

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**  
**Meeting Minutes**  
September 27, 2016

The Collin County Community College District ("Collin College," "Collin," or "District") conducted its regular monthly Board of Trustees meeting on September 27, 2016, in the Board Room, Room 139, Collin Higher Education Center, with Chairman J. Robert Collins presiding. Trustees in attendance were Mr. Andy Hardin, Mr. Mac Hendricks, Ms. Jenny McCall, Mr. Adrian Rodriguez, Mr. Larry Wainwright, and Ms. Nancy Wurzman. Trustee Jim Orr was absent. Trustee Place 5 is currently vacant. Other attendees included District President Neil Matkin, Collin College administrators, faculty, students, staff, and community members.

**CALL TO ORDER**

Chairman Collins called the September 27, 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 Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

Chairman Collins recessed the meeting to closed session at 5:31 p.m. in Room 135, Board Conference Room, 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 Boardroom 139 and welcomed those in attendance. He 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 SEPTEMBER 27, 2016, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Ms. Harmon certified the notice of the September 27, 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. Rodriguez led the pledge of allegiance to the American flag and Mr. Hendricks 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 the following classes: Professor Debra St. John's Government 2305, Professor Judi Wohead's Speech 1301, Professor Jessica Hargis' Government 2306, and Professor Michael Rose's General Psychology 2301. The students stood and received applause from those in attendance.

## **APPROVAL OF THE MINUTES OF THE AUGUST 23, 2016, SPECIAL CALLED MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

On motion of Mr. Wainwright, seconded by Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its August 23, 2016, special called meeting.

## **APPROVAL OF THE MINUTES OF THE AUGUST 23, 2016, REGULAR CALLED MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

On motion of Ms. McCall, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its August 23, 2016, regular meeting.

## **PUBLIC COMMENTS**

No public comment was presented.

## **PRESENTATIONS**

1. President Matkin introduced Professor of the Year Salena Brody, Associate Professor of the Year Kris Springate, full-time ROSE Award recipient David Malone, and part-time ROSE Award recipient Nicola Luna for recognition by the Board of Trustees. Chairman Collins presented a gift of appreciation from the board to each recipient. The entire board joined in for a photo with the award recipients.
2. A clip from WFAA Channel 8 featuring Professor of Photography Lupita Murillo Tinnen's solo exhibition, "Immigrant Laborers," was shown at the board meeting. The exhibition ran at the Texas Christian University Moudy Gallery, from August 29-September 22. "Immigrant Laborers" is a photographic body of work that challenges social realist depictions of immigrant laborers as mere workers, statistics or otherwise faceless human beings.

## **2016-9-1 Personnel Report for September 2016**

The Personnel Report for September 27, 2016, included one (1) administrative appointments, three (3) faculty appointments, five (5) staff appointments, one (1) promotion/change, seven (7) resignations/terminations, and a recommendation for the board's consideration to approve the Collin Employee Scholars Program.

On motion of Mr. Rodriguez, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved Items 1a through 1f of the Personnel Report for September 27, 2016, as presented.

#### 2016-9-1a Approval of Administrative Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Andrew Groover	District Director of Internal Audit	10/17/16	Organizational & System Effectiveness	New Position

#### 2016-9-1b Approval of Faculty Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Philomena Mistretta	Professor, Nursing (Temporary)	9/12/16	Nursing	Replacement Melissa Ingram
Cris Nunn	Professor, ASL (Temporary)	8/09/16	Academic Affairs	Replacement Henry Whalen
Lynlee Romo	Professor, Nursing (Temporary)	9/12/16	Nursing	Replacement Lisa Pierce

#### 2016-9-1c Approval of Staff Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Abdullah Eren	Operator Maintenance Technician (HVAC)	9/19/16	Facility Plant Operations	New Position
Herbert Harper	Coordinator Purchasing	9/20/16	Purchasing	Replacement Jennifer Wright
William Mitchell	Director, Intramurals/Fitness	9/12/16	Student and Enrollment Services	New Position
Regenia Phillips	Director of Auxiliary Services	9/12/16	Finance Services and Reporting	Replacement Mandy Munroe
Daniel Rivera	Coordinator Hospital Lab	9/19/16	Nursing	New Position (Grant)

#### 2016-9-1d Approval of Promotions/Changes

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Shane Apple	N: Associate Registrar O: Administrative Assistant	9/19/16	N: Admissions O: Academic Affairs	Replacement – Nadia Ewing

