

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
March 22, 2016**

The Collin County Community College District ("Collin College," "Collin," or "District") conducted its regular monthly Board of Trustees meeting on Tuesday, March 22, 2016, in the Board Room 139 at the Collin Higher Education Center (CHEC), with Chairman J. Robert Collins presiding. Trustees in attendance were Ms. Stacy Anne Arias, Mr. Andy Hardin, Mr. Mac Hendricks, Ms. Jenny McCall, Mr. Jim Orr, Mr. Adrian Rodriguez, Mr. Larry Wainwright, and Ms. Nancy Wurzman. Other attendees included District President H. Neil Matkin, Collin College administrators, faculty, students, staff, community members, and vendor representatives.

CALL TO ORDER

Vice Chair Stacy Anne Arias called the March 22, 2016, meeting of the Board of Trustees of Collin County Community College District to order at 5:34 p.m. The Board met at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Vice Chair Arias recessed the meeting to closed session at 5:35 p.m. in the Board Conference Room 135, as authorized by Article 551.001, Texas Government Code, Sections 551.071 Consultations with Attorney; 551.072 Deliberations about Real Property; and 551.074 Personnel Matters. Executive Session adjourned at 6:30 p.m. so that Board members and President Matkin could host a reception honoring faculty under consideration for three-year contracts, contract extensions, and one-year contracts in the Atrium at CHEC.

OPEN SESSION

Chairman Collins reconvened the meeting at 7:02 p.m. in Board Room 139 and welcomed those in attendance. Chairman Collins called on Shirley Harmon, Executive Assistant to the District President/Secretary to the Board of Trustees, to certify posting of the notice of the meeting.

Chairman Collins welcomed the professors and students from Collin's Leadership Development Program. Professor Debra St. John and students from her Government 2305 class were in attendance as were Professor Judi Wohead and students from her Speech 1311 class.

CERTIFICATION OF THE NOTICE OF THE MARCH 22, 2016, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Harmon certified the notice of the March 22, 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. Wainwright led the pledge of allegiance to the American flag and Mr. Orr led the pledge to the Texas flag.

APPROVAL OF THE MINUTES OF THE FEBRUARY 23, 2016, REGULAR MEETING OF THE BOARD OF TRUSTEES

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

PUBLIC COMMENTS

No public comments were presented.

PRESENTATION

1. Acting Vice President of Administrative Services/CFO Ken Lynn presented the 2015 Racial Profiling Report to the Board of Trustees as required by law. He referenced the information on the chart and the data on pages 17 and 18 of the board packet and said that in comparing traffic stops and citations with the ethnicity of students, the resulting conclusion is that there is no racial profiling.

President Matkin congratulated Mr. Lynn on becoming a first time grandfather this week.

2. Sr. Vice President of Organizational Effectiveness Kim Davison presented the following information on the Administrative Immersion Program:
 - Over the last 12 years, Collin College has offered full-time faculty and staff with master's degrees various opportunities to develop leadership skills designed to prepare them for future administrative positions.
 - From 2004 through 2012, the Academy for Collegiate Excellence (ACE) program provided a 9-month professional development program that served 74 participants, averaging about 12 per year. In fact, Chairman Collins usually taught one of the components of this program.
 - Following completion of the ACE program, 14 (19%) were subsequently selected for a promotion opportunity. Of those, about half have received multiple promotions since participating in ACE. However, about 36% of the participants left the college and many for career growth with other institutions of higher education.
 - ACE was suspended when it became a struggle to identify candidates who were truly ready for an administrative position upon completing ACE and then subsequently matching them with an appropriate opportunity.
 - Toward the end of the ACE program, the Leadership Team began the process of identifying high potential employees and meaningful assignments with the goal of

building administrative capacity through hands-on exposure to administrative roles within the college.

- This resulted in several pilots of immersion and shadowing experiences, generally lasting a semester, although a few assignments were more extended, such as the compliance preparation for our accreditation visit. While participants indicated that the assignments were worthwhile, they were not placed in a decision-making role and did not have responsibility for fully managing an administrative function.
- In 2016, Collin is launching a more in-depth opportunity for administrative development, the Administrative Immersion (AI) program. One or more appointments will be made to administrative-level positions for a period up to two years, to be evaluated on a regular basis. Appointments will be recommended to the District President by members of the Leadership Team based on administrative needs within the college. These appointments will then be brought to the Board of Trustees for consideration.

