

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**  
**Meeting Minutes**  
October 24, 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 October 24, 2017, at the 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 including Executive Vice President Brenda Kihl, Sr. Vice President of Academic, Workforce, and Enrollment Services Sherry Schumann, Sr. Vice President of Organizational Effectiveness Kim Davison, Chief Financial Officer Ken Lynn, and members of Collin’s staff.

**WORK SESSION CALL TO ORDER**

Chairman Collins called the October 24, 2017, Work Session of the Board of Trustees of Collin County Community College District to order at 5:30 p.m., in the Board Conference Room 135 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

**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. Update on Technical Center Programming
2. Preliminary Architectural Concepts for Collin Technical Center and Wylie Campus
3. Campus Monument Signs
4. Campus Names

No formal action was taken.

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

Chairman Collins recessed the meeting to executive session at 6:35 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 7:09 p.m. There being no further discussion, the Work Session also adjourned at 7:09 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 7:15 p.m. in Boardroom 139 and welcomed those in attendance. 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, 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 OCTOBER 24, 2017, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Ms. Harmon certified the notice of the October 24, 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**

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

## **RECOGNITION OF SPECIAL GUESTS**

Chairman Collins recognized the professors and students from the Leadership Development Institute including students from Professor Jessica Hargis' Political Science class and Professor Judi Wohead's Speech Communication class. Students from Professor Hargis' other Texas Government classes were also in attendance. In addition, Student Government Association (SGA) President Dominic Carty and several SGA officers were in attendance.

## **APPROVAL OF THE MINUTES OF THE SEPTEMBER 26, 2017, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

On motion of Dr. Menon, second of Dr. Donald, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its September 26, 2017, regular meeting.

## **PUBLIC COMMENTS**

No public comment was presented.

## **PRESENTATIONS**

1. Presentation of Resolution Recognizing the Administrative Services Department on its 20<sup>th</sup> Consecutive Achievement of Excellence in Financial Reporting from the Government Finance Officers Association – Chairman Collins presented a resolution to the Administrative Services Department as District President Matkin read the resolution, which

was signed by all members of the Board of Trustees and Dr. Matkin. The resolution reads as follows:

***Resolution***

*A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT ACKNOWLEDGING THE ACCOMPLISHMENTS OF THE ADMINISTRATIVE SERVICES DEPARTMENT IN OBTAINING HIGH RECOGNITION AND HONOR FOR FINANCIAL REPORTING*

*WHEREAS the Collin County Community College District (“the College”) is an agency of the State of Texas; and*

*WHEREAS, as a state agency, the College is required to achieve the minimum standards of financial reporting required by Title 19, Chapter 13 of the Texas Administrative Code; and*

*WHEREAS the College Administrative Services department has elected to meet a higher professional standard of financial reporting and has elected to devote the hours of study necessary to understand the requirements of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program; and*

*WHEREAS the College Administrative Services department has committed to a process of continuous improvement since 1997 in order to develop a system of financial internal controls that lead to repeatable, efficient, effective financial reporting systems which are the foundation of the financial results being reported on; and*

*WHEREAS the College Administrative Services department has committed to devote the additional time and effort required to prepare a Comprehensive Annual Financial Report (“CAFR”) that meets the requirements of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program and has further committed to submit such CAFRs to the Government Finance Officers Association to be reviewed, critiqued, and evaluated against published standards which represent the highest global financial reporting standards established for federal, state, and local governments; and*

*WHEREAS the College Administrative Services department has committed to perpetuating the existing continuous improvement system by agreeing to implement the review critique into subsequent years’ reporting systems, leading to continuous improvement in the financial information and results of operations included in subsequent CAFRs; and*

*WHEREAS, because of the commitment and dedication of the College Administrative Services department to meeting published global standards of excellence in financial reporting, the College has received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for 20 consecutive fiscal years, including the year ended August 31, 2016; and*

*WHEREAS the foundation upon which this exemplary record of continuous excellence was developed, nurtured, and maintained by former and current employees of the Administrative Services department under the leadership of former Chief Financial Officer Ralph G. Hall, all of whom have earned recognition for their meritorious service to Collin College; and*

