

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
Meeting Minutes  
July 22, 2014**

The Collin County Community College District ("Collin College" or "District") conducted its regular monthly Board of Trustees meeting on July 22, 2014, 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. Andy Hardin, Ms. Jenny McCall, Mr. Larry Wainwright, and Ms. Nancy Wurzman. Trustee Adrian Rodriguez was absent. Other attendees included District President Cary A. Israel, Collin College administrators, faculty, students, staff, community members, and vendor representatives.

**CALL TO ORDER**

Chairman Hendricks called the July 22, 2014, meeting of the Board of Trustees of Collin County Community College District to order at 5:41 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 5:42 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 and 551.082.

**OPEN SESSION**

Chairman Hendricks reconvened the meeting at 7:05 p.m. in Boardroom 139 and welcomed those in attendance. Chairman Hendricks called on Shirley Harmon, Executive Assistant to the President/Secretary to the Board of Trustees, to certify posting of the notice of the meeting.

**CERTIFICATION OF THE NOTICE OF THE JULY 22, 2014, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Ms. Harmon certified the notice of the July 22, 2014, 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 JUNE 24, 2014, SPECIAL CALLED MEETING AND RETREAT OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

On motion of Ms. Arias, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its June 24, 2014, special called meeting and retreat.

## **APPROVAL OF THE MINUTES OF THE JUNE 24, 2014, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

On motion of Ms. Wurzman, seconded by Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its June 24, 2014, regular meeting.

### **PUBLIC COMMENTS**

No comments were presented.

### **PRESENTATION**

No presentations were presented.

### **MOMENT OF SILENCE**

President Israel asked that a moment of silence be observed in honor of Joanne Stevens, former professor of humanities, who passed away last Friday. She was a stellar faculty member and great leader at Collin College for 21 years. She will be greatly missed. Dr. Israel asked that her family and friends be kept in thoughts and prayers.

### **2014-7-1 Personnel Report for July 2014**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the following Personnel Report for July 2014.

Upon motion of Dr. Collins, seconded by Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved the Personnel Report for July 2014 as presented.

### **2014-7-1a Administrative Appointments**

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

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>DATE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>REASON</u></b>
Stacy Kuenn	Director, Health Science Academies	8/4/14	Health Sciences	New Position

### **2014-7-1b Faculty Appointments**

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

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>DATE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>REASON</u></b>
Marc Azard	Professor, English	8/12/14	Academic Affairs	Replacement Audrey Heaslip
Jillian Beley	Professor, Speech (Temporary Full-time)	8/12/14	Academic Affairs	Replacement Eric Carlson

Irene Bowen	Professor, Biology	8/12/14	Academic Affairs - STEM	Replacement Amina Tassa
Kylie Bunner	Professor, Nursing	8/12/14	Nursing	Replacement Virginia Holter
Kyle Edens	Professor, Psychology (Temporary Full-time)	8/12/14	Academic Affairs	Replacement Mary Jeanell Buck
Amardeep Gill	Professor, Nursing	8/12/14	Nursing	Replacement Phyllis Weir
Rex Kare	Professor, Art	8/12/14	Fine Arts	New Position
Mervat Karout	Professor, Biology (Temporary Full-time)	8/12/14	Health Sciences	Replacement Jeanette Boylan
Ronald Nichols	Professor, Accounting	8/12/14	Business and Computer Systems	Replacement Courtney Naismith
Michael Saylor	Professor, Cyber Security/Network Engineering	8/12/14	Academic Affairs – STEM	New Position (Grant-funded)
Jennifer Seibert	Professor, Art	8/12/14	Fine Arts	Replacement Jerrel Reece
Kandice Swarthout-Roan	Professor, Dental Hygiene (Temporary Full-time)	8/12/14	Health Sciences	Replacement Christine McClellan
Leslie Teel	Professor, Health Science Academy/EMT	8/12/14	Health Sciences	New Position
Vijaya Velamakanni	Professor, Biology (Temporary Full-time)	8/12/14	Health Sciences	New Position
Yiping Wang	Professor, Engineering	8/12/14	Academic Affairs - STEM	Replacement Robert Meeks
Julia Wickett	Professor, Physics	8/12/14	Academic Affairs	New Position

