

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
December 16, 2014**

The Collin County Community College District (“Collin College” or “District”) conducted its regular monthly Board of Trustees meeting on December 16, 2014, in the Board Room, Room 139, Collin Higher Education Center, with Chairman Mac Hendricks presiding. Trustees in attendance were Ms. Stacy Anne Arias, Dr. J. Robert Collins, Mr. Steve Cone, Mr. Andy Hardin, Ms. Jenny McCall, Mr. Adrian Rodriguez, Mr. Larry Wainwright, and Ms. Nancy Wurzman. Other attendees included Interim District President Colleen A. Smith, Collin College administrators, faculty, students, staff, community members, and vendor representatives.

CALL TO ORDER

Chairman Hendricks called the December 16, 2014, meeting of the Board of Trustees of Collin County Community College District to order at 5:34 p.m. The Board met at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chairman Hendricks recessed the meeting to closed session at 5:35 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 Hendricks reconvened the meeting at 7:07 p.m. in Room 139 and welcomed those in attendance. Chairman Hendricks called on Shirley Harmon, Executive Assistant to the Interim District President/Secretary to the Board of Trustees, to certify posting of the notice of the meeting.

CERTIFICATION OF THE NOTICE OF THE DECEMBER 16, 2014, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Shirley Harmon certified the notice of the December 16, 2014, Collin County Community College District Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

PLEDGES OF ALLEGIANCE

Chairman Hendricks led the pledges of allegiance to the American and Texas flags.

APPROVAL OF THE MINUTES OF THE NOVEMBER 25, 2014, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Ms. Arias, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its November 25, 2014, regular meeting.

Mr. Rodriguez pointed out that a word was missing on page 7 of 20 of the minutes (page 9 of the board packet). The sentence in the next to the last paragraph will be corrected in the permanent record to read, "SACS advised the college that it needed to keep the QEP pilot small."

PUBLIC COMMENTS

No public comments were presented.

2014-12-1 Personnel Report for December 2014

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the following Personnel Report for December 2014.

Upon motion of Mr. Rodriguez, seconded by Mr. Cone, the Board of Trustees of Collin County Community College District unanimously approved the Personnel Report for December 2014 as presented.

2014-12-1a Administrative Appointments

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the following administrative appointments:

NAME	TITLE	DATE	DEPARTMENT	REASON
Dani Day	N: Vice President, Academic and Workforce Development O: Vice President, Academic and Workforce Development	12/17/14	N: Teaching and Learning, CHEC O: Teaching and Learning, CHEC	Salary Adjustment/ Reorganization
Thomas Martin	N: Associate Vice President, Institutional Research O: Associate Vice President, Institutional Research	12/17/14	N: Institutional Research, CHEC O: Institutional Research, CHEC	Equity Adjustment
Sherry Schumann	N: Vice President/Provost O: Vice President/Provost	12/17/14	N: Vice President/Provost Office, CPC O: Vice President/Provost Office, CPC	Equity Adjustment

2014-12-1b Staff Appointments

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the following staff appointments:

NAME	TITLE	DATE	DEPARTMENT	REASON
Kenneth Boshier	Coordinator, Outreach/ Student Success	01/05/15	Recruitment and Programs for New Students	Replacement Katherine Narvarte
Jamie Brinkley	Accounts Receivable Associate	12/01/14	Financial Services and Reporting	Replacement Tonya Harris Smith
Susan Cannon	Accountant III - DOL Grant	12/02/14	Controller & Student Financial Services	Replacement Angela Chapman
Tracy Clinton	Career Coach	12/08/14	VP/Provost Office – Grants & Contracts	New
Nicole Haduch	Accounts Receivable Associate	12/01/14	Financial Services and Reporting	Replacement Heather Glover
Holly Stone	Manager, Center of Academic Assistance	12/08/14	Academic Affairs	New

2014-12-1c Promotions/Laterals/Changes

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the following promotions/ laterals/changes:

