

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
March 28, 2017**

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its regular monthly Board of Trustees meeting on March 28, 2017, 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, Dr. Raj Menon, Mr. Jim Orr, Mr. Adrian Rodriguez, Mr. Larry Wainwright and Ms. Nancy Wurzman. Ms. Jenny McCall was absent. Other attendees included District President Neil Matkin, Collin College administrators, faculty, students, staff, community members, and vendor representatives.

CALL TO ORDER

Chairman Collins called the March 28, 2017, 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 5:31 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. Executive Session was adjourned at 6:20 p.m. so that the trustees could join a faculty reception in the atrium.

OPEN SESSION

Chairman Collins reconvened the meeting at 7:04 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 MARCH 28, 2017, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the March 28, 2017, Collin County Community College District Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

PLEDGES OF ALLEGIANCE

Ms. Wurzman 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 FEBRUARY 28, 2017, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Dr. Menon, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its February 28, 2017, regular meeting.

APPROVAL OF THE MINUTES OF THE MARCH 21, 2017, SPECIAL CALLED RETREAT OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Rodriguez, second of Mr. Hardin, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its March 21, 2017, special called retreat.

PUBLIC COMMENT

David McCall, Co-Chair of the Committee of 100, presented public comment. He thanked the Board of Trustees and President Matkin for their time and effort in planning the project and for its vision for Collin County. He said a PAC, Citizens for Collin College, has been created, and a campaign for the bond election is in full swing with branding, assets, campaign fundraising, marketing, and circle of influence. At this time, there is no known opposition to the bond. A website, ccbond17.com, has been established for contributions, as well as a Facebook page, ccbond17. A Go Fund me account has been established for the Citizens for Collin College. Thus far, the fund has about \$9,200 in cash and another \$10,000 in-like contributions. Things are going well and there is a lot of enthusiasm and little controversy at this time. Chairman Collins thanked Mr. McCall for serving as co-chair and asked that he pass along appreciation to Bill Cox, who also serves as co-chair. He said the board appreciates what they are doing.

PRESENTATIONS

1. Commendation for Officer Don Mewbourn

The Board of Trustees and District President Matkin recognized Officer Don Mewbourn with a commendation for his exemplary service in the line of duty. On March 23, 2017, Officer Mewbourn was instrumental in saving the life of a student who was found unconscious and not breathing at the Spring Creek Campus. The Officer administered CPR until Plano EMS arrived at the scene and administered medication, which helped the student regain consciousness. Chairman Collins said it was an honor to recognize Officer Mewbourn and that his rapid response and exceptional skill in a time of dire crisis were commendable. He said Collin has an extraordinary police force and that this is another example of how our employees make students our top priority.

2. Update on CEO Roundtables and Viewing of Video – President Neil Matkin

President Matkin said the CEO Roundtables have resulted in fantastic conversations, particularly with people with whom Collin College may not “be on their radar.” He acknowledged Sr. Vice Presidents Sherry Schumann and Kim Davison, and Vice President Jennifer Blalock for their work on the roundtables. Dr. Matkin played the video that he has

been showing to the CEOs. He said he has a good feeling about where these contacts are leading and gave an example of the increase in enrollments that has resulted from working with local superintendents. President Matkin thanked Chief Public Relations Officer Tom Delamater for lending his voice to the video and to the Public Relations staff for creating the video. He said he has gotten a lot of positive feedback in the effort to knock on the CEO door.

3. “The Letter as Art in the Digital Age” - Lebrecht Endowed Chair and Professor of Humanities Dr. Dallie Clark

Lebrecht Endowed Chair and Professor of Humanities Dr. Dallie Clark presented information on the development of her exhibition, “The Letter as Art in the Digital Age.” She said the concept was developed from her University of Texas at Dallas dissertation and being able to bring the project to fruition had been a dream come true. Dr. Clark showed slides from her exhibition. She got inspiration from a trip to the Smithsonian Institution’s National Postal Museum in Washington, D.C. In community library workshops in Richardson, Allen, and Wylie from 2015 to 2017, Professor Clark offered an introduction to letter writing in the Regency era with a look at Jane Austen’s own letters. She offered related workshops during Collin College’s African American History Month, at Pen + Brush Gallery/Handwrittenwork.com in New York City, and many other on- and off-campus related activities. In January and February 2017, Professor Clark offered the Exhibition “The Letter as Art in the Digital Age” in THE ARTS gallery at the Spring Creek Campus. She acknowledged and thanked Professor Julie Shipp and the gallery staff for all of their work with the exhibition, as well as many other Collin employees who assisted her in her workshops and other activities. On February 14, 2017, the United States Postal Service presented the unveiling of the “Love Skywriting” stamp at the Spring Creek Campus with the Collin College Station postmark on it. Professor Clark presented the framed photo of the stamp to Chairman Collins and the Board of Trustees with her gratitude for the opportunities that the Lebrecht Chair has opened to her.

4. Standard and Poor’s Bond Rating Review – Chief Financial Officer Ken Lynn

Ken Lynn, Chief Financial Officer, said the college was notified two months ago that it would undergo a review of its bond rating by Standard and Poor (S&P) that would result in a new rating for the next two years. On February 28, 2017, Standard and Poor’s Global Ratings “affirmed its ‘AAA’ rating, with a stable outlook, on Collin County Community College District, Texas’ general obligation (GO) bonds.” S&P noted that the rating reflects their opinion of the district’s:

- Inclusion in the deep and diverse Dallas-Fort Worth metropolitan statistical area (MSA), boosting wealth and income levels;
- Very strong financial position, coupled with good management practices; and
- Diverse revenue streams with significant revenue-raising flexibility.

