

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**  
Meeting Minutes  
June 26, 2018

The Collin County Community College District ("Collin College," "Collin," or "District") conducted its work session and regular monthly Board of Trustees meeting on June 26, 2018, in the Board Conference Room 135 and the Board Room 139, Collin Higher Education Center, with Chairman J. Robert Collins, presiding. Trustees in attendance were Dr. Stacey Donald, Mr. Andy Hardin, Mr. Mac Hendricks, Mr. Steve Matthews, Mr. Fred Moses, and Mr. Jim Orr. Trustee Dr. Raj Menon attended the meeting remotely using Zoom video feed.

Trustee Adrian Rodriguez was absent.

**WORK SESSION: CALL TO ORDER**

Chairman Collins called the June 26, 2018, 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. In addition to board members listed above, attendees included District President Neil Matkin; Executive Vice President Brenda Kihl; Sr. Vice President of Organizational Effectiveness Kim Davison; Sr. Vice President of Academic, Workforce, and Enrollment Services Sherry Schumann; Chief Financial Officer Ken Lynn, and Chief Public Relations Officer Tom Delamater.

**CERTIFICATION OF NOTICE**

Kim O'Bryon, 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**

1. Financial Statement Key Indicators - Ken Lynn, Chief Financial Officer
2. Chamber Events - Dr. Neil Matkin, District President

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 7:00 p.m. There being no further discussion, the work session also adjourned at 7:00 p.m.

**CONVENE REGULAR MONTHLY MEETING: CALL TO ORDER, 7:12 p.m., Board Room 139**

Chairman Collins convened the regular monthly meeting of the Board of Trustees of Collin County Community College District at 7:12 p.m. in Boardroom 139 and welcomed those in attendance. Trustees in attendance were Chairman J. Robert Collins, Dr. Stacey Donald, Mr. Andy Hardin, Mr. Mac Hendricks, Mr. Steve Matthews, Mr. Fred Moses, and Mr. Jim Orr. Trustee Dr. Raj Menon attended the meeting remotely using Zoom video feed. Other attendees included District President Neil Matkin, Collin College administrators, faculty, staff, vendors, and community members.

Trustee Adrian Rodriguez was absent.

Chairman Collins called on Ms. O’Byron to certify posting of the notice of the meeting.

**CERTIFICATION OF THE NOTICE OF THE JUNE 26, 2018, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Ms. O’Byron certified the notice of June 26, 2018, 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. Moses led the pledge of allegiance to the United States flag, and Mr. Hendricks led the pledge to the Texas flag.

**APPROVAL OF THE MINUTES OF THE MAY 22, 2018, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

On motion of Mr. Orr, second of Mr. Matthews, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its May 22, 2018, regular meeting.

**PUBLIC COMMENT**

No public comment was presented.

**PRESENTATIONS**

1. President Matkin recognized Professor Peter Brierley who retired in May 2018 after completing 26 years of service at Collin College. He was instrumental in the formation of Collin’s Networking degrees and the college’s designation as a Cisco Academy. Professor Brierley was involved with several grants, most recently with the National Science Foundation grant and the creation of the Convergence Technology Lab on the Preston Ridge Campus. He served as the Convergence Technology Lab Manager since its formation and was one of the first to include Cloud Computing in courses at the community college level. Dr. Matkin wished him all the best in retirement.

2. Samantha Dean, All College Council Chair, introduced the ROSE Award finalists. The ROSE (Recognition of Service and Excellence) Award represents the highest honor for full- and part-time staff. The winners will be announced at “All College Day.” The finalists were:

**PART-TIME:**

Jillian Cyr, Lead Tutor in the Math Lab, McKinney Campus  
Irma Santiago, Clerk in the ACCESS/Counseling Office, Frisco Campus

**FULL-TIME:**

Nichole Boone, Reference Librarian, Plano Campus  
Carolyn Braswell, Reference Librarian, Plano Campus  
Dr. Kimberly Head, Director of CE Health Sciences, Courtyard Center  
Renee Long, Executive Assistant to the VP/P, Frisco Campus  
Sherry Scamardo, Program Manager, Seniors Active in Learning, Courtyard Center

3. President Matkin recognized this year’s recipients of The National Institute for Staff and Organizational Development (NISOD) Excellence Awards. The Leadership Team received twenty-nine (29) employee nominations. Collin submitted the names of 10 faculty and staff members whose work demonstrated outstanding commitment and excellence during the 2017-2018 academic year. The recipients included:

