



**NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold its Regularly Scheduled Meeting on Tuesday, October 26, 2021, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC").**

**Locations**

Celina Campus

Collin Higher Education Center  
McKinney, Texas

Courtyard Center  
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety Training Center  
McKinney, Texas

Rockwall Center

Technical Campus  
Allen, Texas

Wylie Campus

**iCollin**

[www.collin.edu](http://www.collin.edu)

**Board of Trustees**

Andrew Hardin, *Chair*

Jay Saad, *Vice Chair*

Jim Orr, *Secretary*

Raj Menon, Ph.D., *Treasurer*

Stacy Anne Arias

J. Robert Collins, Ph.D.

Stacey Donald, Ph.D.

Greg Gommel

Fred Moses

**District President**

H. Neil Matkin, Ed.D.

3452 Spur 399

P.O. Box 8021

McKinney, Texas 75070

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[nmatkin@collin.edu](mailto:nmatkin@collin.edu)

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**CALL TO ORDER: 5:30 p.m., Board Room 139, CHEC.**

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Adjournment to Board Conference Room 135, CHEC, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 *et seq.*, to wit:**

Section 551.072 Deliberations Regarding Real Property

a. Discuss the purchase, exchange, lease, or value of property available around one new college campus, around existing center, and potential campus projects

Section 551.071 Consultations with Attorney

a. Discuss contemplated litigation by former staff member

b. Discuss pending litigation in Cause No. DC-21-14315 pending in the 298th District Court

c. Consultation with the college's General Counsel on a matter in which the attorney has an ethical duty of confidentiality

Section 551.074 Personnel Matters

a. Discuss employment, evaluation, reassignment, or discipline of college personnel

b. Discuss District President's reporting duty to the Board under Texas Education Code Section 51.253(c)

Sections 551.076 and 551.089 - Deliberations Regarding Security Devices or Security Audits

a. Discuss deployment or implementation of security assessments or devices relating to information technology resources or the implementation of critical infrastructure

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**RECONVENE REGULAR MONTHLY MEETING: 7:00 p.m., Board Room 139, CHEC.**

Reconvene into regular session and take any action necessary as a result of the closed or executive session.

1. Pledges of Allegiance

**PRESENTATIONS**

1. Plano Balloon Festival Check Presentation - Jo Via, Plano Balloon Festival Executive Director

2. Recognition of a Retiree on the Occasion of Her Retirement - District President Neil Matkin

3. I.T. Overview - Mike Dickson, Chief Innovation Officer

## **PUBLIC COMMENT**

Public comment cards are available and accepted on-site for one hour prior to the start of the meeting. Comment cards are not transferable to other speakers. All comments related to non-agenda items will be heard at the end of the Board Meeting. Comments addressing agenda items will be heard at the beginning of the meeting, in order of the corresponding agenda item, for the allotted thirty minutes or until all agenda-related comments have been heard. Speakers who submit public comment cards may have up to three minutes to address the Board. No presentation shall exceed three minutes, unless a translator is required, in which case up to six minutes can be used. The Board encourages but does not require delegations of more than five individuals to appoint one person to present the delegation's views before the Board.

## **CONSIDERATION OF CONSENT AGENDA**

*The purpose of the consent agenda is to allow the Board to identify and approve action items which require no additional information or discussion and for which there is unanimous approval to be enacted in one motion. Trustees receive agenda materials four days in advance of the meeting to prepare for the business to be conducted.*

### **Approval of October 26, 2021 Consent Agenda Items**

2021-10-C1

Approval of the Minutes of the September 28, 2021 Regular Meeting

2021-10-C2

Consideration of Approval to Not Participate in the State Employee Charitable Contribution Program

2021-10-C3

Consideration of Approval of an Interlocal Agreement with the City of Plano on Behalf of the Plano Animal Shelter for Veterinary Technology Field Training

## **CONSIDERATION OF ACTION ON AGENDA ITEMS**

2021-10-1

Report Out of the Organization, Education, and Policy Committee, First Reading of Local Board Policy

2021-10-2

Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policies

2021-10-3

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the District President to Execute a Contract with SSC Signs & Lighting for the Plano Campus Wayfinding Signage Package

2021-10-4

Consideration of Approval of the Ad Valorem Property Tax Roll for the Tax Year 2021

2021-10-5

Consideration of Approval of Upgrades to Four Conference Centers, Three Board of Trustee Meeting Spaces, and Ten Meeting Rooms

2021-10-6

Consideration of Approval of the Bid Report for October 26, 2021

**PUBLIC COMMENTS ON NON-AGENDA ITEMS** *(If required in accordance with HB 2840.)*

**INFORMATION REPORTS**

Annual Internal Audit Report

Personnel Report for October 2021

Monthly Investment Report as of September 30, 2021

AECOM Report as of September 30, 2021

**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; and Upcoming Events.

**RECONVENE TO CLOSED OR EXECUTIVE SESSION**

**Adjournment to Board Conference Room 135, CHEC, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 *et seq.*, to wit:**

If during the course or at the end of the Board Meeting covered by this notice, the Board of Trustees should determine that a closed session or executive session of the Board of Trustees or a consultation with an attorney for the college should be held or is required, then such closed or executive session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 *et seq.*, will be held by the Board of Trustees at the date, hour, and place given in this notice as the Board of Trustees may conveniently meet in such closed or executive meeting or session or consult with the attorney concerning any and all subjects and for any and all purposes permitted by the Texas Open Meetings Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 - Private consultation with the college's attorney

§ 551.072 - Deliberation regarding purchase, exchange, lease, or value of real property

§ 551.074 - Discussing personnel matters including the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee

§ 551.076 and § 551.089 - Deliberations regarding security devices or security audits

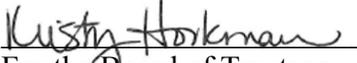
**RECONVENE REGULAR MONTHLY MEETING, IF NEEDED: Board Room 139, CHEC.**

**ADJOURNMENT**

*Andrew P. Hardin  
Chairman, Board of Trustees*

**AS REQUIRED BY STATE LAW, this meeting is open to the public, but please exercise public health precautions when considering whether to attend. The District may utilize social distancing efforts within the Boardroom to reduce physical proximity of attendees. Therefore, members of the public who wish to watch the Board Meeting in real time via live stream may do so by clicking on the "Live Stream and Videos" tab at the following link:  
[https://www.collin.edu/leadership/board\\_of\\_trustees.html](https://www.collin.edu/leadership/board_of_trustees.html).**

I certify that the notice for this meeting was posted on October 20, 2021 at 5:00 p.m., in compliance with the Texas Open Meetings Act.

  
For the Board of Trustees

**CONSENT AGENDA ITEMS TO BE CONSIDERED**

2021-10-C1	Approval of the Minutes of the September 28, 2021 Regular Meeting	pg. 6
2021-10-C2	Consideration of Approval to Not Participate in the State Employee Charitable Contribution Program	pg. 11
2021-10-C3	Consideration of Approval of an Interlocal Agreement with the City of Plano on Behalf of the Plano Animal Shelter for Veterinary Technology Field Training	pg. 13

October 26, 2021

**SUBJECT**

Approval of the Minutes of the September 28, 2021 Regular Meeting

**RECOMMENDATION**

The District President recommends approval of the minutes of the September 28, 2021 Regular Meeting.

**RESOURCE PERSONNEL**

Kristy Horkman, Executive Assistant to the District President/Secretary to the Board

**ATTACHMENTS**

- A) September 28, 2021 Regular Meeting Minutes

Respectfully Submitted By:



Kristy Horkman, Executive Assistant to the District President/Secretary to the Board

**Minutes of Regular Meeting  
September 28, 2021**

**Board of Trustees  
Collin County Community College District**

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Collin County Community College District conducted a Work Session and its Regular Monthly Board of Trustees meeting on Tuesday, September 28, 2021, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC"), with Chair Andy Hardin presiding. Trustees in attendance were Ms. Stacy Arias, Dr. Robert Collins, Dr. Stacey Donald, Mr. Greg Gomel, Mr. Andy Hardin, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, and Mr. Jay Saad.

**WORK SESSION**

With a quorum of the Board of Trustees present, Chair Hardin called the Work Session to order at 5:35 p.m. in Board Conference Room 135 at CHEC.

**DISCUSSION ITEMS**

1. CARES Act Funding Update - Dr. Sherry Schumann, Executive Vice President

**CONVENE REGULAR MEETING: Board Room 139, CHEC.**

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Chair Hardin adjourned the regular meeting to Board Conference Room 135, CHEC, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 et seq., to wit at 6:15 p.m.**

Section 551.074 - Personnel Matters

- a. Discuss employment, evaluation, or discipline of college personnel

Section 551.071 - Consultations with Attorney

- a. Consultation with the college's General Counsel on a matter in which the attorney has an ethical duty of confidentiality
- b. Discuss pending litigation in the *Burlison, et al. v. Collin College* matters (Cause No. 05-21-00088-CV on appeal 5th District COA, Cause No. 20-40318 on appeal 5th Circuit COA, and SOAH Dockets 407-20-4013.F5 and 407-20-4051.F5)
- c. Discuss and receive legal advice regarding pending or contemplated litigation by former students
- d. Discuss and receive legal advice regarding pending litigation involving former faculty member, Dr. Suzanne Jones

Section 551.072 - Deliberations Regarding Real Property

- a. Discuss the purchase, exchange, lease, or value of property available around one new college campus and potential campus projects

Section 551.076 and 551.089 - Deliberations Regarding Security Devices or Security Audits

- a. Discuss deployment or implementation of security personnel

**RECONVENE REGULAR MEETING: 7:01 p.m., Board Room 139, CHEC.**

1. Pledges of Allegiance

**PRESENTATIONS**

1. Western Governors University MOU Signing - Dr. Neil Matkin, District President
2. Professor of the Year - Dr. Rebecca Orr, Professor of Biology, Plano Campus
3. Adjunct Professor of the Year - Dr. Mary Barnes-Tilley, Provost Plano Campus
4. Professor Emeritus - Dr. Mary Barnes-Tilley, Provost Plano Campus
5. 2021 R.O.S.E. Award Winner - Gen Northup, HR Manager, Professional Development
6. Construction Update - Christopher Eyle, Vice President of Facilities & Construction

**PUBLIC COMMENT**

The following individual made a public comment: William Dunleavy.

**Approval of the September 28, 2021 Consent Agenda Items**

**2021-09-C1 Approval of the Minutes of the August 24, 2021 Regular Meeting**

**2021-09-C2 Consideration of Approval of Course Fee Requests and/or Modifications for Spring 2022**

On motion of Trustee Menon, and second of Trustee Collins, the September 28, 2021 Consent Agenda was unanimously approved.

**CONSIDERATION OF ACTION ON AGENDA ITEMS**

**2021-09-1 Report Out of the Organization, Education, and Policy Committee, First Reading of Local Board Policies: *BBE (Local) Board Members – Authority; CHE (Local) Site Management – Mail and Delivery – ADD; DEC (Local) Compensation and Benefits – Leaves and Absences; DM (Local) Termination of Employment; FAA (Local) Equal Educational Opportunity – Service Animals – ADD; FFDA (Local) Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence; GD (Local) Community Expression and Use of College Facilities***

Discussion: Trustee Menon, Chair of the Organization, Education, and Policy Committee, brought forth a first reading of Local Board policies.

No action was required.

**2021-09-2 Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policies: *BD (Local) Board Meetings; BGC (Local) Administrative Organization Plan – Councils***

**and Faculty Senates; CHA (Local) Site Management – Security; EGAA (Local) Academic Achievement – Prior Learning Assessment – ADD**

Discussion: Trustee Menon, Chair of the Organization, Education, and Policy Committee, brought forth, in the form of a motion and second, the Committee’s recommendation for approval of the second reading and approval of Local Board policies after the OEP Committee recommended an edit to remove the word “shared” before “governance” to board policy BGC (Local).

The motion was approved unanimously as presented with the removal of the word “shared” before “governance” in board policy BGC (Local).

**2021-09-3 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the District President to Execute a Contract with DHPace for the Replacement of Lock Cores at the Courtyard, CHEC, Frisco, McKinney, and Plano Campuses**

Discussion: Trustee Saad, Chair of the Campus Facilities and Construction Committee, brought forth, in the form of a motion and second, the Committee’s recommendation for the District President to execute a contract with DHPace for the replacement of Lock Cores at the Courtyard, CHEC, Frisco, McKinney, and Plano Campuses.

The motion was approved unanimously as presented.

**2021-09-4 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of Construction Manager-at-Risk (CMAR) Delivery Method for Construction for the Renovation of the Plano Campus Theater as Phase I of Proposed Future Renovation of Campus Buildings**

Discussion: Trustee Saad, Chair of the Campus Facilities and Construction Committee, brought forth, in the form of a motion and second, the Committee’s recommendation of the Construction Manager-at-Risk (CMAR) Delivery Method for Construction for the Renovation of the Plano Campus Theater as Phase I of Proposed Future Renovation of Campus Buildings.

The motion was approved unanimously as presented.

**2021-09-5 Report Out of the Finance and Audit Committee and Consideration of Approval of the Audit Plan for FY 2022**

Discussion: Trustee Gomel, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee’s recommendation for approval of the audit plan for FY 2022.

The motion was approved unanimously as presented.

**2021-09-6 Consideration of Approval of the Bid Report for September 28, 2021**

Discussion: Melissa Irby, Chief Financial Officer, presented the Bid Report for September 28, 2021, which included two Contract Renewals:

**I. CONTRACT RENEWALS**

Purchase Request #1	
Cloud Based Data Warehouse and Business Intelligence Software	\$ 1,017,500
Purchase Request #2	
Network Backup Systems	<u>500,000</u>
<b>TOTAL OF CONTRACT RENEWALS</b>	<b>\$ <u>1,517,500</u></b>
<b>GRAND TOTAL</b>	<b>\$ <u><u>1,517,500</u></u></b>

On motion of Trustee Menon, and second of Trustee Moses, this item was approved unanimously.

**PUBLIC COMMENT**

There was no further public comment.

**INFORMATION REPORTS**

- Information Item – Collin College Vaccination Incentive Program for Students and Employees
- Information Item – Fall 2021 COVID Update
- Information Item – CougarLEAP Project Update
- Information Item – THECB – Desk Review of TEOG Personnel Report for September 2021
- Quarterly Purchasing Report as of August 31, 2021
- Monthly Investment Report as of August 31, 2021
- Quarterly Investment Report as of August 31, 2021
- AECOM Report as of August 31, 2021

**PRESIDENT’S AND BOARD ANNOUNCEMENTS**

Comments on: workshops, seminars, and conferences taking place at the College; awards received; accomplishments and appointments at the local, state, and national level; published articles and newspaper reports; upcoming events; and recent news.

**ADJOURNMENT**

Chair Hardin adjourned the meeting of the Board of Trustees of Collin County Community College District at 8:14 p.m.

October 26, 2021

**SUBJECT:**

Consideration of Approval to Not Participate in the State Employee Charitable Contribution Program

**RECOMMENDATION**

The District President recommends approval of the action to not participate in the State Employee Charitable Contribution Program in fiscal year 2022-2023.

**RATIONALE**

Under Sec. 659.1311 of the Texas Government Code, a public junior college may take affirmative action not to participate in the state employee charitable contribution program thereby allowing for employee salary deductions for charitable contributions made to the college. Approval of this item will allow Collin College employees to make salary deductions for scholarship contributions to the Collin College Foundation during fiscal year 2022-2023.

**BUDGETARY CONSIDERATION**

N/A

**RESOURCE PERSONNEL**

Lisa Vasquez, Vice President of Advancement

**ATTACHMENTS**

- A) Opting out of State Employee Charitable Campaign

Respectfully Submitted By:



Lisa Vasquez, Vice President of Advancement

## Opting out of State Employees Charitable Campaign

Recommend continuing separately and not participating in SECC because:

1. Operating independently of SECC, the College has had better flexibility, efficiency, and results.
  - The last time Collin College participated in SECC (2011), there were nine donors giving \$10,732.
  - Through the 2020-2021 LiftUp campaign, there were over 500 employee donors with gifts totalling more than \$137,000.
2. SECC charges an administrative cost of 10 percent.
3. SECC donors do not receive a tax receipt, so they have no official documentation for a tax deduction.
4. The state itself questions the SECC campaign, and turned it over to the Sunset Commission for review. The Sunset Commission stated the following in its report:

“In the 18 years since SECC’s first campaign, the world of charitable giving outside the Campaign has changed significantly, but SECC has not. Today, state employees can research charities on the Internet and sometimes authorize charities to electronically debit donations straight from their checking accounts. However, SECC continues to operate as it always has, with a paper-based donation system and an unwieldy administrative structure that requires almost 10 percent of employees’ donations to fund campaign administration costs.”
5. Collin College employees can and do donate to the charities of their choice all year long on their own without the restrictions of SECC.
6. SECC donors’ ability to designate how the gift is administered by the organization is limited.

