

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
December 12, 2017

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted a Work Session and its Regular Monthly Board of Trustees meeting on December 12, 2017, at the Collin Higher Education Center, with Chairman J. Robert Collins presiding. Trustees in attendance were Dr. Collins, Mr. Andy Hardin, Mr. Mac Hendricks, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, Mr. Adrian Rodriguez, and Ms. Nancy Wurzman. Dr. Stacey Donald was absent.

WORK SESSION CALL TO ORDER

Chairman Collins called the December 12, 2017, Work Session of the Board of Trustees of Collin County Community College District to order at 5:31 p.m., in the Board Conference Room 135 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069. In addition to board members listed above, attendees included Jacob Fraire, CEO, Texas Association of Community Colleges, and Ken Lynn, Collin College Chief Financial Officer.

CERTIFICATION OF NOTICE

Shirley Harmon, Executive Assistant to the District President/Secretary to the Board of Trustees certified that the meeting was posted according to Article 551.001 of the Texas Government Code.

DISCUSSION ITEMS

Discussion items included the following:

1. Conversation with Jacob Fraire, CEO, Texas Association of Community Colleges
2. Overview of Bond Program
3. Update on Strategic Plan

No formal action was taken.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chairman Collins recessed the meeting to executive session at 6:55 p.m. in the Board Conference Room 135, as authorized by Article 551.001, Texas Government Code, Sections 551.071 Consultations with Attorney; 551.072 Deliberations about Real Property; and 551.074 Personnel Matters.

The Executive session adjourned at 7:36 p.m. There being no further discussion, the Work Session also adjourned at 7:36 p.m.

REGULAR MONTHLY MEETING CALL TO ORDER

Chairman Collins reconvened the regular monthly meeting of the Board of Trustees of Collin County Community College District at 7:44 p.m. in Boardroom 139 and welcomed those in attendance. Trustees in attendance were Dr. Collins, Mr. Andy Hardin, Mr. Mac Hendricks, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, Mr. Adrian Rodriguez, and Ms. Nancy Wurzman. Trustee Stacey Donald was absent. Other attendees included District President Neil Matkin, Collin College administrators, faculty, students, staff, vendors, and community members.

Chairman Collins called on Shirley Harmon, Executive Assistant to the District President/Secretary to the Board of Trustees, to certify posting of the notice of the meeting.

CERTIFICATION OF THE NOTICE OF THE DECEMBER 12, 2017, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the December 12, 2017, Collin County Community College District Board of Trustees regular meeting was posted according to Article 551.001 of the Texas Government Code.

PLEDGES OF ALLEGIANCE

Dr. Menon led the pledge of allegiance to the American flag and Mr. Rodriguez led the pledge to the Texas flag.

APPROVAL OF THE MINUTES OF THE NOVEMBER 14, 2017, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Dr. Menon, second of Mr. Moses, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its November 14, 2017, regular meeting.

PUBLIC COMMENTS

No public comment was presented.

PRESENTATION

1. Jo Via, Executive Director of the Plano Balloon Festival, presented the Board of Trustees with two checks totaling \$20,905. The first check for \$17,905 was paid for use of the Spring Creek Campus parking lots during the Festival, and the second check of \$3,000 was for the volunteers who worked the Festival's half marathon. Ms. Via introduced and thanked Collin Professor Kat Balch for her work in recruiting the volunteers with the half marathon.

Chairman Collins and the entire board joined Ms. Via in front of the dais to accept the check and have photos taken.

2. Sr. Vice President Sherry Schumann said Mark Garcia took a vision and made it into the Student Mobile App. In exploring if the college needed both a mobile app and a redesigned website, Mr. Garcia said the answer was yes. He talked about the following facts:

- From 2015-2016, we saw the mobile versus desktop tipping point happen in both the U.S. and around the globe
- The average amount of time spent consuming content per day in 2017 is 5 hours
- Dependence on smartphones for access to content on the internet is highest with individuals ages 18-29
- Ninety percent (90%) of time spent on a mobile device is spent within an app
- Surveys conducted by Public Relations showed that the college's website is primarily used by prospective students and CougarWeb is used by existing students
- Website is used for marketing and attracting people to the college, but an app provides a cohesive and tailored experience for the user base

