

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
January 26, 2016**

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its regular monthly Board of Trustees meeting on Tuesday, January 26, 2016, in the Living Legends Conference Center Room C, Spring Creek Campus, 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 January 26, 2016, meeting of the Board of Trustees of Collin County Community College District to order at 5:30 p.m. The Board met at the Spring Creek Campus, 2800 E. Spring Creek Parkway, Plano, TX 75074.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chairman Collins recessed the meeting to closed session at 5:30 p.m. in Room D, Living Legends Conference Center, 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 7:05 p.m. in Room C of the Living Legends Conference Center 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 JANUARY 26, 2016, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the January 26, 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

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

APPROVAL OF THE MINUTES OF THE DECEMBER 15, 2015, REGULAR MEETING OF THE BOARD OF TRUSTEES

On motion of Ms. Arias, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its December 15, 2015, regular meeting.

PUBLIC COMMENTS

President of Faculty Council Regina Hughes thanked the Organization, Education, and Policy Committee including Chair Stacy Anne Arias and members Andy Hardin, Adrian Rodriguez, and Nancy Wurzman, for its work and recommendations regarding revisions to local board policies DEA, DEB, and DEC. She said that changes to policy DEC were particularly important to faculty who may encounter unexpected, difficult, and prolonged illnesses.

Professor Hughes acknowledged the effort Collin's Trustees put forth to ensure quality, efficiency, and sustainability of the college. She extended gratitude to the board members for their due diligence on the policy issues and for taking the time to consider the proposed changes. Ms. Hughes said she looked forward to continued collaboration with the Board of Trustees on behalf of our students.

PRESENTATION

Director of Financial Aid and Veteran Affairs Alan Pixley presented an overview titled "Student Financial Aid." He said that in 2014-2015, Collin College paid \$54.1 million in financial aid to 9,771 students including Pell grants, need-based loans, non-need based loans, and other federal and state aid. Mr. Pixley said the faculty certify the student roster on census day. If a student attends at least 60% of the semester, he or she is deemed to have earned 100% of the aid, which is to be paid after census day. Aid in excess of tuition, fees and books is refunded to the student. Any unearned aid that paid for the student's tuition and fees must be returned to the Department of Education as "Return to Title IV" or "R2T4."

Mr. Pixley showed a chart of R2T4 funds from 2009-2010 through 2014-2015:

2009-2010 - \$451,007 was returned for 1,056 students

2011-2012 - \$756,654 was returned for 1,547 students

After 2011-2012, the college put controls in place and, as a result, has seen a decrease in returned funds:

2014-2015 - \$545,033 was returned for 964 students

Mr. Pixley gave the following example of a R2T4:

- student enrolls in 12 hours and has tuition and fee charges of \$500
- student receives \$2,000 in Pell funds
- student is refunded the remaining \$1,500 (\$2,000 - \$500 tuition and fees) after tuition and fees are paid

- student withdraws from all courses after attending 25% of the semester
- the R2T4 calculation requires that 75% of the aid that paid for tuition and fees be returned; therefore, the college must return \$375 of the federal aid (\$500 x 75%)

A chart was displayed that reflected R2T4 by residency. Student body and percentage of R2T4 dollars returned included:

- Collin County resident: 69% of the student body, 29% of the dollars returned
- Out-of-County 23% of the student body, 47% of the dollars returned
- Out-of-State 8% of student body, 24% of the dollars returned

Mr. Pixley reviewed Collin’s collection efforts which include placing a hold on the student account; internal collection efforts through emails, letters, and phone calls for 4-6 months; unpaid accounts placed with external collection agency for one year; unpaid balances reported to credit bureaus; accounts returned from first collection agency assigned to a second agency for one additional year; and, if returned from the second collection agency, the debt is considered in the calculation of bad debt expense. Internal collection efforts collect about 15%; collection agencies are collecting about 10%.

A chart was shown of Collin College’s R2T4 compared to three of its peers. Collin’s returns totaled 1.03%, while its peers were 1.04%, 2.24%, and 3.26%. Mr. Pixley closed by saying the college is exploring additional steps to help lower the amount of R2T4.