*WHEREAS, under the current leadership of Chief Financial Officer Ken Lynn and Associate Vice Presidents Julie Bradley and Barbara Johnston, the members of the accounting staff of the College Administrative Services department – including, as of October 1, 2017, Shannon South, Suzanne Armstrong, Donna Cartmill, Eva Jones, Rebecca Miller, Joseph Moorehead, Judith Ayres, Tamara Rice, Cindy Cammuse, Jennifer Gilchrist, Jan Clark, Ashfia Naheed, Colleen Schwyzer, Lenora Gray, Lisa Morman, Don Dickson, Charlotte Leach, Deanna Brown, Bridget Payne, Kathy Fitzgerald, Jonathan McAnally, and Tonya Smith – are deserving of special recognition for their accomplishments in financial reporting which brings positive recognition to the College; now*

*THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT that the aforementioned individuals be recognized by this expression of gratitude and respect for their efforts in achieving excellence as evidenced by the awards from the Government Finance Officers Association; for living the College value of Excellence; and, for having made a special and lasting contribution to the well-established legacy of excellence of the Collin County Community College District.*

*Signed in McKinney, Texas this 24th day of October 2017.*

Chief Financial Officer Ken Lynn and Associate Vice Presidents Julie Bradley and Barbara Johnston accepted the framed resolution on behalf of the Administrative Services staff.

2. Recognition of Collin College's Respiratory Therapy Program as the National Champions of the Sputum Bowl – Dean of Academic Affairs Gary Hodge presented information to the Board of Trustees regarding Collin College's Respiratory Therapy Program winning the national championship in the Sputum Bowl. He noted this is an appropriate time for the announcement since it is National Respiratory Care week.

Mr. Hodge gave background information saying Collin's Respiratory Therapy program has been the recipient of the Credentialing Success Award from CoARC for the past five years, one of only five associate degree programs in Texas with the award. He said the national pass rate for "new candidates" taking the exam is 81.37% for the TMC exam (CRT), and Collin College had a 100% first time pass rate. The national pass rate for "new candidates" taking the simulation exam (RRT) is 60.63% and Collin College, had a 90% pass rate for this exam; two repeaters passed after another attempt.

Collin's respiratory students have won the state championship in the Sputum Bowl for the last 6 years. The team who won the national championship had a perfect sputum bowl career, never losing a game at the state nor at the national level. They started preparing for this competition the first week in the program and held weekly practices during their off time. All three team members are already working in the field at Medical City of Plano, Children's Dallas, and Methodist Dallas.

Mr. Hodge introduced the Collin College 2017 Sputum Bowl national champions including students Patrick Forsythe, Kebron Isayas, and Cesar Romero and their faculty coaches for the Sputum Bowl competitions including Professors Angie Switzer and Julie Boganwright. The Program Director is Araceli Solis.

The Board of Trustees, District President Matkin, and the entire audience recognized the group with several rounds of hearty applause and photos were taken with Chairman Collins.

3. Recognition of Retirees on the Occasion of their Retirement – District President Neil Matkin

President Matkin invited Deborah Livingston to join Chairman Collins by the dais to be recognized on the occasion of her retirement. He said Ms. Livingston has been a valued team member in the Bursar Office as an Accounts Receivable Associate at the Spring Creek Campus for 20 years. She started as a part-time employee in 1997, moved from the area for a short period, then returned to the college full time in 2007. Her knowledge and understanding of all aspects of the college as well as her compassionate customer service have been a great asset to our students, the bursar team, and Collin College. Debbi's contributions were recognized by her peers when they honored her as the Bursar Employee of the Year in 2014. More recently, her contributions to the larger Collin community were recognized when she was named a finalist for the Full Time Staff ROSE award in 2017.

President Matkin said that Ms. Livingston is an enthusiastic and active volunteer for community services such as Minnie's Food Pantry and her local church. During her time at Collin, her outgoing personality and Southern grace have charmed students and staff alike. Debbi's plans for retirement include travel, yoga, long walks with her dogs, and gardening. Her first travel adventure is with her son on the Camino de Santiago walking pilgrimage through Portugal and Spain. We wish her all the best in retirement.

