

**Minutes of Special Called Meeting  
August 6, 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 a Work Session and Special Called meeting on Tuesday, August 6, 2019, at the Collin Higher Education Center, with Chairman J. Robert Collins presiding. Trustees in attendance were Ms. Stacy Anne Arias, Dr. Robert Collins, Dr. Stacey Donald, Mr. Greg Gomel, Mr. Andy Hardin, Dr. Raj Menon, Mr. Fred Moses, 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. Review of the Proposed 2019 Annual Budget and Tax Rate – Steve Bassett, Chief Financial Officer

No formal action was taken.

**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 Arias led the Pledge of Allegiance to the United States flag, and Trustee Saad led the Texas Pledge.
3. On motion of Trustee Menon, second of Trustee Gomel, the Board of Trustees unanimously approved the minutes as corrected for the June 25, 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 six retirees, Arlene Bakner, Jim Hamilton, Geroge Jackson, Gordon O’Neal, Veta Smith, and Theresa Traweek were recognized by the Board of Trustees. Jim Hamilton, Gordon O’Neal, Oveta Smith, and Theresa Traveek were 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 six retirees:

Arlene Bakner has served Collin College as both a Math Lab staff member and a Developmental Math faculty member for the last 32 years. Arlene possesses a contagiously positive and optimistic attitude which is uplifting to all those around her. Over and over again, Arlene's students have commented on her helpful nature and constant support. Arlene, you will be missed.

Jim Hamilton has been married to his wife Anita, who will join him in retirement this month as well, for over 40 years. Jim served our country in the U.S. Navy and was a veteran of the Vietnam War. He started his career at Collin College on February 11, 2008 as a Testing Center Administrator for the Plano Campus. He has been a test administrator for national exams, such as CLEP and HiSET, and has trained many of our testing center new hires. Jim was a nominee of the 2018 ROSE full time staff award.

His colleagues have said the following things about Jim:

- "Always willing to go the extra step to help anyone who asks."
- "He is a master at working on the Scantron machines."
- "He is well respected by all faculty/staff as well as other testing center personnel."

George Jackson has been with us for 17 years. His initial assignment was teaching in the web development area. George has served on a wide range of committees, been involved in multiple initiatives, and has been instrumental in the web development curriculum. In addition, he developed a new program in Geospatial Information Science (GIS) where he has served as the Discipline Lead and primary professor until his retirement. Students regularly comment on George’s knowledge in the field and his willingness to help. Professor Jackson has been an excellent leader and ambassador for Collin College.

Gordon O’Neal is a standout Professor of English. His classes are filled with real life connections, stories, music, and visuals. Professor O’Neal’s students often say it was Gordon who helped them become lifelong learners. He serves as a role model of the power of critical thinking to each of his students.

Gordon’s students have repeatedly said:

- “Professor O’Neal is, without-a-doubt, the best teacher I have ever had.”
- “His positive attitude and love for World Literature is contagious.”
- “His teaching style is efficient and effective, and I was highly motivated to come to class.”
- “I appreciate his availability and how well he prepares for each class.”

Gordon is an individual who represents the best of Collin College. He is not only great in the classroom but he is a foundational member of our college community. He helps those new to Collin feel comfortable and become successful.

Veta Smith has been an employee of Collin College for 24 years. She began her career with the Collin College Bookstore in 1995. After a short time, she moved to the Fine Arts Department, where she was nominated for a Rose Award. Next, she transferred to Human Resources, and finally was hired as the Division Secretary for Student Enrollment Services/Testing (SES) where she remained for over 12 years. During her time as the Division Secretary for SES/Testing she was again nominated for a Rose Award for her devotion to students and staff alike. Veta will be missed!

Theresa Traweck is retiring after 10 years of full-time teaching at Collin College. During her tenure at the College, she was instrumental in growing watercolor and drawing courses at our Frisco Campus. Theresa challenged her students to think about how art influenced the world around them and to enjoy the process of producing work they were proud to exhibit. Whether planning a “Bob Ross” look-alike contest for our annual Rockin’ the Ridge fall event, having students create a Pollack-inspired wall mural for our library at the Frisco Campus or planning artist statement workshops through the Writing Center, she has been a passionate supporter of our students and the arts programs. She embraced our Core Values at every opportunity. We are thankful for Theresa’s service to our students and Collin College, and we wish her continued success as she starts a new chapter with her family in San Antonio, Texas.

