

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
May 22, 2018

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its work session and regular monthly Board of Trustees meeting on May 22, 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. Collins, Dr. Stacey Donald, Mr. Andy Hardin, Mr. Mac Hendricks, Mr. Steve Matthews, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, and Mr. Adrian Rodriguez.

WORK SESSION CALL TO ORDER

Chairman Collins called the May 22, 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’Byron, 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

Discussion items included the following:

1. Marshals Program – William Taylor, Chief of Police
2. Compensation Committee Update – 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 6:37 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.

REGULAR MONTHLY MEETING CALL TO ORDER

Chairman Collins convened the regular monthly meeting of the Board of Trustees of Collin County Community College District at 7:00 p.m. in Boardroom 139 and welcomed those in attendance. Trustees in attendance were Dr. Collins, Dr. Stacey Donald, Mr. Andy Hardin, Mr. Mac Hendricks, Mr. Steve Matthews, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, and Mr. Adrian Rodriguez. Other attendees included District President Neil Matkin, Collin College administrators, faculty, staff, vendors, and community members.

Chairman Collins called on Kim O'Bryon, 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 MAY 22, 2018, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. O'Bryon certified that the notice of the May 22, 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

Dr. Donald led the pledge of allegiance to the United States flag, and Mr. Matthews led the pledge to the Texas flag.

APPROVAL OF THE MINUTES OF THE APRIL 24, 2018, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Dr. Menon, second of Mr. Matthews, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its April 24, 2018, regular meeting.

PUBLIC COMMENTS

No public comments were presented.

PRESENTATIONS

1. Recognition of Retirees on the Occasion of their Retirement – President Matkin read the following tribute regarding Dr. Kathleen Fenton and Dr. Joan Jenkins. Chairman Collins presented a gift to Dr. Fenton. Dr. Jenkins was unable to attend the meeting.

Dr. Kathleen Fenton is retiring after 27 years of working in higher education at the federal, state and local levels. During her tenure at the college, she led the first Quality Enhancement Plan, focusing on Learning Communities, before transitioning to the development of an assessment process that included service units and community outreach as well as workforce and academic programs. Her group supported the faculty-driven Core Objectives Assessment Team and Curriculum Advisory Board, which guided the development of the 2014 Collin Core curriculum.

Kathleen has represented the college in various outside leadership roles such as chairing the Research & Institutional Effectiveness Committee of the North Texas Consortium of Community Colleges and serving on the LEAP-Texas Board to advance the use of student artifacts instead of standardized testing. Her efforts also brought statewide recognition to Collin College in 2017 as an Innovative Institution for Prior Learning Assessment.

Dr. Joan Jenkins was hired in 1989 as Professor of History and has been a tremendous asset to the college. Her most recent roles have included Academic Planning Coach, Spring Creek Campus Faculty Council representative, and coordinator and moderator of Students’ History Forum. She has been a member of college committees including Study Abroad Program Development Committee, Academic Freedom Committee co-chair, International Student Support Committee, and chair of Commercial Photography five- year program review. Students have commented that Joan has “lots of enthusiasm and spunk,” that she has a “passion for teaching” and she “treats students with respect.”

President Matkin asked the audience to join him in giving a hearty thank you to the retirees. He said he appreciated their commitment and service to Collin College.

2018-5-1 Personnel Report for May 2018

Discussion: The Personnel Report for May 2018 included 7 administrative appointments, 12 faculty appointments, 4 staff appointments, 18 promotions/changes, and 10 resignations/terminations.

On motion of Dr. Menon, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved items 1a through 1f of the Personnel Report for May 2018 as presented.

2018-5-1a Approval of 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>
James Barko	N: Dean of Student & Enrollment Services O: Dean, Academic Affairs	05/23/18	Student & Enrollment Services	Reorganization
Brandy Fair	Associate Dean	05/23/18	Academic Affairs	New position
Todd Fields	N: Dean of Admissions/District Registrar O: Director of Admissions/District Registrar	05/23/18	Student and Enrollment Services	Reclassification

Mark Garcia	N: Dean, Strategic Initiatives O: Immersion Dean, Strategic Initiatives	05/23/18	Strategic Initiatives	Reclassification
Traci Ramsey	N: Associate Dean, Academic Affairs O: Interim Associate Dean, Academic Affairs	05/23/18	Academic Affairs	Replacement Craig Leverette
Torrey West	Associate Dean, Student and Enrollment Services Immersion Associate Dean, Student and Enrollment Services	05/23/18	Student and Enrollment Services	Reclassification
Melanie Yates	Associate Dean	05/23/18	Academic Affairs	New position