Brett Adams, Professor of History  
Francis Choy, Instructional Designer in the eCollin Learning Center  
Tammi Gupta, Biology Lab Instructor  
Kimberly Head, Director of Health Care Programs – Continuing Education  
Jeni Long, Professor of Nursing  
Karrie Newby, Professor of Health Information Management  
Candace Thomas-Cooper, Professor of Integrated Reading/Writing  
Meredith Wang, Associate Dean of Academic Affairs  
Yiping Wang, Professor of Engineering  
William Whitney, Professor of Cybersecurity

## **CONSIDERATION OF ACTION ON AGENDA ITEMS**

### **2018-6-1 Personnel Report for June 2018**

Discussion: The Personnel Report for June 2018 included seven administrative appointments, 18 faculty appointments, eight staff appointments, four promotions/changes, and six resignations/terminations.

On motion of Mr. Moses, second of Dr. Donald, the Board of Trustees of Collin County Community College District unanimously approved items 1a through 1e of the Personnel Report for April 2018 as presented.

**2018-6-1a Administrative Appointments**

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Mary Barnes-Tilley	N: Dean, Academic Affairs O: Associate Dean, Academic Affairs	06/27/18	Academic Affairs	Replacement Cameron Neal
Garry Evans	N: Dean, Academic Affairs/Workforce O: Associate Dean, Academic Affairs	06/27/18	Academic Affairs	Replacement Gaye Cooksey
Regina Hughes	N: Interim Associate Dean, Academic Affairs O: Professor, Psychology	07/16/18	Academic Affairs	Replacement Mary Barnes-Tilley
Karen Musa	N: Dean, Academic Affairs/Workforce O: Associate Dean, Academic Affairs	06/27/18	Academic Affairs	Replacement James Barko
Kristen Streater	N: Interim Associate Dean, Academic Affairs O: Professor, History	07/23/18	Academic Affairs	New position
Andrea Szlachtowski	N: Interim Associate Dean, Academic Affairs/Workforce O: District Discipline Lead	06/27/18	Academic Affairs	Replacement Karen Musa
Allison Venuto	N: Interim Associate Dean, Academic Affairs/Workforce O: Professor, Education	0716/18	Academic Affairs/Workforce	Replacement Garry Evans

**2018-6-1b Faculty Appointments**

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Meenakshi Beri	Professor, Economics	08/14/18	Academic Affairs	New position
David Boozer	Professor, History	08/14/18	Academic Affairs	New position
Misti Clark	Professor, Computer Science	08/14/18	Academic Affairs/Workforce	Replacement Bill Slater
Benjamin Copeland	Professor, Government (Temporary)	08/14/18	Academic Affairs	New position
Monica Gallamore	Professor, History	08/14/18	Academic Affairs	New position

Rachel Gunter	Professor, History	08/14/18	Academic Affairs	New position
John Hoeing	Professor, History	08/14/18	Academic Affairs	New position
Craig Johnson	Professor, Construction Management	07/01/18	Academic Affairs/Workforce	New position
Kristie Lussier	Professor, English	08/14/18	Academic Affairs	Replacement Martha Tolleson
Robert McLeroy	Professor, Real Estate	08/14/18	Academic Affairs	Replacement Dick Hegelson
Brittany Moore	Professor, English	08/14/18	Academic Affairs	New position
Ronald Reczek	Professor, Culinary	08/14/18	Academic Affairs	Replacement Tom Severs
Christine Restmeyer	Professor, Health Professions	08/14/18	Health Sciences	Replacement Zuleica Da Cruz
Mohammed Tahiro	Professor, Economics	08/14/18	Academic Affairs	New Position
Krishna Thapa Magar	Professor, Mathematics	08/14/18	Academic Affairs	New position
Rosalinda Valenzuela	Professor, Political Science	08/14/18	Academic Affairs	New position
Tiffany Vincent	Professor, Political Science	08/14/18	Academic Affairs	New position
Kaycee Washington	Professor, Economics	08/14/18	Academic Affairs	New position