**2019-8-1-1 Personnel Report for August 2019**

The Personnel Report for August 6, 2019 included six administrative appointments, four faculty appointments, twelve staff appointments, sixteen promotion/lateral change and sixteen resignations/ terminations. Dr. Matkin gave introductions to several of the Administrative Appointments.

On motion of Trustee Moses and second of Trustee Donald, the Board of Trustees of Collin County Community College District approved the personnel report for August 2019 as presented.

**2019-8-1-1a 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>
Alexis Cade	N: Interim Associate Dean, Academic Affairs O: Program Career Coach Workforce	08/07/19	Workforce-SCC	Replacement LaTanya Thomas	N: \$93,184 O: \$54,556
Marisela Cadena-Smith	N: Interim Chief Public Relations Officer O: Director Marketing Communications	08/16/19	Public Relations	Replacement Thomas Delamater	N: \$106,538 O: \$90,287
Mark Fischer	N: Interim Associate Dean, Academic Affairs O: Professor, ESL	08/12/19	Academic Affairs-SCC	Replacement Meredith Wang	N: \$93,184 O: \$53,950
Vidya Krishnaswamy	Executive Director, Library	08/12/19	Library	Replacement John Mullin	\$83,504
Josephine LoCoco	N: Director, Nursing O: Interim Director, Nursing	08/07/19	Nursing	Replacement Mary Beth Kasprisin	N: \$93,184 O: \$73,500
Kristin Streater	N: Associate Dean, Academic Affairs O: Interim Associate Dean, Academic Affairs	08/07/19	Academic Affairs	Reclassification	\$96,911

**2019-8-1-1b 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>
Connie Chan	Professor, Mathematics	08/13/19	Academic Affairs	New position	\$52,530
Sasha Lashgari	Professor, Biology	08/13/19	Academic Affairs	New position	\$60,349
Louis Lormand	Professor, HVAC	08/13/19	Academic Affairs/Workforce	New position	\$66,018
Shahina Shad	Professor, Mathematics	08/13/19	Academic Affairs	New position	\$52,020

**2019-8-1-1c 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>
Lynne Bensten	Administrative Assistant	07/01/19	CE Workforce and Professional Development	Replacement Betty Wilson	\$33,847
Lydia Danton	Director, Health Information Management	08/12/19	Health Sciences	Replacement Michelle Millen	\$70,748
Monica Davenport	Manager, Writing Center	07/29/19	Writing Center	Replacement Allyson Jones	\$52,962
Paul Hansen	Police Officer	08/05/19	Police	New position	\$50,798
Aaron Hinojosa Jr.	College and Career Counselor (Temporary)	07/24/19	Dual Credit	Replacement Ashley Stevens	\$48,664
Brooke Hughes	Student Engagement Specialist	08/12/19	Student and Enrollment Services	Replacement Andrea Jackson	\$32,849
Charlene Martin	College and Career Counselor (Temporary)	07/24/19	Dual Credit	Replacement Maureen Cervantez	\$51,987
Gina Palma	Manager, Payroll	08/01/19	Finance and Budgeting	Replacement Shereatha Measells	\$67,056
Karen Raymond	Business Advisor, Small Business Development Center	06/24/19	Small Business Development Center	Replacement Darlisa Diltz	\$55,484
Anne Stahel- Thornton	Director, Agriculture Program	08/08/19	Workforce Dean	New position	\$83,504
Daniel Woods	Police Officer	07/29/19	Police	New position	\$48,027
Yidong Zhang	Technical Coordinator, Student and Enrollment Services	07/15/19	Testing and Assessment	Replacement Marina Kuryshina	\$40,419