Mr. Lynn said the county population at this time is 914,000 people, with medium household buying power strong at 157% of national levels, and a market value per capital of \$122,876, which is considered very strong. The college has the lowest tuition rate in Texas and good

financial management practices. Mr. Lynn said the S&P's rating is a testament to the conservative financial leadership of the Board of Trustees and administration. He congratulated and thanked the board on their leadership.

2017-3-1 Personnel Report for March 2017

The Personnel Report for March 28, 2017, included 73 three-year faculty contracts, 39 faculty contract extensions, 42 one year faculty contracts, eight staff appointments, two promotions/changes, and four resignations/terminations.

Executive Vice President Brenda Kihl and Council on Excellence Chair Kimberly Harris presented faculty contracts and contract extensions for consideration. Dr. Kihl said that 154 full-time faculty were being presented for contracts or extensions and that everyone has demonstrated meeting standards of excellence.

Dr. Kihl said the contract review process is rigorous and complicated, but ensures continued excellence for Collin College. The deans are involved, and going forward the associate deans will be involved in recommending faculty for contracts. The first three years, faculty are on one-year contracts and the process includes classroom observation by the dean, student evaluations, and college service and professional development. In the third year, the deans look at the same three elements; however, faculty must also submit a self-evaluation and board report. The dean makes a recommendation based on evaluation of these whether the recommendation should go forward to the Council on Excellence for peer review and recommendation for a three-year contract. The process is fair and unbiased for our faculty.

Dr. Kimberly Harris, Chair of the Council on Excellence (COE) said that COE is an elected group of 21 faculty from across the district from a variety of teaching fields. All of the members have to be on contract or extension to serve. All of the components mentioned by Dr. Kihl end up in the COE packet, which is thoroughly reviewed. There is a high bar set for the process, and it continues to get higher as COE tries to ensure that Collin College is an engaged place of learning. When COE gets together, all pieces of the faculty packet are taken into consideration. After thorough review, COE makes recommendation to the appropriate Vice President/Provost, and then it goes forward to the Executive Vice President and District President. Dr. Harris said that all of the faculty presented for three-year contracts and contract extensions meet the standard of excellence.

Dr. Harris said she appreciated that Collin allows a peer review group to be part of the process and one of the things that COE looks for on the board report is excellence in all areas. She thanked the Board of Trustees and District President Matkin. Members of COE who were present at the meeting stood and received applause.

Dr. Kihl noted that the process for multi-year contracts is the same in year 6 and year 9. After 9 years, the faculty member becomes eligible for a contract extension; at that point, they only have to go through the review process every 6 years. Dr. Kihl recognized the faculty who were present that were being considered for three-year contracts, then the

faculty present being considered for contracts or contract extensions. She said these faculty members reflect the outstanding reputation Collin has for the academics it offers. Dr. Kihl, as Chief Academic Officer, certified that all faculty presented for contracts and contract extensions are qualified under the SACS principles of accreditation to teach in their assigned discipline and meet Collin College's standards of excellence. She recommended board approval of the faculty presented in items 1a., 1b., and 1c.

Items 1a – 1c:

On motion of Dr. Raj Menon, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved Items 1a through 1c of the Personnel Report for March 2017 as presented.

Item 1d – 1f:

On motion of Mr. Rodriguez, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved Items 1d through 1f of the Personnel Report for March 2017 as presented.

2017-3-1a Approval of Three-Year Faculty Contracts

By action stated above, the Board of Trustees of Collin Community College District approved the following three-year faculty contracts:

Name	Discipline	Campus
Advani, Vijay Mangho	American Sign Language	Spring Creek Campus
Angel, Lauryn Leigh	English	Preston Ridge Campus
Aryani, Gian	Economics	Preston Ridge Campus
Azard, Marc G	English	Central Park Campus
Bettacchi, Betty A	English	Spring Creek Campus
Blust, Kathleen P	Nursing	Central Park Campus
Bowen, Irene M	Biology	Preston Ridge Campus
Bowman, Keeley Dawn	Health Information Mgmt	Central Park Campus
Brown, Robert Harold	Biology	Central Park Campus
Chalhoub, Martha M	Mathematics	Preston Ridge Campus
Clark, Dallie B	Humanities	Spring Creek Campus
Collins, Randy Lee	Developmental - Math	Preston Ridge Campus
Commons, Wendy M	English	Central Park Campus
Cooper, Candace Paulette	Developmental - Writing	Central Park Campus
Cox, Brad Glen	Audio Engineering	Spring Creek Campus
Cravo, Roberta Mascioli	Biology	Central Park Campus
Deboer, Lee H	Criminal Justice	Preston Ridge Campus
Denny, Michelle M	Nursing	Central Park Campus
Deshazo, Jillian Blair	Speech	Central Park Campus
Escobar, Luz Marina	Foreign Languages	Preston Ridge Campus
Forrester, Lisa Hull	English	Preston Ridge Campus
Foster, Shellene C	Mathematics	Spring Creek Campus