**2018-6-1c Staff Appointments**

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Andrew Campbell	Instructional Technologist	06/11/18	eLearning Center	Replacement Nicola Luna
Peggy Douglas	Accounts Receivable Associate	05/21/18	Financial Services	Replacement Nicole Haduch
Rebecca Hopper	Police Telecommunicator	06/11/18	Police Department	New position
Jill Lyons	International Student Services Assistant	06/11/18	Student and Enrollment Services	Replacement Camillie Collins
Lee Markines	Network Administrator	05/21/18	Academic Tech and Network Services	Replacement Doug Dunlap
William Neubauer	Plant Operations Worker	05/29/18	Physical Plant Support Services	Replacement Jacob Owens
Abel Saenz	Facility Operations Coordinator	06/18/18	Plant Operations	New position

Yvette Wallace	Accountant	05/30/18	Finance and Budgeting	Replacement Kristine Smith
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**2018-6-1d Promotions and Changes**

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Susan "Lacy" Castleman	N: Quality Enhancement Plan Coordinator O: Administrative Assistant	05/22/18	Academic Services	Promotion
Heather Darrow	N: Coordinator, Marketing/Communication O: Public Relations Writer	05/22/18	Public Relations	Reclassification
Kirk Dickey	N: Coordinator, Marketing/Communication O: Public Relations Writer	06/01/18	Public Relations	Reclassification
Marlene Miller	N: Director of Creative Services O: Manager, Graphic Design	06/01/18	Public Relations	Reclassification

**2018-6-1e Resignations/Terminations**

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

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Abdullah Eren	06/12/18	2	Operator/Maintenance HVAC Tech	Physical Plant Support Services
James Grayson	06/09/18	3	Police Officer	Police Department
Nicole Haduch	05/18/18	4	Accounts Receivable Associate	Financial Services
Jerry Smith	05/11/18	13	Professor, Art	Workforce
Joe Vance McCauley	05/31/18	7	Professor, Fire Protection Tech	Health Sciences & Emergency Services
Peter Brierley	05/31/18	26	Professor, Computer Networking	Academic Affairs/Workforce

**2018-6-2 Report Out of the Organization, Education and Policy Committee; Campus Facilities and Construction Committee; and Finance and Audit Committee and Approval of Local Board Policies**

Discussion: The Campus Facilities and Construction Committee reviewed policy BCB at its June 19 meeting; the Finance and Audit Committee reviewed policies BCB and CDC also on June 19. The Organization, Education, and Policy Committee met on June 26 and reviewed all policies presented in this item.

- BBF Board Members – Ethics – Modifications are recommended in response to a change in the statement of principles established by the Southern Association of Colleges and Schools Commission on Colleges that establishes an expectation that the Board of Trustees “defines and regularly evaluates its responsibilities and expectations (Board self-evaluation).”
- BCB Board Internal Organization – Board Committees – Revisions are proposed to address the organizational change associated with the Internal Audit function.
- CDC Accounting Audits – Revised to improve the description of the college’s external audit process and expectations.
- CHF Site Management – Weapons – Revised to reflect a change in terminology from "illegal knife" to "location- restricted knife” as a result of HB1935. Other revisions include new language pertaining to ceremonial swords at Collin College-sponsored events.
- CR Technology Resources – Moved provisions addressing access of electronic information by individuals with disabilities from policy CS. Other revisions clarify provisions addressing the use of drones and eliminate the reference to the “general information” shared email folder that no longer exists.
- CS Information Security – Provisions relating to access of electronic information by individuals with disabilities have been moved to CR(Local).
- CT Intellectual Property – Adds definitions of Incidental Use, Scholarly Works, and College District Time. Clarifies ownership of scholarly works produced with incidental use of college resources. Requires an employee to disclose planned projects with potential commercial value. Finally, clarifies that classroom lectures and materials are covered by the policy and are not available for distribution to the general public or for non-Collin College academic purposes.

Mr. Hendricks, Chair of the Organization, Education and Policy Committee, reported out on behalf of all three committees. Mr. Hendricks brought a motion and second out of the committees to approve the policies as presented. The Board of Trustees of Collin County Community College District unanimously approved the policies with changes as presented.

**2018-6-3 Report Out of the Finance and Audit Committee and the Organization, Education, and Policy Committees and First Reading 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 first reading. The Finance and Audit Committee reviewed policy CAK on June 19. The Organization, Education, and Policy Committee met on June 26 and reviewed all policies presented in this item.

