

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**  
**Meeting Minutes**  
August 22, 2017

The Collin County Community College District ("Collin College," "Collin," or "District") conducted its regular monthly Board of Trustees meeting on August 22, 2017, in the Board Room, Room 139, 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, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, Mr. Adrian Rodriguez, and Ms. Nancy Wurzman. Other attendees included District President Neil Matkin, Collin College administrators, faculty, staff, community members, and vendor representatives.

**CALL TO ORDER**

Chairman Collins called the August 22, 2017, meeting of the Board of Trustees of Collin County Community College District to order at 5:30 p.m. The Board met at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

Chairman Collins recessed the meeting to closed session at 5:30 p.m. in Room 135, Board Conference Room, as authorized by Article 551.001, Texas Government Code, Section 551.071 Consultations with Attorney: Pursuant to Texas Government Code 551.071 to conduct a private consultation with the Board's attorney in person or by phone to: 1) seek the advice of its attorney regarding pending or contemplated litigation and/or a settlement offer; or 2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Texas Government Code 551;

Section 551.072 Deliberations about Real Property, and

Section 551.074 Personnel Matters. Pursuant to Texas Government Code Section 551.074 to: 1) deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 2) to hear a complaint or a charge against an officer or employee.

1. Consultation with Board attorney and deliberation by the Board regarding Board member and administration duties and compliance under the Texas Open Meetings Act.

**OPEN SESSION**

Chairman Collins reconvened the meeting at 7:09 p.m. in Boardroom 139 and welcomed those in attendance. He 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 AUGUST 22, 2017, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Ms. Harmon certified the notice of the August 22, 2017, Collin County Community College District Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

## **PLEDGES OF ALLEGIANCE**

Ms. Wurzman led the pledge of allegiance to the American flag, and Mr. Hardin led the pledge to the Texas flag.

## **APPROVAL OF THE MINUTES OF THE AUGUST 15, 2017, SPECIAL CALLED MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

On motion of Dr. Menon, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its August 15, 2017, special called meeting.

## **PUBLIC COMMENTS**

No public comment was presented.

## **PRESENTATIONS**

Recognition of Employees on the Occasion of Their Retirement:

The Board of Trustees and District President Neil Matkin recognized eight employees who retired or are retiring in July and August 2017. Those recognized included:

Peggy Breedlove – Professor of English-as-a-Second-Language, 25 years

Jack Denton – Academic Technology Manager, 27 years

Sherry Jeffrey – Associate Registrar, 31 years

Mary Jordan – Accountant, 25 years

Ed Leathers – Executive Director of Facilities and Construction, 17 years

Donna Stoutley – Manager of Payroll, 31 years

Ann Thompson – Budget Analyst, 15 years

Delores Zumwalt – Professor of English, 12 years

Retirees were invited to come forward to receive a gift and have a group photo taken with the Board of Trustees and Dr. Matkin. Ms. Breedlove, Ms. Jeffrey, Ms. Stoutley, and Dr. Zumwalt were unable to attend. Mr. Denton, Ms. Jordan, Mr. Leathers, and Ms. Thompson came forward to be recognized. President Matkin told the retirees that they represent **183 years** of experience, dedication, hard work and excellence in service to Collin College. He acknowledged their contributions and extended heartfelt thanks for all they have done for Collin College and its students. He said it is a tremendous understatement to say they would be missed; what they brought to Collin College will be hard to replace. The Board and Dr. Matkin wished good health and great adventures to all the retirees.

### **2017-8-4-1 Personnel Report for August 22, 2017**

The Personnel Report for August 22, 2017, included the following recommendations: six faculty appointments, 10 staff appointments, six promotions/changes, 10 resignations/terminations, a recommendation for salary increases for faculty and staff, and salary and contract recommendations for the District President.

The Board of Trustees considered items 1a – 1d and 1f: approval of faculty appointments, staff appointments, promotions/changes, resignations/terminations, and the District President's salary and contract.

On motion of Dr. Menon, second of Mr. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved items 1a through 1d and 1f of the Personnel Report for August 22, 2017, as presented.

The Board of Trustees considered items 1e: salary increases for faculty and staff.

On motion of Dr. Menon, second of Mr. Moses, the Board of Trustees of Collin County Community College District approved item 1e as presented on a vote of eight (8) for and one (1) refusal. Mr. Orr refused himself from the vote.

#### **2017-8-4-1a Approval of Faculty Appointments**

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

<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>
Cathleen Akers	Professor, History (Temporary)	08/15/17	Academic Affairs	Replacement
Sharon Eaves	Professor, Psychology	08/15/17	Academic Affairs	New position
Heather Evarts	Professor, Nursing	08/15/17	Nursing	Replacement
Dawn Headrick	Professor, Respiratory Care (Temporary)	08/15/17	Health Sciences	Replacement
Sean Sutherlin	Professor, English	08/15/17	Academic Affairs	New position
Regina Ybarra	Professor, Psychology	08/15/17	Academic Affairs	Replacement

#### 2017-8-4-1b Approval of Staff Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Tiffany Bailey	Supervisor, Food Services	07/31/17	Food Services	New position
Haley Barfield	Executive Assistant	08/07/17	Continuing Ed and Workforce Development	Replacement
Paula Braaten	Assistant Director, Child Development	08/14/17	Child Care	Replacement
Henry Canfield	College and Career Counselor (Temporary, Collin College Innovation Challenge)	08/23/17	Dual Credit	New position
Jeremy Carter	Advisor	08/14/17	Student and Enrollment Services	Replacement
Estelle Garza	College and Career Counselor (Temporary, Collin College Innovation Challenge)	08/14/17	Dual Credit	New position
Jamie Mills	Director, Academic Partnerships	08/21/17	Executive Vice President's Office	Job Change/ Repurpose
Ronald Moran	Manager, Campus Career Center	08/01/17	Student and Enrollment Services	Job Change/ Repurpose
Rajan Rijal	Lab Instructor	08/14/17	Math and Science Labs	Replacement
Leslie Taylor Hooker	Purchasing Assistant	08/15/17	Purchasing	Replacement

