

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
November 14, 2017**

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted a Work Session and its Regular Monthly Board of Trustees meeting on November 14, 2017, at the Collin Higher Education Center, with Chairman J. Robert Collins presiding. Trustees in attendance were Dr. Collins, Dr. Stacey Donald, Mr. Andy Hardin, Mr. Mac Hendricks, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, Mr. Adrian Rodriguez, and Ms. Nancy Wurzman. Other attendees included District President Neil Matkin, Collin College administrators including Executive Vice President Brenda Kihl, Sr. Vice President of Academic, Workforce, and Enrollment Services Sherry Schumann, Sr. Vice President of Organizational Effectiveness Kim Davison, Chief Financial Officer Ken Lynn, Chief Public Relations Officer Tom Delamater, and members of Collin’s staff.

WORK SESSION CALL TO ORDER

Chairman Collins called the November 14, 2017, Work Session of the Board of Trustees of Collin County Community College District to order at 5:34 p.m., in the Board Conference Room 135 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

CERTIFICATION OF NOTICE

Shirley Harmon, 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

Discussion items included the following:

1. Presentation on ZogoTech, a Data Warehouse and Business Intelligence System – Associate Vice President of Institutional Research Dr. Tom Martin and Director of BIS Data Warehouse David Malone

No formal action was taken.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chairman Collins recessed the meeting to executive session at 6:25 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.

The Executive session adjourned at 7:08 p.m. There being no further discussion, the Work Session also adjourned at 7:08 p.m.

REGULAR MONTHLY MEETING CALL TO ORDER

Chairman Collins reconvened the regular monthly meeting of the Board of Trustees of Collin County Community College District at 7:11 p.m. in Boardroom 139 and welcomed those in attendance. Trustees in attendance were Dr. Collins, Dr. Stacey Donald, Mr. Andy Hardin, Mr. Mac Hendricks, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, Mr. Adrian Rodriguez, and Ms. Nancy Wurzman. Other attendees included District President Neil Matkin, Collin College administrators, faculty, students, staff, vendors, and community members.

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 NOVEMBER 14, 2017, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the November 14, 2017, Collin County Community College District Board of Trustees regular meeting was posted according to Article 551.001 of the Texas Government Code.

PLEDGES OF ALLEGIANCE

Mr. Hendricks led the pledge of allegiance to the American flag and Chairman Collins led the pledge to the Texas flag.

RECOGNITION OF SPECIAL GUESTS

Chairman Collins recognized the professors and students from the Leadership Development Institute including students from Professor Jessica Hargis' Political Science class and Professor Judi Wohead's Speech Communication class. Students from Professor Tyler Young's dual credit Government class at McKinney North High School and Professor Melissa Kenfield's Sociology class were also present along with other students.

APPROVAL OF THE MINUTES OF THE OCTOBER 20, 2017, SPECIAL CALLED RETREAT OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Dr. Menon, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its October 20, 2017, special called retreat.

APPROVAL OF THE MINUTES OF THE OCTOBER 24, 2017, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Moses, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its October 24, 2017, regular meeting.

PUBLIC COMMENTS

No public comment was presented.

PRESENTATIONS

1. Presentation of Theater Promotional Advertising – Chief Public Relations Officer Tom Delamater presented information on the college’s new marketing campaign for 2017-2018 *Find Your Future at Collin College*. He played the new 30-second commercial that will begin airing in December on 150 theater screens in the college’s service area. The commercial is one of three in a series, with the second beginning in January and the third in the summer. Mr. Delamater introduced the producer of the video Vernon Hadnot. He acknowledged Director of Marketing and Communications Marcy Cadena-Smith and the public relations writers for their help on the commercial.

2. Year-Round Pell – Alan Pixley, Director of Financial Aid, presented information regarding year-round Pell grants. He said they were introduced in 2008, phased out by the Department of Education in 2011, and have now been brought back in a simplified version.

