

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
February 27, 2018

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its regular monthly Board of Trustees meeting on February 27, 2018, in the Board Room, Room 139, Collin Higher Education Center, with Vice Chair Andy Hardin presiding. Trustees in attendance were Mr. Hardin, Dr. Stacey Donald, Mr. Mac Hendricks, Mr. Steve Matthews, Dr. Raj Menon, Mr. Fred Moses, and Mr. Adrian Rodriguez. Chairman J. Robert Collins and Trustee Jim Orr were absent. Other attendees included District President Neil Matkin, Collin College administrators, faculty, students, staff, community members, and vendor representatives.

CALL TO ORDER

Acting Chairman Hardin called the February 27, 2018, meeting of the Board of Trustees of Collin County Community College District to order at 5:32 p.m. The Board met at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

OATH OF OFFICE

Prior to adjourning into executive session, Notary Public Shirley Harmon administered the oath of office to Stephen (Steve) Matthews, who was appointed to fill the Place 2 seat vacated by Nancy Wurzman. The Statement of Elected/Appointed Officer and Oath of Office documents were signed as required.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Acting Chairman Hardin recessed the meeting to closed session at 5:35 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; 551.074 Personnel Matters, and 551.082 and 551.0821 Certain School Board Deliberations – Discussion of Discipline of a Student.

OPEN SESSION

Acting Chairman Hardin reconvened the meeting at 7:00 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 FEBRUARY 27, 2018, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the February 27, 2018, Collin County Community College District Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

RECOGNITION OF SPECIAL GUESTS

Acting Chairman Hardin recognized students from the Leadership Development Institute classes of Professors Debra St. John, Nicole Grose, Michael Rose, and Judi Wohead, and students from the Student Government Association and Phi Theta Kappa.

PLEDGES OF ALLEGIANCE

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

APPROVAL OF THE MINUTES OF THE JANUARY 23, 2018, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Moses, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its January 23, 2018, regular meeting.

APPROVAL OF THE MINUTES OF THE FEBRUARY 14, 2018, SPECIAL CALLED MEETING AND BOARD RETREAT OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Dr. Menon, second of Mr. Moses, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its February 14, 2018, special called meeting and board retreat.

REPEAT OF OATH OF OFFICE

Notary Public Shirley Harmon repeated the administration of the oath of office to Stephen Matthews. Mr. Matthews' son joined him for the swearing in ceremony in front of the dais. Ms. Harmon presented Mr. Matthews with the Certificate of Election and congratulated him on his appointment to the Board of Trustees Place 2. Acting Chairman Hardin offered congratulations and presented the Collin Pin and a gift basket to Mr. Matthews. The term of office for Trustee Matthews will continue until the May 2019 election. Mr. Matthews' parents and son joined him for photos.

PUBLIC COMMENT

Professor of Physical Education/Wellness Program Coordinator Linda Muysson and Professor of History Matthew Coulter, who both serve on the Health and Safety Fair Committee, presented information on the upcoming 13th Annual Health and Safety Fair scheduled for Friday, March 9 at the Central Park Campus Conference Center in McKinney. Professor Coulter said his daughter is a graduate of Collin College, a licensed professional counselor, and one of the people who will be representing her services at the Health and Safety Fair. He said the fair serves the community, students, staff, faculty, and Collin graduates. Dr. Muysson said the 9 a.m. to 1 p.m. fair would feature many of Collin's health programs as well as many external vendors and hospitals. A variety of free screenings, a blood drive, and other services will be available at no charge.

PRESENTATIONS:

Schematic Drawings for Collin College Wylie Campus – Annalie Persson Call, Principal Associate with Page Southerland Page Architects showed a presentation with renderings of the Wylie Campus. She showed parking and the campus as it might look at complete buildout and samples of exterior design materials. President Matkin commented that the Wylie campus is in the value engineering stage and that not all of the buildings shown would be built in Phase 1.

2018-2-2-1 Personnel Report for February 2018

Discussion: The Personnel Report for February 2018 included one administrative appointment, two faculty appointments, 14 staff appointments, five promotions/changes, and two resignations/terminations.

On motion of Mr. Matthews, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved items 1a through 1e of the Personnel Report for February 2018 as presented.