#### 2017-8-4-1c Approval of Promotions/Changes

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Dani Day	N: VP Academic Svcs O: VP Academic Svcs	09/01/17	N: Academic Services O: Academic Services	Reclassification
Patricia Gregory	N: Director, Development O: Development Officer	09/01/17	N: Development Office O: Development Office	Reclassification

Edward Hennigan	N: Instructional Designer O: Instructional Technologist	07/24/17	N: eLearning Centers O: eLearning Centers	Replacement
Roxanne Jones	N: Admin Assistant III O: Admin Assistant II	09/01/17	N: President Office O: President Office	Reclassification
Keyona McClellan	N: Coordinator, International Students O: Academic Advisor	08/01/17	N: Student and Enrollment Services O: Student and Enrollment Services	Replacement
Stephen Rogers	N: Assistant Director, Student Engagement O: Interim Assistant Director, Student Engagement	08/01/17	N: Student Engagement O: Student Engagement	Replacement

2017-8-4-1d Approval of Resignations/Terminations

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

<b>EMPLOYEE</b>	<b>LAST DAY</b>	<b>CURRENT SERVICE</b>	<b>TITLE</b>	<b>DEPARTMENT</b>
Jack Denton	08/31/17	22	Manager, Academic Technology	Academic Computing
Douglas Dunlap	07/21/17	18	LAN Administrator	Academic Tech & Network Svcs
Tiffany Enloe	08/11/17	5	Testing Center Assistant	Testing and Assessment
Rebecca Harris	08/15/17	7	Professor, Speech	Academic Affairs
Sherry Jeffrey	08/31/17	25	Associate Registrar	Registration & Records
Mary Jordan	08/31/17	25	Accountant	Finance and Budgeting
Charles Leathers	08/31/17	17	Executive Director, Safety, Security, Facilities and Contracts	Facilities Administration
Donna Stoutley	08/31/17	31	Manager, Payroll	Finance and Budgeting
Ann Thompson	08/31/17	15	Budget Analyst	Administrative Services
Delores Zumwalt	08/31/17	12	Professor, English	Academic Affairs

#### 2017-8-4-1e Approval of FY2017-2017 Salary Increases for Faculty and Staff

The Board of Trustees of Collin County Community College District, by action stated above, approved item 1e: faculty and staff salary increases including:

- a 3.5% General Pay Increase (GPI) for all full-time faculty and staff;
- an adjustment of 3.5% that does not add to base salary for employees at the maximum of the salary range and a combination of GPI and non-base salary adjustments of 3.5% for employees near the maximum of the salary range; and
- increases to the pay rates of associate faculty and part-time staff of 3.5%.
- At this time, pay rates for part-time continuing education instructors and student employees remain at the current rate. The college will continue to study market and peer data to ensure it remains in a competitive position.

#### 2017-8-4-1f Approval of District President's Salary and Contract

The Board of Trustees of Collin County Community College District, by action stated above, approved item 1f: District President's Salary and Contract:

The Board of Trustees of Collin County Community College District approved a budgeted salary and wage increase for the District President with approved merit and market adjustments; and in addition, approved the extension to the District President's employment contract, resulting in a three-year contract that extends through August 31, 2020.

#### **2017-8-4-2 Reports Out of the Finance and Audit Committee and the Organization, Education, and Policy Committee and First Reading of Local Board Policy CAK: Appropriations and Revenue Sources, Investments**

Discussion: Collin College is required by the Public Funds Investment Act Chapter 2256 of the Texas Government Code to adopt a written investment policy. The policy is reviewed and updated annually.

CAK (Local): Appropriations and Revenue Sources, Investments

- Updates the statutory requirements related to approved brokers, including eliminating the broker's certification requirement, and adds a locally instituted best practice to continue to send a copy of the college's Investment Policy to authorized broker/dealers.
- Updates the requirements related to approved brokers, including receiving a copy of the college's Investment Policy.
- Adds that local government pools will be sent a copy of the college's Investment Policy and certify that they have reviewed the policy.
- Includes a requirement that AAA-rated money market mutual funds will comply with SEC Rule 2a-7.

Mac Hendricks, Chair of the Organization, Education, and Policy Committee (meeting of August 22, 2017) and Nancy Wurzman, Chair of the Finance and Audit Committee (meeting of August 15, 2017), said their respective committees had reviewed and discussed the changes. Both Committees recommended Policy CAK (Local): Appropriations and Revenue Sources, Investments for first reading.

This being a first reading of Board Policy CAK (Local), no action was required nor taken.

#### **2017-8-4-3 Approval of the 2017-2018 Budget**

On August 1, 2017, the proposed budget for the 2017-2018 fiscal year was presented to the Finance and Audit Committee. The proposed budget was also presented to the Board of Trustees and the public on August 15, 2017, in conjunction with the 2<sup>nd</sup> public hearing on the proposed tax rate.

The proposed Revenue Budget for 2017-2018 was presented as follows:

Unrestricted	\$172,125,297
Restricted	36,530,440
Interfund Transfers	<u>20,694,465</u>
Total	\$229,350,202

The proposed Expenditure Budget for 2017-2018 was presented as follows:

Unrestricted	<del>\$188,630,780</del>	\$190,906,967
Restricted	36,430,315	
Interfund Transfers	20,694,465	
Depreciation	9,157,386	
Bond Principal	(3,520,000)	
Capital Purchases	<del>—(696,154)</del>	(696,129)
Building Fund	<u>(36,138,187)</u>	
Total	<del>\$214,558,605</del>	\$216,834,817

Trustee Hendricks noted differences in the Expenditure Budget as presented as compared to the proposed budgets that the board had received for review. Ken Lynn confirmed the numbers should have been as presented in the budget binder and electronic copy the board received prior to the meeting. The corrected information is shown above.

