Trustee Orr received 4 votes (Gomel, Orr, Collins, and Moses), Trustee Donald received 2 votes (Arias

and Donald) and Hardin received 3 votes (Menon, Hardin and Saad). As there was not a majority vote established, the two nominees with the most votes moved to a second round of voting. Trustee Orr received 4 votes (Gomel, Orr, Collins, and Moses) and Trustee Hardin received 5 votes (Donald, Menon, Hardin, Saad and Arias). Trustee Hardin was declared Vice Chair of the Collin County Community College District Board of Trustees by majority vote.

Board Chair Trustee Collins opened the floor to nominations of Secretary. Trustee Menon made a motion to nominate Trustee Orr as Secretary. There being no other nominations, Trustee Arias moved that nominations cease, which was seconded by Trustee Menon and approved unanimously. Trustee Orr was declared Secretary of the Collin County Community College District Board of Trustees by affirmation.

Board Chair Trustee Collins opened the floor to nominations of Treasurer. Trustee Gomel made a motion to nominate Trustee Menon as Treasurer. Trustee Donald made a motion to nominate Trustee Arias. There being no other nominations, Trustee Gomel moved that nominations cease, which was seconded by Trustee Moses and approved unanimously. Trustee Collins asked for those in favor of Trustee Menon to say, “aye” and raise their hands. With seven affirmed votes (Gomel, Menon, Orr, Collins, Hardin, Saad and Moses), Trustee Menon was declared Treasurer of the Collin County Community College District Board of Trustees.

The officers of the Board of Trustees of Collin County Community College District serving until the next election of trustees are:

Trustee Collins – Chair  
Trustee Hardin – Vice Chair  
Trustee Orr – Secretary  
Trustee Menon - Treasurer

## **PUBLIC COMMENT**

No public comment was submitted.

## **PRESENTATIONS**

1. John Mullin was recognized on his retirement. Mr. Mullin was unable to attend. Dr. Matkin gave an overview of his time at Collin College:

John Mullin, Executive Director of the Frisco Campus Library, has provided outstanding support of Collin College’s libraries since 1988. He began his tenure as a reference librarian, and a few years later became the Director of Library Services. In 2003, he transitioned to the Executive Director of the Frisco Campus Library. He has adeptly guided our Library through the continued evolution from preponderant reliance on print sources, CDs, and DVDs to online access to hundreds of thousands of digital resources. A gentleman scholar, John created a culture of supportive teamwork that yielded prompt, responsive, and professional service to library patrons and is known for consistently thoughtful, timely work of the highest quality. He plied his knowledge of technology to implement creative, cost-effective solutions that supported all stakeholders, from the adoption of a new search system, adaptation of I-pads to reference work, the creation of a successful makerspace, and innovative uses of chat, texting, and mobile devices. His aptitude with quantitative survey methods was instrumental in identifying resources needed

for the future BAT-Cybersecurity. John leaves a significant mark in the scholarly fabric of Collin College, a legacy of excellence that will serve the College well into the future.

2. Wendy Gunderson, Dean of Academic Affairs and Administrator for Alpha Mu Tau Chapter of Phi Theta Kappa recognized the team members of the Texas All Academic Team and their accomplishments. Four outstanding Collin College students have been selected to be part of the prestigious All Texas Academic Team. Each year, approximately 100 outstanding community college students are selected from the 50 community college districts in Texas to be honored as members of the All Texas Academic Team. Members of the team represent the best and brightest students who excel in academic achievement, leadership, and exemplary community service. The University of Texas system with The Texas Association of Community Colleges hosted a medallion ceremony and reception at Texas Hall on the University of Texas at Arlington campus Friday May 3rd. The students who represented Collin College were Mariah Carvalho, Jessica Dam, Fadi Istelinides (not present at the Board of Trustees meeting), and Carly Jenkins.

#### **2019-5-2-1 Personnel Report for May 2019**

The Personnel Report for May 21, 2019 included five administrative appointments, twenty-three faculty appointments, twelve staff appointments, seven promotions and changes and seven resignations/terminations.

