

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
August 28, 2018**

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted a work session and its regular monthly Board of Trustees meeting on August 28, 2018, at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069, with Chairman J. Robert Collins presiding. Trustees in attendance were Dr. Collins, Dr. Stacey Donald, Mr. Andy Hardin, Mr. Mac Hendricks, Mr. Steve Matthews, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, and Mr. Adrian Rodriguez. 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 28, 2018, work session and regular monthly meeting of the Board of Trustees of Collin County Community College District to order at 4:30 p.m. in the Board Conference Room 135.

CERTIFICATION OF THE NOTICE OF THE AUGUST 28, 2018, WORK SESSION AND REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Shirley Harmon, Executive Assistant to the District President/Secretary to the Board of Trustees certified the notice of the August 28, 2018, Collin County Community College District Board of Trustees work session and regular meeting was posted according to Article 551.001 of the Texas Government Code.

WORK SESSION

Discussion was held on Collin College email accounts for trustees. No action was taken.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chairman Collins recessed the meeting to closed session at 5:05 p.m. in the Board Conference Room 135, as authorized by Article 551.001, Texas Government Code, Section 551.071 Consultations with Attorney, 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.

Executive session adjourned at 6 p.m. Board members joined a reception honoring Ms. Harmon on her retirement in the atrium.

OPEN SESSION

Chairman Collins reconvened the meeting at 7:00 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 28, 2018, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the August 28, 2018, Collin County Community College District Board of Trustees 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 United States flag, and Mr. Orr led the pledge to the Texas flag.

APPROVAL OF THE MINUTES OF THE AUGUST 16, 2018, SPECIAL CALLED MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Dr. Menon, second of Mr. Matthews, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its August 16, 2018, special called meeting.

APPROVAL OF THE MINUTES OF THE AUGUST 21, 2018, SPECIAL CALLED MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Moses, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its August 21, 2018, 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 ten employees on the occasion of their retirement:

Charlette Brown, Administrative Assistant, Law Enforcement Academy
Celeste Harden, Assistant to the Dean of Student and Enrollment Services
Shirley Harmon, Executive Assistant to the District President/Secretary to the Board of Trustees
Karen Hayden, Professor of English
Richard Helgeson, Professor of Real Estate
Karen Knapp, Facilities Scheduling Coordinator
Pamela Love-White, Counselor
Ellen McKinney, Division Secretary, Public Relations
Marti Rosenfield, Professor of Integrated Reading and Writing
William Slater, Professor of Computer Science

Retirees were invited to come forward to receive a gift and have a photo taken with Chairman Collins as Dr. Matkin read information about their service. Ms. Hayden, Ms. Knapp, and Mr. Slater were unable to attend. President Matkin said the retirees represent 232 years of experience, dedication, hard work and excellence in service to Collin College. The Board and Dr. Matkin wished good health and great adventures to all the retirees.

2018-8-4-1 Personnel Report for August 2018

The Personnel Report for August 2018 included the following recommendations: two administrative appointments, 29 faculty appointments, eight staff appointments, eight promotions/changes, 12 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 – 1e: approval of administrative appointments, faculty appointments, staff appointments, promotions/changes, and resignations/terminations.

On motion of Mr. Rodriguez, second of Dr. Menon, the Board of Trustees of Collin County Community College District approved items 1a through 1e of the Personnel Report for August 2018 as presented on a vote of eight (8) for and one (1) abstention. Mr. Orr abstained from the vote.

The Board of Trustees considered item 1f: salary increases for faculty and staff.

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

The Board of Trustees considered item 1g: District President’s salary and contract.

On motion of Dr. Menon, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously 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, 2021.

2018-8-4-1a Approval of Administrative Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Michael Messina	Director, Safety and Emergency Management	07/09/18	Police Department	New position
Shelley Sheldon	Director HR/Employment and Professional Development	08/13/18	Human Resources	Replacement Kala Smith

2018-8-4-1b Approval of Faculty Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Chanda Allen	Professor, English (Temporary)	08/14/18	Academic Affairs	New Position
Jennifer Bergman	Professor, CADD (Temporary)	08/14/18	Academic Affairs	New Position
Casey Carter	Professor, Music (Temporary)	08/14/18	Academic Affairs	Replacement Laura Bray
Helen Chang	Professor, Economics (Temporary)	08/14/18	Academic Affairs	New Position
Candace Cooper	Professor, English	08/14/18	Academic Affairs	New Position
Poonum Desai	Professor, Economics (Temporary)	08/14/18	Academic Affairs	New Position
Leon Deutsch	Professor, Health Professions (Temporary)	08/14/18	Health Sciences	New Position
Keith Elphick	Professor, English	08/14/18	Academic Affairs	New Position
Raymond Fant	Professor, Computer Networking	08/14/18	Workforce	Replacement Pete Brierley
Anna Genneken	Professor, English	08/14/18	Academic Affairs	Replacement Chris Grooms
Kimberly Gentry	Professor, Health Professions (Temporary)	08/14/18	Health Sciences	New Position
Kim Gerber	Professor, Psychology (Temporary)	08/14/18	Academic Affairs	Replacement Selena Brody
Cathy Godbois	Professor, Mathematics (Temporary)	08/14/18	Academic Affairs	New Position
Barbara Hanson	Professor, English (Temporary)	08/14/18	Academic Affairs	New Position
David Heitman	Professor, Anatomy and Physiology (Temporary)	08/14/18	Academic Affairs	New Position
Kathryn Johanon	Professor, Mathematics (Temporary)	08/14/18	Academic Affairs	New Position
Forest Kinnett	Professor, Music (Temporary)	08/14/18	Academic Affairs	New Position
Richard LeBlanc	Professor, Communication Design (Temporary)	08/14/18	Workforce	Replacement Meagan McKeeman
Leanne Lentschke	Professor, English (Temporary)	08/14/18	Academic Affairs	New Position
Alon Milwicki	Professor, History	08/14/18	Academic Affairs	Replacement Meredith Martin
Barbara Morgan	Professor, English (Temporary)	08/14/18	Academic Affairs	New Position
Lisa Otis	Professor, Nursing	08/14/18	Nursing	Replacement Philomena Mistretta