Mr. Pixley said that in 2016-2017, \$43.69 million in financial aid was paid to 9,320 Collin College students. Pell grant recipients totaled 5,957 students or 16% of Collin’s enrollment during this time. The average student received \$3,200 for the year in awards, ranging from \$606 to \$5,920. Students who attend full-time in fall and spring receive the full amount of the award; however, students who do not attend full-time in fall and spring have their awards prorated and can use the remainder of the awards for summer. Year-round Pell allows students to receive 150% of their Pell award and to receive funding throughout the year. Students must be enrolled in at least 6 hours in summer to receive the additional amount. Awards are prorated based on enrollment. Mr. Pixley closed with the following chart showing Pell Grants by semester and the potential with year-round Pell:

	2016-2017 Actual	2016-2017 Analysis	2017-2018 Projection	2017-2018 Potential
Fall Pell	\$9.27 Million	\$9.27 Million	\$10.31 Million	\$10.31 Million
Spring Pell	\$8.45 Million	\$8.45 Million	\$9.38 Million	\$9.38 Million
Summer Pell	\$1.34 Million	\$1.9 Million	\$2.75 Million	\$9.38 Million
Total Pell	\$19.06 Million	\$19.62 Million	\$22.44 Million	\$29.07 Million

2017-11-1 Personnel Report for November 2017

The Personnel Report for November 2017 included one administrative appointment, four staff appointments, two promotion/changes, and two resignations/terminations.

On motion of Dr. Menon, second of Mr. Moses, the Board of Trustees of Collin County Community College District unanimously approved Items 1a through 1d of the Personnel Report for November 2017.

2017-11-1a Approval of Administrative Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Faye Davis	Executive Director, Library	12/04/17	Library	Replacement

2017-11-1b Approval of Staff Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Tina Jackson	Director, Developmental Education	10/23/17	Developmental Education	New Position
Aaron Luong	Plant Operations Worker	10/23/17	Plant Operations	Replacement
Iain Michie	Academic Technology Manager	10/23/17	Computer Lab 1	Replacement
Genevieve Northup	Corporate and Workforce Training Specialist	11/02/17	Corporate College	Replacement

President Matkin introduced Tina Jackson, Director of Developmental Education, who was seated in the audience.

2017-11-1c Approval of Promotion/Changes

By action stated above, the Board of Trustees of Collin County Community College District approved the following promotions/changes:

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Don Dickson	N: Veterans Services Advisor O: Accounts Payable Associate	10/30/17	N: Financial Aid O: Financial Services	Replacement
Jeremy Nelsen	N: Network Administrator O: LAN Administrator	11/01/17	N: Academic Technology/ Network Services O: Academic Technology/ Network Services	Reclassification

2017-11-1d Approval of Resignations/Terminations

By action stated above, the Board of Trustees of Collin County Community College District approved the following resignations/terminations:

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Jennifer Askew	09/11/17	17	Program Director Assistant	Continuing Education – Healthcare
Therese Bishara	10/31/17	7	International Student Services Assistant	Admissions and Advising
Charlotte Leach	10/16/17	2	Accounts Payable Associate	Financial Services

2017-11-2 Report Out of the Organization, Education, and Policy Committee and Approval of Local Board Policies

Discussion: As a part of the college’s comprehensive review of all policies and with input from the Texas Association of School Board’s Legal and Policy Service, the local policies outlined below were presented for review by the Organization, Education, and Policy Committee at its meetings on October 24, 2017, and November 7, 2017.

Committee Chair Mac Hendricks reported that it was the committee’s recommendation that the policies be approved as presented with the exception of Local Board Policy GE, which will be further revised in the first paragraph “Promotional Activities” to read “College District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any purpose without prior approval of the District President or his designee.”

Trustee Menon confirmed with Sr. Vice President Kim Davison that Local Board Policy CAM outlines criteria for accepting gifts that defines the college will not accept any gift that would “discriminate against any person on the grounds of race, color, religion, sex, national origin, age, disability, veteran status, or any other basis protected by law.”

