

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
December 6, 2016**

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its regular monthly Board of Trustees meeting on December 6, 2016, in the Board Room, Room 139, Collin Higher Education Center, with Chairman J. Robert Collins presiding. Trustees in attendance were Mr. Andy Hardin, Ms. Jenny McCall, Mr. Jim Orr, Dr. Raj Menon, Mr. Adrian Rodriguez, and Mr. Larry Wainwright. Trustees Mac Hendricks and Nancy Wurzman were absent. Other attendees included District President Neil Matkin, Collin College administrators, faculty, students, staff, and community members.

CALL TO ORDER

Chairman Collins called the December 6, 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.

OATH OF OFFICE, PLACE 5

Prior to adjourning into executive session, Notary Public/Trustee Jenny McCall administered the oath of office to Dr. Raj Menon, who was appointed to fill the Place 5 seat vacated by Stacy Anne Arias. The Statement of Elected Officer and Oath of Office documents were signed as required.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chairman Collins recessed the meeting to closed session at 5:40 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.

OPEN SESSION

Chairman Collins reconvened the meeting at 7:02 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 DECEMBER 6, 2016, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the December 6, 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. Orr led the pledge of allegiance to the American flag and Ms. McCall led the pledge to the Texas flag.

APPROVAL OF THE MINUTES OF THE OCTOBER 25, 2016, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Wainwright, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its October 25, 2016, regular meeting.

APPROVAL OF THE MINUTES OF THE NOVEMBER 11, 2016, SPECIAL CALLED MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Ms. McCall, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its November 11, 2016, special called meeting.

OATH OF OFFICE, PLACE 5

Notary Public/Trustee Jenny McCall repeated the administration of the oath of office to Dr. Raj Menon. Dr. Menon's wife and son joined him for the swearing in ceremony in front of the dais. Trustee McCall presented Dr. Menon with the Certificate of Election and congratulated him on his appointment. Chairman Collins offered congratulations and presented the Collin Pin to Dr. Menon. The term of office for Dr. Menon will continue until the seating of the person elected as Place 5 Trustee in the May 2017 election.

ELECTION OF OFFICERS

Dr. Collins opened the floor for nominations for Vice Chair of the Board of Trustees. The position became open as a result of the resignation of Stacy Anne Arias early in the year.

Mr. Rodriguez nominated Trustee Hardin for Vice Chair of the Board of Trustees. There being no other nominations, the Chair closed nominations. Mr. Hardin was elected as Vice Chair of the Board of Trustees by unanimous vote.

Since Mr. Hardin had served as Secretary, Chairman Collins entertained nominations to fill the office of Secretary. Mr. Hardin nominated Mr. Orr as Secretary, Board of Trustees. There being no other nominations, the Chair closed nominations. Mr. Orr was elected as Secretary, Board of Trustees, by unanimous vote.

RECOGNITION OF SPECIAL GUESTS

Chairman Collins recognized the students in attendance from the Leadership Development Institute History class of Professor Thomas Pickens.

PUBLIC COMMENTS

No public comment was presented.

PRESENTATIONS

1. Jo Via and Jessica Jackson from the Plano Balloon Festival presented a check to the Board of Trustees for \$13,624 for the college's partnership with the 2016 festival. Ms. Via said that, unfortunately, the amount was less than last year due to rain reducing attendance numbers. Professor of English Kat Balch, who helped coordinate volunteers for the Festival's half marathon, presented the Board of Trustees with a

check for \$2,000 from funds raised by the marathon. Chairman Collins thanked Ms. Via, Jackson, and Balch, and said the Plano Balloon Festival has been a good partner to the college for a long time.

2. Vice President of Advancement Lisa Vasquez presented videos of Collin's two newest commercials in the *Promise. Power. Pride.* Campaign that will air in theaters December 2 through January 13. The commercials will feature a pair of alums, Robert Brown and Vashtai Kekich, sharing their stories of finding motivation and direction while attending Collin College. Ms. Kekich has a career as a communications practitioner and Mr. Brown is an international investment banker. He is the son of long-time Collin employee Nancy Brown. Ms. Vasquez noted that the commercials were produced in-house.

