

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
October 25, 2016**

The Collin County Community College District ("Collin College," "Collin," or "District") conducted its regular monthly Board of Trustees meeting on October 25, 2016, in the Board Room, Room 139, Collin Higher Education Center, with Chairman J. Robert Collins presiding. Trustees in attendance were Mr. Andy Hardin, Mr. Mac Hendricks, Ms. Jenny McCall, Mr. Jim Orr, Mr. Adrian Rodriguez, Mr. Larry Wainwright, and Ms. Nancy Wurzman. Trustee Place 5 is currently vacant. Other attendees included District President Neil Matkin, Collin College administrators, faculty, students, staff, and community members.

CALL TO ORDER

Chairman Collins called the October 25, 2016, meeting of the Board of Trustees of Collin County Community College District to order at 5:35 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 5:36 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.

RECONVENE

Chairman Collins reconvened the meeting at 7:20 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 OCTOBER 25, 2016, MEETING OF THE
COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Ms. Harmon certified the notice of the October 25, 2016, Collin County Community College District Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

PLEDGES OF ALLEGIANCE

Mr. Hardin led the pledge of allegiance to the American flag and Ms. Wurzman led the pledge to the Texas flag.

PUBLIC COMMENT

No public comment was presented.

RECOGNITION OF SPECIAL GUESTS AND INTRODUCTIONS

Chairman Collins recognized professors and students from Collin's Leadership Development Institute (LDI). Students attended from the LDI classes of Professors Debra St. John, Judi Wohead, Jessica Hargis, and Michael Rose. They stood and were acknowledged with applause.

President Neil Matkin introduced and welcomed Andrew Groover, Collin's District Director of Internal Audit.

APPROVAL OF THE MINUTES OF THE SEPTEMBER 22, 2016, SPECIAL CALLED RETREAT OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Wainwright, seconded by Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its September 22, 2016, special called meeting.

APPROVAL OF THE MINUTES OF THE SEPTEMBER 27, 2016, REGULAR CALLED MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Orr, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its September 27, 2016, regular meeting.

CONSIDERATION OF ACTION ON AGENDA ITEMS

2016-10-1 Personnel Report for October 2016

The Personnel Report for October 25, 2016, included one (1) administrative appointment, seven (7) staff appointments, and two (2) resignations/terminations.

On motion of Mr. Wainwright, 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 October 25, 2016, as presented.

2016-10-1a Approval of Administrative Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Shannon South	Director of Accounting	11/28/16	Controller & Student Financial Services	New Position

2016-10-1b Approval of Staff Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Bonni Capobianco	Supervisor, Circulation	10/17/16	Library	Replacement Kelly Satarino
John Guillory	Academic Advisor	09/26/16	Academic Advising	Replacement Elizabeth Kennedy
Timberly Lewis	Academic Advisor	09/26/16	Academic Advising	New Position
Sheila Lokko	Academic Advisor	10/03/16	Academic Advising	New Position
Sarah Monroe	Academic Advisor	09/26/16	Academic Advising	New Position
Kiran Patel	Manager, HRIS/Reporting	10/10/16	Human Resources	Replacement Jonathan Coco
Villa Vance	Coordinator Curriculum	09/30/16	Academic Services	Replacement Vickie Dobbs Stone

2016-10-1c 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>
Kristin Holburn	10/06/16	2	Testing Center Assistant	Testing and Assessment
Randall Novotny	10/31/16	8	Accounts Payable Supervisor	Financial Services

2016-10-2 Appointment of Collin College District Trustee, Place 5

Trustee Mac Hendricks, Chair of the Screening Committee, reported that the committee had met on October 3, 2016, to discuss the process and review applications for the appointment of Trustee, Place 5. The committee held interviews with six of the 13 applicants on October 10 and 11, 2016.

On recommendation and second of the Screening Committee, the Board of Trustees of Collin County Community College District unanimously approved the appointment of Dr. Raj Menon of Plano, Texas to serve as Trustee, Place 5 until the next scheduled election in May 2017.

2016-10-3 Approval of the Establishment of the Committee of 100 and Related Purpose Statement

At its September 27, 2016, meeting, the Board of Trustees approved a resolution providing for the intent of calling a bond election in May 2017. At that time, the establishment of a citizen's committee of 100 was discussed to allow for input and counsel related to implementation of the Master Plan and the bond election.

On motion of Mr. Hardin, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the establishment of the Committee of 100 and related purpose statement as follows:

"The Collin College 2016-2017 Committee of 100 will serve in an advisory capacity and be charged with reviewing the college's Master Plan and providing input to the Board of Trustees regarding its plans to expand services and programs throughout Collin County. The Committee of 100 will culminate in developing strategies to implement the College's Master Plan and recognize its vision of 'Delivering a brighter future for our students and communities.' Staffing of the Committee of 100 will be achieved by each Board of Trustees member who will submit 12 names of community and business leaders from within the college's legislatively defined service area. The Chairman of the Board and the District President will resolve duplicates and add additional names as needed. Once the members of the Committee are selected and have agreed to serve, the group will be convened and officers selected."