2018-2-2-1a Approval of Administrative Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Michael Rogg	Associate Provost, Workforce and Technical Education	02/28/18	Executive Vice President	New position

President Matkin introduced and welcomed Mr. Rogg who was seated in the audience.

2018-2-2-1b Approval of Faculty Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Lisa Otis	Professor, Nursing (Temporary)	01/03/18	Nursing	New position
Amy Wilson	Professor, Nursing (Temporary)	01/03/18	Nursing	Replacement Philomena Mistretta

President Matkin commented that the salaries for these faculty appointments reflect the amount to be paid for the temporary position for the remainder of the fiscal year.

2018-2-2-1c Approval of Staff Appointments

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

NAME	TITLE	DATE	DEPARTMENT	REASON
Camillie Collins	International Student Services Assistant	02/12/18	Student and Enrollment Services	Replacement Therese Bishara
Lisa Downing	Administrative Assistant	02/05/18	Auxiliary Services	New position
Ruben Garcia	Operator Maintenance Technician / HVAC	01/22/18	Plant Operations	Replacement Dae Kang
Eric Hawkins	Collin College Police Officer	02/19/18	Police Department	New position
Aleka Jones	Student Development Specialist	01/22/18	Student and Enrollment Services	Replacement Marcy Raynes
Jordan Joshua	Advisor	02/12/18	Student and Enrollment Services	Replacement Keyona McClellan
Christine Lin	Accountant	02/01/18	Financial Services	Replacement Lenora Gray
Karlos Patton	Advisor	01/29/18	Advising	Replacement Jennette Buck
Shonda Satterfield	Secretary	02/05/18	Instructional Office	Replacement Rebecca Hargett
Lisa Soural	Assistant Director, Food Services	01/22/18	Food Services	New position
Sean Sweeden	Veteran Services Specialist	02/19/18	Financial Aid	New position
Janice Vanover	Collin College Police Officer	02/05/18	Police Department	New position
Kathleen Wolff	Degree Plans Coordinator	01/22/18	Registration and Records	Replacement Charles Bogan
Xiaoqiang Zhang	Desktop Support Technician	02/24/18	Academic Tech and Network Services	Replacement Robert Paul

2018-2-2-1d Approval of Promotions/Changes

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

NAME	TITLE	DATE	DEPARTMENT	REASON
Robert Bernard	N: Collin College Police Sergeant O: Collin College Police Officer	12/01/17	Police Department	Promotion
David Drane	N: Facility Operations Coordinator Conference Center O: Plant Operations Worker	01/16/18	Physical Plant Support Services	Promotion
Donald Mewbourn	N: Collin College Police Sergeant O: Collin College Police Officer	12/01/17	Police Department	Promotion

Traci Ramsey	N: Interim Associate Dean, Academic Affairs O: Professor, Physical Education	02/01/18	Academic Affairs	Promotion
Gregory Stewart	N: Collin College Police Sergeant O: Collin College Police Officer	12/01/17	Police Department	Promotion

2018-2-2-1e Approval of Resignations/Terminations

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

EMPLOYEE	LAST DAY	SERVICE	TITLE	DEPARTMENT
Brad Baker	01/03/18	25	Faculty, Theater	Workforce
Camillie Collins	02/20/18	<1	International Student Services Assistant	Student & Enrollment Services

2018-2-2-2 Approval of the Permanent Expulsion of a Student

Discussion: President Matkin said that details of the recommendation for the permanent expulsion of a student were presented for review and discussion with the Board of Trustees in closed session as allowed by state law. In keeping with the Family Educational Rights and Privacy Act (FERPA), the identity of the student is protected in open session.

On motion of Dr. Menon, second of Dr. Donald, the Board of Trustees of Collin County Community College District unanimously approved the permanent expulsion of a student.

2018-2-2-3 Approval of Tuition Increase Effective Fall 2018

Discussion: Executive Vice President Brenda Kihl presented a recommendation for a tuition increase of \$4 per credit hour for in-district residents, \$8 per credit hour for out-of-district residents and \$13 per credit hour for out-of-state/out-of-country residents effective fall semester 2018. She said the increase in tuition would generate approximately \$3 million in additional revenue during fiscal year 2018-2019. The additional revenue will help offset rising instructional costs and the expense of expanding programs. With the increased rates, Collin's in-county tuition would remain the lowest tuition among community colleges in Texas.

