

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
August 23, 2016**

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its regular monthly Board of Trustees meeting on August 23, 2016, in the Board Room, Room 139, Collin Higher Education Center, with Chairman J. Robert Collins presiding. Trustees in attendance were Mr. Andy Hardin, Mr. Mac Hendricks, Ms. Jenny McCall, Mr. Jim Orr, Mr. Adrian Rodriguez, Mr. Larry Wainwright, and Ms. Nancy Wurzman. Trustee Place 5 is currently vacant. Other attendees included District President Neil Matkin, Collin College administrators, faculty, students, staff, and community members.

CALL TO ORDER

Chairman Collins called the August 23, 2016, meeting of the Board of Trustees of Collin County Community College District to order at 5:30 p.m. The Board met at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chairman Collins recessed the meeting to closed session at 5:30 p.m. in Room 135, Board Conference Room, 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.

OPEN SESSION

Chairman Collins reconvened the meeting at 7:09 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 23, 2016, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the August 23, 2016, 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. Wainwright led the pledge of allegiance to the American flag and Mr. Orr led the pledge to the Texas flag.

APPROVAL OF THE MINUTES OF THE AUGUST 11, 2016, SPECIAL CALLED MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Wainwright, seconded by Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its August 11, 2016, special called meeting.

APPROVAL OF THE MINUTES OF THE AUGUST 16, 2016, SPECIAL CALLED MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Wainwright, second of Mr. Orr, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its August 16, 2016, special called meeting.

PUBLIC COMMENTS

No public comment was presented.

2016-8-5-1 Personnel Report for August 23

The Personnel Report for August 23, 2016, included the following recommendations two (2) administrative appointments, four (4) faculty appointments, eight (8) staff appointments, three (3) promotion/lateral changes, nine (9) 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, promotion/lateral changes, and resignations/terminations. On motion of Ms. McCall, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved Items 1a through 1e of the Personnel Report for August 23, 2016, as presented.

2016-8-5-1a Approval of Administrative Appointments

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

NAME	TITLE	DATE	DEPARTMENT	REASON
William Horstman	Associate Dean, Student And Enrollment Services	9/06/16	Student and Enrollment Services	New Position
William King	Executive Director, Facilities	9/12/16	Administrative Services	New Position

2016-8-5-1b Approval of Faculty Appointments

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

NAME	TITLE	DATE	DEPARTMENT	REASON
Gregory Cox	Professor, EMT	9/06/16	Health Sciences	New Position
Monty De La Torre	Professor, Philosophy (Temporary)	8/09/16	Academic Affairs	Replacement
Melinda McBee	Professor, English	8/09/16	Academic Affairs	Replacement
Gail McGlothen	Professor, Nursing (Temporary)	8/22/16	Nursing	Replacement

2016-8-5-1c Approval of Staff Appointments

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

NAME	TITLE	DATE	DEPARTMENT	REASON
Christina Canales	Manager HR/Benefits	8/12/16	Human Resources	Replacement
Jonathan Coco	Manager HRIS/Reporting	8/22/16	Human Resources	Replacement
Darlisa Diltz	Business Advisor SBDC	8/18/16	Grants and Contracts	New Position
Willow Lucas	Financial Aid/Veteran Specialist	8/01/16	Financial Aid	Replacement
James Nunley	Police Training Instructor	9/01/16	Police Academy	Replacement
Tammy Rice	Coordinator Payroll	8/15/16	Finance Services and Reporting	Replacement
Stephen Shalosky	Business Advisor SBDC	8/18/16	Grants and Contracts	Replacement
Phillip Vasquez	Contract Administrator	8/01/16	Purchasing	New Position

2016-8-5-1d Approval of Promotions/Laterals/Changes

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

NAME	TITLE	DATE	DEPARTMENT	REASON
Connie Eubanks	N: Manager, Fitness Labs O: Coordinator, Fitness Facilities	9/01/16	N: Student & Enrollment Services O: Student & Enrollment Services	Reclassification
John D. Helton	N: Manager, Fitness Labs O: Coordinator, Fitness Facilities	9/01/16	N: Student & Enrollment Services O: Student & Enrollment Services	Reclassification
Kelley Satarino	N: Reference Librarian O: Supervisor, Circulation	9/01/16	N: Library O: Library	Replacement