Anagha Phansalkar	Professor, Biology (Temporary)	08/14/18	Academic Affairs	New Position
John Pszyk	Professor, Theater (Temporary)	08/14/18	Workforce	Replacement Brad Baker
Serena Richards	Professor, English (Temporary)	08/14/18	Academic Affairs	New Position
Shahina Shad	Professor, Mathematics (Temporary)	08/14/18	Academic Affairs	New Position
Kashif Ur-Rehman	Professor, Accounting	08/14/18	Academic Affairs	Replacement Ron Nicholls
Ana Williams	Professor, Biology	08/14/18	Academic Affairs	New Position
Amy Wilson	Professor, Nursing	08/14/18	Nursing	New Position

2018-8-4-1c 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>
Sarah Chaney	Testing Center Assistant	08/13/18	Testing & Advising	Replacement Sumera Syed
Kelly Erb	Executive Assistant	08/13/18	Administrative Services	Replacement Jennifer Gilchrist
Summer Helm	Instructional Technologist	08/01/18	eLearning	Replacement Nicola Luna
David Mills	Police Officer	06/25/18	Police Department	New Position
Zachary Reagan	Police Telecommunicator	06/25/18	Police Department	New Position
Melissa Solomon	Advisor Disability Services	06/25/18	Access	Replacement Victoria Reisch
Nasrin Tijerina	Police Telecommunicator	07/09/18	Police Department	New Position
Eamon Wentzel	Clerk Mail/Receiving Clerk	07/30/18	Physical Plant Support Services	Replacement Jimmy Smith

2018-8-4-1d 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>
John Byers	N: Assistant Director, Workforce CE and Professional Developmnt O: Program Manager, CE	09/01/18	Continuing Education and Workforce Development	Promotion
Cindy Duffer	N: Assistant to the Dean O: Administrative Assistant	07/30/18	Academic Affairs	Promotion
Melody Holmes	N: Manager, Science Labs O: Lab Instructor	08/10/18	Academic Affairs	Promotion

Jeanne Johnson	N: Assistant Director, Workforce CE and Professional Developmnt O: Program Manager, CE	09/01/18	Continuing Education and Workforce Development	Promotion
Timberly Lewis	N: College and Career Counselor (Temporary) O: Advisor	08/09/18	N: Dual Credit O: Student and Enrollment Services	Promotion
Jim Merritt	N: FT, CE Instructor (Temporary) O: Program Manager, CE	09/01/18	Continuing Education and Workforce Development	Reclassificatio n
Kim O'Bryon	N: Executive Assistant O: Executive ATP/ Secretary to the Board	08/13/18	N: Public Relations O: President's Office	Transfer
Mariana Sanchez	N: Coordinator, Support Services O: Admissions Records Assistant	07/16/18	N: Access O: Student and Enrollment Services	Promotion

2018-8-4-1e Approval of Resignations/Terminations

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

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Salena Brody	08/10/18	14	Professor, Psychology	Academic Affairs
Charlette Brown	08/31/18	25	Administrative Assistant	Law Enforcement Academy
Zuleica Da Cruz	08/14/18	5	Professor, Health Professions	Health Sciences
Charles Deckard	08/03/18	17	Supervisor, Technology	Academic Computing
Alice Celeste Harden	08/31/18	22	Assistant to the Dean	Student Development
Shirley Harmon	08/31/18	23	Executive Asst to District President/ Secretary to the Board	President's Office
Karen Hayden	08/31/18	32	Professor, English	Academic Affairs
Richard Helgeson	08/31/18	11	Professor, Real Estate	Academic Affairs/Workforce
Karen Knapp	08/31/18	25	Coordinator, Campus Facilities	President's Office
Ellen McKinney	08/31/18	20	Division Secretary	Public Relations
Marti Miles-Rosenfield	08/14/18	27	Professor, Integrated Reading and Writing	Academic Affairs
Pamela Love-White	08/31/18	23	Counselor	Counseling & Career Services