### **2019-8-1-1d Approval of Promotions and Changes**

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

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>DATE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>REASON</u></b>	<b><u>SALARY</u></b>
Traci DeRose	N: Collin Police Sergeant O: Collin Police Officer	08/01/19	Police	Replacement Bobby McCoy	N: \$70,221 O: \$50,909
Kevin Dippel	N: Campus Technology Manager O: Technology Specialist	08/01/19	Campus Technology Support	New position	N: \$60,090 O: \$54,319
Eric Donihoo	N: Campus Technology Manager O: Technology Specialist	08/01/19	Campus Technology Support	New position	N: \$60,090 O: \$51,577
John Trey Gerwig	N: Campus Technology Manager O: Technology Specialist	08/01/19	Campus Technology Support	New position	N: \$59,817 O: \$46,833
Kristina Golway	N: Transcript Evaluation Specialist O: Admissions/Records Assistant	08/01/19	Registration and Records	Replacement Nancy Brown	N: \$41,333 O: \$39,359
Eric Hawkins	N: Collin Police Sergeant O: Collin Police Officer	08/01/19	Police	New position	N: \$71,192 O: \$52,830
Armand Johnson	N: Campus Technology Manager O: Technology Specialist	08/01/19	Campus Technology Support	New position	N: \$58,724 O: \$47,394
Aleka Jones	N: Advisor O: Advisor (Temporary)	07/01/19	Admission and Advising	Replacement Jeremy Carter	N: \$42,050 O: \$41,843
Scott Knight	N: Collin Police Sergeant O: Collin Police Officer	08/01/19	Police	New position	N: \$71,192 O: \$61,541
Carlton Kuhlman	N: Collin Police Sergeant O: Collin Police Officer	08/01/19	Police	New position	N: \$71,192 O: \$54,679
Mark Maldonado	N: Campus Technology Manager O: Technology Specialist	08/01/19	Campus Technology Support	New position	N: \$60,090 O: \$53,963
George Malone	N: Operations Manager, Fire Training O: Fire Science Instructor	07/08/19	Fire Protection Technology	New position	N: \$57,467 O: \$54,314
Jinger Peeples	N: Executive Assistant to Vice President/Provost O: Assistant to the Dean	08/19/19	N: Provost O: Workforce Dean	New position	N: \$54,219 O: \$51,219
Georganna Saunders	N: Executive Assistant to Vice President/Provost O: Assistant to the Dean	07/29/19	N: Provost O: Academic Affairs Dean	Replacement Sandi Herrera	N: \$49,182 O: \$42,810
Celeste Wise	N: Campus Technology Manager O: Technology Specialist	08/01/19	Campus Technology Support	New position	N: \$60,090 O: \$49,296
Joanne Yarley	N: Collin Police Sergeant O: Collin Police Officer	08/01/19	Police	New position	N: \$71,192 O: \$58,357

**2019-8-1-1e Approval of Resignations/Terminations**

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

<b><u>EMPLOYEE</u></b>	<b><u>LAST DAY</u></b>	<b><u>SERVICE</u></b>	<b><u>TITLE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>REASON</u></b>
Arlene Bakner	08/31/19	31	Professor, Developmental Math	Academic Affairs	Retirement
Thomas Delamater	08/15/19	2	Chief Public Relations Officer	Public Relations	Resignation
Shelly Farrow	08/23/19	2	Professor, Nursing	Nursing	Resignation
Franciscus Futrell	07/18/19	<1	IT Security Analyst	Academic Technology and Network Services	Separation
Linda Gamble	08/02/19	5	Admissions and Records Assistant	Admissions and Records	Resignation
Elisa Garcia	08/02/19	2	Advisor	Admissions and Advising	Resignation
James Hamilton	07/31/19	11	Testing Center Assistant	Testing	Retirement
Andrea Jackson	07/12/19	1	Student Life Specialist	Student Development	Resignation
George Jackson	08/19/19	17	Professor, Geospatial	Academic Affairs	Retirement
Katrina Johnson	07/26/19	1	College and Career Counselor (Temporary)	Dual Credit	Resignation
Jonathan Lawson	07/31/19	11	Professor, Biology	Academic Affairs	Resignation
Gordon O'Neal	08/09/19	32	Professor, English	Academic Affairs	Retirement
Cristobal Rubio	07/10/19	<1	Grounds Keeper	Ground Maintenance	Separation
Jaclyn Skinner	07/02/19	1	Accounts Receivable Associate	Business Office	Resignation
Oveta Smith	06/30/19	23	Division Secretary	Testing and Assessment	Retirement
Theresa Traweek	08/31/19	10	Professor, Art	Academic Affairs	Retirement

**2019-8-1-2 Consideration of Approval of the Faculty Emeritus Distinction to be Bestowed Upon the Recommended Candidates**

Discussion: District President, Dr. Matkin discussed that the Faculty Emeritus Program honors the exceptional contributions of faculty members who have committed a significant portion of their career to Collin College and its students, and it provides an avenue to continue benefiting from their expertise.

