

**Minutes of Regular Meeting  
June 25, 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, June 25, 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 5:30 p.m. in Board Conference Room 135 at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069. Kristy Horkman, Executive Assistant to the District President/Secretary to the Board of Trustees, certified that the meeting was posted according to Article 551.001 of the Texas Government Code.

**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

**DISCUSSION ITEMS**

1. Texas Open Meeting Act Training - Richard Abernathy, Abernathy, Roeder, Boyd, & Hullett, P.C.
2. Organizational Overview - Neil Matkin, District President

No formal action was taken.

**RECONVENE, 7:11 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 Hardin led the Pledge of Allegiance to the United States flag, and Trustee Gomel led the Texas Pledge.
3. On motion of Trustee Moses, second of Trustee Menon, the Board of Trustees unanimously approved the minutes as corrected for the May 21, 2019 Regular Board Meeting.

**PUBLIC COMMENT**

No public comment was submitted.

## **PRESENTATIONS**

### **1. Recognition of Retirees on the Occasion of Their Retirement -**

The service of two retirees, Nancy Brown and Betty Wilson were recognized by the Board of Trustees. Betty Wilson was unable to attend. Chairman Collins present a gift to Nancy Brown and thanked her for her service.

District President Dr. Matkin shared the following comments about the two retirees:

Betty has served the Continuing Education area for over twenty-two years. She always treated everyone who walked through the door or called the office with utmost respect and assistance. She is dependable, patient, kind, and conscientious - all while serving in a demanding, multi-tasking environment. She maintains a calm demeanor even during the most challenging of situations. Her actions and service to students, faculty, and co-workers illustrate the motto “whenever there is a human being, there is an opportunity for kindness.” Her colleagues refer to her as a kind-hearted human being who is always seeking to make a difference in the lives around her. She will be missed by all!

Nancy began working in Purchasing and HR in September 1987 and was promoted to Division Secretary and Administrative Assistant in the Social Sciences Division. She served as Associate Registrar at the Plano Campus and then moved to the Math and Sciences Division Office before returning to Admissions and Records as the Transcript Evaluation Specialist. When her colleagues were asked what they will remember about Nancy, they said:

- “She’s like the Energizer Bunny—always half running everywhere.”
- “She’s got the most infectious laugh.”
- “She has spunk! For example: She keeps a can of wasp spray in her desk in case of an emergency because it can spray 40 feet. She will skip the ‘run and hide’ response, and goes straight to fight!”
- One of her points of pride within the office are her stuffed cougars, Slumpy, Radar, and Henri; she updates their clothing throughout the year depending on the occasion.

### **2. League for Innovation, Innovation of the Year Award -**

Chief Innovation Officer Mike Dickson presented awards from the League for Innovation including the Innovation of the Year Award.

Awardees were Kasie Dodd, Mark Garcia, Jeramie Hicks, David Hoyt, Nicola Marshman, and Jennifer McDermott. Dr. Matkin also presented Mike Dickson with the award as well. Dr. Matkin also informed the board about the “challenge coin” that will be given to the awardees and Mr. Dickson as a token to show they have met a challenge; this is a new program Mr. Dickson has established in his department.

### **3. R.O.S.E Awards –**

Staff Council President and Director of the Simulation Lab Jackie Langford along with Debbie Dunn, Chair of the R.O.S.E Award sub-committee, presented the finalists for the R.O.S.E award this year: Joan Reese, Nancy Huff, Becky Hessing, Brandy Anderson, Amanda Lunn, Christina Haslage, Vinna Cook and Cathleen Rangel. The winner will be announced at All College Day on August 16<sup>th</sup>.

4. Whitley Penn Report –

Kim Davison, Chief of Staff, welcomed John Williamson, Risk Advisory Services Senior Manager at Whitley Penn who presented the “Collin College Enterprise Risk Management” report. The report covered the process of the Enterprise Risk Management Report, the impact for the college, project timelines, risk assessment results, and recommendations from Whitley Penn.

The floor was open for questions. Trustee Gomel asked about privacy, and Mr. Williamson replied that no risks were found. Trustee Orr inquired about the residual risks facing the college regarding policies and procedures no longer supporting current laws and regulations and how big of a risk that is for the college. Mr. Williamson replied that they did not identify any errors or issues regarding that line item but this was listed as a risk as there was not a dedicated position to ensure compliance with current laws and regulations. Trustee Moses commented that the risks were moderate and the internal audit will help address the issues.