#### 2014-7-1c Staff Appointments

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

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Tricia Conner	Web Communication Editor - TAACCCT Grant	6/19/14	VP/Provost Office - TAACCCT Grant	Replacement Cicely Miller
Raymond Fitzgerald	Call Center Specialist	7/7/14	Financial Aid and Veteran Affairs	Temporary to Full- time

Jessica Flores	Bookstore Associate II	6/16/14	Auxiliary Services	Replacement Brittani Gossett
Tammi Gupta	Lab Instructor	7/14/14	Math and Natural Sciences	Replacement Mark Garcia
James Leathers	Call Center Supervisor	7/7/14	Financial Aid and Veteran Affairs	Temporary to Full- time
Charity Lewallen	Director, Academic Planning/QEP	8/27/14	Teaching and Learning	New Position
Lori Naquin	Secretary I	6/16/14	Destination College	Replacement Helen Coffee
Vijayalakshmi Ramakrishnan	Lab Assistant	6/16/14	Academic Affairs - STEM	Replacement Thuy Nguyen
Yasaman Sanaee	Call Center Specialist	7/7/14	Financial Aid and Veteran Affairs	Temporary to Full- time
Krystal Sanders- Pierce	Administrative Assistant	7/8/14	Admissions and Records	Replacement Amy Williams
Katie Smith	Lab Assistant	6/16/14	Academic Affairs - STEM	Replacement Kimberly DeAtley
Grace Utsler	Circulation Assistant	7/7/14	Library	Replacement Mildred Okun

#### 2014-7-1d Promotions/Laterals/Changes

BE IT RESOLVED, at the recommendation of the 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>
Kerry Jeffrey	N: Bookstore Shipping & Receiving Associate O: Printing Services Assistant	6/23/14	N: Auxiliary Services, SCC O: Auxiliary Services, SCC	Promotion/ Replacement Michael Marshall
Lisa Zachmann	N: Assistant to the Dean O: Advisor, Health Sciences	6/23/14	N: Nursing, CPC O: Health Sciences, CPC	Reclassification/ New Position
Amy Rule	N: Professor, English O: Professor, Developmental Writing	8/13/14	N: Academic Affairs, CPC O: Developmental Education, CPC	Lateral/New Position

### 2014-7-1e Terminations/Resignations

BE IT RESOLVED, at the recommendation of the 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>
Dennis Hackett	7/8/14	10	Facility Operations Assistant	Facility Plant Operations
Courtney Naismith	8/11/14	5	Professor, Accounting	Business and Computer Sciences
Collin Thomas	7/3/14	8	Professor, Biology	Math and Natural Sciences

### 2014-7-2 Approval of Board (LOCAL) Policies

WHEREAS, following a thorough review by administration of Board local policies proposed by the Texas Association of School Boards Policy Services, NOW THEREFORE

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the local policies as presented.

President Israel reviewed recommended changes to the referenced policies as follows:

-BD requires two or more board members to propose an agenda item before it is placed on the agenda.

-CR ensures compliance with the requirements of the Digital Millennium Copyright Act (DMCA) and the Higher Education Opportunity Act. It further identifies David Hoyt, Chief Information Systems Officer, as the Designated Agent for the DMCA.

-DAA deletes reference to the Texas Educational Opportunity Plan since it no longer exists and proposes the addition of the EEO Statement and Title IX Statement. President Israel acknowledged the leadership of Dr. Linda Qualia and talked about the college hosting the second annual violence conference. He said the college is responsible for not only what happens on our campuses, but also what happens off campus involving our student organizations.

-DBB clarifies the college's policy regarding medical examinations of employees.

-DDA is a paragraph recommended by TASB as a part of the SACS requirement that colleges maintain job descriptions that are accessible for employees.

-DEA adds a sentence that prohibits the district from accepting gifts, grants, donations, etc. to be used as salary supplements.

