

**Minutes of Regular Meeting  
October 23, 2018**

**The Board of Trustees  
Collin County Community College District**

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The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its regular monthly Board of Trustees meeting on October 23, 2018, 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, and Mr. Adrian Rodriguez. Mr. Jim Orr was absent.

**Vice Chair Andy Hardin called the meeting to order at 5:30 p.m. in Board Room 139 at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069**

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Vice Chair Hardin 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: Consultations with Attorney

Section 551.072: Deliberations about Real Property

Section 551.074: Personnel Matters

**RECONVENE, 7:00 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 Matthews led the Pledges of Allegiance to the United States Flag, and Trustee Raj Menon led the Texas Pledge.
3. On motion of Trustee Rodriguez, second of Trustee Menon, the Board of Trustees unanimously approved the minutes of the Board Retreat, September 24, 2018.
4. On motion of Trustee Menon, second of Trustee Rodriguez, the Board of Trustees unanimously approved the minutes of the regular Board Meeting, September 25, 2018.

**PUBLIC COMMENT**

Nick Morgan, citizen of Collin County, presented public comment in support of the School Marshal Program.

**CONSIDERATION OF ACTION ON AGENDA ITEMS**

**2018-10-1 Approval of Personnel Report for October 2018**

The Personnel Report for October 2018 included one administrative appointment, four staff appointments, eight promotions/changes, and four resignations/terminations.

On motion of Trustee Hardin, second of Trustee Moses, the Board of Trustees of Collin County Community College District unanimously approved the personnel report for October, 2018 as presented.

**2018-10-1a Approval of Administrative Appointments**

By actions 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>
Vesna Sarafov	Executive Director Software Support Svcs	11/01/18	Software Support Services	Replacement Subir Purkayastha

**2018-10-1b Approval of Staff Appointments**

By actions 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>
Brandy Anderson	Administrative Assistant	10/08/18	Academic Affairs/Workforce, SCC	Replacement Cindy Duffer
Kristy Horkman	Executive ATP/Secretary to the Board	10/01/18	President’s Office	Replacement Kim O’Bryon
Linda Trop	Administrative Assistant	09/24/18	Dental Hygiene	Replacement Jennifer Clay
Larissa Ulbrich	Makerspace Assistant (Temporary)	10/15/18	Library	New position

President Matkin introduced Kristy Horkman as the new Executive Assistant to the District President and Secretary to the Board.

**2018-10-1c 2018-10-1b Approval of Staff**

By actions 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>
Terry Blevins	N: Administrative Assistant O: Division Secretary	10/01/18	Law Enforcement Academy	Promotion
Tracey Bradley	N: Administrative Assistant O: Accounts Payable Associate	10/04/18	N: Emergency Management O: Financial Scs	Lateral
Jerry Hanley	N: Facility Operations Assistant O: Plant Operations Worker	11/01/18	Plant Operations	Promotion

Jeramie Hicks	N: Programmer Analyst O: Associate Programmer Analyst	10/01/18	Software Support Services	Promotion
Aleka Jones	N: Advisor (Temporary) O: Student Dev. Specialist	10/01/18	Student and Enrollment Services	Promotion
Rebecca Miller	N: Director Payroll Administration O: Manager Payroll	11/01/18	Business Office	Promotion
Genevieve Northup	N: Manager HR/Professional Development O: Corporate Workforce Training Specialist	11/01/18	N: Human Resources O: Corporate College & Partnerships	Replacement
Alexander Plotkin	N: Senior Business Advisor SBDC O: Business Advisor SBDC	10/01/18	Small Business Development Center	Promotion

**2018-10-1d Approval of Resignations/Terminations**

By actions stated above, the Board of Trustees of Collin County Community College District approved the following Resignations/Terminations:

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Darlisa Diltz	10/26/18	2	Business Advisor SBDC	Continuing ED and Workforce Development
Vy Ma	09/25/18	1	Testing Center Assistant	Testing and Advising
Keith Otto	10/11/18	3	Business Advisor SBDC	Small Business Development Center
Walter Pieper	09/17/18	10	Technology Specialist	Academic Tech and Network Services

**2018-10-2 Report Out of the Organization, Education, and Policy Committee, Second Reading and Approval of Local Board Policies**

The Organization, Education, and Policy Committee met on September 25 and October 23 and reviewed the policies presented below. Committee Chair Mac Hendricks reported the Committees recommendations on second reading as stated below.

