

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
February 23, 2016**

The Collin County Community College District ("Collin College," "Collin," or "District") conducted its regular monthly Board of Trustees meeting on Tuesday, February 23, 2016, in the Board Room 139 at the 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 Stacy Anne Arias was absent. Other attendees included District President H. Neil Matkin, Collin College administrators, faculty, students, staff, community members, and vendor representatives.

CALL TO ORDER

Chairman Collins called the February 23, 2016, meeting of the Board of Trustees of Collin County Community College District to order at 5:36 p.m. The Board met at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chairman Collins recessed the meeting to closed session at 5:37 p.m. in the Board Conference Room 135, 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 7:07 p.m. in Board Room 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 FEBRUARY 23, 2016, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the February 23, 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

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

APPROVAL OF THE MINUTES OF THE JANUARY 26, 2016, SPECIAL CALLED RETREAT OF THE BOARD OF TRUSTEES

On motion of Mr. Wainwright, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its January 26, 2016, special called retreat.

APPROVAL OF THE MINUTES OF THE JANUARY 26, 2016, REGULAR MEETING OF THE BOARD OF TRUSTEES

On motion of Mr. Orr, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its January 26, 2016, regular meeting.

PUBLIC COMMENTS

Professor of Physical Education and Wellness Program Coordinator Linda Muysson and Professor of Respiratory Care Angie Switzer invited the Board of Trustees to attend the March 4, 2016, Health & Safety Fair in the Conference Center at the Central Park Campus. The program will feature 18 Collin programs, 75 outside vendors including representatives from hospitals. Demonstrations such as healthy cooking, yoga, Tai chi, and much more will be offered along with vision and hearing screenings, HIV testing, chair massage, mental health screenings, health information, and more. Tours of a medical helicopter, fire truck, ambulance, and other equipment will be available. The Fair is free and open to the public.

PRESENTATION

Vice President of Advancement Lisa Vasquez presented a screening of the college's next commercial featuring Attorney and Collin Alumnus Richard Cheng. The commercial will begin airing in theaters on May 6.

2016-2-1 Personnel Report for February 2016

On motion of Ms. Wurzman, second of Mr. Orr, the Board of Trustees of Collin County Community College District unanimously approved Items 1a through 1c of the Personnel Report for February 2016.

One correction was noted on Item 1c Resignations/Terminations: Jacqueline McCorkle's title was incorrectly shown. It should have been Professor of Surgical Technology.

2016-2-1a 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>
John Kemnitz	Supervisor, Computer Lab	01/19/16	Academic Technology and Network Services	Replacement Lena Poeton
Betsy Rajan	Clerk I, Testing Center	01/25/16	Academic Advising and Student Success	Replacement Natalie Tuggle

2016-2-1b Promotions/Changes

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>
Coleen Schwyzer	N: Coordinator, Accounts Payable O: Accounts Payable Associate	1/25/16	N: Finance Services and Reporting O: Finance Services and Reporting
Jennifer Wright	N: Coordinator, Purchasing O: Purchasing System Specialist	2/8/16	N: Purchasing O: Purchasing

2016-2-1c 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>
Ralph Hall	01/31/16	30	Vice President of Administrative Services/CFO	President's Office
Jacqueline McCorkle	05/13/16	1	Professor, Respiratory Care Surgical Technology	Health Sciences
Barbara Money	02/29/16	30	Vice President of Student Development	President's Office
Colleen Smith	01/31/16	5	District Senior Vice President of Academic Affairs and Student Development	President's Office

2016-2-2 Approval of the Permanent Expulsion of a Student

President Matkin reviewed details of the recommendation for the permanent expulsion of a student for review and discussion with the Board of Trustees in closed session. The identity of the student was protected in open session in keeping with the Family Educational Rights and Privacy Act (FERPA).

On motion of Mr. Wainwright, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the permanent expulsion of a student.