Ms. Vasquez introduced the Public Relations/Publications staff who were present including Marcy Smith, Marline Miller, Kirk Dickey, Heather Darrow, and Nick Young. She said Vernon Hadnot was not able to be at the meeting, but had recently won a gold medal award from NCMPR. Ms. Vasquez announced that Collin College's Public Relations Department was honored with several awards from the National Council for Marketing and Public Relations (NCMPR) for its work publicizing college programs internally and externally. The college earned gold medals in the newsletter, recruitment/marketing program, TV ad/PSA, and video shorts categories. The college also received silver medal honors in brochure, government/community relations, special event promotion, and original photography.

3. Trustee Adrian Rodriguez reported on his attendance at the American Community College Trustees (ACCT) Conference in October. He said Student Success was the topic of interest for this year's conference. He said the information he learned at the sessions he attended solidified for him that student success was important for all board members to consider and is a factor used to determine a college's strength and weaknesses. Another area of interest to Mr. Rodriguez presented at the conference was globalization. He talked about the effectiveness of ACCT training and the governance institute it offers for trustees.

2016-12-1 Personnel Report for December 2016

The Personnel Report for December 6, 2016, included two (2) administrative appointments, one (1) faculty appointment, 12 staff appointments, six (6) promotions/changes, and 12 resignations/terminations.

On motion of Mr. Rodriguez, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved Items 1a through 1e of the Personnel Report for December 2016 as presented.

2016-12-1a 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>
Thomas Delamater	Chief Public Relations Officer	01/3/17	Advancement/Public Relations	New Position
Lupita Tinnen	N: Interim Associate Dean, Academic Affairs O: Professor, Photography	12/16/16	N: Academic Affairs O: Academic Affairs	Replacement Amy Greene

2016-12-1b Approval of Faculty Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Shelly Farrow	Professor, Nursing (Temporary)	11/07/16	Nursing	Replacement Gail McGlothlen (Temp FT)

2016-12-1c 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>
Shayla Andrews	Student Development Specialist	10/24/16	Student and Enrollment Services	Replacement Jenny Buck
Susan Lacy Castleman	Administrative Assistant	10/20/16	Academic Services	New Position
Deborah Collins	Supervisor, Testing Center	10/31/16	Testing & Assessment	Replacement Katy Rutledge
Dae Kang	Operator/ Maintenance Technician	11/14/16	Plant Operations	Replacement Mark Jerls
Benson Kinyanjui	Advisor Disabilities Services/Mental Health	11/21/16	Access	Replacement Brett Haduch
Vy Ma	Testing Center Assistant	11/28/16	Testing & Assessment	Replacement Kristin Holburn
Jennifer Mangrum	Lab Assistant	11/07/16	Physics	New Position
Larry Robertson	Director HR/Compensation & HR Systems	01/04/16	Human Resources	Replacement Kari Kimbrough
Linda Salazar-Moya	Administrative Assistant	11/07/16	Academic Affairs	Replacement Angela Klewicki

Kristin Swenholt	Media Technology Specialist	11/07/16	Media Services	Replacement Jennifer McDermott
Amanda Trudeau	Lab Assistant	10/24/16	Biology	New Position
Micah Wesson	Lab Assistant	11/21/16	Biology	Replacement Brandy Milliman

2016-12-1d 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>
Susan Cannon	N: Project Manager Grants O: Accountant	10/27/16	N: Academic Services O: Finance and Budgeting	New Position
Samantha Dean	N: Manager Workforce & Professional Programs, & Student Operations O: Coordinator/Advisor, Workforce and Economic Development	11/01/16	N: Workforce and Economic Development O: Workforce and Economic Development	New Position
Angela Klewicki	N: Assistant to the Dean O: Administrative Assistant	12/12/16	N: Academic Affairs/ Workforce O: Academic Affairs	Replacement Sharon Burnett
Shari Morrison	N: Administrative Assistant O: Division Secretary	11/07/16	N: Health Sciences O: Health Sciences	Replacement Jennifer Clay
Linda Wee	N: Director of Workforce/ Professional Development O: Professor, Hospitality & Management	12/19/16	N: Workforce and Economic Development O: Academic Affairs/ Workforce	New Position
Opal Wright	N: Auxiliary Services Assistant (Temporary) O: Supervisor, Bookstore	10/28/16	N: Auxiliary Services Administration O: CPC- Bookstore	New Position