On motion of Mr. Moses, second of Dr. Menon, the Board of Trustees of Collin County Community College District unanimously approved a tuition increase of \$4 per credit hour for in-district residents, \$8 per credit hour for out-of-district residents and \$13 per credit hour for out-of-state/out-of-country residents effective fall semester 2018.

2018-2-2-4 Approval Bid Report for February 2018

Discussion: The Bid Report for February 2018 consisted of three new solicitations.

There was discussion regarding Purchase Request #1 and local vendors bidding on items while keeping with the requirements of state law. The bid as presented was submitted as part of the Tarrant County Purchasing Cooperative. Mr. Hendricks said he believed it is good policy to buy merchandise that is readily available, such as light bulbs, vehicles, etc. on a competitive basis from vendors who are taxpayers in Collin County. He said he would like to see the college's purchasing process allow local vendors the opportunity to bid. Dr. Menon said he had raised the same concerns in the past and, while the college is bound by law to accept the lowest bidder, he would hope there would be opportunity for small and minority businesses to bid.

Mr. Lynn confirmed that the purpose of the cooperative agreements was to take the administrative burden off colleges and organizations by doing the bidding and that state and local law allows colleges to utilize or "piggyback off of" the cooperatives by way of interlocal agreements. He said that the college can put out solicitations but cannot restrict it to geographical distribution; however, any company who wanted to respond to the solicitation would be free to do so. State law prohibits the college from giving any local preferences; they have to compete with other vendors on an equal footing.

Dr. Donald asked about the timeline that the vehicles would be needed because if there was time it would be good to go ahead and do the right thing now and not let the process wait until a future bid. Mr. Lynn confirmed there was not specific deadline or urgency at this point. Mr. Moses said re-bidding would give local vendors an opportunity to bid, whether they take it or not, the opportunity would have been presented.

Mr. Matthews made a motion to approve the Bid Report for February 2018 as presented. Dr. Menon offered an amendment to accept the Bid Report for February 2018 as presented with the exception that Item Request #1 will be re-bid and accepted if it is the lowest bid; however, if it is not the lowest bid the original bid as presented from the cooperative will be accepted. The amendment was seconded by Mr. Hendricks and was approved on a vote of six (6) for and one (1) against. Mr. Rodriguez cast the opposing vote.

Trustee Rodriguez commented that in this particular bid the board was only discussing a few dollars of difference and that he thought it would be better to go ahead and change the process for future bid items.

Mr. Matthews moved to withdraw the original motion, which was seconded by Dr. Menon.

The Board of Trustees of Collin County Community College District unanimously approved the Bid Report for February 2018 as presented with the exception that Item Request #1 will be re-bid and accepted if it is the lowest bid; however, if it is not the lowest bid the original bid as presented from the cooperative will be accepted.

I. NEW SOLICITATIONS

Purchase Request # 1		
Purchase of District Vehicles	\$	112,867.00
Purchase Request # 2		
Purchase Printing of Continuing Education Workforce Development Schedule of Classes		510,000.00
Purchase Request # 3		
Purchase of Stage Lighting Equipment		215,000.00
TOTAL OF NEW SOLICITATIONS		<u>837,867.00</u>
GRAND TOTAL	\$	<u><u>837,867.00</u></u>

2018-2-2-5 Approval of CIP Bid Report for February 2018

Discussion: The 2017 CIP Bid Report for February consisted of one new solicitation.

I. NEW SOLICITATIONS

Purchase Request # 1		
Purchase of Commissioning Services	\$	89,075.00
TOTAL OF NEW SOLICITATIONS		<u>89,075.00</u>
GRAND TOTAL	\$	<u><u>89,075.00</u></u>

On motion of Mr. Moses, second of Mr. Matthews, the Board of Trustees of Collin County Community College District unanimously approved the CIP Bid Report for February 2018.