2018-8-4-1f Approval of FY2018-2019 Salary Increases for Faculty and Staff

The Board of Trustees of Collin County Community College District, by action stated above, approved item 1f including:

- an increase in base salary by 4% through a General Pay Increase (GPI) for all full-time faculty and staff; an adjustment of 4% 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 4% for employees near the maximum of the salary range.
- Increase the faculty salary schedule to the following bases:
 - Technical Faculty to \$51,000,
 - Master's degree to \$51,000,
 - Master's degree plus 24 graduate semester hours to \$52,560,
 - Master's degree plus 48 graduate semester hours to \$55,209, and
 - Doctoral degree to \$59,900.
- Increase the faculty range maximum to \$118,800.
- Increase part-time staff and associate faculty pay rates by 4%.
- No increase is recommended to the student assistant and work study student pay rate. Collin's student employee pay rates are near the top of peer community colleges in the state.

2018-8-4-1g 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, being the approval of a budgeted salary and wage increase for the District President with approved merit and market adjustments; and in addition, approval of the extension to the District President's employment contract, resulting in a three-year contract that extends through August 31, 2021.

2018-8-4-2 Report Out of the Organization, Education, and Policy Committee, Second Reading and Approval of Local Board Policies

Discussion: The Finance and Audit Committee reviewed policy CAK on June 19. The Organization, Education, and Policy Committee met on June 26 and reviewed the following policy changes:

- CAK Appropriations and Revenue Sources – Investments – The Public Funds Investment Act Government Code 2256.005(e) requires the governing body to review its investment policy and strategies not less than annually. Recommended revisions include adding requirement that sellers of investments must provide required documentation prior to authorization by the governing body to provide services, adding existing statutory registration requirements, and establishing an overall maximum portfolio weighted average maturity of one year.
- EFCD Special Programs – High School Equivalency Testing Centers - Recommended revisions to this local policy are to clarify procedures for the administration of high school equivalency tests in response to Administrative Code changes.
- FFA Student Welfare – Wellness and Health Services - Provisions addressing medical treatment for students have been relocated from FFAB.

- FFAB Wellness and Health Services – Medical Treatment (*delete*) - This policy addressing medical treatment solely for students has been deleted. Provisions addressing student medical treatment have been relocated to FFA, the code addressing student wellness and health services.
- FLB Student Rights and Responsibilities – Student Conduct - Recommended revisions to this local policy include a change in terminology from "illegal knife" to "location-restricted knife" as a result of HB 1935.
- GCB Public Information Program – Requests for Information - Recommended revisions to this local policy clarify when the time spent responding to a request for public information reaches a threshold permitting the college district to charge the requestor for additional personnel time as a result of HB 3107.

Mac Hendricks, Chair of the Organization, Education, and Policy Committee brought forth, in the form of a motion and second, the Committee’s recommendation for approval of the changes to local board policies as presented. The motion was unanimously approved by the Board of Trustees of Collin County Community College District.

2018-8-4-3 Report Out of the Finance and Audit Committee and Approval of the 2018-2019 Budget

Discussion: On July 31 and August 21, the proposed budget for the 2018-2019 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 16, 2018, in conjunction with the 2nd public hearing on the proposed tax rate.

The proposed revenue budget for 2018-2019 is as follows:

Unrestricted	\$194,640,352	
Restricted	46,073,899	
Interfund Transfers	<u>46,964,787</u>	
Total		\$287,679,038

The proposed expenditure budget for 2018-2019 is as follows:

Unrestricted	\$185,249,989	
Restricted	204,264,886	
Interfund Transfers	46,964,787	
Depreciation	9,456,453	
Bond Principal	(6,970,000)	
Capital Purchases	(483,973)	
Building Fund	(8,090,000)	
2018 Tax Bond	<u>(144,710,002)</u>	
Total		\$285,682,140

Finance and Audit Committee Chair Fred Moses brought a motion and second out of the Committee to approve the FY2018-2019 Budget as presented. The Board of Trustees of Collin County Community College District unanimously approved the FY 2018-2019 Budget with revenues of \$287,679,038 and expenditures totaling \$285,682,140.

2018-8-4-4 Report Out of the Finance and Audit Committee and Approval of Resolution Setting the 2018 Tax Rate

Discussion: At its meeting on August 6, 2018, the Board of Trustees of Collin County Community College District voted on a proposed tax rate for 2018. Public hearings on the proposed tax rate were held on August 16 and August 21, 2018. In addition, the Finance and Audit Committee reviewed and discussed the 2018 Tax Rate at its meetings of July 31 and August 21, 2018.

Chair of the Finance and Audit Committee Fred Moses bought forth a motion and second out of the Committee for the approval of a tax rate resolution and setting the total tax rate of \$0.081222, with the Maintenance & Operations portion of the total tax rate being \$0.078190 and Debt Service of \$.003032. The Board of Trustees of Collin County Community College District unanimously approved the motion and resolution as presented.

