

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
Meeting Minutes  
May 24, 2016**

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its regular monthly Board of Trustees meeting on Tuesday, May 24, 2016, in the Board Room 139 at the Collin Higher Education Center (CHEC), with Chairman J. Robert Collins presiding. Trustees in attendance were Ms. Stacy Anne Arias, Mr. Andy Hardin, Mr. Mac Hendricks, Ms. Jenny McCall, Mr. Jim Orr, Mr. Adrian Rodriguez, Mr. Larry Wainwright, and Ms. Nancy Wurzman. 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 May 24, 2016, meeting of the Board of Trustees of Collin County Community College District to order at 5:34 p.m. The Board met at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069.

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

Trustee Hendricks recessed the meeting to closed session at 5:35 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 7:03 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 MAY 24, 2016, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Ms. Harmon certified the notice of the May 24, 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. Arias led the pledge of allegiance to the American flag and Mr. Hardin led the pledge to the Texas flag.

**APPROVAL OF THE MINUTES OF THE MAY 3, 2016, REGULAR MEETING OF THE BOARD OF TRUSTEES**

On motion of Mr. Wainwright, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its May 3, 2016, regular meeting.

**APPROVAL OF THE MINUTES OF THE MAY 4, 2016, SPECIAL CALLED RETREAT OF THE BOARD OF TRUSTEES**

On motion of Mr. Orr, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its May 4, 2016, special called retreat.

**PUBLIC COMMENTS**

No public comments were presented.

**PRESENTATION**

Vice President of Advancement Lisa Vasquez presented two new commercials that will begin airing on 132 movie screens throughout the college’s service area. The first features alumnus Dr. Roderick Hunter airing July 1-14 and the second features alumna Carly Patterson airing July 15 through August 4. After the commercials finish running in theatres, they can still be seen on YouTube. President Matkin thanked Ms. Vasquez and her staff who were involved in developing and producing the commercials including Marcy Cadena-Smith, Heather Darrow, Kirk Dickey, Vernon Hadnot, Marlene Miller, and Nick Young.

**2016-5-2-1 Personnel Report for April 2016**

The Personnel Report for May 2016 was presented including two (2) administrative appointments, one (1) faculty appointment, three (3) staff appointments, six (6) promotions/changes, and 15 resignations/terminations.

On motion of Ms. McCall, second of Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved the Personnel Report for May 2016 as presented.

**2016-5-2-1a 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>
Mark Garcia	N: Dean, Strategic Initiatives O: Professor, Biology	6/1/16	N: Distance Learning O: Math and Natural Sciences	New Position - Administrative Immersion
Albert Tezeno	N: VP, Student and Enrollment Services	6/1/16	N: Academic, Workforce, and Enrollment Services O: Academic, Workforce, and Enrollment Services	Reclassification

**2016-5-2-1b Faculty Appointments**

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Rhonda Green	Professor, Surgical Technology	8/9/16	Health Sciences, CPC	Replacement Heather Martin

2016-5-2-1c Staff Appointments

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

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Leonardo Gonzalez Juarez	Grounds Keeper	4/25/16	Grounds Maintenance	New Position
Taylor Ogden	Plant Operations Worker	5/2/16	Facilities Plant Operations	New Position
Diane Turbitt	Accounts Receivable Associate	4/25/16	Financial Services	Replacement Danette Cooper

2016-5-2-1d Promotions/Changes

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

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Stacey Bilich	N: Lab Instructor O: Lab Assistant	5/16/16	N: Geology, SCC O: Geology, PRC	Replacement Mark Turner
Jennifer McDermott	N: Technology Supervisor O: Media Technology Specialist	5/2/16	N: Academic Tech and Network Services O: Same	Replacement Kevin Dippel
Glenda Morris	N: Executive Assistant O: Assistant to the Dean	5/9/16	N: Student & Enrollment Services O: Same	Replacement Janet Stice
Mary S. Owen	N: Professor, Respiratory Care O: Temp Full-Time Professor, Respiratory Care	8/9/16	N: Health Sciences, CPC O: Same	Job Change
Casey Richardson	N: Help Desk Analyst O: Help Desk Technician	4/18/16	N: Academic Tech and Network Services O: Same	Replacement Jeremy Hicks
Sherry Scamardo	N: Executive Assistant O: Administrative Assistant	5/16/16	N: Workforce and Econ Development O: Science, Technology, Engineering, and Math (STEM)	New