BFA Chief Executive Officer – Qualifications and Duties with edits to change item 1 to read, “A graduate degree from a regionally accredited institution. Doctorate is preferred” and “a minimum of five years executive-level administrative experience with significant experience reporting to, or working with, a Board.”

CDDA Payroll Procedures – Salary Deductions- Approve as presented.

CIB Equipment and Supplies Management – Disposal of Property- Approve as presented.

DD Personnel Positions- Approve as presented.

DIAA Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence- Approve as presented.

DN Personnel Positions (delete)- Approve as presented.

ECC Instructional Arrangements – Course Load and Schedules- Approve as presented.

FFDA Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence- Approve as presented.

FK Student Activities- Approve as presented.

The committee recommended tabling the CHA Site Management – Security and CHF Site Management – Weapons.

On motion and second of the Organization, Education, and Policy Committee, the Board of Trustees of Collin County Community College District unanimously approved the recommendation on second reading of policies as stated above.

Dr. Menon moved to modify the language in BFA Chief Executive Officer; however, the motion died for lack of second.

### **2018-10-3 Approval of the Ad Valorem Property Tax Roll for the Tax Year 2018**

Discussion: Each tax year, subsequent to the adoption of the tax rate by the Board of Trustees, the Collin County Tax Office provides a Tax Roll Summary that details the total market value, agricultural deferrals, exemptions, taxable value and estimated total tax levy based on the total rate adopted by the Board of Trustees.

For the 2018 Tax Year the relevant data is:

Total Market Value	\$165,358,186,889
Ag Deferrals	(8,256,142,009)
Exemptions	<u>(19,151,196,064)</u>
<b>Taxable Value</b>	<b>\$ 137,950,848,816</b>

2018 Adopted Tax Rate	\$0.081222
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Gross Tax Levy	\$112,046,424
Less: Levy Lost to Frozen	<u>(2,547,037)</u>
Net Levy	\$109,499,387

FY 2018 Budgeted Tax Revenue (Current Year):

#### **Unrestricted Funds**

Current Levy	\$108,010,284
Less: Transfer to Debt Service	<u>(10,470,284)</u>
<b>Available for Current Operations</b>	<b>\$ 97,540 000</b>

**Debt Service Funds**

Current Levy	\$4,188,351
Transfer from Unrestricted	\$10,470,284
Transfer from Startup/Stabilization	<u>\$5,871,365</u>
<b>Total</b>	<b>\$20,530,000</b>

On motion of Trustee Matthews, second of Trustee Menon, the Board of Trustees of Collin County Community College District unanimously approved the Ad Valorem Property Tax Roll for the Tax Year 2018.

**2018-10-4 Approval of Velodrome Agreement**

Discussion: Chief Financial Officer, Ken Lynn, said the Velodrome venture was a partnership of Electronic Data Systems Corporation, the City of Frisco, and Collin College which began in 1997. Each of the parties contributed various assets to the venture. In 1999 EDS voluntarily terminated their ownership of the venture, and as part of that termination agreement, established an escrow account for use by the College and the City to assist in future operations and maintenance of the facility. The College and the City have jointly owned and operated the enterprise of the Velodrome since 1999.

Because of declining participation and increasing costs of operation the College and the City have decided to demolish the existing facility and terminate the joint venture. The Velodrome Agreement as presented represents the College and City's negotiated termination and division of remaining assets.

On motion of Trustee Moses, second of Trustee Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the Velodrome Agreement with the City of Frisco as presented.

**2018-10-5 Approval to Execute a Participation Agreement with Texas TERM, a Public Funds Investment Pool**

Discussion: Mr. Lynn said local Government Code 2256, Public Funds Investment Act, authorizes the College Board of Trustees to elect to utilize various investment instruments specified in the Code. The College Board of Trustees has exercised that authority by adopting Policy CAK (Local). One of the investment tools authorized in Policy CAK (Local) is:

Local government investment pools approved by the College District's Board, by resolution, with a continuous rating of no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and striving to maintain a \$1 net asset value.

The College currently is authorized to participate in two local government investment pools Texpool and TexStar. Texpool and TexStar – which are both \$1 NAV daily liquidity pools that invest in U.S. government securities, repurchase agreements, and AAA-rated money market funds.

