

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
January 27, 2015**

The Collin County Community College District (“Collin College” or “District”) conducted its regular monthly Board of Trustees meeting on January 27, 2015, in the Board Room, Room 139, Collin Higher Education Center, with Chairman Mac Hendricks presiding. Trustees in attendance were Ms. Stacy Anne Arias, Dr. J. Robert Collins, Mr. Steve Cone, Mr. Andy Hardin, Ms. Jenny McCall, Mr. Adrian Rodriguez, Mr. Larry Wainwright, and Ms. Nancy Wurzman. Other attendees included Interim District President Colleen A. Smith, Collin College administrators, faculty, students, staff, community members, and media and vendor representatives.

CALL TO ORDER

Chairman Hendricks called the January 27, 2015, meeting of the Board of Trustees of Collin County Community College District to order at 5:35 p.m. The Board met at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chairman Hendricks recessed the meeting to closed session at 5:36 p.m. in Room 135, Board Conference Room, as authorized by Article 551.001, Texas Government Code, Sections 551.071 Consultations with Attorney – to consult with the District’s attorney, in person or by phone, to seek the advice regarding pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code; 551.072 Deliberations about Real Property; 551.074 Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; and Section 551.081 and 551.0821 Certain School Board Deliberations – discussion of discipline of a student.

OPEN SESSION

Chairman Hendricks reconvened the meeting at 7:10 p.m. in Room 139 and welcomed those in attendance. Chairman Hendricks called on Shirley Harmon, Executive Assistant to the Interim District President/Secretary to the Board of Trustees, to certify posting of the notice of the meeting.

CERTIFICATION OF THE NOTICE OF THE JANUARY 27, 2015, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Shirley Harmon certified the notice of the January 27, 2015, Collin County Community College District Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

PLEDGES OF ALLEGIANCE

Chairman Hendricks led the pledges of allegiance to the American and Texas flags.

APPROVAL OF THE MINUTES OF THE DECEMBER 16, 2014, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Dr. Collins, seconded by Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its December 16, 2014, regular meeting.

APPROVAL OF THE MINUTES OF THE JANUARY 13, 2015, SPECIAL CALLED MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Rodriguez, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its January 13, 2015, special called meeting.

PUBLIC COMMENTS

No public comments were presented.

PRESENTATION

Interim District President Colleen Smith introduced Dr. Tom Martin, Associate Vice President of Institutional Research, to present an Economic Impact Report. Dr. Martin said that the preliminary report summary included three components: Main Report: Detailed Analysis & Methodology, Executive Summary, and Fact Sheet. The final report should be received within a few weeks and will include additional versions of the fact sheet customized for specific stakeholder groups. The study was conducted by Economic Modeling Specialists International (EMSI) of Idaho. EMSI is a respected economic and labor market research firm that has conducted over 1,200 economic impact studies for educational institutions in four nations since 2000. The company is the first to develop a general economic impact model specifically for community colleges.

Dr. Martin said Collin College submitted data to EMSI during the summer of 2014 from the 2012-2013 fiscal year including general institutional information, financial information, student demographics, student achievements, and historical enrollment. Elements of the study included regional economic impact analysis and investment analysis. Economic impact analysis showed the following:

<u>Type of Impact</u>	<u>Dollar Impact</u>	<u>Job Equivalent Impact</u>
Operations Spending Impact	\$ 96.8 million	2,554
Student Spending Impact	\$ 59.1 million	814
Alumni Impact	\$373.5 million	6,793
Total Impact*	\$529.4 million	10,161

*Collin College's 2012-2013 overall economic impact accounted for 0.8% of the service area's Gross Regional Product.

Investment analysis showed the following:

<u>Perspective</u>	<u>Cost-Benefit Ratio</u>	<u>Annual Rate of Return</u>
Student Perspective	3.6	15.2%
Social Perspective	13.4	na*
Taxpayer Perspective	4.2	12.9%

*The rate of return is not reported for the social perspective because the beneficiaries of the investment are not necessarily the same as the original investors.

In answer to Dr. Collins' question, Dr. Martin said the economic model was tailored to community colleges and that EMSI takes a conservative approach, unlike some other companies that provide economic impact data.

2015-1-9-1 Personnel Report for January 2015

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the following Personnel Report for January 2015.

Upon motion of Mr. Wainwright, seconded by Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the Personnel Report for January 2015 as presented.

