

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
October 27, 2015**

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its regular monthly Board of Trustees meeting on Tuesday, October 27, 2015, in the Board Room, Room 139, Collin Higher Education Center, with Chairman J. Robert Collins presiding. Trustees in attendance were Ms. Stacy Anne Arias, Mr. Mac Hendricks, Ms. Jenny McCall, Mr. Jim Orr, Mr. Adrian Rodriguez, and Ms. Nancy Wurzman. Trustees Andy Hardin and Larry Wainwright were 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 October 27, 2015, meeting of the Board of Trustees of Collin County Community College District to order at 5:44 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 5:45 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 7:06 p.m. in Boardroom 139 and welcomed those in attendance. Chairman Collins 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 27, 2015, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the October 27, 2015, 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 Ms. McCall led the pledge to the Texas flag.

APPROVAL OF THE MINUTES OF THE SEPTEMBER 22, 2015, REGULAR MEETING OF THE BOARD OF TRUSTEES

On motion of Ms. Arias, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its September 22, 2015, regular meeting.

PUBLIC COMMENTS

Mr. Wayne Knotts from Eagle Maintenance/ServiceMaster Cleaning told the Board of Trustees that he appreciated the opportunity to serve the college. He said that while the company was not being recommended for the Collin Higher Education Center contract after six years at CHEC, they were being recommended for renewal of the contract for the Preston Ridge Campus in tonight's bid report. Mr. Knotts thanked the board for being allowed to work with the college.

INTRODUCTIONS

Chairman Collins acknowledged students attending from Professors Michael McConachie, Debra St. John, and Judi Wohead's Leadership Development classes, Professor Jessica Hargis' Government class, and Professor Michael Rose's Psychology class.

PRESENTATIONS

Sr. Vice President of Organizational Effectiveness Kim Davison presented a report on the October 9 Director of First Impressions Conference held at the McKinney Sheraton Hotel Conference Center. Keynote speaker was Arleen Arnsparger, noted author and expert on student success. Ms. Arnsparger works with the Center for Community College Student Engagement at the University of Texas and authored, among others, the book *Students Speak: Are We Listening?* Approximately 335 employees participated in this inaugural conference. Key highlights from the conference included:

- The first three weeks are critical,
- Early faculty feedback is important,
- Having a connection makes a difference,
- New student orientation helps allay fears,
- Academic assistance programs can make a difference, and
- Wayfinding signs help students navigate our campuses.

The conference was focused on employees who work closely with students, including areas such as Academic Advising, ACCESS, Student Recruitment and Outreach, Admissions and Registration, Financial Aid, Bursar's Office, Academic and Support Labs, Administrative Offices, Plant Operations, and others.

Ms. Davison said it was a positive, uplifting day and a way to say "thank you" to our front line staff. Survey results said the conference was very well received, with speaker Arnsparger being the favorite part of the conference for the majority of attendees. Other areas that received positive feedback included the opportunity to meet and have discussion with co-workers and colleagues as well as identifying ways to help students.

Suggestions for future “Director of First Impressions” events included holding follow-up departmental workshops, identifying current and new strategies or techniques targeting the “entering students experiences” to share, continuing to have interactive discussions, making this type of workshop available for all employees, encouraging staff to see their importance and the ways they can shape a student’s first impression of the college, and development and use of videos/live interviews of Collin College students who were helped with their beginning issues coming into a large community college.

Each attendee received a glass nameplate etched with the title “Director of First Impressions” as well as a certificate of participation. Many ideas were received from those participating in the conference; they will be used in follow-up and in planning the next Director of First Impressions event.

2015-10-1 Personnel Report for October 2015

On motion of Ms. McCall, second of Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved Items 1a through 1d of the Personnel Report for October 2015.

2015-10-1a Administrative Appointments:

The Board of Trustees of Collin County Community College District by action stated above, approved the following Administrative Appointments:

| <u>NAME</u> | <u>TITLE</u> | <u>DATE</u> | <u>DEPARTMENT</u> | <u>REASON</u> |
|--------------------|---------------------------------------|--------------------|------------------------------|----------------------|
| Scott Parke | Vice President of Policy and Planning | 11/16/15 | Organizational Effectiveness | New position |

2015-10-1b Staff Appointments

The Board of Trustees of Collin County Community College District by action stated above, approved the following Staff Appointments:

| <u>NAME</u> | <u>TITLE</u> | <u>DATE</u> | <u>DEPARTMENT</u> | <u>REASON</u> |
|--------------------|--------------------------|--------------------|---|-----------------------------------|
| Lawrence Carter | Assistant Athletic Coach | 09/28/15 | Athletics | Replacement Kortney Smith |
| Jennifer Jordan | Division Secretary | 09/28/15 | ACCESS | Replacement Traci Bunch |
| Brandy Milliman | Lab Assistant | 10/19/15 | Science, Technology, Engineering & Math | Replacement Viji Vramakrishnan |