INFORMATION REPORTS

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

Statement of Net Position as of 01/31/18

Summary of Revenues and Expenditures as of 01/31/18

Monthly Investment Report as of 01/31/18

Public Safety Training Center Construction Update for January 2018

AECOM Monthly Report for December 2018

Follow Up on Questions from Prior Board Meetings/Questions from Trustees:

 Associate Faculty Payroll Schedule

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. Dr. Matkin reported the passing of two former Collin College employees and asked that everyone keep their families in thoughts and prayers:

Gene Powell, Director of Plant Operations from 1988 to 1999 passed away on January 25, 2018. Gene served Collin during the initial growth of the Spring Creek Campus and the construction and opening of the Preston Ridge Campus.

Jan Maughan, who passed away on February 7, 2018, served as Accounting Budget Associate from May 2003 through May 2005. Many of you will remember Jan's husband Larry, who retired from Collin in January 2017, and her twin sister, Ann Thompson, who retired last August.

2. President Matkin highlighted the new Collin College pocket folder that focuses on students instead of buildings.

3. We have received a donation of 20 pieces of equipment from Century A/C Supply (valued at a direct purchase cost of \$35,000.) This generous donation marks a significant upgrade for our technical program that is located in facilities at Princeton ISD. Of the 30 students enrolled in the daytime HVAC program, 27 of those are Collin College dual credit students. The evening program that runs 6:00 to 9:50 pm, Monday through Thursday, has 20 traditional college students enrolled. The equipment provided by Century will be utilized for training students in the courses Residential Air Conditioning, Gas & Electric Heating, Heat Pump, and Air Conditioning Troubleshooting. It will also be used in other courses as secondary applications, allowing for a much more hands on approach in the learning applications.

We deeply appreciate this donation from Century A/C Supply, a statewide company that was founded in 1973 by CEO Dennis Bearden. Its 24 locations across Texas are led by President Rick Luke who, along with Todd Shadden, Ken Schreiber, and Andre Gonzales, helped to initiate this partnership with Collin's Professor of HVAC Technology Brian Sanders.

4. Last month, Dr. Matkin mentioned that Collin College had once again been named one of the Best and Brightest Companies to Work For® in the DFW, an honor we have received for the last three years. Now we have been named one of the Best and Brightest Companies to Work For® in the Nation by the National Association for Business Resources. This is Collin College's first national designation.

5. Former student Austin Seltzer recently sent a note to Dr. Matkin thanking Audio Engineering Professor Mike Medina for the training and encouragement he offered during Seltzer's time at Collin College. In his note Seltzer said, "I wanted to take the time out to write some kind words about Mike as he was one of the people who really set the bar high for me and made me really want to take my career to the top level." Seltzer has worked in Nashville's Blackbird Studios and has recorded several well-known artists, including Steven Tyler, Chris Stapleton, Keith Urban, James Bay, Green Day, and others. He credits Medina with giving students "real world knowledge and circumstances that allow them to practice at the intensity they need to if they want to make it as a professional audio engineer." Congratulations to Austin on his success and thank you to Professor Medina for making a difference in our students' lives.

6. Collin College's two mock trial teams did an outstanding job at the regional competition hosted by University of Texas at Dallas on February 17. Collin College was awarded the highest honor that The American Mock Trial Association bestows on a team - the Spirit Award – given to the team that best exemplifies its ideals of "civility, justice and fair play." Collin College received a perfect score in these categories, which is rare for this competition, plus Collin was the only community college represented at the tournament among 19 Texas universities. Thank you to Executive Vice President Brenda Kihl, Spring Creek Campus Vice President/Provost Dr. Mary McRae, Dean Gary Hodge, Mock Trial Advisor/Professor Julie L. Hershenberg and the Mock Trial Team members for representing Collin College so well.

7. All Collin Small Business Development Center Business Advisors were recognized at a recent all regional meeting of the North Texas Small Business Development Center Network. In FY17, our Advisors accomplished over \$19.5 million dollars in loan assistance for their clients. Congratulations to Sr. Vice President Sherry Schumann, Vice President Jennifer Blalock, Director Marta Frey, and Advisors Alex Plotkin, Darlisa Diltz, Steve Shalosky, and Keith Otto on this outstanding accomplishment.