On motion of Mr. Rodriguez, second of Mr. Orr, the Board of Trustees of Collin County Community College District unanimously approved the FY 2017-2018 Budget with revenues of \$229,350,202 and expenditures totaling \$216,834,817.

#### **2017-8-4-4 Approval of Resolution Setting the 2017 Tax Rate**

Discussion: At its meeting on August 1, 2017, the Board of Trustees of Collin County Community College District voted on a proposed tax rate for 2017. Public hearings on the proposed tax rate were held on August 10 and August 15, 2017.

This tax rate will raise more taxes for Maintenance & Operations than last year's tax rate. The tax rate will decrease by 1.7% and will decrease taxes for Maintenance & Operations on a \$100,000 home by approximately \$1.41.

Ms. Wurzman moved approval of the resolution stating that property taxes be increased by the adoption of a tax rate of \$0.079810, which includes a Maintenance & Operation rate of \$0.077118 and a Debt Service Rate of \$0.002692, which is effectively a 1.7% decrease in the tax rate. The motion seconded by Dr. Menon, received unanimous approval.

*Resolution Setting 2017 Tax Rate  
Collin County Community College District*

*WHEREAS, at its meeting of August 1, 2017, the Board of Trustees of Collin County Community College District voted on a proposed tax rate for 2017, and WHEREAS, the Board of Trustees of Collin County Community College District held a public hearing on the proposed tax rate for 2017 on August 10, 2017, AND*

*WHEREAS, the Board of Trustees of Collin County Community College District held a second public hearing on the proposed tax rate for 2017 on August 15, 2017; NOW THEREFORE*

*BE IT RESOLVED, at the recommendation of the District President, that the Board of Trustees of Collin County Community College District approves setting the tax rate for 2017 at \$0.079810, which includes a Maintenance and Operations rate of \$0.077118 and a Debt Service Rate of \$0.002692.*

*This tax rate will raise more taxes for Maintenance & Operations than last year's tax rate. The tax rate will effectively be lowered by 1.7% and will decrease taxes for Maintenance & Operations on a \$100,000 home by approximately \$1.41.*

**2017-8-4-5 Report Out of the Finance and Audit Committee and Approval of a Resolution Establishing a Residential Homestead Exemption**

Discussion: Collin College currently offers annual property tax exemptions of \$30,000 to taxpayers over the age of 65 and \$20,000 to taxpayers who qualify for a disability exemption.

Property values are accelerating at a rapid rate in Collin County because of the desirability of the neighborhoods and schools. Even though the tax rate imposed by the College is only approximately 3.7% of the overall property tax bill of a taxpayer who owns a residential homestead, the college is mindful of the impact of rising property tax values.

Section 11.13(n) of the Texas Property Tax Code allows the governing body of a taxing unit to exempt from taxation a percentage of a residence homestead if the exemption is adopted by the governing body prior to July 1. The Code also provides that, if a taxing unit establishes such an exemption, the minimum exemption of any residence homestead shall be \$5,000.00.



Chair of the Finance and Audit Committee Nancy Wurzman reported that the committee met on August 15 to discuss the homestead exemption. It was the committee's recommendation that the Board of Trustees approve the resolution as presented to continue exemptions for over 65 and disabled persons, and establish a homestead exemption effective for the 2018 tax year.

On motion and second out of the Finance and Audit Committee, the Board of Trustees unanimously approved the resolution that affirms and continues the current property tax exemptions of \$30,000 for an over 65 exemption, \$20,000 for a disabled person exemption, and establishes, effective for the 2018 tax year, a residential homestead exemption of the greater of \$5,000 or 1% of the appraised value of a residential homestead in the college's taxing jurisdiction. The exemptions authorized by the resolution shall remain effective for each successive tax year until otherwise amended or repealed by the Board of Trustees or other appropriate authority.

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COLLIN COUNTY  
COMMUNITY COLLEGE DISTRICT, AFFIRMING EXISTING PROPERTY TAX  
EXEMPTIONS; PROVIDING FOR A RESIDENTIAL HOMESTEAD AD VALOREM  
(PROPERTY) TAX EXEMPTION; PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Board of Trustees of the Collin County Community College District ("Collin College") has previously authorized an ad valorem (property) tax exemption for residential homeowners over the age of 65 in the amount of \$30,000, and that exemption is affirmed and shall remain in effect for each successive tax year until otherwise amended or repealed by the Board of Trustees or other appropriate authority; and

**WHEREAS**, the Board of Trustees of Collin College has previously authorized an ad valorem (property) tax exemption for disabled residential homeowners in the amount of \$20,000, and that exemption is affirmed and shall remain in effect for each successive tax year until otherwise amended or repealed by the Board of Trustees or other appropriate authority; and

**WHEREAS**, Section 11.13(n) of the Texas Property Tax Code provides that the Board of Trustees may adopt an exemption from taxation for a portion of the appraised value of an individual's residence homestead; and

**WHEREAS**, the Board of Trustees desires to adopt a residential homestead exemption pursuant to Section 11.13(n) of the Texas Property Tax Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT:**

**SECTION 1: Adoption of a Residential Homestead Ad Valorem (Property) Tax Exemption.** In addition to any other exemption provided by Texas law or resolution of the Board of Trustees of Collin College, the owner of a residence homestead shall be entitled to an exemption from Collin College ad valorem taxation in an amount equal to the greater of five thousand dollars (\$5,000) or 1.0 percent (1.0%) of the appraised value of the residence homestead, subject to

limitations set forth in Texas law, including Section 11.13(n) of the Texas Property Tax Code, as it exists or may be amended.