**2019-6-1 Personnel Report for June 2019**

The Personnel Report for June 25, 2019 included eight administrative appointments, twenty-eight faculty appointments, eight staff appointments, one promotion/ change and six resignations/ terminations. Dr. Matkin gave introductions to several of the Administrative Appointments.

On motion of Trustee Menon and second of Trustee Gomel, the Board of Trustees of Collin County Community College District approved the personnel report for June 2019 as presented.

**2019-6-1a Approval of Administrative Appointments**

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>SALARY</u>
Steven Bassett	Chief Financial Officer	07/29/19	Administrative Services	Replacement Ken Lynn	\$216,305
Mike Coffman	N: Dean of Workforce O: Assoc Dean, Academic Affairs	08/01/19	N: Campus Operations O: Academic Affairs	New position	N: \$105,929 O: \$100,303
Amy Gainer	N: Dean of Academic Affairs O: Assoc Dean, Academic Affairs	08/01/19	N: Campus Operations O: Academic Affairs	New position	N: \$109,941 O: \$104,315
Jon Hardesty	N: Vice President, Academic Affairs O: VP/Provost	08/01/19	N: VP/Academic Affairs O: VP/Provost, McKinney Campus	New position	N: \$175,263 O: \$175,263
Craig Johnson	N: Director, Construction Programs O: Professor, Construction Management	06/26/19	N: Construction Admin O: Academic Affairs/Workforce	New position	N: \$83,504 O: \$70,485
Joan Mendez	N: Interim Executive Director, Library O: Reference Librarian	06/10/19	Library	Replacement John Mullin	N: \$75,913 O: \$61,264
Shaun Smith	Director, Automotive and Collision Repair	06/10/19	Campus Operations	New position	\$83,504
Meredith Wang	N: Dean of Academic Affairs O: Assoc Dean, Academic Affairs	08/01/19	Academic Affairs	Replacement Craig Leverette	N: \$108,993 O: \$103,367

**2019-6-1b Approval of Faculty Appointments**

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

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
April Adams	Professor, Health Information Management	08/13/19	Health Sciences	Replacement Keeley Bowman	\$52,785
Chanda Allen	Professor, English	08/13/19	Academic Affairs	New position	\$53,550
Brenda Aranda	Professor, Art (Temporary)	08/13/19	Academic Affairs	Replacement Theresa Traweek	\$55,485
Mouna Ben-Hamida	Professor, Biology	08/13/19	Academic Affairs	Replacement Mary Weis	\$60,799
Brian Blanchard	Professor, Government	08/13/19	Academic Affairs	New position	\$61,398
Lora Burnett	Professor, History	08/13/19	Academic Affairs	New position	\$60,799
Benjamin Copeland	Professor, Government	08/13/19	Academic Affairs	Replacement David Garrison	\$61,547
Leon Deutsch	Professor, Health Professions	08/13/19	Health Sciences	New position	\$53,550
Kerry Dickenson	Professor, English	08/13/19	Academic Affairs	New position	\$51,765
Ryan Farrar	Professor, English	08/13/19	Academic Affairs	New position	\$62,596
Kimberly Gentry	Professor, Health Professions	08/13/19	Health Sciences	New position	\$53,550
Patrice Hall	Professor, Biology (Temporary)	08/13/19	Academic Affairs	Replacement Jonathan Lawson	\$52,020
Evans Jarnefeldt	Professor, Theatre	08/13/19	Academic Affairs/Workforce	Replacement John Pszyk	\$57,831
Katie Johnson	Professor, Biology	08/13/19	Academic Affairs	New position	\$62,895
Jennifer Kraemer	Professor, English	08/13/19	Academic Affairs	New position	\$61,098
Justin Lewis	Professor, Computer Science and Systems	08/13/19	Academic Affairs/Workforce	New position	\$53,423
Abigail Manuel	Professor, English	08/13/19	Academic Affairs	New position	\$57,693
Jennifer McMillin	Professor, English	08/13/19	Academic Affairs	New position	\$52,691
Lisa Means	Professor, Photography	08/13/19	Academic Affairs	New position	\$53,550
Lindsay Moore	Professor, English	08/13/19	Academic Affairs	New position	\$62,895
James Moten	Professor, Insurance Management	08/13/19	Academic Affairs/Workforce	New position	\$62,895
Najmah Muhammad	Professor, Surgical Technology	08/13/19	Academic Affairs	New position	\$51,128
Joseph Mussell	Professor, Economics	08/13/19	Academic Affairs	New position	\$52,020
Rachel Ozanne	Professor, History	08/13/19	Academic Affairs	New position	\$62,146
Salena Parker	Professor, English	08/13/19	Academic Affairs	Replacement Gordon O'Neal	\$51,510
April Parsons	Professor, English	08/13/19	Academic Affairs	New position	\$62,895
Natasha Robinson	Professor, English	08/13/19	Academic Affairs	New position	\$54,531
Julia Williams	Professor, Business Management and Human Resources Management	08/13/19	Academic Affairs/Workforce	New position	\$57,969