Mr. Garcia provided an example of Collin's current app and said issues, such as a "hamburger menu" that is not simplified, include:

- Hybrid app, not built for the specific code of a device
- Not fully mobile, content for desktop computers doesn't render properly
- Not optimized for mobile experience (Android or iOS), so can run slower
- Not focused enough on the student experience: too much information and not specific

In preparing for a new app, Mr. Garcia said he:

- Researched a large range of apps – Social Media, Educational, Medical, Financial, Customer Service
- Hosted focus group sessions with Collin students to determine useful features
- Assessed common trends in mobile app design and future software releases
- Found commonly used pieces of software that we could integrate to enhance the experience (example Google Maps)
- Retro is really "IN" right now, and the College was founded in 1985

Mr. Garcia demonstrated the new Student App. Students are able to see their day at Collin including such features as parking, class schedule, locations, access to books needed for classes, events, access to schedule advising appointments, outstanding items needed for admission, financial aid, and payment information. A student will be able to access degree information and much more. Another feature will be CougarBot, an automated chatbot that utilizes deep machine learning to best assess a student's question and provide an answer. In addition:

- Version 1.0 will be released by spring 2018
- Version 1.1 will explore:
 - Mobile friendly payment options that can be integrated into the app;
 - Course schedule building/registration; and
 - Augmented reality features.

Dual credit students have access with their CougarWeb login. The Student App will be integrated with the Police App.

2017-12-1 Personnel Report for December 2017

Discussion: The Personnel Report for December 2017 included three administrative appointments, 11 staff appointments, three promotion/changes, and seven resignations/terminations.

On motion of Mr. Rodriguez, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved Items 1a through 1d of the Personnel Report for December 2017.

President Matkin introduced Associate Deans Daphne Babcock, Meredith Martin, and Dawn Richardson who were present at the meeting.

2017-12-1a 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>
Daphne Babcock	Associate Dean, Academic Affairs	12/13/17	Academic Affairs	New position
Meredith Martin	Associate Dean, Academic Affairs	12/13/17	Academic Affairs	New position
Dawn Richardson	Associate Dean, Academic Affairs	12/13/17	Academic Affairs	New position

2017-12-1b Approval of Staff Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Ketia Bradley	Program Manager, Medical Assistant	11/20/17	Health Sciences	New Position
Megan Chambers	Director, Diagnostic Medical Sonography	06/01/17	Health Sciences	New Position
So Choung Cho	Supervisor, Testing Center	11/20/17	Testing	Replacement
Laura Duran	Program Manager Assistant	11/20/17	Health Sciences	Replacement
Katrina Johnson	College and Career Counselor	11/13/17	Dual Credit	New Position
Allyson Jones	Manager, Writing Center	12/04/17	Writing Center	Replacement
Jacob Owens	Plant Operations Worker	12/04/17	Facility Plant Operations	Replacement

Cynthia Pokrywa	Assistant Manager, Student Information Systems	12/04/17	Student and Enrollment Services	Replacement
James Rogers	Programmer Analyst	12/04/17	Administrative Programming	Replacement
Cindy Steltzlen	Financial Aid/Veteran Affairs Specialist	11/27/17	Financial Aid	Replacement
Elizabeth Tiner	Cart Writer	10/27/17	ACCESS	New Position

2017-12-1c Approval of Promotion/Changes

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Charles Bogan	N: Associate Registrar O: Degree Plan Coordinator	11/20/17	Admissions and Records	Replacement
Karen Martin	N:Coordinator, Culinary Arts Lab O:Coordinator, Culinary Arts Lab	11/01/17	Culinary	Salary Adjustment
Robert Paul	N: Project Manager, Telecommunications O: Desktop Support Tech	11/01/17	Academic Technology and Network Services	Replacement

2017-12-1d Approval of Resignations/Terminations

By action 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>
Judy Ayres	11/30/17	4	Payroll Coordinator	Finance and Budgeting
Sherie Eadie	12/18/17	9	Director, Human Resources/ Professional Development	Human Resources
Marcy Raynes	11/10/17	<1	Student Enrollment Specialist	Student and Enrollment Services
Villa Vance	11/21/17	3	Coordinator of Curriculum	e-Learning Centers
Bryon Todd Eubanks	11/30/17	3	Director, Law Enforcement	Law Enforcement
Angie Switzer	12/31/17	5	Professor, Respiratory Care	Health Sciences
Keeley Bowman	12/31/17	6	Professor, Health Information Management	Health Sciences

Chairman Collins moved consideration of items 2017-12-2 and 2017-12-3 to the end of the meeting in order that Trustee Wurzman could participate in the remainder of the agenda items.