#### 2016-9-1e Approval of Resignations/Terminations

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

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Jonathan Coco	9/09/16	<1	Manager, HRIS/Reporting	Human Resources
Elizabeth Kennedy	8/26/16	<1	Advisor	Academic Advising
Gail McGlothlen	9/09/16	<1	Professor, Nursing	Nursing
Kathleen Mixson	8/01/16	12	Professor, Nursing	Nursing
Collin Rhoades	9/02/16	5	Reference Librarian	Library
Abby Sprouse	9/08/16	4	Media Technology Specialist	Media Services
Helen Sullivan	09/30/16	14	Director, National Convergence Technology Center	Grants and Contracts

#### 2016-9-1f Approval of Collin Employee Scholars Program

Discussion: Consistent with Collin's Core Values of Learning and Academic Excellence, Board Policy DEB (Local) states, "The Board shall provide educational benefits for full-time College employees through a tuition reimbursement program described in the College's procedures and guidelines." In August 2014, the Board approved an enhanced tuition reimbursement benefit of \$800 per employee per academic year to take credit classes in pursuit of an undergraduate or a graduate degree. However, graduate tuition exceeds this amount and \$800 does not cover the cost of a course at any of our area state universities. Pursuant to this policy, and in an effort to encourage and support Collin's employees in their pursuit of graduate degrees that will expand their knowledge, skills, and effectiveness in accomplishing their jobs at Collin, the Board of Trustees considered approval of an additional tuition reimbursement program, the "Collin Employee Scholars Program." The Collin Employee Scholars Program provides reimbursement of up to \$7,500 per year for tuition and required fees for up to ten (10) full-time Collin College employees to pursue job-related graduate degrees from regionally accredited state institutions of higher education in Texas.

Eligibility criteria include:

- Employed by Collin College as a full-time employee
- A minimum of one year regular, full-time service with the college
- In good standing with no documented disciplinary action filed with human resources during the period of one year prior to scholarship application.
- Acceptance into a graduate degree program in administration, an academic field of study, or other job-related field. *Note: An employee may be seeking a graduate degree in hopes of a prospective assignment at Collin, but preference is given to employees seeking to improve effectiveness in the current position.*

### **2016-9-2 Action on an Employee Appeal**

Pursuant to Board Policy DGBA (Local), the Collin College Board of Trustees heard the appeal of an employee whose contract was not renewed in a Special Called Meeting on Tuesday, August 23, 2016 at 4:30 p.m. Based on the information reviewed and presented, the Board of Trustees took the following action.

Mr. Hardin made a motion to deny the appeal requested by the former employee. The motion was seconded by Ms. McCall and unanimously approved by the Board of Trustees of Collin County Community College District.

### **2016-9-3 Approval of an Amendment to FY16 Budget for Changes in Budgeted Restricted Revenue and Expenses for Grants**

Discussion: Acting Vice President of Administration/CFO Ken Lynn presented an amendment to the FY16 budget due to an increase of \$20,000 in grant funds to the Small Business Development Center. Federal, state, and local/private grant activity is dynamic as amendments to currently active grants are processed and new grants are awarded. In order to fund the objectives of the grants, grant-operating budgets must be established in a timely manner. The 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.

On motion of Mr. Wainwright, second of Ms. Wurzman, 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 ended August 31, 2016 as presented.

### **2016-9-4 Approval of Change in Test Fee Amount for Nursing**

Discussion: Executive Vice President Brenda Kihl said that with the expansion in the number of students in the Nursing Program, the department plans to move to computerized testing for the PSB aptitude exam. Currently, the PSB exam costs \$20 per exam. The Nursing Department proposes an exam fee of \$45 per exam, effective November 1, 2016, for spring 2017 enrollments, to cover the cost of the exam and proctoring necessary for a computerized testing environment. This cost is comparable to that of the corresponding exams at other Texas nursing programs.

On motion of Mr. Wainwright, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved an exam fee for the PSB aptitude exam of \$45 per exam effective November 1, 2016.

### **2016-9-5 Approval of a Resolution Providing for the Intent of Calling a Bond Election in May 2017 and Establishing a Citizen's Committee for Input and Counsel Relating to the Implementation of the Master Plan**

Discussion: In 2015, the Board of Trustees authorized the completion of a Master Planning process by PBK Architects, Inc. The process included an assessment of the

current condition of existing facilities, a demographic study, a county population growth estimate, an evaluation of the current job market in Collin County as well as projections of future employment patterns, among other factors.

The results of the study were reviewed and refined by administrative staff, which led to recommendations for facilities improvements to the Board of Trustees including expansion of the college footprint into communities where growth is expected to occur. That expansion will necessitate the purchase of land, planning and construction of new campuses or facilities and expansion of the existing instructional capabilities, especially in the technical and workforce programs.