Dr. Collins presented Ms. Livingston with gifts and photos were taken.

**2017-10-1 Personnel Report for October 2017**

The Personnel Report for October 2017 included four staff appointments and two resignations/terminations.

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

**2017-10-1a Approval of Staff Appointments**

By action stated above, the Board of Trustees of Collin County Community College District approved the following staff 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> |
|---------------------|-------------------------------|--------------------|--------------------------|----------------------|
| Johnathan Henderson | Advisor                       | 09/25/17           | Advising                 | Replacement          |
| Bijan Sameri        | Testing Center Assistant      | 10/09/17           | Testing and Assessment   | Replacement          |
| Andrea Schenk       | Student Engagement Specialist | 10/06/17           | Student Engagement       | Replacement          |
| Jaclyn Skinner      | Accounts Receivable Associate | 10/03/17           | Financial Services       | Replacement          |

### 2017-10-1b 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>  |
|---------------------|-----------------|----------------|-------------------------------|--------------------|
| Deborah Livingston  | 10/16/17        | 10             | Accounts Receivable Associate | Financial Services |
| James "Todd" Nunley | 09/22/17        | <1             | Police Training Instructor    | Law Enforcement    |

### 2017-10-2 Report Out of the Organization, Education, and Policy Committee and Approval of Local Board Policies

Discussion: As a part of the college's comprehensive review of all policies and with input from the Texas Association of School Board's Legal and Policy Service, the local policies outlined below were presented for review by the Organization, Education, and Policy Committee at its meeting on September 26, 2017. Committee Chair Mac Hendricks reported that it was the committee's recommendation that the policies be approved as presented.

On motion and second out of the Organization, Education, and Policy Committee, the Board of Trustees of Collin County Community College District unanimously approved the policies with changes as presented.

- BD (Local) Board Meetings – Changes simplified the policy to make it more flexible to accommodate variations from the Board's normal meeting practices
- BE (Local) Policy and Bylaw Development – Changes included a reminder to consider the legal policy along with the local policy; clarified that board member and trustee are used interchangeably; and clarified that newly enacted laws are applicable when effective
- BFD (Local) Chief Executive Officer – Retirement or Resignation and BFE (Local) Chief Executive Officer – Evaluation (*NEW POLICY*) – Separated policy language into two separate policies
- BH (Local) Administrative Rules and Regulations (*NEW POLICY*) – Clarified that the CEO is responsible for developing and enforcing administrative regulations and ensuring they are consistent with Board Policy
- CIA (Local) Equipment and Supplies Management – Records Management – Clarified that the college has filed its records retention schedule with the Texas State Library and updates them regarding any amendments to our records retention schedules
- CR (Local) Technology Resources – Added policy language about use of drones on campus in accordance with the law and college regulations
- DBA (Local) Employment Requirements and Restrictions – Credential and Records – Added a requirement that the college may not use an employee's social security number as an employee identifier other than for tax purposes

- DBD (Local) Employment Requirements and Restrictions – Conflict of Interest – Eliminated a provision that exempted employees other than the District President from completing a conflicts disclosure statement
- DGD (Local) Employee Rights and Privileges – Employee Use of College District Facilities (*NEW POLICY*) – Added a policy addressing employee use of college facilities
- DM (Local) Termination of Employment – Removed a requirement for exit interviews
- EBA (Local) Alternate Methods of Instruction – Distance Learning (*NEW POLICY*) – Established a policy related to distance education
- ECC (Local) Instructional Arrangements – Course Load and Schedules – Clarified Collin College policy with respect to the Texas Administrative Code
- EFCD (Local) Special Programs – High School Equivalency Testing Centers (*NEW POLICY*) – Established a policy related to High School Equivalency Testing
- EGD (Local) Academic Achievement – Graduation (*DELETE*) Deleted policy and recommended language be housed in the college’s catalog or handbook
- FB (Local) Admissions (*NEW POLICY*) – Added a policy regarding Open Admissions
- FL (Local) Student Rights and Responsibilities (*NEW POLICY*) – Added a policy addressing the student handbook
- FM (Local) Discipline and Penalties – Added language that references student discipline procedures be included in the student handbook
- GAB (Local) Public Information Program – Requests for Information (*DELETE – MOVED TO GCB*)
- GCB (Local) Public Information Program – Requests for Information (*NEW POLICY – MOVED FROM GAB*) - Information is the same as GAB (Local), except that it corrected the number of hours from 35 to 36