- 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 a 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 an average maturity of one year.

- EFCD Special Programs – High School Equivalency Testing Centers - Recommended revisions to this local policy 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

The items were the first reading of local Board policies; no action was taken.

**2018-6-4 Report Out of the Finance and Audit Committee and Recommendation of Approval of the Authorized Broker/Dealer List Recommended by Patterson & Associates, Investment Advisors to Collin College**

Discussion: The Finance and Audit Committee met on June 22 to review. Policy CAK (Local) requires that the Board of Trustees annually review and approve the list of approved Broker/Dealers with which the College is authorized to transact investment activity. At the regular meeting of the Board in March 2016, a contract was awarded to Patterson & Associates to act as investment advisors to Collin College. In their capacity as investment advisors, Patterson & Associates has recommended a list of primary dealers with which the College is authorized to execute securities transactions. Primary dealers are banks or securities broker-dealers who may trade directly with the Federal Reserve System of the United States. Primary dealers purchase the vast majority of US Treasury securities and resell them to the public and other brokerage firms. Because of the large volume of US Treasury securities traded they are often able to offer securities at an advantageous price.

Mr. Moses, Chair of the Finance and Audit Committee, reported out and brought the motion and second to approve the authorized broker/dealer list recommended by Patterson & Associates. The Board of Trustees of Collin County Community College District unanimously approved the motion.



**2018-6-5 Report Out of the Finance & Audit Committee and Recommendation to Authorize the President or Designee to Negotiate and Execute a Contract Amendment to Exercise the Option to Extend the Barnes & Noble (B&N) Contract to June 30, 2026**

Discussion: On July 7, 2016, Collin College and Barnes & Noble executed a 5-year contract which provided Barnes & Noble the exclusive right to operate the College's bookstores on all campuses until June 30, 2021 (with a possible 5-year extension by mutual agreement). Subsequent to the execution of the contract, the College passed a bond referendum that will add new college locations in Wylie, Allen, Celina, and Farmersville. The capital infusion in the form of leasehold improvements to be paid by Barnes & Noble at Wylie and Allen (which represent a cost avoidance from the College's perspective) will exceed \$350,000. At the time the Wylie Campus and the Technical Campus open in August 2020, there will be approximately ten months remaining on the original contract term. Exercising the 5-year option will afford Barnes & Noble the opportunity to amortize their leasehold improvements over the remaining 70 months until the contract expires on June 30, 2026.

Chair Fred Moses reported out of the Finance and Audit Committee which met on June 22. Mr. Moses made a motion and second out of the committee to approve the authorization for the District President or designee to negotiate and execute a contract amendment to exercise the option to extend the Barnes & Noble contract to June 30, 2026. The Board of Trustees of Collin County Community College District unanimously approved the motion.

**2018-6-6 Report Out of the Campus Facilities and Construction Committee and Approval to Contract for Materials Testing and Observation Services with GME Consulting Services, Inc. (GME) for the Technical Campus and Wood Environment & Infrastructure Solutions, Inc. for the Wylie Campus**

Discussion: The District issued Request for Qualifications (RFQ) No. 4141 for materials testing and observation services and evaluated responses to identify top-ranked firms. A total of thirteen (13) firms responded. GME Consulting Services, Inc., based in Dallas, TX and Wood Environment & Infrastructure Solutions, Inc., based in Dallas, TX were identified as the top-ranked firms and subsequently were requested to provide fee proposals to provide the services outlined in the RFQ. The services will be funded by the 2017 Capital Improvement Program (CIP), and a total budget of \$1,558,319 has been allocated for these services on the Phase 1 projects. The requested proposals have been received from GME and Wood Environment & Infrastructure Solutions, Inc. and are competitively priced in the current market. AECOM will assist in structuring the consultants' scope of work to assure coverage of critical testing and to assure that the services provided are within the budget. As materials testing and observation services consultants, GME and Wood Environment & Infrastructure Solutions, Inc. will act as independent, third-party technical experts who will provide quality assurance for the projects by providing materials testing and observation reports through the duration of construction for each new construction project in Phase 1 of the 2017 CIP.