October 26, 2021

**SUBJECT**

Consideration of Approval of an Interlocal Agreement with the City of Plano on Behalf of the Plano Animal Shelter for Veterinary Technology Field Training

**RECOMMENDATION**

The District President recommends approval of the proposed Interlocal Agreement with the City of Plano on behalf of the Plano Animal Shelter for Veterinary Technology Field Training.

**RATIONALE**

Collin College offers education and training in Veterinary Technology, but currently operates without facilities to house or perform live animal instruction on campus. The program's accrediting body, American Veterinary Medical Association (AVMA), does not require an institution to own animals for instruction. However, AVMA does require that some 250 essential tasks be performed on live animals by students enrolled in the program.

Shelters around the district provide access to a significant number of animals in need of medical care. Students and homeless animals benefit from a partnership between the Collin County Veterinary Technology program and local animal shelters, such as the Plano Animal Shelter. These shelters often operate on a limited veterinary care budget. Shelters in the area have been successful thus far by utilizing volunteers and contracting part-time help with local veterinarians. A shortage of veterinarians and licensed technicians in Collin's district has caused the demand on available professionals in private sectors to significantly increase, leaving very little time for those same professionals to devote time to shelters and rescues. This partnership provides students with real-world, hands-on training and provides shelter animals with high-quality veterinary care. Shelter animals receiving full prevention care measures and a clean bill of health are more adoptable. Students will not only learn necessary medical skills required for Academic Excellence, but will experience Collin's Core Values such as Service and Involvement, Dignity and Respect (to all beings), and Integrity every time they step through the door of one of these shelters to serve the animals of the community.

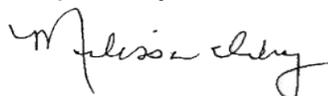
**RESOURCE PERSONNEL**

Melissa Irby, Chief Financial Officer

**ATTACHMENTS**

- A. Interlocal Agreement (City of Plano Animal Shelter)

Respectfully Submitted By:



Melissa Irby, Chief Financial Officer

**STATE OF TEXAS**

§

**INTERLOCAL COOPERATION AGREEMENT**

**COUNTY OF COLLIN**

§

**FOR PLANO ANIMAL SHELTER USE**

§

This Interlocal Cooperation Agreement (“Agreement”) is made by and among the CITY OF PLANO, TEXAS, a Texas home-rule municipality (collectively hereinafter referred to as “City”), and the Collin County Community College District, a Texas public junior college established under Chapter 130 of the Texas Education Code, (hereinafter referred to as “Collin College”) acting by and through their duly authorized representatives (the City and Collin College collectively referred to as “the Parties” or individually as “Party”).

**Recitals**

**WHEREAS**, the City and Collin College are political subdivisions within the State of Texas, each of which engages in the provision of governmental services for the benefit of their citizens; and

**WHEREAS**, the Interlocal Cooperation Act under Chapter 791 of the Texas Government Code (the “Act”) provides authority for local governments of the State of Texas to enter into Interlocal agreements with each other regarding governmental functions and services as set forth in the Act; and

**WHEREAS**, the City owns, operates, and maintains the Plano Animal Shelter (hereinafter referred to as “Shelter” or “Facility”) for the purpose of serving Plano’s pets and wildlife through adoption, rehabilitation, pet registration, animal surrender and education; and

**WHEREAS**, Collin College wishes to use designated areas of the Shelter for conducting the Veterinary Technology Programs of Collin College; and

**WHEREAS**, the use of the Shelter in the provision of governmental services promotes efficiency and effectiveness of local governments, and provides real life educational experiences for Collin College students; and

**WHEREAS**, any payments that the Parties are required to make hereunder, if any, shall be made from current, available revenue;

**NOW, THEREFORE**, the City and Collin College, for and in consideration of the and terms and conditions contained herein and other valuable consideration the receipt and sufficiency of which are hereby acknowledged the Parties agree as follows:

**I. TERM: PURPOSE**

This Agreement shall become effective upon signature by the authorized officials from each Party and will remain in effect until modified or terminated by consent of all Parties. Thereafter the term of this Agreement shall automatically be renewed for successive terms of one (1) year periods each (each a “Renewal Term”), unless sooner terminated by any Party by providing to the other Party written notice of termination at

least 30 days before the end of the then current term. For purposes of this Agreement “term” shall mean the Initial Term and any Renewal Term.

The purpose of this Agreement is to set forth the terms and conditions for the use of the Shelter by Collin College to provide instruction to students enrolled at Collin College for Veterinary Technology Programs.

## II. OBLIGATIONS OF COLLIN COLLEGE

**Section 2.01** Collin College shall use the Shelter for Curriculum and Instruction – Collin College will have sole oversight and control of the curriculum, staffing, and instructional materials for the college courses offered at the Facility.

**Section 2.02** Equipment Utilization – Collin College will supply any equipment needed for the program. Such equipment will be made available to teachers and students. Each student receiving instruction at the Facility may not use any City equipment, computer, fax, or telephone equipment, except the City’s telephone may be used in the event of an emergency.

**Section 2.03** Standards of Conduct – Collin College shall be responsible for resolving standards of conduct violations by students admitted to Collin College or persons employed by Collin College at the Facility. Each student receiving instruction at the Facility shall be required to comply with Facility Polices.

**Section 2.04** Collin College shall ensure that each student receiving instruction at the Facility provides a liability release form, in a form provided by City, prior to being permitted to access the Facility.

**Section 2.05** Collin College shall during the term of this Agreement obtain and maintain in full force and effect, at its expense, the following policies of insurance and coverage:

(a) Commercial General Liability Policy. Commercial General Liability Policy covering bodily injury, death and property damage, including the property of the City, its officers, contractors, agents and employees (collectively referred to as the “City”) insuring against claims, demands or actions relating to Collin College use of the Facility pursuant to this Agreement with minimum limits of not less than One Million Dollars (\$1,000,000) combined single limit, and One Million Dollars (\$1,000,000) aggregate. This policy shall be primary to any policy or policies carried by or available to the City, as related to Collin College operations.

(b) Workers' Compensation/Employer's Liability Insurance Policy. Workers' Compensation/Employer's liability insurance policy in full accordance with the statutory requirements of the State of Texas and shall include bodily injury and occupational illness and disease coverage with minimum Employer's Liability limits of not less than \$1,000,000/\$1,000,000/\$1,000,000.

(c) Automobile Liability Insurance Policy. Automobile liability insurance policy covering all operations of the Collin College pursuant to this Agreement involving the use of motor vehicles, including all owned, non-owned and hired vehicles with minimum limits of not less than One Million Dollars (\$1,000,000) combined single limit for bodily injury,

death and property damage liability.

(d) Excess Coverage. The above insurance limits can be provided by primary policies reflecting required limits or through a combination of primary and excess liability insurance policies. The general liability and automobile liability insurance shall be primary and any excess or umbrella coverage shall follow form to the primary coverage.

(e) Waiver of Subrogation Rights. All such policies of insurance shall waive the insurer's right of subrogation against the City. The Commercial General Liability, Worker's Compensation, and Business Auto insurance required pursuant to this Agreement shall provide for waivers of all rights of subrogation against the City.

(f) Additional Insured Status. All insurance shall be endorsed to provide the following provisions: (1) name the City, its council, officers, and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance; (2) provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance. A specific endorsement needs to be added to all policies, with a copy of the endorsement provided to the City, that the insurance company will provide to the City at least a thirty (30) day prior written notice for cancellation, non-renewal, and/or material changes of the policy. In the event the companies providing the required insurance are prohibited by law to provide any such specific endorsements, Collin College shall provide at least thirty (30) days prior written notice to the City of any cancellation, non-renewal and/or material changes to any of the policies of insurance. All policies must be written on a primary basis, non-contributory with any insurance coverage and/or self-insurance maintained by the City.

(g) Certificates of Insurance. Certificates of Insurance and policy endorsements in a form satisfactory to City shall be delivered to City prior to the commencement of the use of the Facility under this Agreement and annually thereafter until the expiration or termination of this Agreement. All required policies shall be endorsed to provide the City with thirty (30) days advance notice of cancellation, waiver of subrogation, City as additional insureds, and shall be primary with City insurance coverage being non-contributory.

(h) At the renewal of the required insurance policies, Collin College shall cause a Certificate of Insurance and policy endorsements to be issued evidencing the required insurance herein and delivered to City. In addition, Collin College shall, within ten (10) business days after written request, provide City with Certificates of Insurance and policy endorsements for the insurance required herein. All policies must be written on a primary, non-contributory basis with any other insurance coverage and/or self-insurance maintained by City.

(i) Carriers. All policies of insurance required to be obtained by Collin College pursuant to this Agreement shall be maintained with insurance carriers that are reasonably satisfactory to City and lawfully authorized to issue insurance in the state of Texas for the types and amounts of insurance required herein. All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A - VII or better" by AM Best or other equivalent rating service.

### III. OBLIGATIONS OF CITY

**Section 3.01** The City will allow Collin College program staff and students access at no charge to the treatment areas, kennel areas, and parking areas, of the Facility.

**Section 3.02** The City will work with Collin College to permit preliminary setup for events after 8 a.m. on days specified for labs and activities.

**Section 3.03** The City will be responsible for ensuring that the Facility is following all local, state, and federal statutes, regulations, and codes including, but not limited to applicable building codes (structural, electrical, plumbing, HVAC, and life safety).

### Article IV. CONTROL OF THE EVENT

**Section 4.01** Other than as outlined in this Agreement, Collin College shall control and direct the planning, execution, and decision-making regarding the Veterinary Technology Programs. The Parties agree that nothing in the Agreement makes any employee of Collin College an employee of the City, nor makes any employee of the City an employee of Collin College. Only employees and students of Collin College providing services related to this Agreement shall be subject to Collin College's policies and procedures. Employees of the City shall not be subject to Collin College's policies and procedures.

### Article V. LIABILITIES AND IMMUNITY

**Section 5.01** It is understood that no Party to this Agreement is the agent of any other Party, and no Party is liable for the wrongful acts, omissions, or negligence of other parties. Without waiving any immunity, right, protection, or defense to which a Party may be entitled, each Party shall only be responsible for claims of damages, costs, and expenses to a person or property arising from or caused by negligent acts or omissions of its own officials, employees, agents and representatives in performance of this Agreement, but only to the extent the Party would otherwise be liable under Texas or Federal law.

**Section 5.02** In the event of joint or concurrent negligence of the Parties in performance of this Agreement, responsibility, if any, shall be apportioned comparatively in accordance with the laws of the State, without waiving any immunity, right, protection, or defense to which a Party may be entitled. The provisions of this Article are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

**Section 5.03** It is expressly understood and agreed that in execution of this Agreement, no Party has waived or shall be deemed to have waived any immunity, right, protection, or defense available to it against claims arising in the exercise of governmental powers and functions. By entering into this Agreement, the Parties do not create any obligations, express or implied, other than those set forth herein, and this Agreement shall not create any obligations or rights for any third parties not signatories hereto.

## **Article VI. SIGNATURE AND MODIFICATION**

This Agreement may only be modified by written consent of authorized officials from the City and Collin College.

This Agreement shall become effective upon signature by the authorized officials from each Party and will remain in effect until modified or terminated by consent of all Parties.

This Agreement contains the entire agreement of the Parties with respect to the matters contained herein and may not be modified or terminated except upon the provisions hereof or by the written agreement of all the Parties hereto.

## **Article VII. CHOICE OF LAW / VENUE**

This Agreement shall be construed in accordance with the laws of the State of Texas and shall be performable in Collin County, Texas. Venue for any action related to this Agreement shall lie in the applicable state or federal courts in and for Collin County, Texas.

## **Article VIII. AUTHORITY**

The individuals executing this Agreement on behalf of the respective Parties below represent to each other and to others that all appropriate and necessary action has been taken to authorize the individual who is executing this Agreement to do so for and on behalf of the Party for which his/her signature appears, that there are no other Parties or entities required to execute this Agreement in order for the same to be an authorized and binding agreement on the Party for whom the individual is signing this Agreement and that each individual affixing his or her signature hereto is authorized to do so, and such authorization is valid and effective on the date hereof.

## **Article IX. ASSIGNMENT**

This Agreement may not be assigned by any Party without the prior written consent of the other Parties. No assignment, delegation of duties, or subcontract under this Agreement shall be effective without the prior, written, unanimous consent of the Parties.

## **Article X. ENTIRE AGREEMENT**

This Agreement represents the entire agreement between the City and Collin College, and supersedes all prior negotiations, representations and/or agreements, either written or oral. The Parties may amend this Agreement only by written instrument signed by Collin College and the City.

## **Article XI. LEGAL CONSTRUCTION**

In the event that one or more provisions in this Agreement is held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability, shall not affect any

other provision in this Agreement, and the Agreement shall be construed as such invalid, illegal, or unenforceable provision had never been contained in this Agreement.

**Article XII. RIGHTS OF THIRD PARTIES**

Nothing in this Agreement shall be construed to create any rights in or for the benefit of any third parties.

**Article XIII. FORCE MAJEURE**

In the event that any Party shall be prevented from performing any obligation under this Agreement by an act of God, war, civil commotion, strike, fire, flood, disaster, emergency, or other event beyond the control of the Party, then such Party shall be excused from performance of the obligation during the period of Force Majeure.

**Article XIV. NOTICES**

Any notice required or permitted to be delivered hereunder shall be deemed received three (3) days thereafter sent by United States Mail, postage prepaid, certified mail, return receipt requested, addressed to the Party at the address set forth below or on the day actually received when sent by courier or otherwise hand delivered.

**If intended for Collin College, to:**

Collin College Representative:  
Vice President of Administrative Services/CFO  
Collin Higher Education Center  
3452 Spur 399  
McKinney, Texas 75069

WITH COPY TO:  
Sabrina L Cummings, DVM, PhD  
Director of Veterinary Technology  
391 Country Club Drive  
Wylie, Texas 75098  
(972) 378-8378  
Email: [slcumings@collin.edu](mailto:slcumings@collin.edu)

**If intended for City, to:**

City Representative:  
City Manager  
City of Plano  
1520 K Ave  
Plano, Texas 75074

WITH COPY TO:  
Jamey Cantrell  
Animal Services Director  
4028 W Plano Pkwy  
Plano, Texas 75093  
Email:

**Article XIII. SEVERABILITY**

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to the law or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of the Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement by giving the other Party thirty (30) days written notice.

**Article XV. INTERPRETATION OF AGREEMENT**

This is a negotiated document. Should any part of this Agreement be in dispute, the Parties agree that the Agreement shall not be construed more favorably for any Party.

**Article XVI. REMEDIES**

No right or remedy granted herein or reserved to the Parties is exclusive of any right or remedy granted by law or equity but each shall be cumulative of every right or remedy given hereunder. No covenant or condition of this Agreement may be waived without the express written consent of the Parties. It is further agreed that one (1) or more instances of forbearance by any Party in the exercise of its respective rights under this Agreement shall in no way constitute a waiver thereof.

**Article XVII. SUCCESSORS AND ASSIGNS**

The terms and conditions of this Agreement are binding upon the successors and assigns of the Parties.

**Article XVIII COUNTERPARTS**

This Agreement may be executed in counterparts. Each of the counterparts shall be deemed an original instrument, but all of the counterparts shall constitute one and the same instrument.