2017-12-4 Report Out of the Organization, Education, and Policy Committee and Approval of Local Board Policies

Discussion: Organization, Education and Policy Committee Chairman Mac Hendricks reported that the committee met in November to review the following policies:

- CHA: Site Management - Security
- CHC: Site Management – Traffic Controls
- DEC: Compensation and Benefits – Leaves and Absences
- DED: Compensation and Benefits – Holidays
- DGBA: Personnel-Management Relations – Employee Grievances
- GB: Public Complaints and Hearings

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 with proposed changes outlined below were presented for approval:

- CHA-Site Management – Security: This proposed update is a significant re-write of CHA(Local). This adds clarifying language throughout the policy about the responsibilities and authorities of Collin College police officers.
- CHC-Site Management – Traffic Controls: (*new policy*) This is also a new proposed policy that addresses traffic controls on campuses and includes adoption of the Texas Transportation Code and the Texas Manual on Uniform Traffic Control Devices.
- DEC-Compensation and Benefits – Leaves and Absences: (*rewrite*) DEC(Local) is a significant re-write of the college's policy regarding leaves of absence, such as vacation, sick leave and personal leave. The proposed changes provide clarification of terms, improved formatting and language throughout the policies. There are no proposed changes in the actual leave benefits.
- DED-Compensation and Benefits - Holidays: TASB is recommending that we move language regarding vacation leave from DED(Local) to DEC(Local).
- DGBA: Personnel-Management Relations – Employee Grievances: Proposed edits to this policy improve consistency in the timelines for various stages of the complaint process and add clarification for different types of complaints.
- GB: Public Complaints and Hearings: Edits proposed provide definitions and consistency within the complaint processing timeline.

On motion and second out of the Organization, Education, and Policy Committee, the Board of Trustees of Collin County Community College District unanimously approved Local Board Policies CHA, CHC, DEC, DED, DGBA, and GB as presented.

2017-12-5 Report Out of the Finance and Audit Committee and Approval of the Comprehensive Annual Financial Report (CAFR) and Related Report from Independent Auditor Grant Thornton LLP for

Discussion: The Comprehensive Annual Financial Report and related report was provided to the Board of Trustees under separate cover for timely review. Chair of the Finance & Audit Committee Nancy Wurzman reported the committee's recommendations. The committee met with representatives for the audit firm of Grant Thornton LLP on December 5, 2017, regarding the 2016-2017 Comprehensive Annual Financial Report and related report prior to the regular meeting.

Ben Kohnle from Grant Thornton LLP was present at the board meeting and reported a clean, unmodified decision on the audit findings. He said there was a finding on the state and federal controls and compliance audit; however, that finding was not significant and has already been remediated. It is no longer an issue. Mr. Kohnle thanked the Board of Trustees, District President Matkin, and the management teams, past and present, for allowing Grant Thornton to be involved with Collin's audits for the last 25 years. The college is going out for bid for next year's audit, which Mr. Kohnle agreed was in keeping with best practices.

On motion and second out of the Finance and Audit Committee, the Board of Trustees of Collin County Community College District unanimously approved the Comprehensive Annual Financial Report (CAFR) and related report from independent auditor Grant Thornton LLP for the 2016-2017 fiscal year.

2017-12-6 Report Out of the Finance and Audit Committee and Approval Authorizing the District President to Execute a Contract for Consulting and Professional Services with Toni P. Jenkins, LLP

Discussion: Finance and Audit Committee Chair Nancy Wurzman said the committee discussed the contract with Toni P. Jenkins, LLP at its meeting on December 5, 2017. She said that Collin College has commenced program and facility planning for the Collin College Master Plan. The services of Toni P. Jenkins, LLC have proven beneficial to the coordinated planning efforts thus far. Dr. Jenkins has over 25 years of experience working at Collin College developing workforce programs and facilitating collaborative projects. She is versed in college policies and procedures, knowledgeable in higher education best practices, and familiar with Texas regulations that govern academic and workforce programs. The Finance and Audit Committee will discuss continuation of the services of Toni P. Jenkins, LLC in support of the design and development of new campuses and programs.

