

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
Meeting Minutes  
March 27, 2018**

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its work session and regular monthly Board of Trustees meeting on March 27, 2018, in the Board Conference Room 135 and the Board 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, Mr. Steve Matthews, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, and Mr. Adrian Rodriguez.

**WORK SESSION CALL TO ORDER**

Chairman Collins called the March 27, 2018, Work Session of the Board of Trustees of Collin County Community College District to order at 5:30 p.m., in the Board Conference Room 135 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069. In addition to board members listed above, attendees included District President Neil Matkin, Executive Vice President Brenda Kihl, Sr. Vice President of Organizational Effectiveness Kim Davison, Sr. Vice President of Academic, Workforce, and Enrollment Services Sherry Schumann, Chief Financial Officer Ken Lynn, and Chief Public Relations Officer Tom Delamater.

**CERTIFICATION OF NOTICE**

Shirley Harmon, 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**

Discussion items included the following:

1. Bond Sale Update presented by Chief Financial Officer Ken Lynn
2. Collin College Talking Points presented by Chief Public Relations Officer Tom Delamater

No formal action was taken.

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

Chairman Collins recessed the meeting to executive session at 5:56 p.m. in the Board Conference Room 135, 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.

The Executive Session adjourned at 6:35 p.m., so that Board members and President Matkin could join a reception in the atrium honoring faculty whose contracts or contract extensions were on the agenda for approval at the regular meeting. There being no further discussion, the Work Session also adjourned at 6:35 p.m.

## **REGULAR MONTHLY MEETING CALL TO ORDER**

Chairman Collins reconvened the regular monthly meeting of the Board of Trustees of Collin County Community College District at 7:09 p.m. in Boardroom 139 and welcomed those in attendance. Trustees in attendance were Dr. Collins, Dr. Stacey Donald, Mr. Andy Hardin, Mr. Mac Hendricks, Mr. Steve Matthews, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, and Mr. Adrian Rodriguez. Other attendees included District President Neil Matkin, Collin College administrators, faculty, staff, vendors, and community members.

Chairman Collins 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 MARCH 27, 2018, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Ms. Harmon certified the notice of the March 27, 2018, Collin County Community College District Board of Trustees regular 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 United States flag and Mr. Rodriguez led the pledge to the Texas flag.

## **APPROVAL OF THE MINUTES OF THE FEBRUARY 27, 2018, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

On motion of Dr. Menon, second of Mr. Matthews, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its February 27, 2018, regular meeting.

## **RECOGNITION OF SPECIAL GUESTS**

Chairman Collins recognized students from the Leadership Development Institute classes of Professors Michael Rose and Judi Wohead who were in attendance at the meeting.

## **PUBLIC COMMENTS**

No public comment was presented.

## **PRESENTATIONS**

1. Recognition of Retirees on the Occasion of their Retirement. The service of two retirees, Bill Gidney and Judy White, was recognized by the Board of Trustees. Chairman Collins presented gifts to Mr. Gidney and photos were taken as President Matkin read the following information about each retiree. Ms. White was unable to attend the meeting.

Judy White retired on February 28 after working at Collin College for 30+ years. Prior to her work as the Telecommunications Analyst in the Telecommunications Department, Judy was a Student Assistant for Business and Engineering, and then spent five years as a full-time employee in the Continuing Education Department. As Telecommunications Analyst, she was an integral part of each new building and every new phone installed throughout the district. Ms. White approached her work with a kind heart and gentle spirit. Regardless of the situation, her patient words and expertise always created a happy ending.

Bill Gidney retired March 9. He first came to Collin College as a student in 1992. While attending school, Bill had a work-study job cleaning the black boards in all (24) classrooms at the Central Park Campus. He was employed in a temporary, full-time position in CPC's Plant Operations for 11 months until he was hired as a full-time employee in 1994. He remained in the position of receiving clerk for 24 years. Co-workers described Bill as a kind and caring man with a great sense of humor.

President Matkin said Mr. Gidney and Ms. White are true examples of employees who emulated Collin's Core Values of dignity and respect and integrity. We will miss their expertise and wish them the very best in retirement.

2. Racial Profiling Report – In the absence of Chief of Police Bill Taylor who was attending the Texas Police Chief's Conference in Galveston, Chief Financial Officer Ken Lynn delivered the following annual Racial Profiling Report to the Board of Trustees:

#### Police Procedure

- 100.6 Collin College Police Department's Racial or Bias-Based Policing Policy
  - Officers shall actively enforce state and federal laws in a responsible and professional manner, without regard to race, ethnicity, or national origin.
  - Officers are prohibited from engaging in bias-based profiling when making traffic stops, field interview stops, or initiating asset seizure and forfeiture efforts.
  - This policy is applicable to all persons, whether drivers, passengers, or pedestrians.
  - Officers shall conduct themselves in a dignified and respectful manner at all times when dealing with the public.
  - Two of the fundamental rights guaranteed by the United States and Texas constitutions are equal protection under the law and freedom from unreasonable searches and seizures by governmental agents.
  - The right of all persons to be treated equally and to be free from unreasonable searches and seizures must be respected.
  - Bias-based profiling is an unacceptable patrol tactic and will not be condoned.
  - The President or designee shall provide a complaint process so that students, employees, and other citizens may report violations of this policy.