All Administrative Immersion assignments will include:

- mentoring by a key leadership team member and other content experts;
 - completion of a supervisory practicum; and
 - participation in key professional development courses or conferences related to supervision and leadership.
- Expected outcomes will include refined leadership and supervisory skills and enhanced knowledge of college systems and processes.
 - Targeted leadership skills such as:
 - Establishing meaningful, measurable goals
 - Managing projects and delegating tasks
 - Owning decisions and supporting institutional priorities
 - Making difficult decisions based on institutional data and Collin's Core Values
 - Using courage and good judgment when carrying out administrative duties
 - Fostering a strong work ethic

Sr. Vice President Davison said the goal of the Administrative Immersion Program is to strengthen internal talent to prepare for Collin College's future.

2016-3-1 Personnel Report for March 2016

President Matkin presented faculty contracts for consideration by the Board of Trustees. These consisted of 68 three-year faculty contracts, 49 contract extensions, and 68 one-year faculty contracts. He introduced Executive Vice President and Chief Academic Officer Brenda Kihl to talk about the faculty contract process.

Dr. Kihl talked about the rigorous process for one and three year contracts, and contract extensions that is unique to Collin College. She said the process is complicated, but proven.

During the first three years of employment, full-time faculty are on one-year contracts. During this time, the process includes meeting with the Dean, the Dean's classroom visit, student evaluations, and review by the respective Vice President/Provost, Executive Vice President, and District President.

When a full-time faculty member has successfully completed three one-year contracts, he/she becomes eligible to apply for a three-year contract. The three-year contract process includes an application process submitted to the Dean and the Dean's recommendation. The application moves to the Council on Excellence (COE), an elected 21-member review council made up of faculty, where it is reviewed and a recommendation is made. Utilizing a checks and balance system, three members of COE review an application and make recommendation. If issues are flagged, all 21 members of COE must review and vote on a faculty member's application. After COE makes its recommendation, there is review and recommendation made by the respective Vice President/Provost, Executive Vice President, and District President.

Dr. Kihl recognized Council on Excellence Chair Mindi Bailey. Dr. Kihl said it is the role of the chair of COE to ensure a fair and unbiased process. The other members of COE stood and were acknowledged.

The review for three-year contracts remains the same in years six and nine. After nine years, the review is every six years and the faculty member qualifies for a contract extension. Faculty who are on contract extensions are reviewed by the Dean annually including service to the college, student advisory, and support.

Dr. Kihl said all faculty are held to extremely high standards, which correlates into the many awards and accolades that the faculty receive every year and that the board hears about at each meeting. To be considered for board approval, faculty have proven their participation in considerable professional development in the past year or years and have provided service to the college as a whole and to the students. A review of the Board Reports contained in the board packet shows the commitment of excellence by the faculty.

As Chief Academic Officer, Dr. Kihl certified that all faculty recommended for one-year contracts, three-year contracts, and contract extensions are qualified under SACSCOC Principles of Accreditation to teach in their assigned discipline and that they meet Collin College's standards of excellence. She recommended that the Board of Trustees approve those contracts presented in Items 1a, 1b, and 1c. of the Personnel Report for March 2016.

In answer to Mr. Wainwright's question, Dr. Kihl said the activities reported for consideration on the Faculty Board Report are those major activities that occurred within the last three years.

President Matkin said that in his year at Collin he has found an incredible team, one that is truly unique to the state and even the nation. In having served in California, Texas, Virginia, Illinois, and Louisiana prior to coming to Collin, Dr. Matkin said he feels like he is somewhat qualified to talk about the quality of Collin's faculty. Collin's faculty are on the front lines of education service and it is not always easy. He reminded the board that Collin is a highly selective institution and that our faculty deals with the top students, the bottom students, and all the students in between in trying to find their on- ramp to a better life and to accomplish their dreams. A community college faculty has to care about the success of their students. What the faculty do in the classrooms creates some of the most lasting impressions that our students will experience so their work is extraordinary and very, very important.

Dr. Matkin "thanked the academy" for all of their hard work and commitment, and to the extraordinary lengths faculty go to uphold Collin's standard of excellence in service to our students. Without our fine full-time faculty, the college would simply cease to exist.

President Matkin thanked the faculty for all they do. He proudly recommended and supported approval of the one and three year contracts and the contract extensions.

Mr. Rodriguez offered his congratulations and thanks to the faculty, especially for their service to the community and the college. He said in reading the Faculty Board Reports, the board is amazed at the accomplishments, depth of scholarship, and commitment to Collin College.

On motion of Mr. Rodriguez, second of Ms. Arias, the Board of Trustees of Collin County Community College District approved Items 1a through 1c of the Personnel Report for March 2016 on a vote of eight (8) for and one (1) recusal. Mr. Orr recused himself from the vote.

Chairman Collins echoed the sentiments of Dr. Matkin and Trustee Rodriguez and said he still tells everyone who will listen that Collin College has the most motivated higher education faculty that he has ever experienced in his career of teaching and service. He thanked the faculty for all that they do.