Texas TERM offers a similar daily liquidity investment opportunity as Texpool and TexStar but also offers a commercial paper investment pool that offers a greater maturity range corresponding Policy CAK (Local) maximum maturities for commercial paper investments. Texas TERM currently manages approximately \$5 billion of investments for Texas local government entities.

Representative yields of the pools discussed are as follows:

Texpool (Daily)	2.11%
TexStar (Daily)	2.14%
Texas TERM (Daily)	2.13%
Texas TERM CP (60-270 days)	2.17% - 2.60%

Authorization to invest in the Texas TERM family of funds will provide the College the opportunity to invest in professionally managed portfolios within the allowable limits of the College's investment policy.

On motion of Trustee Menon, second of Trustee Moses, the Board of Trustees of Collin County Community College District unanimously approved execution of a participation agreement with Texas TERM, a public funds investment pool.

### **2018-10-6 Approval of a Faculty Emeritus Program**

Discussion: Executive Vice President Brenda Kihl said as the college prepares for its expansion to new campuses and new programs, there will be an increasing need to hire faculty. A proposal for a Faculty Emeritus Program will position the college to honor the exceptional contributions of faculty members who have committed a significant portion of their career to Collin College and its students, while providing an avenue to continue benefiting from their expertise. The program proposal provides the following:

Upon retirement, the honorary position of Emeritus Professor may be granted to professors who have served Collin College with high distinction. Deans may nominate faculty for Emeritus status. Nominations would be reviewed through a formal process using defined eligibility criteria. A recommendation for Emeritus Professors will come before the District President for approval and will be conferred at a formal Collin College function (e.g. Board of Trustees meeting, All College Day, etc.)

Faculty members who previously retired from Collin College and who remain actively engaged with the college community either through teaching part-time or being a regular participant in college activities, such as volunteering at college events or engaging with the Collin College Foundation may also be considered for the honor.

Eligibility criteria will be established and regularly reviewed by a committee of faculty and administrators. Criteria will identify Emeritus Professors by their contributions such as:

- the faculty member has completed ten (10) or more years as a full-time faculty with Collin College;
- the faculty member's most recent faculty contract was a multi-year contract;
- the Council on Excellence has identified the faculty member as meeting standards of excellence as a part of their peer review process;
- the faculty member has consistently upheld the college's Core Values; and
- the faculty member is approved as a Professor Emeritus by the Collin College District President.

Emeritus Professors benefit Collin College by being available for college service, serving as ambassadors for the college within the community, mentoring new faculty members, participating in college activities and ceremonies (e.g. graduation, pinnings, etc.), or helping and inspiring students, as well as, teaching on a part-time basis, when available.

Benefits provided to the Emeritus Professors may include:

- retaining a Collin College ID with access to college facilities such as the library,
- continuing use of a Collin College email account (for academic professional purposes using the Emeritus Professor title),
- accessing, when available, shared office space and basic administrative support when teaching part-time or for approved projects,
- teaching part-time on less than a 50% basis in accordance with benefit and compensation requirements, and
- receiving priority consideration to teach available course sections after full-time faculty load is assigned, when feasible.

Providing a pathway to benefit from the expertise of this pool of committed long-term faculty members will strengthen our faculty and bolster our organizational capacity to accomplish the goals before us.

Trustee Menon made a motion that the Board of Trustees of Collin County Community College District approves a Collin Faculty Emeritus Program that recognizes teaching excellence, contributions of Collin's long-term faculty, and provides an opportunity for the College to continue benefiting from their expertise, with final approval of recommendations for Emeritus Professors being made by the District President and Board of Trustees. The motion was seconded by Trustee Donald, and received unanimous Board of Trustees approval.

### **2018-10-7 Approval of Private Offers to Purchase Struck Off Properties**

Discussion: The BoT considered approval of private offers on three struck-off properties.

On motion of Trustee Menon, second of Trustee Moses, the Board of Trustees of Collin County Community College District unanimously approved the private offers on struck-off properties as presented.

Elm St E & Blk 71, Lot 6b Celina Original Donation, Celina, Texas for \$15,000  
Oak St E, Lot 12, Block 70, Celina Original Donation, Celina, Texas for \$5,750  
1116 I Ave, being Lot 6a, 7a, Block 7 of Railroad Plano, Plano, Texas for \$25,025

**2018-10-8 Approval of Bid Report for October 2018**

The bid report for October 2018 consisted of six new solicitations and one contract renewal.