**SECTION 2: Effective Date of Exemption.** The exemption set forth in Section 1 of this Resolution shall become effective with the 2018 tax year, and shall remain effective for each successive tax year until otherwise amended or repealed by the Board of Trustees or other appropriate authority. In the absence of legal authority to the contrary, the Board of Trustees is authorized to amend or repeal the exemption set forth in Section 1 of this Resolution at its sole and absolute discretion.

**DULY PASSED AND APPROVED BY THE BOARD OF TRUSTEES OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT on this 22<sup>nd</sup> day of August 2017.**

**2017-8-4-6 Report Out of the Campus Facilities and Construction Committee and Selection of Architects for Wylie Campus and the Technical Training Center**

Discussion: Over the past several months, District staff with assistance from AECOM, the 2017 Capital Improvement Program Project Manager retained by the District, have engaged in an intensive process to issue and review solicitations for Architectural/Engineering and Construction Manager-at-Risk services for use on the Phase 1 Wylie Campus and Technical Training Center Projects.

David Dailey, AECOM Project Manager, presented information to the Board of Trustees regarding the selection process for architectural/engineering firms for the Wylie Campus and the Technical Training Center.

In order to select the most qualified and best value firms, the following process was followed for each recommendation.

- Collin College staff and AECOM established weighted criteria based on aspects of Architectural firms that were important to Collin College.
- A selection committee of 6 evaluators was identified with the following members;
  - 2 Collin College academic administrators
  - 2 Collin College operational administrators
  - 2 AECOM staff members
- RFQ's for Architectural / Engineering services were prepared and released by Collin College's Procurement Department.
- The selection committee reviewed the Statement of Qualifications ("SOQ") submitted using the weighted criteria. For this step, the following was taken into consideration:
  - The reputation of the vendor and of the vendor's goods or services
  - Firm's History, Capacity & Stability
  - Financial Information
  - The quality of the vendor's goods or services
  - Academic & Other Project Experience
  - Higher Education Experience

- Project Experience (Projects of a similar size and scope)
- Project Experience (Other)
- The extent to which the goods or services meet the institution's needs
- Organization Plan (Project Lead & Key Members)
- Organization Plan (Sub-Consultants)
- The vendor's past relationship with the institution
- Collin College Work History
- Scores from the selection committee were tabulated to determine a short list of firms.
- The shortlisted firms were further investigated for the following:
  - The reputation of the vendor and of the vendor's goods or services
  - References (Owner)
  - References (Construction Manager or Architect)
  - The quality of the vendor's goods or services
  - Demonstrated Ability to deliver designs on schedule
  - Demonstrated Ability to deliver projects on budget using the Construction Manager-at-Risk delivery method
  - The extent to which the goods or services meet the institution's needs
  - Additional review of Key Project Staff
  - Additional review of resumes of Organization Plan (Sub-Consultants)
- Shortlisted firms delivered an oral presentation to the 6 evaluation committee members. For this step, the following was taken into consideration:
  - The extent to which the goods or services meet the institution's needs
  - Organization Plan (Project Lead & Key Members)
  - Organization Plan (Sub-Consultants)
  - Organization Plan (In-house team members / organization / collaboration)
  - Project Approach
  - Responses to prepared questions
- Highlights of the process:
  - Collin College received 19 responses for the architect/engineering services RFQ for the Wylie Campus
  - Collin College received 19 responses for the architect/engineering services RFQ for the Technical Training Center
  - Each evaluator reviewed over 900 pages of Statement of Qualifications
  - Each evaluator participated in 9 hours of oral presentations
  - Over 60 phone calls were completed to check references
- Results/Recommendations:
  - **Wylie Campus – Page Southerland Page, Inc. (Page)**
    - Established in 1898
    - Headquartered in Washington DC with 500+ employees nationwide
    - Local office in Dallas, Texas with 95 employees and 360 employees in Texas
    - \$140 million in U.S. annual revenue

- \$80 million in annual Texas revenue
  - \$28 million in local revenue
  - 2016 Architecture Firm of the Year – AIA Dallas
  - Top 15 University Giants – Building Design + Construction
  - Top 30 US Firms – Architectural Record
  - 325+ Design Awards since 2001
  - Representative Projects:
    - University of Texas Rio Grande Valley Academic Performing Arts Complex, San Antonio, Texas
    - Wichita State University Shocker Hall, Wichita, Kansas
    - University of Houston Cougar Place, Houston, Texas
    - Trinity University Facilities Master Plan, San Antonio, Texas
  - Key Team Members were identified
- **Technical Training Center – Perkins+Will**
- Established in 1935
  - Corporate Headquarters spread across the United States with 2,000+ employees nationwide
  - Local office in Dallas, Texas with 203 employees
  - \$500 million in U.S. annual revenue
  - \$44.9 million in annual Texas revenue
  - \$37.2 million in local revenue
  - #1 Higher Education Practice, *BD+C Magazine*, 2017
  - #3 Most Innovative Companies in Architecture, *Fast Company*, 2015
  - 6 Tech/Engineering Buildings Programmed + Designed by this team
  - Representative Projects:
    - Smithsonian Institution, National Museum of African American History & Culture, Washington, DC
    - Clemson University, Watt Family Innovation Center, Clemson, South Carolina
    - The Richards Group, Corporate Headquarters, Dallas, Texas
    - Richland College, Sabine Science Hall, Dallas, Texas
  - Key Team Members were identified

Chair of the Campus Facilities and Construction Committee Andy Hardin reported that the committee met on August 15, 2017, to review and discuss the information presented on the selection of architects. It was the recommendation of the committee that the Board of Trustees approve the architectural firm of Page Southerland Page for the Wylie Campus and Perkins+Will for the Technical Training Center.