2015-10-1c Promotions/Changes:

The Board of Trustees of Collin County Community College District by action stated above, approved the following Promotions/Changes:

| NAME | TITLE | DATE | DEPARTMENT | REASON |
|-----------------|---|-------------|--|-------------------------------------|
| Ann Beheler | N: Executive Director – Emerging Technology Grants (National Science Foundation) O: Executive Director – Emerging Technology Grants (Department of Labor) | 10/01/15 | N: Provost O: Provost | Lateral/Grant ended |
| Susan Cannon | N: Accountant O: Accountant (Department of Labor, grant-funded) | 10/12/15 | N: Finance and Budgeting O: Finance and Budgeting | Lateral/Replacement Tiffany Edwards |
| Susie Davisson | N: Career Coach (Department of Labor) O: Career Coach (Department of Labor, grant-funded) | 10/01/15 | N: Provost O: Provost | Lateral/Grant ended |
| Molly Guard | N: Director of National Information, Security, & Geospatial Technology Consortium (NISGTC) O: Director of National Information, Security, & Geospatial Technology Consortium (NISGTC) (grant-funded) | 10/01/15 | N: Provost O: Provost | Lateral/Grant ended |
| Thomas Martin | N: Associate Vice President, Institutional Research O: Associate Vice President, Institutional Research | 10/01/15 | N: Institutional Research O: Institutional Research | Salary Adjustment |
| Debbie Miller | N: Manager, Program Reporting (Department of Labor) O: Manager, Program Reporting (Department of Labor, grant-funded) | 10/01/15 | N: Provost O: Provost | Lateral/Grant ended |
| Jon Nguyen | N: Program Manager (National Science Foundation, grant-funded) O: Program Manager (Department of Labor, grant-funded) | 10/01/15 | N: Provost O: Provost | Lateral/Grant ended |
| Christina Titus | N: Program Director (National Science Foundation, grant-funded) O: Program Director (Department of Labor, grant-funded) | 10/01/15 | N: Provost O: Provost | Lateral/Grant ended |

2015-10-1d Resignations/Terminations:

The Board of Trustees of Collin County Community College District by action stated above, approved the following Resignations/Terminations:

| <u>EMPLOYEE</u> | <u>LAST DAY</u> | <u>SERVICE</u> | <u>TITLE</u> | <u>DEPARTMENT</u> |
|-----------------|-----------------|----------------|-------------------------------------|--|
| Tiffany Edwards | 10/09/15 | <1 | Accountant | Finance and Budgeting |
| James Eiting | 12/11/15 | 11 | FT Professor, Developmental Math | Developmental Education |
| Lena Poeton | 9/21/15 | 9 | Computer Lab Supervisor | Academic Technology Network Services |
| Jonathan Stober | 10/09/15 | 8 | Internet Systems Specialist | Web Services |
| Stephen Willis | 09/17/15 | 7 | FT Professor | Science, Technology, Engineering & Math |

2015-10-2 Approval of Board (Local) Policy

The Board (Local) Policy BI: Reports, Master Planning Report was presented for first reading at the September 22, 2015, regular meeting of the Board of Trustees as a new policy.

On motion of Mr. Orr, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the new Board (Local) Policy BI: Reports, Master Planning Report as presented.

2015-10-3 First Reading of Board (Local) Policies

Board (Local) Policies presented for first reading included:

DEA: Compensation and Benefits, Salaries

DEC: Compensation and Benefits, Leaves and Absences

Ms. Stacy Anne Arias, Chair of the Organization, Education, and Policy Committee, reported on that committee's meeting earlier in the day. She thanked committee members Adrian Rodriguez and Nancy Wurzman for their participation in the meeting and thanked Mr. Hardin, who was absent from today's meeting, for serving on the committee.

Ms. Arias said the Organization, Education, and Policy Committee recommended tabling the first reading of board (local) policies DEA and DEC, pending cost data and more information comparing current policies to proposed changes. The motion coming out of the committee required no formal second and was unanimously approved by the Board of Trustees of Collin County Community College District.

2015-10-4 Approval of 2015 Tax Roll

Acting Vice President of Administrative Services/CFO Ken Lynn presented the 2015 Tax Roll in accordance with Texas Property Tax Code, Section 26.09, for approval by the Board of Trustees of Collin County Community College District. The Total Taxable Value is \$97,729,259,604 after applying \$14,414,574,361 (net of frozen deferrals value) in Total Exemptions to the Total Gross Value of \$112,143,833,965. The District's Total Levy is \$79,314,635.01.