Mr. Hardin reported out as the chair of the Campus Facilities and Construction Committee which met on June 19. Mr. Hardin made a motion and second out of committee to approve the execution of contracts with GME Consulting Services, Inc. (GME) for the Technical Campus and

Wood Environment & Infrastructure Solutions, Inc. for the Wylie Campus, with the aggregate amount of the two contracts not to exceed the total budgeted amount of \$1,558,319 for material testing and observation services for the Technical Campus and the Wylie Campus. The Board of Trustees of Collin County Community College District unanimously approved the motion.

**2018-6-7 Report Out of the Campus Facilities & Construction Committee and Recommendation to Authorize the District President or Designee to Negotiate and Execute a No-Cost Letter of Commitment with Trane Comprehensive Energy Solutions to Validate Energy Savings Identified in the Phase 1 Study**

Discussion: Trane, with the consent of the College, has undertaken a preliminary no-cost, no-obligation study to determine the feasibility of a more in-depth study of potential energy conservation measures. The initial study has identified potential energy conservation measures that could lead to energy savings and the concurrent replacement of end-of-life utility systems and fixtures. The purpose of the program development contract is to identify and quantify in much greater detail energy conservation measures that can be undertaken to provide efficiency and cost savings that will provide resources to simultaneously replace inefficient or end-of-life utility delivery system components. The results of the program development study will inform the question of whether or not the College could benefit from an energy performance contracting engagement. Energy savings performance contracts for higher education are regulated by Texas Education Code Section §51.927. Energy savings performance contracts must be for the specified efficiencies in the Code such as insulation, storm windows, automatic energy control systems, heating, ventilating or air conditioning system modifications, lighting fixtures that increase energy efficiency, energy recovery systems, electric system improvements, water conserving fixtures, water-conserving landscape irrigation equipment, landscape features that reduce watering demands, rainwater harvesting equipment, equipment for recycling or reuse of water and other energy or water conservation-related improvements or equipment. The Act also requires the improvements to be code compliant and that the performance contractor is experienced in the design, implementation, and installation of the conservation measures addressed by the contract.

These projects identified in the preliminary study include, but are not limited to, high-efficiency lighting retrofits, building automation system retrofits and revisions, chilled water system control optimization, electrical demand load control strategies, domestic water consumption reduction, landscape irrigation water control, and heating system optimization. All of these energy conservation measures fall within the definition of energy or water conservation measures within the Act. Equipment specified for the project shall be non-proprietary. The next steps will be to authorize the President or his designee to negotiate and execute a Letter of Commitment for Trane to complete all engineering required to validate and verify the following:

1. Trane “Guaranteed” Energy and other Collin College savings of \$736,064 (which will be contractually “guaranteed” by Trane)
2. Develop individual corrective measure final investment detail.
3. Generate a “utility assessment report” (UAR).
  - a. The UAR contains all energy calculations and detail supporting Trane “Guaranteed” savings. In accordance with state code, the UAR is to be used by an

“independent” third-party engineer selected and funded separately by Collin College to validate a "Guaranteed Energy" savings on behalf of the college.

The College is expected to realize operations, maintenance and capital replacement savings of \$439,048 yearly over the life of the project in addition to the “Guaranteed” Energy Savings. Trane’s fee for the detailed engineering study will be \$460,974.00 which will be rolled into the project cost if the detailed study supports the energy savings of \$736,064. If the detailed study does not support the expected savings of \$736,064, there is no cost to Collin College for the study. Trane “Guaranteed” Energy savings validation will take place in the initial phase of the detailed study. Savings and other detailed study information will be delivered via Trane managed “workshops” to be scheduled throughout the detailed study process in order to keep Collin College updated as to status.

Mr. Hardin reported out as the chair of the Campus Facilities and Construction Committee which met on June 19. Mr. Hardin made a motion and second out of committee to approve the authorization for the District President, or designee, to negotiate and execute a no-cost Letter of Commitment with Trane Comprehensive Energy Solutions to validate energy savings identified in the Phase 1 study. The Board of Trustees of Collin County Community College District unanimously approved the motion.

**2018-6-8 Report Out of the Campus Facilities and Construction Committee and Selection of Architects for the Celina Campus (Bond), Farmersville Campus (Bond), IT Center of Excellence at the Frisco Campus (Bond), and Police Headquarters at the McKinney Campus (Operations)**

Discussion: Chair Hardin reported out of the Campus Facilities and Construction Committee which met on June 19. 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 Architectural / Engineering services for use on 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.