On motion and second out of the Finance and Audit Committee, the Board of Trustees of Collin County Community College District unanimously approved the authorization for the District President to execute a contract for consulting and professional services with Toni P. Jenkins, LLC.

2017-12-7 Report Out of the Campus Facilities & Construction Committee and Approval of the Interlocal Agreement with the City of McKinney, Texas for Reimbursement of Expenses Incurred Relating to the Installation of a 54” Water Main on Redbud Boulevard

Discussion: The Campus Facilities and Construction Committee, chaired by Andy Hardin, met on December 5, 2017, to discuss the interlocal agreement with the City of McKinney regarding reimbursement of expenses incurred relating to the installation of a 54” water main on Redbud Boulevard. Subsequent to permitting for construction of the Public Safety Training Center (PSTC) on Redbud Boulevard, the City issued construction contracts for installation of a 54” water main that crosses access points to the PSTC. The City Planning Department has cooperated with the College and CORE Construction, the College’s construction-manager-at-risk, to minimize disruptions to the PSTC project. However, additional mobilization costs will be incurred by CORE Construction, which the City has agreed to pay.

On motion and second out of the Campus Facilities and Construction Committee, the Board of Trustees of Collin County Community College District unanimously approved the Interlocal Agreement with the City of McKinney, Texas for reimbursement of expenses incurred relating to the installation of a 54” water main on Redbud Boulevard.

2017-12-8 Report Out of the Campus Facilities and Construction Committee and Approval of the Resolution to Authorize the District President or Designee to Develop Plans to Mutually Agree to Terminate the Existing Ground Lease Agreement of the Collin County Community College District Student Housing Foundation, to Enhance the Facilities as Student Housing Units, and Report Such Plans to the Board for Consideration

Discussion: The Campus Facilities and Construction Committee, chaired by Andy Hardin, met on December 5, 2017, to discuss development of a plan to mutually agree to terminate the existing ground lease with the Student Housing Foundation. Prior discussions of the operational aspects of the Century Court Apartments located on a ground lease granted to the Collin County Community College District Student Housing Foundation on the Spring Creek Campus has culminated in a desire to explore further the possibility of enhancing the Century Court Apartment complex as student housing units under the direct control of the College. The resolution as presented would provide direction to the administration in the exploration effort, subsequent reporting, and Board consideration.

On motion and second out of the Campus Facilities and Construction Committee, the Board of Trustees of Collin County Community College District unanimously approved the resolution as presented to develop plans to mutually agree to terminate the existing ground lease agreement with the Collin County Community College District Student Housing Foundation and to enhance the facilities as student housing units, and report such plans to the Board of Trustees for consideration.

2017-12-9 Approval of the Bid Report for December 2017

Discussion: Four new solicitations were presented in the December 2017 Bid Report.

On motion of Mr. Moses, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for December 2017 as presented.

I. NEW SOLICITATIONS

Purchase Request #1		
Purchase of Fitness Equipment	\$	75,000.00
Purchase Request #2		
Purchase of AHU Coil Replacements		703,596.00
Purchase Request #3		
Purchase of Police Vehicles and Equipment		260,975.90
Purchase Request #4		
Purchase of Digital Radios and Repeaters		75,000.00
TOTAL OF NEW SOLICITATIONS		<u>1,114,571.90</u>
GRAND TOTAL	\$	<u>1,114,571.90</u>

INFORMATION REPORTS

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

- Statement of Net Position 10/31/17
- Summary of Revenue and Expenses as of 10/31/17
- Monthly Investment Report as of 10/31/17
- Public Safety Training Center Construction Update for October 2017
- AECOM Monthly Report for October 2017
- Follow Up Information from Prior Board Meetings/Questions from Trustees

Chief Financial Officer discussed the Statement of Net Position 2017 pointing out that the total net position year-to-date on November 30 was \$523,118,724, which represents the first month that the college’s assets have exceeded half of a billion dollars – a very large milestone. He also discussed the Summary of Revenue and Expenses as of 11/31/17 and the first Grant Budget Amendments Quarterly Report as of 11/30/17.