Mr. Rodriguez made a motion that the Board of Trustees of Collin County Community College District approve the 2015 Tax Roll for the Collin County Community College District with the total levy of \$79,314,635.01. The motion was seconded by Ms. Arias and unanimously approved.

2015-10-5 Approval of Construction Manager-at-Risk for the Public Safety Training Facility

Mr. Lynn said the District received nine (9) responses to the Request for Proposal for Construction Manager-at-Risk. Pogue Construction's general conditions and construction service fees totaled \$758,790.00 and included fees for pre-construction services, construction phase services, staff, equipment, and supplies for administration of the project. Pogue has provided multiple construction-manager-at-risk projects to multiple agencies in the DFW area, and more specifically in Collin County, which makes them familiar with the permitting agencies in the county and familiar with the subcontractor pool in the area.

On motion of Ms. Arias, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved Pogue Construction as the Manager-at-Risk for the Public Safety Training Facility with general conditions and construction services fees totaling \$758,790.00, including fees for pre-construction services, construction phase services, staff, equipment, and supplies for the administration of the project.

2015-10-6 Approval for the District President or His Designee to Negotiate and Execute a Contract with Lexipol, LLC.

Mr. Lynn said Lexipol LLC provides state specific policy management resources for law enforcement organizations that are comprehensive, defensible, and are written and updated by public safety professionals. Training activities for officers are web-based, trackable, and provide training accountability through policy section assignments and scenario-based daily training bulletins.

In answer to Chairman Collins' question, Mr. Lynn said the amount not to exceed \$40,000 would be start-up and policy review. After that, annual costs would run approximately \$5,000 to \$6,000. In answer to Trustee Orr's question, Mr. Lynn said the training and policy management services would not directly save money on liability insurance; however, it would pay off in terms of risk management.

On motion of Mr. Hendricks, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the District President or his designee to negotiate and execute a contract with Lexipol, LLC to provide policy management and training resources for Collin's police department at a cost not to exceed \$40,000.00.

2015-10-7 Approval of Private Offers to Purchase Struck-Off Properties

Private offers were received on five (5) struck-off properties in Collin County.

On motion of Mr. Rodriguez, second of Ms. Arias, the Board of Trustees of Collin County Community College District approve the private offer on the following properties on a vote of six (6) for and one (1) recusal. Ms. McCall recused herself from the vote. Properties and offers include:

| | |
|--|--------------|
| 216 N. 5 th Street, Princeton, TX | \$ 12,601.00 |
| 1204 H Place, Plano, TX | \$ 13,186.90 |
| 110 Bailey, Anna, TX | \$ 2,000.00 |
| 208 S. Georgia, Anna, TX | \$ 3,300.00 |
| 808 Fitzhugh St., Anna, TX | \$ 10,000.00 |

2015-10-8 Approval of Bid Report for October 2015

Acting Vice President Ken Lynn presented the October 2015 Bid Report and discussed major bid items.

Trustees Orr and Wurzman questioned New Solicitation 3871 and Contract Renewal 3609 for custodial services. They agreed more information would be helpful since Service Master as low bidder on 3871 was not recommended for a new contract at the Collin Higher Education Center, but was recommended for contract renewal (3609) at the Preston Ridge Campus.

On motion of Mr. Orr, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for October 2015 with the exception of New Solicitation 3871 and Contract Renewal 3609.

INFORMATION REPORTS

Ken Lynn, Acting District Vice President of Administrative Services/CFO, presented the following information reports:

Expenditure Reports

Mr. Lynn presented the Expenditure Report for September 2015 and certified that all expenditures were made in accordance with law and within budget. Included in the report were the following: Summary of Cash Disbursements for the month of September 2015; Detail of Summary of Cash Disbursement for the month of September 2015; Checks Greater than \$5,000 September 2015; Summary of Contract and Grant Expenditures September 2015; Summary of Disbursements by Fund September 2015; and Summary of Electronic Disbursements for the month of September 2015.

Other Reports

Reports presented for the board's information included: Budget Status Report as of 8/31/15; Budget Status Report as of 9/30/15; Investment Schedule as of 8/31/15; Quarterly Investment Report ending 8/31/15; Annual Investment Report ending Fiscal Year 8/31/15; and Investment Schedule as of 9/30/15.

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:

Special Note:

Dr. Matkin said it was with great sadness that he reports the passing of Professor Stephen Mark Willis on September 16. Services were held on September 21 for Steve who was an outstanding Professor of Operating Systems Security/Cybersecurity at the Preston Ridge Campus. He joined Collin as an associate professor beginning in 2003 and had been a full-time professor since 2008.

