

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a one-year contract with The Star in Frisco, Texas for the August 2023 All College Day meeting.

BACKGROUND

Collin College conducts an annual meeting wherein all full-time college employees participate. As the college expands its footprint, we have outgrown the capacity to use any college facilities and most of the venues in Collin County that can meet our needs. In prior years, we met at the Plano Center and the Credit Union of Texas Event Center in Allen, neither of which are possible for the 2023 event due to capacity and availability, respectively. This venue has the capacity and is available on the planned date in 2023.

The Star is a unique venue and will provide sufficient space and parking to accommodate:

- meeting space for all full-time employees,
- display space for the silent auction that raises funds for student scholarships, and
- space for vendors that provide current information for employees about college benefits and community discounts available to them.

IMPACT OF THIS ACTION

Without this space, the college will be unable to continue hosting the All College Day event that provides an opportunity to celebrate college-wide awards, including the R.O.S.E. Award and Faculty of the Year Awards, and to update the entire college community about activities and plans for the upcoming year.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for a spend authorization of up to \$150,000, which is budgeted in the Chief of Staff's FY23 operating budget, subject to Board approval.

MONITORING AND REPORTING TIMELINE

The contract term is December 7, 2022 through August 31, 2023.

RESOURCE PERSONNEL

Melissa Irby, Chief Financial Officer
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