The magnitude of the improvements necessary to meet the projected population growth and to provide better services to currently underserved populations will require financing of the facilities. In order to move forward with planning the facilities expansion and developing cost estimates to meet the demands, a significant expenditure of current operating funds will be required. The purpose of the proposed resolution is to provide a statement of public purpose for the expenditure of current operating funds, which, if a bond referendum is passed, will be reimbursed from bond proceeds.

The college was established in 1985 through the efforts and vision of community leaders who served on the college's original Committee of 100. The Board of Trustees discussed utilizing a citizen's committee regarding implementation of its Master Plan. Mr. Hendricks said the board had not had time to work on the charge of the committee and asked if more detail on the establishment and work of the committee could be made available prior to the Board acting on it.

On motion of Mr. Hendricks, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved the resolution as presented providing for the intent to call a bond election in May 2017.

#### **2016-9-6 Approval of Interlocal Agreement with National Joint Powers Alliance**

Discussion: The agreement is pursuant to the authority granted by the "Texas Interlocal Cooperation Act," Chapter 791 Texas Government Code. This is an ongoing agreement activated only by the District's issuance of a purchase order. This agreement will be highly beneficial to the taxpayers of Collin County due to the anticipated savings related to volume purchasing.

On motion of Mr. Rodriguez, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Interlocal Agreement between National Joint Powers Alliance (NJPA) and Collin County Community College District as presented.

**2016-9-7 Approval of an Associate of Applied Science Degree in Commercial Photography and Certificate Programs, Studio Production and Commercial Photography Specialist**

Discussion: Executive Vice President Brenda Kihl presented this item to the Board of Trustees. Due to a revision in curriculum and re-classification of instructional programs (CIP) for Commercial Photography, the Associate of Applied Science degree, a level I certificate and a level II certificate were brought forward to the Board for review and approval. With the recommendation of the Program Advisory Committee, two new certificates have been developed.

The Associate of Applied Science (60 semester credit hours) – Commercial Photography includes the required general education component of 15 semester credit hours. The remaining 45 semester credit hours includes three new courses:

- Photo Digital Imaging II
- Video for Photographers
- Cooperative Education – Commercial Photography

The AAS degree is built on two (2) stackable certificates:

The Level I Certificate – Studio Production (15 semester credit hours)

The Level II Certificate – Commercial Photography Specialist (36 semester credit hours)

On motion of Mr. Wainwright, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the proposed Commercial Photography programs as presented.

**2016-9-8 Authorization for District President to Execute Agreements with University Partners for the Collin Higher Education Center**

Discussion: Terms for the renewal of a new multi-year partnership agreement with four of the Collin Higher Education Center universities, Texas A&M University-Commerce, Texas Woman's University, University of North Texas, and The University of Texas at Dallas, must be drafted and signed. The agreements detail facility use fees, outline partner responsibilities, list program offerings, and detail legal requirements of the partnership. This year, revisions to the agreements provide for sharing of student data and a termination clause.

On motion of Mr. Rodriguez, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously authorized the President to negotiate and execute multi-year partnership agreements with Texas A&M University-Commerce, Texas Woman's University, University of North Texas, and The University of Texas at Dallas for the Collin Higher Education Center.

**2016-9-9 Authorization for the District President to Negotiate and Execute Agreements with Texas Public Universities to Offer Courses and Programs on Collin College Campuses**

Discussion: The College has recently engaged in discussions with multiple Texas Public Universities to offer upper-division courses that lead to a bachelor's degree on Collin College campuses as early as January 2017. It is proposed that the District President will

negotiate terms of an agreement and appropriate fees for facility utilization. The resulting partnership agreements are expected to increase student retention and associate degree completion due to the convenience of a bachelor's degree available at campus locations.

On motion of Mr. Rodriguez, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously authorized the District President to negotiate and execute partnership agreements with Texas Public Universities to offer courses on Collin College campuses beginning January 2017.

### **2016-9-10 Approval of the Strategic Plan – Vision 2020**

Discussion: Sr. Vice President Kim Davison reviewed the proposed Strategic Plan – Vision 2020 with the Board of Trustees. She said that for over three decades Collin College has set the standard by providing Collin County communities in north Texas with among the most affordable, high quality higher education opportunities in the state. Founded in 1985, the college has grown rapidly to accommodate expanding educational needs in the region. What started in the 1985-1986 academic year with approximately 5,000 students has flourished into a premier institution that currently serves over 53,000 credit and continuing education students every year.

Beginning in 2015, the college community started engaging in a strategic planning process to identify college and community focus areas for the next four years. Faculty, staff, and administrators participated in working sessions to generate ideas and formulate overarching strategic priorities for the college. As part of the process, participants examined Collin College's foundational documents including Core Values, Philosophy and Purpose Statements, and Mission Statement. Simultaneously representatives from the college community collaborated to develop a complimentary forward focused Vision Statement – "Delivering a brighter future for our students and communities."