Gill, Amardeep K	Nursing	Central Park Campus
Gingo, Diana C	English	Preston Ridge Campus
Glass, John E	Sociology	Preston Ridge Campus
Greig, Gloria L	Emergency Medical Tech	Central Park Campus
Grimland, Susan Jane	English	Spring Creek Campus
Henderson, Emily E	Dental Hygiene	Central Park Campus
Hicks, Laura Maria	Economics	Preston Ridge Campus
Isip, JD	English	Spring Creek Campus
Kannampuzha, Raji	Physics	Spring Creek Campus
Kare, Rex E	Art	Spring Creek Campus
Karout, Mervat	Biology	Central Park Campus
Kundomal, Kyle A	Mathematics	Central Park Campus
Latham, Michael David 'James'	Economics	Spring Creek Campus
Long, Jeni	Nursing	Central Park Campus
Mahon, Susan Sann	Computer Science	Preston Ridge Campus
McCord, Jill Renee	Culinary Arts	Preston Ridge Campus
Megarity, Nancy H	Developmental - ESL	Spring Creek Campus
Mellott, Elizabeth Tristan	Photography	Spring Creek Campus
Miller, Adam S	Philosophy	Central Park Campus
Miller, Gwen Christine	Biology	Central Park Campus
Molina, Cathy D	Chemistry	Preston Ridge Campus
Newby, Karrie Sue	Health Information Mgmt	Central Park Campus
Nichols, Ron Frank	Accounting	Central Park Campus
Pearson, Chad E	History	Spring Creek Campus
Piazza, Barry L	Mathematics	Spring Creek Campus
Pisani, Whitney Jean	Speech	Spring Creek Campus
Prince, Jeremy R	Computer Network Tech	Preston Ridge Campus
Rawls, Heather Michelle	Nursing	Central Park Campus
Ring, Charles R	Accounting	Preston Ridge Campus
Rogers, Patricia	Nursing	Central Park Campus
Sanchez, Tanya	Nursing	Central Park Campus
Saylor, Michael Robert	Computer Network Tech	Preston Ridge Campus
Sears, Linda R	Humanities	Spring Creek Campus
Seibert, Jennifer Kathleen	Art	Spring Creek Campus
Sherman, Gregory W	Physics	Spring Creek Campus
Shiple, Zack D	Political Science	Spring Creek Campus
Spina, Joel J	Economics	Spring Creek Campus
Stallings, Steven David	Psychology	Spring Creek Campus
Swarthout-Roan, Kandice D	Dental Hygiene	Central Park Campus
Teel, Leslie E	Emergency Medical Tech	Central Park Campus
Tekarli, Sammer	Chemistry	Spring Creek Campus
Tinnen, Lupita Murillo	Photography	Preston Ridge Campus
Twichell, Carole Michelle	Education	Spring Creek Campus

Velamakanni, Nirmala 'Vijaya'	Biology	Central Park Campus
Waggoner, Gage A	Paralegal	Preston Ridge Campus
Wang, Helen	Developmental - Math	Central Park Campus
Wang, Yiping	Engineering	Preston Ridge Campus
Ward, Roger C	History	Spring Creek Campus
Watkins, Latoya Stevenson	English	Spring Creek Campus
Whitley, Stephen Henry	English	Spring Creek Campus
Wickett, Julia Christine	Physics	Central Park Campus

2017-3-1b Approval of Faculty Contract Extensions

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

Name	Discipline	Campus
Aars, Christian Edward	Physics	Preston Ridge Campus
Allison, Brian J	Music	Spring Creek Campus
Andrade, Mary Anne	English	Spring Creek Campus
Ansari, Yassmin	Developmental - Math	Spring Creek Campus
Arnold, Tiffanee L	Visual and Performing Arts	Spring Creek Campus
Aronoff, Robert A	Speech	Preston Ridge Campus
Bemani, Nasrin	Developmental - Math	Spring Creek Campus
Boliver, Doug B	Biology	Spring Creek Campus
Brierley, Peter G	Information Technology Cisco	Preston Ridge Campus
Brooks, Meade	Physics	Preston Ridge Campus
Burkett, Brett	Geology	Central Park Campus
Coulter, Matthew W	History	Spring Creek Campus
Evans, Susan Forshaw	Physical Education	Central Park Campus
Gray, James Christensen	Art	Spring Creek Campus
Hale, Tammy J	Dental Hygiene	Central Park Campus
Harris, Kimberly Coulter	Music	Spring Creek Campus
Hughes, Regina Marie	Psychology	Preston Ridge Campus
Iwanek, Sonia A	Political Science	Preston Ridge Campus
Jackson, George N	E Business	Preston Ridge Campus
Jones, Lynn	Political Science	Spring Creek Campus
Martin, Kelly Ann	English	Spring Creek Campus
Mergerson, James Weldon	Developmental - Math	Spring Creek Campus
Morgan, Nicholas Charles	Political Science	Preston Ridge Campus
Moula, Kemal	Foreign Languages	Spring Creek Campus
Neal, William Russell	Economics	Preston Ridge Campus
O'Loughlin-Brooks, Jennifer	Psychology	Spring Creek Campus
Pannell, Elizabeth A	E Business	Preston Ridge Campus

Putnam, Kelly Lynn	Physical Education	Central Park Campus
Rangarajan, Sunita	Biology	Preston Ridge Campus
Reynolds, Kelley A	Respiratory Therapy	Central Park Campus
Sawyer, Pamela Jean Ballard	Integrated Reading/Writing	Spring Creek Campus
Sides, Joseph L	Art	Spring Creek Campus
Sigona, James A	Physical Education	Central Park Campus
Stern, Barbara Lusk	Psychology	Spring Creek Campus
Thompson, Linda P	Office Systems Technology	Preston Ridge Campus
Turnbow, Julie Ann	Developmental - Math	Spring Creek Campus
Washington, Kim Jordan	Nursing	Central Park Campus
White, Brian Christopher	Political Science	Central Park Campus
Yarbrough, Randal Scott	English	Spring Creek Campus

2017-3-1c Approval of One-Year Faculty Contracts

By action stated above, the Board of Trustees of Collin Community College District approved the following one-year faculty contracts:

Name	Discipline	Campus
Alexandrowicz, Neal	Geology	Spring Creek Campus
Anand, Smriti	Chemistry	Central Park Campus
Brown, Scott	Biology	Spring Creek Campus
Burton, Rebecca R	Child Development	Spring Creek Campus
Bzostek, Rachel T	Political Science	Preston Ridge Campus
Calvin, Peter Alexander	Photography	Spring Creek Campus
Caughfield, Adrienne Helene	History	Spring Creek Campus
Cott, Leda M	Child Development	Spring Creek Campus
Cox, Greg	Emergency Medical Services	Spring Creek Campus
Ehrhart, Thomas Patrick	Business Administration	Spring Creek Campus
Elakodical, Joseph	Mathematics	Spring Creek Campus
Foltz, Jill E.	Art	Spring Creek Campus
Foree, Christopher	English	Spring Creek Campus
Garrison, David	Political Science	Spring Creek Campus
Gibbs, Kayla M	Environmental Technology	Central Park Campus
Godbole, Aparna	Information Technology Cisco	Preston Ridge Campus
Green, Rhonda	Surgical Technology	Central Park Campus
Gutzler, Jay A	Mathematics	Spring Creek Campus
Hershenberg, Julie	Political Science	Spring Creek Campus
Jaynes, Joe	History	Central Park Campus
Kayes-Wandover, Kathleen	Biology	Preston Ridge Campus
Kukla, William	Real Estate	Preston Ridge Campus
Lococo, Josephine J.	Nursing	Central Park Campus

Matranga, Jennifer	Nursing	Central Park Campus
McBee, Melinda	English	Central Park Campus
McKeeman, Meagan Anne	Audio Engineering	Spring Creek Campus
Medina, Michael	Audio Engineering	Spring Creek Campus
Melton, Camin Miles	English	Spring Creek Campus
Morgan, Jason Matthew	History	Preston Ridge Campus
Owen, Mary	Respiratory Therapy	Central Park Campus
Payne, Angela Venette	Office Systems Technology	Preston Ridge Campus
Potter, Dustin	Mathematics	Spring Creek Campus
Robertson, Letha Clair	Art	Spring Creek Campus
Shipp, Julie Ann	Art	Spring Creek Campus
Smith, James Durward	Environmental Technology	Spring Creek Campus
Snyder, Jason	Mathematics	Central Park Campus
Streater, Kristen L	History	Spring Creek Campus
Swann, Alaya R	English	Preston Ridge Campus
Venuto, Allison	Education	Spring Creek Campus
Wang, Zhiqiang	CADD	Preston Ridge Campus
Whitney, William	Computer Network Tech	Preston Ridge Campus
Zimmerman, John	Business Administration	Preston Ridge Campus

2017-3-1d Approval of Staff Appointments

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

Sarai Gonzalez	Food Services Supervisor	2/27/17	Auxiliary Services	New Position
Nicola Guagliardo	Food Services Manager II	3/13/17	Auxiliary Services	New Position
Melissa Hough	Administrative Assistant	3/13/17	Academic Affairs	Replacement Angela Klewicki
Armand Johnson	Media Technology Specialist	2/27/17	Media Services	Replacement Abby Sprouse
Catherine Nicholls	Testing Center Assistant	03/20/17	Testing and Assessment	Replacement Sumera Syed
Richard Salas	Systems Support Specialist	3/20/17	Academic Technology and Network Services	Replacement Don Lennert
Christopher Smith	Supervisor Testing Center	3/13/17	Testing and Assessment	Replacement Deborah Collins
William Sutton	Computer Lab Assistant	3/13/17	Academic Technology and Network Services	Replacement William Crossno

2017-3-1e Approval of Promotions/Changes

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Mark Dempsey	N: Assistant Director Convergence Technology Center O: Program Manager	02/20/17	N: Grants and Contracts O: Grants and Contracts	Repurpose Helen Sullivan
Lisa Morman	N: Coordinator, Accounts Payable O: Accounts Payable Associate	03/20/17	N: Financial Services O: Financial Services	Replacement Coleen Schwyzer

2017-3-1f Approval of Resignations/Terminations

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

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Bryan Dover	03/14/17	1	Computer Lab Assistant	Computer Lab 3
Troy Holmes	02/24/17	<1	Professor, Surgical Technology	Health Sciences
Kaylin Ortiz	03/24/17	3	Special Admissions Coordinator	Dual Credit
Scott Parke	03/31/17	1	Vice President of Policy and Planning	Organizational Effectiveness

2017-3-2 Second Reading and Approval of Local Board Policies

Discussion: The College has begun the process of conducting a comprehensive review of all policies, with the goal to simplify and clarify language and to move procedural language from policies to handbooks and guidelines that are readily accessible to employees and students. In addition, the Texas Association of School Board’s Legal and Policy Service shares recommendations for updates to both legal and local policies:

FFD (Local): TASB has discontinued use of this code and the content of this policy has been divided between FFDA (Local) and FFDB (Local) to accommodate the requirements of HB699 on campus sexual assault.

FK (Local), FK (Regulation), and FK (Exhibit): The existing policy addresses travel requirements for students. However, TASB covers these requirements in CJ (Local), which the college already has in effect.

The proposed re-write of FK (Local) removes the student travel procedural details and leaves a broad policy statement that the college will establish procedures for student activities. It also assigns the District President as having ultimate responsibility for the Athletic Programs of the college, which is a requirement of the Southern Association of Colleges and Schools Commission on Colleges and the National Junior College Athletic Association (NJCAA). Student Travel guidance from FK (Regulation) and FK (Exhibit) will be incorporated into student travel guidelines rather than as a part of the Board Policy web site.

FLD (Local): This is a re-write of the policy that provides guidance to students regarding the various college complaint processes that they can access when informal resolution efforts are not successful in addressing concerns.

FM (Local): This is a re-write of the student discipline and penalties policy that incorporates TASB's recommended policy language, with minor modifications.

FMA (Local): This is a re-write of the student discipline process that incorporates TASB's recommended policy language, with minor modifications.

Mr. Wainwright reported that the Organization, Education, and Policy Committee had reviewed the policies at its March 28, 2017, meeting and recommended the revisions to Board (Local) Policies BCB and CDC as presented.