2016-10-4 Approval of 2016 Tax Roll

Acting Vice President of Administrative Services/CFO Ken Lynn presented the 2016 Tax Roll for the Board's approval. He noted the total taxable value is \$110,609,710,642 after applying \$16,713,648,962 (net of frozen deferrals value) in total exemptions to the total gross value of \$127,323,359,604. The District's total levy is \$88,477,105.59.

On motion of Mr. Wainwright, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the 2016 Tax Roll as presented.

2016-10-5 Approval of an Amendment to the FY2017 Budget

Mr. Lynn presented an amendment to the FY2017 budget with increases in grant funds totaling \$851,250. 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 September 2016.

On motion Mr. Orr, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved an amendment to the FY2017 budget for changes in Budgeted Restricted Revenue and Expenses for Grant as presented for the period beginning September 2016.

2016-10-6 Approval and Acceptance of Settlement Agreement and Full and Final Release from Liability and Claims with American Food and Vending Service of Missouri, Inc.

District President Matkin said that in July 2013, Collin College and American Food and Vending (AFV) entered into a contract in which Collin College granted AFV the exclusive rights to operate Food and Vending Service operations on all of Collin College's campuses.

Now, the College and AFV have mutually decided to terminate the contract in two phases – the Food Services will be terminated on October 28, 2016, and the Vending Service portion of the contract and all remaining contractual relationships will terminate on December 15, 2016.

On motion of Mr. Wainwright, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved and accepted the settlement agreement, and full and final release from liability and claims with American Food and Vending Service of Missouri, Inc.

President Matkin publically thanked American Food and Vending for their services at Collin College during the contract period.

2016-10-7 Authorization for District President to Negotiate and Execute Contracts and Other Documents to Effect the Purchase of Parcel(s) of Land for Future District Instructional and Support Facilities

President Matkin said the College has recently completed a periodic Facilities Master Planning study. Findings resulting from the study indicate that an expansion of services to underserved populations within the county may be advisable.

Pursuant to the desire of the Board of Trustees to pursue a course of action leading to a potential facilities expansion, the Board authorizes the District President to negotiate and execute contracts for purchase in accordance with parameters established by the Board of Trustees.

On motion of Mr. Orr, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously authorized the District President to negotiate and execute contracts and other required documents to effect the purchase of a parcel or parcels of land for future District instructional and support facilities within the parameters established by the Board of Trustees and to present such contracts to the Board for ratification.

2016-10-8 Authorization for District President to Negotiate and Execute Contracts and Other Required Documents to Effect the Purchase of Equipment Through Chapter 7 Liquidation Proceedings of ITT Educational Services, Inc.

President Matkin said that ITT Educational Services, Inc. filed for Chapter 7 (liquidation) bankruptcy in mid-September 2016. ITT Educational Services, Inc. was a 50-year old for-profit college operator whose educational services included various programs of technical training.

The bankruptcy trustee handling the ITT case has engaged the services of an asset liquidation firm to liquidate assets from ITT's 38-state operation. Tiger Capital Group has indicated that the equipment liquidation will be conducted by an on-line auction that will begin at a date to be announced, but could be as early as November. Dr. Matkin acknowledged Trustee Orr for bringing the equipment liquidation to the college's attention.

On motion of Mr. Rodriguez, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously authorized the District President to purchase new and/or excellent condition equipment from the online liquidation auction of ITT Educational Services, Inc. equipment.

2016-10-9 Authorization for the District President to Negotiate and Execute Contracts and Present to the Board of Trustees for Ratification at the December 6, 2016, Regular Board Meeting

The Public Safety Training Center (PSTC) is a planned 115,000 square foot complex designed to house the College's fire and law enforcement academies as well as providing opportunities for local municipal fire department and law enforcement agencies to train and maintain their skills.

Design of the PSTC has been completed by the District's architects, PBK, Inc., and solicitation documents under the competitive sealed proposal (CSP) delivery method have been advertised and issued in compliance with state law. Responses to the CSP solicitation are due no later than 2 p.m. on Thursday, October 27 at the Purchasing Department at the Collin Higher Education Center or by online submission. Substantial completion of the project is scheduled for March 1, 2018, so commencement of construction is extremely important.

On motion of Mr. Wainwright, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously authorized the District President to negotiate and execute a contract for construction of the Public Safety Training Center and present such contract to the Board of Trustees for ratification at the December 6, 2016, regular board meeting.

2016-10-10 Approval of Private Offers on Struck Off Property

Mr. Lynn presented information on a private offer for struck off property located in Blue Ridge, Texas.

On motion of Mr. Orr, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District on a vote of seven (7) for and one (1) recusal, approved the

private offer to purchase struck off property, Lots 3 & 5, Block 1, North Ridge Estates, Blue Ridge, TX for an amount totaling \$5,350.00. Ms. McCall recused herself from the vote.

2016-10-11 Approval of Bid Report for October 2016

The Bid Report for October 2016 was presented with three (3) new solicitations and one (1) contract revision.

On motion of Mr. Rodriguez, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for October 2016 as presented.