With broad input from the Collin College community, the college has identified seven strategic plan priority areas that will guide the college's path forward for the next four years. Vision 2020 integrates the concepts that emerged through the strategic and master planning processes. Overlapping content from the master plan appears in **blue text**. Accompanying key performance indicators (KPIs) are provided which specify milestones and benchmarks to gauge progress against as we move ahead. Some of the milestones that have already been met are designated with a strikethrough and new goal established.

**Priority 1. Finalize and Execute a Comprehensive Plan that Facilitates the Safety of Students, Faculty and Staff at Collin College.** Based on student feedback and campus crime statistics, Collin College campuses are already safe and secure and College officials are committed to continuously improving in these areas. Key Performance Indicator (KPI): Progress on federal Student-Right-to-Know campus crime reporting. Progress on Student Satisfaction Inventory Campus Climate survey responses.

**Priority 2. Increase Outreach and Create Streamlined Pathways from High School.** Key Performance Indicator (KPI): Students participating in college level coursework while still in high school will increase by ~~25~~ 33 percent at Collin College. Collin College will serve over ~~4,700~~ 6,100 students in dual credit by the end of Fall 2020.



**Priority 3. Emphasize Student Achievement and Streamline Pathways to Four Year College and Universities.** KPI: Collin College will increase the number of transfers and graduates from 21,860 to 23,000 by 2020. Duplicated upper division enrollments at the Collin Higher Education Center will increase to 3,821 by 2020.

**Priority 4. Expand Career and Technical Programs and Training Offerings in Alignment with Current and Future Regional Labor Market Demand and Become the Customized Training Provider of Choice for Additional Employers.** KPI: The number of students served in career and technical courses and programs at Collin College will increase 25 percent from the record latest performance of 24,523 to 30,654. KPI: More than double the number of companies served through customized corporate training by 2020.

**Priority 5. Promote Innovation and Diversify Revenue Streams.** KPI: Double the external resources awarded to Collin College through new grants to \$6.6 million annually by 2020.

**Priority 6. Create an Increasingly Welcoming Environment for Students, Community Members, Faculty and Staff.** KPI: Progress on relevant Student Satisfaction Inventory Campus Climate related survey responses.

**Priority 7. Expand the Physical Footprint of Collin College to Meet Emerging Programmatic Needs, Improve Facilities as Necessary, and Implement the Maintenance Plan to Elevate Services to Our Students.** KPI: To address key programmatic needs, add at least 550,000 square feet of space to Collin College facilities.

On motion of Mr. Wainwright, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the Collin College Vision 2020 Strategic Plan priorities and directed the staff to develop tactical plans to advance them.

**2016-9-11 Approval to Grant to Celina Development North, LLC Two (2) Easements for Drainage, an Easement for Construction and Grading, and to Release a Utility Easement Agreement on Land Owned in Celina, Texas**

Discussion: Celina Development North, LLC ("Celina Development") is the owner of land to the east and south boundaries of property owned by the college in Celina, Texas. Celina Development is currently beginning development of a residential community that is estimated to contain approximately 778 residential housing units. Integral to the development of the property is the installation of infrastructure to serve the community such as drainage, utilities, and roadways.

Celina Development has requested action by the College to accept three (3) new easements related to project infrastructure and to release an existing utility easement. Particulars of the easements include:

- A 20'X20' drainage easement in the southeast corner of the College's 75 acre tract to allow Celina Development a perpetual easement to enter the property to construct, operate, install, maintain, repair and replace storm water drains.

- A 45'X50' drainage easement in the southwest corner of the college's 75 acre tract to allow Celina Development a perpetual easement to enter the property to construct, operate, install, maintain, repair and replace storm water drains.
- A temporary construction easement for temporary construction and grading purposes to cut, fill and grade the easement, remove and replace existing fencing and to clear vegetation. The easement will expire when the lots adjacent to the easement are platted and constructed to completion.
- Release a utility easement previously granted by Celina Development to the college containing .619 acres of land.

The easement agreements have been reviewed and approved by the college's engineering firm, RLK Engineering, Inc.

On motion of Mr. Wainwright, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved granting Celina Development two (2) easements for drainage and an easement for construction and grading and further, approved the releasing of a utility easement back to Celina Development.