-DEC provides the opportunity for a new biological parent to use college paid sick leave for up to six weeks upon the birth of his/her own child. This policy was already available to employees who are adoptive parents.

-DEE adds the requirement for a release for employees approved for international travel. Dr. Israel said the remaining policies incorporate minor edits, title clarifications and/or shifts in language among policy codes.

Dr. Collins questioned the strength of the language in policy DC regarding hiring practices.

On motion of Dr. Collins, seconded by Ms. Wurzman, the Board of Trustees unanimously approved the policies presented with the exception of Policy DC, Hiring Practices, which policy will be revised to strengthen the language regarding hiring practices and brought back to the Board of Trustees as a first reading at its meeting in August 2014.

Approved local policies include:

BD	Board Meetings
CR	Technology Resources
DAA	Employment Objectives: Equal Employment Opportunity
DBB	Employment Requirements and Restrictions: Medical Examinations and Communicable Diseases
DBD	Employment Requirements and Restrictions: Conflict of Interest
DBF	Employment Requirements and Restrictions: Nonschool Employment
DCA	Term Contracts
DDA	Qualifications and Duties
DDC	Contract and At-Will Employment: At-Will Employment
DEA	Compensation and Benefits: Salaries
DEC	Compensation and Benefits: Leaves and Balances
DEE	Compensation and Benefits: Expense Reimbursement
DM	Termination of Employment

#### **2014-7-3 Approval of In-Theater Advertising Proposal from NCM Media Networks**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the proposal for In-Theater Advertising from NCM Media Networks in the amount of \$75,440.00.

On motion of Ms. McCall, seconded by Mr. Hardin, the Board of Trustees of Collin County Community College District unanimously approved the proposal for In-Theater Advertising from NCM Media Networks in the amount of \$75,440.00.

#### **2014-7-4 Approval of Expenditure Reports for June 2014**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the expenditure reports for June 2014.

President Israel reported that there was nothing out of the ordinary in the expenditures for June.

On motion of Mr. Wainwright, seconded by Dr. Collins, the Board of Trustees of Collin County Community College District unanimously approved the expenditures reports for June 2014 totaling \$3,835,562.88.

**2014-7-5 Approval of Bid Report for July 2014**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the bid report for July 2014.

On motion of Mr. Wainwright, seconded by Ms. Arias, the Board of Trustees of Collin County Community College District Community College District unanimously approved the Bid Report for July 2014 as presented.

<b>BID #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
	<b>NEW SOLICITATIONS</b>	
3697	ANNUAL CONTRACT FOR SCIENCE LAB SUPPLIES AND EQUIPMENT  Dot Scientific, Inc. Burton, MI  Fox Scientific Alvarado, TX  Sargent-Welch/VWR Arlington Heights, IL  Ward's Natural Science Rochester, NY  Cynmar Corporation Carlinville, IL  Delta Education LLC dba Frey Scientific Chicago, IL	\$122,000.00 (not to exceed)
3699	ANNUAL CONTRACT FOR ATHLETIC EQUIPMENT, UNIFORMS AND MISCELLANEOUS SUPPLIES  Cardinal's Sport Center Lubbock, TX  Gopher Sport Owatonna, MN	\$32,000.00 (not to exceed)

## CONTRACT RENEWALS

3033	RENEWAL OF ANNUAL CONTRACT FOR PURCHASE OF SCIENCE LAB SUPPLIES AND EQUIPMENT	\$135,000.00 (not to exceed)
	Carolina Biological Burlington, NC	
	Flinn Scientific Batavia, IL	
	Frey Scientific Nashua, NH	
	Sargent Welch Scientific Buffalo Grove, IL	
	Thermo Fisher Scientific Pittsburgh, PA	
3463	RENEWAL OF ANNUAL CONTRACT FOR EDUCATIONAL LIBRARY MEDIA	\$511,000.00 (not to exceed)
	Alibris, Inc. San Francisco, CA	
	Baker & Taylor, Inc. Atlanta, GA	
	Brodart Co. Williamsport, PA	
	CompleteBook Cedar park, TX	
	Emery-Pratt Co. Owosso, MI	
	Follett Library Resources Chicago, IL	
	The Gale Group, Inc. Chicago, IL	
	Matthews Medical & Scientific Books, Inc. St. Louis, MO	