The proposed total tax rate of \$0.081222 is an increase in the total rate of 1.77% from the 2017 total rate of \$0.079810. The proposed tax rate will increase taxes on a home with a taxable value of \$100,000 by approximately \$1.41 annually.

The Maintenance & Operations portion of the total tax rate (\$0.078190) will raise more taxes for Maintenance & Operations than last year's tax rate (\$0.077118).

*Resolution Setting 2018 Tax Rate
Collin County Community College District*

WHEREAS, at its meeting of August 6, 2018, the Board of Trustees of Collin County Community College District voted on a proposed tax rate for 2018, and WHEREAS, the Board of Trustees of Collin County Community College District held a public hearing on the proposed tax rate for 2018 on August 16, 2018, AND

WHEREAS, the Board of Trustees of Collin County Community College District held a second public hearing on the proposed tax rate for 2018 on August 21, 2018,

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 2018 at \$0.081222, which includes a Maintenance and Operations rate of \$0.078190 and a Debt Service Rate of \$0.003032.

Maintenance & Operations Tax Rate

This tax rate will raise more taxes for Maintenance & Operations than last year's tax rate. The tax rate will be raised from an effective tax rate of \$0.072402 to \$0.078190 an increase of 7.99% and will increase taxes for Maintenance & Operations on a \$100,000 home by approximately \$1.07 over last year's Maintenance & Operations rate.

District President Matkin explained that the total tax rate of \$0.081222 was a return to the tax rate in effect during the bond election. The Board of Trustees was able to decrease the 2017 tax rate to \$0.079810 and is returning to the tax rate that the college promised it would stay at to pay off the bond, that being \$0.081222. Mr. Hendricks said that he voted for the increase in the 2018 rate because it is the amount that was promised to taxpayers that the college would not exceed at the time of bond approval.

2018-8-4-5 Report Out of the Finance and Audit Committee and Approval of Course Material Fees and Authorization for the District President to Negotiate and Execute a Contract Amendment with Barnes and Noble College Booksellers, LLC to Establish a Pilot First Day Program to be Effective for the Spring 2019 Semester

Discussion: Students who do not have their course materials on the first day of class have an academic disadvantage. Many students wait to attend class before purchasing their textbooks and support materials. Other students opt out of purchasing course materials altogether. In partnership with Barnes and Noble College Booksellers, LLC (“B&N”), Collin College will be able to provide students with an electronic version of their course materials on day one. B&N’s First Day™ Inclusive Access program provides every student seamless access to their required eTextbook or courseware product for a particular course, within the LMS. Because every student purchases the materials and they are available electronically, the cost of the materials may be significantly reduced.

Collin College is proposing a First Day pilot in partnership with B&N for the Spring 2019 semester. B&N has existing agreements with major publishers including Pearson, McGraw-Hill, and Cengage, to provide deep discounts for this program. The initial pilot will focus on online sections and those courses requiring a web access code. If successful, First Day will be expanded to on-campus sections. Throughout the country, over 400 colleges and universities have implemented some form of direct access textbooks.

First Day will require a course material fee to be charged to the student upon registration of the course. However, students will be able to opt out of the electronic course materials and the course material fee refunded to the student, if they so desire. The amount of the course material fee will be equivalent to the actual student cost of the electronic course materials.

The Finance and Audit Committee reviewed and discussed the amendment with Barnes and Noble College Booksellers LLC to establish a pilot First Day Program effective Spring 2019 and authorization for the District President to negotiate and execute said amendment at its meeting on August 21, 2018.

Chair of the Finance and Audit Committee Chair Fred Moses brought forth a motion and second out of the Finance and Audit Committee for the approval of First Day course material fees equivalent to the actual cost of the course materials effective Spring 2019, and authorizing the District President to negotiate and execute an amendment to the contract with Barnes & Noble to establish a pilot First Day Program to be effective for the Spring 2019 semester. The Board of Trustees of Collin County Community College District unanimously approved the motion as presented.

2018-8-4-6 Approval of Readiness Test Fees Effective Spring 2019

Discussion: The Texas Higher Education Coordinating Board has implemented rules that require colleges and universities to include all course prerequisites when calculating the total number of credit hours to complete a degree. All of Collin College's allied health programs are at the maximum 60 semester credit hours allowed per TAC Title 19, Part 1, Chapter 9, Subchapter 1, Rule 9.183. In a recent review of curriculum, it was found that BIOL 1406, a Collin College prerequisite for Anatomy & Physiology I (A&P), was not included in the total credit hours for seven (7) allied health programs. Admission to an allied health program is the primary reason students enroll in A&P at Collin and successful completion (a grade of C or better) is an admission requirement for these same allied health programs.

Typically, 65% of Collin College students enrolling in A&P have earned a C or better after earning a passing grade in BIOL 1406. Other community colleges in Texas that removed the BIOL 1406 prerequisite experienced a significant decrease in students successfully completing A&P with a grade of A, B, or C. Lab facilities and the number of faculty qualified to teach A&P limit the number of sections that can be offered per term. It is essential that Collin College maintains a high success rate in A&P to ensure an adequate number of students meet admission standards for our allied health programs. Biology, A&P, and health science faculty have reviewed the curriculum, pass rates, and a study on A&P success conducted by Austin Community College. The faculty and administration recommend implementing a readiness assessment to qualify students for A&P registration.