2016-2-3 Report Out of the Organization, Education, and Policy Committee and First Reading of Board (Local) Policies

Sr. Vice President of Organizational Effectiveness Kim Davison presented the following report regarding proposed changes to policies DGBA, DMAA, DMAB, and GB:

Policy DGBA (Local)

Over the course of the last several years, Collin has utilized a multi-step process for addressing employee concerns. Board Policy DGBA (Local) outlines this multi-step process that, in most cases, currently ends with review by an Administrative Review Panel (ARP). The ARP provided an independent review of the employee's concern if the issue had not been resolved following two levels of formal review by the Dean and Leadership Team member.

The proposed new process streamlines and improves the process of addressing employee concerns by making a few modifications, as outlined in the chart below. The process begins (rather than ends) with a review by one of three Resolution Review Panels (RRP), which are similar to the previous Administrative Review Panels (ARP). Each Resolution Review Panel will be comprised of three administrators from across the college to serve for a one-year period. Training will be provided to all of the RRP members each year and the three RRP's will rotate throughout the year.

The advantage of beginning the process with the Resolution Review Panel is that the employee is presenting his/her concern to a group of administrators who likely have not heard about the issue and will provide fresh eyes and ears to the process. It is anticipated that employees will have more confidence in the process, while still providing an opportunity to appeal to the appropriate leadership team member if the Resolution Review Panel determination is not satisfactory. Other than a faculty member requesting an appeal due to contract termination, these steps complete the review process for employee concerns.

Another step in streamlining this process was to eliminate the restriction on appeal levels for different types of employee concerns. The following employee complaints were limited to consideration at the Leadership Team level.

1. Complaints concerning an employee's wages, hours, or conditions of work, including performance evaluations or reviews, unless the Level Two hearing officer conducted the original performance evaluation or review;
2. Complaints arising from the termination of a part-time at-will employee;
3. Violations of College District policy, unless specifically identified in this policy (e.g., alleged illegal discrimination, harassment, retaliation, and the like); and
4. Any other complaint brought by an employee against another employee, supervisor, or manager of the College District.

The revised process makes these limits unnecessary. Improved efficiency and outcomes are anticipated from the changes to this process.

Since 2012-2013, approximately 268 complaints have been processed including complaints by employees and complaints by students about employees.

In **policy DMAA** (Local), the primary changes are:

- Include probationary faculty within the scope of the policy for dismissal with cause
- Add required ADA language, “with or without accommodation”
- Expand the definition of a violation to include providing false information or false documentation

In **policy DMAB** (Local), the only change is to add the words “or designee” to ensure consistency with Board Policy DCA (Local), which specifies this provision.

In **policy GB** (Local), the primary changes are:

- Improve wording
- Eliminate wording and processes that relate to a paper complaint form since it is now all online
- Provide flexibility on timelines for addressing community complaints
- Add that the complainant may designate a representative
- Add that the college can assign a neutral third party to hear a complaint, if deemed necessary

Ms. Davison said in all policies, the following changes were made:

- References to the President are changed to “District President”
- Use of the word “shall” is general changed to “will”
- References to “college district” are changed to “college” unless referring to the legal entity, “Collin County Community College District”

In the absence of Chair Stacy Arias, Mr. Hardin reported on the Organization, Education and Policy Committee meeting of February 9, 2016, to review and discuss these policies. He said the Committee went through the policies line-by-line and held long discussion on the use of “shall” and “will” and discussed defining good cause. Ms. Davison said the college’s attorney suggested not defining good cause, which would provide the college better position. Ms. Wurzman said if you do not have cause, terminating a person would be a problem. In answer to Mr. Hendricks’ question about defining a day, Ms. Davison said it is the college’s practice to start the next day. In procedures, it is defined as next day. In answer to Mr. Hendricks’ question about the definition of soft money, Ms. Davison said that is usually grant funds, but it can be defined in the policies.

This being a first reading, no action was required or taken.

2016-2-4 Approval of Tuition Increase Effective Fall 2016

Executive Vice President Brenda Kihl presented the proposed tuition increase effective fall 2016. She said the \$3 increase per hour for in-district, \$5 increase for out-of-district, out-of-state, and out-of-country would still leave Collin as the lowest tuition in the state by about \$12 per hour. On recommendation of the District President, motion of Mr. Wainwright, second of Mr. Orr, the Board of Trustees of Collin County Community College District unanimously approved an increase in tuition of \$3 increase per hour for in-district, \$5 increase for out-of-district, out-of-state, and out-of-country, effective fall 2016.