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

- Collin College staff and AECOM established weighted criteria based on aspects of Architectural firms and Construction firms that were important to Collin College.
- A selection committee of 6 evaluators was identified with the following members;
  - 2 Collin College academic administrators
  - 2 Collin College operational administrators
  - 2 AECOM staff members
- The following RFQ’s for Architectural / Engineering services were issued:
  - RFQ 4159 (Bond)
    - Package 1: Celina Campus & Farmersville Campus
    - Package 2: IT Center of Excellence at the Frisco Campus
  - RFQ 4160 (Operations)

- Package 3: Police Headquarters at the McKinney Campus
- The selection committee reviewed the Statement of Qualifications (“SOQ”) submitted using the weighted criteria. For this step, the following was taken into consideration:
  - The reputation of the vendor and the vendor's goods or services
    - Firm's History, Capacity & Stability
    - Financial Information
  - The quality of the vendor's goods or services
    - Academic & Other Project Experience
    - Higher Education Experience
    - Project Experience (Projects of a similar size and scope)
    - Project Experience (Other)
  - The extent to which the goods or services meet the institution's needs
    - Organization Plan (Project Lead & Key Members)
    - Organization Plan (Sub-Consultants)
  - The vendor's past relationship with the institution
    - Collin College Work History
- Scores from the selection committee were tabulated to determine a short list of firms.
- The shortlisted firms were further investigated for the following:
  - The reputation of the vendor and the vendor's goods or services
    - References (Owner)
    - References (Construction Manager or Architect)
  - The quality of the vendor's goods or services
    - Demonstrated Ability to deliver designs on schedule
    - Demonstrated Ability to deliver projects on budget using the Construction Manager-at-Risk delivery method
  - The extent to which the goods or services meet the institution's needs
    - Additional review of Key Project Staff
    - Additional review of resumes of Organization Plan (Sub-Consultants)
- Shortlisted firms delivered an oral presentation to the six evaluation committee members. For this step, the following was taken into consideration:
  - The extent to which the goods or services meet the institution's needs
    - Organization Plan (Project Lead & Key Members)
    - Organization Plan (Sub-Consultants)
    - Organization Plan (In-house team members / organization / collaboration)
    - Project Approach
  - Responses to prepared questions
- Scoring from all the preceding steps, done separately for Package 1 and 2 (in 1 combined process), and, Package 3 were tabulated to identify the most qualified architectural firms for Packages 1, 2, and 3.

### **Recommended Firms**

- Package 1 – Celina Campus and Farmersville Campus
  - Beck Architecture, LLC
- Package 2 – IT Center of Excellence at the Frisco Campus

- Perkins+Will, Inc.
- Package 3 – Police Headquarters at the McKinney Campus
  - PGAL, Inc.

Chair Hardin made a motion and second out of the Campus Facilities and Construction Committee the for approval of the Architectural firms of Beck Architecture, LLC. for the Celina Campus and Farmersville Campus, Perkins+Will, Inc. for the IT Center of Excellence at the Frisco Campus, and PGAL, Inc. for the Police Headquarters at the McKinney Campus. The Board of Trustees of Collin County Community College unanimously approved the motion.

**2018-6-9 Report Out of the Campus Facilities & Construction Committee and Approval of the Guaranteed Maximum Price from McCarthy Building Companies, Inc. for the Construction of the Technical Campus**

Discussion: Chair Hardin reported out of the Campus Facilities and Construction Committee which met on June 19 that the Technical Campus is a planned 340,000 square foot complex in Allen, TX designed to include the following programs: health science, information technology, logistics & transportation, architecture/construction, engineering technology/industrial automation and general education courses. 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 McCarthy Building Companies, Inc. McCarthy Building Companies, Inc. 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 Perkins+Will, Inc., the project Architect. McCarthy Building Companies, Inc. has provided a Guaranteed Maximum Price proposal that is within the established project budget and timeline parameters. Upon approval of the Guaranteed Maximum price, 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 Guaranteed Maximum Price is \$141,999,801, which includes \$138,874,801 for Construction Costs and \$3,125,000 of Owner’s Contingency, and the substantial completion date is June 25, 2020.