On motion of Trustee Moses and second of Trustee Arias, the Board of Trustees of Collin County Community College District approved the personnel report for May 2019 as presented.

#### **2019-5-2-1a Approval of Administrative Appointments**

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

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>DATE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>REASON</u></b>	<b><u>SALARY</u></b>
Shane Ammons	N: Chief Information Security Officer O: Executive Director, Academic Technology/Network Services	05/22/19	Information Technology	Reorganization	N: \$129,526 O: \$123,543
Craig Leverette	N: Dean of Academic Affairs, Wylie O: Dean of Academic Affairs, Plano	06/01/19	N: Academic Affairs O: Academic Affairs	New Position	N: \$110,166 O: \$110,166
Iain Michie	N: Director, Campus Technology Services O: Assistant Director, Academic Technology/Network Services	05/22/19	Information Technology	Reorganization	N: \$93,184 O: \$77,823
Jason Parry	N: Interim Executive Director, Facilities and Construction O: Director Facilities and Construction	05/22/19	Facilities Administration	Promotion	N: \$134,455 O: \$118,100
Vesna Sarafov	N: Executive Director, Technology Services O: Executive Director, Software Support Services	05/22/19	Information Technology	Reorganization	N: \$112,983 O: \$107,000

**2019-5-2-1b Approval of Faculty Appointments**

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

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>DATE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>REASON</u></b>	<b><u>SALARY</u></b>
Mezhad Ahlberg	Professor, Economics	08/13/19	Academic Affairs	Replacement Thomas Hudgins	\$60,799
Cathleen Akers	Professor, History	08/13/19	Academic Affairs	New position	\$52,403
Jennifer Bergman	Professor, CADD	08/13/19	Workforce	New position	\$52,375
Melissa Bird	Professor, Mathematics	08/13/19	Academic Affairs	Replacement Kyle Kundomal	\$52,530
Brianna Burnett	Professor, Art	08/13/19	Academic Affairs	New position	\$57,969
Casey Carter	Professor, Music	08/13/19	Academic Affairs	New position	\$52,270
Anne Champion	Professor, English	08/13/19	Academic Affairs	New position	\$57,969
Rafal Grudzien	Professor, Chemistry	08/13/19	Academic Affairs	New position	\$62,895
John Haggard	Professor, Communication Design	08/13/19	Workforce	New position	\$53,550
Barbara Hanson	Professor, English	08/13/19	Academic Affairs	New position	\$62,845
Alex Heitlinger	Professor, Music	08/13/19	Academic Affairs	Replacement Laura Bray	\$61,398
David Heitman	Professor, Biology, Anatomy, and Physiology	08/13/19	Academic Affairs	New position	\$62,256
Jaclyn Hilberg	Professor, English	08/13/19	Academic Affairs	New position	\$56,175
Aida La Point	Professor, Mathematics	08/13/19	Academic Affairs	New position	\$53,168
Richard Leblanc	Professor, Communication Design	08/13/19	Workforce	New position	\$51,541
Aditi Nagar	Professor, Chemistry	08/13/19	Academic Affairs	New position	\$62,296
Serena Richards	Professor, English	08/13/19	Academic Affairs	New position	\$56,158
Darrel Rochell	Professor, Welding	06/03/19	Workforce	New position	\$64,365
Tawnya Smith	Professor, Integrated Reading and Writing	08/13/19	Academic Affairs	New position	\$57,693
Ekatrina Stowe	Professor, Economics	08/13/19	Academic Affairs	New position	\$53,040
Pinal Thakore	Professor, Mathematics	08/13/19	Academic Affairs	New position	\$52,785
Puja Thanki	Professor, Mathematics	08/13/19	Academic Affairs	New position	\$51,765
Gilbert Ymbert	Professor, Mathematics	08/13/19	Academic Affairs	New position	\$52,913