Current Tuition & Fees – Spring 2016	
In-District	\$39
Out-of-District	78
Out-of-State/Country	138
Approved Tuition & Fees Fall 2016	
In-District	\$42
Out-of-District	83
Out-of-State/Country	143

2016-2-5 Approval of Fee for Nonfundable Courses

Executive Vice President Brenda Kihl explained that situations arise when it is necessary to allow students to enroll in courses when the contact hours generated by those enrollments are not eligible for state contact hour funding. One example is enrollment in a course required in university degree plans, but the course is not recognized in the Texas Lower Division Academic Course Guide Manual or is not approved as a local needs course by the Texas Higher Education Coordinating Board. None of the contact hours generated by enrollment by the unrecognized course may be submitted for contact hour funding. However, the course is in demand because it is required for specific university degrees.

A second example is a case in which a student enrolls “for a course that is the same or substantially similar to a course that the student previously attempted two or more times at the same institution.” With only a few exceptions, institutions are not permitted to submit contact hours for funding that are generated in courses that have been attempted more than two times. An attempted course is any course for which a student is enrolled on the census date, since enrollment on the census date triggers state contact hour funding. Collin is the only community college in Texas that does not currently let students take the class over and pay additional tuition.

To compensate for the loss of state funding in these types of situations, it is proposed that students enrolled in courses for which the contact hours are not eligible for state funding be required to pay an additional \$50.00 per semester credit hour for tuition. Establishing a higher tuition rate for repeated courses is consistent with Texas Administrative Code, Title 19, Part 1, Chapter 13, Subchapter F, Rule 13.108(b) which states, in part, “... an institution may charge a higher tuition rate, not to exceed the rate charged to nonresident undergraduate students, ... to a student whose hours may no longer be submitted for formula funding under §13.105 of this title.”

Implementation of the higher tuition for enrollment that is not eligible for state contact hour funding will require students to pay \$150 more in tuition for a 3-semester hour course. Information will be published in the 2016-17 catalog and on the Collin College website about the higher tuition required for enrollment in courses that would generate nonfundable contact hours and a list of nonfundable courses requiring a higher tuition. The higher tuition for nonfundable enrollment will be effective fall semester 2016.

At the recommendation of the District President, motion of Mr. Rodriguez, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved a \$50 per credit hour increase in tuition for students enrolled in courses for which the contact hours generated are not eligible for state contact hour funding, effective fall 2016.

Collin College is required to publish this information and a process for exemption if it creates a financial hardship for the student. President Matkin said a policy for the process of exemption or waiver would be brought to the Board of Trustees in the near future.

2016-2-6 Approval of an Associate of Applied Science Degree and Certificate Program in Health Professions

Executive Vice President Brenda Kihl said that at the request of area high schools participating in Collin's Health Sciences Academy and recommended by the program Advisory Committee, a Health Professions Program has been developed.

The Associate of Applied Science (AAS) - Health Professions includes the required general education component of 15 semester credit hours. The remaining 45 semester credit hours to complete the associate degree are chosen from among six tracks, each of which prepares the student to obtain the AAS in addition to industry-recognized certifications, including:

- Certified Nurse Aide/Assistant (CNA),
- Electro Cardiogram Technician (EKG) certification;
- Emergency Medical Technician (EMT) certification,
- Phlebotomy (PHLEB) certification,
- Patient Care Technician (PCT), and
- Medical Coding/Billing certification.

The Level I Certificate - Health Professions has four tracks from which students may choose. Each prepares the student to obtain an industry-recognized certification:

- Certified Nurse Assistant (CNA);
- Electrocardiography (EKG) Technician;
- Patient Care Technician (PCT);
- Phlebotomy Technician (PHLEB).