Faculty members have specific criteria they must meet in order to be eligible to be considered, including employment as full-time faculty at Collin for a minimum of ten years, retirement from Collin, demonstrable accomplishments of excellence in teaching, service, professional development, and/or leadership while employed at Collin, the most recent contract with Collin was a multi-year contract, and the faculty member consistently upheld Collin's Core Values. Nominations for Faculty

Emeritus are evaluated by the faculty emeritus committee, the Vice President/Provosts, the Executive Vice President, and the District President.

On motion of Trustee Donald and second of Trustee Arias, the Board of Trustees of Collin County Community College District unanimously approved the Faculty Emeritus Distinction to be bestowed upon recommended candidates.

### **2019-8-1-3 Consideration of Approval of the Calculated Effective Tax Rate and Rollback Tax Rate**

Discussion: Mr. Bassett, Chief Financial Officer discussed the Calculated Effective Tax Rate and Rollback Tax Rate.

The document “2019 Property Tax Rates in Collin County Community College District” presents information regarding three different aspects of the calculated 2019 property tax rates for Collin County Community College District.

- Last year’s tax rate is the 2018 actual tax rate levied by the College.
- The 2019 *effective* tax rate would impose the same total taxes as last year on comparable properties using 2019 appraisal values.
- The 2019 *rollback* tax rate is the highest tax rate the College can legally establish without risk of a rollback election.

The Effective Tax Rate and Rollback Tax Rate calculations have been prepared by the Collin County Tax Office and are presented for review and approval.

Dr. Matkin asked if Mr. Bassett could also report the effective tax rate, which is 7.8595 pennies. The rollback rate is 8.38 pennies.

Trustee Moses, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee’s recommendation for approval of the Calculated Effective Tax Rate and Rollback Tax Rate as presented.

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

### **2019-8-1-4 Action to Schedule Two (2) Public Hearings Related to the 2019 Proposed Tax Rate**

Discussion: Dr. Matkin reported that, the first public hearing will be held Thursday, August 15, 2019, at 5:30 p.m. at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas in Board Room 139.

The second public hearing will be held Tuesday, August 20, 2019 at 5:30 p.m. at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas in Board Room 139.

Mr. Bassett added that the notice of the public hearing on the tax increase is also something that is provided to us by the county. The one that was submitted and posted is actually with last year's information, in terms of the average value of homes. The average value of homes went up from \$369,000 thousand to \$374,000. With the taxes imposed on the average home going to be \$300,004 versus \$300,00.24. A different notice will be published with the corrections.

On motion of Trustee Menon and second of Trustee Gomel, the Board of Trustees of Collin County Community College District unanimously approved the Action to Schedule Two (2) Public Hearings Related to the 2019 Proposed Tax Rate.

**2019-8-1-5 Consideration of Approval of the FY2019-2020 Salary and Contract for the District President**

Discussion: Dr. Collins, Chair of the Board of Trustees, reported that the Board completed its annual performance evaluation of the District President and recommends the FY2019-2020 salary and a contract extension for the District President's employment contract, resulting in a three-year contract that extends through August 31, 2022.

On motion of Trustee Moses and second of Trustee Menon, the Board of Trustees of Collin County Community College District approves the FY2019-2020 Salary and Contract for the District President with Trustee Arias abstaining from the vote.

**2019-8-1-6 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for Granting Easements to CoServ Electric for the Delivery of Electrical Service at the Technical Campus in Allen**

Discussion: Trustee Hardin, Chair of the Campus, Facilities and Construction Committee, reported that the committee met last Tuesday. The new construction of the Technical Campus will require delivery of electric service for the project. CoServ Electric will deliver electric power for the project site. To provide permanent power for the project site, and power to the street lights on the Bending Branch Way extension, CoServ Electric is requesting easements to be granted at the Technical Campus project. These easements are a requirement for delivery and maintenance of the electric pathways on the project site.

The legal description and metes and bounds of the easements are per the attached "Exhibit A."

Trustee Hardin, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval for Granting Easements to CoServ Electric for the Delivery of Electrical Service at the Technical Campus in Allen.

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

**2019-8-1-7 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of Updated Prevailing Wage Rates Required by Board Policy CM (Legal) and Government Code Chapter 2258 for Construction Projects**

Discussion: Trustee Hardin reported that at the meeting on September 27, 2016, the Board of Trustees approved the then current Prevailing Wage Rates developed by PBK Architects. PBK Architects conducts a wage rate survey approximately every three years and shares this information with public agencies.