**2019-5-2-1c Approval of Staff Appointments**

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

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
Megan Buchanan	Administrative Assistant	05/06/19	Library, McKinney Campus	Replacement Pamela Dutro	\$36,015
Julie Cooper Nevarez	Administrative Assistant	05/29/19	Innovation Office	Replacement Nancy Powlen	\$36,682
Susan Cordell	Assistant Director, Conference Services	04/22/19	Auxiliary Services	New position	\$60,089
Franciscus Futrell	IT Security Analyst	04/22/19	Academic Technology and Network Services	New position	\$72,000
James Henderson	Police Officer	04/22/19	Police	New position	\$50,789
Kristy Howard	Graphic Designer	05/20/19	Public Relations	Replacement Nancy Price	\$45,572
Angelica Iraheta	Coordinator, Special Admissions/Advising	05/14/19	Dual Credit	Replacement Phylcia Bazille	\$42,879
Jimmy Jenkins	Master Electrician	05/20/19	Facilities Administration	New position	\$53,628
Lloyd Scott Kerr	Coordinator, Fire Academy	04/22/19	Fire Protection Technology	New position	\$61,000
Ron Kwong	Senior Database Administrator	05/20/19	Software Support Services	Replacement Vidya Dambala	\$105,892
Aamina Masood	Lab Assistant, Culinary Arts	04/29/19	Culinary Arts	Replacement Julia Elkins	\$32,849
Franklin Shafer	Police Officer	04/29/19	Police	New position	\$50,798

**2019-5-2-1d 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:

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
Nasreen Ahmad	Director, Institutional Research	05/01/19	Institutional Research Office	Reclassification	N: \$84,450 O: \$80,198
Gloria Hurtado Diaz	N: Manager, External & Enrollment Reporting O: Reporting Coordinator, Institutional Research	05/01/19	Institutional Research Office	Reclassification	N: \$64,618 O: \$56,737
Judy James	N: Coordinator Academic Compliance O: Executive Assistant	05/01/19	N: Executive Vice President O: Academic Services	Reorganization	N: \$63,050 O: \$57,022
Marina Kuryshina	N: Senior Research Analyst O: Technical Coordinator of Student & Enrollment Services	05/01/19	Institutional Research Office	Replacement	N: \$55,484 O: \$44,893
Nicola Luna	N: Director of Strategic Initiatives O: Instructional Technologist	05/01/19	Strategic Initiatives	New position	N: \$74,089 O: \$51,788
Kiran Patel	N: Project Manager, Information Technology O: Manager, Human Resources Information Systems/Reporting	05/01/19	N: Information Technology O: Human Resources	Reorganization	N: \$79,600 O: \$75,348
James Rogers	N: Manager, Human Resources Information Systems/Reporting O: Programmer Analyst	05/01/19	N: Human Resources O: Information Technology	Reorganization	N: \$86,844 O: \$86,844

**2019-5-2-1e Approval of Resignations/Terminations**

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

<b><u>EMPLOYEE</u></b>	<b><u>LAST DAY</u></b>	<b><u>SERVICE</u></b>	<b><u>TITLE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>REASON</u></b>
Allyson Jones	05/31/19	2	Manager, Writing Center	Academic Affairs	Resignation
James Merritt	05/31/19	21	Continuing Education Instructor	Continuing Education and Workforce Development	End of Assignment
Dusty Miles	04/19/19	10	Supervisor, Box Office/Marketing	Academic Affairs and Workforce	Resignation
Ronald Moran	04/22/19	2	Manager, Campus Career Center	Career Services	Resignation
John Mullin	05/31/19	31	Executive Director, Library	Library	Retirement
Sadiqa Mustafa	04/26/19	3	Programmer Analyst	Administrative Software Support Services	Resignation
Phillip Vasquez	05/02/19	2	Contract Administrator	Purchasing	Separation

**2019-5-2-2 Consideration of Approval for the new Associate of Applied Science degree programs and certificates**

Discussion: Executive Vice President Sherry Schumann reported that the Collin College Master Plan and Vision 2020 Strategic Plan identifies a priority to add workforce and academic programs to align with projected Collin County labor market needs. Labor market analysis has indicated an increasing demand for employees in Activity Care Professional, Medical Assisting, and Pharmacy Technician professions. Each of the new degree and certificate programs have been researched and developed in accordance with the fifteen criteria required by the Texas Higher Education Coordinating Board to include job market analysis, employment projections, enrollment projections, integration of career and technical skills, and curriculum developed in consultation with an advisory committee comprised of industry representatives. These programs will be offered at the McKinney, Wylie, and Technical campuses for traditional and non-traditional students. Additionally, the programs will be included in Collin College's Dual Credit offerings through the Health Science Academies.