**2016-9-12 Approval to Authorize the District President to Negotiate and Execute Contracts for the Purchase of Land in Collin County**

Discussion: Findings resulting from the recent master plan study indicated that an expansion of services within the country may be advisable. Pursuant to the desire of the Board of Trustees to pursue a course of action leading to a potential facilities expansion, the Board was asked to consider authorizing the District President to negotiate and execute contracts for the purchase of land in Collin County, that land being two additional properties in Wylie, Texas, adjacent to the property donated by the City of Wylie and properties purchased by Collin College.

On motion of Mr. Rodriguez, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the authorization of the District President to negotiate and execute contracts for the purchase of two properties in Wylie, Texas and to expend funds for due diligence, appraisal, and closing costs as applicable.

**2016-9-13 Approval to Terminate Services of Contractor, Compensate Contractor for Pre-Construction Services Rendered, and Authorize the District President to Take Any Action Necessary or Advisable to Effectuate the Termination**

Discussion: On October 27, 2015, the Board of Trustees approved Pogue Construction ("Pogue") as the construction manager-at-risk ("CMAR") for the construction of the Public Safety Training Center ("Project"). Pogue's proposal included a preconstruction fee of \$10,000.00. Since that time, although no contract was entered into with a CMAR, Pogue has provided some pre-construction services, but not as was contemplated or expected under the usual CMAR relationship. Pogue's cost estimation, which was compiled without the level of meaningful involvement that is normally provided during the preconstruction and design development phase, has been erratic and the construction cost estimate delivered at the 75% design stage is considerably higher than anticipated.

The value to the District in the CMAR process is having the CMAR involved in the planning and design of the Project, which should theoretically lead to a Project with higher constructability standards and lower costs. The Administration believes that the theoretical value of the CMAR for the Project has expired. The 100% drawings have been filed with the City of McKinney Planning and Zoning departments and all that is left is the awarding of a contract and construction of the Project.

The Administration now believes that changing the delivery method to a lump sum offer - competitive sealed proposal (CSP) method - and selecting a contractor who will be responsible only for construction at a set price will encourage competition, save the District money, and provide better value for the District. Changing the construction delivery method to the CSP method renders Pogue's services as a CMAR redundant and not required.

On motion of Mr. Hendricks, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved the termination of the services of the construction manager-at-risk for the construction of the Public Safety Training Center in connection with the change in construction method, compensation to Pogue for their pre-construction fee, and authorization for the District President to take any action necessary or advisable to effectuate the termination.

**2016-9-14 Report Out of the Campus Facilities and Construction Committee and Approval of Change in Construction Method for Public Safety Training Center**

Discussion: Previously, the Board of Trustees considered relevant factors at the time and determined that the construction manager-at-risk method of construction provided the best value for the District in constructing the Public Safety Training Center ("Project").

The services of a construction manager-at-risk ("CMAR") on a project are divided into two distinct phases – (1) preconstruction - during which the CMAR acts as a consultant to the District during the design development stage working closely with the District and its architect to advise on constructability, materials choices, and to offer expert cost estimation services to assure that the Project stays in budget; and (2) the construction phase - where the CMAR provides project administration services and supervises and/or performs the actual construction through subcontractors and/or its own forces while keeping the Project costs within the guaranteed maximum amount approved by the Board of Trustees.

On October 27, 2015, the Board of Trustees approved Pogue Construction ("Pogue") as the CMAR for the Project. Since that time, although no contract was entered into with a CMAR, Pogue has provided pre-construction services but not as was contemplated or expected under the usual CMAR relationship. Pogue's cost estimation, which was compiled without the level of meaningful involvement that is normally provided during the preconstruction and design development phase, has been erratic and the construction cost estimate delivered at the 75% design stage is considerably higher than anticipated.

The architect on the Project, PBK ("Architect"), has developed the drawings to 100% completion and has filed the drawings with the City of McKinney planning and zoning departments for approval and issuance of a construction permit. Thus, the Project design development has been completed without the level of preconstruction services that normally are provided under the CMAR method and the Architect has completed drafting the construction documents.

The Administration now believes that changing the delivery method to a lump sum offer under competitive sealed proposal method under Chapter 2269, Subchapter D of the Texas Government Code, and selecting a contractor who will be responsible only for construction at a set price will encourage competition, save the District money, and provide better value for the District.

The Campus Facilities and Construction Committee met earlier in the day to discuss details of this item. Mr. Hardin and Mr. Hendricks reported for the Campus Facilities and Campus Committee in support of the recommended action.

On motion of Mr. Hardin, second of Ms. McCall, the Board of Trustees of Collin County Community College District, because of the changed circumstances in the project unanimously approved the competitive sealed proposal method to provide the best value for the District in constructing the Public Safety Training Center, unanimously approved changing the method of construction of the project from construction manager-at-risk to competitive sealed proposals and, further, authorized the District President and his designees to proceed with development and issuance of solicitation documents to procure the services of a contractor for the project.