Board Policy CM (Legal) and Chapter 2258 of the Texas Government Code require each political subdivision of the state to determine the prevailing rate of per diem wages for each craft or type of worker in the locality in which a construction project is to be performed, and the general prevailing rate of per diem wages for legal holiday and overtime work.



Chapter 2258 requires that a worker employed on a construction project for that political subdivision shall be paid not less than the general prevailing rate. It also provides that a contractor, or subcontractor of the contractor, awarded a construction project by the political subdivision, shall pay not less than the determined rate.

Chapter 2258 also requires that the solicitation for bids for a construction contract, and the contract itself, specify the calculated prevailing wage rates.

Trustee Hardin, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of Updated Prevailing Wage Rates Required by Board Policy CM (Legal) and Government Code Chapter 2258 for Construction Projects

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

**2019-8-1-8 Report Out of the Finance and Audit Committee and Vote on Consideration of the Proposed Tax Rate for 2019**

Discussion: Trustee Moses, Chair of the Finance and Audit Committee, reported the committee met and reviewed the proposed tax rate.

Based on preliminary information received from the Collin County Tax Assessor-Collector, the following rates are recommended for adoption for tax year 2019:

	<b><u>Proposed TY 2019</u></b>	<b><u>Actual TY 2018</u></b>
Maintenance & Operations Tax Levy	\$0.079100/\$100	\$0.078190/\$100
Debt Service Tax Levy	<u>\$0.002122/\$100</u>	<u>\$0.003032/\$100</u>
<b>TOTAL</b>	<b>\$0.081222/\$100</b>	<b>\$0.081222/\$100</b>

Trustee Moses, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of the Consideration of the Proposed Tax Rate for 2019.

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

**2019-8-1-8 Consideration of Approval of the Bid Report for August 2019**

Discussion: Mr. Bassett discussed the Bid Report for August 2019, which included three new solicitations and six contract revisions.

**New Solicitation Purchase Request #1**

Purchase of Landscape Additions and Replacement

The District will utilize Dyna-Mist for the removal, replacement and addition of landscaping around the District owned apartments and also to supplement the grounds maintenance crews on

other campuses. Dyna-Mist has been providing irrigation maintenance and repair services to the District for two years and have consistently provided quality work.

Reference number (REF) 4254 was issued to track the volume of spend for landscape additions and replacement 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.

Dyna-Mist has a contract through the Allen ISD to provide landscape additions and replacement services, Contract Number RFB 2016 A04-04, 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 \$175,000 which is budgeted in the various departments' FY 19 operating budget and subsequent year's 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 begin August 7, 2019 through August 31, 2020.

### **New Solicitation Purchase Request #2**

Purchase of Plumbing Fixtures and Supplies from Johnson Burks Supply Co. Inc.

The District utilizes this cooperative contract to purchase plumbing fixtures and supplies for plumbing maintenance and repairs performed by District employees.

Reference number (REF) 4228 was issued to track the volume of spend for plumbing fixtures and supplies. 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.

Johnson Burks Supply Co. Inc has a contract through the McKinney ISD to provide general maintenance services and supplies, Contract Number RFP2019-554, 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.

These parts and supplies will be used by the District's plumbing staff to maintain and repair plumbing fixtures in order to provide optimal operation of all plumbing systems as required by state and local regulations and codes.

This purchasing request is for spend authorization of \$125,000 which is budgeted in the District Facilities departments' FY 19 operating budget and subsequent year's 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 August 7, 2019 through August 31, 2020.

### **New Solicitation Purchase Request #3**

#### **Purchase of Job Order Contracting Services**

The District will utilize this Core Construction for the small renovation and repair work throughout the District and at the student apartments.

Reference number (REF) 4048 was issued to track the volume of spend for job order contracting 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.

Core Construction has a contract through the National Cooperative Purchasing Alliance to provide job order contracting services, Contract Number 27-18, 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.

Job order contracts are used to supplement minor renovation work done by District staff. Renovation of the student apartments needs to begin immediately in order to prepare the units for new students for the Spring 2020 semester.

This purchasing request is for spend authorization of \$90,000 which is budgeted in the various departments' FY 19 operating budget and subsequent year's 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 begin August 7, 2019 through August 31, 2019.

