

Purchase Request #8
Regular Board Meeting December 10, 2019
Consideration of Approval to Contract for All College Day Venue

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a two-year contract with The Star in Frisco, Texas for the August 2020 and August 2021 All College Day meetings.

BACKGROUND

Collin College conducts an annual meeting in which all college employees are invited to participate. As the college continues to expand its footprint, we have outgrown the capacity of any internal college conference facilities and most of the venues in Collin County that can meet our needs. For the last three years, we met at the Plano Center, but in August 2019, we were at maximum capacity. The Star in Frisco is available on the planned dates and has the capacity to meet our needs. The other venues that have sufficient seating capacity were either not available or have unacceptable issues with sound or parking.

The Star is a unique venue and will provide sufficient space and dedicated parking to accommodate:

- meeting space for all of our full-time employees,
- display space for the large Silent Auction that raises funds for student scholarships, and
- space for benefit vendors that provide current information for employees about college benefits and community discounts available to them.

IMPACT OF THIS ACTION

Without this space, the college will be unable to continue hosting the All College Day event that provides an opportunity to celebrate college-wide awards, including the ROSE Awards and Faculty of the Year Awards and to communicate to the entire college community about activities and plans for the upcoming year.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$210,000, which is budgeted in the Chief of Staff's FY20 operating budget and the planned FY21 budget, subject to Board approval. The FY19 spend for the Plano Center venue was \$70,322.70.

MONITORING AND REPORTING TIMELINE

The term of contract will be two (2) years beginning August 14, 2020 through August 13, 2021.

RESOURCE PERSONNEL

Kim Davison

Chief of Staff

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