2018-5-1b Approval of 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>
Daniel Birdsong	Professor, Art Appreciation	08/14/18	Academic Affairs	Replacement Jill Foltz
Charles Essary	Professor, Respiratory Care	08/14/18	Health Sciences	Replacement Angela Switzer
Dawn Headrick	Professor, Respiratory Care	08/14/18	Health Sciences	Replacement Mary Owen
Mary Hodges	Professor, Health Information Management	08/14/18	Health Sciences	Replacement Keeley Bowman
Krystal Humphreys	Professor, History	08/14/18	Academic Affairs	Replacement Steven Short
Shanna Irwin-Coury	Professor, Mathematics	08/14/18	Academic Affairs	Replacement Kyle Kundomal
Blaine Jones	Professor, EMT/Paramedic	08/14/18	Health Sciences	New position
Leslie Kelley	Professor, Psychology	08/14/18	Academic Affairs	New Position
George Neal	Professor, Art Appreciation	08/14/18	Academic Affairs	New Position
Mehrdad Panahi	Professor, Mathematics	08/14/18	Academic Affairs	New Position
Robert Robinson	Professor, Chemistry	08/14/18	Academic Affairs	Replacement Michael Jones
Donna Smith	Professor, Surgical Technology	08/14/18	Health Sciences	Replacement Troy Holmes

2018-5-1c Approval of 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>
Hugh Faison	Receiving Clerk	04/16/18	Physical Plant Support Services	Replacement Bill Gidney
Damon Ling	Grounds Keeper	04/30/18	Grounds	New position
Kim O'Bryon	Executive Assistant to the President/Secretary to the Board	05/07/18	President's Office	Replacement Shirley Harmon
Sowmya Rajendran	Makerspace Assistant (Temporary)	05/14/18	Library	New position

2018-5-1d Approval of Promotions/Changes

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Suzanne Acklin	N: Senior Applications Administrator O: Application Administrator	05/01/18	Administrative Programming	Promotion
Haley Barfield	Executive Assistant	05/01/18	VP Workforce and Economic Development	Reclassification
Gwen Best	Executive Assistant	05/01/18	Institutional Research	Reclassification
Justina Conley	Executive Assistant	05/01/18	Human Resources	Reclassification
Samantha Dean	N: Associate Registrar O: CE Manager Workforce Professional Program Student Operations	05/23/18	Student and Enrollment Services	Reorganization
Sarah Densmore	Executive Assistant	05/01/18	Academic Workforce and Enrollment Services	Reclassification
Kasie Dodd	N: Assistant Graphic Designer O: Administrative Assistant	05/01/18	Strategic Initiatives	Promotion
Amy Garrison	N: Social Digital Media Coordinator O: Administrative Assistant	04/16/18	Grants and Contracts	Reclassification

Jennifer Gilchrist	Executive Assistant	05/01/18	Police Department	Reclassification
Carol Harber	Executive Assistant	05/01/18	Organizational Effectiveness	Reclassification
Sylvia (Sandi) Herrera	Executive Assistant	05/01/18	Vice President/Provost	Reclassification
Judy James	Executive Assistant	05/01/18	Academic Services	Reclassification
Renee Long	Executive Assistant	05/01/18	Vice President/Provost	Reclassification
Nicola Luna	N: Instructional Technologist O: Instructional Technologist (Temporary)	05/01/18	Strategic Initiatives	Lateral
Jennifer McDermott	N: Manager, Technology Solutions O: Coordinator, Communication Technology	05/01/18	Strategic Initiatives	Reclassification
Benjamin Miro	N: Instructional Designer O: Instructional Technologist	05/01/18	Distance Learning	Replacement Nirisha Garimella
Glenda Morris	Executive Assistant	05/01/18	Student and Enrollment Services	Reclassification
Kelly Rossato	Executive Assistant	05/01/18	Vice President/Provost	Reclassification

2018-5-1e Approval of Resignations/Terminations

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

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Laura Bray	05/11/18	5	Professor, Music	Workforce
Kathleen Fenton	05/11/18	11	Associate Dean, Academic Services	Curriculum
John "Chris" Grooms	04/20/18	29	Professor, English	Academic Affairs
Joan Jenkins	05/11/18	29	Professor, History	Academic Affairs
Jennifer Jordan	06/01/18	3	Coordinator, Support Services	Access
Victoria Reisch	04/27/18	1	Disability Services Advisor	Access

Theresa Schlichthorn	04/27/18	5	Assistant to the Dean	Academic Affairs
Jimmy Smith	04/23/18	9	Receiving Clerk	Physical Plant Support Services
Kala Smith	04/23/18	4	Director, Human Resources Employment and Professional Development	Human Resources
Byrd Williams	04/20/18	29	Professor, Photography	Workforce