On motion and second out of the Organization, Education, and Policy Committee, the Board of Trustees of Collin County Community College District unanimously approved the policies with changes as presented with the exception of Local Board Policy GE, which will be further revised in the first paragraph “Promotional Activities” to read “College District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any purpose without prior approval of the District President or his designee.”

- **CAA (Local) Appropriations and Revenue Sources** – State and Federal Revenue Sources: This is a new policy recommended as a result of revised federal regulations governing all federal grants and awards, US Office of Management and Budget Uniform Guidance.
- **CAM (Local) Appropriations and Revenue Sources – Grants, Funds, Donations**

from Private Sources: Revisions provide flexibility for the District President to accept unsolicited gifts on behalf of the college, with the exception of conditional gifts or real property, which must be accepted by the Board.

- **DIA (Local) Employee Welfare-Freedom from Discrimination, Harassment, and Retaliation:** This policy will be deleted and the content moved to DIAA and DIAB.
- **DIAA (Local) Freedom from Discrimination, Harassment, and Retaliation-Sex and Sexual Violence:** Related content moved from DIA.
- **DIAB (Local) Freedom from Discrimination, Harassment, and Retaliation-Other Protected Characteristics:** Related content moved from DIA.
- **FLAA (Local) Student Use of College District Facilities:** New proposed policy addressing student use of college facilities.
- **FLB (Local) Student Rights and Responsibilities-Student Conduct:** Language recommended by District Dean of Students updates the section on scholastic dishonesty. Proposed additional language relating to recording on campus.
- **GDA (Local) Community Use of College District Facilities-Conduct on College District Premises:** Provisions regarding use of tobacco and electronic smoking devices have been moved from GFA.
- **GE (Local) Advertising and Fundraising:** New proposed policy addressing promotional activities and advertising (as revised above.)

2017-11-3 Report Out the Organization, Education, and Policy Committee and First Reading of Local Board Policies

Discussion: As a part of the college's comprehensive review of all policies and with input from the Texas Association of School Board's Legal and Policy Service, the local policies outlined below were presented for review by the Organization, Education, and Policy Committee at its meeting on November 14, 2017.

The Committee recommended that additional modifications be made to Local Board Policies GD and GF: Community Use of College District Facilities; those two policies were not moved forward as first readings. Work will continue on Policies GD and GF, and they will be reintroduced as first readings at a future meeting. Committee Chairman Mac Hendricks reported that the Committee reviewed the following policies for first reading.

- **CHA-Site Management – Security:** This proposed update is a significant re-write of CHA(Local). This adds clarifying language throughout the policy about the responsibilities and authorities of Collin College police officers.
- **CHC-Site Management – Traffic Controls:** This is also a new proposed policy that addresses traffic controls on campuses and includes adoption of the Texas Transportation Code and the Texas Manual on Uniform Traffic Control Devices.

- **DEC-Compensation and Benefits – Leaves and Absences:** DEC(Local) is a significant re-write of the college's policy regarding leaves of absence, such as vacation, sick leave and personal leave. The proposed changes provide clarification of terms, improved formatting and language throughout the policies. There are no proposed changes in the actual leave benefits.
- **DED-Compensation and Benefits - Holidays:** TASB is recommending that we move language regarding vacation leave from DED(Local) to DEC(Local).
- **DGBA: Personnel-Management Relations – Employee Grievances:** Proposed edits to this policy improve consistency in the timelines for various stages of the complaint process and add clarification for different types of complaints.
- **GB: Public Complaints and Hearings:** Edits proposed provide definitions and consistency within the complaint processing timeline.

Chairman Collins thanked members of the Organization, Education, and Policy Committee for their work in reviewing these policies. This being a first reading, no action was required or taken.