Each AAS degree includes a 15-semester credit hour general education core and workforce education courses specific to the knowledge and skills required for employment in the industry. Level I and Occupational Skills Award Certificates are developed as stackable credentials within each AAS degree.

Collin College's Curriculum Advisory Board and Academic Leadership reviewed the programs and recommend approval of:

Associate of Applied Science Degree – Activity Care Professional (60 semester credit hours)

- Level I Certificate – Activity Care Professional (35 semester credit hours)
- Level I Certificate – Activity Care Professional – Certified Nurse Aide (CNA) (15 semester credit hours)
- Occupational Skills Award – Activity Care Professional – Certified Nurse Aide (CNA) (9 semester credit hours)

Associate of Applied Science Degree – Medical Assisting (60 semester credit hours)

- Level I Certificate – Medical Assisting (31 semester credit hours)

Associate of Applied Science Degree – Pharmacy Technician (60 semester credit hours)

- Level I Certificate – Pharmacy Technician (29 semester credit hours)
- Occupational Skills Award – Pharmacy Technician (14 semester credit hours)

Trustee Menon asked if there was a logical next step to a bachelor's degree for the Associates of Applied Science Degree - Activity Care Professional. Dr. Schumann replied that at this time this degree would allow students to move into the workforce. In addition, all of these programs would lay the groundwork for them if they were interested in moving into these professions at a higher level.

Dr. Matkin added the Board Policy EFAB(Legal) covers career technical/workforce courses and new academic associate degree programs in which eight specific criteria points have to be met before these programs are presented to the board. Dr. Schumann has made sure all the criteria points have been met.

On motion of Trustee Menon and second of Trustee Gomel, the Board of Trustees of Collin County Community College District unanimously approved the new Associate of Applied Science degree programs and certificates as presented.

#### **2019-5-2-3 Consideration of Approval of the Private Offer to Purchase Struck Off Property**

Discussion: Julie Bradley, Interim Chief Financial Officer, provided information on the private offer made for struck off properties located at Willow Wood Ranch Estates, Lot 1, Murphy, Texas and Willow Wood Ranch Estates, Lot 2, Murphy, Texas. The offer for Lot 1 was for \$60 and for lot 2, \$300. The City of Murphy is purchasing this land for the expansion of roads and sidewalks.

On motion of Trustee Moses and second of Trustee Menon, the Board of Trustees of Collin County Community College District unanimously approved the private offer to purchase the struck off property located at Willow Wood Ranch Estates, Lot 1, Murphy, Texas for \$60 and for Willow Wood Ranch Estates, Lot 2, Murphy, Texas for \$300 as presented.

#### **2019-5-2-4 Approval of Bid Report for May 2019**

Discussion: Dr. Matkin informed the Board that Board Policies CF(legal) and CF(local) cover purchasing and acquisitions for Collin College and outline the methods by which the college can issue contracts, except as provided by Education Code Chapter 44, Subchapter B. This states all college district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period, shall be made by the method that provides the best value for the college. There are six of those methods which Dr. Matkin did not review.

Ms. Bradley discussed the Bid Report for May 2019, which included two new solicitations and five contract revisions.



#### New Solicitation Purchase Request #1

Approval for the purchase of internet bandwidth management equipment from Creative Breakthroughs Inc. for technology services. The District is expanding its internet service to a higher level that requires additional internet bandwidth management equipment.

This purchasing request is for spend authorization of \$113,265.47 which is budgeted in the Technology Services FY19 operating budget subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

#### Contract Revision Purchase Request # 4

Approval of the expenditure of additional funds for the purchase of fiber optic wide area network (WAN) installation services from Capco Communications Inc. for technology services.