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 architectural firm of Page Southerland Page for the Wylie Campus and Perkins+Will for the Technical Training Center.

**2017-8-4-7 Report Out of the Campus Facilities and Construction Committee and Selection of Construction Managers-at-Risk (CMAR) for the Wylie Campus and the Technical Training Center**

Discussion: Over the past several months, District staff with assistance from AECOM, the 2017 Capital Improvement Program Project Manager retained by the District, have engaged in an intensive process to issue and review solicitations for Architectural/Engineering and Construction Manager-at-Risk services for use on the Phase 1 Wylie Campus and Technical Training Center Projects.

David Dailey, AECOM Project Manager, presented information to the Board of Trustees regarding the selection process for construction managers-at-risk for the Wylie Campus and the Technical Training Center.

In order to select the most qualified and best value firms, the following process was followed for each recommendation.

- Collin College staff and AECOM established weighted criteria based on aspects of construction firms that were important to Collin College.
- A selection committee of 6 evaluators was identified with the following members;
  - 2 Collin College academic administrators
  - 2 Collin College operational administrators
  - 2 AECOM staff members
- RFQ's for Construction Managers-at-Risk services were prepared and released by Collin College's Procurement Department.
- The selection committee reviewed the Statement of Qualifications ("SOQ") received using the weighted criteria. For this step, the following was taken into consideration:
  - CMAR Qualifications and Relevant Experience
    - Financial Information
    - Previous Claims and Litigation
    - Past CMAR Experience
    - Qualifications of Project Team
  - Budgeting and Cost Control
    - Past experience with final construction costs exceeding project estimates
    - Subcontractor relationships and procurement methodology
    - Methodology for working with Owner, Program Manager, Architect and Consultants to deliver and maintain a GMP
  - Schedule Management
    - Overall approach for developing and maintaining schedules through design and construction
    - Past Primavera P6 scheduling experience
  - Methodologies, Technology, and Best Practices
    - Quality control program and how it would interface with the Architect and Program Manager
    - Experience with BIM Modeling and virtual reality visualization
    - Impression of customer service while working in a collaborative

- environment with the Owner, Architect and Program Manager
  - Past experience with other methodologies including Design Assist from subcontractors and use of PDRl during the planning and programming phases of a project
- Warranty Management and O&M History
  - Past experience with tracking and responding to warranty requests from the Owner during warranty periods and O&M history of completed projects
- Safety
  - Overall Safety Approach including the evaluation of firm's EMR and RIR from the past three annual ratings
- Scores from the selection committee were tabulated to determine a short list of firms.
- The shortlisted firms were further investigated for the following:
  - CMAR Qualifications and Relevant Experience
    - References (Qualifications of Project Team)
    - References (Owner)
    - References (Architect)
  - Warranty Management and O&M History
    - References (Facility Managers)
- Shortlisted firms delivered an oral presentation to the 6 evaluation committee members. For this step, the following was taken into consideration:
  - Budgeting and Cost Control
  - Schedule Management
  - Methodologies, Technology and Best Practices
  - Responses to prepared questions
- Scoring from the oral presentation was recorded as Collin College awaited the receipt of pricing
- Exclusive to the Construction Managers-at-Risk services, pricing was received from the short-listed firms and evaluated for the following:
  - General Conditions
  - Preconstruction Services
  - Construction Fees
- Highlights of the process
  - Collin College received 15 responses for the Construction Manager-at-Risk RFQ for the Wylie Campus
  - Collin College received 16 responses for the Construction Manager-at-Risk RFQ for the Technical Training Center
    - Most of the top 40 contractors in the U.S., with a presence in Dallas, responded.
  - Each evaluator reviewed over 1,000 pages of Statement of Qualifications
  - Each evaluator participated in 9 hours of oral presentations
  - Over 80 phone calls were completed to check references

■ Results/Recommendations:

• **Wylie Campus – Skanska**

- Founded in 1887
- Corporate Headquarters in New York, NY with 11,000+ employees nationwide
- Local office in Irving, Texas with 170 employees
- \$17 billion in company-wide revenue
- \$6.8 billion in U.S. annual revenue
- \$295 million in annual Texas revenue
- \$102 million in annual local revenue
- #1 Top Science & Technology Contractor, BD+C (2016)
- #3 Top University Contractor, BD+C (2017)
- #4 Top Contractor, BD+C (2016)
- #7 ENR Top Contractors (2017)
- Representative Projects:
  - Texas A&M University, College of Veterinary Medicine and Biomedical Sciences, College Station, Texas
  - North Carolina State University, James B. Hunt Library and Centennial Campus Parking Deck, Raleigh, NC
  - The Harvard Art Museums, 32 Quincy Street, Cambridge, MA
  - Texas A&M University Agriculture Headquarters, College Station, TX
- Key Team Members were identified

■ **Technical Training Center – McCarthy Building Companies**

- Established in 1864
- Corporate Headquarters in St. Louis, MO with 1,700+ employees nationwide
- Local office in Dallas, Texas with 300+ employees
- \$3 billion annual revenue companywide
- \$650 million in annual Texas revenue
- \$300 million in annual local revenue
- Top 10 Training Hall of Fame, *Training Magazine*, 2016
- #20 ENR Top Contractors (2017)
- #7 University Sector Construction Firms, *Building Design & Construction*, 2016
- 250+ Higher Education Projects
- 40+ Higher Education Campuses
- Representative Projects:
  - Kodak Theatre
  - Western Maricopa Southwest Campus
  - The Dallas Arts District, Klyde Warren Park & Wylie Theatre
  - Southwest Airlines Facility Training and Offices
- Key Team Members were identified

Chair of the Campus Facilities and Construction Committee Andy Hardin reported that the committee met on August 15, 2017, to review and discuss the information presented on the selection of construction managers-at-risk (CMAR). It was the recommendation of the committee that the Board of Trustees approve Skanska as CMAR for the Wylie Campus and McCarthy Building Companies as CMAR for the Technical Training Center.