2016-3-1a Three-Year Faculty Contracts

The Board of Trustees of Collin County Community College District, by action stated above, approved the following Three-Year Faculty Contracts:

Name	Discipline	Campus
Abramoske-James, Stephanie	Criminal Justice	Preston Ridge Campus
Amerson, Cyndie Louise	Nursing	Central Park Campus

Baweja, Tripat Kaur	Engineering	Preston Ridge Campus
Boyd, Rodney D	Humanities	Preston Ridge Campus
Bray, Laura Emmaline	Music	Spring Creek Campus
Briggs, Cindy Raina	Management Development	Central Park Campus
Brooks, Catie Elizabeth	Sociology	Central Park Campus
Burkett, Shannon M	Geology	Spring Creek Campus
Byrnes, Kerry A	Speech	Spring Creek Campus
Cardenas, Deborah Ileana	Biology	Spring Creek Campus
Cartwright, Tiffany Rogene	Political Science	Central Park Campus
Cockerell, Gloria C	Marketing	Spring Creek Campus
Coltman, Rodney R	Philosophy	Spring Creek Campus
Da Cruz, Zuleica De Santana	Respiratory Therapy	Central Park Campus
Davanloo, Shiva Mehran	Nutrition	Preston Ridge Campus
Dawson, Peter P	Business Administration	Spring Creek Campus
Duke, Catherine Hayter	Developmental - Math	Preston Ridge Campus
Elung, Erick E	Biology	Preston Ridge Campus
Ferrier-Watson, Sean	English	Spring Creek Campus
Fletcher, Ryan S	English	Spring Creek Campus
Friedl, Christina Maria	College Success	Central Park Campus
Garcia, Mark Sean	Biology	Spring Creek Campus
Gibbons, Jeffrey Deamond	Convergence Technology	Preston Ridge Campus
Grose, Nicole Conaway	Biology	Preston Ridge Campus
Gruver, Cindy G	Paralegal	Preston Ridge Campus
Haas, Sally Marie	Developmental - Math	Central Park Campus
Hanvey, Karen Deann Perry	Integrated Reading/Writing	Spring Creek Campus
Harris, Rebecca Kaye	Speech	Preston Ridge Campus
Johnson, Wade Charles	Physical Education	Spring Creek Campus
Jones, Michael W	Chemistry	Preston Ridge Campus
Jumper, Brandy S	Developmental - Math	Central Park Campus
Kapocsi, Linda Beth	Integrated Reading/Writing	Spring Creek Campus
Karr, Rosemary M	Developmental - Math	Spring Creek Campus
LeMaire (Cain), Stefanie Ann	Criminal Justice	Spring Creek Campus
Lipscomb, Dan A	Psychology	Spring Creek Campus
Lynch, Sarah Gail	Mathematics	Preston Ridge Campus
Malek, Cyrus	Mathematics	Spring Creek Campus
Masar, Trina G	Nursing	Central Park Campus
McCauley, Vance	Fire Science	Central Park Campus
McCourt, Helen M	English	Spring Creek Campus
McMillen, Toni L	English	Central Park Campus
McMillion, Tonya Banu	Commercial Art	Preston Ridge Campus
Meyer, Tracy Irene	Psychology	Preston Ridge Campus
Miadzvedskaya, Alena V	Developmental - Math	Spring Creek Campus
Moore, Marta Koppany	English	Spring Creek Campus

Mulcahy, Courtney M	Dance	Spring Creek Campus
Perkins, Gina Berend	English	Central Park Campus
Pickens Jr., Thomas	History	Central Park Campus
Pierce, Lisa Diane	Nursing	Central Park Campus
Rich, Nelson	Biology	Spring Creek Campus
Richardson, Leslie Ellen	English	Spring Creek Campus
Rizzo, Steven J	English	Preston Ridge Campus
Rodriguez, Lorena Maria	Economics	Central Park Campus
Schueth, Michael A	English	Spring Creek Campus
Sears, Jules Christine	Humanities	Spring Creek Campus
Sikes, Steven S	Mathematics	Spring Creek Campus
Smoot, Jason Wesley	Developmental - Math	Spring Creek Campus
Stern, Larry	Sociology	Spring Creek Campus
Szlachtowski, Andrea B	CADD	Preston Ridge Campus
Thurman, Catherine Marie	Developmental - Math	Preston Ridge Campus
Tulloch, Samuel Kyle	History	Spring Creek Campus
Wang, Meredith Lord	Speech	Spring Creek Campus
West, Aaron James	Music	Preston Ridge Campus
Wilkison, Kyle G	History	Spring Creek Campus
Williams, Byrd M	Photography	Spring Creek Campus
Wohead, Judi Bartik	Speech	Central Park Campus
Young, Tyler A	Political Science	Central Park Campus
Zweig, Elaine Ann	Child Development	Spring Creek Campus