2017-12-2 Approval of a Resolution Accepting the Resignation of Place 2 Trustee Nancy Wurzman and Recognition of Trustee Wurzman’s Service to the Board of Trustees

Discussion: Place 2 Trustee Nancy Wurzman tendered her resignation effective December 12, 2017, after more than seven (7) years of service on the Collin County Community College Board of Trustees. Board Policy (Legal) BBC requires the Board of Trustees to take formal action to accept a board member’s resignation.

On motion of Dr. Menon, second of Mr. Moses, the Board of Trustees of Collin County Community College District unanimously approved the resolution as presented to accept the resignation of Nancy Wurzman, Trustee Place 2, effective December 12, 2017.

Chairman Collins said he really appreciated Ms. Wurzman's service and her skill in asking penetrating questions, often times questions that none of the other board members have thought about or raised. He said she has been a valuable asset to the Board of Trustees.

Trustee Moses said that as a newcomer to the board, he had not served with Ms. Wurzman long. However, he is impressed with the history of the board and how much Ms. Wurzman was able to discuss that history, especially financially, during her election. He thanked her for her service and what she has contributed to the great work of Collin College.

Trustee Hendricks said he loves the great questions that Ms. Wurzman has asked and said she made Collin College better for her services. He said he has enjoyed serving with her and beside her for what he counted as over 100 meetings. Mr. Hendricks wished Ms. Wurzman well in Colorado.

Trustee Hardin said he has thoroughly enjoyed getting to know Ms. Wurzman in the five-and-a-half years he has served on the board with her. He said he has always appreciated her honesty in her position and, while they did not always agree, he believes she always had the college's best interest at heart, as do all the trustees. Mr. Hardin said it has truly been a pleasure to work with Ms. Wurzman, and he was sad to see her leave the board but happy she is going to be with her family. He wished her a wonderful life in Colorado.

Trustee Rodriguez said Collin will definitely miss Ms. Wurzman's legal mind and that she had a great way of looking at things that others do not. In addition, he said he would miss her advocacy for the college and the students. He said she is one of the ones who encouraged him to run when he was reluctant to do so. He thanked her for everything she has done.

Trustee Menon said he had learned a lot from Ms. Wurzman in the last year as she worked tirelessly with attention to detail. He said it is a model that he personally hopes to emulate. He said he knows how much she loves the college and appreciates everything she has done for Plano, Collin County, and Collin College. He wished her the best.

Trustee Orr said Ms. Wurzman's legal side and the focus she put on issues would be a great loss. He said working with Ms. Wurzman and the rest of Board; everyone is able to leave political affiliations to the side as they work on the issues they need to fix for the college. He said Ms. Wurzman would be missed.

Ms. Wurzman said she has been in Collin County 34.5 years and in Texas for 37 years; her children were raised here. She said it is hard to make the kind of move she is making after being here all of those years. The things she will miss in Texas are good friends and

her colleagues, but the hardest thing to leave is Collin College. Ms. Wurzman said the college is in good hands with the board members, administration, faculty, and students because of the commitment of all to excellence and to serving the entire community. She said that with the Master Plan, service to the entire community has been expanded in a way that she finds exciting. She will be excited to watch it all come to fruition from afar.

Ms. Wurzman thanked everyone for their kind words.

Dr. Collins presented Ms. Wurzman with yellow roses, an engraved pen with her service years, and a framed copy of the following resolution:

RESOLUTION

WHEREAS, Nancy Wurzman is a member of the Board of Trustees of Collin County Community College District having been first elected in May 2010, AND

WHEREAS, Trustee Wurzman has provided Exemplary Vision and Leadership to the District for over seven (7) years including service as Treasurer of the Board of Trustees, Chair of the Finance and Audit Committee, and Member of the Campus Facilities and Construction Committee, the Budget and Finance Committee, and the Organization, Education, and Policy Committee, AND