The Board approved the original contract in January 2019 for a total amount of \$300,000.00. This purchasing request is for spend authorization for an additional \$100,000.00 which is budgeted in technology services FY19 operating budget subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

Mike Dickson, Chief Innovation Officer, gave additional information regarding both purchase requests #1 and #4. Historically Collin College has purchased consumer-grade internet access and an opportunity presented itself to buy internet access wholesale. This allows the college to buy internet access at a much cheaper price, and it would be more reliable than the traditional subscription. As the college adds new campuses, this is the most logical way to keep up. Dr. Matkin also commented that these purchase requests would increase the bandwidth 10x, and the cost of the internet would be much cheaper.

Trustee Collins asked if Creative Breakthroughs Inc. was the company that would buy bandwidth from other providers. Mr. Dickson replied that Creative Breakthroughs Inc. is the company that sells bandwidth to major providers.

Trustee Orr questioned if there would be any supplemental costs as he sees there is a reference to a data center within the information provided in the board book. Mr. Dickson replied that the data center is coming and that there will be other expenses in the future as the program expands. Trustee Orr asked if the internet service provider had been selected. Mr. Dickson replied that Cirrus I was selected.

Trustee Menon inquired if purchase requests 1 and 4 are for the rest of this fiscal year. Mr. Dickson replied this was just for the equipment that will be needed for it to be installed. Another bid request will be provided soon for the service.

Trustee Gomel asked when project will be live. Mr. Dickson responded that it would be done as soon as possible but most likely around 60-90 days. Trustee Hardin asked if it would be done by the end of the year. Mr. Dickson responded that they would like it to be done before the start of this school year.

#### Purchase Request # 2

Approval for a contract to purchase window glass and skylight replacements from BJ Glass Company for the District Facility Plant Operations Department. Invitation to bid (ITB) Number 4167 was issued to procure window glass and skylight replacements. Two (2) responses were received and evaluated by a team consisting of District Facility Plant Operations Managers and the Executive Director of Facilities who determined the bid submitted by BJ Glass Company will provide the best value to the District. The bid submitted by BJ Glass Company was determined to be both responsible and responsive to all solicitation requirements. Metroplex Glass was deemed to be non-responsive to the bid due to stating that any glass over 40 square feet is subject to a 50% over-size fee and is sold as is, only submitting two of the three required references, which were not for similar scope of work, and not providing pricing in accordance with the bid requirements. Metroplex also did not bid on two of the line items and requires a 120-day advance order, which will not meet the District's needs. Metroplex Glass does not appear to have any experience in commercial glass installation, as indicated by the lack of commercial references provided.

This service provides professional commercial installation of replacement glass for windows, skylights, and glass doors. Replacing broken glass promotes safety for those on campus, as well as, creating a positive impression for our students, visitors, staff, and community. This purchasing request is for spend authorization of \$300,000.00 for three (3) years, which is budgeted in the District Facility Plant Operations Department's FY19 operating budget and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031. The term of contract will be three (3) years beginning August 25, 2018 through August 24, 2021.

#### Purchase Request # 3

Approval for the expenditure of additional funds for the purchase of science lab equipment and supplies from Carolina Biological, Flinn Scientific, Frey Scientific and Thermo Fisher Scientific. The Board approved the original contract in August 2018 for a total amount of \$95,000.00. This purchasing request is for spend authorization for an additional \$35,000.00 which is budgeted in the Science Departments' FY19 operating budget and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

#### Purchase Request # 5

Approval for the expenditure of additional funds for the lease of copiers/multifunctional devices (MFD) from Novatech, Inc. for the District. The Board approved the original contract in May 2015 for a total amount of \$1,065,351.00. A part of this amount, \$977,351.00 was for lease of new MFD units and \$88,000.00 was for the buyout of existing leases for a five-year period. This purchasing request is for spend authorization for an additional \$575,000.00 which is budgeted in the District's FY19 general fund and subsequent year's budgeted funds subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031. This request is necessary, as the college has grown more than anticipated. Since the approval of the original contract, Novatech has installed 65 MFD and since then they have added 40 more MFD due to the increase in facilities and administrative restructuring. This contract provides an efficient and economical process for the management of the District's MFD fleet leases and includes preventative maintenance, repair, parts, and toner.