**EXECUTED** on the dates indicated below:

**COLLIN COUNTY COMMUNITY  
COLLEGE DISTRICT**

BY: \_\_\_\_\_  
Andrew P. Hardin  
Chair, Board of Trustees

**CITY OF PLANO, TEXAS**

BY: \_\_\_\_\_  
Mark Israelson  
City Manager, City of Plano

APPROVED AS TO FORM:

\_\_\_\_\_  
Paige Mims, Attorney for the City of Plano, Texas

**ACKNOWLEDGEMENTS**

**STATE OF TEXAS**                   §  
  §  
**COUNTY OF COLLIN**               §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_October  
\_\_\_\_\_, 2021, by Andrew P. Hardin, Chair, Board of Trustees of the **COLLIN  
COUNTY COMMUNITY COLLEGE DISTRICT**, a public junior college established under  
Chapter 130 of the Texas Education Code.

\_\_\_\_\_  
Notary Public, State of Texas

**STATE OF TEXAS**                   §  
  §  
**COUNTY OF COLLIN**               §

This instrument was acknowledged before me on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2021, by **MARK ISRAELSON**, City Manager of the **CITY OF  
PLANO, TEXAS**, a home-rule municipality, on behalf of such Municipality.

\_\_\_\_\_  
Notary Public, State of Texas

**Collin County Community College District Board of Trustees**

2021-10-1

October 26, 2021

Resource: Monica Velazquez  
General Counsel

**AGENDA ITEM:** Report Out of the Organization, Education, and Policy Committee, First Reading of Local Board Policy

**DISCUSSION:** As a part of the College's comprehensive review of all policies and with input from the Texas Association of School Boards' Legal and Policy Service, the local policy outlined below is being presented for your review as a first reading.

- **CDE (Local) Accounting – Financial Ethics – ADD**  
As a part of the effort to implement the college's Ethics Hotline, consideration of a policy regarding reports of fraud, waste, abuse, and financial impropriety, with definitions of these terms is recommended.

**SUGGESTED MOTION:** This being a first reading of local board policy, no action is required.

## NEW POLICY

Acts of fraud, waste, abuse or financial impropriety may compromise the College District's mission. All Board members, employees, students, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved with the College District or who conduct business with the College District will act with integrity in duties involving the College District's fiscal resources.

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**Please Note:** See also the following policies regarding conflicts of interest, ethics, and financial oversight:

- Code of Ethics:
    - for Board members—BBF
    - for employees—DH
  - Financial conflicts of interest:
    - for public officials—BBFA
    - for all employees—DBD
    - for vendors—CFE
  - Compliance with state and federal grant and award requirements: CAA, CAAA, CAAB
  - Financial conflicts and gifts and gratuities regarding federal funds: CAA, CAAB
  - Systems for monitoring the College District's investment program: CAK
  - Budget planning and evaluation: CC
  - Compliance with accounting regulations: CDC
  - Criminal history record information for employees: DC
- 

### Fraud, Waste, Abuse and Financial Impropriety

The College District prohibits fraud, waste, abuse and financial impropriety, as defined below, in the actions of its Board members, employees, students, vendors, contractors, consultants, volunteers, and others seeking or maintaining an employment, business, or other relationship with the College District.

## NEW POLICY

### Definitions

The following general terms apply for this policy.

- a. Fraud is any false or dishonest act that constitutes fraud under applicable laws, including any intentional deception or willful misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to that person or another person.
- b. Waste is the loss or misuse of government-funded resources that results from deficient practices, system controls, or decisions.
- c. Abuse is the intentional, wrongful, or improper use of government-funded resources or misuse of office, position, or authority that causes the loss or misuse of government-funded resources.
- d. Financial impropriety is a type of financial fraud.

While it is impossible to define every action that could constitute fraud, waste, abuse, or financial impropriety, those acts may include, but are not limited to:

1. Forgery, falsification, or unauthorized alteration of any document or account belonging to the College District.
2. Forgery, falsification, or unauthorized alteration of a check, bank draft, promissory note, securities, or any other financial document of the College District.
3. Forgery, falsification, or unauthorized alteration of any College District student records, employee records, financial records, or insurance records.
4. Misappropriation of funds, securities, supplies, or other College District property or assets, including employee time.
5. Unlawful or fraudulent handling of money or reporting of College District financial transactions.
6. Acceptance or solicitation of any prohibited gift, favor, or service that may tend to influence the employee in the discharge of the employee's official duties.

## NEW POLICY

7. Unauthorized destruction, removal, or use of College District records or property.
8. Unauthorized access to or disclosure of confidential, or proprietary information, or intellectual property of the College District.
9. Unauthorized access to or disclosure of investment activities engaged in or contemplated by the College District.
10. Failing to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or Board policy.
12. Theft or any other willful, dishonest act regarding financial information of the College District.
13. Failure to comply with lawful requirements imposed by law, the awarding government agency, or a pass-through entity for state and federal awards.

### Reporting

Anyone who suspects or detects an act prohibited by this policy must report it immediately to a person with authority to investigate that act, including a supervisor, the District President or designee, the Director of Internal Audit, local law enforcement, or as allowed by this policy.

The individual filing the report should not knowingly make false or misleading accusations. The individual or those receiving the report should not alert the suspected individual(s) that an investigation under this policy is underway.

### Ethics Hotline

A report of suspected acts of fraud, waste, abuse, or financial impropriety may be filed through a secure and confidential ethics hotline available at: (Information to be entered, when the hotline service provider is selected) or at the toll-free number: (Information to be entered, when the hotline service provider is selected).

### State Auditor's Office

A report of suspected acts of fraud, waste, abuse, or financial impropriety may also be made to the Texas State Auditor's Office by

## NEW POLICY

any of the methods described on that agency's website at:  
<https://sao.fraud.texas.gov/>.

If the College District has reasonable cause to believe that money received from the state or by a contractor of the College District may have been lost, misappropriated, or misused, or that other fraudulent or unlawful conduct in violation of this policy has occurred in relation to the operation of the College District, such matters will be reported to the Texas State Auditor's Office by the Director of Internal Audit as required by Texas Government Code, Section 321.022.

### **Controls and Oversight**

The District President or designee will maintain a system of internal controls to deter and monitor for fraud, waste, abuse or financial impropriety in the College District.

Each employee who supervises or is responsible for preparing College District records, financial reports, or financial transactions will set an example of honest and ethical behavior and will actively monitor their department or area of responsibility for fraud, waste, abuse, and/or financial impropriety.

### **Confidentiality**

Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation will be advised to keep information about the investigation confidential

### **Non-Retaliation**

The College District prohibits and does not tolerate retaliation against any individual who in good faith files a complaint of suspected fraud, waste, abuse, or financial impropriety or cooperates with an investigation of such alleged acts. Engaging in unlawful retaliation may result in disciplinary action, including dismissal.

However, an individual who intentionally files a false complaint, offers false statements, or submits false evidence is not protected by this provision against retaliation, and may be subject to appropriate disciplinary action. Complaints involving alleged violations of this non-retaliation provision can be filed by employees under policy DGBA, by students under FLD, by community members under GB, or using the Ethics Hotline.

## NEW POLICY

### Investigations

The District President is responsible for ensuring that allegations of fraud, waste, abuse, or financial impropriety are investigated. The District President may assign the complaint to an appropriate designee to investigate. The Director of Internal Audit must provide timely written notification to the District President or designee when a complaint is received from the Ethics Hotline or the State Auditor's Office.

The District President or designee, in coordination with legal counsel and other internal or external departments or agencies as appropriate, will promptly initiate a thorough investigation of reports of potential fraud, waste, abuse, or financial impropriety. Once an investigation is complete, a report that outlines the results of the investigation will be provided to the District President or designee.

If the report involves the Board or District President, an external third party will be retained by the Board to investigate reports of potential fraud, waste, abuse, or financial impropriety. The external third party will conduct a thorough investigation and provide a report that outlines the results of the investigation to the Board Chair or designee.

### Response

If an investigation substantiates a report of fraud, waste, abuse, or financial impropriety, the District President or designee will inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration. If recommended or when circumstances warrant, the District President decides, with input from the Board and consultation from legal counsel as needed, (1) whether to report the acts to regulatory or law enforcement authorities, and/or (2) any other appropriate remedial action. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.

If an employee is found to have committed fraud, waste, abuse, or financial impropriety, the District President or designee will take or recommend appropriate disciplinary action, which may include dismissal from employment.

If a contractor or vendor is found to have committed fraud, waste, abuse, or financial impropriety, the College District will take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.

### Federal Awards Disclosure

The College District will disclose, in a timely manner in writing to the federal awarding agency or pass-through entity, all violations of

## NEW POLICY

federal criminal law involving fraud, waste, abuse, or financial impropriety violations potentially affecting a federal grant award. [See CAAB]

### Analysis of Fraud

After any investigation substantiates a report of fraud, waste, abuse, or financial impropriety, the District President or designee will analyze conditions or factors that may have contributed to the fraudulent or improper activity. The District President or designee will determine if current administrative procedures are appropriate. If deemed necessary, improved procedures will be developed and implemented to prevent future misconduct. These new or remedial measures will be presented to the Board.

**Collin County Community College District Board of Trustees**

2021-10-2

October 26, 2021

Resource: Monica Velazquez  
General Counsel

**AGENDA ITEM:**

Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policies

- **BBE (Local)** Board Members - Authority
- **CHE (Local)** Site Management - Mail and Delivery - ADD
- **DEC (Local)** Compensation and Benefits – Leaves and Absences
- **DM (Local)** Termination of Employment
- **FAA (Local)** Equal Educational Opportunity – Service Animals - ADD
- **FFDA (Local)** Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence
- **GD (Local)** Community Expression and Use of College Facilities

**DISCUSSION:**

The Organization, Education, and Policy Committee reviewed all policies presented in this item. The Organization, Education, and Policy Committee Chair will report out a recommendation at the October 26, 2021 regular meeting of the Board of Trustees.

**PROPOSED CHANGES:**

As a part of the College’s comprehensive review of all policies and with input from the Texas Association of School Boards’ Legal and Policy Service, the local policies outlined below are being presented for your approval.

- **BBE (Local) Board Members Authority –** Incorporates clarifications regarding requests of Trustees to staff, with a vote of the Board required when significant staff time is required to prepare the response.
- **CHE (Local) Site Management – Mail and Delivery – ADD –** New policy recommended to establish requirements for use of internal mail delivery systems and for delivery of mail to student housing.

- **DEC (Local) Compensation and Benefits – Leaves and Absences** – Codifies the one week of adjunct faculty sick leave benefit that was piloted in FY2021 and other changes to our FMLA and leave policy as recommended by TASB.
- **DM (Local) Termination of Employment** – Incorporates a reference to Board Policy DMAA(Local) in the policy addressing discipline of at-will employees.
- **FAA (Local) Equal Educational Opportunity – Service Animals – ADD** – New policy to outline the requirements for service animals on campus and for service animals and emotional support animals in student housing.
- **FFDA (Local) – Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence** – Updates Title IX requirements when a party or witness does not submit to cross-examinations during a live hearing.
- **GD (Local) – Community Expression and Use of College Facilities** – Removes most of the text in the Animals on Campus section of the policy and references the new FAA(Local) Animals on Campus policy.

**DISTRICT PRESIDENT’S RECOMMENDATION:**

The District President recommends approval of the Local Board Policies as outlined above.

**SUGGESTED MOTION:**

This item may come as a motion and second out of committee. A suggested motion would be, “Mr. Chairman, I make the motion that the Board of Trustees of Collin County Community College District approves the Local Board Policies.”

**Board Authority**

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

**Transacting Business**

Official Board action will be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board will hold a discussion and reach a decision. The affirmative vote of a majority of all Board members will be required to transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

**Individual Authority for Committing the Board**

Board members as individuals will not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]

**Individual Access to Information**

An individual Board member, acting in the member's official capacity, will have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]

Limitations

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member will not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with policies FJ(LEGAL) and (LOCAL).

Requests for Records

Individual members will seek access to records or request copies of records from the District President or other designated custodian of records. When a custodian of records other than the District President provides access to records or copies of records to individual Board members, the provider will inform the District President of the records provided.

A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may request it as a member of the public. [See GCA]

Requests for  
Reports and  
Research

No individual Board member will direct or require College District employees to prepare reports and research derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.

Directives to the District President or other College District staff employees by one or more Board members regarding the preparation of reports that will, in the opinion-estimation of the District President, require significant excessive staff-employees time or expense will require authorization by action-a vote of the Board.

Confidentiality

At the time Board members are provided access to confidential records or to reports compiled from such records, the District President or other College District employee will advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.

**Referring  
Complaints**

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member will refer them to the District President or designee, who will proceed according to appropriate Board policy. {See DGBA, FLD, and GB}

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda, following appropriate Board policy. See BD.

**Staff Authority**

Except as authorized by these policies, no employee or agent will have the authority to bind the College District contractually.

## NEW POLICY

### Use of Internal Mail System

The College District mail system for delivering items between College District buildings shall not be available for use other than for official College District business or, with approval, for use for College District-sponsored mailings or College District-approved groups and College District-sponsored or College District-support groups affiliated with the College District. [See also GD]

### Distribution of Mail to On-Campus Residents

The College District shall distribute mail addressed to residents of on-campus housing after the designated College District representative receives the mail from the U.S. Postal Service or other common carrier. Mail may be distributed through internal assigned mailboxes or by other means that maintains the mail in a secure location and requires sufficient personal identification of the addressees for pickup.

Mail may be distributed to a person other than the resident to whom it is addressed if the resident has provided written authorization for such distribution and the person provides sufficient personal identification.

The College District shall provide to each resident information regarding mail forwarding and addressing mail properly.

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**Note:** For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

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**Leave Administration**

The District President or designee will develop procedures associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

**Comprehensive Leave Program**

The Board provides a comprehensive program of leave benefits for full-time employees of the College District.

**Accrual of Leave**

Leave hours accrue on the last day of each month. An employee who is in a paid status (at work or on paid leave) on the last day of the month earns leave hours for that month.

**Reporting Absences**

Employee absences are reported through a time and attendance reporting system. Supervisors ensure appropriate documentation and use of leave and take action, as needed, if an employee does not accurately report his or her absences. [See DMAA(LOCAL)]

**Family and Medical Leave**

For purposes of the Family and Medical Leave Act (FMLA), the following eligible conditions apply:

1. For the birth of a son or daughter, and to care for the newborn child;
2. For placement with the employee of a son or daughter for adoption or foster care [For the rules regarding leave for "adoption" and "foster care," see 29 C.F.R. 825.121];
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status); and
6. To care for a covered service member with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

**Immediate Family**

For purposes of this policy, "immediate family" is defined as a dependent son or daughter, including a biological, adopted, or foster child; a stepchild; a legal ward, or a child for whom the employee

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

stands *in loco parentis* who is under the age of 18, or someone 18 years or older who is incapable of self-care because of a mental or physical disability; and a spouse.

**Family Emergency**

The term “family emergency” will be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

**Leave Day**

A “leave day” for purposes of earning, use, or recording of leave will mean the number of hours per day equivalent to the employee’s usual assignment.

**Academic Year**

An “academic year” as used in this policy will mean the term of the employee’s assignment during the College District’s Academic Calendar adopted by the Board each year. For purposes of an employee’s entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee’s first FMLA leave begins, regardless of the academic year.

**Catastrophic Illness or Injury**

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family. A catastrophic illness or injury is one that is expected to incapacitate the employee for an extended period of time (usually longer than five days) and that requires inpatient care in a hospital, hospice, or residential medical facility, or a regimen of continuing treatment of the employee by a health-care provider that requires absences from work for treatment. Catastrophic leave is only available for those employees who have exhausted all leave time earned by those employees. Such conditions typically require prolonged inpatient hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth will be considered catastrophic if they meet the requirements of this paragraph. The College District may require a second or third medical opinion, at its cost, to confirm that the illness or injury qualifies for catastrophic leave.

**Earning Leave**

An employee will not earn any form of paid leave when the employee ~~he or she~~ is in unpaid status. An employee using full or proportionate paid leave will be considered to be in paid status.

**Deductions**

Leave Without Pay

The College District will not approve paid leave for more leave days than have been carried over from prior years plus leave currently available. Any unapproved absences or absences beyond available paid leave will result in deductions from the employee’s pay. An employee’s final paycheck will be reduced for paid leave the employee used, but had not earned, as of the date of separation.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Leave Proration                      Paid leave will be prorated based on the actual time employed within an academic year.