On recommendation as a motion and second out of the Organization, Education, and Policy Committee, the Board of Trustees of Collin County Community College District unanimously approved revisions to Board (Local) Policies as presented.

2017-3-3 Reports Out of the Budget and Finance Committee and the Organization, Education, Policy Committee and First Reading of Local Board Policy CAD Appropriations and Revenue Sources, Bond Issues (Debt Management Policy):

Discussion: The purpose of a Debt Management Policy is to formalize the board's philosophy of managing the college's issued debt program. CAD (Local) addresses the Board's intent of providing a debt program that maintains financial stability, preserves public trust, minimizes costs to taxpayers, minimizes borrowing costs, preserves access to credit markets, and demonstrates adequate oversight of debt programs to regulatory agencies and credit rating agencies. The policy as presented is currently being reviewed and approved by the College's bond counsel.

Chair of the Finance and Audit Committee Mac Hendricks and Chair of the Organization, Education, and Policy Committee Larry Wainwright reported that their committees had met earlier in the day to discuss policy CAD regarding debt management. Mr. Hendricks noted that the policy is under review by the college's counsel.

This being a first reading, no action was taken.

2017-3-4 Approval of New Tuition and Extraordinary Course Fee for the Professional Truck Driving Program Effective May 1, 2017

Discussion: Sr. Vice President Sherry Schumann said the Professional Truck Driving Program is subject to the terms and conditions of the Hazelwood Act, which exempts eligible veterans and their dependents from the payment of tuition and fees. However, the Act does provide for the establishment of a fee for extraordinary costs of a program or course, not subject to exemption. Due to the high cost of the per head payment directly to the vendor paid from tuition, in the absence of an extraordinary fee, the College incurred a substantial loss for every eligible Hazelwood student enrolled in the Professional Truck Driving program. In January 2015, the Board approved an extraordinary fee of \$2125 for the Professional Truck Driving II course, when the total cost of the program was \$4250. Due to a change in vendor and costs, a new tuition and extraordinary fee are recommended. The new cost for the Truck Driving Program (I and II) totals \$4600. As such, the assignment of extraordinary fees totaling \$2300, not subject to the Hazelwood exemption, along with corresponding tuition distributed across the Professional Truck Driving I and II courses, are recommended. This will enable the College to recover a portion of the loss incurred due to the high per student payment to the vendor for each eligible Hazelwood student enrolled in the Professional Truck Driving program. This recommendation is made pursuant to Texas Administrative Code, Title 40, part 15, Chapter 461, rule 461.3(i), which allows the governing board of a public junior college, public technical institute, or public state college, as those terms are defined by Texas Education Code §61.003, to establish a fee for extraordinary costs associated with a specific course or program and may determine that the exemption does not apply to this fee.

On motion of Mr. Orr, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved a new tuition and an extraordinary program fee of \$2300 to be distributed proportionally across the Professional Truck Driving courses, not subject to the Hazelwood exemption, effective May 2017.

Program Courses New	Recommended Tuition	Recommended Extraordinary Course Fee
Professional Truck Driving I	\$1150	\$1150
Professional Truck Driving II	\$1150	\$1150

2017-3-5 Approval of Setting a Continuing Education Course Fee of \$120 for CJCR 1000 Basic Jail Course, effective Fall 2017

Discussion: Executive Vice President Brenda Kihl said a course fee of \$120 for the Basic Jail Course is recommended effective fall semester 2017. This course has been offered through a partnership with the Collin County Sheriff’s Department for over 20 years. Recent changes to Texas Higher Education Coordinating Board rules requires a change to the financial model and course fee.

On motion of Mr. Wainwright, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved setting a Continuing Education course fee of \$120 for CJCR 1000, Basic Jail Course, effective Fall 2017.

2017-3-6 Approval of Lab Fees and Insurance Fees for Health Science Classes Effective Fall 2017

Discussion: Dr. Kihl said the Nursing program conducted a comprehensive review and evaluation of actual lab supply needs and costs for each course in the program. The costs of laboratory supplies has increased in recent years necessitating lab fees in eleven lab courses. These requested lab fees would cover the cost of consumable supplies that students utilize in the indicated courses.

The Surgical Technology program is requesting a liability insurance fee for the surgical technology clinical I course.

The following proposed lab fee and insurance fee changes reflect the result of the review and evaluation:

Course	Title	Lab Fee	Effective Term
RNSG 1118	Professional Nursing Competencies	\$15	Fall 2017
RNSG 1161	Clinical I	\$15	Fall 2017
RNSG 1163	Clinical Transition	\$15	Fall 2017
RNSG 1216	Professional Nursing Competencies	\$15	Fall 2017
RNSG 1430	Health Care Concepts	\$15	Fall 2017
RNSG 1533	Health Care Concepts II	\$15	Fall 2017
RNSG 1538	Health Care Concepts III	\$15	Fall 2017
RNSG 2361	Clinical II	\$15	Fall 2017
RNSG 2362	Clinical III	\$15	Fall 2017
RNSG 2363	Clinical IV	\$15	Fall 2017
RNSG 2539	Health Care Concepts IV	\$15	Fall 2017

Course	Title	Insurance Fee	Effective Term
SRGT 1461	Clinical – Surgical Technology I	\$13	Fall 2017

On motion of Dr. Menon, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the lab fees and insurance fees effective Fall 2017 as presented.