Chair Hardin made a motion and second out of the Campus Facilities and Construction Committee to approve the authorization for the District President or designee to execute pre-approved contract forms and all other documents to approve McCarthy Building Companies, Inc.’s Guaranteed Maximum Price in the amount of \$141,999,801, which includes \$138,874,801 for Construction Costs and \$3,125,000 of Owner’s Contingency, for the construction of the Technical Campus. The Board of Trustees of Collin County Community College District unanimously approved the motion.

**2018-6-10 Approval of Course Fee Ranges for Fire Science and Law Enforcement Classes at the Public Safety Training Center Effective Fall 2018**

Discussion: Dr. Brenda Kihl presented ranges for per contact hour fees proposed for continuing education courses offered at the new Public Safety Training Center. The proposed fees were calculated based on costs and are consistent with training in the North Texas market. These

suggested fee ranges provide ample room for future growth and were used to develop the Public Safety Training Center financial model.

Mr. Moses made a motion that the Board of Trustees of Collin County Community College District approves course fee ranges for the Fire Science and Law Enforcement classes at the Public Safety Training Center effective Fall 2018. Dr. Donald seconded the motion. The motion was unanimously approved.

### **2018-6-11 Approval of Facility Usage Fees for Specialized Training Resources at the Public Safety Training Center Effective Fall 2018**

Discussion: Facility Usage Fees are being proposed for the use of Training Resources at the new Public Safety Training Center. The proposed fees provide flexibility to allow Public Safety agencies to reserve the use of specialized training resources, including but not limited to the Gun Range, the Reality-Based Training Center, and the Defensive Tactics Room, for agency training activities that are not delivered as formal courses. These fees are consistent with those charged by other Law Enforcement Training facilities managed by community colleges in the state. A fee of \$250 for four hours of usage and a \$500 fee for eight hours of usage was recommended.

Dr. Menon made a motion that the Board of Trustees of Collin County Community College District approves facility usage fees for specialized training resources at the Public Safety Training Center effective Fall 2018 for law enforcement agencies only. Mr. Orr seconded the motion. It was unanimously approved.

### **2018-6-12 Approval of Private Offers to Purchase Struck Off Properties**

Discussion: CFO Ken Lynn stated that private offers had been made on the following struck off properties in Collin County: 204 Arkansas St. S., Celina, TX, \$ 7,000.00; 5522 CR 928, Lot 90, Nevada, TX, \$10,051.00; 300 Gotcher St., Farmersville, TX, \$10,000.00; and Wright Street – College Heights Addition, Farmersville, TX \$ 300.00.

Mr. Moses made a motion that the Board of Trustees of Collin County Community College District approves the private offers to purchase the struck off properties in Collin County as presented. Mr. Orr seconded the motion. It was unanimously approved.

### **2018-6-13 Approval of Bid Report for June 2018**

Discussion: Mr. Lynn presented the Bid Report for June 2018 which consisted of seven new solicitations and one contract revision.

On motion of Mr. Orr, second of Mr. Matthews, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for June 2018.

**I. NEW SOLICITATIONS**

Purchase Request # 1	
Purchase of Time Keeping System and Services	\$ 65,000.00
Purchase Request # 2	
Purchase of Diagnostic Medical Sonographv	146,300.00
Purchase Request # 3	
Purchase of Charter Bus Services	150,000.00
Purchase Request # 4	
Purchase of Weapons Range Lead Cleaning	232,500.00
Purchase Request # 5	3,250,000.0
Purchase of Temporary Personnel Services	0
Purchase Request # 6	
Purchase of Signage	95,000.00
Purchase Request # 7	
Purchase of Public Safety and Fire House	70,000.00
<b>TOTAL OF NEW SOLICITATIONS</b>	<u><u>4,008,800.0</u></u>

**III CONTRACT REVISIONS**

Purchase Request # 8	
Purchase of Additional Funds for Electrical and Parking Lot Lighting Maintenance Services	215,000.00
<b>TOTAL OF CONTRACT REVISIONS</b>	<u><u>215,000.00</u></u>
<b>GRAND TOTAL</b>	<u><u>\$ 4,223,800.0</u></u>

**INFORMATION REPORTS**

CFO Ken Lynn presented the following reports for the Board's information:

- Statement of Net Position as of 5/31/18
- Summary of Current Funds Revenues & Expenses as of 5/31/18
- Summary of Foundation Payments to the District as of 5/31/18
- Monthly Investment Report as of 5/31/18
- Quarterly Investment Report as of 5/31/18
- Quarterly Grant Budget Amendments Report as of 5/31/18
- AECOM Monthly Report for May 2018

**DISTRICT PRESIDENT'S ANNOUNCEMENTS**

President Matkin shared sad news that Abdullah Eren, an operator/HVAC technician at the McKinney Campus and 2018 ROSE Award nominee, passed away on June 12. He came to the

college in September 2007 as a facilities operation assistant and worked at the Frisco Campus and Courtyard Center as well as the McKinney Campus. He left Collin College in 2012 but returned in September 2016. Abdullah was praised for his approach to work, and his dedication to improving the way tasks are done at Collin. He will be missed.