2016-12-1e 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>
Sharyn Art	01/31/17	21	Administrative Assistant	Academic Affairs
Randy Batiste	01/03/17	5	Advisor Disabilities Services/Mental Health	Access
Joane Davis	10/27/16	4	Counselor	Counseling and Career Services
Amy Greene	12/16/16	8	Associate Dean	Academic Affairs
Anna Kessenich	11/28/16	2	Assistant Director, Student Life	Student Life
Stacy Kuenn	01/06/17	2	Director, Health Science Academies	Health Sciences
Charity Lewallen	12/15/16	2	Director Academic Planning/QEP	QEP - SACS
Ruth Payton	01/31/17	21	Assistant to the Dean	Academic Affairs
Brandy Porter	10/14/16	1	Lab Assistant	Biology
Rocibel Roberts	11/04/16	4	Computer Lab Assistant	Academic Tech and Network Services (Computer Lab 3)
Hawre Sulaiman	11/08/16	5	Technology Supervisor	Computer Lab 2
Mimi Withington	11/04/16	2	Assistant to the Dean	Academic Affairs

President Matkin acknowledged two employees who are retiring in January. He said Ruth Payton, Assistant to the Dean of Academic Affairs, is retiring after 21 years at Collin. She has exemplified the college's core values during her time here and, evidence of this; she received the ROSE award (Collin's higher staff award) in recognition of her service and as a reflection of her integrity. Ruth has been the "go to" person when any area of the college has questions about procedures and has been the lead in training Assistants to the Deans and Administrative Assistants who work in the academic offices. In addition, she has taken on the challenge of testing every Banner and Faculty Load upgrade that has taken place, and she has been the expert on course schedule building.

Sharyn Art, Administrative Assistant in the Dean of Academic Affairs Office, has represented what the title “Director of First Impressions” stands for in her 21 years at Collin College. She has greeted every student, faculty member, and community member with a smile and a helpful attitude. Sharyn represents the college’s core values by treating everyone with dignity and respect. She never sends anyone out of the office without helping them, and she has worked tirelessly to support students and faculty while representing the college in a positive and upbeat manner.

Dr. Matkin thanked Ruth and Sharyn for their commitment to excellence, and to Collin’s students and college community. He said they would be missed.

2016-12-2 Approval of Election Secretary and Deputy Election Secretary for the May 6, 2017, Election for Trustees, Places 1, 2, 3, and 5

The next regularly scheduled election of Collin College Board of Trustees, Places 1, 2, 3, and 5, will be held on May 6, 2017. The board must appoint an Election Secretary and Deputy Secretary to help facilitate the college’s election processes.

On motion of Mr. Orr, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved Kim Davison to serve as the Election Secretary and Shirley Harmon as Deputy Election Secretary for the May 6, 2017, election.

2016-12-3 Approval to Not Participate in State Employee Charitable Contribution Program for 2017-2018

Under Sec. 659.1311 of the Texas Government Code, a public junior college may take affirmative action not to participate in the state employee charitable contribution program thereby allowing for employee salary deductions for charitable contributions made to the college. Approval of this item would allow Collin College employees to make salary deductions for scholarship contributions to the Collin Foundation during fiscal year 2017-2018.

Dr. Menon moved that the Board of Trustees of Collin County Community College District approve an action to not participate in the State Employee Charitable Contribution Program in fiscal year 2017-2018. The motion was seconded by Mr. Rodriguez and unanimously approved.

2016-12-4 Approval of New Academic Programs

Executive Vice President Brenda Kihl said the Collin College Master Plan and Vision 2020 Strategic Plan identify a priority to add workforce and academic programs to align with projected Collin County labor market needs. Labor market analysis has indicated an increasing demand for employees in the construction, healthcare, and business and finance industries. The new degree and certificate programs presented have been researched and developed in accordance with the fifteen criteria required by the Texas Higher Education Coordinating Board to include job market analysis, employment projections, enrollment projections, integration of career and technical skills, and curriculum developed in consultation with an advisory committee comprised of industry representatives. Each AAS degree includes a 15 semester credit hour general education core and workforce education courses

specific to the knowledge and skills required for employment in the industry. Level I and Level II certificate programs are developed as stackable credentials within the AAS degree.