On motion and second out of the Campus Facilities and Construction Committee, the Board of Trustees of Collin County Community College District unanimously approved Skanska as construction manager-at-risk for the Wylie Campus and McCarthy Building Companies for the Technical Training Center.

**2017-8-4-8 Report Out of the Campus Facilities and Construction Committee and Approval of Authorization for the District President to Negotiate and Execute Contracts with Architects and Construction Managers-at-Risk (CMAR) for the Wylie Campus and the Technical Training Center**

Andy Hardin, Chair of the Campus Facilities and Construction Committee said the committee discussed authorizing the District President to negotiate and execute contracts with the architects and construction managers-at-risk as approved in items 2017-8-4-6 and 2017-8-4-7. It was the recommendation of the committee to authorize the District President to negotiate and execute the contracts.

On motion and second out of the Campus Facilities and Construction Committee, the Board of Trustees of Collin County Community College District unanimously authorized the District President to negotiate and execute contracts with the approved architects, Page Southerland Page for the Wylie Campus and Perkins+Will for the Technical Training Center, and construction managers-at-risk Skanska for the Wylie Campus and McCarthy Building Companies for the Technical Training Center.

President Matkin said that a review had found that the anticipated fees and commissions are in line with what the college has paid in the past, and he feels the college is in "good footing" to make those negotiations.

**2017-8-4-9 Remove from the Table the Approval of the First Amendment to Post-Closing Agreement Relating to Certain Land Owned by the College in Collin County, Texas**

Discussion: At its meeting on August 1, 2017, on recommendation out of the Campus Facilities and Construction Committee, the Board of Trustees tabled approval of Agenda Item 2017-8-1-5, the First Amendment to the Post-Closing Agreement Relating to Certain Land Owned by the College in Collin County, Texas. Action is required to remove the item from the table for consideration.

On motion of Mr. Orr, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved removing from the table the approval of the First Amendment to the Post-Closing Agreement Relating to Certain Land Owned by the college in Collin County, Texas.



**2017-8-4-10 Report Out of the Campus Facilities and Construction Committee and Approval of First Amendment to Post-Closing Agreement Relating to Certain Land Owned by the College in Collin County, Texas**

Discussion: Collin College and The George White Family Limited Partnership entered into that certain Post-Closing Agreement dated effective June 3, 2009, and recorded August 18, 2009, as Document No. 20090818001039850. George White subsequently conveyed the Seller Property to Celina Development. Celina Development subsequently conveyed a portion of the Seller Property to Bluewood Phase 1.

The Post-Closing Agreement establishes an agreement for the parties (The college and Bluewood Phase 1) to each contribute equal shares of the required right-of-way and easements for the roadway. The agreement also establishes a cost-sharing arrangement between the parties for constructing a 4-lane undivided concrete roadway along the common boundary of the properties from County Road 88 to the south boundary of the college's property.

It was not anticipated at the time the Post Closing Agreement was signed in 2009 that Bluewood Phase 1 would sell any of the property prior to the roadway being constructed. However, Bluewood Phase 1 now intends to sell approximately 440 lots to homebuilders on September 1, 2017.

The proposed First Amendment to the Post Closing Agreement would release the lot owners from the road construction cost-sharing arrangement and maintain the cost sharing obligations between the College and Bluewood Phase 1 per the original agreement.

Mr. Hardin reported that the Campus Facilities and Construction Committee reviewed and discussed this item at its meeting of August 15, 2017. He said the committee recommended approval of the First Amendment to the Post-Closing Agreement Relating to Certain Land Owned by the College in Collin County, Texas.

On motion and second out of the Campus Facilities and Construction Committee, the Board of Trustees of Collin County Community College District approved, on a vote of eight (8) for and one (1) recusal, the First Amendment to the Post-Closing Agreement Relating to Certain Land Owned by the College in Collin County, Texas. Dr. Menon recused himself from the vote.

**2017-8-4-11 Remove from the Table the Approval of the Waiver of Right to Enforce Restrictive Covenant Agreement Relating to Certain Land Owned by the College in Collin County, Texas**

Discussion: At its meeting on August 1, 2017, on recommendation out of the Campus Facilities and Construction Committee, the Board of Trustees tabled approval of Agenda Item 2017-8-1-6, the Waiver of Right to Enforce Restrictive Covenant Agreement Relating to Certain Land Owned by the College in Collin County, Texas. Action is required to remove the item from the table for consideration.

On motion of Mr. Moses, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved removing from the table the approval of the Waiver of Right to Enforce Restrictive Covenant Agreement Relating to Certain Land Owned by the College in Collin County, Texas.

**2017-8-4-12 Report Out of the Campus Facilities and Construction Committee and Approval of Waiver of Right to Enforce Restrictive Covenant Agreement Relating to Certain Land Owned by the College in Collin County, Texas**

Discussion: The College and The George White Family Limited Partnership entered into that certain Restrictive Covenant Agreement dated effective August 14, 2009, and recorded August 18, 2009, as Document No. 20090818001039840 relating to certain land located in Collin County.

The George White family Limited partnership subsequently conveyed the Owner Property to Celina Development. Celina Development subsequently conveyed a portion of the Owner Property described in Exhibit A to Celina Independent School District ("CISD") and Celina Development subsequently conveyed a portion of the Owner Property to Bluewood Phase 1.