President Matkin made the following announcements:

1. Dr. Matkin asked Scott Donaldson, Director of the Collin College Law Enforcement Academy, to stand and be recognized for being named an International Association of Directors of Law Enforcement Standards and Training Nationally Certified Instructor. The Nationally Certified Instructor program recognizes the nation's finest instructors. The criteria include displaying "best practices" in training and maintaining training acumen by completing continuing professional education instructor coursework.
2. Craig Leverette, Dean of Academic Affairs, was elected to a three-year term on the board for Plano Youth Leadership. The organization provides leadership training to 10th-grade students in Plano and the Plano Independent School District. The year-long program engages students with team building activities, volunteer opportunities and the chance to explore local government. Leverette also graduated from Leadership Plano Class 35 in May.
3. Carole Twichell and Dr. Bridgette Kirkpatrick were members of a group awarded \$2,500 to continue research to help develop a test for polycystic ovarian syndrome. The Collin College researchers' next steps are to analyze the genetics of patient samples to aid in diagnosis. The group's goal is to design a device that is smaller and cheaper, possibly able to interface with an iPhone camera for data collection to be marketed to doctors' offices or as a take-home device for analysis. The grant was awarded through the Texas A&M Engineering Experiment Station.
4. The Collin College Respiratory Care Program's Sputum Bowl team won First Place at the Texas Society for Respiratory Care Sputum Bowl Competition held early June. This is the seventh time Collin has placed first at the state level. The students, coached by Clinical Coordinator Julie Boganwright, will proceed to the National Sputum Bowl competition in Las Vegas in December.
5. Fire Science Program Director Pat McAuliff was re-elected as Chair of the Curriculum and Testing Committee for the Texas Commission on Fire Protection. He has held that position since the formulation of the committee in 1989. The committee is responsible for the curriculum development and certification testing for 26 state certifications related to full-time paid fire protection personnel serving in Texas.
6. Dallas-Fort Worth area fire departments are always actively recruiting Collin College paramedic students. Now they are being hired from as far away as Grady County in Georgia. The leader of the paramedic program's last site visit by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions recently sent information for our students about Grady EMS which is located in the greater Atlanta, Ga. area. Austin/Travis County EMS is also currently recruiting Collin students.



## **BOARD ANNOUNCEMENTS**

The Board Announced the following:

Trustee Dr. Stacey Donald gave her congratulations to the ROSE award finalists and NISOD recipients. She recently attended a City of Plano community event and was very excited to see the Collin College Mobile Go Trailer with staff busily recruiting students. Dr. Donald was glad to hear the students were successful at the Sputum Bowl and that they were moving to the next level. She attended a tour of the Public Safety Training Center conducted by Scott Donaldson, Director of the Collin College Law Enforcement Academy, and Pat McAuliff, Fire Science Program Director. Dr. Donald expressed her gratitude for their gracious hospitality and for an informative tour. She said the facility was spectacular.

Trustee Jim Orr congratulated Dr. Kristen Streater and Dr. Mary Barnes-Tilley on their new positions with the District.

Trustee Steve Matthews agreed with Dr. Donald; he also enjoyed the tour of the Public Safety Training Center. He gave his thanks to Dr. Mary McRae and Dr. Abe Johnson for his guided tours of the District campuses.

Trustee Fred Moses repeated his colleagues' sentiments. He was in attendance at the Public Safety Training Center tour and thought it was a great facility and enjoyed seeing the progress.

Chairman Dr. Bob Collins announced the next Board meeting would be in August.

## **ADJOURNMENT**

There being no further business, Chairman Collins adjourned the June 26, 2018, meeting of the Board of Trustees of Collin County Community College District at 8:35 p.m.