On motion of Mr. Orr, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved the following new degree and certificate programs:

Associate of Applied Science Degree – Diagnostic Medical Sonography (64 semester credit hours)

Associate of Applied Science Degree – Heating, Ventilation, Air Conditioning (60 semester credit hours)

- Level I Certificate – Heating, Ventilation, Air Conditioning (24 semester credit hours)
- Level II Certificate – Heating, Ventilation, Air Conditioning (42 semester credit hours)

Associate of Applied Science Degree – Supply Chain Management (60 semester credit hours)

- Level I Certificate – Logistics (18 semester credit hours)
- Level I Certificate – Purchasing (18 semester credit hours)

Associate of Applied Science Degree – Welding: Foundry/Metalsmithing (60 semester credit hours)

- Level I Certificate – Foundry and Metalsmithing (41 semester credit hours)

Associate of Applied Science Degree – Welding: Welding Technology (60 semester credit hours)

- Level I Certificate – Welding Technology (36 semester credit hours)

2016-12-5 Report Out of the Finance and Audit Committee and Approval of the Comprehensive Annual Financial Report for 2015-2016

Jim Orr, member of the Finance and Audit Committee, introduced Ben Kohnle, Audit Partner, of Grant Thornton, LLP to give a summary and present findings of the 2015-2016 audit. Mr. Kohnle thanked President Matkin, Acting Vice President Ken Lynn, Associate Vice Presidents Julie Bradley and Barbara Jindra, and the Administrative Services staff for their outstanding cooperation during the audit.

Mr. Kohnle said one of the key things he covered in an earlier meeting with the Finance and Audit Committee was the synopsis of the results of the audit that included:

- An unmodified “clean” opinion
- No scope limitations in connection with the audit
- No unresolved audit issues
- No audit adjustments
- Open and effective communication process with management

He also said his report was not intended to replace the importance of each board member reading the audit report. One element of that is the management’s discussion analysis, which highlights significant trends over a three-year period. In addition to performing the

financial audit, Grant Thornton also performed the Single Audit, which was an audit of the state and federal grant programs in which the District participates.

On behalf of the Finance and Audit Committee, Mr. Orr thanked Mr. Kohnle for Grant Thornton's work on the audit. He urged board members to read the audit report, saying it was comprehensive and easy to read.

In response to Dr. Menon's question about how long Grant Thornton has been performing the audit for Collin College, Mr. Kohnle said the firm has been performing the audits for the past eight years; however, the performing audit teams have changed while he has continued to be the partner on each of the audits.

Acting Vice President of Administrative Services/CFO thanked Mr. Kohnle and his team for the efficient way in which they conducted the audit. He also thanked his team, particularly Julie Bradley and Barbara Jindra, and the staff of Business Services Division on the completion of the audit.

On motion of Mr. Wainwright, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the Comprehensive Annual Financial Report and related reports for 2015-2016.

2016-12-6 Approval of EMSP Lab Fees Effective Fall 2017

Executive Vice President Brenda Kihl said the Emergency Medical Services 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 an increase in the lab fees in nine lab courses. The EMS program is also modifying the incidental fee associated with the cost of Field Internship Student Data Acquisition Project (FISDAP), a service that tracks student skill attainment, schedules students for experiential learning, and provides computerized exams. The cost of the FISDAP service has increased and therefore the fee will be increased accordingly. In addition, the FISDAP fee will be applied to the courses when students in the program begin using the services (EMSP 1438 and 1501) and removed from clinical courses.

On motion of Mr. Wainwright, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the following changes to the EMSP lab fees effective fall 2017 as presented.