**2017-10-3 Report Out the Organization, Education, and Policy Committee and First Reading of Local Board Policies**

Discussion: The Organization, Education, and Policy Committee met on October 24, 2017, to review the following changes to Board Local Policies for first reading. Committee Chairman Mac Hendricks reported that no action was taken and that many of the changes were perfunctory changes recommended by the Texas Association of School Boards (TASB). As a part of the college’s comprehensive review of all policies and with input from the TASB’s Legal and Policy Service, the local policies outlined below were presented for review as a first reading.

- CAA-Appropriations and Revenue Sources – State and Federal Revenue Sources: This is a new policy recommended as a result of revised federal regulations governing all federal grants and awards, US Office of Management and Budget Uniform Guidance.
- CAM-Appropriations and Revenue Sources – Grants, Funds, Donations from Private Sources: Revisions are recommended to provide flexibility for the District President to accept unsolicited gifts on behalf of the college, with the exception of conditional gifts or real property, which must be accepted by the Board.
- CHA-Site Management-Security: Updates clarify the authority of the college’s peace officers, authorize officers to operate within other jurisdictions, and provide clarifications on

- video recordings, training, and the complaint process.
- DIA-Employee Welfare-Freedom from Discrimination, Harassment, and Retaliation: This policy is recommended for deletion and the content was moved to DIAA and DIAB.
  - DIAA-Freedom from Discrimination, Harassment, and Retaliation-Sex and Sexual Violence: Related content was moved from DIA.
  - DIAB-Freedom from Discrimination, Harassment, and Retaliation-Other Protected Characteristics: Related content was moved from DIA.
  - FLAA-Student Use of College District Facilities: New proposed policy addressing student use of college facilities.
  - FLB-Student Rights and Responsibilities-Student Conduct: Recommended language by District Dean of Students to update the section on scholastic dishonesty. Proposed additional language relating to recording on campus.
  - GDA-Community Use of College District Facilities-Conduct on College District Premises: Provisions regarding use of tobacco and electronic smoking devices has been moved from GFA.
  - GE-Advertising and Fundraising: New proposed policy addressing promotional activities and advertising.

Chairman Collins thanked members of the Organization, Education, and Policy Committee, Sr. Vice President Kim Davison, and her staff for their hard work in Revising and reviewing these policies.

#### **2017-10-4 Approval of New Bachelor of Science in Nursing Degree**

Discussion: Executive Vice President Brenda Kihl said the Collin College Master Plan and Vision 2020 Strategic Plan identifies a priority to add workforce and academic programs to align with projected Collin County labor market needs. Labor market analysis has indicated an increasing demand for employees in the healthcare industry, especially those with a Bachelor of Science in Nursing (BSN). The BSN degree has been researched and developed in accordance with the criteria required by the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges. This criteria includes job market analysis, employment projections, enrollment projections, integration of the general education core, career and technical skills, faculty recruitment planning and advisory committee input.

The BSN degree includes a 42-semester credit hour general education core and 78 required semester credit hours specific to the knowledge and skills required for employment as a bachelor's prepared nurse. As required by Texas law, the BSN program has a total of 120 semester credit hours.

On motion of Mr. Hendricks, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved the new Bachelor of Science in Nursing degree.



**2017-10-5 Approval of 2017 Tax Roll**

Discussion: Mr. Ken Lynn said that each tax year, subsequent to the adoption of the tax rate by the Board of Trustees, the Collin County Tax Office provides a tax roll summary that details the total market value, agricultural deferrals, exemptions, taxable value, and estimated total tax levy based on the total rate adopted by the Board of Trustees.