2017-11-4 Approval of an Associate of Applied Science Degree and Certificates in Construction Management

Discussion: Executive Vice President Brenda Kihl said that as part of the 2015 master planning process, an analysis of the workforce needs in the North Texas region identified six high-growth industries with an increasing demand for employees. Construction was recognized as one such industry. Consultant Toni Jenkins was instrumental in Collin College engaging construction industry representatives to identify specific hard-to-fill positions and the necessary knowledge, skills, and abilities required for these positions. Dr. Jenkins helped align the courses into the curriculum. Responding to industry needs, a construction management program was designed with a series of four stackable awards that will prepare individuals for high-wage jobs in the construction industry. The Construction Management Business and Industry Leadership Team developed and approved the proposed curriculum for the certificates and degree. Collin College's Curriculum Advisory Board and Academic Leadership have also reviewed the proposed Construction Management program and are recommending approval.

Associate of Applied Science - Construction Management (60 semester credit hours)

- Occupational Skills Award – Construction (12 semester credit hours)
- Level I Certificate - Residential or Commercial Construction Manager (30 semester credit hours)
- Level II Certificate - Construction Manager (45 semester credit hours)

Dr. Kihl said recruitment is recommended to take place in area high schools during 2018 to start offering classroom-based courses for dual credit in Fall 2018. Enrollment could be up to 240 students over the first two years.

On motion of Mr. Rodriguez, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Associate of Applied Science Degree and Certificates in Construction Management.

2017-11-5 Approval of Summer 2018 Course Fee for PHED 1119

Discussion: Executive Vice President Kihl said that one new course has been added to the Collin College inventory, which has a cost that necessitates a course fee. A course fee of \$10 is recommended for PHED 1119, Intermediate Archery. The course fee will be used to cover the cost of acquisition, maintenance, and repair of equipment used in the course.

On motion of Mr. Moses, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved a course fee of \$10 for PHED 1119, Intermediate Archery effective Summer 2018.

2017-11-6 Approval to Authorize the District President to Negotiate and Execute a Contract for Consulting and Professional Services with Toni P. Jenkins, LLC

Chairman Collin announced that consideration of this item would take place at the December 12, 2017, meeting of the Board of Trustees. No action was taken.

2017-11-7 Approval to Not Participate in the State Employee Charitable Contribution Program

Discussion: 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 will allow Collin College employees to make salary deductions for scholarship contributions to the Collin Foundation during fiscal year 2018-2019.

On motion of Mr. Moses, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved action to not participate in the State Employee Charitable Contribution Program in fiscal year 2018-2019.

2017-11-8 Reports Out of the Finance and Audit and Campus Facilities and Construction Committees and Approval of the Intergovernmental Participation Agreement with Allen ISD Related to Construction and Use of Instructional Spaces for Allen ISD Dual Credit Students at Collin College's Technical Campus

Discussion: Allen ISD is currently constructing a STEAM (Science, Technology, Engineering, Arts and Math) Academy between State Highway 121 and Ridgeview Drive in Allen, Texas. Because of the adjacency of the STEAM Academy and the Collin College Technical Campus, Allen ISD and the College have recently engaged in conversations relating to an agreement for dual credit students to attend classes on the Technical Campus. Allen ISD is proposing to partially fund construction of additional spaces on the Technical Campus and have exclusive use of those spaces during normal ISD school hours. The agreement benefits Allen ISD by establishing a permanent location for dual credit instruction of Allen ISD students on the college campus and benefits Collin College with additional classrooms in the facility during non-scheduled and mutually agreed upon times.

At its meeting of October 24, 2017, the Board of Trustees authorized the District President to negotiate a contract with Allen ISD to be presented for final approval of the Board. The Intergovernmental Participation Agreement presented was a result of those negotiations.

The Finance and Audit and the Campus Facilities and Construction Committees reviewed the negotiated Agreement at meetings on November 7, 2017. Chair of the Campus Facilities and Construction Committee Andy Hardin, with consensus from Finance and Audit Committee Chair Nancy Wurzman on behalf of her committee, recommended approval of the negotiated Intergovernmental Participation Agreement as presented.