Prior to joining Collin, Professor Willis served 12 years as senior network administrator for the Texas A&M University Health Science Center and spent 20 years as operations manager of Corning Clinical Laboratories toxicology lab, writing database programs. He co-authored more than 30 papers on the statistical analysis of medical data published in peer-reviewed scientific journals.

Professor Willis' students expressed admiration for his expertise, experience, and intellect. He garnered respect from those who knew him, particularly for the way he handled health challenges over the last few years with a never-give-up attitude.

President Matkin said Professor Willis would truly be missed by his students and colleagues. A moment of silence was observed as a tribute to Professor Stephen Mark Willis.

District President's other announcements:

1. Dr. Matkin displayed pictures of his beautiful first grandchild, Ava May, who was born on October 19.
2. President Matkin said it was his great pleasure as he formally welcome Kenneth Lynn, CPA as the Acting Vice President of Administrative Services/Chief Financial Officer for Collin College. Mr. Lynn brings a wealth of more than 25 years of experience in accountancy to the college. He joins Collin from San Jacinto Community College

District where he served as the Vice Chancellor of Fiscal Affairs. At Collin College, Mr. Lynn will oversee several key departments, including accounting and financial reporting, purchasing, grants, the police department, facilities and auxiliary services.

Dr. Matkin offered a hearty thank you to Julie Bradley for stepping in as the interim and to her team for their tireless efforts. The diligence and support of the staff helped to ensure a seamless transition as we move forward and continue the great work of this college.

3. The Dallas chapter of the Public Relations Society of America presented Collin College with the Pegasus Award in the video category on October 23. Dallas is the nation's No. 5 media market, so the Pegasus Awards honor the best of the best in one of the most competitive markets in the country. The winning entry was a video testimonial from the "Promise. Power. Pride." campaign featuring alumnus Ben Davis. Thank you to Vice President of Advancement Lisa Vasquez, Video Producer Vernon Hadnot, and the rest of the Public Relations team for their work on this commercial. President Matkin said he is very pleased to work with Lisa and her staff.
4. Collin College Counselor Amy Lenhart, serving in her role as president of the American College Counseling Association, was quoted in two national magazine articles in October. The first was "Community Colleges Face Big Security Risks with Few Resources" for *The Chronicle of Higher Education* and the second was "There's a Mental Health Crisis on College Campuses" on *addiction.com*.
5. The National Board of Surgical Technology and Surgical Assisting recently recognized Collin College for a pass rate of 90 percent or higher on the Certified Surgical Technologist (CST) and Certified Surgical First Assistant (CSFA) examinations from January 1, 2011, through July 31, 2015. Thank you to Sr. Vice President Sherry Schumann, Dean Abe Johnson, Surgical Technology Director Jeanne Glapion, and the educators who made this accomplishment possible.
6. Professor Bridgette Kirkpatrick has helped secure a \$2.9 million grant from the National Science Foundation to help establish a regional center for biotechnology technicians in Austin. The grant is aimed at increasing the number and diversity of well-trained biotechnology technicians in the workforce and institutionalizing community college education practices that make high quality education and training in the concepts, tools, skills processes, regulatory structure, and ethics of biotechnology available to all students. It includes provisions to establish articulation agreements between bachelor degree programs at Texas universities and Austin Community College District, which was awarded the grant, Collin College, Del Mar College, and Bluegrass Community and Technical College. Professor Kirkpatrick serves as a co-principal investigator for the grant request.

7. Vice President of Human Resources Norma Allen will be sworn into the U.S. Supreme Court Bar in early November. To be accepted to the bar, an applicant must have been able to practice law for three years in his or her home state with a clean disciplinary record throughout that time, must produce a letter of good standing from the highest court in the state, and must be considered of good moral and professional character. Congratulations to Vice President Allen on this honor.

The Board announced the following:

Trustee Orr welcomed Mr. Lynn to Collin College. He also thanked the students who were in attendance and told them how much he loved them being at the meeting and hoped more students would attend upcoming meetings.

Trustee Rodriguez thanked the students for attending the meeting. He gave a shout out to the City of Plano for its We Are Plano event celebrating the importance of diversity in the workplace and the city as a whole. Mr. Rodriguez announced that Collin County LULAC would be holding its annual banquet on Thursday, October 29. He said LULAC awarded close to \$300,000 to students this year and many of them are attending Collin College. He also congratulated the Public Relations staff on winning the prestigious Pegasus Award.

Chairman Collins said it was good to see so many students at the meeting. He told them they would be the next generation to be sitting in the trustees' seats. He thanked the faculty for bringing the students to the board meetings.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the October 27, 2015, meeting of the Board of Trustees of Collin County Community College District at 8:07 p.m.