For the 2017 Tax Year the relevant data is:

|                    |                           |
|--------------------|---------------------------|
| Total Market Value | \$150,997,988,054         |
| Ag Deferrals       | (7,913,489,730)           |
| Exemptions         | <u>(17,821,920,086)</u>   |
| Taxable Value      | <u>\$ 125,262,578,238</u> |

|                           |                     |
|---------------------------|---------------------|
| 2017 Adopted Tax Rate     | \$0.07981           |
| Gross Tax Levy            | \$99,972,074        |
| Less: Levy Lost to Frozen | <u>(1,915,058)</u>  |
| Net Levy                  | <u>\$98,057,016</u> |

|  |                     |
|--|---------------------|
| FY 2018 Budgeted Tax Revenue (Current Year): |                     |
| Unrestricted Funds                           | \$94,540,000        |
| Debt Service Funds                           | <u>3,100,000</u>    |
| Total  | <u>\$97,640,000</u> |

On motion of Mr. Moses, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved the 2017 Tax Roll as presented.

**2017-10-6 Report Out of the Finance and Audit Committee and Approval of Authority for the District President to Accept Grant Awards and Authorize Budget Amendments Relating Thereto**

Discussion: Instructional programs and operations are affected by ongoing activity in the application, award, acceptance, and implementation of grant programs, which require designated start and end dates. Granting the District President the authority to accept grant awards and modifications and to authorize the attendant budget changes will make the process of accepting and implementing restricted revenue instructional programs more efficient and responsive to grantor requirements.

Chair of the Finance and Audit Committee Nancy Wurzman reported that the committee met on October 17 to review granting approval to the District President to accept grant awards and authorize amendments to the budget as a result of those awards. It was the committee’s recommendation to grant this authority to the District President and to require quarterly reports to the Board of such activities.

On motion and second out of the Finance and Audit Committee, the Board of Trustees of Collin County Community College District unanimously approved granting authority to the District President to accept grant awards and modifications and authorize budget amendments relating thereto; and, requiring a report of activity within the scope of this authorization to the Board on a fiscal year quarterly basis.

### **2017-10-7 Approval of Third Amendment of the Interlocal Cooperation Agreement with the City of Richardson**

Discussion: In May 2014, the Board of Trustees of Collin County Community College District approved an Interlocal Cooperation Agreement with the City of Richardson for the use of the City Fire Training Center while the College is in the process of constructing a new facility. A first amendment of this agreement was approved in July 2015 and a second amendment was approved in May 2016. This will be the third amendment and will expire in August 2018.

On motion of Mr. Moses, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the renewal of the Interlocal Cooperation Agreement with the City of Richardson as presented.

### **2017-10-8 Approval of Cooperative Purchasing Agreement between TACCBO Members and Collin County Community College District**

Discussion: Mr. Lynn said the agreement between the Texas Association of Community College Business Officer's (TACCBO) and Collin College as presented is pursuant to the authority granted by Section 271.102 Local Government Code allowing local governments to pursue mutually beneficial and cooperative purchasing programs. This is an ongoing agreement activated only by the District's issuance of a Purchase Order. Various TACCBO members have requested to participate in contracts solicited and awarded by Collin County Community College District. This agreement will allow TACCBO members whose Board of Trustees has approved participation in this Cooperative Purchasing Agreement and Collin County Community College District to participate in competitively solicited contracts that have been awarded by one another. Any contracts that Collin County Community College District desires to participate in that have been competitively solicited by TACCBO members and are expected to exceed \$50,000 shall be brought before the Board of Trustees for approval.

On motion of Mr. Rodriguez, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved the Cooperative Purchasing Agreement between TACCBO members and Collin County Community College District as presented.