I. NEW SOLICITATIONS

Purchase Request #1		
Contract for Training Services	\$	103,000.00
 Purchase Request #2		
Contract for Catering Services		500,000.00
 Purchase Request #3		
Contract for Vending Services		0.00
 TOTAL OF NEW SOLICITATIONS		<hr/> 603,000.00 <hr/>

II. CONTRACT REVISIONS

Purchase Request #4		
Total Contract Management Software		233,740.00
 TOTAL OF CONTRACT RENEWALS		<hr/> 233,740.00 <hr/>
 GRAND TOTAL	\$	<hr/> 836,740.00 <hr/>

INFORMATION REPORTS

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

Expenditure Reports as of 09/30/2016

Summary of Current Funds Revenues and Expenditures as of 09/30/2016

Monthly Investment Report as of 09/30/2016

Follow Up From Prior Board Meetings: Insurance Loss Ratio and Celina North Development, Inc.

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. On a sad note, Bill Lasseigne, a longtime colleague at Collin College, passed away in late September. From his first role with the college as a student assistant in 1993 through his time as the college's Telecommunications Project Manager, Bill was a warm and welcoming individual who performed his job admirably and consistently well. He was instrumental in ensuring that telecommunications cabling contractors complied with their contracts and that our telecommunications systems functioned properly. Bill truly lived Collin's Core Values and he will be greatly missed.
2. Collin College and Texas A&M University-Commerce have agreed to a 2+2 program, which will bring university classes to Preston Ridge Campus starting this spring. I appreciate the board members who were able to attend the signing ceremony marking the agreement on October 12 at Preston Ridge. Spring enrollment for the new classes from Texas A&M-Commerce opens November 2, when students will be able to choose from junior- and senior-level college courses in marketing, business, environmental science, and agribusiness. University officials plan to expand course offerings in the future. A&M-Commerce already offers coursework for undergraduate and selected master's degrees at the Collin Higher Education Center.
3. Collin College has been named to the 2016 President's Higher Education Community Service Honor Roll. The honor roll recognizes institutions of higher education which support service learning and volunteerism programs and raise the visibility of campus community partnerships. The college was named to the honor roll in the General Community Service, Economic Opportunity, and Education categories. Thank you to Senior Vice President for Academic, Workforce, and Enrollment Services Dr. Sherry Schumann; Vice President of Student and Enrollment Services Dr. Albert Tezeno; and Dr. Terry Hockenbrough, Director of the Center for Scholarly and Civic Engagement, for their continued efforts to inspire public service.
4. Collin College's first-time paramedic pass rate for the National Registry of EMTs exam is 80 percent, and the program has a 100 percent pass rate overall. These stats are much higher than the state and national averages. Once students pass this exam, they can apply for their Texas certification. Thank you to Executive VP Brenda Kihl, VP/Provost Jon Hardesty, Dean Gary Hodge, Fire Science and EMS Director Pat McAuliff, and Program Coordinator James Shiplet and his staff on this exceptional work in preparing tomorrow's emergency workers today.

5. Dr. Ann Beheler, Executive Director of Emerging Technology Grants, has been appointed to the Community College Undergraduate Research Initiative (CCURI) Advisory Board. Dr. Beheler had been appointed to the National Academy of Science Research Committee, which drafted the report "Strengthening Research Experiences for Undergraduate STEM Students."
6. Financial Aid and Veterans Affairs Director Alan Pixley has been elected to the Texas Higher Education Coordinating Board's Financial Aid Advisory Board for a two-year term.
7. James Manley, a 2010 respiratory therapy program alum, has been presented with the UT Southwestern Respiratory Therapist of the Year award. The award was presented by Emergency Medicine Residents at UT Southwestern. Mr. Manley is a part-time instructor in Collin's Simulation Lab at the Central Park Campus.
8. Collin College's Tania Rodriguez was one of 117 college student delegates from 87 schools across the nation to gather at Dominican University of California recently to draft questions for the first presidential debate of 2016. Rodriguez and her co-delegates to College Debate 2016 discussed issues facing the nation and young voters. A 90-minute town hall meeting determined the group's platform and questions presented to the debate moderators. College Debate 16 was created by Dominican University in cooperation with the Commission on Presidential Debates.

The Board announced the following:

Trustee Wainwright said it is important that Collin College implement its Master Plan and not just say we have one.

Trustee Wurzman welcomed all of the students in attendance. She said they are seeing government in action and urged everyone to go out and vote. She said you do not have to like what everyone else likes, or do what everyone else does. Ms. Wurzman said the Board of Trustees wants to see that students become good citizens of the world.

Trustee Orr thanked the students for coming to the meeting. He urged them to form an opinion and vote.

Trustee Rodriguez said that if he does not see everyone in November, he wishes all a Happy Thanksgiving.

Trustee Hardin congratulated newly appointed Place 5 Trustee, Dr. Raj Menon. He thanked the students for coming to the meeting and told them all board members are elected, and that the board feels voting is an incredible right. He encouraged all to vote and noted that Collin College is very supportive and holds elections in many of its facilities.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the October 25, 2016, meeting of the Board of Trustees of Collin County Community College District at 8:16 p.m.