The mission of this degree is to promote a well-rounded healthcare professional through foundational knowledge in general courses relating to healthcare as well as application in a specific professional track. Labor market information from the Occupation Network (O*Net) and the Economic Modeling Specialists Information (EMSI) identify the occupations associated with the proposed degree and certificates as being in demand and growing faster than average.

On recommendation of the District President, motion of Mr. Wainwright, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously

approved the Associate of Applied Science degree and certificate program in Health Professions.

2016-2-7 Authorization for the District President to Negotiate and Execute a Parking Lot License Agreement with the City of Plano

The City of Plano has requested to lease the parking lots at the Spring Creek campus on March 26 and 27, 2016, to provide public parking to support the Texas Music Revolution music festival to be held at Plano's Oak Point Park and Nature Preserve.

The parking lot lease will be a no-cost lease to the College. The City of Plano assumes the responsibility to provide maintenance and repair of damages, clean up, restroom facilities, refuse receptacles and security. The College will receive 20% of all parking lot receipts.

On motion of Mr. Hardin, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously authorized the District President to negotiate and execute a parking lots license agreement with the City of Plano for use of parking lots at the Spring Creek Campus on March 26 and 27, 2016, to support the Texas Music Revolution festival.

2016-2-8 Approval of Private Offers to Purchase Struck Off Properties

Acting Vice President of Administrative Services/CFO Ken Lynn discussed private offers that were received on three (3) struck-off properties in Collin County located at 711 E. Standifer, McKinney, TX; 805 ½ E. Standifer, McKinney, TX; and 902 Anthony, McKinney, TX.

Mr. Lynn explained that higher offers had been received in the amounts of \$18,000 each for 711 E. Standifer and 805 ½ E. Standifer. However, the City of McKinney did not approve these higher bids because of its experience with the lower bidder, Robert Wakefield, and his intent to build affordable housing.

After some discussion and on motion of Mr. Wainwright, second of Mr. Hardin, the Board of Trustees of Collin County Community College District approved on a vote of seven (7) for and one (1) recusal approval of the private offers for struck off property as follows:

711 E. Standifer, McKinney, TX, offer of \$14,500.00 from Robert Wakefield
805 ½ E. Standifer, McKinney, TX, offer of \$11,800.00 from Robert Wakefield
902 Anthony, McKinney, TX, offer of \$20,500.00 from North Collin County Habitat for Humanity

2016-2-9 Approval of Bid Report for February 2015

Acting Vice President/CFO Ken Lynn presented the Bid Report for February 2016 with new solicitations in the amount of \$358,200.00 and contract renewals in the amount of \$1,031,500.00, for a total of \$1,389,700.00 for the month.

On motion of Mr. Rodriguez, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for February 2016.

Mr. Hendricks commended Mr. Lynn for the bid report narratives saying they are very helpful in allowing board members to review the materials before the meeting.

INFORMATION REPORTS

Acting Vice President Lynn presented the following reports for the board's information. He certified that expenditures were paid in accordance with board policy and state law.

Expenditure Reports

Summary of Cash Disbursements for the month of January 2016
Detail of Summary of Cash Disbursement for the month of January 2016
Checks Greater than \$5,000 January 2016
Summary of Contract and Grant Expenditures January 2016
Summary of Disbursements by Fund January 2016
Summary of Electronic Disbursements for the month of January 2016

Other Reports

General Funds Revenues & Expenditures as of 01/31/16
Investment Schedule as of 01/31/16

President Matkin acknowledged the great work by Vice President Dani Day and President of Faculty Council/Professor Regina Hughes regarding the Innovation Challenge. He said information on the President's Initiatives and Innovation Challenge would be available at the next board meeting.

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. President Matkin thanked Tim Bowles for his great work as Media Technician at the board meetings. He said he had been calling him "Eric" since he arrived and publically apologized to Tim for the mistake.
2. Collin's College's Institute of Hospitality and Culinary Education (IHCE) has been awarded accreditation by the Accreditation Commission for Programs in Hospitality Administration (ACPHA). Collin College joins just three other colleges in the state of Texas and 63 nationwide who have earned this honor. The accreditation is valid for seven years. Thank you to Executive Vice President Brenda Kihl, Vice President/

Provost Abe Johnson, Dean Bill Blitt, IHCE Program Chair Karen Musa, and the program's faculty and staff who made this accomplishment possible.