### **2017-10-9 Approval of Resolution Authorizing Settlement of Eminent Domain Proceeding**

Discussion: The Board of Trustees passed a resolution on May 23, 2017, authorizing the acquisition of an approximately 9.94 acre tract of land for the construction of instructional and support facilities in Wylie, Texas. At the time the resolution was passed, there was an appraisal obtained by the District in 2016 indicating the value of the property was \$1,340,000.00. The appraisal was updated for purposes of the eminent domain proceeding which was filed in accordance with the May 23, 2017, resolution with an updated appraisal indicating the fee simple interest on the property of \$1,493,741.00.

Subject to board approval, an agreement has been reached with the property owner to settle the eminent domain proceeding based on the fee simple value of \$1,493,741.00. Current funds exist for the acquisition of the property. Approval of the resolution would effectuate settlement of the eminent domain proceeding, filed to acquire fee simple title to the property, Cause No. 005-02495-2017 pending in County Court at Law No. 5 in Collin County, Texas. Included in the action to approve the resolution:

- payment of \$1,493,741.00 and such additional funds as may be necessary to fund those reasonable costs and expenses necessary for the acquisition of the property along with payment of relocation and moving expenses to which the property owner is entitled to receive by law,
- authorization for the President of the District to take all actions including executing all documents necessary to effectuate settlement, and
- ratification of any prior action taken by the President or his designees in their efforts to acquire the property.

President Matkin noted that the college did not pay a commission since the property was not obtained as a result of a sale process.

On motion of Dr. Menon, second of Mr. Moses, the Board of Trustees of Collin County Community College District unanimously approved the resolution authorizing settlement of eminent domain proceeding regarding Cause No. 005-02495-2017 pending in the County Court at Law No. 5 in Collin County, Texas, related to an approximately 9.94 acre tract of land located in Wylie, Texas.

**2017-10-10 Approval to Authorize the District President to Negotiate and Execute an Agreement with Allen ISD Related to the Construction and Use of Instructional Spaces for Allen ISD Dual Credit Students at Collin College's Technical Campus**

Discussion: Allen ISD is currently constructing a STEAM (Science, Technology, Engineering, Arts and Math) Academy between State Highway 121 and Ridgeview Drive in Allen, Texas. Because of the adjacency of the STEAM Academy and the Collin College Technical Campus, Allen ISD and the college have recently engaged in conversations relating to an agreement for dual credit students to attend classes on the Technical Campus. Allen ISD is proposing to partially fund construction of additional spaces on the Technical Campus and have exclusive use of those spaces during normal ISD school hours. The agreement would benefit Allen ISD by establishing a permanent location for dual credit instruction of Allen ISD students on the college campus and benefit Collin College with additional classrooms in the facility during non-scheduled and mutually agreed upon times.

On motion of Mr. Hardin, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved the authorization for the District President to negotiate an agreement with Allen ISD regarding construction and use of instructional spaces for Allen ISD dual credit students at Collin College's Technical Campus, with said agreement to be brought to the Board of Trustees for final approval.

**2017-10-11 Approval of Private Offers for Struck Off Properties**

Discussion: Private offers have been made on two (2) struck off properties located in Blue Ridge, Collin County, Texas for the Board's consideration.

On motion of Mr. Moses, second Ms. Wurzman, of the Board of Trustees of Collin County Community College District unanimously approved the private offers to purchase struck off Properties located in Blue Ridge, Collin County, Texas as presented:

|                                |              |
|--------------------------------|--------------|
| 301 Heap St., Blue Ridge, TX   | \$ 12,000.00 |
| 203 Church St., Blue Ridge, TX | \$ 9,200.00  |

**2017-10-12 Approval of Bid Report for October 2017**

Discussion: The Bid Report for October contained two New Solicitations, one Contract Renewal, and one Contract Revision.