This contract has allowed the District to consolidate MFD leases so that all contract terms, conditions and billing, cycles are consistent.

Trustee Collin commented that Purchase request #2 was presented during last month's board meeting but was tabled. On motion of Trustee Orr and second of Trustee Menon, the Board of Trustees of Collin County Community College District unanimously approved to take purchase request #2 from the table.

Trustee Orr made the request to have continued updates on the costs associated with the Fiber Optic WAN Installation.

On motion of Trustee Menon and second of Trustee Gomel, the Board of Trustees of Collin County Community College District unanimously approved the bid report for May 2019.

### **NEW SOLICITATIONS**

Purchase Request # 1	
Internet Bandwidth Management Equipment	\$113,265.47
Purchase Request # 2	
Window Glass and Skylight Replacement	<u>\$300,000.00</u>
<b>TOTAL NEW SOLICITATIONS</b>	<b>\$413,265.47</b>

### **CONTRACT REVISIONS**

Purchase Request # 3	
Additional Funds for Science Lab Equipment and Supplies	\$35,000.00
Purchase Request # 4	
Additional Funds for Fiber Optic WAN Installation Services	\$100,000.00
Purchase Request # 5	
Additional Funds for Copier and Multifunctional Device Units	<u>\$575,000.00</u>
<b>TOTAL CONTRACT REVISIONS</b>	<b>\$710,000.00</b>

<b>GRAND TOTAL</b>	<b>\$1,123,265.47</b>
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### **INFORMATION REPORTS**

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

Statement of Net Position as of April 30, 2019

Summary of Current Funds, Revenues and Expenses as of April 30, 2019

Monthly Investment Report as of April 30, 2019

AECOM Monthly Report for April 2019

Gifts In-Kind Report Year to Date, April 30, 2019

Dr. Matkin ask Ms. Bradley, Interim Chief Financial Officer, to give the board an overview and update on the information reports presented in the board book as we have new trustees elected on the board.

Ms. Bradley reviewed and discussed the Statement of Net Positions Report, the Summary of Current Funds, Revenues and Expenses Report, and the Monthly Investment Report. Beginning this month and moving forward, the Gifts In-Kind Report, which includes all the donations given to the college, will be given to the board each month.

Trustee Menon requested the documents from Patterson and Associates be sent electronically as they are hard to read, and this would also allow the documents to be searchable.

Trustee Collins inquired about the 2018 and 2019 total revenue and transfer totals. He asked why there was such a big difference in the numbers. Ms. Bradley responded that it is because of the proceeds in the bonds that the college received last year. Trustee Collins asked if you take out those proceeds would the numbers look about the same between 2018 and 2019. Ms. Bradley replied that the numbers are about the same.

Dr. Matkin reported that he is trying to formalize the requests for additional information and questions from trustees. On page 183 of the board book, you will find an example of this process. All inquiries will now be recorded in the board book for clarity. Follow up questions will also be handled in this manner.

#### **DISTRICT PRESIDENT'S ANNOUNCEMENTS:**

Dr. Matkin reported that last week Alex Simpson, a Collin College student in the surgical technology program passed away in a tragic traffic accident. He completed the program and passed his certification exam but was unable to be present for the Allied Heath Recognition Ceremony since he was in the hospital at that time. Alex was pinned posthumously by his instructor.

The Texas Higher Education Coordinating Board staff has approved our BAT degree in Cybersecurity. It now goes before SACSCOC at the June board meeting, and then it goes on to THECB July board meeting for final approvals. A thank you went out to all those involved in this project.

Last Thursday, we received staff approval of our Bachelor of Applied Technology (BAT) degree in Cybersecurity. The new BAT approval will be reported to the full THECB at the July 25, 2019 board meeting and is pending approval by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) at their meeting in June. The college's first planned bachelor's degree, the Bachelor of Science in Nursing (BSN), is also pending approval from SACSCOC. A thank you went out to all those involved in this project.