2017-3-7 Approval of an Amendment to the FY17 Budget for Changes in Budgeted Restricted Revenue and Expenses for Grants for the Period beginning March 2017

Discussion: President Matkin said the grants amendment is a now a standard item for the board’s approval. Federal, state and local/private grant activity is dynamic as amendments to currently active grants are processed and new grants are awarded. In order to fund the objectives of the grants, grant-operating budgets must be established in a timely manner. This request for a budget amendment reflects the additions to restricted revenues and

expenses as a result of amendments, new awards, and the carryover of prior year's unspent grant budgets that may be utilized in the current year budget for the period beginning March 2017. The amendment results from a grant from the U.S. Department of Commerce in the amount of \$240,000 for The Making Space for Innovation Project in Collin County, Texas in collaboration with co-applicant The WERX Foundation.

On motion of Mr. Orr, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved an amendment to the FY 17 budget for changes in Budgeted Restricted Revenue and Expenses for Grants for the period beginning March 2017 as presented.

2017-3-8 Approval of a Cooperative Purchasing Agreement between Navarro College and Collin County Community College District

Discussion: The agreement is pursuant to the authority granted by Section 271.102 Local Government Code allowing local governments to pursue mutually beneficial and cooperative purchasing programs. Chief Financial Officer Ken Lynn said Navarro College has requested to participate in a contract solicited and awarded by Collin County Community College District. The agreement will allow Navarro College and Collin County Community College District to participate in competitively solicited contracts that have been awarded by one another.

On motion of Dr. Menon, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the Cooperative Purchasing Agreement between Navarro College and Collin County Community College District.

2017-3-9 Approval of an Amended Notice of Election for the May 6, 2017, Bond Election

Discussion: The District President recommends approval of an Amended Notice of Election (in English and Spanish) to be held on Saturday, May 6, 2017, for the purpose of seeking approval to issue \$600,000,000 in bonds, designating location of polling places and the dates and hours available for both early voting and on election day.

Sr. Vice President Kim Davison said the Amendment corrects a few non-substantive changes, including a typographical error in the word "therefor" and clarifying language that requires applications for early voting by mail must be received no later than the eleventh (11th) day prior to election day. Finally, it corrects titles of the Board Chair and District President. This Amended Notice of Election also updates all of the polling places for Early Voting and Election Day.

On motion of Mr. Rodriguez, second of Mr. Hardin, the Board of Trustees of Collin County Community College District unanimously approved the Amended Notice of Election (English and Spanish versions) to be held on Saturday, May 6, 2017, for the purpose of seeking approval to issue \$600,000,000 in bonds, designating location of polling places, and the dates and hours available for both early voting and on election day.

2017-3-10 Approval of the Ratification of the District President's Negotiation and Execution of a Contract for the Purchase of Land for Future District Instructional and Support Facilities and Approval of a Budget Amendment of \$10,700,000 from the Building Fund Net Position to Effect the Purchase

Discussion: At the regularly scheduled meeting on October 25, 2016, the Board of Trustees authorized the District President to negotiate and execute a contract and execute other documents to effect the purchase of land for future district instructional and support facilities.

Pursuant to the desire of the Board of Trustees to follow a course of action leading to the acquisition of land on which to construct future instructional and support facilities, the District President executed a contract with Meadow Road/Ford LP for the purchase of 32.016 gross acres near the intersection of SH121 and Alma Road at a purchase price of \$10,650,000.00 plus costs of due diligence and closing costs.

The contract allows the College a 90-day period for due diligence research on the property, which ends May 17, 2017. Due diligence results as of March 28, 2017:

- ESA Phase 1 assessment complete – no issues noted
- Boundary Survey complete – surveyed acreage is 32.016 acres - .266 acres more than estimated – no increase in price
- Seller does not own mineral rights to convey.

Due diligence items still in process:

- Attorney's title review
- Wetlands delineation study

Dr. Matkin said there are not wetlands on the property, but there is a small stream. Closing is anticipated to occur on or about June 17, 2017.

Mr. Rodriguez made a motion, with second of Mr. Wainwright, to ratify the actions of the District President in negotiating and executing a contract for the purchase of 32.016 gross acres of land near the intersection of SH121 and Alma Road for a purchase price of \$10,650,000.00 plus costs of due diligence and closing costs and also recommended approval of a budget amendment of \$10,700,000.00 from the building fund net position to effect the purchase.

Mr. Hendricks said there is a 90-day feasibility period that expires on May 17 and the Board election is on May 6, giving the board 10 days to opt out if the election is not successful and the board chooses to opt out of the contract. He proposed that on May 8, if a board meeting has not been called, it would automatically opt out and, by doing so, would not lose its \$100,000 earnest money.

Mr. Hendricks made a motion to amend Mr. Rodriguez's motion to add the stipulation that the board will automatically opt out of the contract if the bond election is unsuccessful, unless a board meeting is called on May 8 to do otherwise. Mr. Orr seconded the motion.

Mr. Rodriguez said he would be voting against the amended motion, because the board has had many, many meetings to study and discuss, and the college will be moving forward with the master plan even if it takes longer. He said it is important that the college move forward.

Mr. Hendricks said the college does not have the money without the bond to build a campus in Wylie, a center in Celina, and a technical center. He expressed concerns that the Allen property is a high dollar piece of real estate and said that at \$10 per foot, the college has no business putting a tech center on it.

Mr. Hardin said he was not prepared to walk away from the contract whether the bond passes or not; he said he would be voting against the amendment.

By a show of hand, the amended motion failed on a vote of two (2) for and six (6) against. Those voting for the amended motion included Mr. Hendricks and Mr. Orr. Trustees Collins, Hardin, Menon, Rodriguez, Wainwright, and Wurzman voted against the amended motion.

A vote on the original motion made by Mr. Rodriguez and seconded by Mr. Wainwright, to ratify the actions of the District President in negotiating and executing a contract for the purchase of 32.016 gross acres of land near the intersection of SH121 and Alma Road for a purchase price of \$10,650,000.00 plus costs of due diligence and closing costs and also recommending approval of a budget amendment of \$10,700,000.00 from the building fund net position to effect the purchase passed on a vote of seven (7) for one (1) against. Mr. Hendricks cast the opposing vote.

