

**Minutes of Regular Meeting  
December 9, 2025**

**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 Tuesday, December 9, 2025, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC"), with Chair Jay Saad presiding. Trustees in attendance were Ms. Cathie Alexander, Mr. Andrew Hardin, Dr. Raj Menon, Mr. Jim Orr, and Ms. Staci Weaver. Mr. Justin Adcock and Dr. Robert Collins were absent. Trustee Place 1 is vacant.

**WORK SESSION**

With a quorum of the Board of Trustees present, Chair Saad called the Work Session to order at 5:31 p.m. in Board Conference Room 135 at CHEC.

**DISCUSSION ITEMS**

1. Graduation Update - Dr. Jay Corwin, SVP, Student and Community Engagement
2. Dual Credit Update - Dr. Craig Leverette, Vice President, Academic Operations

**CONVENE REGULAR MONTHLY MEETING: 6:03 p.m., Board Room 139, CHEC.**

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Chair Saad 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 6:04 p.m.**

Section 551.071 Consultation with Attorney

- a. Consultation with the college's General Counsel on a matter in which the attorney has an ethical duty of confidentiality
- b. Consultation with the college's General Counsel regarding pending litigation in Cause No. 4:24-cv-584

Section 551.072 Deliberation Regarding Real Property

- c. 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, including the purchase of new property

Section 551.074 Personnel Matters

- a. Discuss appointment, employment, evaluation, reassignment, duties, discipline, or responsibilities of college employees and the duties of Trustees for the vote casting process for the CAD Board
- b. Discuss update regarding appointment of Trustee Place 1

## **RECONVENE REGULAR 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. National Council for Marketing and Public Relations 2025 Medallion Awards – Dr. Jay Corwin, SVP, Student and Community Engagement
4. ACCT 2025 Leadership Congress Conference Summary - Trustee Adcock, Trustee Alexander, and Trustee Weaver. This was moved to the January 30, 2026 meeting.

## **PUBLIC COMMENT**

There was no public comment.

## **Approval of the December 9, 2025 Consent Agenda Item**

### **2025-12-C1 Approval of the Minutes of the October 31, 2025 Regular Meeting**

On motion of Trustee Weaver, and second of Trustee Orr, the December 9, 2025 Consent Agenda was approved by a vote of 6-0.

## **CONSIDERATION OF ACTION ON AGENDA ITEMS**

### **2025-12-1 Consideration of Approval of the Annual Comprehensive Financial Report (ACFR) Audited by the Independent Auditor Whitley Penn, LLP for the 2024-2025 Fiscal Year**

On motion of Trustee Menon, and second of Trustee Alexander, this item was approved by a vote of 6-0. Presentation is attached.

### **2025-12-2 Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policies: *DGC (Local) Employee Rights and Privileges – Employee Expression and use of College Facilities; EGAA (Local) Grading and Credit - Credit by Exam; FLA (Local) Student Rights and Responsibilities – Student Expression and Use of College Facilities; FLB (Local) Student Rights and Responsibilities – Student Conduct; FMA (Local) Discipline and Penalties – Discipline Procedure; GD (Local) Community Expression and Use of College Facilities***

Discussion: Trustee Hardin, Chair of the Organization, Education, and Policy Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of the second reading and approval of Local Board Policies.

The motion was approved 6-0 as presented.

**2025-12-3 Report Out of the Place 1 Trustee Selection Committee and Consideration of Approval of the Appointment of Trustee Place 1**

Discussion: Trustee Menon, Chair of the Place 1 Trustee Selection Committee, brought forth, in the form of a motion and second, the Committee's recommendation to approve Mr. Glenn Callison as the Trustee for Place 1.

The motion was approved 6-0 as presented.

**2025-12-4 Consideration of Approval of a New CE Certificate-Manicurist**

On motion of Trustee Alexander, and second of Trustee Orr, this item was approved by a vote of 6-0.

**2025-12-5 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 93 votes in the election of the Collin Central Appraisal District Board of Directors. The votes were divided between the following: Doug Bender, 24 votes; Baine Brooks, 23 votes; Brian Dale, 23 votes; and Steve Wilson, 23 votes. On motion of Trustee Menon, and second of Trustee Alexander, this item was approved by a vote of 6-0.

**2025-12-6 Consideration of Approval of the Bid Report for December 9, 2025**

Discussion: Melissa Irby, Chief Financial Officer, presented the Bid Report for December 9, 2025, which included two new contracts and two contract revisions:

**New Contracts**

Purchase Request #1	\$	200,000
Fire Alarm and Fire Suppression Inspections and Repairs		
Purchase Request #2		110,000
MRI Simulator and Accessories		

**Contract Revisions**

Purchase Request #3		300,000
Signage Products		
Purchase Request #4		250,000
Software		

<b>Total</b>	\$	<u>860,000</u>
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On motion of Trustee Menon, and second of Trustee Weaver, this item was approved by a vote of 6-0.

**PUBLIC COMMENT**

There was no public comment.

## **INFORMATION REPORTS**

Personnel Report for December 2025

Revenues and Expenses as of October 31, 2025

Statement of Net Position as of October 31, 2025

Monthly Investment Report as of October 31, 2025

AECOM Monthly Report for October 2025

## **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 Saad adjourned the meeting of the Board of Trustees of Collin County Community College District at 7:49 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 2025, Trustee Adcock and Trustee Weaver completed the Open Meeting Act (Texas Government Code, Section 551.005) and the Public Information Act (Texas Government Code, Section 552.012) training within the required timeframe.