**2019-6-1c 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>
Monica Jones	Guided Pathway Architect	06/05/19	Grants and Contracts	New position	\$67,056
Brianna Mann	Call Center Specialist	05/13/19	Call Center	Replacement Raymond Fitzgerald	\$35,515
Michael McClinton	Business Advisor	05/30/19	Small Business Development Center	Replacement Keith Otto	\$55,484
Ratsamy Minwell	Testing Center Assistant	05/20/19	Testing and Assessment	Replacement Marilyn Webster	\$27,379
Daniel Patyrak	Technology Specialist	06/18/19	Academic Technology and Network Services	Replacement Charles Deckard	\$45,572
Marvin Staten	Journeyman Plumber	05/06/19	Facilities Administration	New position	\$45,572
Roxie Vigil	Police Officer	05/13/19	Police Department	New position	\$50,798
Jake Walker	Technology Specialist	06/03/19	Academic Technology and Network Services	New position	\$42,465

**2019-6-1d Approval of Promotions and Changes**

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

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
Sylvia Herrera	N: District Manager Academic Scheduling O: Executive Assistant	07/08/19	N: Campus Operations O: VP/Provost	New position	N: \$67,056 O: \$57,505

**2019-6-1e Approval of Resignations/Terminations**

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

<b>EMPLOYEE</b>	<b>LAST DAY</b>	<b>SERVICE</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Ujjwal Bajagain	06/10/19	<1	Coordinator, Hospital Lab	Nursing	Resignation
Nancy Brown	07/31/19	31	Transcript Evaluation Specialist	Registration and Records	Retirement
Jeremy Carter	06/28/19	2	Advisor	Admissions and Advising	Resignation
Sheretha Measells	06/07/19	<1	Manager, Payroll	Payroll	Resignation
Larissa Ulbrich	06/11/19	<1	Makerspace Assistant	Library	Resignation
Betty Wilson	06/28/19	23	Administrative Assistant	Continuing Education and Workforce Development	Retirement

### **2019-6-2 Report Out of the Organization, Education, and Policy Committees, and First Reading of Local Board Policies**

Discussion: Trustee Orr discussed the meeting of the Organization, Education, and Policy Committee held early in the day with committee members, Dr. Collins, Dr. Donald and himself. Trustee Gomel also joined the meeting.

As a part of the college's comprehensive review of all policies and with input from the Texas Association of School Board's Legal and Policy Service, the local policies outlined below are being presented for your review as a first reading.

- **BBG (Local) Board Members – Compensation and Expenses** - Proposes revisions to the trustee travel documentation for college-related travel.
- **CAK (Local) Appropriations and Revenue Sources – Investments** – Recommended revisions are to provide for optimal safety of investments. Patterson & Associates is recommending we strengthen the college's definition of acceptable collateral for time and demand deposits, and repurchase agreements to only include securities as described.
- **CIB (Local) Equipment and Supplies Management – Disposal of Property** - Recommended revisions to this policy are to clarify the methods by which the college district may dispose of unnecessary college district property that has value.

This being a first reading of local board policies, no action is required.

### **2019-6-3 Report Out of the Organization, Education and Policy Committee, Second Reading and Approval of Local Board Policies**

Discussion: Trustee Orr, Chair of the Organization, Education and Policy Committee, gave the report. The Organization, Education, and Policy Committee reviewed all policies presented in this item for board approval.

As a part of the college's comprehensive review of all policies and with input from the Texas Association of School Board's Legal and Policy Service, the local policies outlined below are being presented for approval.

- **CF (Local) Purchasing and Acquisition** – Establishes authority of the District President to make necessary purchases during emergencies and crises, and grants authority for the District President to approve amendments to contracts and purchase requests when needed to accomplish college business and strategic priorities on a timely basis.
- **CR (Local) Intellectual Property** – Adds limits on the use of portable storage devices that can compromise sensitive college data.
- **FG (Local) Student Housing (ADD)** – Establishes a new policy related to student housing.
- **GD (Local) Community Use of College District Facilities** – TASB has re-coded the policy addressing community use of college district facilities from GF to GD (Local). The policy has also been reviewed and re-written to improve clarity of the college's requirements for the myriad groups using college facilities.