2018-5-2 Report Out of the Organization, Education, and Policy Committee; Campus Facilities and Construction Committee; and Finance and Audit Committee 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 are being presented for Board review as a first reading. The Campus Facilities and Construction Committee reviewed policy BCB at its meeting of May 15; the Finance and Audit Committee reviewed policies BCB and CDC also on May 15. The Organization, Education, and Policy Committee met on May 22 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 are to clarify provisions addressing the use of drones and to 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 reported to the board as chair of the Organization, Education and Policy Committee. Mr. Hendricks opened the floor to any comments regarding the proposed changes; no comments were provided. There was no further discussion.

The items were a first reading of local Board policies, so no action was taken.

2018-5-3 Report Out of the Finance and Audit Committee and Recommendation of the Firm Grant Thornton LLP to Provide Independent Audit Services for the District

Discussion: Request for Qualifications solicitation #4154 was issued for certified public accounting firms to provide independent audit services for the District. The Finance Audit Committee reviewed the solicitation at its May 15 meeting.

President Matkin made a few remarks regarding the recommendation of Grant Thornton LLP. Of the six firms that applied, Grant Thornton LLP has the most experience with higher learning institutions and the highest rating. He noted that the Grant Thornton LLP audit leader would change for future audits.

Finance and Audit Committee Chair, Fred Moses, brought a motion and second out of the Finance & Audit Committee. The Board of Trustees of Collin County Community College District unanimously approved the firm of Grant Thornton LLP to provide independent audit services.

2018-5-4 Report Out of the Campus Facilities and Construction Committee and Approval to Contract with Kimley-Horn for Parking and Traffic Control Consulting Services for Existing and Future Campuses

Discussion: Studies that involve parking capacity, control systems, structures, and traffic involving multiple urban locations are a complex and dynamic discipline. Without having the internal staff resources to effectively design and administer a solicitation for such services, the District contracted with The Parking Advisory Group to develop the solicitation documents and advise the District on certain administrative aspects of the process.

The District issued Request for Qualifications (RFQ) No. 4115 for Parking and Traffic Study Consultant and evaluated responses to identify top-ranked firms. A total of five (5) firms responded. The firm of Kimley-Horn was identified as the top ranked proposer and subsequently was requested to provide a fee proposal to provide the services required in the RFQ. The Finance and Audit Committee reviewed the recommendation of a contract with Kimley Horn at its May 15 meeting.

The fee proposed by Kimley-Horn is \$370,000 (including out-of-pocket expenses) and, in the opinion of The Parking Advisory Group, is reasonable to provide the deliverables required. The study will be funded by the 2017 Capital Improvement Program (CIP) budget.

As a parking and traffic study consultant for the District, Kimley-Horn will inventory and analyze existing parking conditions, estimate future demand for parking related to new construction, identify best practices for parking solutions, recommend administrative solutions for financing and parking control systems, conduct a traffic impact analysis to determine whether existing roads will accommodate present and future traffic, and provide recommendations to optimize site circulation on each campus to improve the student, staff, and visitor mobility and parking experience.

Responding to a question raised by Dr. Menon, Mr. Lynn explained that, due to the complexity of the study, the Parking Advisory Group was not comprised of faculty or students.

Finance and Audit Committee chair Fred Moses brought a motion and second out of the Finance & Audit Committee to approve Kimley-Horn. The Board of Trustees of Collin County Community College District unanimously approved the contract with Kimley-Horn to provide parking and traffic control consulting services for existing and future campuses.

2018-5-5 Approval of Private Offers to Purchase Struck Off Properties

Discussion: Private offers have been made on the following struck off properties in Collin County:

- Wolfe Street/908 Hamilton, McKinney, TX \$3,500.00
- 331 W. Audie Murphy Pkwy, Farmersville, TX \$8,000.00

On motion of Mr. Orr, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved the private offers to purchase the stuck of properties in Collin County as presented.