2016-8-5-1e Approval of Resignations/Terminations

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

EMPLOYEE	LAST DAY	SERVICE	TITLE	DEPARTMENT
Daniel Bryner	8/25/16	2	Division Secretary	Student Life
Erica Fulmer	8/8/16	3	Collin Police Officer	Police Department
Brett Haduch	8/5/16	6	Advisor Disabilities Services/Mental Health	ACCESS
Kari Kimbrough	8/26/16	8	Director, HR/Compensation & HRIS	Human Resources
Vicki Mitchell	9/7/16	2	Assistant to Dean	Academic Affairs
Bijun June Orth	8/18/16	13	Senior Internal Auditor	Internal Audit
Randall Reiswig	9/2/16	2	Printing Services Assistant	Print Shop
Katye Rutledge	8/5/16	8	Supervisor	Testing
Villa Vance	8/31/16	1	Instructional Design Assistant	E-Learning Centers

2016-8-5-1f Approval of FY2016-2017 Salary Increases

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

Mr. Wainwright made a motion that the Board of Trustees of Collin County Community College District approves a 4% General Pay Increase for all full-time faculty and staff, appropriate adjustments for part-time staff not to exceed 4%, and approved merit, market, equity, compression, and range adjustments. The motion was seconded by Mr. Rodriguez and approved on a vote of seven (7) for and one (1) refusal. Mr. Orr recused himself from the vote.

2016-8-5-1e Approval of Salary and Contract for the District President

The Board of Trustees considered item 1g: salary and contract for the District President.

Mr. Rodriguez made a motion that the Board of Trustees of Collin County Community College District approves a budgeted salary and wage increase for the District President with approved merit and market adjustments; and in addition, approves the extension to the District President's employment contract, resulting in a three-year contract that extends through August 31, 2019. The motion was seconded by Ms. McCall and unanimously approved.

2016-8-5-2 Approval to Authorize the District President to Negotiate and Execute a Contract for Operational Management and Evaluation Services Related to the Administrative Services Division

President Matkin said the Operational Management and Evaluation Services Related to the Administrative Services Division have been under contract with Lynn & Company, PLLC for the period ending August 31, 2016. Mr. Lynn has had multiple years of experience in K-12 and higher education. Some of his accomplishments in the last year with Collin College have included construction contract issues, bookstore contract and management services to benefit students and simplify the college's responsibilities, implementation of the p-card system with lower costs, and implementation of new investment policies. Dr. Matkin said it was anticipated that Mr. Lynn's work would result in \$1.1 million in new monies to the District in the next 90 days. The Board's approval of this item allows the District President to negotiate the continuation of these services.

Mr. Hendricks made a motion that the Board of Trustees of Collin County Community College District approves authorizing the District President to negotiate and execute a contract for Operational Management and Evaluation Services Related to the Administrative Services Division for a one-year period ending August 31, 2017. The motion was seconded by Mr. Wainwright and unanimously approved.

2016-8-5-3 Approval of a Resolution Accepting the Resignation of Place 5 Trustee Stacy Anne Arias

Place 5 Trustee Stacy Anne Arias tendered her resignation on August 5, 2016, after 12 years of service on the Board of Trustees. Board Policy (Legal) BBC requires that Board of Trustees to take formal action to accept a board member's resignation.

Ms. Wurzman made a motion that the Board of Trustees of Collin County Community College District approve the resolution as presented to accept the resignation of Stacy Anne Arias, Trustee Place 5, effective August 23, 2016. The motion was seconded by Mr. Rodriguez and received unanimous approval.