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

**I. NEW SOLICITATIONS**

|                                       |    |                   |
|---------------------------------------|----|-------------------|
| Purchase Request # 1                  |    |                   |
| Purchase of Lamps, Ballasts and Fuses | \$ | 200,000.00        |
| Purchase Request # 2                  |    |                   |
| Contract for Training Services        |    | 750,000.00        |
| <b>TOTAL OF NEW SOLICITATIONS</b>     |    | <b>950,000.00</b> |

**II. CONTRACT RENEWALS**

|   |  |                   |
|---|--|-------------------|
| Purchase Request #3                           |  |                   |
| Contract for Property and Liability Insurance |  | 433,877.00        |
| <b>TOTAL OF CONTRACT RENEWALS</b>             |  | <b>433,877.00</b> |

**III. CONTRACT REVISIONS**

|  |    |                     |
|--|----|---------------------|
| Purchase Request #4                                |    |                     |
| Purchase of Printed T-Shirts and Embroidered Polos |    | 125,000.00          |
| <b>TOTAL OF CONTRACT REVISIONS</b>                 |    | <b>125,000.00</b>   |
| <b>GRAND TOTAL</b>                                 | \$ | <b>1,508,877.00</b> |

## **INFORMATION REPORTS**

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

Draft Statement of Net Position 08/31/17

Statement of Net Position 09/30/17

Draft Summary of Revenue and Expenses as of 08/31/17

Summary of Revenues and Expenses as of 09/30/17

Monthly Investment Report as of 09/30/17

Quarterly Investment Report as of 08/31/17

Public Safety Training Center Construction Update for September 2017

AECOM Monthly Report for September 2017

Mr. Lynn discussed the college's Net Position as of 08/31/17. He said the auditors are onsite and the annual audit process is currently underway. Until the audit is complete, the Net Position report will be considered as a draft. Mr. Lynn said current assets increased about \$23 million from one year to the next, from \$485,815,627 on August 31, 2016, to \$520,316,682 as of August 31, 2017. He added that investments have gone up and referred to the Rate Flattening Chart on page 160 of the board packet.

Executive Director of Facilities and Construction Bill King presented the September 2017 Update on the Public Safety Training Center (PSTC) construction. He showed the Board several pictures of the buildings going up at the PSTC. A handout of Dr. King's slides was provided to the Board of Trustees.

AECOM Project Manager David Dailey presented the AECOM Monthly Report for September 2017. He noted that a professional services and construction opportunity outreach event was held at the Spring Creek Campus on October 17 with about 340 registered to attend. In answer to Mr. Moses' question, Mr. Dailey said vendors could register and receive emails about upcoming opportunities. He told the board he could furnish a list of the small businesses who are working with the subcontractors.

Mr. Dailey said he would be providing a portal to the Board by the November meeting that will allow the members to easily access materials. A handout of his slide presentation was provided to the Board of Trustees.

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

President Matkin announced the following:

1. Zarah Rahman, a Health Sciences Academy senior, recently used her training when her aunt began choking during a birthday celebration. Ms. Rahman, who recently renewed her CPR certification, recognized the situation and performed the Heimlich Maneuver. Her quick action and the training she received in her health sciences classes truly saved a life. Ms. Rahman received Certified Nurse Aide certification last year and is employed as a CNA at a Plano nursing home.

2. Brianna Becker and Taylor Vandersmitte have been named 2017 Coca-Cola Leaders of Promise Scholars and Mateo Rivera has been selected as a 2017 Coca-Cola Military Leader of Promise Scholar, an honor reserved for students who are active personnel or veterans of the U.S. Military. The students were selected based on scholastic achievement, community service, and leadership potential. Each will receive a scholarship of \$1,000. Coca-Cola partners with the Phi Theta Kappa Honor Society in the selection process.

3. At the request of the U.S. Department of Homeland Security's Office of Academic Engagement, Chief Public Relations Officer Tom Delamater recently moderated a panel discussion on crisis communication during the annual National Seminar for Institutes of Higher Education, at the University of Utah in Salt Lake City. This year's conference focused on emergency preparedness and the prevention of cyberattacks. Other Collin College representatives in attendance included Chief of Police Bill Taylor, Dean of Students Terrence Brennan, Executive Director of Facilities Dr. Bill King, and Executive Director of Academic Technology/Network Services Shane Ammons.

4. Collin College Trustee Adrian Rodriguez, Vice President/Provost Dr. Jon Hardesty, and Associate Vice President Raul Martinez made a presentation on the partnership between Collin College and Plano ISD for the Health Sciences Academy during the Association of Community College Trustees Leadership Conference in Las Vegas in late September. Many good responses have been received regarding the presentation.