<u>Course</u>	<u>Title</u>	<u>Lab Fee</u>	<u>Effective Term</u>
EMSP 1355	Trauma Management	\$24	Fall 2017
EMSP 1356	Patient Assessment & Airway Mgmt	\$24	Fall 2017
EMSP 1438	Introduction to Advanced Practice	\$24	Fall 2017
EMSP 2143	Assessment Based Management	\$24	Fall 2017
EMSP 2206	Emergency Pharmacology	\$24	Fall 2017
EMSP 2305	EMS Operations	\$24	Fall 2017
EMSP 2330	Special Populations	\$24	Fall 2017
EMSP 2444	Cardiology	\$24	Fall 2017
EMSP 2534	Medical Emergencies	\$24	Fall 2017

Course	Title	Incidental Fee	Effective Term
EMSP 1160	Clinical EMT	\$0	Fall 2017
EMSP 1161	Clinical EMT Advanced I	\$0	Fall 2017
EMSP 1438	Introduction to Advanced Practice	\$140	Fall 2017
EMSP 1501	EMT Basic	\$ 80	Fall 2017
EMSP 2160	Clinical EMT Advanced III	\$0	Fall 2017

2016-12-7 Approval of an Amendment to the FY17 Budget for Changes in Budgeted Auxiliary Revenue and Expenses for Food Services for the Period beginning December 2016

Acting Vice President Ken Lynn said the request for a budget amendment reflects the additions to auxiliary revenues and expenses as a result of the mutual termination of the food services contract between the District and American Food and Vending on October 28, 2016. This budget amendment will allow the District to continue food service operations at the Spring Creek and Preston Ridge Campuses and extend food service to the Central Park Campus. The District intends to provide students with quality food and service at a reasonable price. The amendment to the Auxiliary Services budget totals \$686,609.

On motion of Mr. Wainwright, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the amendment to the FY17 budget for changes in budgeted auxiliary revenue and expenses for food services for the period beginning December 2016 as presented.

2016-12-8 Approval of an Amendment to the FY17 Budget for Changes in Budgeted Restricted Revenue and Expenses for Grants beginning September 2016

Acting Vice President Ken Lynn said 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. The amendment for changes in the grants budget totals \$456,034.

On motion of Dr. Menon, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the amendment to the FY17 budget for changes in budgeted restricted revenue and expenses for grants beginning September 2016 as presented.

2016-12-9 Approval of Blanket Purchase Agreement between Collin College and The Hon Company through the Collin County Government Purchaser's Forum

Acting Vice President Ken Lynn said Hon and the District have entered into this agreement in order to allow the District to acquire HON commercial products and services directly from HON, with the assistance of authorized servicing dealers, using Tier 9 pricing, terms, and conditions set forth in the HON Federal Supply Schedule Contract GS-28F-8047H, by and between HON and the General Services Administration (GSA). The Texas Procurement and

Support Services (TPASS) has established the use of Texas multiple award schedule (TXMAS) contracts that have been developed from contracts that have been completely awarded by the federal government or any other government entity of any state. The prices reflected on GSA schedule contracts are the most favored customer prices. As a cooperative member of the TPASS Cooperative Purchasing Program, the District is authorized to utilize TXMAS contracts as an alternative purchasing method. This is an annual renewal for the HON Purchase Order.

On motion of Mr. Orr, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved the Blanket Purchase Agreement between Collin College and The Hon Company through the Collin County Government Purchaser's Forum.

2016-12-10 Consider Ratification of Approval of an Interlocal Cooperation Agreement for Fiber Optic Network and Physical Path Sharing between the Collin College District and the City of Plano

President Matkin said the City of Plano has a need to connect its Emergency Operations Center to its main technology center. The most advantageous route includes the use of about 7.25 miles of Collin College's 58-mile fiber network. As part of this agreement, the College will have access to the City's fiber network as we expand eastward to Wylie. The Interlocal agreement provides for cost-effective expansion of the City's and the College's fiber optic networks and will save the taxpayers of Collin County from redundant telecommunications expenses by these entities.

In answer to Mr. Orr's question, Chief IT Officer David Hoyt said the college has 40 remaining fibers.

On motion of Dr. Menon, second of Mr. Orr, the Board of Trustees of Collin County Community College District unanimously ratified the approval of the Interlocal Cooperation Agreement for Fiber Optic Network and Physical Path Sharing between the Collin County Community College District and the City of Plano.