After researching assessment options, a standardized test approach will be most effective. Pearson publishing has an existing test that assesses knowledge of high school level biology, which provides the foundation needed for A&P success. Based on current A&P enrollment and Austin Community College's experience with their assessment, approximately 2,000 students per year are expected to take the assessment. Implementing a readiness assessment will require contracting with Pearson for access to the standardized test, proctors, and a faculty data coordinator to analyze the effectiveness of the assessment. A testing fee of \$30 is being proposed to implement the assessment for Anatomy & Physiology I Readiness. The testing fee will cover the annual cost of administering the readiness assessment.

After much discussion, Mr. Matthews made a motion, seconded by Dr. Menon, to approve an Anatomy & Physiology Readiness Test fee of \$30 effective Spring 2019. The motion received unanimous approval by the Board of Trustees of Collin County Community College District.

Mr. Orr requested reports on Collin's pass/fail rates related to this item. Dr. Matkin said the college would monitor the effectiveness of the readiness testing to see if it is doing what it needs to do.

2018-8-4-7 Authorization for the District President to Execute an Extension of the Agreement with Texas Tech University to be a Collin Higher Education Center Partner

Discussion: Texas Tech's partnership agreement for the Collin Higher Education Center has expired. An agreement with similar terms and date of expiration of December 2019 is recommended to align with the terms of the other Collin Higher Education partnership agreements.

On motion of Mr. Moses, second of Dr. Donald, the Board of Trustees of Collin County Community College District unanimously approved authorization for the District President to execute a Collin Higher Education Center partnership agreement with Texas Tech University.

2018-8-4-8 Report Out of the Campus Facilities and Construction Committee and Approval of the Guaranteed Maximum Price ("GMP") from Skanska USA Building Inc. ("Skanska") for the Construction of the Wylie Campus

Discussion: The Wylie Campus is a planned 336,000 square foot complex in Wylie, TX designed to include the following programs: academic transfer, business management and administration, education and child development, health science, hospitality management, information technology, logistics, and science, engineering, technology and math.

The Construction Manager-at-Risk delivery method was selected as the delivery method for this project at the regularly scheduled meeting on May 23, 2017. Upon completion of a solicitation process, the Board of Trustees authorized the District President to negotiate and enter into a Construction Manager-at-Risk contract with Skanska.

Skanska has been providing pre-construction services as defined by the executed contract. Part of these services includes providing estimates of the design being completed by Page Southerland Page, Inc., the project Architect. Skanska has provided a GMP proposal that is within the established project budget and timeline parameters. Upon approval of the GMP, the previously executed contract will be amended allowing for the issuance of a Notice to Proceed to commence the Construction Phase of the Contract.

The amount of the GMP is \$131,399,881, which includes \$128,599,881 for Construction Costs and \$2,800,000 of Owner's Contingency, and the substantial completion date is June 25, 2020.

The Campus Facilities and Construction Committee reviewed and discussed the guaranteed maximum price from Skanska USA Building Inc. for construction of the Wylie Campus as its meeting on August 21, 2018.

Campus Facilities and Construction Committee Chair Andy Hardin brought forth a motion and second out of the Committee that the Board of Trustees of Collin County Community College District authorizes the District President or designee to execute pre-approved contract forms and all other documents and approve Skanska USA Building Inc.'s Guaranteed Maximum Price in the amount of \$131,399,881, which includes \$128,599,881 for Construction Costs and \$2,800,000 of Owner's Contingency, for the construction of the Wylie Campus. The motion was unanimously approved by the Board of Trustees.

2018-8-4-9 Report Out of the Campus Facilities and Construction Committee and Approval of Granting an Easement to Oncor Electric Delivery Company LLC for Delivery of Electrical Service at the Wylie Campus

Discussion: The new construction of the Wylie Campus will require delivery of electric service for the project. Oncor Electric Delivery Company LLC will deliver electric power for the project site. To provide power for the project site, Oncor Electric Delivery Company LLC is requesting an easement to be granted at the Wylie Campus project. The easement is a requirement for delivery and maintenance of the electric pathways on the project site. The legal description and meets and bounds of the easements were presented in the materials provided to the Board as "Exhibit A".

The Campus Facilities and Construction Committee reviewed and discussed granting an easement to Oncor Electric Delivery Company LLC for delivery of electrical service at the Wylie Campus at its meeting on August 21, 2018.

Campus Facilities and Construction Committee Chair Andy Hardin brought forth a motion and second out of the Committee to approve the granting of an easement to Oncor Electric Delivery Company LLC for the delivery and maintenance of the electric power pathways for the Wylie Campus. The motion was approved on a vote of eight (8) for and one (1) abstention. Mr. Moses abstained from the vote.