- **GF (Local) Community Use of College District Facilities (DELETE)** – GF is no longer an active policy code.

Trustee Orr, Chair of the Organization, Education, and Policy Committee, brought forth, in the form of a motion and second, the Committees' recommendation for approval of the changes to local board policies as presented.

The motion was approved by the Board of Trustees of Collin County Community College District as presented.

**2019-6-4 Report out of the Campus Facilities and Construction Committee for Consideration and Approval of a Contract to Purchase and Implement District-wide Blue Light Towers and Stainless-steel E-phones to Facilitate Emergency Communications on our Campuses in the Event of a Crisis**

Discussion: Trustee Hardin, Chair of the Campus Facilities and Construction Committee gave the report. This item is for consideration of approval for District-wide Blue Light Towers and Stainless-steel E-Phones.

At its meeting on November 14<sup>th</sup>, 2017, the Board of Trustees approved the Collin College Safety Plan. One item that was approved included adding cellular connected solar-powered emergency telephones strategically across the College's campuses and parking lots. Upon review, it was determined that additional emergency phones in the campus parking garages were also needed. The installation of the 28 blue light towers in the parking lots and campus common areas and 18 stainless steel e-phones in the parking garages will enhance safety across our campuses.

The proposal by CASE Emergency Systems was reviewed by the Chief of Police, the District President, the Chief Innovation Officer, the Chief of Staff and college leaders in Information Technology and Facilities. The phones will be placed in locations based on on-site evaluations to meet the objectives of visibility and accessibility within the budgeted allocation.

Implementation is planned to begin in summer 2019 and is anticipated to take 4-6 months. The cost for the phones and installation is \$479,376.00, which is within the \$500,000 budgeted for this item. CASE Emergency Systems has a Federal GSA contract, which is available for use by the District and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

Trustee Menon asked if these are in addition to what we have on campus. Dr. Matkin replied that generally the campuses do not have these, and the new ones are more advanced than those currently in place. Trustee Menon inquired if this will also include the new campuses. Dr. Matkin initially replied yes but corrected himself later in the meeting stating that this does not include the Wylie, Celina and Farmersville Campuses.

On motion of Trustee Hardin and second of Trustee Gomel, the Board of Trustees of Collin County Community College District unanimously approved the contract to purchase and implement district-wide blue light towers and stainless-steel e-phones to facilitate emergency communications on our campuses in the event of a crisis.

**2019-6-5 Report Out of the Finance and Audit Committee and Recommendation of Approval of the Authorized Broker/Dealer List Recommended by Patterson & Associates, Investment Advisors to Collin College**

Discussion: Trustee Fred Moses, Chair of the Finance and Audit Committee, reviewed the recommendation of approval of the authorized broker/dealer list recommend by Patterson and Associates, investment advisors to Collin College.

Policy CAK (Local) requires that the Board of Trustees annually review and approve the list of approved Broker/Dealers with which the College is authorized to transact investment activity. At the regular meeting of the Board in March, 2016 a contract was awarded to Patterson & Associates to act as investment advisors to the College. In their capacity as investment advisors, Patterson & Associates has recommended a list of primary dealers with which the College is authorized to execute securities transactions. Primary dealers are banks or securities broker-dealers who may trade directly with the Federal Reserve System of the United States. Primary dealers purchase the vast majority of U.S. Treasury securities and resell them to the public and other brokerage firms. Due to the large volume of U.S. Treasury securities they trade, they are often able to offer securities at an advantageous price.

The Broker/Dealer list is as follows:

Broker/Dealers	
InCapital	Great Pacific Securities
Oppenheimer	Cantor Fitzgerald
FTN Financial	Intl F.C. Stone
Bank of America/Merrill Lynch	Raymond James
BOK	RBC
Mizuho Securities	Stifel Nicolaus
Morgan Stanley	Vining Sparks
Mutual Securities	Wells Fargo
Piper Jaffray	Williams Capital Group

Trustee Moses, Chair of the Organization, Education, and Policy Committee, brought forth, in the form of a motion and second, the Committees’ recommendation for approval of the changes to local board polices as presented.

The motion was approved by the Board of Trustees of Collin County Community College District as presented.