WHEREAS, Trustee Wurzman has a passion for students and has worked tirelessly to support new programs and services to provide excellence in education for all Collin County Community College District students, AND

WHEREAS, Trustee Wurzman is moving out of the district, thus ending her term on the Collin County Community College District Board of Trustees effective December 12, 2017, AND

WHEREAS, the Board of Trustees and District President H. Neil Matkin recognize the tremendous impact of Trustee Wurzman's service to Collin County Community College District, AND

WHEREAS the Board of Trustees and District President recognize Trustee Wurzman's exemplary contributions to the students, faculty, and staff of Collin County Community College District and to the citizens and communities of Collin County and beyond, NOW THEREFORE

BE IT RESOLVED, that the Board of Trustees of Collin County Community College District approves the formal action to accept the resignation of Trustee Nancy Wurzman, Place 2, effective December 12, 2017, with its utmost appreciation and gratitude for Trustee Wurzman's seven (7) plus years of stellar service and visionary leadership to the College District.

DISTRICT PRESIDENT'S ANNOUNCEMENTS:

President Matkin announced the following:

1. Collin College has been selected as one of the “Best and Brightest Companies to Work For®” in the Dallas-Fort Worth area for the third year in a row. Collin was once again the only college/university to make the Dallas-Fort Worth list. The honor recognizes organizations that practice innovative strategies and represent best practices in a variety of human resource measures, based on anonymous surveys conducted by an independent research firm. Collin College was noted for strengths in the categories of: community initiatives; diversity and inclusion; and communication and shared vision. Thank you to everyone who completed the surveys which reflected so positively on our college and its commitment to its employees.
2. The 2017 *Lift Up!* Employee Giving Campaign concluded at the end of November. More than \$125,000 was raised, with 54 percent employee participation in the campaign, an increase from 32 percent last year. All of the funds (100%) raised during the campaign will support scholarships for deserving students at Collin. Thank you to Vice President of Advancement Lisa Vasquez, Director of Development Patricia Gregory, Special Projects Coordinator Kim Dalfonso, and Advancement Services Coordinator Darlene Weingart for organizing the campaign, and to everyone who gave generously to help our students.
3. Collin College received recognition from three separate awarding entities for its commitment to student veterans. The college was recognized as a Top School in the *Military Advanced Education & Transition (MAE&T) Guide to Colleges and Universities*, ranked nationally in *Military Times Best: Colleges 2018* rankings, and was again recognized as a Military Friendly® School by Victory Media. Collin has the largest student veteran population of any college in Texas outside of a military base area.
4. Dean Brenda Carter was recently elected chair of the McKinney Housing Authority City Board.
5. Professor of English Marc Azard successfully defended his dissertation for his Ph.D. in English from Texas Woman’s University.
6. Associate Professor of History Jack Andersen successfully defended his dissertation for his Ph.D. in United States History with an emphasis on Texas History from the University of North Texas.
7. Director of Purchasing Cindy White and Assistant Director of Purchasing Karen Bell recently completed the Construction Purchasing Certificate Program through the LBJ School of Public Affairs at the University of Texas at Austin. The certificate coursework covered the basics of construction purchasing, project and construction management, and the legal aspects of construction contracts among other topics.

8. Collin College's OneSound a capella group has been invited to compete in the International Championship of Collegiate A Cappella competition. The competition will take place starting with several quarterfinal regional events, with more than 6,000 performers in more than 400 groups taking to the stage in "Pitch Perfect"-style performances. Directed by Professor Kathy Morgan, OneSound is the only group from a two-year school invited to the February 2018 Texas competition in Fort Worth.

9. Kelley Reynolds, Professor of Respiratory Care, and Araceli Solis, Respiratory Care Program Director, have been appointed to the Texas Higher Education Coordinating Board's Program of Study Committee.

10. Humanities Professor Dr. Dallie Clark was honored with the 2017 University of Texas at Dallas School of Arts & Humanities Distinguished Alumni Award at the school's annual Thanksgiving awards ceremony. Dr. Dennis Kratz, dean of the School for Arts & Humanities at UTD praised Dr. Clark's ability "to combine the creative arts with humanistic inquiry to reveal new levels of meaning expressed by the handwritten letter in the age of digital communication." Dr. Kratz said the awards committee was impressed by Dr. Clark's receipt of the Lebrecht Chair – and by her use of that opportunity to bring her research to the larger public. The award also recognizes Dr. Clark's superb record as a professor.