### 2016-5-2-1e Resignations/Terminations

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

<b>EMPLOYEE</b>	<b>LAST DAY</b>	<b>SERVICE</b>	<b>TITLE</b>	<b>DEPARTMENT</b>
Kristine Barron	4/30/16	>1	Police Communications Operator	Police Department
Cindy Briggs	5/13/16	2	Professor, Management	Business and Computer Systems
Shannon Burkett	6/3/16	8	Professor, Geology	Math & Natural Sciences
Danette Cooper	4/29/16	10	Accounts Receivable Associate	Financial Services
Joseph Dasso	5/13/16	2	Professor, Biology	Health Sciences
Nadia Ewing	5/13/16	2	Associate Registrar	Admissions and Records
David Galley	6/3/16	8	Director of Engineering and Transfer Programs	Science, Technology, Engineering, and Math
Kandi L. Hoye	5/6/16	3	Coordinator University Partnerships,	Articulation & Transfer

### **2016-5-2-2 Report Out of Budget and Finance Committee: First Reading of Policy CAK**

Budget and Finance Committee Chair Mac Hendricks said the committee met earlier in the day and discussed changes to policy CAK: Appropriations and Revenue Sources – Investments. He said the proposed changes redefine what the college could invest its funds in including CDs; bonds; state, federal, and local sources; and other. Investment income could increase by half a million dollars per year.

Mr. Hendricks reported that the Budget and Finance Committee recommends the changes as presented to Policy CAK: Appropriations and Revenue Sources – Investments for first reading. This being a first reading, no action was required nor taken.

### **2016-5-2-3 Report Out of Budget and Finance Committee: First Reading of Policy CF**

Budget and Finance Committee Chair Mac Hendricks said the committee also discussed changes to policy CF: Purchasing and Acquisition. He said the proposed changes increase the threshold for board approval of annual spending or contract amount from \$25,000 to \$50,000. Mr. Hendricks said due diligence by the staff will still be in place.

Mr. Hendricks reported that the Budget and Finance Committee recommends the changes as presented to Policy CF: Purchasing and Acquisition for first reading. This being a first reading, no action was required nor taken.

#### **2016-5-2-4 Approval of Amendment to FY16 Budget**

This request for a budget amendment reflects the additions to restricted revenues and expenses as a result of amendments, new awards, and the carryover of prior year's unspent grant budgets that may be utilized in the current year budget for the remainder of the fiscal year. Grant additions for May 2016 totaled \$178,538.

On motion of Mr. Orr, second of Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved an amendment to the FY16 budget for changes in Budgeted Restricted Revenue and Expenses for Grants for the remainder of the fiscal year ending August 31, 2016 as presented.

#### **2016-5-2-5 Approval of Cooperative Purchasing Agreement with College of the Mainland**

An agreement pursuant to the authority granted by Section 271.102 Local Government Code allows local governments to pursue mutually beneficial and cooperative purchasing programs. This is an ongoing agreement activated only by the District's issuance of a Purchase Order. College of the Mainland has requested to participate in a contract solicited and awarded by Collin County Community College District. This agreement will allow College of the Mainland and Collin County Community College District to participate in competitively solicited contracts that have been awarded by one another.

On motion of Mr. Rodriguez, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the Cooperative Purchasing Agreement between College of the Mainland and Collin County Community College District.

#### **2016-5-2-6 Approval for the District President to Negotiate and Execute Contract for Bookstore Management Services**

The College issued RFP 3945 to obtain proposals for Bookstore Management Services. The contract for bookstore management services will provide lower costs for Collin students and increase dollars to the college. Approval of this item allows the District President to negotiate and execute a contract to begin in late summer with an initial term not to exceed five (5) years and containing a mutual option to extend for an additional five (5) year term.