**2019-6-6 Consideration of Approval of the Bid Report for June 2019**

Discussion: Ms. Bradley discussed the Bid Report for June 2019, which included five new solicitations, one renewal, and one contract revision.

New Solicitation Purchase Request #1

Approval for a contract to purchase media advertising from National Cinemedia, LLC for the Public Relations department.

For more than a decade, the college has targeted prospective students and parents through cinema advertising. In the “Find Your Future” campaign, these 30-second commercials feature Collin College students illustrating specific career fields strategically highlighting both transfer and workforce options. This branding campaign is designed to raise awareness of brand and name



recognition for Collin College among the community during registration periods in the fall, spring, and summer.

This purchase cannot be competitively bid due to the contracts held between the local theaters, who are required by their contract with National Cinemedia, LLC to broadcast advertising within the theatre on the National Cinemedia, LLC platform. Reference Number 2715, has been issued in order to track the volume of spend for media advertising procured on behalf of Public Relations. The National Cinemedia theatres showing Collin College commercials are seen by more than 5.5 million moviegoers per year. In addition, a significant percentage of those viewers are among our target audiences of persons aged 13-22.

This purchasing request is for spend authorization for \$101,226.00 for one year, which is budgeted in the Public Relations 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 August 01, 2019 through July 31, 2020.

#### New Solicitation Purchase Request #2

Approval of contract to purchase replacement air filters from Glasfloss Industries dba Filter Systems for the District.

Invitation to bid Number 4238 was issued to procure replacement air filters. Two responses were received and evaluated by a team consisting of District Facility Plant Operations Managers and the Director of Facilities who determined the bid submitted by Glasfloss Industries dba Filter Systems would provide the best value to the District. The bid submitted by Glasfloss Industries dba Filter Systems was determined to be both responsible and responsive to all solicitation requirements.

This purchasing request is for spend authorization not to exceed \$100,000.00 for three years, which is budgeted in the District Facility Plant Operations Departments' FY19 operating budget and subsequent years' 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 years beginning July 25, 2019 through July 31, 2022.

#### New Solicitation Purchase Request #3

Approval of contract to purchase plumbing inspection, maintenance, and repair services from Amundson Plumbing (Primary Vendor) and Classic Plumbing (Secondary Vendor) for the District.

The District utilizes a licensed outside contractor for repair, maintenance, and required inspection services for plumbing systems throughout the District facilities as a complement to the internal facilities plumbing staff.

Invitation to bid Number 4237 was issued to procure plumbing inspection, maintenance, and repair services. Three responses were received and evaluated by a team consisting of the District Facility Plant Operation Managers, the District Plumber, and the Interim Executive Director of Facilities and Construction. Based on the bid evaluation criteria which includes pricing, references, quality, and meeting District needs, the District has determined Amundson Plumbing would provide the best value to the District as the primary vendor. Classic Plumbing would be a

secondary vendor, in the event the primary vendor is not able to provide the requested service. The combined services of the District's plumbing staff and the outside plumbing contractor allows the District to maintain and ensure the necessary operation of all plumbing systems as required by state and local regulations and codes.

This purchasing request is for spend authorization of \$425,000.00 for three years, which is budgeted in the District's Facility Plant Operations departments' FY19 operating budget and subsequent years' 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 years beginning July 28, 2019 through July 31, 2022.

#### New Solicitation Purchase Request #4

Approval of the purchase of colocation and Internet services from CyrusOne for the Technology Services Department.

With continued growth and adaptation of hosted solutions for scalability, Internet bandwidth and reliability are necessary to provide the needed accessibility for students, faculty, and staff. The newly constructed Internet colocation in Allen by CyrusOne has provided a unique opportunity for the District. Due to the close proximity of our fiber to the Cyrus One Data Center location, the need to utilize the Local Loop from another provider will be eliminated. Accessibility into this colocation using the District's dark fiber will allow Collin availability to the highest Internet speeds available through a blended service for the best reliability.

The Board approved the purchase of fiber optic WAN installation services and the purchase of bandwidth management equipment at the May 2019 Board meeting to be used to connect the colocation services to the District's dark fiber. Reference number 4243 was issued to track the volume of spend for colocation services. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

This purchase agreement will allow the District to provide Internet access to the college community at a significantly reduced price per gigabyte (GB). This colocation will not only provide immediate needs for Internet bandwidth, but it will also allow the District the best growth opportunity in the future. With access to all tier-one service providers who are established in the same facility, bandwidth and reliability are at the highest level available in North Texas.