On motion of Trustee Menon, second of Trustee Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for October 2018 as presented.

**NEW SOLICITATIONS**

Purchase Request # 1	
Purchase of Custodial Services for the Collin Higher Education Center Campus	\$605,000
Purchase Request # 2	
Purchase of Custodial Services for the McKinney Campus	\$1,835,000
Purchase Request # 3	
Purchase of Custodial Services for the Courtyard Center Campus	\$380,000
Purchase Request # 4	
Purchase of HVAC Maintenance and Repair	\$385,000
Purchase Request # 5	
Purchase of Roofing Products and Services	\$206,500
Purchase Request # 6	
Purchase of Toner Cartridges and Ribbons for Office Machines	<u>\$195,000</u>
<b>TOTAL OF NEW SOLICITATIONS</b>	<b>\$3,606,500</b>

**CONTRACT RENEWALS**

Purchase Request # 7	
Contract for Property and Liability Insurance	<u>\$470,926</u>
<b>TOTAL OF CONTRACT RENEWALS</b>	<b>\$470,926</b>

**GRAND TOTAL** **\$4,077,426**

**INFORMATION REPORTS**

Statement of Net Position 8/31/18  
Summary of Revenue and Expenses as of 8/31/18  
Statement of Net Position 9/30/18  
Summary of Revenue and Expenses as of 9/30/18  
Monthly Investment Reports as of 8/31/18 and 9/30/18  
Quarterly Investment Report as of 8/31/18  
Capital Improvement Expenditures 9/30/18  
AECOM Monthly Report for October 2018

**DISTRICT PRESIDENT'S ANNOUNCEMENTS**

Polysomnography Program Coordinator Amber Allen presented at the American Association of Sleep Technologists (AAST) annual meeting, in Indianapolis, IN. Allen has also been



asked by the American Academy of Sleep Medicine (AASM) to serve on the subcommittee that is planning the sleep technologist track for the SLEEP 2019 conference. The other subcommittee members are all physicians. SLEEP 2019 is the largest sleep medicine conference in the United States.

Gov. Greg Abbott has appointed Sharon Malone, M.D., to the Advisory Council on Emergency Medical Services. Dr. Malone is the EMS Education Medical Director for Collin College.

Collin College Executive Vice President Dr. Brenda Kihl was elected to serve a two-year term as the secretary of the North Central Texas Workforce Development Board of Directors.

Karrie Newby, a Health Professions department faculty member, successfully defended her doctoral dissertation, and has been awarded the degree of Doctor of Psychology (PsyD) in Sport and Performance.

Associate Registrar Samantha Dean successfully defended her dissertation for her PhD in Public Policy and Political Economy.

Collin College Alumna Melanie Meek has been admitted to the Texas Woman's University Honors Scholar Program and awarded the Honors Program Scholarship from that university. This scholarship provides substantial tuition and fee support each year for four full years. It is one of the 10 most selective programs in the state.

Betsy Brody, Government Professor, was elected Vice President of the Fulbright Dallas Board of Directors.

Professor of Economics Kaycee Washington has been elected to a three-year term as Co-Chair of the Texas Higher Education Coordinating Board Economics Field of Study Committee.

Marty Berryman, Kinesiology Professor and Head Tennis Coach, coordinated the 16th annual Special Olympics event created to teach tennis to Special Olympics participants.

## **BOARD ANNOUNCEMENTS**

Trustee Hardin welcomed the students to the meeting and thanked them for attending. He stated they are the reason we are all here and reminded everyone to vote.

Trustee Moses informed us the he participated in Plano Legacy Charter School podcast regarding dual credit, and they are excited about Collin's program. He added that they hold Collin College in high regard.

Trustee Menon thanked Nick Morgan for his comments in support of the School Marshal Program. He thanked the students and told them it's important to vote and pay attention to what's happening.

Trustee Rodriguez invited everyone to the Martin Luther King, Jr. Leadership Breakfast on 1/19/19. He also reminded everyone to vote because votes count. He won the election by 97 votes.

**ADJOURNMENT**

There being no further business, Chairman Collins adjourned the October 23, 2018 meeting at 8:10pm.