On motion of Mr. Rodriguez, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved authorizing the District President to negotiate and execute a contract for Bookstore Management Services to begin in late summer 2016 for an initial five (5) year contract term with a mutual option to extend for an additional five (5) year term.

#### **2016-5-2-7 Approval of Second Amendment of the Interlocal Cooperation Agreement with the City of Richardson**

In May 2014, the Board of Trustees of Collin County Community College District approved an Interlocal Cooperation Agreement with the City of Richardson for the use of the City's Fire Training Center while the college is in the process of constructing a new facility. A first amendment of this agreement was approved in July 2015 and will expire in May 2016. A second amendment is requested to expire in May 2017.

On motion of Mr. Orr, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the renewal of the Interlocal Cooperation Agreement with the City of Richardson for use of the City's Fire Training Center ending May 2017.

**2016-5-8 Approval of Bid Report for May 2016**

Acting Vice President/CFO Ken Lynn presented the Bid Report for May 2016 with five (5) new solicitations in the amount of \$817,262.64, two (2) contract renewals equaling \$80,000.00, and two (2) contract revisions totaling \$134,024.00. The Bid Report for May 2016 totaled \$1,031,286.64.

Executive Vice President Brenda Kihl presented information about Bid Request #3 for the purchase of digital commons and selected works from Berkeley Electronic Press to be managed by the Spring Creek Campus Library. Dr. Kihl said the digital commons and selected works provide a hosted platform to store and publish scholarly and creative works by students, faculty, and staff while the District retains ownership of these works. A discovery tool is included for internet searches, the software platform, training, and support necessary to showcase the District's presence globally.

Spring Creek Campus Library Executive Director Linda Kyprios said one of the interesting features of the digital commons is that Collin will be able to see the location of people who are downloading Collin materials. She said the target implementation date is fall 2016. The estimated three (3) year expenditure is \$98,968.00 and will be funded through the Innovation Challenge.

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

**I. NEW SOLICITATIONS**

Purchase Request #1	
Purchase of Sound System Equipment	\$ 25,120.89
Purchase Request #2	
Contract for Window Coverings	342,335.00
Purchase Request #3	
Purchase of Scholarly Communications and Publishing	98,968.00
Purchase Request #4	
Contract for Small Construction and Repair Projects	288,000.00
Purchase Request #5	
Graduation and All College Day Event Licenses	62,838.75
<b>TOTAL OF NEW SOLICITATIONS</b>	<b><u>817,262.64</u></b>

<b>II.</b>	<b>CONTRACT RENEWALS</b>	
	Purchase Request #6	
	Renewal of Annual Contract for 1098-T Basic Reporting (Web Services)	30,000.00
	Purchase Request #7	
	Annual Contract for Relocation and Moving Services	50,000.00
	<b>TOTAL OF CONTRACT RENEWALS</b>	<b>80,000.00</b>
<b>II</b>	<b>CONTRACT REVISIONS</b>	
	Purchase Request #8	
	Banner and Oracle Data Base Administration	17,100.00
	Purchase Request #9	
	Degree Planner and Audit Software	116,924.00
	<b>TOTAL OF CONTRACT REVISIONS</b>	<b>134,024.00</b>
	<b>GRAND TOTAL</b>	<b>\$ 1,031,286.64</b>

### INFORMATION REPORTS

The following reports were provided for the board's information.

#### Expenditure Reports

Summary of Cash Disbursements for the Month of April 2016  
Detailed Summary of Cash Disbursement for the Month of April 2016  
Checks Greater than \$5,000 April 2016  
Summary of Contract and Grant Expenditures April 2016  
Summary of Disbursements by Fund April 2016  
Summary of Electronic Disbursements for the Month of April 2016

#### Other Reports

Summary of Current Funds Revenues & Expenditures as of April 30, 2016  
Investment Reports April 2016

### 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. Ann Beheler, Executive Director of Emerging Technology and Grants at Collin College, has been invited to attend the Knowledge Exchange on Undergraduate STEM Education, June 15 in Alexandria, Virginia. The event is being presented by the National Science Foundation in collaboration with the White House Office of Science and Technology Policy and the Subcommittee on Federal Coordination in STEM education. The knowledge

exchange is a one-day event intended to bring together high-level researchers, experts, and other federally funded stakeholders in improving undergraduate STEM education. Beheler has been nominated to lead a discussion group regarding science, technology, engineering, and math education related to community colleges.