#### **2016-9-15 Report Out of the Campus Facilities and Construction Committee and Approval of Prevailing Wage Rates for Construction Projects**

Discussion: Board Policy CM (Legal) and Chapter 2258 of the Texas Government Code require each political subdivision of the state to determine the prevailing rate of per diem wages for each craft or type of worker in the locality in which a construction project is to be performed, and the general prevailing rate of per diem wages for legal holiday and overtime work.

Chapter 2258 requires that a worker employed on a construction project for that political subdivision shall be paid not less than the general prevailing rate. It also provides that a contractor, or subcontractor of the contractor, awarded a construction project by the political subdivision, shall pay not less than the determined rate.

Chapter 2258 also requires that the solicitation for bids for a construction contract, and the contract itself, specify the calculated prevailing wage rates.

Ms. McCall, Chair of the Campus Facilities and Construction Committee, reported on the Committee's discussion regarding prevailing wage rates at its meeting earlier in the day.

On motion of Ms. McCall, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District unanimously approved of the prevailing wage rates as presented in satisfaction of the requirement contained in Board Policy CM (Legal) and Government Code 2258 for construction projects.

*Documents as amended 3/2016:*

## **Prevailing Wage Rate Determination Information**

*The following information is from Chapter 2258 Texas Government Code:*

### **2258.021. Right to be Paid Prevailing Wage Rates.**

- (a) A worker employed on a public work by or on behalf of the state or a political subdivision of the state shall be paid:
  - (1) not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the work is performed; and
  - (2) not less than the general prevailing rate of per diem wages for legal holiday and overtime work.
- (b) Subsection (a) does not apply to maintenance work.
- (c) A worker is employed on a public work for the purposes of this section if the worker is employed by a contractor or subcontractor in the execution of a contract for the public work with the state, a political subdivision of the state, or any officer or public body of the state or a political subdivision of the state.

### **2258.023. Prevailing Wage Rates to be Paid by Contractor and Subcontractor; Penalty.**

- (a) The contractor who is awarded a contract by a public body or a subcontractor of the contractor shall pay not less than the rates determined under Section 2258.022 to a worker employed by it in the execution of the contract.
- (b) A contractor or subcontractor who violates this section shall pay to the state or a political subdivision of the state on whose behalf the contract is made, \$60 for each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates stipulated in the contract. A public body awarding a contract shall specify this penalty in the contract.
- (c) A contractor or subcontractor does not violate this section if a public body awarding a contract does not determine the prevailing wage rates and specify the rates in the contract as provided by Section 2258.022.
- (d) The public body shall use any money collected under this section to offset the costs incurred in the administration of this chapter.
- (e) A municipality is entitled to collect a penalty under this section only if the municipality has a population of more than 10,000.

### **2258.051. Duty of Public Body to Hear Complaints and Withhold Payment.**

A public body awarding a contract, and an agent or officer of the public body, shall:

- (1) take cognizance of complaints of all violations of this chapter committed in the execution of the contract; and
- (2) withhold money forfeited or required to be withheld under this chapter from the payments to the contractor under the contract, except that the public body may not withhold money from other than the final payment without a determination by the public body that there is good cause to believe that the contractor has violated this chapter.

Prevailing Wage Rates - School Construction Trades  
Effective - February 1, 2016

Texas - Dallas / Fort Worth Area

CLASSIFICATION	HOURLY RATE	NOTES
Asbestos Worker	\$14.35	
Bricklayers; Masons	\$19.72	
Carpenter/Caseworker	\$14.25	
Concrete Finishers	\$17.10	
Data Comm / Telecom Installers	\$22.20	
Demolition Laborers	\$12.13	
Drywall/Ceiling Installers	\$17.85	
Electricians	\$21.50	
Elevator Mechanics	\$38.01	
Fire Proofing Installer	\$19.45	
Glaziers	\$19.65	
Heavy Equipment Operator	\$20.44	
Insulators	\$17.00	
Iron Workers	\$19.07	
Laborers	\$11.50	
Lather / Plasterer	\$16.30	
Light Equipment Operators	\$14.27	
Metal Building Assemblers	\$16.56	
Millwrights	\$23.90	
Painters/Wall Covering Installers	\$16.81	
Pipefitters	\$27.77	
Plumbers	\$20.44	
Roofers	\$17.35	
Sheet Metal Workers	\$17.55	
Sprinkler Fitters	\$21.33	
Steel Erector	\$23.00	
Terrazzo Workers	\$15.67	
Tile Setters	\$16.33	
Water Proofer / Caulkers	\$14.61	

This document was developed by PBK Architects, Inc. in strict accordance with the Texas Government Code Chapter 2258.