2017-3-11 Report Out of the Campus Facilities and Construction Committee and Consider Approval of Authorization for the District President to Craft a Comprehensive Plan and Draft Contract with AECOM Technical Services, Inc. for Bond Program Management Services

Discussion: On February 8, 2017, the Board of Trustees called for a May 6, 2017, bond election in the amount of \$600 million. The Bond program provides for construction of the Public Safety Training Center, a new campus in Wylie, a Technical Training Center, an IT Center of Excellence on the Preston Ridge campus, new instructional facilities in Celina and Farmersville, as well as other district-wide improvements and renovations. Due to the magnitude of the program, scheduling requirements, and the significant resources needed for program and project management, staff sought the qualifications of experienced program management firms.

A request for qualifications (RFQ) Number 4027 was issued to solicit qualifications from interested firms. Eight (8) responses were received and evaluated in a two-step process of evaluation of written qualification statements followed by oral presentations from the two highest ranking finalists. The evaluation team consisted of administrators and staff personnel. Based on evaluation criteria set forth in the RFQ, and the oral presentations,

it was determined that AECOM had provided the best qualifications and value to the College for the services requested.

The Campus Facilities and Construction Committee has requested a comprehensive plan that includes a clear overview of the benefits of a program manager versus developing in-house staff and provides programmatic details that lead to the accomplishment of the College Master Plan with specific flexibility built in. The plan must include clear phases with ample opportunity for Board review and approval of each phase. As the Board seeks to ensure moving forward responsibly at every phase while taking into consideration myriad factors (e.g. annual changes in Taxable Assessed Value, borrowing rates, construction pricing, etc.), any contract that is developed for consideration must follow Texas law and include Collin College's standard terms and conditions, which include a 30-day written notice of contract termination. In addition, clear project phasing and associated cost estimates for each phase should be presented.

A draft contract with AECOM Technical Services, Inc. should be developed that includes the following elements:

- provide Collin College with professional staffing to manage the 2017 Bond program,
- fees for the services provided, including fixed costs and labor costs,
- expected duration of the bond program and the contract with AECOM of five to eight years, and
- ability to start up in logical phases pending Board approval of the plan and contract.

Ms. Wurzman reported out of the Campus Facilities and Construction Committee in the absence of Chair Jenny McCall. Ms. Wurzman said solicitations had been received from eight companies and narrowed to two. The committee heard a presentation from AECOM, the company determined to be the best qualified. There are still some questions to be answered and the committee asked President Matkin to gather more information for review. President Matkin said each board member had been furnished with data sticks containing information on the bid solicitation and vendors who submitted bids.

Mr. Hendricks said he was under the impression that the committee had discussed pulling out the Public Safety Training Center and not put it in the mix. He said that the recommendation should be that the information would be brought back to the board for consideration. Ms. Wurzman said that is one of the items along with other information that the board has asked President Matkin to bring back to them in a crafted comprehensive plan.

On motion and second out of the Campus Facilities and Construction Committee, and amended language from Mr. Hendricks to include "for the board's consideration" the Board of Trustees of Collin County Community College District unanimously approved a motion that the District President develop a comprehensive plan and draft contract with AECOM Technical Services, Inc. for program management services for the 2017 Bond Program, if approved by the voters on May 6, 2017, and further, that the proposed plan and draft contract be brought to the Board of Trustees at an appropriate future date for the board's consideration.

2017-3-12 Approval of an Amended Resolution Providing for an Increase in the Reimbursable Amount Available to the College from Capital Financing Proceeds for Expenditures from College Operating Funds for the Purchase of Land and Design and Construction of Projects Related to the May 6, 2017, Bond Referendum

Discussion: At the regularly scheduled board meeting on June 28, 2016 the Board approved a reimbursement resolution in the amount of \$10,000,000.00 that authorized the College to reimburse itself from possible future bond financing proceeds for operating fund expenditures to finance the purchase of land, equipment and professional services costs that may be expended developing a plan to implement recommendations of the 2016 Facilities Master Plan.

The College has diligently pursued the directives of the Board in developing construction and financing plans to execute the priorities expressed by the Board. The financing plan calls for estimated expenditures in the amount of \$60,000,000.00 to be paid from operating funds that would be subject to reimbursement. Adoption of the resolution by the Board of Trustees will allow the College to reimburse the College operating fund for construction expenses from the proceeds of capital financing proceeds. It is anticipated that the capital financing proceeds will be available in the Fall of 2017.

Chief Financial Officer Ken Lynn said this item is not a mandate or requirement and the board's approval does not say the college will spend money, but rather is a "tool in our toolbox" to allow us to reimburse ourselves from a successful bond election. This is the only way the college can be reimbursed for spending operating funds on capital projects.

On motion of Mr. Orr, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the Amended Resolution providing for an increase in the reimbursable amount available to the college from capital financing proceeds for expenditures from college operating funds for the purchase of land and design and construction of projects related to the May 6, 2017, bond referendum.

2017-3-13 Approval of Bid Report for March 2017

Discussion: The Bid Report for March 2017 contained two new solicitations, one contract renewal, and one contract revision.

On motion of Mr. Wainwright, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for March 2017 as presented.