2. Dozens of students from Bowman, Otto, and Wilson Middle Schools in Plano participated in the district's annual Science Day, which seeks to pique students' interest in science and math-related subjects. The event, held April 16, was open to parents, teachers, students, and siblings. During Science Day, students participated in experiments and were exposed to several areas of science and math. Thank you to Vice President/Provost Mary McRae, Dean Cameron Neal, Organizers/Professors Cathy Donald-Whitney and Deborah Cardenas, all of the presenters, and others who help make this a successful ongoing outreach to young students.

3. Several Collin College graduates are performing in some of the hottest shows on Broadway right now. Elizabeth Judd is a cast member in "Hamilton," while Ragan Pharris performs in "Waitress." Former students Akron Watson and Cory Boulieris are performing in "The Color Purple" and "She Loves Me" respectively. Congratulations to these students on making their dreams come true.

4. Dr. Abe Johnson has been named to the Texas Higher Education Coordinating Board Health Science Program of Study Career Cluster Advisory Committee. Dr. Johnson is Vice President/Provost of the Preston Ridge Campus. He was formerly the dean of health sciences, biology, chemistry, emergency services, and physical education at Central Park Campus.

5. Professor Marti Miles-Rosenfield has been named president-elect of the Texas College Reading and Learning Association (TxCRLA). Miles-Rosenfield is a professor of developmental writing at Spring Creek Campus.

6. The All College Council donated 443 boxes of food and supplies collected from faculty, staff, and students during its Meals on Wheels Spring Box Collection. There were so many contributions that Meals on Wheels had to make two trips to pick up all of them. Thank you to the Meals on Wheels Committee, the All College Council and Chair G'Anna Saunders, and the faculty, staff, and student volunteers. A very special thank you to everyone who donated food and supplies for this worthy cause.

7. McKinney ISD presented Collin College with an Outstanding Business Partner Award at its "District VIPS Appreciation Luncheon" on May 19. The annual event recognizes volunteers from each of the ISD's campuses and honors dynamic, innovative, and rewarding business partnerships.

8. The final figures are in from last month's inaugural Cougar Run 5K and Fun Run. The run took in \$20,980 in gross revenue, including in-kind sponsorships. Net revenue was \$13,589, which provides enough money for about nine full scholarships for the 2016-17 academic year.

**The Board announced the following:**

Trustee Wainwright said he was sorry to have missed graduation, but he had a family member also graduating.

Trustee Wurzman congratulated all the graduates and said it was neat to see the families of the graduates. She said it gave her shivers to see and hear all the activities. It was a wonderful experience to receive a firm handshake as graduates looked her in the eye coming across the stage. She thanked everyone involved in doing a great job with graduation.

Trustee Hendricks congratulated Steve Hardy on his retirement.

Trustee McCall congratulated Mr. Hardy. She also thanked Lisa Vasquez and her staff for their work.

Trustee Orr said graduation was the most enthusiastic commencement he had every attended and that it was truly enjoyable.

Trustee Arias congratulated Steve Hardy saying she has known him for years and that he has always done a great job. She said this year's graduation was exciting.

Trustee Hardin thanked Steve Hardy and everyone for being at the board meeting. He told Mr. Hardy that it would not seem the same to look over in the board meeting and not see him.

Trustee Rodriguez congratulated Mr. Hardy and said we will see him again. He joked that as much as he loves graduation, he loves the end of the school year even more.

Chairman Collins wished Mr. Hardy well and said it stirs up mixed emotions to see our long-term friends rotate out.

**ADJOURNMENT**

There being no further business, Chairman Collins adjourned the May 24, 2016, meeting of the Board of Trustees of Collin County Community College District at 7:50 p.m.