## Prevailing Wage Rates Worker Classification Definition Sheet

Asbestos Worker	Worker who removes & disposes of asbestos materials.
Carpenter	Worker who builds wood structures or structures of any material which has replaced wood. Includes rough & finish carpentry, hardware and trim.
Carpet Layer/Floor Installer	Worker who installs carpets and/or floor coverings-vinyl tile.
Concrete Finisher	Worker who floats, trowels and finishes concrete.
Data Comm/Telecom Installer	Worker who installs data/telephone & television cable and associated equipment and accessories.
Demolition Worker	Worker who demolishes buildings/structures by operating wrecking balls and other machines, sometimes taking apart buildings by hand, using wrecking bars, sledgehammers, axes, and shovels
Drywall/Ceiling Installer	Worker who installs metal framed walls & ceilings, drywall coverings, ceiling grids & ceilings.
Electrician	Skilled craftsman who installs or repairs electrical wiring & devices. Includes fire alarm systems & HVAC electrical controls.
Elevator Mechanic	Craftsman skilled in the installation & maintenance of elevators.
Fire Proofing Installer	Worker who sprays or applies fire proofing materials.
Glazier	Worker who installs glass, glazing and glass framing.
Heavy Equipment Operator	Includes, but not limited to, all Cat tractors, all derrick-powered, all power operated cranes, back-hoe, back-filler, power operated shovel, winch truck, all trenching machines.
Insulator	Worker who applies, sprays or installs insulation.
Iron Worker	Skilled craftsman who erects structural steel framing & installs structural concrete Rebar.
Laborer/Helper	Worker qualified for only unskilled or semi-skilled work. Lifting, carrying materials & tools, hauling, digging, clean-up.
Lather/Plasterer	Worker who installs metal framing & lath. Worker who applies plaster to lathing and installs associated accessories.
Light Equipment Operator	Includes, but not limited to, air compressors, truck crane driver, flex plane, building elevator, form grader, concrete mixer (less than 14cf), conveyer.
Mason	Craftsman who works with masonry products, stone, brick, block or any material substituting for those materials & accessories.
Metal Building Assembler	Worker who assembles pre-made metal buildings.
Millwright	Mechanic specializing in the installation of heavy machinery, conveyance, wrenches, dock levelers, hydraulic lifts & align pumps.
Painter/Wall Covering Inst.	Worker who prepares wall surfaces & applies paint and/or wall coverings, tape and bedding.
Pipefitter	Trained worker who installs piping systems, chilled water piping & hot water (boiler) piping, pneumatic tubing controls, chillers, boilers & associated mechanical equipment.
Plumber	Skilled craftsman who installs domestic hot & cold water piping, waste piping, storm system piping, water closets, sinks, urinals, & related work.
Roofer	Worker who installs roofing materials, Bitumen (asphalt & coal tar) felts, flashings, all types roofing membranes & associated products.
Sheet Metal Worker	Worker who installs sheet metal products. Roof metal, flashings & curbs, ductwork, mechanical equipment and associated metals.
Sprinkler Fitter	Worker who installs fire sprinkler systems & fire protection equipment.
Terrazzo Worker	Craftsman who places & finishes Terrazzo.
Tile Setter	Worker who prepares wall/floor surfaces & applies ceramic tiles to these surfaces.
Waterproofer/ Caulker	Worker who applies water proofing material to buildings. Products include sealant, caulk, sheet membrane, liquid membranes, sprayed, rolled or brushed.

## **2016-9-16 Approval of Bid Report for September 2016**

The Bid Report for September 2016 was presented with one (1) new solicitation.

On motion of Mr. Wainwright, second of Mr. Hardin, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for September 2016 as presented.

### **I. NEW SOLICITATIONS**

Purchase Request #1		
Annual Contract for Property and Liability Insurance	\$	424,788.00
<b>TOTAL OF NEW SOLICITATIONS</b>		<b>424,788.00</b>
<b>GRAND TOTAL</b>	\$	<b>424,788.00</b>

In answer to Mr. Rodriguez's question regarding the college's insurance loss ratio, President Matkin said the information would be obtained and provided to the Board of Trustees.