**Medical Certification**                      An employee will submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family; or
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or District President; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification will be made by a healthcare provider as defined by the FMLA. [See DECA(LEGAL)]

**Order of Use**                                      For leave approved under this policy, the College District adopts the following order of use:

1. Earned compensatory time will be used before any available paid leave. [See DEA]
2. Use of leave under the sick leave bank will be permitted only after all available local or other leave has been exhausted.

Concurrent Use of Leave                      2.3. When an employee is approved for FMLA leave, the College District will require the employee to use available paid leave, including, but not limited to, sick time, vacation time, or compensatory time.

~~When an absent employee is eligible for FMLA leave, the College District will designate the absence as FMLA leave.~~

~~The College District will require the employee to use paid leave, including compensatory time, concurrently with FMLA leave.~~

~~An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness will be designated as FMLA leave.~~

### **Sick Leave**

Each full-time employee full-time employees will earn eight hours of paid sick leave per month in accordance with administrative procedures regulations.

Sick leave will accumulate to a maximum of 720 hours.

Sick leave will only be used after any applicable compensatory time has been exhausted for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family [see Immediate Family, above].
3. Up to three days (24 hours) of accrued sick leave each fiscal year for medical or dental appointments or to help care for an extended family member who is ill. Extended family members include parents, grandparents, adult children, grandchildren, siblings and in-laws, and step and foster relationships of the preceding.
4. Family emergency.
5. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
6. Contribution to the sick leave bank.

### **Sick Leave for Adjunct Faculty**

The College District will offer paid sick leave to adjunct faculty members under this policy to provide pay continuity as a result of illness-related absences of the adjunct faculty member.

Adjunct faculty are eligible to receive the equivalent of one week, as defined below, of paid sick leave per course each semester they are employed-. Adjunct faculty who have been diagnosed with COVID-19-an illness that requires quarantine are eligible for one additional week of paid leave under this policy. For purposes of this policy, the phrase "equivalent of one week" is defined as 1/16<sup>th</sup> of the total course contact hours, e.g., three of 48 contact hours or four of 60 contact hours, etc., irrespective of the period of time over which the course is scheduled. Paid sick leave for adjunct faculty members is granted on a per-semester basis and does not accrue.

### **Sick Leave Bank**

The College District will establish a sick leave bank to which all full-time employees may contribute up to 24 hours of earned but unused sick leave per year.

A full-time employee may request leave from the bank if the employee experiences a catastrophic illness or injury as defined in

this policy and has exhausted all paid leave and any applicable compensatory time.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

Eligibility

Only full-time benefits-eligible employees may apply for use of the sick leave bank.

Eligible employees may only draw from the sick leave bank for a single diagnosis code for a period not to exceed the maximum allowable hours consistent with plan operating procedures.

The District President or designee will develop procedures for the operation of the sick leave bank that address the following:

1. Procedures to request leave from the sick leave bank;
2. The maximum number of days per academic year a member employee may receive from the sick leave bank;
3. The administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
4. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision~~All decisions~~ regarding the sick leave bank ~~may be appealed~~ in accordance with DGBA(LOCAL).

**Family and Medical Leave**

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee's first FMLA leave begins.

Combined Leave for Spouses

When both spouses are employed by the College District, the College District provides a combined total of 12 weeks (in any combination) of FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition. The College District will limit military caregiver leave to a combined total of 26 weeks. ~~[See DECA(LEGAL)]~~

Intermittent or Reduced Schedule Leave

The College District will permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. ~~[See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]~~

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Certification of Leave	<p><del>When</del>If an employee requests leave, the employee will provide certification, <del>in accordance withas required by</del> FMLA regulations, of the need for leave. <del>[See DECA(LEGAL)]</del></p>
Fitness-For-Duty Certification	<p><del>In accordance with administrative procedures, when</del> If an employee takes FMLA leave due to the employee's own serious health condition, the employee will provide, before resuming work, a fitness-for-duty certification. If the College District will require certification of the employee's ability to perform essential job functions, the College District will provide a list of essential job functions to the employee, <del>with the FMLA designation notice.</del></p>
Failure to Return	<p>If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave. <del>[See DECA(LEGAL), Recovery of Benefit Cost]</del></p>
<b>Parental Leave</b>	<p><del>Each employee</del>Employees who <del>has</del>have been employed in a benefits-eligible position for at least 12 months <del>is</del>are eligible to use ten days of paid parental leave at the time of the birth or adoption of a child. Parental leave must be coordinated with the employee's concurrent leave under the FMLA and is available for use from the time of birth or placement of the child only. Parental leave must be used while the employee is on the related FMLA leave and does not accrue or remain available for use at a later date. Adjunct faculty, part-time employees, and employees on leave without pay status are not eligible for paid parental leave as outlined in this policy but may be eligible for unpaid FMLA leave.</p>
<b>Personal Leave</b>	<p><del>Each full</del>Full-time <del>employee</del>employees will earn 24 hours of paid leave each fiscal year to conduct personal business in accordance with administrative <del>regulations</del>procedures. Personal leave will be noncumulative.</p>
<b>Request for Personal Leave</b>	<p>The employee will submit a request for use of personal leave in advance in accordance with leave of absence procedures and guidelines. In deciding whether to approve or deny personal leave, the supervisor or designee will not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee will, however, consider the effect of the employee's absence on the educational program or College District operations.</p>
<b>Vacation Leave</b>	<p><del>Each</del>All full-time, 12-month staff and administrative <del>employee</del>employees will earn paid vacation in accordance with the schedule published in administrative <del>procedures.</del>regulations.</p> <p>Upon successful completion of the new employee 90-day (calendar day) probationary period, <del>each</del> eligible <del>employee</del>employees will re-</p>

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ceive vacation credit retroactive to the original service date, in accordance with the published vacation plan. Employees who terminate employment prior to completion of the new employee probationary period will have no accrued vacation credit.

Use of vacation leave will not exceed 15 consecutive workdays.

Carryover of earned but unused vacation hours will be permitted within the guidelines established by the District President or designee.

Payment of  
Vacation Leave in  
Lieu of Time Off

If sufficient funds are available in the Board-approved budget or from other appropriate funding sources, the District President may authorize a payment of up to 160 hours of an employee's earned but unused vacation leave hours. This payment would be in lieu of time off when an employee is not permitted or able to take requested vacation leave due to workload, special projects, or critical needs of the college, as designated by the District President.

If sufficient funds are not available, the request must be submitted to the Board for consideration to allocate the needed funds from appropriate reserve accounts.

An annual report of any authorized payments to employees under this sub-section of the policy will be presented to the Board as an information item following the fiscal year end.

Payment of  
Vacation Leave at  
Termination

Employees beyond the initial 90-day probationary period, who terminate eligible employment with the College District, will be paid for the current fiscal year's earned but unused vacation hours and up to a maximum of 80 hours of earned but unused carryover vacation hours from prior fiscal years.

Request for  
Vacation Leave

The employee will submit a request for use of vacation leave in advance in accordance with leave of absence procedures and guidelines. In deciding whether to approve or deny vacation leave, the supervisor or designee will consider the effect of the employee's absence on the educational program or College District operations.

**Sabbatical Leave**

Sabbatical leaves are available to provide College District employees with a significant opportunity for professional growth. Sabbatical leaves are granted based on a review and recommendation by the sabbatical committee in response to the published priorities for the year, with subsequent review, recommendation, and consideration by the executive vice president, District President, and the Board. Sabbatical leaves are not granted on the basis of longevity seniority and are not an entitlement.

Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes such

as completing a degree, improving skills, and maintaining currency in the employee's discipline or field or otherwise as specified in administrative procedures.

Eligible employees [see definition at DEC(LEGAL) Development Leaves of Absence] may apply for a sabbatical upon completion of five years of continuous full-time service. Six years of continuous full-time service must be completed before a sabbatical can commence.

The leave will be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary. Failure to return for all or part of the one-year period will make the person liable for the return of all, or part, of the sabbatical stipend in proportion to the percent of time not completed.

An otherwise eligible employee who has received a sabbatical leave within the past five years, whose position is funded by an external grant or contract, or who is in his or her last year of full-time employment with the College District is ineligible for sabbatical leave.

The chief human resources officer and the chair of the sabbatical leave committee are available to answer questions concerning the sabbatical leave policy and procedures.

### **Bereavement Leave**

A full-time benefits-eligible employee will be granted up to 40 hours of paid bereavement leave upon the death of an employee's spouse, child, parent, or other person who occupies a position of similar importance in the employee's family in accordance with administrative regulations-procedures.

A full-time benefits-eligible employee will be granted up to 24 hours of paid bereavement leave upon the death of other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family in accordance with administrative regulations, including an employee's step and foster relationships of the above.

Bereavement leave will be noncumulative.

### **Critical Illness Leave**

Definition

"Critical illness" is defined as a life-threatening condition.

Benefit

A full-time employee will be granted up to 24 hours of paid critical illness leave for absences associated with the critical illness of an immediate family member or other family members of the employee to include siblings, grandparents, grandchildren, parents-in-

law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family, in accordance with administrative ~~procedures~~ regulations.

Critical illness leave will be noncumulative.

**Workers'  
Compensation**

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**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance. ~~[See CKD(LOCAL) regarding payment of insurance contribution during employee absences.]~~

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No Paid Leave  
Offset

An absence due to a work-related injury or illness will be designated as FMLA leave.

~~The College District will not permit the option~~An employee eligible for paid leave offset in conjunction with workers' compensation income benefits ~~may elect in writing to use paid leave.~~

**Extraordinary  
Circumstances**

Up to 40 hours of leave without pay may be granted to an employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the College District, in accordance with administrative procedures and guidelines for faculty and staff. An employee who has been employed more than 12 months may request leave without pay of up to 720 hours after he or she has exhausted all eligible leave, including paid, unpaid, and FMLA leave for his or her own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee. Upon return from the leave of absence, the employee will be eligible for the same or similar position, upon release from his or her physician, if applicable, consistent with the College District's procedures and guidelines for faculty and staff.

**Employees not  
Eligible for FMLA  
Leave**

A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA leave may take a maximum of 160 hours of leave without pay for his or her own serious health condition or for the serious health condition of the employee's spouse and dependent children of the employee.

**Expiration of  
Available Leave and  
Attendance Policy**

When an employee is close to using all earned paid and unpaid approved leave, the College District will send a letter to the employee at the home address on file explaining that his or her leave is almost exhausted and the notification requirements for returning to work. If the employee's absence is due to his or her own medical condition, the employee must present a written medical clearance form, a health-care professional who verifies the employee is able

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to perform the essential functions of his or her position, and a description of any requested job-related accommodations provided by the deadline to the College District.

[See DMAA]

If an employee is not medically released to return to work, with or without reasonable accommodations, when all available paid and unpaid leave has been exhausted, the employee's employment with the College District will end, absent a request by the employee for a reasonable accommodation. Communications with the employee will be consistent with administrative procedures and guidelines.

**Voting in Public  
Elections**

An employee is expected to vote before or after his or her scheduled working hours unless voting at a polling location on a College District campus. In the rare instance that this is not possible, the employee may request prior approval from his or her supervisor for time off, not to exceed two hours, to vote.

**Court Appearances**

Absences due to compliance with a valid subpoena for College District-related business or for jury duty will be fully compensated by the College District and will not be deducted from the employee's pay or leave balance.

Absences due to compliance with a valid subpoena for personal business will be deducted from the employee's personal leave or vacation leave or result in loss of pay at the employee's daily rate for each day of work missed.

**Other Absences and  
Leave Without Pay**

Any other absences or granted leaves of absence will result in an appropriate deduction from pay or deduction from eligible leave balances, consistent with the College District's procedures and guidelines for faculty and staff.

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**At-Will Employees**

At-will employees may be dismissed at any time for any reason not prohibited by law, including, but not limited to, reasons for disciplinary action set out in Board policy or for no reason, as determined by the needs of the College District. For example, at-will employees may be dismissed at any time for the grounds for disciplinary action specifically listed in DMAA. At-will employees who are dismissed may request review of that decision through DGBA(LOCAL) and will receive pay through the end of the last day worked.

**Severance Benefits**

The College District must continually assess its operations, evaluate personnel, and allocate staffing wisely to operate efficiently and effectively. When a position(s) or an individual's employment with the College District is no longer supportable, the College District will take appropriate action.

In the case of an organizational change or position elimination, reasonable effort will be made to reassign displaced employees to available positions. If these efforts are not successful, severance benefits may be provided to ease the transition from employment. Exceptions to this severance benefits policy may be granted by the District President.

**Eligibility**

Under this policy, regular full-time noncontract staff who have completed their 90-day probationary period are eligible for severance benefits if:

1. The position they hold is eliminated and reassignment to a comparable or available position is not offered;
2. They are part of an early exit incentive program; or
3. Their employment is otherwise involuntarily terminated.

Employees within their 90-day probationary period, temporary employees, adjunct faculty, part-time employees, grant employees (unless allowed under the applicable grant), and contract employees are not eligible for severance benefits under this policy.

In the event of a position elimination or other organizational change, the College District will attempt to provide reasonable advance notice to these employees, when feasible.

**Severance Pay**

Eligible employees will be provided all benefits and compensation normally due to separating employees and COBRA or other insurance continuation options, if applicable.

Subject to receipt by the College District of a fully executed release of all claims in a form acceptable to the College District, severance-eligible employees may also be provided:

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1. Two calendar weeks of pay at the final base salary rate as notice or pay in-lieu-of notice;
2. One week of base pay as severance for each year of full-time service with the College District, generally to a maximum of six calendar weeks, which will be provided at the final base salary rate (excluding any other forms of final or additional pay due to the employee under applicable law); and
3. Outplacement assistance and career counseling services of the Human Resources department, if available.

Severance pay will not exceed the District President's contracting authority as set by Board policy CF.

**Distribution of  
Severance  
Benefits**

If pay-in-lieu of notice is provided, the employee will remain on the payroll on administrative leave until that period is exhausted. Severance pay will be distributed as a lump sum payment that will be issued after the employee signs the release and any required notice period is exhausted.

**Reemployment**

Employees who have received severance pay benefits are not eligible for reemployment with the College District until the notice period and severance pay distribution period have been fully exhausted or an agreement to reimburse severance pay for future weeks has been executed.

**Resignation**

The District President or designee is authorized to accept the resignation of an at-will employee at any time. The College District has the sole discretion to designate a resigning employee's earlier final day at work, whether or not the intended notice period has been fully satisfied. Once submitted and accepted, the resignation of an at-will employee may not be withdrawn without the consent of the District President or designee. [See DMD]

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Collin College is committed to providing a healthy and safe environment for students, faculty, staff and visitors by managing the presence of animals on property and in its facilities, while providing individuals with disabilities who use service or other animals the opportunity to receive the benefit of the tasks these animals perform in accordance with the requirements of applicable law.

The College District will allow animals to accompany an employee, student, or visitor on campus as provided in this policy. This policy does not apply to animals used by law enforcement officers in the carrying out of their duties. Animals not specifically allowed under this policy will not be permitted on any College District campus or in any College District facility.

### Service Animals

The College District allows the use of service animals as defined by the Americans with Disabilities Act, as amended, or state law. Currently, a service animal means a dog (such as a signal or guide dog), or in rare situations, another animal designated by federal law regulations, that has been individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other disability. The work or task that the service animal performs must be directly related to the individual's disability. Service animals are working animals, not pets. Animals that meet this definition are considered service animals regardless of whether they have been licensed or certified by a state or local government.

The College District allows service animals on campus, in its facilities, or at activities and events when accompanied by a person with a disability and the service animal is trained to provide, and does provide, a specific service to that person that is directly related to the person's disability.

Service animals, however, may not be permitted if the animal poses a substantial and direct threat to health or safety or when the animal constitutes a fundamental alteration to the nature of a college program or service.

A service animal must be under the control of its handler. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether

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would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). The care and supervision of the animal is the sole responsibility of the owner or handler.

Students with allergies to a service animal may request reasonable accommodations under the ADA through the ACCESS office.

The accompaniment of a person with a disability by a service animal in a location with health and safety restrictions are reviewed on a case-by-case basis by the appropriate department representative(s) in collaboration with the Human Resources Department or the ACCESS Office.