2015-1-9-1a Staff Appointments

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the following staff appointments:

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Stephanie Albertini	Secretary I	01/12/15	Distance Learning	Replacement Brock Little
Kirk Dickey	Public Relations/ Publications Associate	01/13/15	Public Relations	Replacement Melanie Hess
Renee Long	Executive Assistant	01/15/15	Vice President/ Provost Office	Replacement Jill Krusing (Braziel)
Francisco Penalver	Coordinator, Social and Digital Media	01/12/15	Public Relations	New
LeAnne Person	Secretary I	01/20/15	Recruitment & New Student Programs	Replacement Lori Naquin
Cheri Root	Advisor	01/12/15	Academic Advising	Replacement Yajaira Diaz

2015-1-9-1b Promotions/Laterals/Changes

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the following promotions/laterals/changes:

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Saydi Tillman	N: Administrative Assistant O: Administrative Assistant	01/05/15	N: Small Business Development Center, CYC O: Academic Advising Emerging Technology Grants and Contracts, PRC	Lateral/ Replacement Gloria Daniel

2015-1-9-1c Terminations/Resignations

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the following resignations/terminations:

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Rebecca Boatman	12/12/14	10	Professor, Art	Fine Arts
Yvette Cavazos	01/14/15	<1	Accounts Payable Assistant II	Financial Services
Gloria Daniel	01/31/15	13	Division Secretary	Small Business Development Center
William Fueller	12/16/14	10	Director, Staff Technical Training	Distance Learning
Amy Denise Gray	01/16/15	1	Admissions and Records Assistant	Admissions and Records
Jinjer Holmes	01/12/15	3	Student Development Specialist	Student Development
Judy Livengood	05/15/15	1	Professor, Office Systems Technology	Business & Computer Systems

2015-1-9-2 Approval of the Permanent Expulsion of a Student

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the permanent expulsion of a student.

Interim District President Smith said the board had been fully informed of the details regarding the expulsion of a student. Due to FERPA laws, the information could not be discussed in open session.

On motion of Ms. Arias, second of Dr. Collins, the Board of Trustees of Collin County Community College District unanimously approved the expulsion of a student.

2015-1-9-3 Approval of Revised 2014-2015 Academic Dates

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the revised 2014-2015 Academic Dates.

Interim District President Colleen Smith said the revised dates have to do with how students enroll in financial aid. Many staff worked on the revised calendar and considered the impact on students. The revisions recommended will have a positive impact on students.

On motion of Mr. Wainwright, second of Mr. Cone, the Board of Trustees of Collin County Community College District unanimously approved the revised to the 2014-2015 Academic Dates as presented.

2015-1-9-4 Approval to Enter into Agreements with Entities to Conduct a Joint Election on May 9, 2015

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District authorizes the Interim District President to enter into agreements with independent school districts and cities in Collin County to conduct joint elections on May 9, 2015.

On motion of Mr. Cone, second of Mr. Hardin, the Board of Trustees of Collin County Community College District unanimously authorized the Interim District President to enter into agreements with independent school districts and cities in Collin County to conduct joint elections on May 9, 2015.

2015-1-9-5 Approval to Enter into an Election Services Agreement with the Collin County Elections Administrator

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District enters into an agreement with the Collin County Elections Administrator for an election services agreement between Collin County Community College District and the Collin County Elections Department for the May 9, 2015, election and, if required, the run-off election.

On motion of Mr. Rodriguez, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously agreed to enter into an agreement with the Collin County Elections Administrator for an election services agreement between Collin County Community College District and the Collin County Elections Department for the May 9, 2015, election and, if required, the run-off election.

2015-1-9-6 Approval of the Appointment of the Collin County Elections Administrator for the May 9, 2015, Election

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the appointment of Sharon Rowe, Collin County Elections Administrator, as the Chief Deputy Early Voting Clerk for the May 9, 2015, Trustee Election.

On motion of Mr. Wainwright, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the appointment of Sharon Rowe, Collin County Elections Administrator, as the Chief Deputy Early Voting Clerk for the May 9, 2015, Trustee Election.

2015-1-9-7 Approval of Interlocal Agreement with the City of McKinney for the Construction and Use of a Public Safety Training Facility

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the Interlocal Agreement with the City of McKinney for the construction and use of a public safety training facility.