- The President or designee shall provide public education regarding the complaint process in the form of bulletin board notices, website postings, student handbook notices, public presentations, and/or other forms of communication designed to promote public awareness.
- The chief of police shall disseminate written regulations to all members of the police department that strictly prohibit racial profiling; define acts constituting racial profiling; describe the complaint process by which individuals may file a complaint if the individual believes that he or she has been subjected to racial profiling; and require appropriate corrective action to be taken against a peace officer who, after an investigation, is shown to have engaged in racial profiling in violation of this policy.
- The written regulations shall comply with state law requirements regarding the collection of data regarding arrests and the annual reporting to TCOLE and this Board regarding the data.
- The chief of police or designee shall provide period training regarding this policy and the department's procedures regarding racial profiling.  
(Tex.Code of Crim. Pro. art. 2.131).

2018 Racial Profiling Report

Mr. Lynn said that in compliance with the Texas Code of Criminal Procedure section 2.131-2.138, the following report on the statistical data gathered by the Collin College Police Department from January 1, 2017 through December 31, 2017 was being submitted to the Collin County College District Board of Trustees for their information. The report identifies individual traffic stops by racial categories established by state statute, searches both consensual and non-consensual and arrests and citations resulting from these traffic stops. Data must also be collected on whether officers knew the race/ethnicity of the driver prior to making a traffic stop.

Texas Occupation Code 1701.164 requires the statistical data in this report be submitted to the Texas Commission on Law Enforcement. The Texas Code of Criminal Procedure 2.132 mandates all law enforcement agencies in the state develop and maintain a policy on racial profiling.

This chart depicts the data required to be collected by police officers during traffic stops including the race/ethnicity of the vehicle driver:

RACE/ETHNICITY	STOPS	KNEW ETHNICITY BEFORE STOP	CONSENT SEARCH	NON-CONSENT SEARCH	CITATION	ARREST
Black	26	0	0	0	3	0
Hispanic	25	0	0	0	1	1
Caucasian	84	0	0	0	4	1
Asian/Pacific Islander	25	0	0	0	1	0
Alaskan/Native American	0	0	0	0	0	0
Unknown	22	0	0	0	0	0
<b>TOTAL</b>	<b>182</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>2</b>

An analysis was conducted comparing the traffic stop data with the demographics of the Collin College community. The traffic stop data was converted to percentages as show in the statistical chart below to facilitate this comparison.

RACE/ETHNICITY	STOPS	KNEW ETHNICITY BEFORE STOP	CONSENT SEARCH	NON-CONSENT SEARCH	CITATION	ARREST
Black	14%	0%	0%	0%	33%	0%
Hispanic	14%	0%	0%	0%	11%	50%
Caucasian	46%	0%	0%	0%	44%	50%
Asian/Pacific Islander	14%	0%	0%	0%	11%	0%
Alaskan/Native American	0%	0%	0%	0%	0%	0%
Unknown	12%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>

The race/ethnic breakdown for traffic stops, citations, arrests, and the breakdown of faculty/staff and students for the 2017 reporting period includes:

	<u>Stops</u>	<u>Citations</u>	<u>Arrests</u>	<u>Race/Ethnicity of Faculty/Staff</u>	<u>Race/Ethnicity of Students</u>	<u>Race/Ethnicity Faculty/Staff Students</u>
Black	14%	33%	0%	8%	12%	13%
Hispanic	14%	11%	50%	8%	20%	17%
Caucasian	46%	44%	50%	68%	49%	53%
Asian/Pacific Islander	14%	11%	0%	8%	10%	11%
Alaskan/Native American	0%	0%	0%	0%	1%	0%
Unknown	12%	1%	0%	8%	8%	6%

Mr. Lynn concluded the report by saying a comparison of traffic stops by Collin College Police Officers by race/ethnicity to the aggregate race/ethnicity of the Collin College population demonstrates no significant deviance that would indicate racial profiling by the police officers.

After a brief discussion regarding the kinds of citations and arrests, Mr. Lynn said he would get specifics and report to the board. He will also furnish information on the racial makeup of the police department.

### **2018-3-1 Personnel Report for March 2018**

Discussion: The Personnel Report for March 2018 included 75 three-year faculty contracts, 58 faculty contract extensions, 46 one-year faculty contracts, one faculty appointment, 8 staff appointments, 5 promotions/changes, and 5 resignations/terminations.

Executive Vice President Brenda Kihl talked about the contract process for faculty who are on one-year contracts for the first three years. To be considered for a multi-year contract (three-years) the faculty member must undergo a rigorous process that is unique

to Collin College that includes student evaluations, self-evaluations, college service, professional development, and associate dean review, completion of a board report, and recommendation from the peer group Council on Excellence. Dr. Kimberly Harris, current Chair of Council on Excellence (COE), said that COE is a peer group elected by discipline so that the Council has a lot of breadth. She introduced members of COE who were present.