A person with a disability will be limited to one service animal unless an additional animal is necessary to provide a reasonable accommodation.

Service animals in training that are accompanied by an approved trainer are allowed the same access to campus as fully trained service dogs, except, animals in training are not permitted to reside in Student Housing. A student with a service animal who intends to reside on campus with the animal must notify the Student Housing Director of the need for a service animal's presence in advance of beginning residency following procedures outlined by Student Housing Department employees. Such prior notification allows the college to make appropriate arrangements and offer assistance prior to the student's arrival on campus.

### Responsibilities of Service Animal Owner or Handler

Service animal owners are financially responsible for damage or injury to others caused by their animal, including clean-up and disposal of animal waste and replacement or repair of property, and must take appropriate precautions to prevent property damage and/or injury to others while on college property.

If a service animal is disruptive in the classroom, an employee may ask the owner and their animal to leave the premises immediately.

Service animals must be under the control of the owner at all times and under the following circumstances:

- a. A service animal should be on a leash when not providing needed service.

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- b. To the extent possible the service animal should be unobtrusive to other individuals and the learning, living, working environment.
- c. A service animal may not be left tied or tethered out of the presence of its owner.
- d. Service animals are not permitted to block aisles, passageways, or fire egress.
- e. To the extent possible, the owner should ensure that the animal does not sniff or lick people, dining tables or the personal belongings of others.

The cost of care, arrangements, and well-being of a service animal are the sole responsibility of the owner, including keeping the animal free from fleas and ticks or other pests that may cause infestation.

Cleaning up after a service animal is the sole responsibility of the owner. In the event that the owner is not physically able to clean up after a service animal, the owner must delegate this responsibility to another individual who is capable of meeting this requirement at the owner's expense.

The service animal owner is responsible for complying with any relevant city, county, and/or state license and leash laws while the service animal is on college premises.

Any service animal found unattended on college property may be seized by authorized persons or animal control officers. Owners are responsible for any impound and/or license fees required to secure the release of their animals.

### *Inquiries Regarding Service Animals*

Individuals who are accompanied by a service animal must not be asked to identify the nature or extent of their disability. In regard to a service animal:

1. Employees will not inquire about the qualifications of a service animal when it is readily apparent that an animal is trained to do work or to perform a task for a person with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to a person with an observable mobility disability).

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2. If it is not readily apparent that an animal is performing work or a task on behalf of an individual with a disability, employees may only inquire:

a. Whether the animal is required because of a disability; and,

b. What work or task the animal has been trained to perform.

3. Individuals are not required to have an accommodation letter from the ACCESS Office to use a service animal on campus.

4. Employees will not require documentation of a service animal's certification, training, registration, or license as a service animal.

### Animals in Student Housing

Pets are not allowed in on-campus Student Housing. Service animals and Emotional Support Animals (ESA), as defined below, are permitted in on-campus Student Housing. ESAs are permitted in on-campus Student Housing when the ESA is approved by the ACCESS Office and is necessary for the resident with a documented disability to have equal access to housing.

An ESA or comfort animal means an animal that provides emotional support, well-being, comfort, or companionship and that a health care provider has recommended as an accommodation for a student with a disability. The comfort provided by these animals does not constitute work or tasks and ESAs are not service animals for purposes of this policy.

### Access

1. ESAs are not permitted in Collin College Student Housing until approved by the ACCESS Office through the appropriate process.

2. Approved ESAs must be contained within the Collin College Student Housing unit of the owner/handler, except when transported outside the residential area in an animal carrier or controlled leash/harness.

3. ESAs are not permitted on any Collin College campus or in any Collin College facility other than Collin College Student Housing.

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4. An ESA is considered an unreasonable accommodation if the ESA presents an undue financial or administrative burden on Collin College, poses a substantial and/or direct threat to personal or public safety, or constitutes a fundamental alteration of the nature of Collin College's educational programs or activities

### Requests for ESAs

Requests for an accommodation to have an ESA must be submitted with the ACCESS Office. ESAs will not be permitted in Student Housing without the written prior approval from the ACCESS Office. Collin College Student Housing will provide students with procedures for students to follow for ESAs in Student Housing.

### Required Documentation for Approval

The approval process for ESAs will require, in addition to other information, submission of the following to the ACCESS Office:

- a. current and appropriate documentation from a physician or licensed mental health professional that verifies the student is a person with a disability; describes how the animal assists the individual; and shows the relationship between the individual's disability and the need for the assistance provided by the ESA.
- b. Veterinary records or other evidence acceptable to the ACCESS Office verifying that the animal is in good health and is current with respect to all vaccinations, medications, or other items required or recommended by veterinarians regarding the breed or type of animal in question.
- c. ESA owners of dogs or cats must provide proof of current rabies vaccinations and wear rabies vaccination tags.

Completion and submission of forms with accompanying records to verify current subscription for ESA and vaccination and good health of the ESA must be provided to the ACCESS Office each time a lease is renewed. No ESA will be permitted in Student Housing without annual submission of the above-described information.

Collin College reserves the right to require updated veterinary records or other evidence of the health of the animal at any time.

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### Procedures

Student Housing procedures, as outlined in the Collin College Resident Handbook, will provide all requirements and expectations, including, but not limited to, the following:

1. Students living in Student Housing are permitted only one ESA at a time.
2. The approved ESA is allowed in Student Housing only as long as it is necessary for the resident's disability.
3. ESA approval is for a specific animal; therefore, a student must request approval for a replacement animal if necessary.
4. ESAs must be at least six months of age.
5. Generally, dogs and cats are commonly requested as ESAs although other animals (such as fish, turtles, or small birds) may serve in this capacity. For the health and safety of residents, the college is not required to grant non-domesticated, wild, or unique animals (such as snakes, reptiles, barnyards animals, monkeys, spiders, insects, or other animals) as reasonable accommodations.
6. If an animal begins residence in Student Housing prior to approval of the ACCESS Office and Student Housing, the college may request the owner remove the animal from Student Housing within 48 hours of notification. If the animal is not removed as requested, college officials may consider the animal a trespasser and contact the appropriate City of Plano authorities to remove the animal from Student Housing. Any costs associated with removal of the animal from college property is the responsibility of the animal's owner.
7. The owner of the approved ESA is responsible for ensuring all Collin College and Collin College Student Housing procedures and requirements for ESAs are followed.

### **Conflicting Disabilities**

In circumstances where the presence of a service animal or ESA in Student Housing may substantially impair another individual's physical or mental wellbeing, such as but not limited to allergies or

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phobias, the College District will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Conflicting disabilities involving students should be referred to the ACCESS Office. Conflicts involving employees should be referred to Human Resources.

### Animals for Instructional Purposes

The College District allows the use of instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission must be obtained from the appropriate academic dean and/or Campus Provost. The permission statement must clearly designate the date, location, and purpose for the animal's presence on campus. Each animal must be on a leash or equivalent and fully under the control of the handler. The handler will have documentation of current vaccinations for the animal. The care and supervision of the animal is the sole responsibility of the handler.

### Removal of Animals from Campus

The College District may request an owner or handler remove service animals or other animals from campus for reasons that include but are not limited to the following:

1. Failure to properly control the animal: The owner does not or cannot take effective action to control the animal. Improper animal behaviors that should be controlled include but are not limited to barking, growling, nipping, snapping, biting, lunging or jumping at people or other animals. The owner of an animal deemed to be out of control may be prohibited from bringing the service animal onto college property. ESA animals meeting these criteria may be excluded from Student Housing until the owner can demonstrate that they have taken significant steps to mitigate the behavior.
2. Non-Housebroken Animal: The animal is not housebroken (i.e., trained so that it controls its waste elimination) as determined by Student Housing employees.
3. Animal Care: It is determined by designated college officials that the animal's owner has failed to properly care for the animal. An owner must ensure that the animal, and its environment, are maintained in a healthy, clean

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manner. Instances of suspected abuse of an animal are referred to the Dean of Students, the Human Resources Department, or other appropriate authority.

4. Direct Threat: The animal is determined to be a substantial and direct threat to the health and safety of individuals. A direct threat may be based upon the poor health or hygiene of the animal, the behavior of the animal, or the presence of an animal in a sensitive area such as certain laboratories or mechanical or industrial areas.
5. Fundamental Alteration: The presence of an animal fundamentally alters a college program by requiring a significant alteration to the essential nature of the services, facilities, privileges, advantages, or accommodations offered.
6. Damage or Harm: The animal causes damage or harm to persons or property.
7. Responsibilities: The owner violates any of the responsibilities outlined in this policy or applicable procedures.

### Appeals and Grievances

Any individual who wishes to file a complaint for violation of this policy may file a complaint with the College District. See DGBA (for employee), FLD (for students), and GB (for community members).

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**Note:** This policy addresses complaints of dating violence, domestic violence, gender-based harassment, sex discrimination, sexual violence, sexual harassment, and stalking, targeting students participating in the College District's education program or activity. For legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL) and FFDB(LOCAL). For sex discrimination, sexual harassment, sexual violence, and retaliation targeting employees, see DIAA.

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**Statement of  
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**College District's  
Education Program  
or Activity**

The College District's education program or activity includes locations, events, or circumstances over which the institution exercises substantial control over both the respondent and the context in which the sexual harassment occurred. This policy applies to all of the College District's education programs and activities, whether such programs or activities occur on campus or off campus. The College District may address sexual harassment affecting its students that falls outside the jurisdiction of this policy in any manner it chooses, including, but not limited to, providing supportive measures or pursuing disciplinary action.

**Sex Discrimination**

Sex discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

**Sexual Harassment  
By an Employee**

For purposes of this policy, sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a College District program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct (i.e., quid pro quo harassment);
2. It is based on unwelcome conduct that a reasonable person would determine is so severe, persistent, pervasive, and objectively offensive that it limits or denies the student's educational access and/or ability to participate in or benefit from the College District's educational program; or

3. Any instance of sexual assault, as defined in the Jeanne Clery Disclosure of Campus Security Policy Campus Crime Statistics Act (Clery Act), and dating violence, domestic violence, or stalking, as defined in the Violence Against Women Act (VAWA).

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**Note:** Quid pro quo harassment, Clery Act, and VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because such misconduct is considered sufficiently serious to deprive a student of equal access.

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By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive, and objectively offensive that it limits or denies a student's ability to participate in or benefit from the College District's educational program. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

College District's  
Definition of  
Consent to Sexual  
Activity

For purposes of this policy, sexual activity requires consent, which is defined as an informed, voluntary, affirmative, and mutual agreement between the participants to engage in a specific sexual act. The following guidelines will be used to determine whether consent was obtained:

1. Consent to sexual activity can be communicated in a variety of ways, but one should not presume consent has been given in the absence of a clear, positive agreement.
2. Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. The absence of the word "no" or the like (e.g., "stop") does not imply consent.
3. Although consent can be nonverbal, verbal communication is the most reliable form of asking for and obtaining consent. Discussing desires, needs, and limitations with sexual partners provides a basis for positive sexual experiences shaped by mutual willingness and respect.

4. Presumptions based upon contextual factors (e.g., provocative clothing or dancing, etc.) are unwarranted, and should not be considered grounds for consent.
5. As defined in the State of Texas Penal Code 22.011 Sexual Assault, the age of sexual consent is 17. Therefore, consent cannot be obtained from someone who is under the age of 17, as that person is legally considered to be a minor.
6. Consent cannot be obtained from someone who is asleep, unconscious, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition (e.g., an intellectual or other disability). A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual violence.
7. Consent to some sexual acts does not constitute consent to other sexual acts.
8. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. If you proceed despite your partner's verbal and/or nonverbal communication to stop, you have committed sexual violence.
9. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.
10. A prior sexual encounter or pre-existing relationship does not indicate consent to current or future sexual activity.

### **Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, pervasive, and objectively offensive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

#### **Examples**

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes,

name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property. Examples may also include forms of dating violence, domestic violence, or stalking. Specific examples may be found in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

### **Dating Violence**

The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship will be determined based on a consideration of the following factors:

1. The length of the relationship;
2. The type of relationship; and
3. The frequency of interaction between the persons involved in the relationship.

(Office on Violence Against Women, United States Department of Justice: <https://www.justice.gov/ovw/dating-violence>)

### **Domestic Violence**

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- Any other member of the victim's family as defined by state law;
- Any other current or former member of the victim's household as defined by state law;
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

### **Stalking**

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

**False Claims**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding dating violence, domestic violence, gender-based harassment, sex discrimination, sexual violence, sexual harassment, and/or stalking will be subject to appropriate disciplinary action.

**Prohibited Conduct**

In this policy, the term "prohibited conduct" includes dating violence, domestic violence, sexual or gender-based harassment, sex discrimination, sexual violence, stalking, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**College District's  
Mandatory Response  
Obligations**

Deliberate  
Indifference  
Standard

The College District will respond promptly to sexual harassment, as defined in this policy, in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of known circumstances, or as otherwise required by applicable Title IX regulations. The College District's response obligations include, but are not limited to:

1. The College District must offer supportive measures to the person making the allegations (hereafter referred to as the "complainant").
2. The Title IX coordinator or designee must promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of supportive measures available with or without filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
3. The College District must follow a grievance process that complies with applicable federal Title IX regulations before the imposition of any disciplinary sanctions (or other actions that are not supportive measures) against a respondent.
4. The College District must not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with applicable federal Title IX regulations and this policy.

5. Under applicable federal Title IX regulations, the College District is required to investigate allegations of prohibited conduct as defined in this policy in any formal complaint, which can be filed by a complainant or submitted by a Title IX coordinator.
6. The federal Title IX regulations affirm that a complainant's wishes with respect to whether the institution investigates the complaint should be respected, unless the Title IX coordinator determines that submitting a formal complaint to initiate an investigation against the wishes of the complainant is not clearly unreasonable in light of the known circumstances.
7. The College District will dismiss the allegations in a formal complaint if such allegations do not meet the definitions of prohibited conduct outlined in this policy or did not occur in the institution's education program or activity. However, the College District may still address the allegations in any manner it deems appropriate (e.g., general investigation for violation of the Student Code of Conduct in the Student Handbook).

#### Definitions

When responding to prohibited conduct, applicable federal Title IX regulations provide clear definitions of a "complainant," "respondent," "formal complaint," and "supportive measures" so that recipients, students, and employees clearly understand how the College District must respond to incidents of prohibited conduct in a way that supports the alleged victim and treats both parties fairly. The College District adopts those definitions as outlined in applicable federal Title IX regulations which are listed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

#### *Formal Complaint*

In accordance with applicable federal Title IX regulations, a "formal complaint" is a document filed by a complainant or submitted by the Title IX coordinator that alleges prohibited conduct against a respondent and requests that the College District investigate the allegation of prohibited conduct, and meets the following requirements:

1. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in a College District education program or activity as defined in this policy.
2. A formal complaint may be filed with the Title IX coordinator in person, by mail, or by email by using the contact information required to be listed for the Title IX coordinator and by any additional method designated by the College District.
3. The phrase "document filed by a complainant" means a document or electronic submission (e.g., by email or through an

online portal provided by the College District specifically for this purpose) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

4. Where the Title IX coordinator submits a formal complaint, the Title IX coordinator is not a complainant or a party during the grievance process and must comply with the requirements for Title IX personnel to be free from conflicts and bias.

### **Reporting Procedures**

In accordance with applicable federal Title IX regulations, the College District utilizes a consistent, transparent grievance process for resolving formal complaints of prohibited conduct.

#### **Student Report**

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the appropriate Title IX coordinator, deputy Title IX coordinator, another employee, or, alternatively, submit the report electronically through the College District's website.

#### **Employee Report**

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct will immediately notify the Title IX coordinator or deputy Title IX coordinator and take any other steps required by this policy. Additionally, an employee may submit the report electronically via the College District's website or report it to the District President or designee.

