

## **Minutes of Regular Monthly Meeting December 10, 2024**

### **Board of Trustees Collin County Community College District**

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Collin County Community College District conducted its Regular Monthly Board of Trustees meeting on December 10, 2024, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC"), with Chair Andrew Hardin presiding. Trustees in attendance were Ms. Cathie Alexander, Ms. Stacy Arias, Dr. Robert Collins, Mr. Greg Gomel, Mr. Andrew Hardin, Dr. Raj Menon, Mr. Jim Orr, Mr. Jay Saad, and Ms. Megan Wallace.

#### **WORK SESSION**

With a quorum of the Board of Trustees present, Chair Hardin called the Work Session to order at 5:30 p.m. in Board Conference Room 135 at CHEC.

#### **DISCUSSION ITEMS**

1. Graduation Update - Dr. Jay Corwin, SVP of Student and Community Engagement
2. Legislative Update - Mary McClure, AVP, Business & Governmental Relations
3. Collin Central Appraisal District Board of Directors' Election Update - Melissa Irby, Chief Financial Officer

**CONVENE REGULAR MONTHLY MEETING: 6:19 p.m., Board Room 139, CHEC.**

#### **ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Chair Hardin adjourned the regular meeting to Board Conference Room 135, CHEC, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 et seq., to wit at 6:20 p.m.**

#### Section 551.071 Consultations with Attorney

- a. Consultation with the college's General Counsel on a matter in which the attorney has an ethical duty of confidentiality

#### Section 551.072 Deliberations Regarding Real Property

- a. Discuss the purchase, exchange, lease, or value of property available around existing college campuses and financing of potential future campus projects in the college's service area

#### Section 551.074 Personnel Matters

- a. Discuss appointment, employment, evaluation, reassignment, duties, discipline, or responsibilities of college employees

**RECONVENE REGULAR MONTHLY MEETING: 7:02 p.m., Board Room 139, CHEC.**

1. Pledges of Allegiance

**WELCOME STUDENT VISITORS**

**PRESENTATIONS**

1. Recognition of Employees on the Occasion of their Retirement - Dr. Neil Matkin, District President
2. Plano Balloon Festival Check Presentation - Jo Via, Plano Balloon Festival Executive Director
3. Board Resolutions for Dr. Myrtle Elaine Elliott-Hightower, Lisa Vasquez, and Dr. Tom Martin - Dr. Neil Matkin, District President

**PUBLIC COMMENT**

There was no public comment.

**Approval of the December 10, 2024 Consent Agenda Items**

**2024-12-C1 Approval of the Minutes of the October 25, 2024 Regular Meeting**

**2024-12-C2 Consideration of Approval of an Interlocal Agreement with the City of Plano for Community Outreach and Educational Programs**

**2024-12-C3 Consideration of Approval of Faculty Sabbatical Leave for Academic Year 2025-2026**

On motion of Trustee Menon, and second of Trustee Gomel, the December 10, 2024 Consent Agenda was approved by a vote of 9-0.

**CONSIDERATION OF ACTION ON AGENDA ITEMS**

**2024-12-1 Consideration of Approval of the Annual Comprehensive Financial Report (ACFR) Audited by the Independent Auditor Whitley Penn, LLP for the 2023-2024 Fiscal Year**

On motion of Trustee Menon, and second of Trustee Collins, this item was approved by a vote of 9-0. Presentation is attached.

**2024-12-2 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the District President or His Designee to Negotiate and Execute a Job Order Contract with Skanska USA Building Inc. for Mechanical and Electrical Equipment Replacement at the Courtyard Center**

Discussion: Trustee Arias, Chair of the Campus Facilities and Construction Committee, brought forth, in the form of a motion and second, the Committee's recommendation for the District President or his designee to negotiate and execute a job order contract with Skanska USA Building Inc. for mechanical and electrical equipment.

The motion was approved 9-0 as presented.

**2024-12-3 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the District President or His Designee to Execute Pre-Approved Contract Forms and All Other Documents for the Guaranteed Maximum Price Proposal from Skanska USA Building Inc. and Owner's Contingency Funding for the Renovations at the Courtyard Center**

Discussion: Trustee Arias, Chair of the Campus Facilities and Construction Committee, brought forth, in the form of a motion and second, the Committee's recommendation for the District President or his designee to execute pre-approved contract forms and all other documents for the Guaranteed Maximum Price proposal from Skanska USA Building Inc. and Owner's Contingency Funding for the renovations at the Courtyard Center.