2016-3-1b Faculty Contract Extensions

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

Name	Discipline	Campus
Adams, James Brett	History	Preston Ridge Campus
Allen, Jeff T	Physical Education	Spring Creek Campus
Bailey, Mindi Lee	Humanities	Preston Ridge Campus
Baker, Brad L	Theater	Spring Creek Campus
Bottoms, Carrie Weaver	Biology	Preston Ridge Campus
Brannon, William Carl	English	Spring Creek Campus
Breedlove, Peggy A	Developmental - ESL	Spring Creek Campus
Brody, Salena M	Psychology	Preston Ridge Campus
Brown, Peggy A	Humanities	Spring Creek Campus
Bryant, Levi Reginald	Philosophy	Preston Ridge Campus
Cain, Donna M	Biology	Spring Creek Campus
Crisson, Copeland E	Info Tech Cisco CCNA	Preston Ridge Campus
De Castro, Dulce M	Foreign Languages	Spring Creek Campus
Galloway, James Grady	Mathematics	Spring Creek Campus

Harsh, Michael D	Info Tech Cisco CCNA	Preston Ridge Campus
Helgeson, Richard W	Real Estate	Preston Ridge Campus
Hirschy, Sharon Elizabeth	Child Development	Preston Ridge Campus
Juliano, Lisa L	Mathematics	Central Park Campus
Kamath, Susan L	Nursing	Central Park Campus
Kenyon, Lynette	Mathematics	Spring Creek Campus
Kirkpatrick, Bridgette L	Biotechnology	Spring Creek Campus
Krueger, Audrey	Nursing	Central Park Campus
Langford, Ivy Lin	Developmental - Math	Preston Ridge Campus
Lawson, Jonathan Neale	Biology	Spring Creek Campus
Leverette, Craig	Physical Education	Spring Creek Campus
Makokha, James Aggrey	Economics	Preston Ridge Campus
Martin, Meredith Richards	History	Preston Ridge Campus
May, Samuel J	Geology	Preston Ridge Campus
McCulloch, David L	Biology	Spring Creek Campus
Mizell, Linda K	English	Spring Creek Campus
Nyman, Kim Parker	Speech	Preston Ridge Campus
Orr, Rebecca Bates	Biology	Spring Creek Campus
Phillips, Joseph Michael	History	Spring Creek Campus
Pittman, J. Marshall	Commercial Art	Spring Creek Campus
Randall, Clay H	Economics	Spring Creek Campus
Rhodes, Sherry L	Speech	Spring Creek Campus
Rynbrandt, Ryan T	Political Science	Spring Creek Campus
Sage, Diana Michelle	Speech	Preston Ridge Campus
Sauter, Alan D	Mathematics	Central Park Campus
Sizemore, Joyce Lynn	Nursing	Central Park Campus
Slater, Bill C	Computer Science	Spring Creek Campus
Sullivan, Gerald	Anthropology	Spring Creek Campus
Terrell, Shirl H	Developmental - ESL	Spring Creek Campus
Venkatesan, Jey	Developmental - ESL	Spring Creek Campus
Volanto, Keith Joseph	History	Spring Creek Campus
Wallace, Dean T	Accounting	Spring Creek Campus
Wallace, Jimmy D	Audio Engineering	Preston Ridge Campus
Warren, Jennifer D	Speech	Spring Creek Campus
Weiland, David John	History	Spring Creek Campus

2016-3-1c One-Year Faculty Contracts

The Board of Trustees of Collin County Community College District, by action stated above, approved the following One-Year Faculty Contracts:

Name	Discipline	Campus
Anand, Smriti	Chemistry	Central Park Campus
Azard, Marc G	English	Central Park Campus