### **Mandatory Reporting Under State Law for Incidents of Dating Violence, Sexual Violence, Sexual Harassment, and Stalking**

In accordance with Education Code Section 51.252, an employee who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual violence, dating violence, or stalking as defined in this policy, and is alleged to have been committed by or against a person who was a student enrolled at or an employee of the College District at the time of the incident, will promptly report the incident to the College District's Title IX coordinator or deputy Title IX coordinator. The report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

An employee who is designated by the College District as a person with whom students may speak confidentially concerning sexual harassment, sexual violence, dating violence, or stalking as defined in this policy, or who receives information regarding such an

incident under circumstances that render the employee's communications confidential or privileged under other law will, in making a report under this section, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. This requirement does not affect the employee's duty to report an incident under any other law.

*Exceptions*

An employee is not required to make a report concerning:

1. An incident in which the employee was a victim of dating violence, sexual violence, sexual harassment, or stalking; or
2. An incident in which the employee received information due to a disclosure made at a dating violence, sexual violence, sexual harassment, or stalking public awareness event sponsored by the College District or by a student organization affiliated with the College District.

Anonymous  
Reports

In accordance with Education Code Section 51.9365, College District students and employees can report prohibited conduct anonymously as provided on the Dean of Students page on the College District's website. However, the submission of an anonymous report may impair the College District's ability to investigate and address the prohibited conduct.

**Designated Title IX  
Coordinators**

For the purposes of this policy, the following are designated as the College District's Title IX coordinators.

Title IX  
Coordinators

Reports of dating violence, domestic violence, sex discrimination, sexual violence, sexual or gender-based harassment, and stalking may be directed to the Title IX coordinators. The College District designates the following persons to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

*Title IX  
Coordinator for  
Students*

Title IX Coordinator: Terrence Brennan, District Dean of Students

Address: 3452 Spur 399, McKinney, TX 75069

Telephone: (972) 881-5734

Email: [Title IX Coordinator email<sup>1</sup>](#)

Webpage: [Title IX/Sexual Misconduct webpage<sup>2</sup>](#)

*Deputy Title IX  
Coordinator for  
Students*

Name: Amy Throop

Position: Associate Dean of Students

Address: 2200 W University Drive, McKinney, TX 75071

Telephone: (972) 881-5667

	Email	<a href="#">Deputy Title IX Coordinator for Students</a> <sup>3</sup>
<i>Title IX Coordinator for Employees</i>	Name:	Floyd Nickerson
	Position:	Chief Human Resources Officer
	Address:	3452 Spur 399, McKinney, TX 75069
	Telephone:	(972) 599-3159
<i>Deputy Title IX Coordinator for Employees</i>	Name:	Tonya Jacobson
	Position:	Manager, HR/Employee Relations
	Address:	3452 Spur 399, McKinney, TX 75069
	Telephone:	(972) 758-3856

**Alternative  
Reporting  
Procedures**

A student will not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the District President.

A report under this policy against the District President may be made directly to the Board. If a report is made directly to the Board, the Board will appoint an appropriate person to conduct an investigation.

**Timely Reporting**

Reports of prohibited conduct will be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

**Amnesty**

In accordance with Education Code Section 51.9366, the College District will give amnesty to (i.e., not take disciplinary action against) a student who reports, in good faith, that the student was the victim of or a witness to an incident of prohibited conduct as defined by this policy. This amnesty policy applies regardless of the location at which the incident occurred or the outcome of the College District's disciplinary process regarding the incident, if any. This amnesty policy does not apply to a student who reports his or her own commission or assistance in the commission of prohibited conduct as defined by this policy.

**Consolidation of  
Reports and Other  
Requirements**

When the allegations underlying two or more complaints arise out of the same facts or circumstances, the College District may consolidate the complaints.

The College District will also provide other measures required by Title IX and applicable law, including, but not limited to, assistance by advisors, supportive measures, and notices to parties. Such re-

quired measures are described in detail in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

**Notice of Rights and Options**

In accordance with requirements under federal law, the College District will provide victims with written notification of their rights and options, which will outline appropriate on- and off-campus resources as well as steps a victim may want to take depending on the services the victim needs.

**Investigation of the Report**

The College District may request, but will not require, a written report of prohibited conduct. If a report is made orally, the College District official will reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official will immediately notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint in writing.

*Request Not to Investigate*

A complainant may request that the College District not investigate allegations or prohibited conduct. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District will promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District will take reasonable steps to protect the health and safety of the College District community.

Formal Resolution

If any of the parties decline to participate in informal resolution of the complaint or the College District official finds informal resolution of the complaint to be inappropriate, the College District official will authorize or undertake an investigation, except as provided below at Criminal Investigation.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District will promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

If, after engaging in an individualized safety and risk analysis, the College District determines that an immediate threat to the physical health or safety of any student or other individual, arising from the

College District  
Investigation

allegation of prohibited conduct, justifies the removal of the respondent, the College District will provide the respondent with written notice of this interim action and afford the respondent an opportunity to challenge the decision immediately after the removal.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator will have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures. The investigator will conduct a prompt, fair, and impartial process from the initial investigation to the final result. Investigation and resolution procedures and guidelines are also detailed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. Both the victim and student respondent may have an observer(s) present during any meeting with the investigator.

During the investigation:

1. The burden of gathering evidence and burden of proof must remain on the College District, not on the parties.
2. The College District must provide equal opportunity for the parties to present facts and expert witnesses and other inculpatory and exculpatory evidence.
3. The College District must not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no "gag orders").
4. The parties must have the same opportunity to select an advisor of the party's choice who may be, but need not be, an attorney.
5. The College District must send written notice of any investigative interviews, meetings, or hearings to the parties. This written notice must include a statement that the respondent is presumed not responsible and that a determination will not be made until the conclusion of the grievance process. If the scope of the investigation expands, the College District must issue a supplemental written notice to the parties providing additional details that also meet this standard.

6. The College District must send the parties and their advisors evidence directly related to the allegations, in electronic format or hard copy, and provide at least ten days for the parties to inspect, review, and respond to the evidence.
7. The College District must dismiss allegations of conduct that do not meet the federal Title IX definition of prohibited conduct or did not occur in the institution's education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the College District from addressing the conduct in any manner the institution deems appropriate (e.g., general discrimination or harassment complaint, Student Code of Conduct violation).
8. The College District may, at its discretion, dismiss a formal complaint or allegations contained therein, if:
  - a. The complainant informs the Title IX coordinator in writing that the complainant desired to withdraw the formal complaint or allegations contained therein;
  - b. The respondent is no longer enrolled at or employed by the College District; or
  - c. Specific circumstances prevent the College District from gathering sufficient evidence to reach a determination.
9. The College District must give the parties written notice of a dismissal, whether mandatory or discretionary, and the reasons for the dismissal.

Privacy Rights

Federal Title IX regulations protect the privacy of a party's medical, psychological, and similar treatment records by stating that the College District cannot access or use such records unless the College District obtains the party's voluntary, written consent to do so.

Criminal or  
Regulatory  
Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District will confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District will proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation and in compliance with applicable federal Title IX regulations. After the law enforcement or regulatory agency has completed gathering its evidence, the College District will promptly resume its investigation. Any delay under this provision will constitute good cause for an extension of timelines established by this policy and associated procedures.

### **Concluding the Investigation and Hearing**

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation and hearing should be completed within 60 College District business days from the date of the report; however, the investigator will take additional time if necessary to complete a thorough investigation.

The investigator will prepare a written report of the investigation. The report will be filed with the College District official overseeing the investigation. The investigation must result in an investigation report that fairly summarizes the investigation, and the report must be completed at least ten College District business days prior to the hearing. Access to this report must be given so that the complainant, respondent, and their respective advisors can meaningfully respond to the evidence prior to the conclusion of the investigation. The College District must send the evidence to each party and their advisors in electronic form and provide at least ten College District business days for them to submit a written response, which the investigator must consider before finalizing the investigation. The College District must make the evidence available again at any hearing, including for use in cross-examination.

### **Hearings**

In accordance with applicable federal Title IX regulations, the College District will provide for a live hearing. During this live hearing:

1. A decision-maker must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those bearing on credibility.
2. Cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice, and never by a party personally.
3. If a party is unable to obtain an advisor, the College District must provide one, free of charge, for the purpose of conducting cross-examination for the party. The advisor provided does not have to be, but may be, an attorney.
4. While the hearing must be "live," at either party's request, the College District must provide the parties with separate rooms and use technology so the decision-maker and parties may simultaneously see and hear the questions.
5. At the hearing, the decision-maker has the responsibility to determine the relevancy of questions and explain in real time any decision not to permit a certain line of questioning.
6. During the investigation or hearing, questioning concerning a complainant's sexual history is generally not permitted, unless allowed by Title IX regulations.

7. ~~If a~~ party or witness may ~~refuses~~ to submit to cross-examination during a live hearing. ~~If a party or witness does not submit to cross-examination during a live hearing, that individual's statements may be relied on by the decision-makers(s) in reaching a determination regarding responsibility. the College District is required to ignore that person's statement and reach a decision based on the remaining body of relevant evidence.~~ The College District is not ~~, however,~~ permitted to draw an adverse inference based on the mere fact that an individual refused to submit to cross-examination.
8. During the hearing, questions and evidence about the complainant's sexual predisposition or prior sexual behavior will be considered irrelevant, unless offered to prove that someone other than the respondent committed the alleged misconduct or to prove consent.
9. The College District must make an audio or video recording of the hearing, or a transcript, and make it available to the parties for inspection and review.
10. The decision-maker(s) facilitating the live hearing must not be the same person(s) as the Title IX coordinator or investigator(s).
11. After the hearing, the decision-maker(s) must issue a written determination of responsibility applying the preponderance of the evidence standard (i.e., more likely than not to have occurred). The written determination must include the following elements:
  - a. Identification of the allegations at issue;
  - b. A description of the procedural steps taken throughout the case;
  - c. Findings of fact supporting the determination;
  - d. Conclusions regarding application of the College District's Title IX policy;
  - e. A statement and rationale as to the determination for each allegation;
  - f. A statement of any disciplinary sanction and whether any remedies will be provided to the complainant; and
  - g. A description of the procedures and permissible ground for appeal.

12. The decision-maker's written determination must be sent simultaneously to the parties along with information about how to file an appeal.

Notification of the  
Outcome

The College District will provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed. The parties will be given the opportunity to respond to the report.

Upon written request, the College District will disclose to the alleged victim of a crime of violence, as defined in Title 18 Section 16, United States Code, or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by the College District against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the College District will treat the victim's next of kin as the alleged victim.

**College District  
Action**

Prohibited Conduct

The College District will determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using the preponderance of the evidence standard (i.e., more likely than not to have occurred). If the results of an investigation and live hearing indicate that prohibited conduct occurred, the College District will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. [See FM and FMA]

*Corrective Action*

Examples of corrective action may include, but are not limited to, the following:

1. Implementing the disciplinary measures or penalties described in FM(Local) for students;
2. Providing a training program for those involved in the complaint;
3. Providing a comprehensive education program for the College District community;
4. Providing counseling for the complainant and respondent;
5. Permitting the complainant or respondent to drop a course in which they both are enrolled without penalty;
6. Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
7. Involving students in efforts to identify problems and improve the College District climate;

8. Increasing staff monitoring of areas where prohibited conduct has occurred;
9. Reaffirming the College District's policy against dating violence, domestic violence, gender-based harassment, sex discrimination, sexual violence, sexual harassment, and stalking;
10. Taking other actions allowed by Board policy.

Exception

The College District will minimize attempts to require a student who complains of prohibited conduct as defined by this policy to resolve the problem directly with the person who engaged in the prohibited conduct; however, if that is the most appropriate resolution method, the College District will be involved in an appropriate manner.

Improper Conduct

If the College District determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District may take other appropriate disciplinary action in accordance with College District policy and procedures or other corrective action calculated to address the conduct.

### Dismissal of Complaint

Mandatory Dismissal

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law. Mandatory dismissal provisions include the following:

1. The alleged conduct is determined to not constitute sexual harassment, as defined in this policy;
2. The alleged conduct is determined not to have occurred within a College District's education program or activity; or
3. The alleged conduct is determined not to have occurred against a person in the United States.

Permissive Dismissal

Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

Permissive or discretionary dismissal provisions include the following:

1. The complainant would like to withdraw the complaint;
2. The respondent is no longer enrolled at or employed by the College District; or

3. Specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

Notice of Dismissal

Upon dismissal of a complaint, the designated Title IX coordinator or the deputy Title IX coordinator will provide the parties written notice of the dismissal.

**Confidentiality**

To the greatest extent possible, the College District will respect the privacy of the complainant, respondent, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

Either the complainant or respondent may appeal the determination rendered as a result of the investigation and live hearing, or any discretionary dismissal of the complaint, on the following permissible grounds:

1. Procedural irregularity that affected the outcome;
2. New evidence not reasonably available that could affect the outcome; and/or
3. Conflict of interest or bias by the College District's participants that affected the outcome.

The College District will ensure that the following elements are present during the course of the appeal:

1. The non-appealing party will be notified of the appeal and allowed to submit a written statement in response.
2. The appeal decision-maker(s) cannot be the same individuals as the hearing decision-maker(s). Nor can the appeal decision-maker(s) be the Title IX coordinator or the investigator(s) on the case.
3. The appeal must conclude with a written decision describing the appeal and the rationale for the result that is provided to the complainant and respondent simultaneously.

Appeals under this policy will be submitted to the appeals officer or administrator designated by the College District. The applicable appeal deadlines and guidelines detailed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees* will be followed. The College District will provide written notice of the outcome of any appeal, within the extent permitted by FERPA or other law, to the complainant and the respondent.

Upon written request, the College District will disclose to the alleged victim of a crime of violence, as defined in Title 18, Section

16, United States Code, or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by the College District against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the College District will treat the victim's next of kin as the alleged victim.

### **Informal Resolution**

After a formal complaint is filed, the College District may permit the voluntary use of an informal resolution process at any time prior to a final determination. The parties must provide their voluntary consent in writing to participate in such a process.

Prior to commencing an informal resolution process, the College District will provide the parties with the required written notice of the allegations and a description of the parameters of the informal resolution process. The notice will include a statement that a party is permitted to withdraw from the informal resolution process and resume the formal process at any time prior to a resolution being reached.

Informal resolution is prohibited in any case where a College District employee is accused of committing prohibited conduct against a student.

The College District will not require the parties to waive their rights to a formal process and agree to informal resolution as a condition of enrollment or employment.

### **Retaliation**

Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited. Neither the College District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by applicable federal Title IX regulation; this policy; or because the individual has made a report or complaint, testified, assisted with, participated in, or refused to participate in a Title IX investigation, proceeding, or hearing.

Charging an individual with a violation(s) that does not involve sexual harassment, but arises out of the same facts or circumstances as a formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by applicable federal Title IX regulations, constitutes retaliation.

In an effort to prevent acts of retaliation, the College District will keep confidential and not disclose the identities of complainants, respondents, and witnesses, except as permitted by FERPA, required by law, or necessary to investigate and resolve a Title IX complaint.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a violation(s) for making a materially false statement in bad faith during the course of a Title IX grievance proceeding does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

Complaints alleging retaliation in connection with a complaint or investigation of prohibited conduct will be addressed in accordance with this policy. Complaints alleging retaliation in connection with other policies or laws may be filed in accordance with the College District's prompt and equitable grievance procedures. [See FFDB and FLD]

### **Other Appeals**

Appeals for complaints of prohibited conduct or Title IX violations will be processed as detailed in the College District's Title IX Complaint Resolution Process Handbook for Students and Employees. All other appeals outside of this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FMA(LOCAL) for students, and GB(LOCAL) for community members]

The College District will provide written notice of the outcome of any appeal(s), within the extent permitted by FERPA or other law, to the victim and the person against whom the complaint is filed. The parties will be given the opportunity to respond to the report.

### **Complaints Filed with OCR**

A party will also be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).

### **Records Retention**

Retention of records will be in accordance with the College District's records retention procedures. [See CIA]

Records of formal complaint resolutions and informal resolutions will be retained by the College District for a period of seven years. The College District will retain all materials used to train institutional participants in the various phases of the resolution process, including the Title IX coordinators and decision-makers. All materials utilized to train Title IX coordinators, investigators, hearing panel participants, and decision-makers will be made available in accordance with applicable federal Title IX regulation requirements.

In instances where the College District receives a report of prohibited conduct, but a formal complaint is not filed, the institution will maintain a record of all actions taken, including supportive

**Access to Policy,  
Procedures, and  
Related Materials**

measures, for a period of seven years. In these instances, the College District will include a written rationale explaining why a formal complaint was not filed.