The motion was approved 9-0 as presented.

**2024-12-4 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of an Amendment of the Guaranteed Maximum Price Contract Issued to Skanska USA Building Inc. and Owner's Contingency Funding for the Renovations at the Plano Campus**

Discussion: Trustee Arias, Chair of the Campus Facilities and Construction Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of an amendment of the Guaranteed Maximum Price contract issued to Skanska USA Building Inc. and Owner's Contingency Funding for the renovations at the Plano Campus.

The motion was approved 9-0 as presented.

**2024-12-5 Consideration of Approval for the Appointment of Election Secretary and Deputy Secretary**

On motion of Trustee Alexander, and second of Trustee Orr, this item was approved by a vote of 9-0.

**2024-12-6 Consideration of Approval of Facility Naming in Connection with a Major Gift**

On motion of Trustee Menon, and second of Trustee Gomel, this item was approved by a vote of 9-0.

**2024-12-7 Consideration of Approval of a Resolution and Official Ballot Casting Votes for Candidates for the Collin Central Appraisal District Board of Directors**

Collin College is entitled to cast 225 votes in the election of the Collin Central Appraisal District Board of Directors. The votes were divided evenly across the current CCAD board members on the ballot. On motion of Trustee Alexander, and second of Trustee Orr, this item was approved by a vote of 9-0.

**2024-12-8 Consideration of Approval of the Bid Report for December 10, 2024**

Discussion: Melissa Irby, Chief Financial Officer, presented the Bid Report for December 10, 2024, which included four new solicitations and three contract revisions:

**New Solicitations**

Purchase Request #1	\$	400,000
Printing the Register Now Postcard		
Purchase Request #2		2,270,050
Medical Equipment		
Purchase Request #3		560,000
Apparel Items		
Purchase Request #4		600,000
Fiber Optic WAN Maintenance		
<b>Total of New Solicitations</b>		<u>3,830,050</u>

**Contract Revisions**

Purchase Request #5		350,000
Computer Software		
Purchase Request #6		*100,000
Manikins and Warranties		
Purchase Request #7		385,500
Oracle and Banner DBA Services		
<b>Total of Contract Revisions</b>		<u>965,500</u>

<b>Grand Total</b>	\$	<u><u>*4,465,550</u></u>
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**\*Note:** Purchase Request #6 was corrected from \$230,000 to \$100,000, as explained in the detailed report. The Grand Total amount for the Bid Report was adjusted to \$4,465,550 from \$4,795,550.

There was a motion of Trustee Arias, and second of Trustee Orr to approve the Bid Report. Trustee Menon made a motion to modify the motion and to correct Purchase Request # 6, from \$230,000 to \$100,000, and adjust the Grand Total amount of the Bid Report, from \$4,795,550 to \$4,465,550, on Page 34 of the Board agenda. The motion to modify by Trustee Menon was seconded by Trustee Alexander. The motion to modify was then approved by a vote of 9-0. The Board then voted on the first motion by Trustee Arias, and approved the Bid Report, as modified, by a vote of 9-0.

**PUBLIC COMMENT**

There was no additional public comment.

**INFORMATION REPORTS**

- Update on Current Grants
- Personnel Report for December 2024
- Purchase Order Report for Fourth Quarter 2024
- Revenues and Expenses as of October 31, 2024

Statement of Net Position as of October 31, 2024  
Monthly Investment Report as of October 31, 2024  
AECOM Monthly Report for October 2024

### **PRESIDENT'S AND BOARD ANNOUNCEMENTS**

Comments on: workshops, seminars, and conferences taking place at the College; awards received; accomplishments and appointments at the local, state, and national level; published articles and newspaper reports; upcoming events; and recent news.

### **ADJOURNMENT**

Chair Hardin adjourned the meeting of the Board of Trustees of Collin County Community College District at 8:33 p.m.

### **BOARD TRAINING REPORT**

*Section 61.084 (f) of the Education Code requires that the minutes of the last regular meeting of the Board of Trustees of the regular calendar year reflect whether members of the governing board have completed any training required under the section.*  
In calendar year 2024, there was no required training for the Board of Trustees.