Dr. Kihl, as Chief Academic Officer, certified that all faculty presented for contracts and contract extensions are qualified under the SACS principles of accreditation to teach in their assigned discipline and meet Collin College’s standards of excellence. She recommended board approval of the faculty presented in items 1a, 1b, and 1c.

On motion of Dr. Menon, second of Mr. Matthews, the Board of Trustees of Collin County Community College District unanimously approved items 1a through 1c of the Personnel Report for March 2018 as presented.

On motion of Mr. Moses, second of Mr. Orr, the Board of Trustees of Collin County Community College District unanimously approved items 1d through 1g of the Personnel Report for March 2018 as presented.

2018-3-1a Approval of Three-Year Faculty Contracts

By action stated above, the Board of Trustees of Collin County Community College District approved the following three-year faculty contracts:

<b>Name</b>	<b>Discipline</b>	<b>Campus</b>
Anand, Smriti	Chemistry	Central Park Campus
Antohe, Valeria	Mathematics	Spring Creek Campus
Arduengo, Joshua	Psychology	Spring Creek Campus
Armstrong, Robin	Theater	Spring Creek Campus
Bakner, Arlene	Developmental Mathematics	Spring Creek Campus
Bierhup, Amy	Nursing	Central Park Campus
Bock, Edward	Mathematics	Spring Creek Campus
Brody, Betsy	Political Science	Spring Creek Campus
Broyles, Michael	Physics	Spring Creek Campus
Burton, Rebecca	Child Development	Spring Creek Campus
Bzostek, Rachel	Political Science	Preston Ridge Campus
Calvin, Peter	Photography	Spring Creek Campus
Caughfield, Adrienne	History	Spring Creek Campus
Cheney, W. Scott	English	Spring Creek Campus
Cohick, Mikel	Economics	Spring Creek Campus
Cott, Leda	Child Development	Spring Creek Campus
Cronauer, Gail	Theater	Spring Creek Campus

Daly, Tebring	Computer Information Systems	Preston Ridge Campus
DeLaTorre, Christine	Management Development	Preston Ridge Campus
DeRouen, Rich	Humanities	Central Park Campus
Doumen, Christian	Biology	Spring Creek Campus
Duran, Joanne	Nursing	Central Park Campus
Ehrhart, Thomas	Management Development	Preston Ridge Campus
Elakodical, Joseph	Mathematics	Spring Creek Campus
El-Ashmawy, Amina	Chemistry	Central Park Campus
Endley, Seema	Biology	Central Park Campus
Fanini, Elaine	Biology	Central Park Campus
Fant, Kathryn	Info Tech Cisco CCNA	Preston Ridge Campus
Geisler, William	Political Science	Central Park Campus
Gibbs, Kayla	Environmental Technology	Central Park Campus
Godbole, Aparna	Info Tech Cisco CCNA	Preston Ridge Campus
Goetz, Heinrich	Environmental Technology	Preston Ridge Campus
Green, Rhonda	Surgical Technology	Central Park Campus
Gutzler, Jay	Mathematics	Spring Creek Campus
Hargis, Hilla Jessica	Political Science	Preston Ridge Campus
Heaslip, Audra	Humanities	Central Park Campus
Helms, Amy	Biology	Preston Ridge Campus
Hershenberg, Julie	Political Science	Spring Creek Campus
Howard, Tony	English	Spring Creek Campus
Hunsaker, Joan	Nursing	Central Park Campus
Jaynes, Joe	History	Central Park Campus
Johnson, Melissa	History	Spring Creek Campus
Jones, Suzanne	Integrated Reading/Writing	Preston Ridge Campus
Kayes-Wandover, Kathleen	Biology	Preston Ridge Campus
LoCoco, Josephine	Nursing	Central Park Campus
Lower, Kimberly	Nutrition	Spring Creek Campus
Manganelli, Paul	Geology	Preston Ridge Campus
Medina, Michael	Audio Engineering	Spring Creek Campus
Melton, Camin	English	Spring Creek Campus
Miller, Paulette	Accounting	Spring Creek Campus
Montalvo, Monica	Mathematics	Spring Creek Campus
Morgan, Christopher	Audio Engineering	Spring Creek Campus
Morgan, Jason	History	Preston Ridge Campus
Morgan, Katherine	Music	Spring Creek Campus
Muysson, Linda	Physical Education	Spring Creek Campus
Nixon, Thomas	Culinary Arts	Preston Ridge Campus

O'Neal, Gordon	English	Central Park Campus
Payne, Angela	Office Systems Technology	Preston Ridge Campus
Peterson-Smart, Karen	Polysomnography	Central Park Campus
Potter, Dustin	Mathematics	Spring Creek Campus
Ramsey, Traci	Physical Education	Preston Ridge Campus
Robertson, Letha	Art	Spring Creek Campus
Roy-Davis, Lisa	English	Spring Creek Campus
Schull, Diane	Nursing	Central Park Campus
Shaham-Albalancy, Amira	Biology	Preston Ridge Campus
Shipp, Julie	Art	Spring Creek Campus
Smith, James	Environmental Technology	Spring Creek Campus
Streater, Kristen	History	Spring Creek Campus
Subramanian, Sukanya	Biology	Preston Ridge Campus
Swann, Alaya	English	Preston Ridge Campus
Vera, Fernand	Music	Spring Creek Campus
Vishnyakova, Katerina	Mathematics	Preston Ridge Campus
Wilson, Gary	English	Preston Ridge Campus
Wiltse, Cheryl	English	Preston Ridge Campus
Zimbelman, Shannon	Theater	Spring Creek Campus