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, will be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials will also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures will be readily available at the College District's administrative offices and will be distributed to a student or employee who makes a report.

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<sup>1</sup> Title IX Coordinator email: <mailto:tbrennan@collin.edu>

<sup>2</sup> Title IX/Sexual Misconduct webpage: <https://www.collin.edu/titleix>

<sup>3</sup> Deputy Title IX Coordinator for Students email: <mailto:athroop@collin.edu>

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**Note:** For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

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**Use of College District Facilities**

The College District's facilities and property are intended primarily for the support of the instructional programs of the College District and for the support of programs conducted or sponsored by the College District's academic and administrative departments or organizations affiliated with those departments.

**Definitions**

As used within this policy, the terms "disrupt," "disruptive," "disturb," and "disturbances" are defined as activities or actions that cause disorder or turmoil in the College District's, classes, programs and services or that interfere with or interrupt planned activities, or other operations of the College District by noise or movement.

As used within this policy, the term "expressive activities" means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and which includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech such as advertisements for products or services.

As used within this policy, the term "amplified sound" means sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means, such as by a megaphone. The use of a single microphone for a guest speaker, shouting, chanting, and playing acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound, but are subject to the general rules on disruption.

As used within this policy, the term "guest speaker" means an individual speaker or performer who is not a student, faculty member, employee, or Board member of the College District.

**Limited Public Forum and Public Assembly Use**

The buildings, classrooms, libraries, facilities, grounds, and property owned or controlled by the College District are not a traditional public forum open for assembly, debate, demonstrations, or similar activities by members of the general public, subject to some exceptions, and applicable state law concerning common outdoor areas. [See GD(LEGAL)]

**For-Profit Use**

The College District does not permit individuals or for-profit organizations to use its facilities for their own financial gain, including for marketing, promotional, course instruction, or other profit-generating activities. The College District does not permit private academic instruction, courses, or student recruitment by individuals or by for-profit organizations at its facilities. This does not exclude institutions of higher education or third-party organizations from participating in College District-approved or -sponsored transfer and recruitment fairs.

The College District does permit the rental of College District facilities for third-party corporate or employee training programs and educational testing, as well as for public meetings, performances, and presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

**Nonprofit Use**

The College District may permit 501(c)(3) nonprofit organizations to rent space and host events on College District property when these activities do not conflict with College District use or with this policy.

**Private Use**

College District facilities are not available for use or for rental to individuals for private gatherings sponsored by private individuals.

**Fundraising Use**

Only civic, educational, and student organizations and individuals authorized by the College District are allowed to sponsor and engage in fundraising activities using College District facilities. All external requests must be submitted for approval to Conference Services.

**Campaign-Related Use**

The College District permits open forums and town hall events scheduled through Conference Services or hosted by the College District for elected officials and those who have filed to run for elected office, based on space availability and adherence to the College District's standard room reservation approval process. However, except to the extent a College District facility is used as an official polling place, College District facilities are not available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law. [See Election/Campaign Signs and Tents, below]

In accordance with the Texas Election Code, the following definitions will apply:

1. "Political Advertising" means a communication supporting or opposing a candidate for nomination or election to a public office or office of a political party, a political party, a public officer, or a measure that:

- a. In return for consideration, is published in a newspaper, magazine, or other periodical or is broadcast by radio or television; or
  - b. Appears:
    - (1) In a pamphlet, circular, flier, billboard or other sign, bumper sticker, or similar form of written communication; or
    - (2) On an internet website.
2. "Campaign communication" means a written or oral communication relating to a campaign for nomination or election to public office or office of a political party or to a campaign on a measure.
3. "Electioneering" includes the posting, using, or distributing political signs or literature:
- a. During the time an early voting polling place is open for the conduct of early voting, a person may not electioneer for or against any candidate, measure, or political party in or within 100 feet of an outside door through which a voter may enter the building or structure in which the early voting polling place is located.
  - b. The entity that owns or controls a public building being used as an early voting polling place may not, at any time during the early voting period, prohibit electioneering on the building's premises outside of the area described in 1.b, above, but may enact reasonable regulations concerning the time, place, and manner of electioneering.

The College District does not permit external individuals or groups to use College District facilities to access students, faculty, or staff for private purposes, including gathering signatures for petitions. Limited public forum areas are designated at each campus for this purpose. [See GD(LEGAL)]

#### **Recreational Use**

Approval from the Conference Services Department is required for use of the College District's indoor and outdoor recreational facilities, such as the gym, tennis courts, and the like when the facilities are not in use by the College District or for another scheduled purpose.

#### **Emergency Use**

In case of emergencies or disasters, the District President or designee may authorize the use of College District facilities by civil defense, health, or emergency service authorities.

**Expressive Activities  
in Common Outdoor  
Areas**

Community members may only engage in expressive activities in common outdoor areas (as defined in this policy) of the College District, as long as the conduct is not unlawful and does not materially and substantially disrupt the functioning and operations of the College District. Common outdoor areas are designated by state law as traditional public forums.

To preserve the functions and operations of the College District, expressive activities in common outdoor areas are subject to the time, place, and manner rules listed in this policy.

The “common outdoor areas” of the College District mean outdoor space that is at least 75 feet from any College District building entrance or window and that is not used, on either a permanent or temporary basis, for the College District’s:

1. Business or operations;
2. Sponsored events;
3. Educational functions; or
4. Research functions.

Common outdoor areas do not include the buildings, classrooms, libraries, facilities, student housing or residential outdoor spaces managed by the College District, outdoor surfaces of college buildings, surfaces associated with or connected to a college building, a college structure, spaces dedicated to temporary outdoor banners, spaces dedicated to temporary outdoor exhibits, or any other space within the College District’s limited public forum.

**Requests for Use of  
Facilities**

To request permission to meet in College District facilities or limited public forums, interested community members or organizations will file a written application with the Conference Services Department in accordance with administrative procedures.

The community members or organization making the request will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules. The application will be submitted at least ten business days prior to the proposed use but not more than four months prior to the proposed use for all spaces other than conference centers. Conference centers may be booked no more than 12 months in advance. Requests for exceptions to the timeline may be approved by the Conference Services Department. Use of College District facilities may not commence until it is approved, in writing, by the Conference Services Department.

Requests for community use of College District facilities will be considered on a first-come, first-served basis. However, requests received on the same day will be prioritized as follows:

1. Classroom instruction and other official College District functions and programs;
2. Requests by recognized student organizations and employee organizations;
3. Activities sponsored by non-College District, nonprofit organizations that are open to the public; and
4. Authorized activities that do not fall within the above categories.

Organizations from within the College District's service area will be given priority over requests from organizations located outside the College District's service area.

Events that directly benefit the citizens of the College District will be given priority over events that specifically target larger groups or groups from outside the College District.

Programs offered through the facilities rental program [see items 3 and 4, above] will be made through a signed facilities use agreement between the College District and the renter. The College District name and its trademarked logo may not be used by the requestor or approved user. The College District's name is only authorized for use in marketing materials as it relates to providing the location and directional information for the event.

The College District reserves the right to modify these priorities without notice as deemed necessary to accomplish its objectives.

### **Approval**

The Conference Services Department will approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, or academic viewpoint, or other content of the speech likely to be associated with use of the facility by community members or organizations. The request will be approved or denied in writing within ten business days of receiving the application.

Approval of requests for the use of facilities will not be based upon the applicant's race, religion, age, disability, color, sex, national origin, veteran status, or other legally protected class.

College District facilities will not be available for long-term use. Long-term use will be defined as use of the facility for more than five days per month or for more than three weekends per month.

Facilities use requests will be considered for a time period not to exceed four calendar months, coinciding with the fall, spring, and summer College District semesters.

Failure to comply with the conditions outlined in this policy and the facilities use agreement may result in penalties, including but not limited to, restrictions on future rental of College District facilities and/or an additional damage/cleaning fee as provided for in the facilities use agreement. The amount should be included in the contract and/or in procedures.

Approval will not be granted when the Conference Services Department has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a prior sanction [see Violations of Policy, below];
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District as determined by the College District, including the sole discretion of the District President or designee;
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program, other planned activities, or other operations of the College District;
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property at an event;
7. The applicant failed to supply the requested information on the application;
8. The application contains a material misrepresentation of fact as determined at the sole discretion of the College District; or
9. The proposed use is not at a suitable location because the design or dimensions of the event will substantially interfere with pedestrian access, traffic flow, or public safety in or near the same area as the proposed event.

**Written Notice if  
Request Rejected**

The Associate Vice President of Financial Services and Reporting or designee will review any recommendations to deny the use of

**Use of Common  
Outdoor Areas by  
Community  
Members**

College District facilities to an external group and communicate with the requestor if a request to rent facilities is denied.

A community member does not need a College District permit or reservation for the exercise of expressive activities in common outdoor areas. Expressive activity may occur in those common outdoor areas of the College District that are not in use by others. Community members may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

However, community members may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person's or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.

In addition, when outdoor space is being used, even on a temporary basis, for College District business, operations, events, an educational function, or a research function, it is not part of the common outdoor area available for use for others' expressive activities.

Reservations for assembly or expressive activities in the common outdoor areas of the College District may be made through the Conference Services Department on a form prescribed by them or through a request sent to [reserveCOA@collin.edu](mailto:reserveCOA@collin.edu). If the expected attendance at an assembly or expressive activity is 15 or more people, advance notice and a reservation of no less than two weeks is recommended. Persons and organizations are encouraged to seek a reservation of a space that is suited to their assembly's anticipated size.

**Time, Place, and  
Manner Rules for  
Common Outdoor  
Areas**

In addition to the specific rules addressed in this policy for Required Conduct, Distribution of Literature, and Permissible Solicitation, the following rules will also apply to the use of common outdoor areas:

1. Expressive activities may not be disruptive.
2. Expressive activities may not include statements directed to inciting or producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law, including but not limited to, violence or threats of violence.
3. Literature may be distributed, but not sold.
4. Any person who uses common outdoor areas or distributes literature or materials in common outdoor areas, is responsible for cleaning up any literature, materials, or other trash that was discarded or leftover.
5. Signs may not be larger than 24" x 24". Signs may be held or carried by hand. However, signs may not be attached to sticks, poles, wooden or metal handles, or other similar assembled items.
6. Signs constructed of rigid materials, including sticks, poles, wood, metal, hard plastic, or other materials that could be construed as a hazard are not permitted.
7. Any person holding or carrying a sign will exercise due care to avoid bumping, hitting, or injuring any other person.
8. Banners on poles may not be carried by individuals.
9. Hand-held banners carried by two or more individuals (without poles) are permitted in temporary banner spaces designated by the College District.
10. Tables may not be set up in common outdoor areas, unless it is requested by a student or student organization in advance through a request submitted to the Conference Services Department. Otherwise, community members may not set up any tables in common outdoor areas of the College District.
11. Amplified sound may not be used in common outdoor areas, particularly when it disrupts College District business, operations, meetings, events, an educational function, or a research function.
12. Guest speakers are allowed in common outdoor areas.
13. Guest speakers may not distribute literature that violates the rules in this policy.
14. Guest speakers may not accost bystanders or others who have chosen not to attend the speech or discussion.

15. Guest speakers may not set up exhibits or tables outside of the common outdoor areas or inside College District buildings or facilities.
16. For any assembly, with or without a guest speaker, that has an expected attendance of 15 or more participants (including counter-demonstrators), advance notice and a reservation are encouraged to help the Conference Services Department improve the safety and success of expressive activity.

If there is uncertainty about applicable rules, the appropriateness of the planned location, or possible conflict with other events, persons, and organizations are encouraged to consult the dean of students. Should the size of the assembly exceed the maximum number of participants that is safe for a given location, participants will be directed by campus authorities to relocate to a space that is better suited to the size of the assembly.

**Written Agreement  
Required for Use of  
Facilities**

Any community member or organization approved for use of College District facilities not related to the College District will be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations prior to a facilities use agreement being approved. This includes an acknowledgment that the College District is not liable for any personal injury or damages to personal property occurring during the use by the community member or organization.

**Fees for Use**

A community member or organization authorized to use College District facilities will be charged a fee for the use of designated facilities.

The Board delegates to the District President or designee the responsibility to establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, media, and technology services. All fees must be paid in advance (or an authorized purchase order) in accordance with the College District's facilities use agreement.

Fees will not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.

The Board delegates to the District President or designee the authority to waive the facility use rental fee if the requested use serves an appropriate College District or public purpose.

**On-Site Personnel**

When a College District facility is being used, an employee of the College District will be on the premises and will be fully in charge of the facility being used.

The College District's representative is responsible for ensuring compliance with the requirements of this policy during the event.

**Required Conduct**

Community members and organizations using College District facilities will:

1. Conduct business in an orderly manner;
2. Abide by all laws, policies, and procedures, including, but not limited to, those regulating the use, sale, or possession of alcoholic beverages, illegal drugs, tobacco products, and firearms on College District property, and the requirements in the facilities use agreement; [See CHF and GDA]
3. Make no alteration, temporary or permanent, to College District property without prior written consent from the District President or designee; and
4. Be responsible for the cost of repairing any damages incurred during use and will be required to indemnify the College District for the cost of any such repairs.

Additionally, community members and organizations using College District facilities (outside of common outdoor areas) may request table space for students to visit and learn about the table sponsor's activities and may distribute literature, subject to the reasonable time, place, and manner restrictions designated by the College District.

Distribution of literature not published by the College District and activities of the organizations and individuals using College District facilities will be conducted in a manner that:

1. Is not disruptive;
2. Does not impede reasonable access to College District facilities or deny the use of offices or other facilities to students, faculty, staff, or guests of the College District;
3. Does not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress or egress to and from property, buildings, or facilities;
4. Does not threaten or endanger the safety of any person on College District premises;
5. Does not harass, badger, coerce, or intimidate another person or force material on an unwilling participant or accost or approach individuals not in the immediate vicinity of the assigned table space or use areas designated by the College District;

6. Does not involve conduct that is likely to result in damage to or destruction of property or cause disruption in utilities;
7. Does not create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen;
8. Does not attempt to prevent a College District event or other lawful assembly by the threat or use of force or violence;
9. Does not interfere with the rights of others as determined by the College District; and
10. Does not violate local, state, or federal laws or College District policies and procedures.

Location and placement of assigned tables and chairs will be made at the discretion of the Conference Services Department, based on availability, and the Conference Services Department will ensure that such external events do not interfere with the conduct of any student or College District event.

The consumption of food and beverages will be restricted in accordance with the facilities use agreement.

Groups or organizations using College District facilities will conform to all federal and state statutes, county and municipal ordinances, and fire regulations.

Decorations must be flame retardant and will be erected and taken down in a manner not destructive to College District property or facilities. The use of any material or device that constitutes a hazard to people, equipment, property, and/or facilities is expressly prohibited.

The renter is responsible for clean-up of the space and for clearing the area of discarded or leftover literature.

In addition to the rental fee for use of the facility, the renter will be billed for any cleanup expenses that may result if materials are not removed in a timely manner or if storage of renter-owned materials is required.

Events that include attendance of or participation by minors will require adult supervision by the sponsoring organization.

College District apparatus, furniture, or equipment will not be removed, altered, or displaced without permission from an authorized College District official. Renters are not authorized to bring in their own furniture or fixtures.

The renter is liable for the care and protection of College District property and/or facilities and will be charged for any damages sustained by the premises, furniture, or equipment because of the occupancy.

At the sole discretion of the Conference Services Department, rental agreements for use of any College District facility will be revoked when facilities are misused or when the foregoing rules are violated. Facilities use agreements may not be renewed when revoked for misuse.

The renter is responsible for any and all loss, accidents, neglect, injury, or damage to person, life, property, or facilities that may be the result of, or caused by, the renter's occupancy of the facilities or premises for which the College District might be held liable. The renter will protect and indemnify the College District, the Board, and any officer, agent, or employee of the College District and save them harmless in every way from all suits or actions at law for damage or injury to person, life, property, or facilities that may arise, or be occasioned in any way, because of the occupancy of the facilities or premises, regardless of responsibility or negligence.