2016-1-1 Personnel Report for January 2016

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

2016-1-1a 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>
Kristine Barron	Police Communication Operator	12/18/15	Police Department	Replacement Susan Strickland
Robert Kyle Caffery	Plant Operations Worker (CPC)	01/11/16	Facility Plant Operations (CPC)	New
Chris Harrington	Human Resources Generalist	01/4/16	Human Resources	Replacement Kala Smith
Amy Myrick	Advisor Disability Services I	01/04/16	Access	Replacement Deborah Collins
Maria Rodriguez	Advisor	12/15/15	Academic Advising	Replacement Danielle Bailey

2016-1-1b 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>	<u>REASON</u>
Celeste Wise	N: Media Technology Supervisor O: Media Technology Specialist	01/04/16	N: Media Services O: Media Services	Replacement Kent Scott

2016-1-1c 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>
Holly Harvey	12/18/15	2	Public Relations Writer	Public Relations
Lisa Huang	01/06/16	11	Reference Librarian	Library
Shirley McBride	01/31/16	26	Professor, English	Communication and Humanities
Mika Pierce	12/31/15	1	Professor, Nursing	Nursing
Mark Turner	01/15/16	8	Lab Instructor, Geology	Math and Natural Sciences

2016-1-2 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. Orr, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved the permanent expulsion of a student.

2016-1-3 Report Out of the Campus Facilities and Construction Committee and Approval to Change the Scope of the Proposed Public Safety Training Center to a Single-phase Project

Representatives from PBK Architects Irene Nigaglioni, Jesse Miller, and Cliff Whittingstall presented slides on the Public Safety Training Center as a single-phase project to be located in McKinney. Slides shown included the site proximity map, site plan, main building floor plan (complete and detailed for fire and police), exterior elevations, mercantile/tower elevations and isometric views, apartment/house elevations and isometric views, and outdoor classroom elevations. The project schedule proposes the construction phase

beginning September 15, 2016, with completion and move-in on January 1, 2018. Questions raised by members of the Budget and Finance Committee were addressed including the cost of water filtration for fire training activities. PBK representatives said the upfront cost would be approximately \$200,000 to \$250,000, but the water would then be recaptured and reused. In answer to a question about the requirement for firemen to have CDL training, it was discussed that CDLs are required and there would need to be exploration on whether the roadways around the Public Safety Training Center would be able to handle the training, whether additional parking would need to be added, and whether the course could handle the type of CDL training and variances that might be required. In answer to a question about long-term maintenance costs associated with simulation space, it was discussed that long-term costs would be associated with changing equipment, such as computers, and upgrading or reinvesting in software.

Chairman Collins noted that Texas A&M University has some of the best training facilities in the world. Mr. Miller commented that PBK is utilizing a consultant who worked on that project.

Committee Chair Jenny McCall made recommendation on behalf of the Budget and Finance Committee that the Board of Trustees of Collin County Community College District approve and adopt a one-phase construction approach to the Public Safety Training Center. The motion needed no second coming out of the committee and received unanimous approval by the Board of Trustees of Collin County Community College District.

Trustee and Budget and Finance Committee member Mac Hendricks said Collin College opened the world-class Cary A. Israel Health Sciences Center last week and that the Public Safety Training Center would also be a world-class facility that will rival the Fort Worth facility, which cost over \$100 million. He said this will be an opportunity for the whole region and noted the expansion of Collin County with State Farm, Toyota, and others moving into the area.

2016-1-4 Approval of Board (Local) Policies DEA, DEB, and DEC

Sr. Vice President of Organizational Effectiveness Kim Davison presented the proposed edits to local board policies DEA, DEB, and DEC, which were reviewed by the Organization, Education, and Policy Committee at its meetings in November and December. She said the staff submitted these three policies for review by the college's attorney, who suggested a few edits. The edits were highlighted in the board packet materials and were generally clarifications to ensure the college's compliance with federal law is clear.

Ms. Davison pointed out two corrections to local policy DEB: In the second paragraph of page 3 of 5 on page 59 of the board packet, the initial measurement period for a new part-time employee related to the Affordable Care Act is one calendar month rather than two. Then, on page 5 of 5, in the section on Tuition Waivers, packet page 61, the Texas Education Code 130.0851 authorizes Collin College to waive tuition for employees but not for family members, so an edit was incorporated to correct this policy.