### **Contract Renewal Purchase Request #4**

#### **Approval of Additional Funds for Audio Visual Equipment**

Equipment purchased through this contract includes visual displays and projection, graphic design equipment, darkroom supplies, photographic equipment, professional video products, and various multimedia supplies and services.

Reference number (REF) 3230 was issued to track the volume of spend for audio visual equipment and supplies. 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.

B&H Photo Video has a contract through E&I Cooperative Services to provide audio visual equipment and supplies, Contract Number CNR01341, 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.

The request for additional funds is needed due to the usage of the contract increasing approximately 66% over the previous fiscal year.

The Board approved the original contract in August 2018 for a total amount of \$65,000. This purchasing request is for spend authorization for an additional \$10,000 which is budgeted in various Department's FY19 operating budgets 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 September 1, 2018 through August 31, 2019.

#### **Contract Revision Purchase Request #5**

Approval of Additional Funds for General Hardware, Tools

Utilizing these cooperative contracts allows the District to purchase general hardware, appliances, carpentry, tools, electrical, lighting, lumber, plumbing, lawn and garden, and miscellaneous operational supplies.

Fastenal and Lowe's have a contract through National IPA contract number R142101 & R142104. Grainger has a contract through E&I contract number CNR01248. The Home Depot and HD Supply have a contract through US Communities contract number 16154. These contracts provide general hardware, tools and miscellaneous supplies. These cooperative contracts are 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 (REF) 3121 was issued to track the volume of spend for general hardware, tools and miscellaneous supplies. 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 approval of additional funds is needed due to the addition of the Public Safety Training Center, the District owned apartments and aging facilities.

The Board approved the original contract in August, 2018 for a total amount of \$200,000. This purchasing request is for spend authorization for an additional \$40,000 which is budgeted in the various department's 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 is September 1, 2018 through August 31, 2019.

#### **Contract Revision Purchase Request #6**

Approval of Additional Funds for Property and Liability Insurance

The District purchases insurance to meet legal requirements and ensure protection and preservation of the human, physical, and financial assets of the District. The District purchases the following types of insurance coverage: property, crime, cyber liability, international travel, general liability, law enforcement, educators legal, auto, and umbrella/excess.

A request for proposal RFP Number 4005 was issued to procure property and liability insurance for 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 addition of the student housing to the policy covers real and personal property, rental income, wind, and hail damage. This request for additional funds is a pro-rata of the annual increase of \$23,210.00 to add the student housing for the remainder of the contract term.

The Board approved the original contract in October 2018 for a total amount of \$470,926. This purchasing request is for spend authorization for an additional \$6,931, which is budgeted in the District's 2018-2019 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 November 1, 2018 through October 31, 2019.

### **Contract Revision Purchase Request #7**

Approval of Additional Funds for On-Line Purchases of Various Products

Equipment purchased through this contract includes office supplies, classroom, school and art supplies and materials, scientific equipment, books, lab supplies, and other miscellaneous online items.

Amazon Business has a contract through the Omnia Partners (formerly US Communities Cooperative Purchasing Program), Contract #R-TC-1706, 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 (REF) 4088 was issued to track the volume of spend for on-line purchases of various products through Amazon Business.

Purchases from Amazon Business provides a resource for district departments to purchase various products at a substantial cost savings with free 2-day shipping on items fulfilled by Amazon.

The Board approved the original contract in August 2018 for a total amount of \$100,000. This purchasing request is for a spend authorization of \$20,000 which will cover the District's needs for the remainder of the current Fiscal Year 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 September 1, 2018 through August 31, 2019.

### **Contract Revision Purchase Request #8**

Approval of Additional Funds for Roof Replacement from Merit Roofing

This request for approval of additional funds is to furnish and install new wood blocking to replace damaged wood blocking that was an undetected condition that was not visible until the roof replacement began. The McKinney Campus experienced two significant hailstorms in the last several years. Portions of the roof are damaged beyond repair. This contract will be for the

replacement of the newly designed roof for the E-wing in the main building with a higher quality and more storm resistant roof material.