This purchasing request is for spend authorization not to exceed \$315,000.00 for five years, which is budgeted in Technology Services FY19 operating budget and subsequent years' 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. The term of contract will be 5 years beginning July 1, 2019 through August 31, 2024.

#### New Solicitation Purchase Request # 5

Approval of the purchase of roofing services from RoofConnect for the District.

RoofConnect is a leading national commercial roofing service provider that has around the clock availability to handle the timely response and quality workmanship for any District roofing leaks. RoofConnect is a new vendor to the district but has a proven track record at Texas Tech, Texas

State, Melissa ISD, Garland ISD, and San Jacinto Community College, as well as many other higher education institutions in the state.

Reference number 4246 was issued to track the volume of spend for roofing services. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

The vendor has a contract through the OMNIA Partners cooperative purchasing program to provide roofing services and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

This purchasing request is for spend authorization of \$100,000.00 which is budgeted in the District's Facility Plant Operations departments' FY 19 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. The term of contract will be June 5, 2019 through August 31, 2019.

#### Contract Renewal Purchase Request # 6

Approval for renewal of the contract for room scheduling software and services from Ad Astra Information Systems for the District.

Ad Astra was selected as the District's room and event scheduling system through the RFP process in 2002. The system streamlines the class scheduling process and is used by Auxiliary Services to schedule events in conference centers and throughout the college to schedule meetings in conference rooms.

Request for proposal, RFP Number 2085, was issued to procure room scheduling software on behalf of the District. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

Due to the growth of the District, the Ad Astra system is in need of being reconfigured in order to enhance its usage and optimize the utilization of the system. This request includes implementation services and room optimization services, as well as annual subscription, support, and hosting fees.

This purchasing request is for spend authorization of \$110,000.00 which is budgeted in various departments' FY19 operating budget and subsequent years' 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 September 1, 2018 through August 31, 2020.

#### Contract Revision Purchase Request #7

Approval of the expenditure of additional funds for the purchase of supplies and equipment from VWR International, LLC for the District science labs.

VWR International is a leading supplier of science lab supplies and equipment and has been providing quality goods and services to the District for many years. Items purchased from VWR include geological specimens, anatomical models, glassware, and consumables such as petri dishes, pipettes, and high-purity chemicals. Also purchased are core lab appliances such as incubators, refrigerators, and freezers. The additional funding is requested due to increased enrollment and curriculum changes.

VWR International, LLC has a contract through the Educational & Institutional (E&I) Cooperative Services program to provide science lab equipment and supplies and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code. Reference Number 3013, has been issued in order to track the volume of spend for supplies and equipment procured on behalf of the District. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

The additional funding on this contract will allow the District lab managers to maintain continuity with the supplies used in laboratory exercises. Approval of this action will also give the lab managers the opportunity to adequately stock the District science labs for the beginning of the Fall 2019 semester.

The Board approved the original contract in August 2018 for a total amount of \$85,000.00. This purchasing request is for spend authorization for an additional \$25,000.00 which is budgeted in the 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. The term of contract is August 1, 2018 through August 31, 2019.

Trustee Orr asked clarifying questions on purchase request # 4. Trustee Collins asked clarifying questions on purchase request #3 and purchase request #6.

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

#### **NEW SOLICITATIONS**

Purchase Request # 1	
Media Advertising	\$101,226.00
Purchase Request # 2	
Replace Air Filters	\$100,000.00
Purchase Request # 3	
Plumbing Inspection, Maintenance and Repair Services	\$425,000.00
Purchase Request # 4	
Colocation and Internet Services	\$315,000.00
Purchase Request # 5	
Roofing Services	\$100,000.00
<b>TOTAL NEW SOLICITATIONS</b>	<b>\$1,041,226.00</b>

## **CONTRACT RENEWALS**

Purchase Request # 6	
Room Scheduling Software and Services	<u>\$110,000.00</u>
<b>TOTAL CONTRACT RENEWALS</b>	<b>\$110,000.00</b>

## **CONTRACT REVISIONS**

Purchase Request # 7	
Additional Funds for Supplies & Equipment for District Science Labs	<u>\$25,000.00</u>
<b>TOTAL CONTRACT REVISIONS</b>	<b>\$25,000.00</b>