Sr. Vice President Davison said that at the December meeting, Trustee Wurzman asked about some of the proposed wording changes within the policy. Within these particular policies, the college's attorneys do not feel that exchanging the word "shall" with "are or will" impacted the legal application of the policy. However, Ms. Davison said staff will definitely be mindful of these in the future to ensure that the intent of proposed policies are not changed through word choice. During the same meeting in December, Trustee Hendricks questioned use of the word "close" in the following sentence, *"When an employee is "close" to using all earned paid and unpaid leave, the College will send a letter to the employee to their home address on file..."* In this case, the college's attorneys agreed with the use of the word "close" in that it provides needed flexibility when addressing the varying types of FMLA leave and ADA accommodations.

Ms. Davison said that as discussed, with the changes proposed for these policies, Collin College's emoluments have been modified and codified for improved transparency; we have established the needed measurement, administrative and stability periods for compliance with the Affordable Care Act; and we have improved the competitive position of our leave benefits among our peers in Texas.

Trustee Orr had questioned the actual mileage of administrators receiving the transportation stipend proposed in DEA (Local). Background information was shared with all the trustees that reflected that Collin's leadership compensation—including the stipends—is in the mid-range of our peers.

Sr. Vice President Davison said the proposed effective date for DEA (Local) is September 1, 2016, at which time salary adjustment may be considered. The current practice will continue in the interim. The proposed effective date for DEB and DEC (Local) will be immediately upon approval.

Chair Stacy Ann Arias presented the recommendation of the Organization, Education, and Policy Committee for approval of Board (Local) Policies DEA, DEB, and DEC with changes and implementation dates as presented. The motion needed no second coming out of the committee and received unanimous approval by the Board of Trustees of Collin County Community College District.

2016-1-5 Approval of the Associate of Arts Degree as the College's Multidisciplinary Associate Degree

Executive Vice President Brenda Kihl explained that Senate Bill 1189, coming out of the 84th Legislature, requires each Texas public community college to adopt a multidisciplinary associate degree that includes the Texas core curriculum and courses selected by the student to satisfy associate degree requirements and has the flexibility to prepare students for their intended field of study at a four-year university. All students identifying the multidisciplinary studies degree as their intended major must meet with an academic advisor upon completion of 30 semester credit hours to complete a degree plan.

Dr. Kihl said that this degree is basically what Collin already has in place and that the Associate of Arts degree was chosen as the multidisciplinary degree.

On motion of Mr. Rodriguez, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Associate of Arts degree as Collin College's multidisciplinary studies degree program as required by Senate Bill 1189.

2016-1-6 Approval of Incidental Fees

Acting Vice President of Administrative Services/CFO Ken Lynn said that according to Texas Education Code, Subchapter E. 54.504, a governing board of an institution of higher education may fix the rate of incidental fees to be paid to an institution under its governance by students and prospective students and make rules for the collection of the fees. The proposed fee is for a vendor-supported system where the required immunization records and other pertinent records of health science students (as well as area high school dual credit students) are fully managed by an outside vendor and will reduce the possibility of errors and wrongful certification of a student for immunization compliance. Other programs at Collin College have already implemented this fee and action by the Board of Trustees will implement the \$30 fee for all health management classes.

On motion of Ms. Arias, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved an incidental fee of \$30 for all health management classes effective fall 2016.

2016-1-7 Approval of Bid Report for January 2015

Acting Vice President/CFO Ken Lynn presented the Bid Report for January 2016 with contract renewals totaling \$658,000 and contract revisions totaling \$10,000 for the month.

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 January 2016.