On motion and second out of the Campus Facilities and Construction Committee and the Finance and Audit Committee, the Board of Trustees of Collin County Community College District unanimously approved the Intergovernmental Participation Agreement with Allen ISD related to construction and use of instructional spaces for Allen ISD dual credit students at Collin College's Technical Campus as presented.

President Matkin introduced Allen ISD Board President Louise Master and Superintendent Dr. Scott Niven. Ms. Master thanked the Board of Trustees and Dr. Matkin. She expressed how excited the Allen ISD Board of Trustees is to enter into this agreement to provide so many more opportunities to their students. Dr. Niven thanked the Board and Dr. Matkin for approval of the partnership agreement. He said Allen ISD has had a great partnership with Collin College for years, and this action will see that partnership grow. He said the action taken at tonight's meeting would provide many opportunities for students and a legacy that will live beyond the current students and provide for countless future students. Dr. Niven expressed excitement over what the future holds as Allen ISD and Collin College continue to build on their partnership.

2017-11-9 Report Out of the Finance and Audit Committee and Approval to Engage McCall, Parkhurst, & Horton, L.L.P. to Serve as Bond Counsel Representing the District in the Issuance of General Obligation Bonds to be Issued Pursuant to the Authority Granted by the May 2017 Bond Referendum, as well as other Financing Transactions as May be Approved by the Board of Trustees

Discussion: On September 29, 2017, the College accepted statements of qualifications (SOQ) from legal firms interested in serving as Bond Counsel for the College. Four (4) firms responded to the solicitation by submitting a SOQ. The four submissions were evaluated in the initial stage by the Chief Financial Officer and both Assistant Vice Presidents of the Administrative Services Division. The initial evaluation resulted in three (3) firms being named as semi-finalists. The semi-finalists were interviewed at the executive level by the District President, Executive Vice President, and the Chief Financial Officer. As a result of the executive level interview, the firm of McCall, Parkhurst & Horton, L.L.P. was recommended as the finalist to serve as District Bond Counsel for the issuance of General Obligation bonds. Finance and Audit Committee Chair Nancy Wurzman reported that the committee had reviewed the recommendation to engage McCall, Parkhurst & Horton at its meeting on November 7, 2017 and brought forward that recommendation to the Board of Trustees.

On motion and second out of the Finance and Audit Committee, the Board of Trustees of Collin County Community College District unanimously approved the engagement of McCall, Parkhurst & Horton to serve as Bond Counsel for the District in the issuance of General Obligation Bonds to be issued pursuant to the authority granted by the May 2017 bond referendum, as well as other financing transactions as may be approved by the Board of Trustees.

Trustee Wurzman noted that there was no relation of the recommended firm to attorney David McCall or former trustee Jenny McCall.

2017-11-10 Report Out of the Finance and Audit Committee and Approval of the Appointment of Authorized Representatives to Engage in Investment Transactions with TexPool

Discussion: The Texas Local Government Investment Pools (the “TexPool Portfolios”) have been organized in conformity with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and the Public Funds Investment Act, Chapter 2256 of the Texas Government Code. These two acts provide for the creation of public funds investment pools and permit eligible governmental entities to jointly invest their funds in authorized investments.

Texpool requires governing body approval of representatives who are authorized to conduct business on behalf of the Board of Trustees. The authorized representatives change from time to time, which requires an amended notification. At its meeting on November 7, 2017, the Finance and Audit Committee reviewed the recommended appointments of authorized representatives to engage in investment transactions with TexPool. Committee Chair Nancy Wurzman reported out the committee’s recommendation to approve the appointment of Kenneth Lynn, Julie Bradley, Barbara Johnston, Suzanne Armstrong, and Shannon South as authorized representatives of Collin College and, as such, are authorized to engage in investment transactions with TexPool, and further, that TexPool be notified of such approval.

On motion and second out of the Finance and Audit Committee, the Board of Trustees of Collin County Community College District unanimously approved the appointment of Kenneth Lynn, Julie Bradley, Barbara Johnston, Suzanne Armstrong, and Shannon South as authorized representatives of Collin College and, as such, authorizes them to engage in investment transactions with TexPool, and further, that TexPool be notified of such approval.