RESOLUTION

WHEREAS, Stacy Anne Arias is a Board Member of Collin County Community College District having been first elected in May 2004 and re-elected in each subsequent election, AND

WHEREAS, Trustee Arias was a student of the College District when elected to the Board and has remained the only student ever to serve on the Board of Trustees, AND

WHEREAS, Trustee Arias has provided Exemplary Vision and Leadership to the District for over 12 years including service as Vice-Chair and Treasurer; Chair of the Organization, Education, and Policy Committee; and Member of the Budget & Finance Committee, AND

WHEREAS, Trustee Arias has a passion for students and worked tirelessly on the cause of affordable textbooks for all students, AND

WHEREAS, Trustee Arias has tendered her resignation effective August 5, 2016, for personal reasons, AND

WHEREAS, the Board of Trustees and District President recognizes the tremendous loss and impact of Trustee Arias' resignation, NOW THEREFORE

BE IT RESOLVED, that the Board of Trustees of Collin County Community College District approves the formal action to accept the resignation of Trustee Stacy Anne Arias, Place 5, effective August 23, 2016, with its utmost appreciation and gratitude for Trustee Arias' 12 years of stellar service and visionary leadership to the College District.

2016-8-5-4 Discussion Regarding the Replacement of Trustee Place 5

Chairman Collins said the vacancy of Trustee Place 5 resulting from the resignation of Stacy Anne Arias would be filled utilizing the same procedure as in the past with formation of a screening committee to receive applications, interview applicants, and make recommendation to the full board. Dr. Collins announced that Trustee Hendricks will chair the screening committee and members will include Trustees McCall, Rodriguez, and Wainwright.

No formal action was required on this item and none was taken.

2016-8-5-5 Approval and Adoption of 2016-2017 Budget

Executive Vice President Brenda Kihl presented a budget overview to the Board of Trustees regarding the academic alignment showing the actual change in academic models that resulted in a budgetary decrease of (\$695,597). Actual cost of the new academic alignment model was \$2,398,169 compared to previous model at \$3,093,766. Dr. Kihl said highlights of the new model included:

- Deans have assumed responsibility for their new roles and relocated as necessary
- All 14 associate dean positions have been hired (4 interim)
- All curricular areas have a primary faculty discipline lead and academic dean assigned
- Provosts, Deans, and Associate Deans received 42 hours of training prior to the start of fall semester
- Greater reduction in cost than expected

Acting Vice President of Administrative Services/CFO Ken Lynn presented highlights of the proposed 2016-2017 Budget. On July 26, 2016, Acting Vice President Ken Lynn presented the proposed budget to the Budget and Finance Committee. Seven of nine board members were in attendance at the meeting for the presentation and discussion. The proposed budget was presented to the Board of Trustees and public on August 16, 2016, with a public hearing on the proposed budget held at that same meeting.

The proposed budget for Fiscal Year 2016-2017 as presented is as follows: Current Funds (operating, auxiliary, and grants/contracts) \$215,495,662; Building Fund expenditures \$33,862,000; General Obligation and Revenue Debt Services funds \$4,555,937; Total Budget being \$253,913,599 with said funds to be appropriated to the various expenditure accounts as outlined in the proposed budget distributed to the Board of Trustees earlier in the month.

Mr. Orr made a motion that the Board of Trustees of Collin County Community College District approves and adopts the Fiscal Year 2016-2017 Budget as presented. The motion was seconded by Ms. Wurzman and unanimously approved.

2016-8-5-6 Approval of a Resolution Setting the 2016 Tax Rate

At its meeting of August 3, 2016, the Board of Trustees of Collin County Community College District voted on a proposed tax rate for 2016. Public hearings on the proposed tax rate were held on August 11 and August 16, 2016.

The tax rate will raise more taxes for Maintenance & Operation than last year's tax rate. The tax rate will decrease by 1.0% and will decrease taxes for Maintenance & Operations on a \$100,000 home by approximately \$0.80.

Ms. Wurzman moved approval of the resolution stating that property taxes be increased by the adoption of a tax rate of \$0.081222, which includes a Maintenance & Operation rate of \$0.078174 and a Debt Service Rate of \$0.003048, which is effectively a 1.0% decrease in the tax rate.