Dr. Collins discussed developing services with the City of McKinney on property that the college would not own versus the property offered by the City of Melissa. He said he would like to see a closer look at the contract and to review the impact of building in McKinney or developing in Melissa using an “apples to apples” comparison.

Chairman Hendricks said the negotiations have been going on for some time, long enough that circumstances may have changed. The college is currently renting on a temporary basis with the City of Richardson. He suggested that the board might want to refer to committee for additional study.

On motion of Dr. Collins, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously agreed to refer the interlocal agreement with the City of McKinney for the construction and use of a public safety training facility to its Campus Facilities and Construction Committee for further study.

2015-1-9-8 Approval of Fee for Professional Truck Driving II for Students Eligible for Hazlewood Exemption

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves charging the established course fee for Professional Truck Driving II to students who would otherwise be eligible for a tuition waiver under the Hazlewood Act, effective March 1, 2015.

Interim District President Colleen Smith said this recommendation is made pursuant to Texas Administrative Code related to tuition waivers for eligible Hazlewood student applicants, Title 40, part 15, chapter 461, subchapter A, rule 461.3, which allows the governing board of a public junior college to establish a fee for extraordinary costs associated with a specific

course or program and to determine that the Hazlewood exemption does not apply to this fee. Eligible students would continue to be exempted from paying the fee established for Professional Truck Driving I. Currently those established fees are:

Professional Truck Driving I	100 hours	\$2,125
Professional Truck Driving II	100 hours	\$2,125

In answer to Mr. Cone’s question, Associate Vice President Steve Hardy said there are currently 16 students in the program. Mr. Hardy explained that the college’s costs of the program are high in comparison to other programs offered.

On motion of Ms. Arias, second of Dr. Collins, the Board of Trustees of Collin County Community College District approved charging the established course fee for Professional Truck Driving II to students who would otherwise be eligible for a tuition waiver under the Hazlewood Act, effective March 1, 2015, on a vote of eight (8) for and one (1) opposed. Mr. Cone cast the opposing vote.

2015-1-9-9 Approval of the U.S. General Services (GSA) Standard Rates for Texas as the Basis for the District’s Mileage and Per Diem Rates

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the U.S. General Services (GSA) standard rates for Texas as the basis for the District’s mileage and per diem rates, effective February 1, 2015.

On motion of Mr. Cone, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the U.S. General Services (GSA) standard rates for Texas as the basis for the District’s mileage and per diem rates, effective February 1, 2015, as presented.

	<u>Current Rate</u>	<u>GSA Rate/ Proposed Rate Effective 02/01/2015</u>
<i>Per Diem</i>		
Breakfast	\$ 10	\$ 10
Lunch	\$ 15	\$ 15
Dinner	<u>\$ 21</u>	<u>\$ 21</u>
Total	\$ 46	\$ 46 (no change)
<i>Mileage</i>	.56	.575 (1.5 cents per mile increase)

2015-1-9-10 Approval of the Audit Compliance Report from Independent Auditors Grant Thornton, LLP in Compliance with the Public Funds Investment Act and State Auditor’s Office

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the Audit Compliance Report from Independent Auditors Grant Thornton, LLP in compliance with the Public Funds Investment Act and State Auditor’s Office.

On motion of Dr. Collins, seconded by Ms. Wurzman, that Board of Trustees of Collin County Community College District unanimously approved the Audit Compliance Report from Independent Auditors Grant Thornton, LLP in compliance with the Public Funds Investment Act and State Auditor's Office.

2015-1-9-11 Approval of a Three-Year Contract with Grant Thornton, LLP as District Independent Auditor

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves a three-year contract with Grant Thornton, LLP as the District's Independent Auditor.

Vice President of Administration/CFO Ralph Hall said the contract allows for a \$2,500 increase in fees from Fiscal Year 2013-2014 to Fiscal Year 2014-2015. The contract also proposes a three percent (3%) increase each year for Fiscal Year 2015-2016 and Fiscal Year 2016-2017.

Mr. Hardin moved, seconded by Ms. Wurzman, to approve a three-year contract with Grant Thornton, LLP as the Collin College District's Independent Auditor.