NAME	TITLE	DATE	DEPARTMENT	REASON
Erin Braid	N: Staff Interpreter II O: Staff Interpreter I	12/01/14	N: ACCESS, SCC O: ACCESS, SCC	Promotion
Tonya H. Smith	N: Accounts Receivable Coordinator I O: Accounts Receivable Associate	12/01/14	N: Financial Services & Reporting, CPC O: Financial Services & Reporting, CPC	Promotion/ Replacement Lenora Gray
Dustin Zimmerman	N: Financial Aid/VA Advisor O: Financial Aid/VA Specialist	12/08/14	N: Financial Aid/ Veteran Affairs, PRC O: Financial Aid/ Veteran Affairs, PRC	Promotion/ Replacement Bridget Payne

2014-12-1d Terminations/Resignations

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the following resignations/terminations:

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Lori Naquin	11/25/2014	<1	Secretary	Recruitment and Programs for New Students

72014-12-2 Approval of Board Local Policies

WHEREAS, following a thorough review by administration of Board local policies proposed by the Texas Association of School Boards Policy Services, NOW THEREFORE

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the board local policies as presented.

On motion of Ms. Arias, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the board local policies as presented.

BD (Local) Board Meetings

In answer to Dr. Collins' question, Chairman Hendricks said that the sentence related to "Rules of Order" means that it would take five board members to suspend procedural rules. In answer to Mr. Wainwright's question, Chair Hendricks said that without five board members present, no action or votes could be taken.

2014-12-3 Approval of Election Secretary and Deputy Election Secretary for the May 9, 2015, Election for Trustees, Place 7, 8 and 9

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the appointment of Kim Davison as the Election Secretary and Shirley Harmon as the Deputy Secretary for the purpose of conducting the May 9, 2015, election for Trustees Places 7, 8, and 9.

On motion of Mr. Wainwright, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the appointment of Kim Davison as the Election Secretary and Shirley Harmon as the Deputy Secretary for the purpose of conducting the May 9, 2015, election for Trustees Places 7, 8, and 9.

2014-12-4 Approval of the Comprehensive Annual Financial Report (CAFR) and Related Report for Fiscal Year 2013-2014 from Independent Auditors Grant Thornton LLP

BE IT RESOLVED, at the recommendation of the Budget and Finance Committee and the Interim District President, that the Board of Trustees of Collin County Community College District approves the Comprehensive Annual Financial Report (CAFR) and related report for Fiscal Year 2013-2014 from independent auditor Grant Thornton, LLP.

Budget and Finance Committee Chair Andy Hardin said the committee reviewed the Comprehensive Annual Financial Report (CAFR) with Ben Kohnle, Engagement Partner for Collin College with Grant Thornton LLP, Independent Auditors, and his staff at a meeting earlier in the day.

Mr. Kohnle discussed Collin College's 2013-2014 Comprehensive Financial Audit Report (CAFR). Mr. Kohnle said the audit looked at two components, the financial statement and the single audit component. He said Grant Thornton rendered unmodified opinions in both areas and said there was no material compliance requirement, and no limitations placed on the audit staff by the college. He thanked the Board of Trustees and the members of the Budget and Finance Committee. Mr. Kohnle also gave appreciation to Vice President/CFO Ralph Hall and his staff for their assistance.

Committee Chair Hardin said the Budget and Finance Committee meeting was an incredibly interesting discussion of the nuances of accounting terms. He expressed gratitude to Mr. Kohnle and the Grant Thornton staff for everything they have done and for their thorough review of the CAFR with the committee. Mr. Hardin said the CAFR and related documents are glowing reports and something everyone connected with the college can be very proud of this year. He said the audit was one of the things that was taken very seriously at Collin College because a lot of money passes through and it was important to have an independent review each year. Trustee Hardin added that it is very gratifying to have this type of report.

On motion of Mr. Hardin and the Budget and Finance Committee, seconded by Dr. Collins, the Board of Trustees of Collin County Community College District unanimously approved the Comprehensive Annual Financial Report (CAFR) and related report for Fiscal Year 2013-2014 from independent auditor Grant Thornton, LLP.