*Resolution Setting 2016 Tax Rate
Collin County Community College District*

WHEREAS, at its meeting of August 2, 2016, the Board of Trustees of Collin County Community College District voted on a proposed tax rate for 2016, and WHEREAS, the Board of Trustees of Collin County Community College District held a public hearing on the proposed tax rate for 2016 on August 11, 2016, AND

WHEREAS, the Board of Trustees of Collin County Community College District held a second public hearing on the proposed tax rate for 2015 on August 16, 2016, 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 2016 at \$0.081222, which includes a Maintenance and Operations rate of \$0.078174 and a Debt Service Rate of \$0.003048.

This tax rate will raise more taxes for Maintenance & Operations than last year's tax rate. The tax rate will effectively be lowered by 1.0% and will decrease taxes for Maintenance & Operations on a \$100,000 home by approximately \$0.80.

2016-8-5-7 Approval of Private Offers to Purchase Struck Off Properties

The Board of Trustees considered private offers made on three (3) struck off properties in Collin County.

On motion of Mr. Rodriguez, second of Mr. Wainwright, the Board of Trustees approved the private offers on three (3) struck off properties in Collin County on a vote of seven (7) for and one (1) refusal. Ms. McCall recused herself from the vote.

Property locations and offers include:

601 W. Elm Street, Celina, TX	\$ 5,000.00
204 Arkansas Street, Celina, TX	\$ 15,000.00
Blk 2, Tract 51, Farmersville, TX	\$ 100.00

2016-8-5-8 Approval of Bid Report for August 2016

Acting Vice President Ken Lynn highlighted items 4 and 7. Item 4 is the approval of the purchase and replacement of the switchgear at the Spring Creek Campus. When installed, the gear arced and welded open. Any problems resulting from the open weld could cause the electrical to be down for weeks if not corrected. Plans are to replace the switchgear over the winter break. Mr. Lynn said that Item 7 consolidates spend authorization for items that are existing and continuing under terms of renewal. These items are vetted by staff and recommendations for renewal made when appropriate. If there are problems, the college has a standard contract with a 30-day out clause.

On motion of Mr. Wainwright, second of Mr. Orr, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for August 2016 as presented.

I. NEW SOLICITATIONS

Purchase Request #1 Contract for Fiber Optic WAN Maintenance and Support Services	\$ 327,500.00
Purchase Request #2 Contract for Help Desk Services	329,995.00
Purchase Request #3 Contract for Printing Services	210,000.00
Purchase Request #4 Purchase of SCC Switchgear Replacement	412,757.58
Purchase Request #5 Contract for Parking Lot Striping	80,000.00
Purchase Request #6 Contract for Training Services	1,830,000.00
TOTAL OF NEW SOLICITATIONS	<u>3,190,252.58</u>

II. CONTRACT RENEWALS

Purchase Request #7 Annual Renewals	3,330,478.00
Purchase Request #8 Purchasing Cooperatives and Sole Source Purchases	<u>0.00</u>
TOTAL OF CONTRACT RENEWALS	<u>3,330,478.00</u>
GRAND TOTAL	\$ <u><u>6,520,730.58</u></u>

INFORMATION REPORTS

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

Expenditure Reports

- Summary of Cash Disbursements for the Month of July 2016
- Detailed Summary of Cash Disbursement for the Month of July 2016
- Checks Greater than \$5,000 for the Month of July 2016
- Summary of Contract and Grant Expenditures for the Month of July 2016
- Summary of Disbursements by Fund for the Month of July 2016
- Summary of Electronic Disbursements for the Month of July 2016

Other Reports

Summary of Current Funds Revenues & Expenditures for the period ending July 31, 2016
Monthly Investment Report, July 31, 2016