Merit Roofing has a contract through the TIPS-USA cooperative contracts program to provide job order contracting (Contract Number 181101), 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 (REF) 4222 was issued to track the volume of spend for the McKinney Campus Roof Replacement. 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 roof replacement will prevent further water leakage and damage to ceilings at the McKinney Campus E-Wing. The replacement roof carries a five (5) year warranty by the contractor for installation and a twenty (20) year warranty against defects in materials and workmanship from the manufacturer.

The Board approved the original contract on February 26, 2019 for a total amount of \$483,385. This purchasing request is for spend authorization for an additional \$3,715 which is budgeted in the McKinney Campus Facility Plant Operations Department's 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.

#### **Contract Revision Purchase Request #9**

Approval of Additional Funds for Floor Covering Replacement Services from Gomez Floor Covering.

This request for approval of additional funds is to furnish and install new flooring at the student apartments.

Reference number (REF) 3965 was issued to track the volume of spend for floor covering replacement 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.

Gomez Floor Covering has a contract through the BuyBoard cooperative purchasing program to provide floor covering replacement services, Contract Number 561-18, 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

The term of contract is September 1, 2018 through August 31, 2019.

The Board approved the original contract on August 28, 2018 for a total amount of \$535,000. This purchasing request is for spend authorization for an additional \$39,000, which is budgeted in the Student Housing Budget 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.

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

**I. NEW SOLICITATIONS**

Purchase Request #1		
Purchase of Landscape Additions and Replacement	\$	175,000
Purchase Request #2		
Purchase of Plumbing Fixtures and Supplies		125,000
Purchase Request #3		
Purchase of Job Order Contracting Services		90,000
<b>TOTAL OF NEW SOLICITATIONS</b>		<b>390,000</b>

**II. CONTRACT REVISIONS**

Purchase Request #4		
Approval of Additional Funds for Audio Visual Equipment		10,000
Purchase Request #5		
Approval of Additional Funds for General Hardware, Tools		40,000
Purchase Request #6		
Approval of Additional Funds for Property and Liability Insurance		6,931
Purchase Request #7		
Approval of Additional Funds for On-Line Purchases of Various Products		20,000
Purchase Request #8		
Approval of Additional Funds for Roof Replacement		3,715
Purchase Request #9		
Approval of Additional Funds for Floor Covering Replacement Services		39,000
<b>TOTAL OF CONTRACT REVISIONS</b>		<b>119,646</b>
<b>GRAND TOTAL</b>	\$	<b>509,646</b>

**FOLLOW UP QUESTIONS FROM BOARD MEMBERS**

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

- Chairman Collins' Question Regarding Language of Shall vs. Will
- Chairman Collins' Requested Information About Collin's Auction Process for Surplus Items
- Trustee Donald's Question Regarding Collin's Ability to Implement a School Marshal Program, Now that Collin Has Received Approval to Grant Baccalaureate Degrees
- Trustee Menon's Question Regarding a Dual Credit FAQ Page on Collin's Website

## **INFORMATION REPORTS**

Statement of Net Position as of June 30, 2019

Summaries of Current Funds Revenues & Expenses as of June 30, 2019

Monthly Investment Report as of June 30, 2019

AECOM Monthly Report for June 2019

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

The executive committee of the Texas Music Adjudicator's Association has accepted Collin College's application to host the 2020-2021 Texas Section of the MAA's Annual Meeting.

This year's Nurse Camp for middle school and early high school-aged students hosted roughly 100 students over three days. The Nursing Department worked with Nursing faculty and other health sciences departments to give these students a feel for what those in the nursing profession specifically (and health sciences professions more broadly) encounter on a day-to-day basis. Held in early June each year, this activity is a highlight of the Nursing division's outreach activities.

Brittany Kaberline, a second-year Collin student, received a scholarship through the Respiratory Care Foundation of Texas. Her research paper ranked second of all papers submitted. She was presented this scholarship in Waco at the Texas Society for Respiratory Care annual meeting. Congratulations Brittany!

Collin College Respiratory Care students placed first, second, and third in the Student Poster Symposium at the Texas Society for Respiratory Care Conference in Waco.

Nursing students for Spring 2019 gave approximately 4,200 documented hours of service to the community. Nursing administrators noted that those are "documented hours" because several students volunteer more than they turn in. The staff also noted that six graduating students gave more than 100 hours during their time at Collin and several others graduating this summer are well on their way to joining that elite club of "100+ hours."