**GRAND TOTAL** **\$1,179,226.00**

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

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

- Trustee Menon's Question Regarding DART Pass Program
- Trustee Arias' Request on an Update on the School Marshal Plan
- Trustee Arias' Question Regarding Co-Requisite Developmental Education
- Trustee Arias' Question Regarding How Collin College Follows up with Dual Credit Students' Parents
- Trustee Arias' Question Regarding How Much Money is Coming in from the Barnes & Noble Agreement
- Trustee Arias' Question Regarding Collin's Use of a Consulting Firm for the CFO Search & Request for a Report on All Consulting Firms that Collin is Currently Using
- Trustee Arias' Question Regarding Collin's participation in ACCT and CCATT
- Trustee Arias' Question Regarding Updates to Board Policy Pertaining to the Board Chair Role
- Trustee Arias' Request for Information Regarding Collin's Partnership with Google
- May Board of Trustee Work Session Program Review Presentation Questions

The floor was open to questions regarding the submitted items above.

Trustee Menon questioned the school marshal program in regards to the lock boxes as the legislation for them did not pass. Dr. Matkin replied that the college is currently working with legal counsel to work out details.

Trustee Menon asked if the college had FAQ's online regarding dual credit or a place where you could go to asked questions about the dual credit program. Dr. Sherry Schumann, Executive Vice President, answered that the best point of contact for information regarding the dual credit program is the embedded college and career counselors on site at the high schools. Trustee Menon suggested that FAQ's about dual credit should also be on the website.

Trustee Menon commented on the Google program and thought the numbers were low. Dr. Makin replied that many times when programs start there is a surge of interest and then it dies. With the new Bachelors of Cybersecurity, the college expects growth in the program.

Trustee Donald inquired if the school marshal program would be able to be adopted as the program is for only publicly held 2-year junior colleges and now Collin College is offering

Bachelor Degrees. Trustee Donald would like to know how this issue would be addressed. Dr. Matkin replied that the school marshal program is for a 2-year college and the law applies to Collin College. Although the college does now offer two bachelor degrees Collin College is still classified as a 2-year college. Dr. Matkin offered to check with legal counsel regarding this issue, Trustee Donald agreed.

Trustee Arias appreciated the answers to her numerous questions and will have to get used to the new approach in which questions are to be answered. The question she submitted about dual credit was borne from multiple conversations she has had in her time away. She shared several examples to that point. She also wanted to know how the college is truly following up with parents to ensure they are receiving the information that is needed. Dr. Matkin replied he annually meets with superintendents in the college's service area, and two of the superintendents believed there was some room for improvement in the presentations for dual credit. Dr. Matkin held a meeting of key individuals to address the issue. He also agreed with having FAQ's on the Collin College website, and said he would have marketing materials developed to help with the program. Dr. Schumann added that there are some general FAQ's about the program online. In general, Trustee Arias would like the dual credit program to be more understandable to parents and relatable to students.

### **INFORMATION REPORTS**

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

Statement of Net Position as of May 2019

Summary of Current Funds, Revenues and Expenses as of May, 2019

Monthly Investment Report as of May 2019

Quarterly Investment Report ending May 31, 2019

Grant Budget Amendments, Third Quarter Ending June 2019

AECOM Monthly Report for May 2019

Kimley-Horn Parking and Traffic Study

Whitley Penn Enterprise Risk Management Report

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

Jessica Hargis and Brandy Jumper have successfully completed all five levels of the Five Star Advisor Plan with Phi Theta Kappa Honor Society. Both Jessica and Brandy received a certificate and a pin in honor of their achievement and were recognized during PTK's annual convention this past April in Orlando, Florida. Congratulations to Jessica and Brandy! We are very proud of the tireless hours you pour into our students.

Dr. Abe Johnson has been appointed to the American Association of Community Colleges (AACC) Commission on Economic and Workforce Development. The AACC, of which Collin College is a member, is the primary advocacy organization for the nation's community colleges. The association represents nearly 1,200 two-year institutions and more than 12 million students.

Mike Dickson has been appointed to the American Association of Community Colleges (AACC) Commission on Institutional Infrastructure and Transformation. The Commission will be charged with focusing on the transformation of the institution to improve student success, which includes administrative processes, infrastructure, technology, and building human resource capacity (21st-Century Commission Recommendation 4).