As provided in the Agreement, the Owner Property shown with hashed lines on Exhibit "B" of the Agreement shall be restricted to residential uses with neighborhood commercial uses being allowed adjacent to County Road 88 (the "Use Restriction").

The CISD Property is intended to be used for elementary school purposes but lies within the hashed area of Exhibit "B" which is restricted to residential uses. The parties desire to waive their right to enforce the Use Restriction against the owner of the CISD Property.

Mr. Hardin reported that the Campus Facilities and Construction Committee reviewed and discussed this item at its meeting of August 15, 2017. He said the committee recommended approval of the Waiver of Right to Enforce Restrictive Covenant Agreement Relating to Certain Land Owned by the College in Collin County, Texas.

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 Waiver of Right to Enforce Restrictive Covenant Agreement Relating to Certain Land Owned by the College in Collin County, Texas.

**2017-8-4-13 Approval of Interlocal Agreement between National Intergovernmental Purchasing Alliance Company (National IPA) and Collin County Community College District**

Discussion: The agreement is pursuant to the authority granted by the "Texas Interlocal Cooperation Act," Chapter 791, Texas Government Code. This is an ongoing agreement activated only by the District's issuance of a Purchase Order. This agreement will be highly beneficial to the taxpayers of Collin County due to the anticipated savings related to volume purchasing.

On motion of Dr. Menon, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the Interlocal Agreement between National Intergovernmental Purchasing Alliance Company (National IPA) and Collin County Community College District as presented.

#### **2017-8-4-14 Approval of Private Offers to Purchase Struck Off Properties**

Private offers have been made on three (3) struck off properties in Collin County:

1506 Anchor Dr., Wylie, TX	\$	92,100.00
Lot 5B, S. Texas St., Celina, TX	\$	2,500.00
Lot 187, CR 894, Princeton, TX	\$	7,500.00

Mr. Lynn recommended that the board table approval of the offer on the Wylie property since the offer was significantly less than the appraised value.

On motion of Mr. Orr, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously agreed to table consideration of the offer on the property located at 1506 Anchor Drive, Wylie, Texas, and to approve the private offers to purchase the struck off properties located at Lot 5B, S. Texas St. Celina, TX and Lot 187, CR 894, Princeton, TX.

#### **2017-8-4-15 Report Out of the Finance and Audit Committee and Approval of the Authorized Broker/Dealer List Recommended by Patterson & Associates, Investment Advisor to the College**

Discussion: Policy CAK (Local) requires that the Board of Trustees annually review and approve the list of approved Broker/Dealers with whom the college is authorized to transact investment activity. In their capacity as investment advisors, Patterson & Associates has recommended a list of primary dealers with whom the college is authorized to execute securities transactions. Primary dealers are banks or securities broker-dealers who may trade directly with the Federal Reserve System of the United States. Primary dealers purchase the vast majority of US Treasury securities and resell them to the public and other brokerage firms. Because of the large volume of US Treasury securities they trade, Patterson & Associates is often able to offer securities at an advantageous price.

Chair of the Finance and Audit Committee Nancy Wurzman reported that the committee had reviewed and discussed the Authorized Broker/Dealer List recommended by Patterson & Associates, Investment Advisor to the College at its meeting on August 15, 2017. The committee recommended approval of the Broker/Dealer List as presented.

On motion and second out of the Finance and Audit Committee, the Board of Trustees of Collin County Community College District unanimously approved the Broker/Dealer List as recommended by Patterson & Associates, Investment Advisor to Collin College.

Dr. Menon said he had clarified with Mr. Lynn that the investment firm as well as others on the list are minority- or women-owned businesses.

#### **2017-8-4-16 Bid Report for August 2017**

Discussion: The Bid Report for August included four (4) New Solicitations and 32 Contract Renewals.

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

**I. NEW SOLICITATIONS**

Purchase Request #1	
Sign Language and Communication Access Real-Time Translation Services	\$ 500,000.00
Purchase Request #2	
Parking Lot Restriping	210,000.00
Purchase Request #3	
Audio Visual Equipment, Media Supplies, Installation and Repair Services	2,500,000.00
Purchase Request #4	
Clinical Skills Manikins	350,000.00
<b>TOTAL OF NEW SOLICITATIONS</b>	<b><u>3,560,000.00</u></b>

**II. CONTRACT RENEWALS**

Purchase Request #5	
Annual Renewals	6,862,400.00
Purchase Request #6	
Approval of Purchasing Cooperatives	0.00
<b>TOTAL OF CONTRACT RENEWALS</b>	<b><u>6,862,400.00</u></b>
<b>GRAND TOTAL</b>	<b>\$ <u><u>10,422,400.00</u></u></b>

**INFORMATION REPORTS**

The following reports were provided for the board's information.

Changes in Interim Financial Reporting  
Statement of Net Position as of 07/31/17  
Summary of Revenues & Expenses as of 07/31/17  
Monthly Investment Report as of 07/31/17  
AECOM Monthly Report for July 2017

**DISTRICT PRESIDENT'S AND BOARD ANNOUNCEMENTS**

Comments on: Workshops, Seminars, and Conferences taking place at the College; Awards Received; Accomplishments, Appointments at the Local, State, and National Level; Published Articles and Newspaper Reports; College Reports/Metrics and Upcoming Events.