3. Collin College was awarded the Spirit of McKinney Moving Forward Award at the McKinney Chamber's Annual Awards Ceremony on February 19. The award was created by the Mayor and City Council to recognize a business or organization that exhibits exceptional contributions and commitment to the community through new investment, development, or redevelopment while embracing and enhancing McKinney's unique community spirit. In presenting the award to Chairman Collins, Mayor Loughmiller cited the college as exemplifying a commitment to enhancing the community by offering the highest level of academic facilities in the area. Dr. Collins was also presented with a Texas flag that had flown over the Capitol in Austin courtesy of The Honorable State Representative Scott Sanford.
4. Dean of Nursing Donna Hatch has been elected Chair of Professional Development for the Texas Organization of Associate Degree Nursing. Her job duties will include planning and organizing educational opportunities for faculty and administration for the State of Texas.
5. Five Collin College students will appear in a short film at the South-by-Southwest (SXSW) Film Festival this month in Austin. The Kriti Narayanan film, "Good Night, Lizzie," was an official selection for the world-famous festival. Congratulations to our students whose names will be listed in the update to the college and thank you to their Acting Professor Gail Gronauer.
6. Dental hygiene students Jasmine Friend and Hope Edminston were recently published in *RDH Graduate Magazine* for their research while attending Collin College. *RDH* is a national magazine that prints work from dental hygiene students and professionals who have graduated in the last five years.
7. Three former Collin Theatre students will make their Broadway debuts this spring and one student is opening off-Broadway.
 - Ragan Pharris is appearing in the ensemble of the new Sara Bareilles musical, "Waitress."
 - Cory Boulrieris is a stage manager on the new musical, "On Your Feet," written by Gloria and Emilio Estefan.
 - Akron Watson is appearing in the ensemble of the musical, "The Color Purple."
 - Off-Broadway, former Collin Theatre student James Ortiz is set to open his play "The Woodsman," an original story about the tin woodsman from L. Frank Baum's Oz books.
8. Congratulations to several Collin College employees on being recognized as 2016 NISOD Excellence Award recipients. The recipients are Mindi Bailey, Kathleen Blust, Deborah Cardenas, Sean Geraghty, Amy Greene, Linda Kapocsi, Chris Morgan, Karen Musa, Sherry Rhodes and Andrea Szlachtowski. The recipients will be

presented with a specially cast, pewter medallion hung on a burnt-orange ribbon at the annual NISOD conference in May. The NISOD Excellence Awards honor and recognize the extraordinary work of faculty, administrators, and staff whose service to their students, colleagues, and community deserve special recognition.

9. Saturday night, the Collin College Foundation hosted the fourth annual Stetson & Stiletto Standoff at the Central Park Campus to raise scholarships for students. With the backdrop of Old West trivia, 325 guests squared off in a battle for not just the Stetson & Stiletto Championship but also for scholarships for students at their tables. All told, the event netted \$122,090.86 for student scholarships, which included record-breaking mulligan sales of \$4,700. This is down from last year's event, which raised over \$161,000, but another opportunity is just around the corner. On April 9, the Foundation will host the Cougar Run 5K and 1K Fun Run at Preston Ridge Campus during Founder's Week.

The Board announced the following:

Trustee Rodriguez thanked the students for attending the meeting.

Trustee Hardin echoed Trustee Rodriguez's comments.

Trustee Wurzman thanked Dr. Matkin for his knowledge of music and words at the Stetson & Stiletto Standoff. She said he was much too humble in admitting how much he knows.

Trustee McCall thanked Vice President of Advancement Lisa Vasquez, Foundation Executive Director Amy Evans, and all involved for their work on the Stetson & Stiletto Standoff. She said it was a very fun event.

Chairman Collins echoed what Trustee McCall said about the Standoff being a lot of fun.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the February 23, 2016, meeting of the Board of Trustees of Collin County Community College District at 8:31 p.m.