2017-11-11 Report Out of the Finance and Audit and Campus Facilities and Construction Committees and Approval of the Safety Plan, Implementation Timeline, and Estimated Costs

Discussion: To ensure the safety and security of Collin College employees and sound stewardship in the care of taxpayer resources, the college has developed a comprehensive Campus Safety Plan. The plan complements and supports the growth and expansion of new campuses over the next several years resulting from implementation of the college’s Master Plan.

Key components of the plan include establishing a standard access control system to retrofit existing facilities and serve as the new facilities standard, improving emergency communications systems, improving and expanding video monitoring systems, integrating existing and new systems, upgrading crime prevention initiatives, improving traffic management and controls, constructing a new public safety and police headquarters, and reorganizing and expanding safety and security staff to appropriately meet the college's needs resulting from growth of both the physical footprint and student enrollment.

At this point in the college's history, many of these areas are in need of technological upgrades, expansion, and advancement, including the following broad categories:

- Implementing a comprehensive, patented keying system will provide enhanced controls in protecting the college's students, employees, and facilities
- Upgrading and integrating emergency communications systems and video systems throughout the college's facilities will also enhance safety throughout our campuses, including the opportunity for preventative rather than reactive responses
- Implementing new crime prevention initiatives, including enhanced training, improved crime prevention through environmental design, and improved lighting will add additional layers of safety protection
- Establishing parking regulations and enhanced traffic controls to ensure we know who is parking on our campuses
- Strengthening the police department organization through improvements in the structure and enhanced staffing levels with the overall goal to have 2 officers per shift per campus, 1 lieutenant per shift with college-wide responsibilities, and 1 telecommunicator per shift, in addition to appropriate other staff to meet operational needs
- Upgrading equipment required for the police communications center
- Adding a Director of Safety and Emergency Management to manage the college's compliance with the federal Clery Act, ensure compliance with federal and state safety regulations, and to help the college be prepared in the event of a serious catastrophe on one or more of our campuses
- Creating an Emergency Operations Center to facilitate the college's ability to respond to major catastrophic emergencies
- Exploring the creation of a police and records storage facility to meet the needs of our growing college community

Scheduled for implementation between December 2017 and August 2020, the proposed plan will cost approximately \$6.13 million over three fiscal years for a total of \$18.4 million. The proposed Safety Plan was presented to the Board of Trustees at its Retreat on October 20, 2017. As requested, additional information regarding the timeline and estimated costs were presented for review at both the Finance and Audit and the Campus Facilities and Construction Committee meetings on November 7, 2017.

The Finance and Audit and the Campus Facilities and Construction Committees reviewed the proposed Safety Plan, Implementation Timeline, and Estimated Costs at its meetings on November 7, 2017. Chair of the Campus Facilities and Construction Committee Andy Hardin, with consensus from Finance and Audit Committee Chair Nancy Wurzman on behalf of her committee, recommended approval of the Safety Plan, Implementation Timeline, and Estimated Costs as presented.

On motion and second out of the Campus Facilities and Construction Committee and the Finance and Audit Committee, the Board of Trustees of Collin County Community College District unanimously approved the Safety Plan, Implementation Timeline, and Estimated Costs as presented.

Trustee Wurzman commented that this is one of the most important actions the board could take to keep people safe on our campuses. It will allow Collin College to become more state of the art in both its procedures and equipment.

2017-11-12 Approval of Renewal of Blanket Purchase Agreement with The Hon Company through the Collin County Government Purchaser's Forum

Discussion: Chief Financial Officer Ken Lynn said that The Hon Company and the District originally entered into this agreement in 2009 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 competitively 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.

On motion of Dr. Menon, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the renewal of the Blanket Purchase Agreement between Collin County Community College District and The Hon Company as presented.