5. Associate Dean of Academic Affairs Dr. Lupita Murillo Tinnen has been honored as a finalist for a Women of Visionary Influence Award. This award recognizes and celebrates women from across the Dallas/Fort Worth area whose mentoring has made a difference in the lives of other women. Dr. Murillo Tinnen was honored at an event last week in Richardson.

6. Executive Director of Emerging Technology Grants Ann Beheler presented as a panelist at the National Science Foundation ATE Principal Investigators Conference in Washington, D.C., on the National Convergence Technology Center's Business and Industry Leadership Team model. The Convergence Technology Center also held two breakfast roundtables on collaboration and effectively gathering evidence of success as well as holding a showcase of its work. The Center, based at Collin College, has a national reach in Information Technology, Cybersecurity, and Communications.

**The Board announced the following:**

Trustee Rodriguez congratulated the students and faculty on winning the Sputum Bowl. He thanked students for attending the meeting and congratulated Lupita Tinnen on winning the Women of Visionary Influence Award. Mr. Rodriguez said he enjoyed working with Dr. Hardesty and Mr. Martinez on the ACCT Conference presentation and thanked them.

Trustee Donald congratulated the Sputum Bowl winners. She complimented Mr. Rodriguez, Dr. Hardesty, and Mr. Martinez on the high quality of their presentation in Las Vegas. Dr. Donald congratulated Ms. Tinnen on her award. She said she was glad so many students were in attendance and reminded them to vote on the seven constitutional amendments on the ballot.

Trustee Menon congratulated Deborah Livingston on her retirement. He congratulated the Sputum Bowl winners and CFO Ken Lynn and the Administrative Services staff. He said it was interesting to get to meet trustees from all over the country at the ACCT conference and to hear their problems and solutions. Dr. Menon said that almost without exception, the Chair and President of colleges who were presenting would show a drop in enrollment in their presentations. He said Collin College is in a great situation, but we need to continue to work hard to keep up the high standards, low costs, and to reach out to those we are not currently reaching.

Trustee Orr thanked the students for attending and said it was always enjoyable to see their smiling faces. He reminded them that it is voting season and that the constitutional amendments mean a lot regarding how the Texas Constitution works. He emphasized how important it is for students to read, understand, and vote on the amendments. Mr. Orr congratulated the Sputum Bowl winners. He thanked everyone for the thousands of hours of work it took to get the bachelor's degree legislation passed. He congratulated Ms. Tinnen on her award. Mr. Orr reminded everyone that the regular November board meeting would be held on November 14.

Trustee Moses said he was happy to hear information in the AECOM report regarding the community event and how many people showed up. He said he looks forward Mr. Dailey's report and how the suppliers and vendors are involved in our projects.

Trustee Wurzman echoed the comments regarding the ACCT conference in Las Vegas. She commented that Collin College is at the top level compared to many of our peers and that she and the others who attended will share things that they learned. Ms. Wurzman thanked the students and noted that what they were experiencing was government in action. She said the meeting was long because there is so much going on at Collin College and that we are in the enviable position of almost having more going on than we have time to work with.

Trustee Hendricks said he was at the college when the efforts started to attain the BSN degree and cited Winston Churchill's famous speech and how the college "never gave up." He thanked everyone who worked tirelessly to gain legislative approval for qualified community colleges to offer certain bachelor's degrees.

Trustee Hardin joked that the board meetings are lonely in the summer when students do not attend the meetings.

Trustee Menon recognized the veterans who were in attendance and reported on the opening of the Veterans Resource Center at the Spring Creek Campus earlier in the day. He said it is a great resource, and he is very excited that the college has resources for our veterans at all the campuses.

Chairman Collins said he appreciated the hard work by the board members and thanked everyone for coming to the meeting.

### **ADJOURNMENT**

There being no further business, Chairman Collins adjourned the October 24, 2017, meeting of the Board of Trustees of Collin County Community College District at 9:10 p.m.