2018-8-4-10 Report Out of the Campus Facilities and Construction Committee and Approval of Granting Easements to CoServ Electric for Delivery of Electrical Service at the Technical Campus in Allen

Discussion: The new construction of the Technical Campus will require delivery of electric service for the project. CoServ Electric will deliver electric power for the project site. To provide temporary and permanent power for the project site, CoServ Electric is requesting easements to be granted at the Technical Campus project. These easements are a requirement for delivery and maintenance of the electric pathways on the project site. The legal description and meets and bounds of the easements were presented in the materials provided to the Board as "Exhibit A".

The Campus Facilities and Construction Committee reviewed and discussed granting easements to CoServ Electric for the delivery of electric service at the Technical Campus in Allen at its meeting on August 21, 2018.

Campus Facilities and Construction Committee Chair Andy Hardin brought forth a motion and second out of the Committee to approve the granting of easements to CoServ Electric for the delivery and maintenance of the electric power pathways for the Technical Campus in Allen. The motion received unanimous approval.

2018-8-4-11 Report Out of the Campus Facilities and Construction Committee and Selection of Construction Managers at Risk Firms for the Celina Campus, Farmersville Campus, and IT Center of Excellence at the Frisco Campus, and the Police Headquarters at the McKinney Campus

Discussion: At its meeting of August 21, 2018, the Campus Facilities and Construction Committee reviewed and discussed the selection of Construction Managers at Risk firms for the Celina Campus, Farmersville Campus, and IT Center of Excellence at the Frisco Campus, which are projects funded by the 2017 Capital Improvement Program, and the Police Headquarters at the McKinney Campus, which is funded by Operating funds.

Over the past several months, District staff with assistance from AECOM, the 2017 Capital Improvement Program's Program Manager retained by the District, have engaged in an intensive process to issue and review solicitations for Construction Manager at Risk services for the Phase 2 projects, which include the Celina Campus, Farmersville Campus, IT Center of Excellence at the Frisco Campus, and Police Headquarters at the McKinney Campus. In order to select the best value firms, the following process was followed for each recommendation.

- Collin College staff and AECOM established weighted criteria based on aspects of Construction Manager at Risk 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
- The following RFQ's for Construction Manager at Risk services were issued:
 - RFQ 4168 (Bond)
 - Package 1: Celina Campus & Farmersville Campus
 - Package 2: IT Center of Excellence at the Frisco Campus
 - RFQ 4169 (Operations)
 - Package 3: Police Headquarters at the McKinney Campus
- The selection committee reviewed the Statement of Qualifications ("SOQ") submitted by the proposers using the weighted criteria. For this step, the following was taken into consideration:
 - Qualifications & Relevant Experience
 - Firm's History, Capacity & Stability
 - Financial Information
 - Past CMAR Experience
 - Project Team Qualifications
 - Previous Collin College work history
 - The extent to which the goods or services meet the institution's needs
 - Budgeting and cost control

- Schedule Management
- Methodologies, Technologies & Best Practices
- Safety
- Warranty Management
- 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 (Architect)
 - The quality of the vendor's goods or services
 - 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, including references
 - Additional review of resumes of Organization Plan (Sub-Consultants)
- Shortlisted firms delivered an oral presentation to the 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
 - Budget and Cost Control
 - Scheduling
 - Methodologies, Technology and Best Practices
 - Responses to prepared questions
- Pricing was received from the short-listed firms and evaluated for the following:
 - Preconstruction Services
 - General Conditions
 - Construction Fee
- Scoring from all the preceding steps, done separately for Package 1 and 2 (in 1 combined process), and Package 3, were tabulated to identify a best value Construction Manager at Risk firm for Package 1, 2 and 3.

Recommended Firms

- Package 1 – Celina Campus and Farmersville Campus
 - J.T. Vaughn Construction, LLC
- Package 2 – IT Center of Excellence at the Frisco Campus
 - JE Dunn Construction
- Package 3 – Police Headquarters at the McKinney Campus
 - CORE Construction

Campus Facilities and Construction Committee Chair Andy Hardin brought forth a motion and second out of the Committee to approve the Construction Manager at Risk firms of J.T. Vaughn Construction for the Celina Campus and Farmersville Campus, JE Dunn Construction for the IT Center of Excellence at the Frisco Campus, and CORE Construction for the Police Headquarters at the McKinney Campus. The motion was unanimously approved by the Board of Trustees of Collin County Community College District.

President Matkin introduced several project representatives who were in attendance at the board meeting:

Adrian Grimes, Project Manager with AECOM
Nick Fiehler, AECOM
Jeff Hagerich, AECOM
Sadhana Pendharkar, AECOM
Tayseer Hourani, AECOM
Irene Nigaglioni, IN2 Architecture
Mark McElroy, Vice President, J.E. Dunn
Brad Wendler, St. Project Manager, Vaughn Construction
Gary Frazier, President, CORE Construction
Matt Letlow, Sr. Project Manager, CORE Construction
Marty Massey, VP Operations, Skanska
Dennis Yung, Senior Vice President, Pre-Construction, Skanska

2018-8-4-12 Report Out of the Campus Facilities and Construction Committee and Approval of Modification of Classroom Door Hardware (Locks) to Provide a Safer and More Secure Environment for Students, Faculty, and Staff

Discussion: At its meeting on November 14, 2017, the Board of Trustees approved the Collin College Safety Plan. One component that was approved included modifying, where necessary, existing classroom door hardware to provide a safer and more secure environment for students, faculty, and staff in case of an active shooter event.