### **INFORMATION REPORTS**

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

#### Expenditure Reports

Summary of Cash Disbursements for the Month of August 2016

Detailed Summary of Cash Disbursement for the Month of August 2016

Checks Greater than \$5,000 for the Month of August 2016

Summary of Contract and Grant Expenditures for the Month of August 2016

Summary of Disbursements by Fund for the Month of August 2016

Summary of Electronic Disbursements for the Month of August 2016

#### Other Reports

Monthly Investment Report, August 31, 2016

Quarterly Investment Report, June 1, 2016 – August 31, 2016

Summary of Foundation Payments to the District, August 31, 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. Vice President of Workforce and Economic Development Jennifer Blalock was awarded her doctorate of education in early September by Nova Southeastern University. The title of her dissertation was "Creating a Culture of Completion in Two-Year Institutions: Examining the Influence of Participation in the Community College



Completion Corps on Institutional Stakeholders.” Her concentrations were in Organizational Leadership and Higher Education Leadership. President Matkin said he is deeply grateful and appreciative of this accomplishment.

2. Collin College has been nominated for the *2016 Secretary of Defense Employer Support Freedom Award*, given by the Employer Support of Guard and Reserve, a Department of Defense office. The Freedom Award is the highest recognition given by the DOD to employers for their support of National Guard and Reserve members. Nominations are submitted by employees who serve in the National Guard or Reserve. Dr. Matkin said Collin College is absolutely committed to creating veteran centers for our students.
3. “Wally,” a documentary film by associate History Professor Andrew Galloway was chosen for inclusion in London's Let's All Be Free Film Festival and was also an official selection at the Docs Without Borders Film Festival competition (DWBFF). Galloway's films, “Wally” and “Gonzales” have been featured in numerous film festivals this year. Congratulations to Professor Galloway.
4. Dean Brenda Carter was appointed to the McKinney Housing Authority Board of Commissions by the McKinney mayor and city council. The board provides oversight and governance of the public housing authority.
5. Professor of Chemistry Dr. Amina El-Ashmawy has been appointed to the Board of Trustees for the Division of Chemical Education of the American Chemical Society.
6. Congratulations to Professor of Biology Cathy Donald-Whitney who will be inducted in the Athletic Hall of Fame for Track and Field for Panhandle State University – Oklahoma. She was a sprinter from fifth grade through her undergraduate college career. Cathy teaches at the Central Park Campus; she has been at Collin College since 1992.
7. Professor Kyle Kundomal has been named a board member of the Texas Mathematical Association of Two-Year Colleges. He serves as the association's secretary and newsletter editor.
8. Professor Keeley Bowman has been elected president of the DFW Health Information Management Association.
9. With a picture of Interim Dean of Strategic Initiatives Mark Garcia on the cover and the inclusion of quotes President Matkin made during an interview with *Community College Week*, Collin College is one of the colleges featured in a special report about Top 100 Associate Degree Producers 2016 in the August 31, 2016, issue of *Community College Week*. The cover story highlights the rise in degrees and certificates among community colleges. Collin College made the Top 100 list in several categories:

- 52nd overall in the nation and 34th among 2-year colleges for associate degrees awarded for all disciplines (2,339 graduates); an increase of 20.3% over the previous year.
- 9th highest in Texas in number of graduates among 2-year colleges; up from 10th last year.
- 43rd in the nation for Asian American associate degree production (229 graduates across all disciplines); an increase of 35% over the previous year.
- 51st in the country for Non-Minority associate degree production (1,397 graduates across all disciplines); an increase of 15% over the previous year.
- 75th in the United States for Minority associate degree production (859 graduates across all disciplines); an increase of 30% over the previous year.

President Matkin said the numbers show that we can make a difference. When we put our students first, we see the benefits.

Dr. Matkin thanked the professors for asking their students to attend the board meeting and thanked the students for attending. He said the meeting demonstrates the work that brings the college together.

### **The Board announced the following:**

Trustee Wainwright congratulated the Professor of the Year, Associate Professor of the Year, and the full and part-time ROSE Award winners. He commented that there should be many awards for the people who work at the college.

Trustee Wurzman congratulated the award recipients and welcomed the students. She told the students that they were getting a slice of good local governance and that she hopes they can see how many discussions lead to the point where the Board of Trustees takes action. She also remarked that Collin has the best administration.

Trustee Rodriguez congratulated the Professor of the Year, Associate Professor of the Year, ROSE Award recipients, and the Council on Excellence on their great work. He announced that October is Hispanic Heritage Month.

Trustee Hardin congratulated all of the winners and thanked the students for being at the meeting. He said the Board of Trustees does its best and wanted the students to know that the board and everyone in the room are here to make sure they get the best opportunities and education available. He asked them to take advantage of all that Collin College has to offer. Mr. Hardin thanked the faculty, administrators, and staff. He congratulated Dr. Jennifer Blalock.

### **ADJOURNMENT**

There being no further business, Chairman Collins adjourned the September 27, 2016, meeting of the Board of Trustees of Collin County Community College District at 8:26 p.m.