2018-3-1b Approval of Faculty Contract Extensions

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

Name	Discipline	Campus
Airhart, Tony	Physical Education	Central Park Campus
Antonova, Sofya	Mathematics	Spring Creek Campus
Ardis, William	Mathematics	Preston Ridge Campus
Balch, Katherine	English	Preston Ridge Campus
Bell, Charlotte	Developmental Mathematics	Preston Ridge Campus
Benavides, Robert	Computer Science	Preston Ridge Campus
Berryman, Martin	Physical Education	Spring Creek Campus
Braun, Charles	Computer Science	Preston Ridge Campus
Cardwell-Wilson, Meghan	Visual and Performing Arts	Preston Ridge Campus
Cervantez, Vera	Computer Information Systems	Preston Ridge Campus
Chaka, Gezahegn	Chemistry	Spring Creek Campus
Charleson-Jennings, Ceilidh	Speech	Spring Creek Campus
Clark-Miller, Kristi	Sociology	Spring Creek Campus
Deskins, Raymond	Mathematics	Spring Creek Campus



Diggs, Matthew	Psychology	Central Park Campus
Donald-Whitney, Cathy	Biology	Central Park Campus
Flores, Laura	Commercial Art	Spring Creek Campus
Foster-Eason, Laura	Integrated Reading/Writing	Spring Creek Campus
Furnas, Winola	Computer Information Systems	Preston Ridge Campus
Gaiter, Pamela	Sociology	Spring Creek Campus
Geller, Nicholas	Mathematics	Preston Ridge Campus
Geraghty, Sean	Foreign Languages	Spring Creek Campus
Giron, Ana	Foreign Languages	Spring Creek Campus
Goussak, Frozina	Foreign Languages	Spring Creek Campus
Green, Charlene	English	Preston Ridge Campus
Grooms, John	English	Spring Creek Campus
Hudgins, Thomas	Economics	Spring Creek Campus
Jauregui, Courtenay	Education	Spring Creek Campus
Jenkins, Joan	History	Spring Creek Campus
Jury, C Fred	Chemistry	Spring Creek Campus
Kennedy, Joan	English	Preston Ridge Campus
Khoury, Raja	Mathematics	Spring Creek Campus
Kirby, Lisa	English	Spring Creek Campus
Long, Ralph	Speech	Spring Creek Campus
Madhugiri, Sudha	Chemistry	Spring Creek Campus
Madu, Christian	Chemistry	Preston Ridge Campus
Masters, Shawna	Mathematics	Central Park Campus
Mayhew, Frank	History	Central Park Campus
McConachie, Michael	Political Science	Spring Creek Campus
McKenzie, Tracey	Sociology	Preston Ridge Campus
Miyamoto Walters, Melody	History	Central Park Campus
N'tchobo, Aime	Developmental Mathematics	Spring Creek Campus
Ottinger, Charles	Commercial Art	Spring Creek Campus
Perry, Carolyn	Humanities	Spring Creek Campus
Pierson, Patricia	Health Information Management	Central Park Campus
Popowski, Mark	History	Preston Ridge Campus
Ranta, Lari	English	Spring Creek Campus
Rasmussen, Bryan	Political Science	Preston Ridge Campus
Rische, Sue Anne	Art	Central Park Campus
Rose, Michael	Psychology	Central Park Campus
Scaggs, Carter	Art	Spring Creek Campus
St John, Debra	Political Science	Preston Ridge Campus

Starr, Clinton	History	Preston Ridge Campus
Tassa, Amina	Biology	Spring Creek Campus
Tinnen, Christopher	Art	Preston Ridge Campus
Traweek, Theresa	Art	Preston Ridge Campus
Walker, Dale	Humanities	Spring Creek Campus
Weis, Mary	Biology	Spring Creek Campus

2018-3-1c Approval of One-Year Faculty Contracts

By action stated above, the Board of Trustees of Collin County Community College District approved the following one-year faculty contracts:

<b>Name</b>	<b>Discipline</b>	<b>Campus</b>
Alexandrowicz, Neal	Geology	Spring Creek Campus
Amelkina, Olga	Music	Spring Creek Campus
Ballard, Nancy	Biology	Central Park Campus
Beck, Leah	Developmental Mathematics	Central Park Campus
Brown, Denise	Mathematics	Spring Creek Campus
Cain, Tammy	Biology	Preston Ridge Campus
Cooper, Khimen	English	Spring Creek Campus
Courtright, Jeffrey	Philosophy	Spring Creek Campus
Cox, Gregory	Emergency Medical Tech.	Central Park Campus
Eaves, Sharon	Psychology	Central Park Campus
Evarts, Heather	Nursing	Central Park Campus
Farrin, John	English	Spring Creek Campus
Farrow, Shelly	Nursing	Central Park Campus
Fischer, Mark	Developmental ESL	Spring Creek Campus
Fish, Sarah	English	Central Park Campus
Foree, Christopher	English	Spring Creek Campus
Garrison, David	Political Science	Spring Creek Campus
Gilbert, James	Management Development	Preston Ridge Campus
Gonsoulin-Getty, Patrick	Geology	Spring Creek Campus
Grimes, Glen	Computer Science	Preston Ridge Campus
Hernandez, Jacqueline	Integrated Reading/Writing	Preston Ridge Campus
Holtfrerich, Michael	Mathematics	Preston Ridge Campus
Jarvis, Elizabeth	Nursing	Central Park Campus
Javeed, Lubna	Integrated Reading/Writing	Preston Ridge Campus
Johnson, Elizabeth	Mathematics	Spring Creek Campus
Kholdi, Ali	Interior/Commercial Design	Preston Ridge Campus
Kukla, William	Real Estate	Preston Ridge Campus
Larson, Rebekah	Nursing	Central Park Campus

Matranga, Jennifer	Nursing	Central Park Campus
McBee, Melinda	English	Central Park Campus
McKee, Michael	Commercial Art	Spring Creek Campus
Miles-Rosenfield, Marti	Integrated Reading/Writing	Spring Creek Campus
Park, Hyungkoo	Mathematics	Spring Creek Campus
Rice, David	Mathematics	Preston Ridge Campus
Rice, Jennifer	Developmental Mathematics	Preston Ridge Campus
Romo, Lynlee	Nursing	Central Park Campus
Rutherford, Kenya	Interpreter Education Program	Spring Creek Campus
Snyder, Jason	Mathematics	Central Park Campus
Stroman, Dianne	Environmental Technology	Preston Ridge Campus
Sutherland, Sean	English	Spring Creek Campus
Tobin, Eric	Hospitality	Preston Ridge Campus
Venuto, Allison	Education	Spring Creek Campus
Wang, Zhiqiang	CADD	Preston Ridge Campus
Whitney, William	Computer Network Technology	Preston Ridge Campus
Ybarra, Regina	Psychology	Central Park Campus
Zimmerman, John	Business Administration	Preston Ridge Campus

2018-3-1d Approval of Faculty Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Hannah Adams	Professor, Biology	08/14/18	Academic Affairs	Replacement Mark Garcia

2018-3-1e Approval of Staff Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Calvin Allison	Specialist, Outreach and Recruitment/Mobile Services Vehicle Driver	03/19/18	Dual Credit	New position
Suzette Clement	Admissions/ Records Assistant	02/19/18	Admissions and Records	Replacement Nanette Gaskey
Somayeh Heyrati	Technology Supervisor	02/26/18	Academic Technology and Network Services	Replacement Jennifer McDermott
Daniel Jenkins	Collin Police Lieutenant	03/19/18	Police Department	New position
George Malone	Fire Science Instructor	03/05/18	Fire Science	Replacement Ron Grotti

Kathy Meyer	Accounts Payable Associate	02/26/18	Financial Services	Replacement Don Dickson
Diego Torres	Technical Support Analyst	03/05/18	Administrative Programming	Replacement Julie Youngblood
Lihwen "John" Wu	Systems Administrator	03/19/18	Academic Tech/Network Svc.	Replacement Chengan Huang

2018-3-1f Approval of Promotions/Changes

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Carolyn Braswell	N: ACCESS/Counselor Fellowship (Temporary) O: Counselor	03/01/18	Counseling	Temporary Promotion/ Development Opportunity
Candace Hamilton-Meserole	N: Student and Enrollment Services Campus Lead (Temporary) O: Advisor	03/01/18	Student and Enrollment Services	Temporary Promotion/ Development Opportunity
Nadia Khedairy	N: Student and Enrollment Services Campus Lead (Temporary) O: Advisor	03/01/18	Student and Enrollment Services	Temporary Promotion/ Development Opportunity
Timberly Lewis	N: Student and Enrollment Services Campus Lead (Temporary) O: Advisor	03/01/18	Student and Enrollment Services	Temporary Promotion/ Development Opportunity
Bobby McCoy	N: Collin Police Lieutenant O: Collin Police Sergeant	03/19/18	Police Department	New position

2018-3-1g 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>
Billy Gidney	03/09/18	24	Receiving Clerk	Physical Plant Support Services
Jacob Owens	03/09/18	<1	Plant Operations Worker	Physical Plant Support Services

Daniel Rivera	03/02/18	1	Coordinator, Hospital Lab	Nursing
Darren R. Smith	03/30/18	1	Senior Internal Auditor	Internal Audit
Judy White	02/28/18	30	Telecommunications Analyst	Academic Technology & Network Services

**2018-3-2 Report Out of the Campus Facilities and Construction Committee and Ratification of Executed Electricity Supply Contract**

Discussion: At its meeting on January 23, 2018, the Board of Trustees authorized the District President or his designee to monitor pricing offered by Retail Electric Providers and execute an electricity supply contract as deemed in the best interest of the District. The District’s contracted energy consultant, Energy Edge, received pricing proposals from the Texas General Land Office (“GLO”), MP2, MidAmerican and TXU. The GLO provided the best value to the District with a rate of \$0.03884 per kWh for each kilowatt-hour of electricity. The electricity supply Retail Sales Agreement was executed on March 7, 2018, with the GLO. The contracted rate is effective May 1, 2019, through April 30, 2022. The estimated cost savings over the current rate for the three-year term is \$106,107.00.