The Campus Facilities and Construction Committee reviewed and discussed modification of classroom door hardware at its meeting of August 21, 2018. ASSA ABLOY (Manufacturer) and DH Pace (Supplier/Installer) conducted separate studies and worked closely with the Collin College Police and Facilities senior leadership to finalize their modification recommendations to the Executive Leadership Team. The Executive Leadership Team reviewed the recommendations on June 19, 2018 and affirmed the recommendation to be carried forward.

The district has standardized on-door hardware for all of the existing and new campus classrooms. Each classroom will have a mortise lock with an internal thumb turn (deadbolt) or a grade 1 cylindrical lock with a pushbutton or thumb-turn installed.

Scheduled for implementation beginning in October 2018, the project will begin to be sequenced in the following order: Courtyard, Collin Higher Education Center, Public Safety Training Center, Central Park, Preston Ridge and Spring Creek. The total cost for this item of the Safety Plan is \$255,117.31.

Campus Facilities and Construction Committee Chair Andy Hardin brought forth a motion and second out of the Committee to approve the modification of classroom door hardware (locks) to provide a safer and more secure environment for students, faculty, and staff. The motion was unanimously approved by the Board of Trustees of Collin County Community College District.

2018-8-4-13 Approval of Private Offer to Purchase Struck Off Property

Discussion: A private offer was made to purchase one property in Farmersville, Collin County, Texas.

On motion of Mr. Moses, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the purchase of the struck off property located at 300 Gotcher Street, Farmersville, TX to Kent W. Starr for \$10,000.00.

2018-8-4-14 Bid Report for August 2018

Discussion: The Bid Report for August 2018 included three (3) New Solicitations, one (1) Purchasing Cooperative, 50 Statutory Exemptions, and one (1) Contract Renewal.

On motion of Mr. Moses, second of Mr. Orr, the Board of Trustees of Collin County Community College District unanimously approved items 1, 2, 3, and 6 of the Bid Report for August 2018.

On motion of Mr. Moses, second of Mr. Orr, the Board of Trustees of Collin County Community College District approved item 5 of the Bid Report for August 2018 on a vote of seven (7) for, one (1) against, and one (1) abstention. Mr. Hendricks voted against the motion and Dr. Menon abstained.

INFORMATION REPORTS

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

Statement of Net Position as of 06/30/18
Summary of Revenues & Expenses as of 06/30/18
Summary of 2017 Capital Improvement Program as of 06/30/18
Monthly Investment Report as of 06/30/18
Statement of Net Position as of 07/31/18
Summary of Revenues & Expenses as of 07/31/18
Summary of 2017 Capital Improvement Program as of 07/31/18
Monthly Investment Report as of 07/31/18
AECOM Monthly Report for June 2018
AECOM Monthly Report for July 2018

Chief Financial Officer Ken Lynn reviewed the Statement of Net Position as of July 31, 2018 and 2017. Total net position as of July 31, 2018, was \$567,715,751 and as of June 31, 2017, total net position totaled \$525,803,993.

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. The college was saddened by the passing of Mazzie Moses on July 4. Mazzie and her husband, Trustee Fred Moses, have been champions for higher education at Collin College, and we were humbled when the family chose to direct memorial gifts in Mazzie's honor to the Collin College Foundation scholarships along with matching funds. We are delighted to report that the Foundation has received more than \$8,400 in gifts, and the family's matching gift will bring the Fred and Mazzie Moses Endowment to \$50,000. Collin College and the Collin College Foundation are truly grateful for the Moses family's unwavering support of our students and our college community, particularly as they turn a moment of grief into a triumph for students for generations to come.

2. The City of Plano Environmental Health Department has selected Collin College as a finalist for the *Foodservice Sanitation Excellence Award* in the Full Service Corporate Dining category. The award is a way of recognizing foodservice establishments displaying the highest standards in food safety, sanitation, and food handling. Congratulations to Chief Financial Officer Ken Lynn, Associate Vice President Barbara Johnston, and a special thank you to Director of Auxiliary Services Regenia Phillips and her staff for their hard work that resulted in this award.

3. The 2018 All College Day Silent Auction raised \$12,275 for scholarships, topping last year's total of just over \$11,800. More than 160 items were donated to the auction. As usual, the most popular items were parking spaces, which brought in a total of \$3,070, with the "wild card" space going for \$2,000. Thank you to Vice President of Advancement Lisa Vasquez, Director of Development/Auction Chair Patricia Gregory and the Silent Auction Committee, and all the volunteers, donors, and bidders who helped make the silent auction a success.