Midwest Tape, LLC  
Holland, OH

Rittenhouse Book Distributors, Inc.  
King of Prussia, PA

3470	RENEWAL OF ANNUAL CONTRACT FOR USED, OUT OF PRINT, REMAINDERED AND HARD TO FIND BOOKS AND VIDEOS	\$90,000.00 (not to exceed)
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Alibris, Inc.  
San Francisco, CA

Emery-Pratt Co.  
Owosso, MI

3477	RENEWAL OF ANNUAL CONTRACT FOR WINDOW GLASS AND SKYLIGHT REPLACEMENT AT ALL CAMPUSES	\$119,000.00 (not to exceed)
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B.J. Glass Company  
Crandall, TX

3569	RENEWAL OF ANNUAL CONTRACT FOR MEDICAL SUPPLIES FOR HEALTH SCIENCE CLASSES	\$280,000.00 (not to exceed)
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Alert Services  
San Marcos, TX

Alimed, Inc.  
Dedham, MA

Bound Tree Medical  
Dublin, OH

Henry Schein  
Melville, NY

Medco Supply Company, Inc.  
Tonawanda, NY

Medline Industries Holdings, LP  
Dallas, TX

MMS – A Medical Supply Company  
Earth City, MO

Pocket Nurse Enterprises  
Ambridge, PA

Southeastern Emergency Equipment (SEE)  
Youngsville, NC

3581	RENEWAL OF ANNUAL CONTRACT FOR PRINTING OF BROCHURES AND BOOKLETS	\$45,000.00 (not to exceed)
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Business Printing  
Carrollton, TX

Ennis Graphics  
Frisco, TX

3586	RENEWAL OF ANNUAL CONTRACT FOR PLUMBING INSPECTION, MAINTENANCE AND REPAIRS	\$95,000.00 (not to exceed)
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Classic Plumbing  
Plano, TX

3587	RENEWAL OF ANNUAL CONTRACT FOR REPLACEMENT AIR FILTERS	\$54,000.00 (not to exceed)
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Filter Systems, LLP  
Dallas, TX

#### **CONTRACT REVISIONS**

2837	TOUCHNET COMMERCE MANAGEMENT SUITE	
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TouchNet Information System, Inc.  
Lenexa, KS

Original Contract:	\$127,823.37
CO # 1 – Increase:	\$3,500.00
Revised Contract Total:	\$131,323.37

3424	ANNUAL CONTRACT FOR PROMOTIONAL PRODUCTS	
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Joy Promotions, Inc.  
Dallas, TX

Authentic Promotions.com  
Sacramento, CA

Best Press, Inc.  
Addison, TX

Positive Promotions, Inc.  
Hauppauge, NY

Proforma Promotions Remembered  
Allen, TX

Original Contract:	
CO # 1 – Increase:	\$60,000.00
Revised Contract Total:	\$40,000.00
	\$100,000.00

3595 ANNUAL CONTRACT FOR SMALLWARES AND  
EQUIPMENT FOR CULINARY CLASSROOMS

Pueblo Hotel Supply  
Pueblo, CO

Jean's Restaurant Supply  
Corpus Christie, TX

Edward Don & Company  
The Colony, TX

Sam Tell & Son  
Farmingdale, NY

Ace Mart Restaurant Supply  
San Antonio, TX

Original Contract:	\$32,000.00
CO # 1 – Increase Revised:	\$10,000.00
Contract Total:	\$42,000.00

3598 ANNUAL CONTRACT FOR PRINTED T-SHIRTS  
AND EMBROIDERED POLOS

Buffalo Specialties  
Addison, TX

Original Contract:	\$37,000.00
CO #1 – Increase	\$20,000.00
Revised Contract Total	\$57,000.00

3637 ANNUAL CONTRACT FOR INTERNET, DATA  
CONNECTION AND TELEPHONE SERVICES FOR  
THE DISTRICT

Grande Communications Networks LLC  
San Marcos, TX

Original Contract:	\$185,820.00
CO # 1 – Increase	\$16,800.00
Revised Contract Total:	\$202,620.00

### INFORMATION REPORTS

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

#### Budget Status Report as of 06/30/14

For the month ending June 30, 2014, expenditures exceeded revenue by \$9,550,885. However, year-to-date revenue exceeded expenditures by \$21,778,835.

