

**Minutes of Regular Meeting
January 28, 2020**

**The Board of Trustees
Collin County Community College**

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted a Work Session and Regular Monthly Board of Trustees meeting on Tuesday, January 28, 2020, at the Collin Higher Education Center, with Chairman Dr. Robert Collins presiding. Trustees in attendance were Dr. Robert Collins, Dr. Stacey Donald, Mr. Greg Gomel, Mr. Andy Hardin, Dr. Raj Menon, Mr. Fred Moses, and Mr. Jay Saad. Those absent were Ms. Stacy Arias and Mr. Jim Orr.

WORK SESSION

Chairman Collins called the Work Session to order at 5:30 p.m. in Board Conference Room 135 at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069. Kristy Horkman, Executive Assistant to the District President/Secretary to the Board of Trustees, certified that the meeting was posted according to Article 551.001 of the Texas Government Code.

DISCUSSION ITEMS

1. Mental Health Updates – Dr. Sherry Schumann, Executive Vice President
2. SACSCOC Site Visit Overview – Dr. Sherry Schumann, Executive Vice President

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chairman Collins adjourned the meeting to Board Conference Room 135 for Closed or Executive Session pursuant to the Texas Government Code Section 551.001 at 6:20 p.m.
Section 551.089 Deliberation Regarding Security Devices or Security Audits

- a. Discuss audit, assessment, and information related to security of technology and network security

Section 551.072 Deliberations about Real Property

- a. Discuss and receive legal advice regarding pending litigation
- b. Discuss and receive legal advice regarding contemplated litigation

Section 551.074 Personnel Matters

- a. Discuss employment, duties, or assessment of college personnel

No formal action was taken.

ADJOURNMENT OF WORK SESSION

Chairman Collins adjourned the January 28, 2020, work session of the Board of Trustees of Collin County Community College District at 7:25 p.m.

RECONVENE, 7:31 p.m., Board Room 139

1. Kristy Horkman, Executive Assistant to the District President/Secretary to the Board of Trustees, certified that the meeting was posted according to Article 551.001 of the Texas Government Code.
2. Pledges of Allegiance

PUBLIC COMMENT

The following individuals spoke regarding the recent facility rate increase: Thomas Fabry, Mike Giles and Ann Sampson.

PRESENTATIONS

1. Wylie Campus and Technical Campus Sizzle Reels - Marcy Cadena-Smith, Interim Chief Public Relations Officer
2. Recognition of Employees on the Occasion of Their Retirement – Dr. Neil Matkin, District President.

Approval of January Consent Agenda Items

On motion of Trustee Menon, and second of Trustee Gomel, the Board of Trustees of Collin County Community College District unanimously approved the December Consent Agenda Items.

2020-01-C1 Approval of the Minutes of the December 10, 2019 Regular Meeting

By action stated above, the Board of Trustees of Collin County Community College District approved the minutes of the December 10, 2019 Regular Meeting as corrected.

2020-01-C2 Approval of Personnel Report for January 2020

By action stated above, the Board of Trustees of Collin County Community College District approved the Personnel Report for January 2020 which included five administrative appointments, four faculty appointments, nineteen staff appointments, eight promotions/lateral changes, and eighteen resignations/terminations.

2020-01-C2a Approval of Administrative Appointments

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>SALARY</u>
Danielle Harbeck	Director, Construction Projects	01/27/20	Facilities Administration	New position	\$88,501
Alicia Huppe	N: Associate Vice President, Student and Enrollment Services O: Dean, Student and Enrollment Services	01/02/20	N: Student and Enrollment Services O: Dean, Student and Enrollment Services	New position	N: \$124,884 O: \$118,394
Brenden Mesch	Dean, Academic Affairs/Workforce	02/03/20	Academic Affairs/Workforce	Replacement Karen Musa	\$108,062
Ali Subhani	Director, Internal Audit	01/08/20	Chief of Staff	New position	\$129,791
Roger Widmer	Chief Operating Officer, Corporate College	01/06/20	Continuing Education & Workforce Development	New position	\$108,062