**District President Matkin announced the following:**

1. Sad News: James “Scott” Brown, former Collin College faculty member, passed away on August 13. Scott served on the Collin faculty from 2011 to 2017 after working as a Lab Instructor for two years. He was a popular and enthusiastic Anatomy and Physiology teacher who served on numerous committees and was an Academic Planning Coach for our QEP team. Scott will be remembered for his light-hearted approach to life and for his frequent wearing of Tony Romo and Jason Witten jerseys to lab. He was a proud alum of the University of Mississippi where he received his Doctor of Medical Dentistry degree in 1991. Professor Brown was a respected colleague who will be missed.
2. Collin’s Corporate College held an Open House at the Courtyard Center on August 16. We had a great turnout with about 100 attendees, including 45 from corporations and companies outside of the college. Trustees Menon, Moses, and Rodriguez attended. Collin’s Corporate College offers customized training solutions, collaborative and continuous curriculum development unique to the business needs, cost-effective and convenient options to training, and career and human capital recruitment support to satisfy the needs of a company. It was a vision of former Trustee Wainwright’s that Collin offer a program like Corporate College. Thank you to Sr. Vice President Sherry Schumann and Vice President Jennifer Blalock and her staff.
3. Congratulations to Professor of Psychology Jennifer O’Loughlin-Brooks who has been elected to serve as the national President of Psi Beta, the national honor society in psychology for community colleges. She was officially installed at the national convention of the American Psychological Association in Washington, D.C. on August 3. Jennifer is an award-winning faculty advisor to Collin College’s Psi Beta chapter.
4. Collin College’s Purchasing Department recently received the Achievement of Excellence in Procurement Award for the 12th year in a row. The award, given by the National Purchasing Institute, honors organizations that demonstrate excellence in innovation, professionalism, productivity, e-procurement and leadership attributes of the procurement organization. Congratulations to Ken Lynn, Purchasing Director Cindy White, Reporting Manager Cyndy Smith, and the entire Purchasing Department for their work in achieving this recognition. They do an amazing job for the college.
5. Collin College alum Chad Wolf was appointed Chief of Staff of the Transportation Safety Administration in March. After leaving Collin, Chad went on to graduate from Southern Methodist University and work in the Washington offices of Texas Senator Phil Gramm and Nebraska Senator Chuck Hagel. His role at TSA entails working closely with the Department of Homeland Security, the White House, and Capitol Hill.

6. The college held a dedication ceremony for the recently named Anthony Peterson Centers for Academic Assistance. An associate math professor at Spring Creek Campus, Mr. Peterson donated a \$150,000 gift to the college. The endowment will be used to fund student scholarships and, in recognition of the generous donation, the academic assistance centers at each of the college's major campuses will bear his name. Thank you to Professor Peterson for his generous gift and to Vice President of Advancement Lisa Vasquez who worked with him in establishing the endowment. Dr. Matkin extended appreciation to Trustees Collins, Menon, and Moses for taking time to attend the ceremony.
7. Collin College has been named one of 10 finalists in the Seamless Transfer Pathways Design Challenge, a project sponsored by Education Design Lab. Collin was selected along with its transfer partner University of North Texas. Drs. Brenda Kihl and Dani Day joined President Matkin in a telephone interview with Education Design Lab along with UNT President Neal Smatresk and his staff. A final cohort of four pairs of schools will be chosen in late August to participate in a 15-month design process exploring best practices for ensuring students seeking a bachelor's degree transition smoothly to a four-year institution. The challenge is funded by the Michael and Susan Dell Foundation.
8. Collin College had 10 students selected as Terry Scholars in June, adding to the 37 students who have received tuition assistance since the Terry Foundation opened its scholarships to current college students in 2013. Terry Scholars are selected based on academic excellence, leadership potential, and financial need. The transfer scholarship for which Collin students can apply covers about 65 percent of off-campus costs of university attendance. A Terry Foundation official recently noted that Collin College students have typically done very well in its selection process.

President Matkin thanked the Board of Trustees for its kind evaluation of him and for extending his contract to 2020. He said the college had a great year and some long-standing items were brought to fruition, such as legislation allowing community colleges to offer certain baccalaureate degrees, the education of the county on the college's Master Plan, and the citizens' support of the \$600 million bond election. He said, "There is no place I would rather be than here."

**The Board announced the following:**

Trustee Moses said he was happy to have the opportunity to attend Collin's Corporate College Open House. He said that vigorous relations with the business community was something that was discussed during his campaign and Corporate College is a great resource.

Trustee Wurzman thanked the retirees for their service to the college. She thanked everyone present for their service and said it is the faculty and staff that make Collin College what it is.

Trustee Hendricks echoed Ms. Wurzman's remarks.

Trustee Hardin said he enjoys seeing students at the board meeting. He enjoys the students' dedication and the opportunity for them to see democracy in action. Mr. Hardin also said he had a chance to see AECOM Management in action during the Campus Facilities and Construction Committee meeting and was impressed.

Trustee Orr talked about the upcoming Scholarship Reception on September 21 and reminded everyone that if they had not had an opportunity to please consider donating. Mr. Orr mentioned the great pictures regarding the eclipse on the college's Facebook page. He thanked Professor Greg Sherman for setting up the telescopes at the Spring Creek Campus.

Trustee Menon said he is hopeful and excited for what will happen at Collin's Corporate College. He said he is experiencing sending a child off to college for the first time. He is looking forward to some extra time and is excited to be involved with Collin College.

Trustee Rodriguez announced that the annual LULAC Banquet will be held on October 5. He thanked Dr. Blalock and her team for the great job on Corporate College. Mr. Rodriguez said he also attended the nursing graduation, with its large class of 85 graduates. He looks forward to another great year.

Chairman Collins thanked the members of the board committees for their time and effort during the past few weeks. He extended his gratitude and appreciation to all of his colleagues on the board for their hard work during the busy month of August.

## **ADJOURNMENT**

There being no further business, Chairman Collins adjourned the August 22, 2017, meeting of the Board of Trustees of Collin County Community College District at 8:33 p.m.