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. Scott J. Parke, Vice President of Policy and Planning for Collin College recently co-presented a national webinar on "The National Certification Data Exchange Project: Accessing and Matching Industry Certification Data." The webinar was sponsored by the Association for Career and Technical Education (ACTE) and U.S. Department of Education.
2. Dr. Rebecca Orr, Professor of Biology, has been named a National Academies Education Fellow in the Life Sciences for the 2016-17 academic year. Dr. Orr participated in the National Academies Northstar Summer Institute on Undergraduate Education in Biology, June 6-8 at the University of Minnesota, Twin Cities. The conference focused on enhancing undergraduate education. Congratulations to Dr. Orr on this honor.
3. *Value Colleges* has named Collin College in the Top 50 Best Value Community Colleges of 2016.
4. Keeley Bowman, full-time faculty member and Clinical Coordinator for our Health Information Management program has been elected President of the DFW Health Information Management Association.
5. Collin College's Purchasing Department received the Achievement of Excellence in Procurement Award for the 11th year in a row. The award honors organizations that demonstrate excellence in innovation, professionalism, productivity, e-procurement and leadership attributes of the procurement organization. The award was given by the National Purchasing Institute. Congratulations to Acting Vice President Ken Lynn, Purchasing Director Cindy White, Reporting Manager Cyndy Smith, and the entire Purchasing Department for their work in achieving this recognition.
6. Collin College hosted two robotics camps this summer. The all-girl and a mixed boys and girls camps were created by Physics Professor Dr. Greg Sherman and retired Collin College Mathematics and Engineering Professor Tom Mobley. Sponsored by State Farm and Rockwell Collins, the three-day camps offered seventh-tenth graders

the opportunity to learn the mechanical aspects of robots and how to program them. Thank you to VP/Provost Dr. Abe Johnson, Dean James Barko, Dr. Sherman, Professor Mobley, and our corporate sponsors for their help in making the camp a success.

7. The 2016 All College Day Silent Auction sponsored by Collin's All College Council raised \$14,066 for Collin student scholarships. This was an increase over last year when the auction raised just under \$12,000. Thank you to everyone who organized, coordinated, donated, bid, and worked this year's Silent Auction. Special kudos to Chair G'Anna Saunders and members of the All College Council, and to Caroline Langton and Todd Fields who took the lead in solicitations for this year's auction.
8. In addition, over 50 boxes of school supplies were donated by our employees at All College Day to this year's charitable organization, Operation Homefront, benefitting children of current military personnel and veterans living in Collin County.
9. Collin College was awarded the *Innovative Best Practice Institution* recognition and certificate on August 3, at the statewide Prior Learning Assessment Portal Project (PLA) Conference. Several of Collin's program faculty employ PLA to help students with real world experience in their chosen fields get a jumpstart on earning a related credential. Examples include a variety of assessment approaches: Nursing and CE faculty use entry testing that demonstrates a base of knowledge and performance skills equivalent to identified introductory course work, and transcribed military training vetted by the Council for Adult and Experiential Learning (CAEL) is recommended for credit. Thank you to Sr. Vice President Sherry Schumann, Vice President of Academic Services Dr. Dani Day, and Associate Dean of Academic Services Kathleen Fenton for securing this recognition for Collin's faculty.

The Board announced the following:

Trustee Rodriguez gave a special thank you to Mr. Lynn and his staff for a very detailed, thorough, and easy to read budget. He joked, "If a social worker can read it, we are in good shape." He added it was "outstanding." Mr. Rodriguez said he looks forward to another outstanding year from everyone at Collin College and that he looks forward to hearing all the accolades in the upcoming year.

Trustee Hardin echoed Trustee Rodriguez's comments.

Trustee Orr welcomed everyone to a new year and thanked them for all they do.

Mr. Wainwright made a remark on the 4% raise.

Chairman Collins said it was nice to be through another budget/tax rate cycle and thanked those who worked on getting the information to the board.

CLOSING

President Matkin thanked the Board of Trustees for the faith the board has shown in him by extending his contract and rewarding him as the board has. He said many people in the room, from the front to the back, have done incredible jobs in getting us where we are this year, including a lot of teamwork and working incredible hours. Dr. Matkin said Collin is a great college and there is incredible opportunity ahead of us. He again thanked the members of the board for its faith in, not only him, but also the Leadership Team, as well as the incredible people who come to the board meetings and cheer us on, those who actually do the work.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the August 23, 2016, meeting of the Board of Trustees of Collin County Community College District at 8:03 p.m.