Campus Facilities and Construction Committee Chair Andy Hardin reported that the committee reviewed the information regarding the electricity supply contract at its meeting on March 20, 2018, and recommended ratification of the action taken by the District President in executing the contract.

On motion and second out of the Campus Facilities and Construction Committee, the Board of Trustees of Collin County Community College District unanimously approved the ratification of the executed electricity supply contract.

**2018-3-3 Report Out of the Campus Facilities and Construction Committee and Approval of a Contract with Conley Group, Inc. for Third Party Roofing and Waterproofing Consulting Services**

Discussion: An RFQ was issued for qualified firms to provide third party roofing and waterproofing services, which included the evaluations of roofing systems and moisture intrusion surveys at existing campuses and facilities. The services also include the creation of a replacement/renewal report, which allows for prioritizing the replacement and repairs of existing roofs and moisture protection systems throughout the District. The staff recommendation for this third-party Roofing and Waterproofing Consulting Services is Conley Group, Inc.

Campus Facilities and Construction Committee Chair Andy Hardin reported that the committee reviewed the information regarding the contract with Conley Group, Inc. to provide third-party roofing and waterproofing consulting services at its meeting on March 20, 2018, and recommended approval of the contract.

On motion and second out of the Campus Facilities and Construction Committee, the Board of Trustees of Collin County Community College District unanimously approved the Conley Group, Inc. for third party roofing and waterproofing consulting services for existing campuses and facilities.

**2018-3-4 Report Out of the Campus Facilities & Construction Committee and Approval of the Designation of the Construction Manager at Risk (“CMAR”) Delivery Method for Construction of the Phase 2 Projects of the 2017 Capital Improvement Program**

Discussion: Inasmuch as Collin College is a public junior college authorized under Chapter 130 of the Texas Education Code, the College is required by Government Code Section 2269.056 to determine, before solicitations for services are issued, which construction delivery method provides the best value for the College.

The Government Code authorizes six (6) construction delivery methods: competitive bidding (combines design, bid and build); competitive sealed proposals; construction manager-agent; construction manager-at-risk (CMAR); design-build; and job order contracting. Of the six authorized methods, staff believes the CMAR method will provide the best value to the College. Under the CMAR methodology, the services of the general contractor are divided into two distinct areas:

- (1) Preconstruction - during which the CMAR acts as a consultant to the design team during the design development stage and works closely with the College and its architect to advise on constructability, materials choices and to offer expert cost estimation services to assure that the project stays in budget; and
- (2) Construction - where the CMAR provides project administration services and supervises and/or performs the actual construction through subcontractors and/or its own forces while keeping the project costs within the guaranteed maximum amount approved by the Board of Trustees.

Selection of the CMAR to provide the above services is recommended using the two-step process as outlined in Government Code Sec. 2269.253. Using this process Collin College would identify finalists based solely on qualifications then, in step 2, evaluate additional information from those finalists including the CMAR's proposed fee and prices for fulfilling the general conditions. Then, on that basis, the CMAR that provides best value to the College would be recommended to the Board for each project.

Designation of the CMAR delivery method triggers the Request for Qualifications solicitations process for an Architect for each project, which is also a two-step solicitation as required by Government Code Section 2254.004(a) which states “In procuring architectural, engineering, or land surveying services, a governmental entity shall: (1) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and (2) then attempt to negotiate with that provider a contract at a fair and reasonable price.”

Beyond approval of the construction delivery method, the Board will approve selection of the CMARs and architects when the administration brings forward agenda items for:

- (1) Consideration of Approval of Project Assignments (Negotiate and Execute – August 2018)
- (2) Consideration of Acceptance of GMP (Foundation & Site Work – TBD)
- (3) Consideration of Acceptance of GMP (Facility - TBD)

Additionally, Board involvement will occur on a regular basis via detailed monthly reports to the Campus Facilities and Construction Committee, Board information reports to be included in the monthly board agenda, and information available to the Board and public via a web portal.

Campus Facilities and Construction Committee Chair Andy Hardin reported that the committee reviewed the Construction Manager at Risk (CMAR) delivery method for construction of Phase 2 projects of the 2017 Capital Improvement Program at its meeting on March 20, 2018. The Committee recommended approval of the CMAR method for the 2017 Capital Improvement Program Phase 2 projects.

On motion and second out of the Campus Facilities and Construction Committee, the Board of Trustees of Collin County Community College District unanimously approved the Construction Manager at Risk (CMAR) delivery method for construction of the Phase 2 projects of the 2017 Capital Improvement Program.