The Rockwall Police Department recently honored officers (and graduates of the Collin College Law Enforcement Academy) Anthony Rizzo and Mathew Joseph with Life Saving Awards for acts performed in the line of duty. In separate incidents, officers Rizzo and Joseph performed CPR which preserved the lives of individuals who had stopped breathing until emergency medical staff arrived. In both cases, the patients survived thanks to the intervention of the officers. Congratulations to these officers on their well-deserved awards.

This year's April 25th Career Exploration Fair, at the Frisco Campus, drew more than 300 students. More than 50 vendors and eight colleges participated in the event, and the fair's organizing committee raised \$3,000 for scholarships. Thank you to Vice President/Provost Dr. Donald Weasenforth, Associate Dean Karen Musa, Administrative Assistant Nancy Huff, and the organizing committee for all of their hard work on this fair.

Collin College's dental hygiene program had a 100% pass rate for its students on their licensure exams. The students can now apply for their Texas license with the Texas State Board of Dental Examiners.

Professors Suzanne Jones, Catherine Thurman, and Jason Smoot were recognized for their work in implementing co-requisite models in Developmental Mathematics. They were awarded the inaugural Program of Promise Award from the National Organization for Student Success (formerly NADE).

Dr. Michael Phillips, Professor of History, has been named one of the first official recipients of a Mellon-ACLS Community College Faculty Fellowship. This inaugural program, which supports research projects from humanities and social science faculty who teach at two-year colleges, supports 26 scholars as they conduct their research. Fellows receive a \$40,000 stipend over 18 months and will participate in a convening to meet, share their work, and discuss broader issues in the humanities in the community college sector. The fellowships are made possible by a generous grant from The Andrew W. Mellon Foundation.

The Fire Science program recently accepted delivery of a driving simulator, valued at over \$400,000, donated from the Richardson Fire Department. Fire Academy staff will be working this summer to learn proper operation of the software and establish CE course outlines for offering this training to area fire departments.

English Associate Professor Dr. Meghan Johnson completed her doctorate and defended her dissertation successfully in May.

Lastly, our very own Lisa Vasquez, Vice President of Advancement, graduated from Texas Tech last week with a Masters in Strategic Communication and Innovation. She also achieved a 4.0 GPA going through our Collin Scholars Program.

## **BOARD ANNOUNCEMENTS**

Trustee Moses remarked on the Collin College graduation last week and gave thanks to all of those who were involved and to the staff and faculty.

Trustee Arias commented how excited she was to be back on the board and thanked her family for their support. She thanked the students that participated in this election cycle as well as the faculty. Lastly, she thanked the community for their support.

Trustee Saad said he appreciated being on the board of trustees. He commented on how well engaged the Collin College community is and how proud Collin is of academics.

Trustee Hardin congratulated the new and returning board members and thanked them for being at the meeting. He commented on graduation and how rewarding it was. He also thanked the board for electing him as Vice Chair.

Trustee Gomel commended those who presented tonight, and said he is excited to serve.

Trustee Donald congratulated Phi Theta Kappa on all of their awards. She expressed her excitement on the new degrees being offered at Collin College and recognized that workforce degrees are much needed. She is proud to be a part of a college that helps with that effort. She wanted to remind everyone the runoff elections are about to start.

Trustee Menon commented that graduation was fun and welcomed the new trustees to the board. He also thanked the families for coming out tonight. He congratulated Phi Theta Kappa on all their awards and congratulated Lisa Vasquez on her degree and 4.0.

Trustee Orr commented on a job well done at graduation. He gave his own personal experience about the event as he had a son graduate as well.

Chairman Collins is honored to serve as Chair of the Board again and gave thanks to the trustees for electing him to this position.

### **ADJOURNMENT**

Chairman Collins adjourned the May 21, 2019, meeting of the Board of Trustees of Collin County Community College District at 8:35 p.m.