

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a three-year contract with The Credit Union of Texas Event Center for the December 2024, May and December 2025, May and December 2026, and May 2027 commencement venue.

BACKGROUND

Collin College hosts a commencement ceremony at the conclusion of each Fall and Spring semester to recognize our recent graduates and candidates for graduation. We have utilized the Credit Union of Texas Event Center in Allen (fka Allen Event Center) since May 2011, adding the second ceremony beginning December 2018. In prior years, we utilized the Plano Convention Center but outgrew the venue as the College expanded its number of graduates. Additionally, we have outgrown the capacity to use any College facilities and most other venues in Collin County. The Star in Frisco is the only other viable venue but is not a top choice due to its size, location, and cost. The Credit Union of Texas Event Center has the necessary capacity and is available on the planned dates in 2024, 2025, and 2026.

The Credit Union of Texas Event Center will provide sufficient space and parking to accommodate:

- Seating for graduates and faculty on the arena floor
- Seating for guests including general seating and specialized areas for those needing accommodations
- Meeting rooms for regalia distribution and returns
- Suites for stage platform party and storage of belongings and regalia
- Lounge space for catering of faculty and volunteers

IMPACT OF THIS ACTION

Without this space, the College will be unable to find a sufficiently-sized replacement venue to host the twice annual commencement ceremonies.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for a three-year total spend authorization of up to \$240,000, up to \$40,000 for each commencement ceremony, which will be budgeted in the VP Student and Enrollment Services, and will be budgeted for in the VP Student and Enrollment Services FY25, FY26, and FY27 operating budgets, subject to Board approval.

MONITORING AND REPORTING TIMELINE

We anticipate the term of contract as the date of the signed contract through May 14, 2027.

RESOURCE PERSONNEL

Melissa Irby, Chief Financial Officer
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