2017-11-13 Approval of Private Offers for Struck Off Properties

Discussion: Private offers were made on four (4) struck off properties located in Collin County, Texas for the Board's consideration.

On motion of Mr. Moses, second Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the private offers to purchase struck off properties located in Collin County, Texas as follows:

Russell Addition, Lot 32 McKinney, TX	\$ 3,899.83
2054 CR 326, McKinney, TX	\$ 13,000.00
Hillside Bay, Lot 34, Wylie, TX	\$ 7,500.00
Hillside Bay, Lot 39, Wylie, TX	\$ 6,500.00

2017-11-14 Approval of Bid Report for November 2017

Discussion: The Bid Report for November contained three (3) New Solicitations.

On motion of Mr. Rodriguez, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for November 2017 as presented.

I. NEW SOLICITATIONS

Purchase Request # 1		
Contract for Printing Services	\$	585,000.00
Purchase Request # 2		
Contract for Microsoft Campus Agreement		750,000.00
Purchase Request # 3		
Contract for Trades, Labor and Materials		125,000.00
TOTAL OF NEW SOLICITATIONS		<hr/> 1,460,000.00
GRAND TOTAL	\$	<hr/> <hr/> 1,460,000.00

INFORMATION REPORTS

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

Statement of Net Position 10/31/17

Summary of Revenue and Expenses as of 10/31/17

Monthly Investment Report as of 10/31/17

Public Safety Training Center Construction Update for October 2017

AECOM Monthly Report for October 2017

Follow Up Information from Prior Board Meetings/Questions from Trustees

Nick Fiehler from AECOM presented information to the Board of Trustees about the new website for the 2017 Capital Improvement Program. The site, which can be found at <https://www.collincollege2017cip.com>, provides information, updates, current status, and more on projects that were approved in the May 2017 \$600 million bond referendum.

DISTRICT PRESIDENT'S ANNOUNCEMENTS:

President Matkin announced the following:

1. Collin College Nursing has been awarded the designation of National Center of Excellence for Nursing Simulation by CAE Healthcare. The designation was based on the outcomes the nursing program presented on clinical competencies versus nursing simulation competencies. Thank you to Executive Vice President Brenda Kihl, Vice President/Provost Jon Hardesty, and Dean of Nursing Donna Hatch. Special thanks go to Nursing Simulation Coordinator Kathy Blust, who authored hundreds of hours of original simulation scenarios, the Simulation Professors, and Lab Coordinate Daniel Rivera, who keeps the 44-bed hospital equipment running smoothly.

2. Cindy Kleckner, an Associate Professor in the Culinary and Pastry program, has been awarded the 2017 Academy of Nutrition and Dietetics Foundation Anita Owen Award of Recognition for Innovative Nutrition Education Programs for the Public. This award is presented each year to recognize excellence in innovative and unique programs and services for the prevention of disease and promotion of health. Professor Kleckner, who is a registered dietician nutritionist, was commended for her vision, leadership, and efforts to help improve the health and nutrition of children and families.
3. Dr. Bridgette Kirkpatrick, Professor of Biology, has been appointed to the Texas Higher Education Coordinating Board's Biology Field of Study Advisory Committee. The committee is charged with identifying the block of courses that may be transferred to a general academic teaching institution.
4. Congratulations to Professor of English Charlene Green who successfully defended her dissertation on October 13 at Texas Woman's University. Her degree is a Doctorate of Philosophy in Rhetoric.
5. Gamma Alpha Epsilon, Collin College's American Criminal Justice Association chapter, won 26 awards at the regional conference and competition at South Padre Island in October. Students won and placed in competitions that included crime scene investigation, physical agility, firearm/shooting, and academic/written examinations in the field of criminal justice. Collin College ranked first out of all the colleges participating in Region II including Texas, Oklahoma, New Mexico, Arizona, Arkansas and Louisiana – and was awarded the sweepstakes trophy. Congratulations to the students and their Faculty Advisor, Criminal Justice Professor Lee DeBoer.
6. Collin College Model UN members won an Outstanding Position Paper at the Model UN Conference in Washington, D.C., in early November. Students Karen Lopez and Jason Foley wrote the winning position paper for the Commission of Narcotic Drugs Committee representing Kazakhstan. More than 1,000 students from mostly four-year colleges and universities participated in the conference. Collin sent a contingent of students under the direction of Professor of Psychology Tracy Meyer and Professor of Political Science Sonia Iwanek. The students were invited to visit the Canadian Embassy and the offices of Amnesty International while they were in Washington, D.C.
7. Collin College's Public Relations Department won three gold medallions and two silver medallions at the National Council for Marketing and Public Relations District 4 Conference. The department was awarded gold in the newsletter category for "Connection Spring 2017," gold in the notes/cards/invitations category for "Delivering a Brighter Future," silver in logo design for the Collin College Robotics Camp logo, and a gold and silver medallion for excellence in writing for two local magazine stories written by the marketing staff. Congratulations to Chief Public Relations Officer Tom Delamater, Director of Marketing and Communications Marcy Cadena-Smith, Manager of Graphic Design Marlene Miller, and the rest of the Public Relations department on winning these honors.