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 December 2015

Detail of Summary of Cash Disbursement for the month of December 2015

Checks Greater than \$5,000 December 2015

Summary of Contract and Grant Expenditures December 2015

Summary of Disbursements by Fund December 2015

Summary of Electronic Disbursements for the month of December 2015

Other Reports

Budget Status Report as of 12/31/15

Investment Schedule as of 12/31/15

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. We received news that former Trustee Glenn Justice on passed away on January 17, 2016. Mr. Justice served on the Collin College Board of Trustees from 1986 to 2004 during the development of the Central Park, Preston Ridge, and Spring Creek Campuses and at a time of tremendous enrollment growth. His incredible vision and impact is evident throughout the college today. As a Lieutenant during World War II, Justice was the longest serving naval officer on Okinawa Island and was in Tokyo, Japan on VJ day. He was the founder of Glenn Justice Mortgage Company with locations throughout the United States. In addition to serving as Trustee at Collin College, he served as Trustee for Stephen F. Austin University for 12 years.
2. In other sad news, former Collin College colleague Janet Stice passed away on January 3, 2016. Janet was employed at Collin for over 21 years serving most recently as Executive Assistant to the Vice President of Student Development. She had retired from the college this past summer. Those close to her remember Janet's special gift of excellence in helping our students work through issues and solve problems. She served on the All College Council and contributed to many committees throughout the years. Janet was kind, considerate, hard working, and a beloved friend. I hope you will keep her family in your thoughts.
3. Collin College was named one of *Dallas' Best and Brightest Companies to Work For*. Based on factors like communication, work-life balance, employee education, diversity, recognition and retention, this honor reflects our employee opinions that Collin College is an excellent place to work. Dr. Matkin displayed the award that was received to designate this honor.
4. Collin College will celebrate African-American History Month with a series of events throughout February at the Central Park, Preston Ridge, and Spring Creek Campuses. These events include several guest speakers, movie screenings, and presentations. The celebration will conclude with the Soul Food Luncheon at the Central Park Campus on February 26. A lot of planning and work goes into a month long celebration and I want to thank the Vice President/Provosts of each campus, the African American History Month District Co-Chairs Cathy Donald-Whitney and Donna Okaro, as well as campus lead liaisons Millie Black and Pam Gaiter from the Spring Creek Campus, Tracey McKenzie and Meredith Martin from the Preston Ridge Campus, and Donald-Whitney and Okaro who serve as liaisons at the Central Park Campus. Please watch for event dates and times on the college's website.

5. The Collin College Nursing Program was invited by the Texas Attorney General to collaborate on a Sexual Assault Nurse Examiner (SANE) certification program curriculum. This will be the first collaboration of the State of Texas with any college/university to offer this certification. The nursing program hopes to offer the certification beginning in August 2016. Texas law mandates that a sexual assault victim be seen by a SANE certified nurse within 24 hours of the assault. Thank you to Vice President/Provost Dr. Jon Hardesty, Dean of Nursing Donna Hatch, and to the Nursing Faculty Curriculum Committee for their work on the feasibility study for this program.
6. Collin College is one of 20 schools (two and four-year colleges) selected to participate in the Howard Hughes Medical Institute's Science Education Alliance – Phage Hunters Advancing Genomics and Evolutionary Science (SEA – PHAGES) program. Under the direction of professors Bridgette Kirkpatrick, Carole Twichell, and Dr. Jon Lawson, Collin College biotechnology students will perform DNA analysis in collaboration with research at HHMI. Thank you to Vice President/Provost Dr. Mary McRae, Dean Cameron Neal, and the staff members who helped bring this program to Collin.
7. Region V announced the Women's Basketball Players of the Week for last week: the North Texas Junior College Athletic Conference Player of the Week is Taylor Jackson of Collin College. The 5-6 sophomore guard from Frisco averaged 25 points, 7.5 rebounds and 4.5 assists in two games while shooting 59 percent from the field. She scored 28 points at Cisco and 22 against Ranger. It is her second-straight week to win the award.

In Team news: Collin's Women are 3-0 in North Texas Junior College Athletic Conference play, 15-4 overall, and are currently ranked 18th nationally. Men are 1-1 in conference play, 12-8 overall.

The Board announced the following:

Trustee Wainwright said he enjoyed the ribbon cutting for the Cary A. Israel Health Sciences Center and that he enjoyed seeing Dr. Israel at the event.

Trustee Rodriguez said he was honored to host the Martin Luther King, Jr. Power Leadership Breakfast on January 16, 2016, and thanked everyone involved. He acknowledged co-chair Evelyn McKnight and gave appreciation to Donna Okaro for her work with the students who participated in the program.

Trustee Harden thanked everyone involved for hosting the board meeting at the Spring Creek Campus.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the January 26, 2016, meeting of the Board of Trustees of Collin County Community College District at 8:16 p.m.