Bowen, Irene M	Biology	Preston Ridge Campus
Brown, Robert Harold	Biology	Central Park Campus
Burton, Rebecca	Child Development	Spring Creek Campus
Bzostek, Rachel	Political Science	Preston Ridge Campus
Calvin, Peter	Photography	Spring Creek Campus
Caughfield, Adrienne	History	Spring Creek Campus
Cox, Brad Glen	Audio Engineering	Spring Creek Campus
Cravo, Roberta Mascioli	Biology	Central Park Campus
Deboer, Lee H	Criminal Justice	Preston Ridge Campus
Denny, Michelle M	Nursing	Central Park Campus
Deshazo, Jillian	Speech	Central Park Campus
Ehrhart, Thomas	Business Administration	Spring Creek Campus
Elakodical, Joseph	Mathematics	Spring Creek Campus
Escobar, Luz Marina	Foreign Languages	Preston Ridge Campus
Foltz, Jill	Art	Spring Creek Campus
Forrester, Lisa Hull	English	Preston Ridge Campus
Gibbs, Kayla	Environmental Tech	Central Park Campus
Gill, Amardeep K	Nursing	Central Park Campus
Godbole, Aparna	Info Tech Cisco CCNA	Preston Ridge Campus
Gutzler, Jay	Mathematics	Spring Creek Campus
Harmon, Diana	Nursing	Central Park Campus
Hicks, Laura	Economics	Preston Ridge Campus
Holowinski, Karen	Nursing	Central Park Campus
Ingram, Melissa	Nursing	Central Park Campus
Isip, JD D	English	Spring Creek Campus
Jaynes, Joe	History	Central Park Campus
Kare, Rex E	Art	Spring Creek Campus
Karout, Mervat	Biology	Central Park Campus
Kayes-Wandover, Kathleen	Biology	Preston Ridge Campus
Kundomal, Kyle A	Mathematics	Central Park Campus
Latham, Michael	Economics	Spring Creek Campus
Lococo, Josephine	Nursing	Central Park Campus
Long, Jeni	Nursing	Central Park Campus
McCord, Jill Renee	Culinary Arts	Preston Ridge Campus
McCorkle, Jacqueline Sharita	Surgical Technology	Central Park Campus
McKeeman, Meagan	Audio Engineering	Spring Creek Campus
Medina, Michael	Audio Engineering	Spring Creek Campus
Melton, Camin	English	Spring Creek Campus
Molina, Cathy D	Chemistry	Preston Ridge Campus
Morgan, Jason	History	Preston Ridge Campus
Newby, Karrie Sue	Health Sciences Academy - Health Information Mgmt	Central Park Campus
Nichols, Ron Frank	Accounting	Preston Ridge Campus

Payne, Angela	Office Systems Tech	Spring Creek Campus
Rawls, Heather Michelle	Nursing	Central Park Campus
Ring, Charles R	Accounting	Central Park Campus
Robertson, Letha	Art	Spring Creek Campus
Rogers, Patricia	Nursing	Central Park Campus
Sanchez, Tanya	Nursing	Central Park Campus
Saylor, Michael Robert	Computer Network Tech	Preston Ridge Campus
Seibert, Jennifer Kathleen	Art	Spring Creek Campus
Shipp, Julie	Art	Spring Creek Campus
Smith, James	Environmental Tech	Spring Creek Campus
Spina, Joel J	Economics	Spring Creek Campus
Stallings, Steven David	Psychology	Spring Creek Campus
Streater, Kristen	History	Spring Creek Campus
Swann, Alaya	English	Preston Ridge Campus
Swarthout-Roan, Kandice D	Dental Hygiene	Central Park Campus
Teel, Leslie E	Emergency Medical Tech	Central Park Campus
Tekarli, Sammer	Chemistry	Spring Creek Campus
Twichell, Carole Michelle	Biology	Spring Creek Campus
Velamakanni, Nirmala	Biology	Central Park Campus
Waggoner, Gage A	Paralegal	Preston Ridge Campus
Wang, Yiping	Engineering	Preston Ridge Campus
Watkins, Latoya Stevenson	English	Spring Creek Campus
Whitley, Stephen Henry	English	Spring Creek Campus
Wickett, Julia Christine	Physics	Central Park Campus

On motion of Ms. Arias, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved Items 1d and 1e of the Personnel Report for March 2016.

2016-3-1d Staff Appointments

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

NAME	TITLE	DATE	DEPARTMENT	REASON
Heather Darrow	Public Relations Writer	3/8/16	Public Relations	Replacement Holly Harvey
Katherine Rouse	Administrative Assistant	2/15/16	Fire Protection Tech, CPC	Replacement Ruth Torres

2016-3-1e 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>
Felicia Brown-White	3/10/16	6	Administrative Assistant	Development Office
Gina Hight	4/01/16	25	Police Training Instructor	Police Department
John Kemnitz	3/23/16	>1	Supervisor, Computer Lab	Academic Technology and Network Services
Melissa Kukoly	3/4/16	1	Police Communications Operator	Police Department
Gena Martin	3/25/16	3	Administrative Assistant	Engineering
Jyotsna Pai	3/31/16	14	Program Director	Continuing ED

2016-3-2 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. Wainwright, second of Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved the permanent expulsion of a student.

OEP Committee Report: Board Policy Revisions (2016-3-3 and 2016-3-4)

Chair of the Organization, Education, and Policy (OEP) Committee Stacy Anne Arias presented agenda item 2016-3-3 Local Board Policy FD: Tuition and Fees for first reading. She also presented for approval, Item 2016-3-4, Local Board Policy DGBA: Personnel Management-Relations, Employee Grievances; DMAA: Term Contracts, Dismissal; DMAB: Term Contracts, Nonrenewal; and GB: Public Complaints and Hearings. These policies (Item 2016-3-4) were considered for first reading at the February board meeting.

