

Collin County Community College District Board of Trustees

2026-03-X

March 24, 2026

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval to Engage Consulting and Advisory Services from Whitley Penn, LLC

DISCUSSION: To ensure continued compliance with federal employment verification requirements, Collin College must maintain accurate and complete Form I-9 records for all full-time and part-time employees. Recent federal guidance emphasizes the importance of proactive internal reviews to validate document completeness, correct errors, and mitigate institutional risk. A comprehensive audit will help ensure that the College maintains strong internal controls, reduces potential exposure to penalties, and adheres to all requirements. It also ensures independent validation of current practices, enhances compliance oversight, and provides recommendations for continuous improvement.

The estimated cost for this engagement is \$50,000 and is budgeted in the Finance Department's annual operating budget.

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of consulting and advisory services from Whitley Penn, LLC at an estimated cost of \$50,000.

SUGGESTED MOTION: This item may come as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves consulting and advisory services from Whitley Penn, LLC at an estimated cost of \$50,000."