#### **2018-3-5 Approval of Private Offers to Purchase Struck Off Properties**

Discussion: Private offers have been made on four struck off properties in Collin County.

On motion of Mr. Moses, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the private offers to purchase struck off properties as presented.

208 Wright Street, Farmersville, TX	\$ 6,500.00
601 Anthony, McKinney, TX	\$ 6,500.00
Lot 1B, Rockwall Street, McKinney, TX	\$ 6,500.00
601 Standifer, McKinney, TX	\$11,000.00

#### **2018-3-6 Approval of Bid Report for March 2018**

Discussion: The Bid Report for March 2018 consisted of five new solicitations and one contract revision.

President Matkin noted that Purchase Request #1 did not add up to the amount shown on the Bid Report cover page. Mr. Lynn requested that the Board approve the larger amount with the understanding that the additional funds would not be spent unless that is the correct amount.

On motion of Mr. Orr, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for March 2018 as presented with the exception of the amount for Purchase Request #1, which will be approved at \$691,815.00.

**I. NEW SOLICITATIONS**

Purchase Request # 1		691,815.00
Purchase of Custodial Services	\$	<del>676,315.00</del>
Purchase Request # 2		
Purchase of Fume Hood Replacement		123,063.00
Purchase Request # 3		
Purchase of Training Services		100,000.00
Purchase Request # 4		
Purchase of Elevator Maintenance and Repair		265,000.00
Purchase Request # 5		
Purchase of Compressor System		51,468.00
		<hr/>
		1,231,346.00
<b>TOTAL OF NEW SOLICITATIONS</b>		<del>1,215,846.00</del>

**II. CONTRACT REVISIONS**

Purchase Request # 6		
Approval of Additional Funds for Cisco Equipment and Maintenance		514,000.00
		<hr/>
<b>TOTAL OF CONTRACT REVISIONS</b>		514,000.00
		<hr/>
<b>GRAND TOTAL</b>	\$	1,745,346.00
		<u><u>1,729,846.00</u></u>

**INFORMATION REPORTS**

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

- Statement of Net Position as of 02/28/18
- Summary of Revenues and Expenditures as of 02/28/18
- Grant Budget Amendments Quarterly Report as of 02/28/18
- Monthly Investment Report as of 02/28/18
- Quarterly Investment Report as of 02/28/18
- Public Safety Training Center Construction Update for February 2018
- AECOM Monthly Report for February 2018
- Follow Up on Questions from Prior Board Meetings/Questions from Trustees
- Bids on Vehicles



President Matkin discussed the information included in the board packet regarding bids on vehicles purchased by Collin College and noted the Collin County vendors who were included. He said the college had looked at Collin's Purchasing Department staffing compared to peers, and it is a bit lean. The use of cooperative purchasing agreements allows Collin to operate with fewer staff. Dr. Matkin noted that a typical procurement could take four or more months. Staffing has been kept lean to keep the costs low for taxpayers and businesses in Collin County. In answer to a question from Mr. Hardin, Chief Financial Officer Ken Lynn said he would research the cost of doing a procurement for vehicles and provide the information to the Board of Trustees.

Board members agreed that they want give local vendors an opportunity to bid. President Matkin proposed that local vendors be informed when cooperative agreements are up for rebid.

### **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:**

1. Dr. Matkin said he was sad to report the passing of Associate Professor Marcus Urban on March 8. He had taught STEM mathematics at the Preston Ridge Campus since 2015. He asked that Professor Urban's family be kept in thoughts and prayers.
2. Executive Vice President Brenda Kihl was recognized as the 2018 Workforce Board Member of the Year by Workforce Solutions of North Central Texas. Dr. Kihl has served on the Board since 2014 and has been recognized for her dedication to the mission, support for programs, and assistance in creating partnerships that are beneficial to meeting the goals of the organization.
3. Collin College's honorees for the 2018 National Institute for Staff and Organizational Development (NISOD) Excellence Awards include:
  - Brett Adams, Professor of History
  - Francis Choy, Instructional Designer in the eCollin Learning Center
  - Tammi Gupta, Biology Lab Instructor
  - Kimberly Head, Director of Health Care Programs – Continuing Education
  - Jeni Long, Professor of Nursing
  - Karrie Newby, Professor of Health Science
  - Candace Thomas-Cooper, Professor of Integrated Reading/Writing
  - Dr. Meredith Wang, Associate Dean of Academic Affairs
  - Dr. Yiping Wang, Professor of Engineering
  - William Whitney, Professor of Cybersecurity

NISOD Excellence Awards recognize men and women who have demonstrated an outstanding commitment and contribution to their students and colleagues. The recipients will be celebrated at a special dinner during NISOD's annual International Conference on Teaching and Leadership Excellence in Austin in late May.