Theatre Professor Gail Cronauer attended the Overlook Film Festival on June 2 in New Orleans for a screening of *The Vast of Night*, in which she stars. The film won the jury prize and was screened later in the month at the Edinburgh Film Festival. Cronauer was also a featured presenter at the Women in Film Industry Expo in Dallas.

The first ever Collin Animation Camp ran from June 17-21 at the Plano Campus drawing 20 sixth- to eighth-grade campers. Students created daily warm-up drawings, and a thaumatrope, and learned about the 12 principles of animation, created storyboards and a script, and completed a walk cycle. Ultimately, students animated a 20-second segment that they took home on a flash drive. Thank you to Sandra Gilmore and Brittany Jones, Associate Professors of Communication Design, who served as the camp directors.

Professor Nick Morgan recently graduated Leadership Frisco XXII.

Collin College Respiratory Care's Sputum Bowl team took first place at the state competition in Waco in July. They will proceed to nationals in New Orleans in November. Respiratory Care students from Collin College won the State Sputum Bowl competition held in Waco earlier this



month. This is the eighth year Collin College has taken first place. The team now proceeds to the National Competition in New Orleans this November.

Arianna Gray and Jacqueline Grayczyk presented “Determining Veteran Status for Financial Aid Purposes” at the annual conference of the National Association of Student Financial Aid Administrators (NASFAA.) NASFAA is the largest postsecondary education association with institutional membership in Washington, D.C., and the only national association with a primary focus on student aid legislation, regulatory analysis, and training for financial aid administrators in all sectors of post-secondary education. Arianna and Jacqueline received top reviews from the attendees.

Dr. Matkin gave a thank you to the trustees for his contract, and said there is not any place he would rather be than Collin College. He added that he loves Collin College and appreciates what he has been able to do here with the support of this incredible group of trustees, faculty, staff, and administrators.

Dr. Matkin announced that the Association of Community College Trustees, Board of Directors has announced that Collin College Board Chairman Dr. Bob Collins has been selected as a recipient of the 2019 Western Regional Trustee Leadership Award. The College submitted materials at that their request for the nomination. The award will be presented at the Friday regional awards lunch during the 50<sup>th</sup> Annual ACC Leadership Congress to take place in San Francisco in October. Dr. Collins represents the Western Region and is in consideration for the national level.

## **BOARD ANNOUNCEMENTS**

Trustee Moses said he is thankful for everything the college does in our community and congratulates all especially Dr. Collins.

Trustee Arias congratulated those who have retired and stated that their commitment and contributions are deeply valued. She told the retirees to enjoy the next chapter in their lives and she also congratulated Dr. Collins for the recognition.

Trustee Saad congratulated Dr. Matkin on his contract renewal. Trustee Saad also asked to remember El Paso during these trying times and mentioned that if there is anything we can do to step up we should do it.

Trustee Hardin congratulated the retirees, welcomed the new employees, and said goodbye Tom Delamater.

Trustee Menon added his congratulations to Dr. Collins and to all of the retirees. He also expressed that he is going to miss Mr. Delamater.

Trustee Donald expressed how proud she is of the professor emeritus program and gave thanks to Dr. Schumann and the rest of the executive committee for putting this program in place to honor the long serving and very accomplished faculty that are the backbone, the heart, and the brains of this institution. Regarding the El Paso situation, Trustee Donald said, “It's something that we talk about a lot, and I know that we have gone to great lengths in the past to try and stymie negative and dangerous conversations on campus, and I'm really proud of us for that. But I think as we see

over and over and over again these young white males that go out and are incredibly frustrated for one reason, or another, that perpetuates the majority of these mass shootings that we're seeing in the news on an almost weekly basis at this point. We talk a lot about women's issues and minority issues and how we can correct those, but we also need to talk about this issue and how we can correct it in our college classrooms. How can we begin to talk to our young white males about their lives and where they fit in to our society's power structure in a way that will help them to be better equipped to deal with anger and frustration. I would like to see all of us come together and really work on some programs and some things that we can do on our campus to help with that.”

Trustee Donald also congratulated Dr. Collins, and said she is grateful to have him as a mentor.

Trustee Gomel thanked everyone for being at the meeting.

Chairman Collins said he appreciated all of the comments and said that it is quite an honor to receive the award.

### **ADJOURNMENT**

Chairman Collins adjourned the August 6, 2019, meeting of the Board of Trustees of Collin County Community College District at 7:45 p.m.