8. Law Enforcement Director Scott Donaldson recently testified as part of a panel for a legislative hearing at the University of Houston– Downtown, regarding implementation of the Sandra Bland Act SB 1849. Director Donaldson chairs the Texas Commission on Law Enforcement curriculum committee and is well suited to answer any curriculum-related questions on the subject. The panel included representatives from the Health Services and Human Services Commission, the Texas Commission on Jail Standards, and Texas Commission on Law Enforcement.

9. Michele Brown, Associate Faculty with Collin's Institute of Hospitality and Culinary Education, has been appointed to the American Culinary Federation Certification Commission, which determines certification processes for culinary professionals across the country. This is a two-year appointment for Brown, who has been an ACF member for 10 years and has earned gold, silver, and bronze medals in regional competitions. Brown also recently competed on Food Network's "Dallas Cakes," where she served as an assistant for the team, *Frosted Art*, in an episode to air in May.

10. Professor Rachel Bzostek has been named to the Texas Higher Education Coordinating Board Political Science Field of Study Advisory Committee. The committee will be composed of 24 voting members (12 from public community colleges and 12 from public universities) and is charged with identifying the block of courses that students may transfer to a general academic teaching institution, contributing toward 60x30TX goals.

11. President Matkin said he was surprised at Wylie's State of the City when Mayor Hogue presented him with the Wide Awake Wylie "Planning Our Future" Award. The award was presented for "supporting the City of Wylie's mission by strengthening our community with new opportunities for higher education." In addition to the Future, the awards recognized the Past and Present of Wylie with Raymond Cooper being recognized for the Past and City Manager Mindy Manson as the Present.

The Board announced the following:

Trustee Rodriguez reminded everyone of the Health and Safety Fair on March 9. He thanked the students for attending the board meeting and welcomed Trustee Steve Matthews.

Trustee Donald welcomed the students saying she was so glad they were in attendance at the meeting. She acknowledged attendees from the Student Government Association and complimented them on coming to see local government in operation. Dr. Donald welcomed Trustee Steve Matthews. She reminded students that early voting ends on Friday and encouraged them to vote. She also told students that there is always a shortage of poll workers and noted that at \$10 per hour it is a great way to be part of the democratic process and earn money.

Trustee Menon welcomed Trustee Matthews and Associate Provost Michael Rogg. He sent get-well wishes to Mr. Jim Orr who has the flu. Dr. Menon asked the students how many had voted thus far in the election. He acknowledged Professor Mike Medina and said the students' comments about the professor speak to the quality of the faculty at Collin College. He added congratulations to Professor Medina and to President Matkin on his Future Award from Wylie.

Trustee Hendricks welcomed Trustee Matthews and commented on the legacy of Mr. Matthews with his parents and son sitting in the audience. Mr. Hendricks commented that he had not seen Mr. Matthews in 12 years and looks forward to serving with him.

Trustee Matthews thanked the board for his appointment. He said when he thinks of education, it includes community colleges. The state plan for 60% to have a degree by 2030 cannot happen without community colleges.

Trustee Moses said he served on Collin's Foundation Board and it was recently announced that it has had its most successful year. This year, Vice President of Advancement Lisa Vasquez will give away \$1 million in student scholarships. Mr.

Moses said he cannot thank Ms. Vasquez enough for the success of the Stetson & Stiletto event and for all the work she does. Others who look at this success will hopefully provide additional funds for scholarships. Mr. Moses welcomed Trustee Matthews and said he is a great friend and he is glad to have him on the board.

Trustee Hardin thanked Mr. and Mrs. Charles Matthews and Jack Matthews for attending and said the board appreciates them sacrificing Steve Matthews to serve with the Board of Trustees. He explained that Chairman Collins was out of the country so he was serving as Chair for this meeting. Acting Chair Hardin said that even though Collin College had raised tuition, it is still an incredible deal. He said he is proud that even though the college does not have a policy stating it will have the lowest tuition; it does have the lowest in the state. Mr. Hardin thanked Ms. Vasquez for the biggest Stetson & Stiletto event ever moneywise. He also thanked everyone for attending the board meeting.

ADJOURNMENT

There being no further business, Acting Chairman Hardin adjourned the February 27, 2018, meeting of the Board of Trustees of Collin County Community College District at 8:20 p.m.