2016-12-11 Approval to Interlocal Agreement between National Cooperative Purchasing Alliance (NCPA) and Collin College District

Mr. Lynn said the agreement is pursuant to the authority granted by the "Texas Interlocal Cooperation Act," Chapter 791, Texas Government Code. This is an ongoing agreement activated only by the District's issuance of a Purchase Order. This agreement will be highly beneficial to the taxpayers of Collin County due to the anticipated savings related to volume purchasing.

On motion of Mr. Rodriguez, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the interlocal agreement between National Cooperative Purchasing Alliance (NCPA) and Collin College District.

2016-12-12 Approval of Private Offers on Struck Off Property

Private offers have been made on three struck off properties, one each in McKinney, Blue Ridge, and Farmersville, Texas. On motion of Mr. Wainwright, second of Mr. Orr, the Board of Trustees of Collin County Community College District, on a vote of six (6) for and one (1) recusal, approved private offers on struck off property. Ms. McCall recused herself from the vote. Property locations and offers include:

- | | | |
|----|--|--------------|
| 1. | 402 N. McDonald St., McKinney, TX | \$ 18,822.00 |
| 2. | 9465 CR 626, Blue Ridge, TX | \$ 5,109.00 |
| 3. | Smallwood Owens Survey, Tract 23, Collin County – 10.11 acres (1900 E. Audie Murphy Pkwy., Farmersville, TX) | \$100,000.00 |

2016-12-13 Approval of Bid Report for December 2016

The Bid Report for December contained three (3) New Solicitations, two (2) Contract Renewals, and one (1) Contract Revisions.

On motion of Dr. Menon, second of Mr. Orr, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for December 2016 as presented.

I. NEW SOLICITATIONS

Purchase Request #1		
Contract for Window Cleaning Services	\$	188,520.00
Purchase Request #2		
Training Services for Healthcare Programs for CE		521,000.00
Purchase Request #3		
Contract for Inspections and Repairs of Fire Alarm Systems, Fire Suppression Systems and Fire Extinguishers		238,290.00
TOTAL OF NEW SOLICITATIONS		<u>947,810.00</u>

II. CONTRACT RENEWALS

Purchase Request #4		
Contract for Dental Hygiene Supplies		230,000.00
Purchase Request #5		
Contract for Computer Systems and Computer Accessories		1,600,000.00
TOTAL OF CONTRACT RENEWALS		<u>1,830,000.00</u>

III. CONTRACT REVISIONS

Purchase Request #6		
Microsoft Campus Agreement		90,000.00
TOTAL OF CONTRACT REVISIONS		<u>90,000.00</u>
GRAND TOTAL	\$	<u>2,867,810.00</u>

INFORMATION REPORTS

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

Final Report on Strategic Plan – Vision 2016

Expenditure Reports:

- Summary of Cash Disbursements for the Month of October 2016
- Detailed Summary of Cash Disbursement for the Month of October 2016
- Checks Greater than \$5,000 for the Month of October 2016
- Summary of Contract and Grant Expenditures for the Month of October 2016
- Summary of Disbursements by Fund for the Month of October 2016
- Summary of Electronic Disbursements for the Month of October 2016

Summary of Current Funds Revenues and Expenditures as of 10/31/16

Monthly Investment Report, October 31, 2016

Annual Investment Report as of 8/31/16

Follow Up from Board Meetings and/or Questions from Board Members

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 has been selected as one of the “Best and Brightest Companies to Work For®” in the Dallas-Fort Worth area for the second year in a row and was the only college/university to make the list in 2017. The “Best and Brightest Companies to Work For®” competition identifies and honors organizations that display a commitment to excellence in their human resource practices and employee enrichment. We appreciate all the positive comments from our employees that resulted in this honor.
2. Collin College has been recognized by three top veterans' publications for its continued commitment to military service members and their families. The college serves more than 1,200 veterans and military family members throughout the college district. Collin College was named a *Military Times'* Best for Vets College, was honored as a Top School in the *Military Advanced Education & Transition (MAE&T) Guide to Colleges and Universities* and was recognized as a 2017 Military Friendly® School by Victory Media.
3. The Collin College Nursing Program is one of only 14 nursing programs in Texas with more than 100 graduates to achieve a 90 percent or higher on the Texas Board of Nursing licensure exam. It is an amazing feat to maintain such a high pass rate while growing the program 25 percent each year. Congratulations to Executive Vice President Brenda Kihl, Vice President/Provost Jon Hardesty, Dean Donna Hatch, and the entire nursing faculty on this achievement.