4. Dallas Maverick and future Hall of Famer Dirk Nowitzki made a surprise appearance at the annual Mavericks Hoop Camp held at the Plano Campus on August 8. Nowitzki held a press conference in THE ARTS gallery before heading to the basketball court where dozens of excited basketball players were attending the annual hoop camp. He answered camper questions, then played a few games of "knockout" with the children before posing for a group photo and individually high-fiving them all. He also autographed two Collin College baseball caps, which were auctioned off with other Mavericks memorabilia at the All College Day silent auction.

5. National Psi Beta recently awarded Collin College's chapter with the Chapter Excellence Award for meeting all four pillars of Psi Beta's mission: Leadership, Scholarship, Community Service, and Research. Congratulations to the students and faculty advisers Dr. Joshua Arduengo, Pat Coble, Jennifer O'Loughlin-Brooks, and Tracy Meyer on this honor.

6. Collin College's Purchasing Department recently received the Achievement of Excellence in Procurement Award for the 13th year in a row. The award honors organizations that demonstrate excellence in innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement organization.

Congratulations to Chief Financial Officer Ken Lynn, Purchasing Director Cindy White, Assistant Director Karen Bell, Reporting Manager Cyndy Smith and the entire Purchasing Department.

7. The City of Allen Fire Department donated a hazardous materials response trailer for use in Collin College's Fire Science program. The 20-foot trailer came equipped with hazardous materials response equipment that is no longer in use for emergency response, but which can be used during simulation training as part of the Hazardous Materials Technician certification course.

8. Jonathan Boyd, the newly hired Fire Chief for the city of Allen, is a graduate of Collin College's Fire Academy. Chief Boyd was the valedictorian for Collin College Fire Academy Class No. 3 that graduated on May 28, 1993.

9. Theatre Professor Shannon Kearns has been appointed as a member of the Drama/Performing Arts Field of Study Advisory Committee of the Texas Higher Education Coordinating Board. The Drama/Performing Arts Field of Study Committee is charged with identifying the block of courses that students may transfer to a general academic teaching institution.

10. Collin College has been awarded a \$98,580 grant from the Texas Higher Education Coordinating Board for a Developmental Education College Readiness and Success project designed to support scaling co-requisite courses and increasing completion rates of developmental mathematic students. A 2018-2019 Perkins Leadership competitive grant in the amount of \$70,230 has been awarded to plan, design, and develop a series of training modules focused on promoting deliberate and tailored career guidance for students.

11. The National Science Foundation has informed Dr. Ann Beheler, Executive Director of Emerging Technology Grants, that Collin has been awarded a grant of \$3,755,825 for support of a project titled "Information Technology Skill Standards, 2020 and Beyond." The award starts September 1, 2018, and ends August 31, 2022.

12. As of tonight's meeting, fall 2018 enrollment has an increase of 2,056 students or 6.6%. This is a reflection of the work product and all of the hours put in by the college's employees. Some colleges have that many students as their total enrollments, so every year we are adding the equivalent of another college at Collin.

13. Dr. Matkin attended Adrian Rodriguez's retirement party on Saturday, August 25, and participated in a fun roast. Most importantly, the event raised more than \$5,000 in scholarship funds for Collin students.

The Board announced the following:

Each of the Trustees thanked Ms. Harmon for her service and wished her well in retirement.

Trustee Rodriguez congratulated all of this month's retirees.

Trustee Donald thanked Ken Lynn and senior leaders for all of their work leading up to this month's budget and tax rate approvals. Many committee meetings, work sessions, board meetings, and public hearings were held leading up to the final approval to allow everyone to understand what goes into the development of the fiscal year budget and setting of the tax rate. Dr. Donald told Trustee Moses that she would miss seeing Mazzie at the board events. She reminded everyone about election deadlines.

Trustee Menon congratulated all of the new employees to Collin and wished everyone a happy fall semester.

Trustee Orr welcomed Michael Messina, Director of Safety and Emergency Management. He welcomed employees back to the fall semester and thanked Dr. Kihl for her responses to questions regarding the Anatomy & Physiology readiness test.

Trustee Hardin said he had the pleasure to talk with Ellen McKinney when she wrote her first book. He thanked faculty and staff for all they do and said he looks forward to students attending the board meetings now that the school year has begun. Mr. Hardin said that even though many agenda items were approved at tonight's meeting, the board has spent countless hours in review and discussion prior to taking action.

Mr. Hendricks said the retirees listed on the Personnel Report totaled 285 years of experience and that they would be missed. He expressed his appreciation for their service.

Trustee Matthews echoed his appreciation to Ken Lynn and his staff for all of their work on the budget and tax rate process.

Trustee Moses expressed his appreciation for the support of his family in the passing of his beloved wife Mazzie. He said he really appreciated the many employees who were a part of her service.

Chairman Collins thanked Trustee Moses and his family for their commitment to Collin College over the years. Dr. Collins said most people do not understand how hard the Board of Trustees has been working. He said he is very pleased to be able to work with a group such as the Collin Board and expressed his gratitude for the work they do and the countless hours they dedicate to the many committee and board meetings that are held.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the August 28, 2018, meeting of the Board of Trustees of Collin County Community College District at 9:06 p.m.