Dr. Sherry Schumann was appointed to the AACC Commission on College Readiness. The Commission will provide recommendations for consideration to AACC and AASA leadership in the design and execution of the two associations' joint meetings. The commission will also help to identify promising practices and colleges and K-12 districts that have innovative solutions to advance college-going rates (21st-Century Commission Recommendation 2). The commission will volunteer as needed to assist in designing innovative programming for superintendents and college presidents to foster more effective and efficient relationships between the two associations. These appointments begin July 1, 2019 and continue through June 30, 2022. Congratulations Dr. Johnson, Dr. Schumann, and Mr. Dickson on this honor.

Collin College's 2019 Model UN team won the National Model United Nations video contest in May. Collin College was the only U.S. college to be among the four winners (of an estimated 5,000 who participated this year), and Collin ranked first among all participants.

Health Professions Dual Credit Clinical Programs nearly tripled in size throughout the county for the 2018-19 school year and now provide Dual Credit Health Science courses in 12 districts, with clinical programs in nine districts. The program's certification results for this year were phenomenal. Certified Nurse Assistant (CNA) students had a 98% pass rate across six districts. Electrocardiography (EKG) Tech students had a 99% pass rate across five districts. Patient Care Technician (PCT) students had a 100% pass rate across four districts. The programs are overseen by Vice President/Provost Jon Hardesty, Dean Michelle Millen, and Health Science Academy Director Juli Westcott and her faculty. Congratulations to them on the programs' success.

Mervat Karout, a full-time biology faculty member at the McKinney Campus, completed a graduate certificate in Medical Anatomy and Physiology from the University of Florida College of Medicine in May 2019.

EMS student Jonathon Fontenot was recognized for his actions during his clinical rotation at Medical City Plano. After several alarms sounded at the facility, the elevators stopped functioning. Fontenot assisted in getting food to patients on all seven floors of the hospital while the elevators were down. Fonteno was recognized with a "Certificate of Appreciation" during class.

Sergeant Don Mewbourn and Police Officer Scott Knight participated in the final leg of the Law Enforcement Torch Run at the Special Olympics Texas Summer Games in San Antonio.

The Respiratory Care program has received notification that it will receive the Distinguished Registered Respiratory Therapist Credentialing Success Award for a seventh consecutive year. Congratulations to them on this accolade.

Cybersecurity student Daniel Sanchez won Frisco Library's 2019 hackathon by creating a virtual tour app for the Frisco Heritage Museum.

Men's and Women's Tennis wrapped up their seasons in May. Collin College's Women's Tennis won the Region V Championship and finished ninth in the nation with a strong performance at the National Junior College Athletic Association DI Championship. The Men's Team finished the season ranked No. 11 in the nation.

Several Collin College basketball players were awarded scholarships and have signed letters of intent to play for four-year universities next year. They include:

Jordynn Hernandez, the University of Texas at Arlington  
Jazmine Jackson, St. Edwards University (Austin)  
Jalah Walton, Prairie View A&M  
Briana Marshall; University of Texas Permian Basin (Odessa)  
Tazhmel Sherman, West Virginia University (Morgantown, VA)  
Ryan Flores, Incarnate Word University (San Antonio)  
Lamont Simmons, Texas Wesleyan University

## **BOARD ANNOUNCEMENTS**

Trustee Gomel congratulated those who received the innovation awards. He is looking forward to seeing who the winners are for the R.O.S.E. Award. He always loves seeing retirees, like Nancy, being recognized. He welcomed Mr. Basset to the College. Trustee Gomel was able to represent the college at the Community College Association of Texas Trustees last month.

Trustee Donald echoed Trustee Gomel's testimonials and congratulated Jennifer McDermott for the innovation award. She also congratulated the R.O.S.E Award finalists especially Jonnie who stayed for the entire meeting.

Trustee Menon said he hoped everyone is enjoying the summer and will be back in August.

Trustee Orr welcomed Mr. Basset and wished everyone a good summer.

Trustee Hardin felt that the meetings have been very inspiring and said it makes him feel good for being on the Board.

Trustee Saad said he appreciated being part of the Board.

Trustee Arias gave congratulations to all. She reviewed some items from the Financial and Audit Committee Meeting in which they were able to discuss the 2019 staff compensation study for full time staff and also discussed raising the minimum wage for staff. She is very passionate about the compensation for faculty and staff and would like to see improvement on the matter.

Trustee Moses congratulated everyone, especially the new hires. He also gave thanks to those who have been appointed to serve on other committees.

Chairman Collins reminded the Board that the next Board meeting will be August 6<sup>th</sup>.

## **ADJOURNMENT**

Chairman Collins adjourned the June 25, 2019, meeting of the Board of Trustees of Collin County Community College District at 8:37 p.m.