2020-01-C2b Approval of Faculty Appointments

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>SALARY</u>
Kevin Adams	Professor, Plumbing	02/10/20	Construction Technology/Plumbing	New position	\$81,900
James Elste	Professor, Cybersecurity	02/02/20	Academic Affairs/Workforce	New position	\$53,550
Charles Long	Professor, Carpentry	02/10/20	Construction Technology/Carpentry	New position	\$81,900
Michael Zolton	Professor, Facilities Management	02/24/20	Academic Affairs/Workforce	New position	\$81,900

2019-12-C2-1c Approval of Staff Appointments

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>SALARY</u>
Hatem Aboalam	Director, Pharmacy Technician Program	01/02/20	Health Sciences	New position	\$76,609
Anna Bertinelli	Workforce Recruiting Specialist (Grant-funded)	01/02/20	Academic Affairs/Workforce	New position	\$49,505
Stephen Burkett	Manager, Science Labs	01/29/20	Biology	New position	\$59,901
Keith Caruso	Collin Police Officer	01/13/20	Police Department	New position	\$53,535
Sabrina Cummings	Director, Veterinary Technology	01/29/20	Veterinary Tech Administration	New position	\$95,667
Patricia Johnson	Lab Assistant, Biology	12/02/19	Academic Affairs	New position	\$33,176
Lesley LeForge	Administrative Assistant, EMS	01/13/20	Health Sciences	Repurpose position	\$37,397
Tara Lewis	Program Career Coach, Workforce (Grant-funded)	01/13/20	Grants and Contracts	New position	\$58,860
Kenneth Mayfield	Police Systems Administrator	01/02/20	Technology Services	New position	\$78,783
Becky Mondeel	Division Secretary	01/27/20	Facilities	Replacement Brian Putman	\$36,899
Billie Myrick	Collin Police Officer	01/13/20	Police Department	New position	\$54,509
Deja Pearson	Testing Center Assistant	01/13/20	Testing and Assessment	Replacement Ratsamy Minwell	\$29,095
Jeffrey Rosso	Collin Police Officer	01/13/20	Police Department	New position	\$55,969
Joshua Snyder	Interim Clinical Coordinator, Health Professions	02/03/20	Health Sciences	Replacement Jacquelyn Apligian	\$59,120
Karen Stepherson	Coordinator, Academic Compliance	01/13/20	Executive Vice President	Replacement Judy James	\$54,456
Taunya Syrett	Lab Instructor, AIM Center	01/06/20	Academic Affairs	Replacement Jens Stubblefield	\$50,904
Michael Tyler	Workforce Recruiting Specialist	01/06/20	Academic Affairs/Workforce	New position	\$44,770

Brynley Wetton	Collin Police Officer	01/13/20	Police Department	New position	\$55,969
Michelle Zoltowski	Nursing Lab Technician	01/02/20	Nursing	New position	\$29,815

2019-12-C2-1d Approval of Promotions and Lateral Changes

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>SALARY</u>
Jacquelyn Apligian	N: Clinical Coordinator, EMS O: Clinical Coordinator, Health Professions	01/06/20	N: Emergency Medical Tech O: Health Professions	Reclassification	N: \$56,673 O: \$49,613
Tripat Baweja	N: Director, Engineering Technical Programs O: Professor, Engineering	01/02/20	N: Academic Affairs/Workforce O: Academic Affairs/Workforce	New position	N: \$83,114 O: \$62,309
Nichole Boone	N: Executive Director, Library O: Reference Librarian	01/20/20	N: Library O: Library	Promotion	N: \$88,116 O: \$66,358
Jan Clark	N: Assistant to the Dean O: Administrative Assistant	01/02/20	N: Continuing Education and Workforce O: Financial Services	Promotion	N: \$47,056 O: \$44,647
Jennifer Clay	N: Executive Assistant, Vice President/Provost O: Administrative Assistant	01/06/20	N: Office of the Provost, Wylie O: Dual Credit	Promotion	N: \$54,022 O: \$42,317
Lisa Forrester	N: Director, Collegiate Academy O: Professor, English	01/02/20	N: Academic Affairs O: Academic Affairs	Promotion	N: \$85,038 O: \$71,708
Richard Salas	N: Systems Security Specialist O: Systems Support Specialist	12/01/19	N: Technology Services O: Technology Services	Reclassification	N: \$65,029 O: \$61,773
Brian Sanders	N: Director HVAC and Welding Programs O: Lead Professor of HVAC Technology	01/02/20	N: Academic Affairs/Workforce O: Academic Affairs/Workforce	New position	N: \$88,501 O: \$73,804