I. NEW SOLICITATIONS

Purchase Request #1		
Purchase of Stage Lighting Equipment and Hoists	\$	213,000.00
Purchase Request #2		
Contract for Managed Print Services		700,000.00
TOTAL OF NEW SOLICITATIONS		<u>913,000.00</u>

II. CONTRACT RENEWALS

Purchase Request #3		
Contract for Power Protection Equipment		300,000.00
TOTAL OF CONTRACT RENEWALS		<u>300,000.00</u>

III. CONTRACT REVISIONS

Purchase Request #4		
Contract for Promotional Products		200,000.00
TOTAL OF CONTRACT REVISIONS		<u>200,000.00</u>
GRAND TOTAL	\$	<u>1,413,000.00</u>

INFORMATION REPORTS

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

- Expenditure Reports February 2017
- Statement of Net Position as of 02/28/17
- Summary of Revenues and Expenditures as of 02/28/17
- Monthly Investment Report as of 02/28/17
- Quarterly Investment Report as of 02/28/17
- Follow Up on Questions from Board Members
 - Student Discipline
 - Student Orientation

CFO Ken Lynn presented an update on the college's investments. He said that in June 2016 the Board of Trustees authorized use of five types of investments under policy CAK including federally insured depository spread programs (CDARS), domestic commercial paper, municipal bonds, bank CD's, and credit union shares. Currently, the college is only using two of those, US treasuries and agencies, and local government pools (essentially fixed dollar valuation money-market accounts.) The board authorized President Matkin to negotiate and execute a contract for an investment advisor and in April 2016, a contract

was executed with Patterson & Associates of Austin, Texas. The Board of Trustees had authorized a fee amount up to \$75,000, and the contract with Patterson was negotiated at a fee of \$33,000 per year with option for two one-year renewals.

Yield analysis figures show the following:

FY15 budgeted investment income was \$105,000, actual income \$212,730

FY16 budgeted investment income was \$121,500, actual yield was \$803,614

Current year (FY17) budgeted is \$1,187,000, anticipated yield is \$1,700,000.

Mr. Lynn said the policy changes and the hiring of an investment advisor have paid good dividends for the college. President Matkin commented that the return has been well worth the \$33,000 investment for an advisor.

President Matkin noted reports contained in Information Reports in answer to board member questions.

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 men's and women's basketball teams competed in the National Junior College Athletic Association (NJCAA) Region V Tournament earlier this month with the Lady Cougars winning their way to a spot in the regional finals. The women's season was capped off by winning their third straight North Texas Junior College Athletic Conference Championship and going 11-3 in conference play. They had a regular season record of 21-11. The men's team earned a spot in the post-season tournament with a 7-5 record in conference and a 19-10 record overall.

Lady Cougars Coach Jeff Allen was named NTJCAC Coach of the Year, and several Collin College basketball players earned All-Region and All-Conference honors for the 2016-17 season. Congratulations to our student athletes, Senior Vice President of Academic Workforce and Enrollment Services Sherry Schumann, Vice President Student and Enrollment Services and Athletic Director Albert Tezeno, Coach Jeff Allen, and Coach Jim Sigona.

2. More than 400 college and university dancers from across Texas and the nation gathered at the Spring Creek Campus earlier this month for the American College Dance Association (ACDA) South-Central Region Conference. The students and faculty engaged in five days of master classes, adjudicated concerts, feedback sessions and informal concerts. Thank you to all of the students who participated, Executive Vice President Brenda Kihl, Vice

President/Provost Mary McRae, Dean Gaye Cooksey, Associate Dean Garry Evans, Associate Dean Lupita Tinnen, and Collin's dance faculty.

3. Collin College's Alpha Mu Tau Chapter (AMT) of Phi Theta Kappa won nine awards and four of the officers earned Five Star status at the Texas Regional Convention in Corpus Christi, March 9-12. Congratulations to Executive Vice President Brenda Kihl, Vice President/Provost Abe Johnson, and Dean Wendy Gunderson. Very special congratulations go to our students and faculty advisors: Dr. Nicole Grose, Dr. Jessica Hargis and Professor Zack Shipley.
4. More than 300 people attended the Collin College Health and Safety Fair at Central Park Campus on March 3. Free health screenings, presentations on healthy eating, exercise options, and other wellness activities were provided to Collin students, employees, and members of the community. Representatives from dozens of local health care providers, wellness facilities, and Collin College Health Sciences programs were on hand to answer questions and provide services. Thank you to Executive Vice President Brenda Kihl, Vice President/Provost Jon Hardesty, and Dean Gary Hodge. Special thanks to Professor Linda Muysson, the Health and Safety Fair Committee, and all of the volunteers.
5. More than a dozen first and second year Respiratory Care students joined in the Fight for Air Climb on February 25. The group raised more than \$2,000 for the American Lung Association by securing sponsorship to support their climb up 54 flights of stairs in the Renaissance Tower in downtown Dallas. Thank you to our Respiratory Care students, Executive Vice President Brenda Kihl, Vice President/Provost Jon Hardesty, Dean Gary Hodge, Director Araceli Solis, and Professor Julie Boganwright.

The Board announced the following:

Trustee Wainwright commented that great things are happening at Collin College.

Trustee Wurzman congratulated faculty on their contracts and said excellence is why Collin College is here.

Trustee Rodriguez thanked the members of the Council on Excellence and Dr. Kimberly Harris and said they did a great job.

Trustee Hardin thanked the students who were at the meeting; he asked them to stand and be recognized. He noted that they had seen democracy in action at tonight's meeting. Mr. Hardin congratulated the faculty. He acknowledge the "incredible employee" Collin has in Officer Mewbourn and what a difference he made for the student and for the rest of his life. Trustee Hardin told Professor Dallie Clark that he was sorry to have missed her exhibition.

Trustee Menon led applause for the audience and said it was good to see everyone engaged. He gave kudos to Officer Mewbourn and Professor Clark, and congratulated

District President Matkin and Chief Executive Officer Lynn on the AAA rating. He noted that the rating is good news that will allow Collin to borrow money at a better rate. Trustee Orr thanked everyone and wished all a good night.

Chairman Collins thanked the students for attending the meeting.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the March 28, 2017, meeting of the Board of Trustees of Collin County Community College District at 9:27 p.m.