4. The Capital One Foundation has helped fund the Collin County Community College Foundation for Technology Career Pathways Preparation Academy with a grant of \$106,000. The Pathways Prep Academy will focus on courses specific to technology and will target high growth business and industry programs. Thank you to Senior Vice President Sherry Schumann, Vice President Jennifer Blalock, Vice President Dani Day, Director Natalie Greenwell, and everyone who worked to secure this grant.
5. Academic Dean Gaye Cooksey has been selected to serve on the Art Center of Plano Board of Directors beginning in January 2017.
6. Darlisa Diltz, Collin Small Business Development Center's newest Business Advisor, recently helped secure a \$6.4 million capital infusion for a Wylie-area business to expand to a second location. Congratulations Sr. Vice President Sherry Schumann, Vice President Jennifer Blalock, Collin SBDC Director Marta Gomez Frey, Ms. Diltz, and the SBDC team.
7. Polysomnography Program Director Amber Allen has been elected to the Board of Directors of Registered Polysomnographic Technologists.
8. Director of Purchasing Cindy White has been elected to the Board of Directors for the Texas Public Purchasing Association. She will be the first community college representative to serve on the Board of Directors.
9. Dr. Nickie Riley, Associate Professor of Humanities, recently successfully defended her dissertation, thus completing the requirements for her Ph.D. in Humanities at the University of Texas at Dallas.
10. Collin College's Sputum Bowl Team advanced to the national finals for the second time ever at the American Association for Respiratory Care (AARC) Congress in San Antonio in October, ultimately taking third place. The Sputum Bowl is a patient care and respiratory care trivia tournament. Collin placed first in the state (Texas Society for Respiratory Care) for the past five years and has been to the national competition twice.
11. Collin College's own pop a cappella group *OneSound*, under the direction of Professor Kathy Morgan, has been named a semifinalist in the Varsity Vocals International Championship of Collegiate A Cappella (The real-life "Pitch Perfect").

The Board announced the following:

Trustee Wainwright wished everyone a Merry Christmas and a Happy New Year.

Trustee McCall welcomed Trustee Menon and wished Happy Holidays to all.

Trustee Rodriguez congratulated Dr. Menon on his appointment to the Board of Trustees. He reminded everyone that the Martin Luther King, Jr. Power Leadership Breakfast would be held on Saturday, January 14, 2017, at the Spring Creek Campus.

Trustee Hardin recognized and thanked the students from Professor Pickens' class who stayed for the entire meeting. He thanked Jo Via for the money from the Plano Balloon Festival to support student scholarships. Trustee Hardin congratulated and welcomed Dr. Menon to the Board. He said he enjoyed the commercials and the focus on successful students who got something out of attending Collin College. He said he hoped everyone enjoys the holiday season.

Trustee Menon thanked Shirley Harmon and everyone who has been kind, generous, and helped him in his orientation to the Board of Trustees.

Trustee Orr wished Happy Holidays to all.

Chairman Collins welcomed Dr. Menon to the board. He congratulated Mr. Hardin on his election as vice chair and Mr. Orr as Secretary. Dr. Collins wished all Merry Christmas and Happy New Year.

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. During calendar year 2016, no board members completed required training.

Newly appointed Trustee Place 5, Dr. Raj Menon, met in an afternoon-long orientation session with Chairman Collins and President Matkin on November 28, 2016, prior to being sworn-in on December 6, 2016. At that time, Dr. Menon was presented with information on required training on the Open Meetings Act to satisfy legal requirements of Government Code, Section 551.005, training on the Public Information Act to satisfy legal requirements of Government Code, Section 551.012, and Texas Higher Education Coordinating Board required training.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the December 6, 2016, meeting of the Board of Trustees of Collin County Community College District at 9:09 p.m.