2019-12-C2-1e Approval of Resignations and Terminations

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Peggy Akers	02/28/20	19	Assistant to the Dean	Academic Affairs	Retirement
Brandy Anderson	01/24/20	1	Administrative Assistant	Academic Affairs/Workforce	Resignation

Shannon Burkett	01/17/20	2	Lab Assistant	Academic Affairs	Resignation
John Ciccio, Jr.	01/31/20	13	Advisor	Admissions & Advising	Retirement
Miguel DaCosta	01/01/20	<1	Collin Police Cadet	Police Department	Resignation
Ken Dunlap	01/31/20	20	Manager, Facilities	Plant Operations	Retirement
Joanne Duran	01/02/20	7	Professor, Nursing	Nursing	Resignation
Dennis Green	02/20/19	5	Applications Administrator	Tech Services – Software Support	Resignation
Sally Holmburg	01/31/20	5	Admissions and Records Assistant	Registration and Records	Retirement
Kelle Kennemer	01/03/20	10	Collin Police Officer	Police Department	Resignation
Roman Kilgore	01/19/20	1	Collin Police Officer	Police Department	Resignation
Damon Ling	01/03/20	1	Grounds Keeper	Grounds Maintenance	Resignation
Frank Mayhew	12/13/19	10	Professor, History	Academic Affairs	Retirement
Gretchen Shackelford	01/31/20	15	Director, Technology Projects	Technology Service Projects	Resignation
James Shippet	12/20/19	13	Program Coordinator, EMS	Emergency Medical Tech	Retirement
Roxie Vigil	12/13/19	<1	Collin Police Officer	Police Department	Resignation
Eric Williams	12/11/19	<1	Buyer	Business Office	Resignation
Michelle Wilson	01/31/20	28	Coordinator, CE Workforce and Admissions	Registrar's Office	Retirement

2019-12-C3 Approval for an Interagency Cooperation Agreement with the University of Texas at Austin (Charles A. Dana Center) for Participation in the Transfer Partnership Strategy (TPS)

By action stated above, the Board of Trustees of Collin County Community College District approved an interagency cooperation agreement with the University of Texas at Austin (Charles A. Dana Center) for participation in the Transfer Partnership Strategy (TPS).

2019-12-C4 Approval of Course Fee Request and/or Modification for Fall 2020

By action stated above, the Board of Trustees of Collin County Community College District approved the course fee request and/or modification for Fall 2020.

2019-12-C5 Approval of Memoranda of Understanding with Local Law Enforcement Agencies

By action stated above, the Board of Trustees of Collin County Community College District approved the Memoranda of Understanding with local law enforcement.

CONSIDERATION OF ACTION ON AGENDA ITEMS

2020-01-1 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of Guaranteed Maximum Price #2 (“GMP #2”) from JE Dunn Construction (“JE Dunn”) for the Construction of the IT Center at the Frisco Campus

Discussion: Trustee Hardin, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee’s recommendation for approval of the Guaranteed Maximum Price #1 (“GMP #1”) from JE Dunn Construction (“JE Dunn”) for the construction of the IT Center at the Frisco Campus.

2020-01-2 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of Change Order #1 for the Construction Manager-at-Risk Contract with McCarthy Building Companies, Inc. (“McCarthy”) for the Construction of the Technical Campus

Discussion: Trustee Hardin, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee’s recommendation for approval of Change Order #1 for the Construction Manager-at-Risk Contract with McCarthy Building Companies, Inc. (“McCarthy”) for the construction of the Technical Campus.