2014-12-5 Approval of Option and Lease Agreement with New Cingular Wireless PCS, LLC

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the Option and Lease Agreement with New Cingular Wireless PCS, LLC. with all funds received from said lease to be used for scholarships.

Interim District President said more information and review by legal counsel was needed before this item is presented to the Board of Trustees for consideration. She recommended that it be postponed until the January 2015 meeting of the board.

On motion of Mr. Rodriguez, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously agreed to postpone consideration of the Option and Lease Agreement with New Cingular Wireless PCS, LLC until the January 2015 meeting.

2014-12-6 Approval of Private Offers for Struck-off Property

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves private offers for struck-off properties.

On motion of Ms. Arias, seconded by Mr. Rodriguez, the Board of Trustees of Collin County Community College District approved, on a vote of eight (8) for and one (1) recusal, private offers on four struck-off properties in McKinney, Texas. Ms. McCall recused herself from the vote. The property locations and offers are as follows:

Lots 42 & 43 of the Windmill Estates Addition, Collin County, TX - \$16,000

Lots 6A, 7A & 8A of the Snapp-Lewis Addition, McKinney, TX - \$14,000

717 Rike Street, Lots 13 & 14, Block 5, Gerrish Addition, McKinney, TX - \$26,000

1102 S. Railroad Street, Lots 5A & 6A, Block 5, Gerrish Addition, McKinney, TX - \$16,500

2014-12-7 Approval of Expenditure Reports for November 2014

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the Expenditure Reports for November 2014.

On motion of Mr. Wainwright, seconded by Mr. Cone, the Board of Trustees of Collin County Community College District unanimously approved the Expenditure Reports for November 2014 with cash disbursements for the month totaling \$5,353,174.78.

2014-12-8 Approval of Bid Report for December 2014

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the Bid Report for December 2014.

On motion of Mr. Wainwright, seconded by Mr. Cone, the Board of Trustees unanimously approved the Bid Report for December 2014.

Chairman Hendricks said that Bid 3739 for degree plan/audit software is for the QEP software that Dr. Smith had previously discussed. He said a subcommittee from across the district assessed the software and the evaluation grid from the members of that subcommittee was included in the bid report to the board. The bid recommended was not the lowest bid, but was the bid evaluated by the subcommittee as best meeting the requirements. In this instance, the evaluation was prepared by faculty and staff (the subcommittee) and was not done within the normal practice of evaluation by purchasing staff.

Chair Hendricks also noted that the vendor for Bid 3740 to design the job classification and compensation system was chosen based on their ability to meet the college's requirements in providing an in-depth evaluation of the college's compensation system. Discussions regarding the need for these evaluation services have been ongoing for the last couple of years.

INFORMATION REPORTS

Ralph Hall, District Vice President of Administrative Services/CFO presented the following information reports:

Budget Status Report as of 11/30/14

For the month ending November 30, 2014, expenditures exceeded revenue by \$3,898,072. Year-to-date expenditures exceeded revenues \$126,799. Mr. Hall said it is unusual for expenditures to exceed revenues at this point in the year; however, his staff made an analysis and it was the unusual timing of a few expenditures and should not happen again.

Investment Schedule as of 11/30/14

Investments for the month of November totaled \$234,447,337 with TexPool paying 0.03% and TexStar 0.04%. The U.S. Treasury benchmark was .01% on November 1, 2014, and .02% on November 30, 2014. Mr. Hall said investments also included a FHLB at 0.09%, FNMA at 0.13%, FHLMC at 0.10% and another FHLB paying .09%.

Quarterly Investment Report Ending 11/30/14

Since Mr. Hall presents a monthly investment report, he did not elaborate on the quarterly figures.

Quarterly Summary of Foundation Payments to the District 11/30/14

Payments to the District from the Foundation totaled \$3,710 for the quarter September 2014 through November 2014; cumulative year-to-date payments totaled \$3,710.

INTERIM 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.