In tribute to Ms. Wurzman, President Matkin said that in all his years, he never dreamed that he would see someone on the campaign trail representing Collin's Master Plan to the degree that Ms. Wurzman did. He said he even stole a couple of her explanations. He credited her with doing a fantastic job in explaining the Master Plan, and she received a standing ovation from a group of fiscal conservatives for her explanation. Dr. Matkin told Ms. Wurzman it had been a true pleasure to work with her.

2017-12-3 Discussion Regarding the Replacement of Trustee Place 2

Discussion: Place 2 Trustee Nancy Wurzman tendered her resignation effective December 12, 2017, after more than seven (7) years of service on the Board of Trustees.

Board Policy (Legal) BBC states:

Any vacancy occurring on the board through death, resignation, or otherwise, shall be filled by a special election ordered by the board or by appointment by resolution or order of the board. Education Code 130.082(d)

*To be eligible to be appointed to a public elective office, a person must meet the qualifications set forth at Election Code 141.001(a) and Education Code 130.082(d). Election Code 141.001(a); Education Code 130.082(d)
[Reference Board Policy (Legal) BBA]*

The person appointed to fill the unexpired term shall serve until the next regular election of members to the board, at which time the position shall be filled by election for a term appropriately shortened to conform with what regularly would have been the length of the term for that position.

Tex. Const. Art. XVI, Sec. 27; Education Code 130.082(d)

Chairman Collins announced that he is appointing a Search Committee for the appointment of Trustee Place 2. The Committee will be comprised of Andy Hardin, Chair; and members Fred Moses, Jim Orr and Adrian Rodriguez. Committee members will review applications, interview finalists, and make a recommendation to the full board. The Place 2 opening will be announced on December 13, with applications to be received through January 10, 2018. Dr. Collins has asked the Search Committee to come back to the board with its recommendation(s) at the February 14, 2018, board retreat, with plans to seat the Place 2 Trustee at the February 27, 2018, regular board meeting.

The Board announced the following:

Trustee Rodriguez invited everyone to the Martin Luther King, Jr., Power Breakfast at 8 a.m. on Saturday, January 13, 2018, at the Spring Creek Campus. He wished all a safe and happy holiday.

Trustee Menon wished all a Merry Christmas and Happy Holidays.

Trustee Orr added Happy Hanukkah to Dr. Menon's wishes.

Trustee Moses said he attended Texas Higher Education Coordinating Board training in Austin recently with trustees from around the state. He said he was pleased to see that in some of the reports Collin College was either # 1 or # 2. He said it was extraordinary, and it was a great job of representation by the board, administration, faculty, and staff. He wished all Merry Christmas.

Ms. Wurzman wished all Merry Christmas, Happy Holidays, Happy Hanukkah, and Happy New Year.

Trustee Hendricks wished all Merry Christmas and a healthy, happy, and prosperous new year. He wished Happy Hanukkah to Ms. Wurzman.

Trustee Hardin thanked everyone for being at the meeting.

Chairman Collins wished everyone a Merry Christmas.

BOARD TRAINING REPORT

Section 61.084 (f) of the Education Code requires that the minutes of the last regular meeting of the Board of Trustees of the regular calendar year reflect whether members of the governing board have completed any training required under the section.

Required training completed this year included:

Completion of Open Meetings Act to satisfy legal requirements of Government Code, Section 551.005, and training on the Public Information Act to satisfy legal requirements of Government Code, Section 551.012: **Dr. Stacey Donald, Dr. Raj Menon, and Fred Moses.**

Completion of Texas Higher Education Coordinating Board (THECB) required training on November 30 and December 1, 2017: **Dr. Raj Menon and Fred Moses.**

In addition, Trustee Place 1 Fred Moses, Trustee Place 3 Dr. Stacey Donald, and Trustee Place 5 Dr. Raj Menon met in a half-day orientation session with President Matkin and senior administrators on May 19, 2017.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the December 12, 2017, meeting of the Board of Trustees of Collin County Community College District at 9:08 p.m.