2020-01-3 Report Out of the Finance and Audit Committee and Consideration of Approval for the District President to Negotiate a Contract with IN2 Architecture for Master Planning Services

Discussion: Trustee Moses, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee’s recommendation for approval for the District President to negotiate a contract with IN2 Architecture for Master Planning Services.

2020-01-4 Report Out of the Finance and Audit Committee and Consideration of Approval for the Purchase of Workday and Implementation Services to Improve and Streamline College Services and System Security for Related Costs Not to Exceed \$11,500,000

Discussion: Trustee Moses, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee’s recommendation for approval for the purchase of Workday and implementation services to improve and streamline college services and system security for related costs not to exceed \$11,500,000. Raj Menon recused himself.

2020-01-5 Consideration of Approval of the Bid Report for January 2020

Discussion: Mr. Steve Bassett, Collin College Chief Financial Officer, discussed the Bid Report for January 2020, which included seven new solicitations and eight contract revisions.

I. NEW SOLICITATIONS

Purchase Request #1, pg. 85	\$185,000
Microscopes and Microscope Accessories	
Purchase Request #2, pg. 86	140,000
Pavement Replacement	
Purchase Request #3, pg. 87	360,000
Irrigation Systems Repair and Installation Services	
Purchase Request #4, pg. 88	500,000
Automotive Equipment, Parts and Services	
Purchase Request #5, pg. 89	150,000
Snap-On Equipment, Tools, and Hardware	
Purchase Request #6, pg. 90	385,000
Steinway and Essex Pianos	
Purchase Request #7, pg. 91	900,000
Library Shelving and Furniture	
TOTAL OF NEW SOLICITATIONS	<hr/> \$2,620,000 <hr/>

II. CONTRACT REVISIONS

Purchase Request #8, pg. 92	\$65,000
Software	
Purchase Request #9, pg. 93	3,500,000
KI Furniture	
Purchase Request #10, pg. 94	44,000
Digital Radio Communications Equipment	
Purchase Request #11, pg. 95	65,000
Internet Bandwidth Management Equipment	
Purchase Request #12, pg. 96	1,000,000
Job Order Contracting Construction Services	
Purchase Request #13, pg. 97	375,000
Medical Equipment and Supplies	
Purchase Request #14, pg. 98	60,000
Audio Visual Equipment and Supplies	
Purchase Request #15, pg. 98	110,000
Landscape Services	
TOTAL OF CONTRACT REVISIONS	<hr/> \$5,219,000 <hr/>
GRAND TOTAL	\$ <hr/> \$7,839,000 <hr/>

After discussing the New Solicitations, Trustee Hardin requested to have Purchase Request #12 Job Order Contracting Construction Services in the amount of \$1,000,000 be pulled out of the Bid Report prior to the motion. On motion by Trustee Menon and second of Trustee Donald, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report, excluding Item #12 and subject to the change on Item #14 Audio Visual Equipment and Supplies which referenced \$60,000 on the Bid Report and \$40,000 on the backup. The correct amount is \$60,000.

Purchase Request #12 Job Order Contracting Construction Services for \$1,000,000 that was pulled out of the Bid Report was put to a motion. On motion of Trustee Moses and second of Trustee Saad, six (6) Board of Trustees of Collin County Community College District approved Item #12 and one (1) opposed.

FOLLOW UP QUESTIONS FROM BOARD MEMBERS

The following questions and requests were addressed with remarks from District President Dr. Neil Matkin with additional information provided in the board packet:

1. Trustee Moses would like to see information in the AECOM report regarding what is being spent at each campus with minority and small businesses.

INFORMATION REPORTS

Statements of Net Position as of December 31, 2019

Summaries of Current Funds Revenues & Expenses as of December 31, 2019

Quarterly Investment Report as of November 30, 2019

Monthly Investment Reports as of December 31, 2019

Grant Budget Amendments for the Quarter Ended November 30, 2019
Annual Investment Report – State Auditor’s Office
AECOM monthly reports for November 2019 and December 2019

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; and Upcoming Events.

ADJOURNMENT

Chairman Collins adjourned the January 28, 2020, meeting of the Board of Trustees of Collin County Community College District at 8:31 p.m.