Mr. Hall answered questions from board members regarding continuing to utilize the same auditor that has been used for the past eight or nine years. Mr. Hall said that there are no relationships between the audit firm and the staff. He added that it takes years for firms to become fully familiar with an operation as large as Collin College. Mr. Hardin, Chair of the Board's Budget and Finance Committee, said the committee had discussed this in the past. He said that with consolidation, there are not as many firms equipped to provide audits to organizations as large as Collin. Regarding a question about specialization, Mr. Hall said different parts of Grant Thornton specialize in different areas. He said they are currently providing auditing services to Texas Woman's University, Baylor, Austin Community College, and others and are very familiar with what is going on with the financial processes of an educational institution.

Dr. Collins called for the question. The Board of Trustees of Collin County Community College District unanimously approved a three year-contract with Grant Thornton, LLP as the District's Independent Auditor with the following fee structure:

<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
\$94,170.00	\$96,995.00	\$99,905.00

2015-1-9-12 Approval of Expenditure Reports for December 2014

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the Expenditure Reports for December 2014.

On motion of Dr. Collins, seconded by Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved the Expenditure Reports for December 2015 with the exception of membership fees to the American Association of Community Colleges (AACC) in the amount of \$15,490.

Chairman Hendricks explained that the college has not been a member of AACC for some time and that discussion was needed before that decision could be made. He said a recommendation could be brought back to the board regarding the need for membership in the organization.

2015-1-9-13 Approval of Bid Report for January 2015

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the Bid Report for January 2015.

On motion of Dr. Collins, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for January 2015.

In answer to Mr. Hardin's question, Chief Information Systems Officer David Hoyt responded that Bid 3423, Annual Contract for a Web Content Management System, was for the maintenance of a system used for several years throughout the district, with continued use by multiple content editors. He said the price is a good one and the college is happy with the service provided by the vendor OmniUpdate.

2015-1-9-14 Consideration and Possible Action to Name Finalist Candidates for Collin College District President

BE IT RESOLVED, that the Board of Trustees of Collin County Community College District approves the names of the finalist candidates for Collin College District President.

Chairman Hendricks said at present time there was no announcement to make or action to be taken on this item.

INFORMATION REPORTS

Ralph Hall, District Vice President of Administrative Services/CFO presented the following information reports:

Budget Status Report as of 12/31/14

For the month ending December 31, 2014, revenue exceeded expenditures by \$35,909,150. Year-to-date revenue exceeded expenditures by \$35,235,167. Mr. Hall said revenue and expenditures are on track for this time of year.

Investment Schedule as of 12/31/14

Investments for the month of December totaled book value of \$237,203,557 and market value of \$237,203,020. TexPool paid 0.04% and TexStar 0.05%. The U.S. Treasury benchmark was .02% on December 1, 2014, and .04% on December 31, 2014. Mr. Hall said investments also included two FHLB's at 0.09%, FNMA at 0.13%, and two FHLMC's at 0.10% and 0.09%.

INTERIM 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.

Interim District President Smith announced the following:

Dr. Smith announced that Collin was asked to present to the Texas Higher Education Coordinating Board as a program of excellence for our grant program. It is a model that will be used throughout the state.

The Board announced the following:

Trustee Wainwright said he is very proud to be a part of Collin College.

Trustees Wurzman and Collins echoed Mr. Wainwright's comments.

Trustee Rodriguez said the Martin Luther King, Jr. Power Leadership Breakfast was a very successful event. He acknowledged everyone who was involved and specifically thanked Vice Presidents Barbara Money and Lisa Vasquez. He said it was great to represent the college at this event.

Trustee Hardin thanked everyone for being present. He said the college and community are getting their money's worth with the board. Board members have been working very hard, and he thanked his fellow members. Mr. Hardin said it is a very important time for the board and the college and that he is convinced everyone will be proud when the work is completed.

Trustee Cone thanked the administrators and staff that have been helping with the candidate interviews. He said every candidate has complimented them.

Chairman Hendricks recognized the Leadership Team and Executive Assistant Shirley Harmon for their work during this time of transition. He said everyone has pitched in and to say the board is proud is an understatement. He said when times are hard everyone's character shows through. The board has worked hard; it will finish the job and continue to move the college forward. Chair Hendricks said there would likely be a special called meeting to announce the finalist for the district presidency. He acknowledged Vice President Kim Davison and Associate Vice President Norma Allen saying they are responsible for much of the process that is going on right now.

ADJOURNMENT

There being no further business, Chairman Hendricks adjourned the January 27, 2015, meeting of the Board of Trustees of Collin County Community College District at 8:10 p.m.