Item 2016-3-3 First Reading of Local Board Policy FD: Tuition and Fees

Sr. Vice President of Organizational Effectiveness Kim Davison presented changes to Local Board Policy FD: Tuition and Fees for first reading. Proposed changes to Local Board Policy FD:

- Adds language permitting the exemption of higher tuition rates for non-fundable courses allowed by law; and

- Adds language that provides for an exemption to higher tuition rates for students demonstrating an economic hardship. (*Ref: Texas Education Code Sec 54.261*)

This being a first reading of local board policy, no action was required or taken.

2016-3-4 Report Out of the Organization, Education, and Policy Committee and Approval of Local Board Policies

Sr. Vice President Kim Davison said the proposed changes to Local Board Policies include refreshing the language throughout these policies, and more substantive changes including:

Key changes in DGBA:

- This policy has been totally re-written with a streamlined process to hear and address employee concerns.
- The process begins with an expectation of informal resolution, where possible. This is followed, if needed, with a hearing by a Resolution Review Panel and then, if needed, by the Leadership Team Member.
- Clarifies that faculty contracts that are not being renewed may appeal through the Executive Vice President.

Key changes in DMAA:

- Include probationary faculty within the scope of the policy for dismissal with cause
- Add the language to specify “recommendation for dismissal” as the proposed action
- Eliminate a redundant sentence and replaces the word “leave” with “suspension” to better define the type of leave
- Add required ADA language, “with or without accommodation”
- Expand the definition of a violation to include providing false information or false documentation
- Eliminate the paragraph about delay of dismissal due to separate grievances under DGBA

Key changes in DMAB:

- Add language “or designee” to be consistent with DCA(Local)

Key changes in GB:

- Eliminate wording and processes that relate to a paper complaint form since it is now all on-line
- Same
- Delete definition of representative (provision later in the policy)
- Provide flexibility on timelines for addressing community complaints
- Add that the complainant may designate a representative
- Add that the college can assign a neutral third party to hear a complaint, if deemed necessary
- Simplify maintenance of the records solely by the VP Advancement
- Delete reference to the form, which is now on-line
- Add the link to the on-line form

- Delete paragraph about what the level 1 record contains since all documents created are maintained with the file
- Add required language about the right to present concerns to the board

There was a first reading of these policies at the February regular board meeting; significant changes made as a result of that first reading included:

DGBA, page 1 of 5: the term “Days” is defined.

DMAB, page 1 or 1: the reference to “soft” money was removed.

On motion of Ms. Arias, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District approved, on a vote of eight (8) for and one (1) opposed, Local Board Policies DGBA, DMAA, DMAB, and GB as presented. Ms. Wurzman cast the opposing vote.

2016-3-5 Approval of Amendment to FY2016 Budget

Acting Vice President of Administrative Services/CFO Ken Lynn presented grant funding changes in the FY 16 budget resulting in the addition of \$1,776,200. He said that grant activity changes and continues daily as a result of new grant and carry over funds, and those funds need to get implemented in a timely manner. It was previously the practice to bring these changes to the board two times per year, at mid-year and end of year, and Mr. Lynn recommends adopting a practice to bring them to the board monthly.

President Matkin pointed out that the amendment to the FY 16 Budget included a decrease of \$481,404, which represented funds from the DOL grant that closed 9/15/2015. He said this is common that not all grant funds be expended, particularly where six partners are involved in a \$20 million grant as was the case with the DOL grant. Mr. Lynn said the college did not owe the money back to the DOL because the grant was on a draw down system and those funds were not drawn down.

Mr. Hardin expressed concern that bringing the changes to the board monthly would lose the focus of the Budget and Finance Committee. In answer to Mr. Orr’s question, Mr. Lynn said the accounting staff had previously created a shadow system so that the college did not hold up grant activity even though the board had not approved the grant changes until mid-year or end of year. In answer to Mr. Rodriguez’s question, Mr. Lynn said the monthly practice would create more transparency. In answer to Mr. Hardin’s question, Mr. Lynn said that in his career experience, other agencies did include grant funding in their budgets as received. After some discussion among board members, Mr. Hendricks said he did not see a downside to presenting grant changes monthly for the board’s approval and it would give the board an opportunity to talk about individual changes.

On motion of Mr. Wainwright, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Amendment to the FY 16 Budget for Changes in Budgeted Restricted Revenue and Expenses for Grants for the period September 2015 through January 2016. Dr. Collins said that in addition, the board would be reviewing grant changes in the budget monthly.