2018-5-6 Approval of the Bid Report for May 2018

I. NEW SOLICITATIONS

Purchase Request # 1		
Purchase of Media Advertising	\$	99,733.00
TOTAL OF NEW SOLICITATIONS		<u>99,733.00</u>
GRAND TOTAL	\$	<u><u>99,733.00</u></u>

INFORMATION REPORTS

The following reports were provided for the Board’s information:

Statement of Net Position as of 4/30/18

Summary of Current Funds Revenues & Expenses as of 4/30/18

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. Collin College’s Certified Surgical First Assistant class started in May. The nine-month certification is the only one of its kind in Texas and one of only 11 in the nation. Surgical technologists who have already earned their associate of applied science may choose to return for this advanced technical certificate in surgical assisting. Thanks was given to Central Park Campus Vice President/Provost Jon Hardesty, Academic Affairs Dean Gary Hodge, Program Coordinator Donna Smith, and everyone who helped with the launch of this program.
2. The Secretary of Education has determined that Collin’s Application for Approval to Participate in Federal Student Financial Aid Programs satisfies the definition of an eligible institution under the Higher Education Act of 1965. Collin College is approved for Title IV funds (PELL, Loans and other programs) through 2024.
3. Dr. Salena Brody, Professor of Psychology at the Preston Ridge Campus, won the 2018 Innovative Teaching award for the Society for the Psychological Study of Social Issues based on a classroom activity developed to teach about classism.
4. Lee DeBoer, Professor of Criminal Justice, graduated May 11 with his Ed.D. from Texas A&M University-Commerce, after completing his defense of dissertation in March.
5. State Farm recently presented a check to Collin College for \$97,500 to fund programs and scholarships. State Farm will fund 21 scholarships and provide support for student childcare expenses, Veterans Resource Center programs, and Career Center initiatives.
6. English associate faculty Barbara Morgan received her Ph.D. in English Composition and Rhetoric from the University of Texas at Arlington on May 11.
7. Collin College has been honored with the Certificate of Achievement for Excellence in Financial Reporting for the 21st year in a row. Awarded by the Government Finance Officers Association of the United States and Canada (GFOA), the certificate is the highest form of recognition offered in governmental accounting and financial reporting. Thank you and congratulations to Chief Financial Officer Ken Lynn, Associate Vice

President Julie Bradley, Associate Vice President Barbara Johnston, and all of the members of Collin's Administrative Services department.

8. Larry Robertson, Director of Benefits, Compensation and Human Resources Systems, has been selected to serve a three-year term as a director on the College and University Professional Association for Human Resources National Board.
9. Vice President of Academic Services Dr. Dani Day has been elected president of Texas Women in Higher Education. Dr. Day concurrently represents Texas to the American Council on Education's Diversity Network.
10. Two Collin College faculty members have been appointed to Texas Higher Education Coordinating Board field of study advisory committees. Dr. Kristi Clark-Miller was appointed to the Sociology Field of Study Advisory Committee. Professor William Ardis was appointed to the Mathematics Field of Study Advisory Committee.

The Board announced the following:

Trustee Rodriguez said the college pinning events and graduation made this his favorite time of year. He expressed his congratulations to those who received promotions. Mr. Rodriguez wished everyone a safe and great summer.

Trustee Donald shared Mr. Rodriguez's sentiments.

Trustee Menon shared that graduation was without question the most fun event he attends. Dr. Menon stated he never tires of shaking all those students' hands. He congratulated Mr. Rodriguez on his upcoming retirement from Plano ISD. He commended the staff on promotions, and Mr. Lynn on the award issued to the college for the Comprehensive Annual Financial Report (CAFR). The report is complicated to complete and must meet very high standards to receive this honor. Mr. Lynn thanked Dr. Menon and acknowledged his Finance Department for the team effort.

Trustee Orr welcomed Kim O'Bryon. He congratulated faculty and staff on another great semester. Mr. Orr commented on the progress of the Public Safety Training Center and stated how excited he is to tour the facility. He encouraged the audience to thank their local State Farm agent for the check they gave to the college. He was very impressed with the extent the company researched college costs, including childcare, to enable students to go to school.

Trustee Hardin agreed with his colleagues, graduation was a fantastic opportunity to see students. He acknowledged a recent graduate in the audience.

Trustee Hendricks stated he was late coming to a committee meeting because he was visiting with a Prosper High School teacher and parent of a student who is enrolling in the college

nursing program. After touring other colleges, the parent was so impressed with Collin College she had to express how happy she was that her daughter had access to a high-quality program locally. Mr. Hendricks encouraged her to tell her friends that Collin College is a great school that offers many exceptional programs. Impressed with their conversation, he suggested the mother should be recorded on video sharing their positive experience.

Trustee Matthews revealed it was his first graduation as a new Board member. He believed it was a terrific event and enjoyed it tremendously. Mr. Matthews thanked the staff for all their hard work.

Trustee Moses agreed saying it was his first graduation in this role, and he enjoyed it as well. Mr. Moses said his granddaughter has enrolled in the college and will be taking her first classes this summer. He highlighted the return earned so far on the bond funds and stated it was a great way to get the best value for the college's money.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the May 22, 2018, meeting of the Board of Trustees of Collin County Community College District at 7:52 p.m.