The Board announced the following:

Trustee Wurzman announced that she would be resigning from the Board of Trustees effective December 12, 2017. She and her husband are moving to Colorado to be near her daughter, son-in-law, and seven-month-old grandson, Henry. Ms. Wurzman said it has been an absolute honor and privilege to serve with the current and former trustees. She said she will sorely miss serving on the board and will continue to have an emotional investment in Collin College. Trustee Wurzman said she knows the college, students, and faculty are going to do great things, and she is leaving with a heavy heart.

Trustee Moses acknowledged Trustee Wurzman's service. He said he was very pleased to be a part of all that is going on with the Master Plan, and it has been his pleasure to have a chance to work with Ms. Wurzman and the Board of Trustees. He said that, as a new trustee, there is a lot to learn, and he is working to do his part.

Trustee Hendricks said he was still in shock in hearing of Trustee Wurzman's resignation from the board and told her she would be missed. He said he loved receiving the information in the District President's announcements regarding accomplishments. He said it is harder to stay on top than it is to get there and urged everyone to "keep on doing what you are doing."

Trustee Hardin said he would reserve his comments for Trustee Wurzman until the December meeting. He announced that he had the opportunity to attend Collin College's Military Ball recently, and it really meant a lot to him as a veteran. He recognized those in the audience who helped with the event and showed the coin that was given to each veteran at the Ball.

Trustee Rodriguez wished all a very Happy Thanksgiving and wished safe journeys to those who are traveling during the holiday. He congratulated all of the honorees and awardees.

Trustee Menon echoed Trustee Rodriguez's congratulations to honorees and awardees. He welcomed Dr. Jackson to Collin College. Dr. Menon said he served as Honorary Chair of the recent Art Centre of Plano fundraising event held at the Spring Creek Campus. He acknowledged the work of Dean Gaye Cooksey saying she did a wonderful job at what was a wonderful event that put Collin College in a great light. Trustee Menon wished all a Happy Thanksgiving. He said he is thankful for the education he received and added that he could not be luckier than to serve on the Collin College Board of Trustees.

Trustee Orr encouraged the students to read the contract language contained in the board packets noting that it was a good exercise. He said the construction management degree and certificate program was probably one of the single biggest things the college is doing that will add value for the community and is the answer to one of the biggest requests the college has received. He thanked those who brought it to fruition. Mr. Orr thanked Nick Fiehler, and said he was glad to see the website go live. He wished all a Happy Thanksgiving.

Chairman Collins echoed Mr. Hendricks' comments regarding the District President's report on accomplishments. He said that the major items covered in the board meeting were a result of hundreds of hours of work by the staff and the board committees. He thanked the committee chairs and members for their hard work.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the November 14, 2017, meeting of the Board of Trustees of Collin County Community College District at 8:56 p.m.