2016-3-6 Approval to Authorize the District President to Negotiate and Execute a Contract for an Investment Advisor

Acting Vice President Ken Lynn said that Chapter 2256 of the Texas Government Code, Public Funds Investment Act, sets up a structure for investing public funds. Sections of the Act contain, among other requirements, policy development, standards of care in operating an investment program, ongoing training requirements for designated investment officers and board members, and enumeration of the types of investments allowed by law.

Mr. Lynn said the Public Funds Investment Act specifies 17 types of investments authorized for institutions of higher education. Higher education entities must specifically authorize, by policy, which of the 17 allowable investments are authorized for investment in that institution's portfolio. Collin College Board Policy currently authorizes five investments, although only two of those authorized types are currently in use – Treasuries and Agencies and local government investment pools. The action proposed would authorize the District President to negotiate and execute a contract for an investment advisor in order to have safe, liquid investments with higher yield. The proposed action includes a one-year contract with an option to renew for two additional one-year periods at a cost not to exceed \$75,000 per annum. This will be a fixed fee for investment advice; the advisor would not receive any commission or other payment. Mr. Lynn said he believes that Collin College's yield can be safely and conservatively increased by up to \$500,000 per year with little or no risk. He said that the board would be asked to take action on recommendations for investments and reiterated that the investment advisor would not have hands on the college's funds.

In answer to Mr. Wainwright questions, Mr. Lynn said he believes there is little risk involved in the safe investments proposed. Mr. Orr raised concern about a contract with option to renew and said he was more comfortable with a one-year contract. Mr. Hendricks said since it requires board approval to renew, he feels it would be more financially feasible to build in the renewal options and costs.

On motion of Mr. Rodriguez, second of Ms. Arias, the Board of Trustees of Collin County Community College District unanimously authorized the District President to negotiate and execute a contract for an Investment Advisor to manage the District's portfolio for a one year period, with option to renew up to two additional one year periods, at a cost not to exceed \$75,000 per annum.

2016-3-7 Approval of Contract with Instructure, Inc. for Subscription to Canvas LMS

President Matkin said Canvas learning management system (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of electronic educational technology (also called e-learning) courses or training programs. Collin College is currently using BlackBoard as its LMS. In its current configuration, BlackBoard is hosted on Collin College servers and infrastructure. Because of this, the cost of hardware (servers etc.), bandwidth, and systems administration has increased substantially and will continue to increase.

Moving BlackBoard from Collin College servers and infrastructure to a hosted or cloud solution is an option. However, because BlackBoard is an older application that was not designed as a cloud application there have been reliability issues. Canvas is a cloud based application and was designed from the ground up to function in a cloud environment. Changing from BlackBoard to Canvas and a hosted or cloud solution, while more expensive to license, saves the college money by eliminating the need to operate and continually upgrade servers and infrastructure as well as personnel costs to locally administer the systems.

Dr. Matkin said Collin College faculty and staff have had an opportunity to look at Canvas and actually use it to develop pilot courses and instruction. Their response has been clear and unambiguous. They prefer Canvas.

- Faculty reviewed three products: BlackBoard, Canvas, and Desire2Learn.
- Faculty voted 3-1 to utilize Canvas over BlackBoard.
- Members of the Council on Excellence voted unanimously to replace BlackBoard with Canvas.

In summary, President Matkin said moving from BlackBoard to Canvas not only allows the college to control costs but to deliver an improved and enhanced instructional experience for both its students and faculty.

In answer to Mr. Orr's question, Dr. Matkin and Chief Information Officer David Hoyt said it is critical to have a robust internet connection and that a second internet provider has been requested. The two projects are in concert and complimentary to each other.

On motion of Mr. Orr, second of Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved a contract with Instructure, Inc. for subscription to Canvas Learning Management System for the administration, documentation, tracking, reporting, and delivery of electronic educational technology courses or training programs for the period beginning April 1, 2016, and ending March 31, 2017, with annual renewal options until March 31, 2022, at a cost not to exceed \$213,965.00 in the first year.

2016-3-8 Approval of Offers to Purchase Struck Off Properties

Acting Vice President Ken Lynn reviewed offers on two struck off properties in Celina, Texas received from Ursalene Davis.

On motion of Mr. Wainwright, second of Mr. Rodriguez, the Board of Trustees of Collin County Community College District approved on a vote of eight (8) for and one (1) refusal, private offers on two (2) struck off properties in Collin County being: 204 Arkansas St., Celina, TX in the amount of \$5,000.00, and TR 1: Blk 59, Lot 3 and TR 2: Blk 71, Lot 6b in the amount of \$3,912.00.

Ms. McCall recused herself from the vote.

2016-3-9 Approval of Bid Report for March 2016

Acting Vice President/CFO Ken Lynn presented the Bid Report for March 2016 with new solicitations in the amount of \$997,438.45, contract renewals in the amount of \$799,200.00, and contract revisions in the amount of \$349,000.00 for a total of \$2,145,638.45 for the month.