4. Collin College's Alpha Mu Tau Chapter of Phi Theta Kappa attended the Texas Regional Convention in Houston in early March. The chapter campaigned for regional office and was elected to the position of Texas Regional President for the 2018-19 academic calendar year. The chapter also received the following awards:

- Five Star Rating in the Chapter Development Plan (the highest rating available)
- Five Star Competitive Edge Completion
- 10 District II Hall of Honor Students
- Horizon Award for Chapter Advisors
- Certificate of Appreciation for service to the Texas Region
- Texas Phi Theta Kappa (five years of service pin)
- Hall of Honor for Officers
- 'Tejas' Outstanding Friend of Texas Award
- College Project Award of Merit
- Honors in Action and College Project Participation Award, Alpha Mu Tau
- Honors in Action Award of Distinction-Theme 1
- First Finalist, Most Distinguished Chapter (second highest scoring chapter in the Region, ranked No. 2 out of 92 chapters)

5. Collin hosted the State Academic Decathlon for small and medium sized schools at Preston Ridge Campus in late February. Forty teams of about 360 competitors and their friends and family attended. There were about 600 people there for the Super Quiz part of the competition on Saturday afternoon, and more than 680 people at the banquet at the Omni the following day. Thank you to Vice President/Provost Abe Johnson, Dean Wendy Gunderson, Professor of Government Bryan Rasmussen, and all of the volunteers from the college who helped organize the event.

6. Mary Nguyen, the first Health Science Academy student to also graduate with an associate of science degree this past spring, has earned another great distinction. She was one of only 150 applicants out of more than 1,000 who applied to the Texas Tech Nursing Program to be selected for admission. Ms. Nguyen was an excellent student and was part of the EMT program while she was at the Health Science Academy.

7. Several Collin College basketball players earned All-Region and All-Conference honors in the North Texas Junior College Athletic Conference (NTJCAC), Region V of the National Junior College Athletic Association (NJCAA). In addition, Jim Sigona was named Men's Co-Coach of the Year and Jeff Allen was named Women's Co-Coach of the Year.

The Lady Cougars basketball team finished with an 11-3 conference record, going 26-5 overall and winning an NTJCAC Conference Co-Championship. The Collin men's basketball team finished second in the conference with an 8-4 record and went 21-10 overall, battling their way into the semi-final round of the NJCAA Region V Tournament.

In addition, eight Collin College student athletes have been named to the North Texas Junior College Athletic Conference All-Academic Team. Each recipient completed three semesters of college work with a minimum of 36 hours of courses that lead to a degree all while maintaining a cumulative grade point average of 3.25 or higher.

The names of the players and their honors will appear in the monthly update to the college.

8. The Collin College Health and Safety Fair drew an estimated 600 people to Central Park Campus on March 9. The fair provided free health screenings and presentations on healthy eating, exercise options and other wellness activities to Collin students, employees and the public. Representatives from dozens of local health care providers, wellness facilities, and Collin College Health Sciences programs were on hand to answer questions and provide services like flu shots. Thank you to Vice President/Provost Jon Hardesty, Chair Linda Muysson and the Health and Safety Fair Committee, and all the volunteers who helped make this year's fair a huge success.

9. Dr. Matkin said he traveled to Austin on March 21 and gave testimony before the Senate Higher Education Committee chaired by Senator Seliger, along with Victoria College President David Hinds. The Committee is considering the role the state should have in overseeing the approval and development of new higher education locations into geographical areas already served by existing institutions.

**The Board announced the following:**

Trustee Rodriguez said President Matkin gave a great report of the amazing achievements by staff and students. He complimented the Council on Excellence and retirees on their work.

Trustee Donald said she attended the Health & Safety Fair at the Central Park Campus and commented that it was fantastic to see all the services being offered. She said it was integral to the health of our community, staff, and students. Dr. Donald congratulated the faculty and thanked the Council on Excellence. She congratulated Dr. Kihl on being named the Workforce Solutions of North Central Texas 2018 Board Member of the Year.

Trustee Menon echoed congratulations to the faculty and Dr. Kihl. He said it is great that the list of achievements keep getting longer and longer. Dr. Menon said he experienced a musical production "Heathers" by the Collin Theatre program a couple of weeks ago, and it blew him away. He said the quality of talent we have at Collin College is incredible. Trustee Menon met Gail Cronauer at the showing and got to meet the actors and performers. It was inexpensive entertainment that was well worth the money.

Trustee Orr thanked the students for attending the board meeting. He thanked Dr. Menon for wishing him well when he had the flu last month. Mr. Orr thanked the faculty for their work and the Council on Excellence for its process.

Trustee Hardin thanked the students for attending the meeting and said the board appreciated their attendance very much.

Trustee Hendricks gave appreciation to the students and everyone for being at the meeting. He commented on the Council on Excellence/faculty contract process saying it is unique and tells quite a tale.

Trustee Matthews congratulated the faculty and Council on Excellence and said he was very impressed with the process in his first time to experience it.

Trustee Moses thanked everyone and said Collin has a great culture of excellence. He said he is pleased to hear about different programs and how Collin College is reaching out and touching people. Mr. Moses said the college is an extraordinary asset to the community and that the faculty and staff represent the college and the board well.

Chairman Collins thanked Trustee Hardin and the members of the Campus Facilities and Construction Committee for their hard work.

#### **ADJOURNMENT**

There being no further business, Chairman Collins adjourned the March 27, 2018, meeting of the Board of Trustees of Collin County Community College District at 8:45 p.m.