Interim District President Smith announced the following:

Dr. Smith acknowledged Shirley Harmon for the amount of amazing work accomplished as they work closely together in this time of transition. She said this has made all the difference in the success of the transition. Dr. Smith said there are many exciting things happening at Collin College and reported on the following:

1. Because of the tremendous work done by our faculty, students, staff and administrators, Collin College has been named to three 2014 President's Higher Education Community Service Honor Rolls for exemplary community service. They include General Community, Economic Opportunity, and Education Community Service. A special thank you goes to Terry Hockenbrough and Dani Day for their leadership through the Center for Scholarly and Civic Engagement.

2. At its meeting on December 11, 2014, the Texas Tech University (TTU) Board of Regents approved a partnership to offer 2+2 programs with Collin College. In a ceremony on January 6, 2015, the official Memorandum of Understanding will be signed paving the way for TTU to offer bachelor and master's level programs at CHEC beginning fall 2015. In addition, the renewal of the pre-admission partnership with Baylor University will be celebrated with the official signing of the Memorandum of Understanding on January 26, 2015. Faculty and staff are welcome to attend the signings that will take place at 1 p.m. in the Board Room 139 at the Collin Higher Education Center on the respective dates. The TTU offerings will not compete with the programs offered by Collin's other university partners.
3. Dean of Health Sciences Abe Johnson reported outstanding student news. Our Basic Peace Officers Class #94 had a 100 % first attempt pass rate on state licensing exam. The Correctional Officer Course also had a 100 % first attempt pass rate on its state licensing exam. Kudos to Vice President/Provost Sherry Schumann, Dean Johnson, Associate Dean Raul Martinez, Law Enforcement Academy Director Todd Eubanks, and the program's faculty and staff.
4. Congratulations to Basketball Coach Jim Sigona who reached a career milestone with his 500th win on Wednesday, December 3. Coach Sigona has been an outstanding professor and coach at Collin College since fall 1988. Acknowledgement also goes to Dr. Sherry Schumann, who serves as the college's athletic director, for her support of our coaches.
5. Cynthia Minchillo has been selected as the National Federation of Paralegal Associations' 2014 Outstanding Local Leader. She has been an associate faculty member teaching legal assisting at Collin College since spring 2011. Cynthia, who is also employed as a paralegal with an intellectual property law firm in Dallas, is a well-known presenter and author on various continuing legal education topics for paralegals.
6. Associate faculty member Melanie Sherman has been working with Reuters, CNN and now with the Dan Rather producers as a consultant on the complex issues surrounding international adoption and child welfare issues. On December 3, she was featured and interviewed in a two-hour documentary "Unwanted in American" that was aired by Dan Rather. Melanie is married to Collin Professor of Physics Greg Sherman.
7. The Government Finance Officer Association awarded a Certificate of Achievement for Excellence in Financial Reporting to Collin College District for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ending August 31, 2013. This is the 17th consecutive year the District has achieved this prestigious award. We appreciate Vice President/CFO Ralph Hall, Associate Vice President/Controller Julie Bradley, Associate Vice President Barbara Jindra and the Business Office staff for their work that resulted in this excellent achievement.
8. In a collaboration between Psi Beta and Collin's Counseling Services, the "Dog Days of Finals" was a great success again this year. In an effort to reduce stress during finals week, Psi Beta and Counseling brought dogs to the Spring Creek Campus to bring a calming effect to our students during the two-day meet-and-pet sessions. Over 300 students participated each day in the initiative that was very well received. The *McKinney Courier Gazette* even

wrote an article about the stress reducing therapy provided by the animals. We appreciate Dr. Mary McRae, Gary Hodge, Dr. Linda Qualia and her staff, and Jennifer O'Loughlin-Brooks, Stephanie Quintana and the Psi Beta members. A special thank you goes to all of those who brought their special dogs to interact with our students.

9. Over 210 people attended the Service Learning Reflections events held the first week of December at the Central Park, Preston Ridge and Spring Creek Campuses. Each semester, the Center for Scholarly and Civic Engagement (CSCE) and Service Learning faculty host the "*Reflections*" event at each campus to showcase student Service Learning projects. Students shared of their initiatives to apply discipline specific learning objectives from their academic courses that meet real community need through the actions of research, service, critical analysis, and teamwork. We appreciate our students, Vice President Dani Day, CSCE Director Terry Hockenbrough, and the faculty involved in the service-learning program.