#### Investment Schedule as of 06/30/14

Investments for the month of June totaled \$258,676,348 with TexPool paying .03% and TexStar paying 0.03%. A Fannie Mae paid .082%. The U.S. Treasury benchmark was .04% on June 1, 2014, and .04% on June 30, 2014. Three short-term certificates of deposit with Bank of America are paying .13%, .11% and .11% respectively.

### 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.

#### **Board Announcements:**

Andy Hardin, Chairman of the Budget and Finance Committee, reported on the committee's meeting earlier in the day. He said committee members reviewed the 2014-2015 budget for the first time and that it represented quality work by the staff. He said a lot of information was presented and that there are still loose ends to tie up, but the committee appreciated the opportunity to ask questions. Trustee Hardin said he is confident that the budget will be one everyone will be in favor of when presented to the full board for its consideration.

#### **President Israel announced the following:**

1. Collin's Engineering Technology Department was named as a finalist for "Tech Titans of the Future – University Level" by the Metroplex Technology Business Council. The Tech Titan program recognizes the most elite in North Texas technology – individuals

currently transforming the high-tech industry and giving companies that competitive edge. Our competition is stiff with two programs at UT-Dallas and the Industrial Engineering Senior Design program at A&M Commerce. The winner will be announced at a gala on August 22. Congratulations to Senior Vice President Colleen Smith, Vice President/Provost Brenda Kihl, Dean Jon Hardesty, Director Dave Galley and faculty and staff of the Engineering Technology Department.

2. On July 9, 13 veterans were recognized as they completed cybersecurity training at Collin College and on-the-job work experience at Hewlett Packard in a partnership program with Workforce Opportunities Services. The veterans received a paycheck while participating in this experiential learning program. They will have contracted employment with HP for 10 more months with the potential to be hired on full-time. We appreciate our veterans, Vice President/Provost Brenda Kihl, Dean Jon Hardesty, and the faculty and staff involved with our program. Special thanks to Hewlett Packard and Workforce Opportunities Services for being good working partners with Collin.
3. Professor of Psychology Tracy Meyer will present "Incorporating Original Research into the first 2 years of College" at the American Psychological Association Conference in August. Her presentation has been designated a "Session Spotlight" on the APA (American Psychology Association) website. Only about 5-10 talks from each division of the over 5,000 presenters are given this designation. We congratulate Professor Meyer on this great achievement.
4. The 13<sup>th</sup> annual National Science Foundation-sponsored Working Connections Workshops were held at the Preston Ridge Campus July 7-11. Over 100 faculty representing 50 colleges and universities from 20 different states experienced cutting-edge technology training to prepare them to teach the newest technology. Faculty experienced training such as Android App development, Cloud Infrastructure, ethical hacking, and virtualization. Thank you to Dr. Brenda Kihl, Dr. Ann Beheler, Helen Sullivan, Mark Demsey and the team of excellent staff working on the NSF Convergence Technology Grant; we appreciate their stellar leadership and quality contributions.

**The Board announced the following:**

Chairman Hendricks said that with all we have been seeing on the news and in the media about veterans, he wanted to say that Collin College holds them in high esteem. He said that we have been working to provide veterans with the services they need, to let them know they are welcome and provide them great service and treatment. Our veteran students have responded in kind. Chairman Hendricks said he is very proud of what the college has done for veterans because we owe them a debt. President Israel added that Collin has more than 1,500 veteran students; they have given much and add a lot to the college. He said he was appreciative of Chairman Hendricks comments acknowledging our veterans.

**ADJOURNMENT**

There being no further business, Chairman Hendricks adjourned the July 22, 2014, meeting of the Board of Trustees of Collin County Community College District at 7:45 p.m.