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

Detail of Summary of Cash Disbursement for the month of March 2016

Checks Greater than \$5,000 March 2016

Summary of Contract and Grant Expenditures March 2016

Summary of Disbursements by Fund March 2016

Summary of Electronic Disbursements for the month of March 2016

Other Reports

Fiscal Year 16 Budget Status as of 2/29/16

Current Funds Revenues & Expenditures as of 02/29/16

Investment Schedule as of 02/29/16

Quarterly Investment Schedule as of 2/29/16

INFORMATION REPORTS: FOLLOW UP FROM PRIOR BOARD MEETINGS

President Matkin noted the information reports included as follow up from prior board meetings including:

Multidisciplinary Studies Associate Degree
Innovation Challenge
Strategic Initiatives

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. Beginning in September 2013, Texas law was amended to require the Texas Higher Education Coordinating Board to annually report the financial condition of the 50 Texas community colleges to the Legislative Budget Board. The rating system devised by the

THECB looks at the questions, “Is the institution currently financially capable of carrying out its current programs” and “Is the financial condition sustainable?” To answer these questions, the THECB developed a financial analysis model that defines financial health as falling within acceptable ranges of seven financial ratios. The results of the study, based on 2015 year-end audited data, show that Collin College is one of only of six community colleges statewide that show zero stress indicators based on the seven analytical ratios. The other five are Grayson, Panola, South Texas, Texas Southmost, and Wharton.

We are grateful for the college’s strong financial heritage. Dr. Matkin thanked and acknowledged the leadership of the college, including past and current Boards of Trustees, District Presidents, and administrators who have made Collin College financially sound and developed policies and practices that will make the college sustainably strong.

2. The Organization for Associate Degree Nursing (OADN) has recognized Collin College as the Delta Iota Chapter of its Alpha Delta Nu Honor Society. The honor society recognizes top associate degree nursing students and encourages the pursuit of advance degrees in the profession of nursing, as well as continuing education as a life-long professional responsibility. Thank you to Executive Vice President Brenda Kihl, Vice President/Provost Jon Hardesty, Dean Donna Hatch, and the Nursing Center of Excellence Committee for their help in bringing this chapter to Collin College.
3. Congratulations to Rebecca Wyant on being selected as a 2016 Coca-Cola Community College Academic Team Silver Scholar. Selection as a Coca-Cola Silver Scholar is based on scores the student earned in the All-USA Community College Academic Team competition, for which more than 1,900 applications were received this year. This program is sponsored by the Coca-Cola Scholars Foundation and is administered by Phi Theta Kappa Honor Society. Fellow students Anna Cavnar and Mona Azzo were named to the All-Texas Academic Team.
4. The Alpha Mu Tau Chapter of the Phi Theta Kappa Honor Society won several awards at the regional and district levels this year, including being named a Five Star Chapter, receiving the Honors In Action Award of Merit and being recognized for its Honors in Action and College Project participation. Congratulations Dean Wendy Gunderson who is our administrative lead for Phi Theta Kappa, the Chapter’s Faculty Advisors, and to all of the winners and Alpha Mu Tau chapter members for bringing such positive attention to the college. The names of the individual winners will be included in the President’s monthly College Update.
5. Collin College hosted the 24th Annual Collin County Governmental Purchaser’s Forum Meet & Greet at the Preston Ridge Campus Conference Center on February 24. The event drew 127 vendors, including 38 first-time attendees, to meet with public purchasing professionals from 16 local Collin County/DFW area agencies and five (5) cooperative purchasing organizations to learn how to do business with governmental

agencies. Acknowledgment goes to Acting Vice President Ken Lynn and Director of Purchasing Cindy White. A very special thank you goes to Karen Bell, assistant director of purchasing and current president of the Collin County Governmental Purchaser's Forum, who has organized this event for the last six years. Collin College has hosted this event for all 24 years.

The Board announced the following:

Trustee Wainwright congratulated the faculty who received new contracts or contract extensions as a result of the action taken at the meeting.

Trustee Jim Orr congratulated Mr. Lynn on the birth of his first grandchild.

Trustee Hardin thanked Mindi Bailey and members of the Council on Excellence for their work on faculty contracts. He also said he talked with a hospital COE who attended the COE breakfast and said he was very fired up over the opportunities. Mr. Hardin thanked the students who stayed for the entire board meeting.

Trustee Rodriguez thanked the Council on Excellence for doing a great job. He thanked the students who attended the meeting.

ADJOURNMENT

There being no further business, Chairman Collins adjourned the March 22, 2016, meeting of the Board of Trustees of Collin County Community College District at 8:25 p.m.