10. Fall 2014 Wellness Team Challenge winners have been announced by Dr. Linda Muysson, Professor and Wellness Program Coordinator. The fall challenge found new teams and many new participants. Congratulations to our winners and all of our wellness participants.

Grand Prize Winners: Gym Rats and Captain Dan Lipscomb

Campus Runners Up included:

CYC-Collin Cardio Five and Captain Karen Renkiewicz

CPC-Health QD and Captain Keeley Bowman

PRC-Just In Time and Captain Karen Martin

SCC-Las Chicas and Captain Deborah Cardenas

The Spirit Award went to Lean Queens and Captain Susan Maxon

11. Our faculty/practitioner team (representing Texas) comprised of Angie Switzer and Julie Boganwright along with 2014 Collin graduate Grant Pipes won the national championship of "Sputum Bowl" conducted by the American Association of Respiratory Care (AARC) at their International Congress held in Las Vegas last week. Fourteen teams competed in the trivia game that asks questions from basic science, math and respiratory care content, including pharmacology and physiology, along with clinical content. The last time Texas won was in 1986. In addition, our student team comprised of Victoria Theobalt, Kelsey Edinger, Codi Gallaway and Shannon Hardon received the third place trophy in the student competition. Congratulations to Dr. Sherry Schumann, Dean Abe Johnson, Program Director Araceli Solis, Angie Switzer, Julie Boganwright, Grant Pipes, and all of our student competitors. Director Solis, and Professors Boganwright and Switzer received applause as they displayed the award for the audience to see.

Dr. Smith thanked the Board of Trustees for the actions it took at tonight's meeting and for its hard work during this time of transition.

The Board announced the following:

Trustee Rodriguez congratulated the faculty and staff on all the accomplishments saying he really appreciated their hard work. He said he enjoyed attending the nurses pinning along with Dr. Collins and enjoys attending as many of the pinnings, graduations and other events as possible. He thanked Dr. Smith, the Leadership Team, and Shirley Harmon for all of their

work, especially in the last part of the year. Mr. Rodriguez extended a personal invitation to attend the Martin Luther King, Jr. Power Leadership Breakfast on January 17, 2015, at the Spring Creek Campus' Living Legends Conference Center. He is co-chair of the event along with Evelyn McKnight. Trustee Rodriguez wished happy holidays to all.

Trustee Hardin wished everyone happy holidays and said thank you for the hard work. He said he appreciated each one for their individual contributions to Collin College.

Trustee Arias thanked everyone for the continued support of civic engagement and service learning and for the commitment to leadership. She wished happy holidays and blessings.

Trustee Cone thanked the board for welcoming him and wished all happy holidays and a Merry Christmas.

Trustee Wainwright wished everyone a Merry Christmas and a happy new year.

Trustee Wurzman wished happy holidays to all, whatever the holiday celebrated, and a happy new year.

Trustee Collins wished all a Merry Christmas and thanked everyone for the work on behalf of Collin College.

Trustee McCall thanked Ralph Hall and his staff for the good job they did on the comprehensive financial report.

Chairman Hendricks announced that Trustee Steve Cone would take over former Trustee Tino Trujillo's committee assignments. Mr. Cone will serve on the Budget and Finance Committee as well as the Organization, Education and Policy Committee. He said Mr. Cone attended his first Budget and Finance Committee meeting earlier in the day. Chair Hendricks thanked everyone for all they do, and acknowledged those who are doing their regular job as well as other jobs in the last 90 days during the transition period. He said the board is grateful for all that the employees are doing to keep things moving normally. Chairman Hendricks said he and the board looking forward to a great new year, a new spring, and that things will be back to normal shortly.

ADJOURNMENT

There being no further business, Chairman Hendricks adjourned the December 16, 2014, meeting of the Board of Trustees of Collin County Community College District at 7:58 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 2014, new appointed Place 7 Trustee Steve Cone completed the 2014 Texas Higher Education Leadership Conference and New Member Training in Austin on November 20 and 22, 2014.