The College District may require each renter to provide a valid certificate of insurance in a type and in an amount specified by the College District.

**Identification**

A community member or organization leasing campus facilities and/or distributing materials on campus will provide identification when requested to do so by a College District representative.

Any student who refuses to identify himself or herself fully may be subject to College District discipline, which may include suspension.

**Distribution of Literature**

Any written or printed materials, handbills, photographs, pictures, films, tapes, giveaways, handouts, or other visual or auditory materials not sponsored by the College District must comply with this policy. Such materials will not be sold, circulated, distributed, or posted on any College District facilities or common outdoor areas by any community member or organization, including a College District-support organization, except in accordance with this policy.

Approved individuals renting or using College District facilities may distribute handouts associated with the event to its members and guests.

The College District is not responsible for, nor does the College District endorse, the contents of any materials or literature distributed by a community member or organization.

[See CHE regarding use of the College District's internal mail system and FLA regarding distribution of literature by students and registered student organizations]

Materials or literature will not be distributed by a community member or organization on College District property if, in the sole discretion of the College District:

1. The materials are obscene;
2. The materials contain defamatory statements;
3. The materials advocate illegal conduct, imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Solicitation Requirements, below]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

**Time, Place, and Manner Restrictions for Distribution of Literature**

A community member or organization that has been approved to rent a campus facility, has signed the required written facilities use agreement, and has paid any required fees may distribute literature to its members and guests during the time period covered by the written agreement and in the location covered in the written agreement.

**Permissible Solicitation**

As used in this policy, the word "solicitation" will mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by an entity.

The only solicitation permitted in or on any property or facilities either owned or controlled by the College District will be in accordance with the following:

1. The sale or offer for sale of any food or drink item by authorized student organizations in an area designated in advance by the appropriate College District representative.
2. The collection of membership fees or dues by approved student organizations at meetings of such organizations scheduled in accordance with College District regulations on the use of facilities.

3. The collection of admission fees for the exhibition of movies or other programs scheduled in accordance with College District policies and procedures.

**Solicitation  
Requirements**

Such approved solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation will not disturb or interfere with the regular academic or institutional programs and activities being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation will not harass, embarrass, or intimidate the person or persons being solicited.
4. Violations will be addressed through the appropriate College District policy and may result in the organization being prohibited from further solicitation for a designated period of time. [See FKC(LOCAL)]

For the purposes of this policy, "sign" will be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; "posting" will be defined as any means used for displaying a sign. Requirements for election signs are described below at Election/Campaign Signs and Tents.

No person or organization may post a sign that is obscene, incites illegal activity, is libelous, or contains nonpermissible solicitation. [See FI(LOCAL) or FKA(LOCAL)]

Except for nonpermissible signs, as defined herein, an entity may publicly post a sign on College District property or facilities only in designated areas or display a sign in common outdoor areas subject to the procedures in this policy. No object other than a sign may be posted on College District property or facilities.

Before publicly posting a sign, an entity will:

1. Submit the proposed sign to the student engagement office staff or a designated representative for review and consideration.
2. Provide pertinent information including the:

- a. Name and phone number of the student, approved student organization, department, or community member, which must be included on all items to be posted;
- b. Proposed general location for posting the sign; and
- c. Length of time the sign will be posted.

Upon receipt, the student engagement office staff or designated representative will ensure that the pertinent information listed above is included and that the following guidelines are applied:

1. Approved items, with a maximum size of 24" x 24", will be posted neatly on appropriate bulletin boards by student engagement office personnel or a designated representative, subject to space availability.
2. Items will receive an approval stamp dated and signed by student engagement office personnel or a designated representative for each item to be posted.
3. Materials generally will be approved for a maximum period of four weeks.
4. Materials that do not conform to these posting procedures and guidelines will be subject to immediate removal.

A sign may not be:

1. Attached to:
  - a. A shrub or plant.
  - b. A College District vehicle.
  - c. A permanent sign installed for another purpose.
  - d. A fence or chain or its supporting structure.
  - e. A brick, concrete, or masonry structure.
  - f. A statue, monument, or similar structure.
2. Posted:
  - a. On or adjacent to a fire hydrant.
  - b. On or between a curb and sidewalk.
  - c. In a College District building or facility except on a bulletin board designated for that purpose.

The student engagement office staff or designated representative will remove all signs no later than one week after the expired approval stamp date. No person will remove a sign posted or attached in accordance with this section without permission from the student engagement office or designated representative.

**Nonpermissible Signs**

No entity will post or carry a sign that:

1. Involves nonpermissible solicitation;
2. Contains material that is obscene or libelous; or
3. Is larger than 24" x 24", unless authorized by the associate dean of student and enrollment services.

**Election / Campaign Signs and Tents**

Election campaign signs will be limited to five signs per candidate at each College District polling site, at a location designated by the appropriate campus vice president/provost, during the period of early voting and on Election Day when the campus is a voting site. Such signs will be limited to a size not to exceed 24" x 24" and must be either hand-held or staked into the ground. However, use of t-posts will not be allowed.

Signs placed outside of the designated location will be removed by the facilities/plant manager or designee and held for pick up in the plant facility for not longer than five days from removal. If not picked up within five days, the College District will dispose of the signs.

Issues-based campaign signs are limited to three signs per political action committee per issue, either supporting or opposing the issue.

Tents, awnings, and shelters will not be permitted on College District property. Amplified sound will not be permitted within 1,000 feet of the polling location.

All electioneering must comply with applicable election laws.

**Classroom Bulletin Boards**

Bulletin boards located both inside and directly outside each classroom will be under the jurisdiction of the appropriate vice president/provost or designated representative.

**Violations of Policy**

Failure to comply with the policy and procedures regarding community use of College District common outdoor areas, College District facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation or discarding of nonconforming materials. Community members or off-campus organizations who violate the

rules in this policy may also be subject to criminal trespass charges or other lawful measures.

**Publication**

This policy and associated procedures must be posted on the College District's website and will also be distributed to students and employees. [See DGC and FLA]

**Alcohol and Drug Use Prohibited**

The use of alcohol and intoxicating beverages is prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas.

Any person who appears to be under the influence of intoxicating liquor or drugs will be denied access to and/or the use of College District property or facilities.

**Alcohol and Drug Use Exception**

With the prior consent and approval of the District President or designee, the provisions herein may be waived for specified culinary instructional programs or with respect to any specific event that is sponsored by the College District and/or the Collin College Foundation. State law will be strictly enforced at all times on all property or facilities controlled by the College District in regard to the possession and consumption of alcoholic beverages.

**Children on Campus**

Unattended children will not be allowed in College District facilities at any time. For the purpose of this policy, children are defined as minors who are not currently enrolled in College District classes, meeting with College District personnel, or participating in approved programs with the College District.

Students may not bring children to orientations, classes, labs, testing centers, or other academic programs. The parent or guardian who violates this policy will be interrupted from his or her campus activity and be required to supervise the child or make other suitable arrangements.

College District employees are prohibited from bringing children to work other than for approved programs with the College District.

**Animals on Campus**

The College District will allow ~~certain service~~ animals to accompany a student or visitor on campus in accordance with Board policy. [See FAA]. All other animals will not be permitted on any College District campus or in any College District facility.

~~, in accordance with the following:~~

- ~~1. Instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission will be obtained from the appropriate academic dean. The permission statement will clearly~~

~~designate the date, location, and purpose for the animal's presence on campus. Each animal will be on a leash or equivalent and fully under the control of the handler. The handler will have documentation of current vaccinations for the animal. The care and supervision of the animal will be the sole responsibility of the handler.~~

- ~~2. Service animals as defined by the Americans with Disabilities Act (ADA) and used as guide dogs or signal dogs or other dogs individually trained to provide assistance to an individual with a disability. Service animals are working animals, not pets. Animals that meet this definition will be considered service animals regardless of whether they have been licensed or certified by a state or local government. Service animals will be on a leash at all times and/or under the control of the individual with a disability. The care and supervision of the animal will be the sole responsibility of the handler. Students with allergies to a service animal may request reasonable accommodations under the ADA.~~

~~All other animals will not be permitted on any College District campus or in any College District facility.~~

**Collin County Community College District Board of Trustees**

2021-10-3

October 26, 2021

Resource: Christopher G. Eyle  
Vice President of Facilities & Construction

**AGENDA ITEM:** Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the District President to Execute a Contract with SSC Signs & Lighting for the Plano Campus Wayfinding Signage Package

**DISCUSSION:** As part of the 2017 Bond Package, exterior wayfinding was included for all campuses. A new college standard was developed with the Wylie Campus project, and that standard has been applied to all other campuses as part of the construction projects. The Plano Campus is the last remaining campus, and this package will address all exterior wayfinding signage.

An invitation to bid was issued and responses were received from eight qualified general contractors and signage contractors, which were evaluated based on statutory evaluation criteria. The total contract amount associated with this package is \$703,085.

Implementation of this recommended project will begin Fall 2021 and continue through Spring 2022. Expected completion date for this package is June 1, 2022.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval to execute a contract with SSC Signs & Lighting for the Plano Campus wayfinding signage.

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves that the District President executes a contract with SSC Signs & Lighting for the Plano Campus wayfinding signage."

**Collin County Community College District Board of Trustees**

2021-10-4

October 26, 2021

Resource: Melissa Irby  
Chief Financial Officer

**AGENDA ITEM:** Consideration of Approval of the Ad Valorem Property Tax Roll for the Tax Year 2021

**DISCUSSION:** Each tax year, subsequent to the adoption of the tax rate by the Board of Trustees, the Collin County Tax Office provides a Tax Roll Summary that details the total market value, agricultural deferrals, exemptions, taxable value, and estimated total tax levy based on the total rate adopted by the Board of Trustees.

For the 2021 Tax Year, the relevant data is:

Total Market Value	\$198,233,195,044
Ag Deferrals	(8,938,224,287)
Exemptions	<u>(21,399,606,294)</u>
Taxable Value	<u>\$ 167,895,364,463</u>

2021 Adopted Tax Rate	\$0.081222
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Gross Tax Levy	\$132,672,618
Less: Levy Lost	<u>(3,695,339)</u>
Net Levy	<u>\$128,977,279</u>

FY 2022 Budgeted Tax Revenue (Current Year):

**Unrestricted Funds**

Current Levy	\$133,757,797
Less: Transfer to Debt Service	<u>(34,318,345)</u>
Available for Current Operations	<u>\$99,439,452</u>

**Debt Service Funds**

Current Levy	\$3,727,503
Transfer from Unrestricted	<u>34,318,345</u>
Total	<u>\$38,045,848</u>

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval of the Ad Valorem Property Tax Roll for the Tax Year 2021.

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Ad Valorem Property Tax Roll for the Tax Year 2021."

## 2021 TAX ROLL SUMMARY

155  
60 - COLLIN COLLEGE

	Amount	Count
NUMBER OF ACCOUNTS		395,844
MARKET VALUES		
ROLLCODE: MINERAL		
Mineral	\$700	
ROLLCODE: MOBILE HOME		
Improvement	\$43,276,964	
Improvement Non-Home Site	\$4,053,057	
ROLLCODE: PERSONAL		
Personal	\$12,163,511,998	
ROLLCODE: REAL		
Agriculture	\$8,951,906,150	
Improvement	\$81,758,023,914	
Improvement Non-Home Site	\$46,872,703,367	
Land	\$28,263,844,255	
Land Ag Land	\$33,319,314	
Land Non-Home Site	\$20,142,555,325	
<b>TOTAL MARKET VALUE</b>	<b>\$198,233,195,044</b>	
DEFERRALS		
Ag	\$8,938,224,287	11,742
<b>TOTAL DEFERRALS</b>	<b>\$8,938,224,287</b>	
EXEMPTIONS		
Absolute Exemption	\$58,358,746	91
Absolute Exemption , XN , XN	\$1,074,407	48
Autos , XO , PPV , XO , PPV	\$974,518,136	1,005
Cap Adjustment , XT , XT	\$733,944,986	34,764
Contract Abatement	\$300,853,010	46
Disabled	\$70,665,851	3,827
Disabled Veteran	\$797,581,855	7,059
Disaster	\$56,652,652	366
Economic Development , XL , XL	\$2,144,506	10
Energy , XR , XR	\$13,944,355	40
Freeport	\$928,304,464	160
Historic Site	\$12,328,575	244
Homestead	\$1,121,528,085	214,004
Low Income Housing , XD, XA , XD, XA	\$65,080,891	17
Miscellaneous , XV , XV	\$14,304,109,358	14,458
Nominal Value	\$225,112	1,416
Other, XF, XH, XU , XF, XH, XU,XF,XH,XU	\$1,987,608	15
Over 65	\$1,643,556,461	56,503
Pollution Control	\$52,184,563	143
Private Schools , XJ , XJ	\$234,715,251	59
Solar/Wind	\$8,226,574	116
Surviving Spouse	\$1,393,371	4
Surviving Spouse Disabled Person	\$0	52
Youth Developemnt , XI , XI	\$16,227,477	11
<b>TOTAL EXEMPTIONS</b>	<b>\$21,399,606,294</b>	

2021 TAX ROLL SUMMARY

<b>GRAND TOTAL FOR DEFERRALS AND EXEMPTIONS</b>		<b>\$30,337,830,581</b>	
<b>TOTAL MARKET VALUE</b>		<b>\$198,233,195,044</b>	
<b>TAXABLE VALUE</b>		<b>\$167,895,364,463</b>	
<b>TAX RATE</b>		<b>0.081222</b>	
ROLLCODE: MINERAL			
Levy		\$0.00	5
ROLLCODE: MOBILE HOME			
Levy		\$32,944.86	2,410
ROLLCODE: PERSONAL			
Levy		\$7,898,782.50	33,483
ROLLCODE: REAL			
Levy		\$124,740,890.85	359,946
	<b>TOTAL LEVY</b>	<b>\$132,672,618.21</b>	
<b>LEVY LOST DUE TO FROZEN</b>		<b>\$3,695,339.06</b>	
<b>OTHER LOST LEVY</b>		<b>\$0.00</b>	
<b>TOTAL LOST LEVY</b>		<b>\$3,695,339.06</b>	

**Calculation Analysis**

	<b>Calc Levy</b>	<b>- Tax Amount</b>	<b>=</b>	<b>Diff.</b>	<b>Market Value</b>	<b>Exemption</b>	<b>Taxable Value</b>
<b>Frozen</b>	14,619,300.05	10,923,960.99		3,695,339.06	20,874,911,512	2,875,722,924	17,999,188,588
<b>DV100 (Excl. Frozen)</b>	3,373.75	3,373.75		0.00	446,096,154	439,351,770	6,744,384
<b>Prorated (Excl. Frozen)</b>	0.00	0.00		0.00	0	0	0
<b>Other</b>	121,745,283.47	121,745,283.47		0.00	176,912,187,378	27,022,755,887	149,889,431,491
<b>Total</b>	136,367,957.27	132,672,618.21		3,695,339.06	198,233,195,044	30,337,830,581	167,895,364,463
<b>DV100 (Incl. Frozen)</b>	1,686.86	1,019.50		667.36	300,350,293	288,581,064	11,769,229
<b>Prorated (Incl. Frozen)</b>	0.00	0.00		0.00	0	0	0

**Collin County Community College District Board of Trustees**

2021-10-5

October 26, 2021

Resource: Mike Dickson  
Chief Innovation Officer

**AGENDA ITEM:** Consideration of Approval of Upgrades to Four Conference Centers, Three Board of Trustee Meeting Spaces, and Ten Meeting Rooms

**DISCUSSION:** Across the Collin College District, the conference centers capabilities are inconsistent. The four conference centers (McKinney, Plano, Frisco, and Wylie) are currently unable to stream events. This upgrade will standardize equipment and capabilities of the conference centers, including adding capability to live stream events and meetings. This will allow for broader community participation and allow for cross-district events.

The scope of each conference center upgrade varies based on the lifecycle of the equipment currently installed at each location and the need for upgraded equipment to support streaming capabilities:

- McKinney Conference Center      Partial upgrade
- Plano Conference Center      Complete upgrade
- Frisco Conference Center      Majority upgrade
- Wylie Conference Center      Partial upgrade

The schedule for future upgrades needed for the conference centers will be submitted as a supplemental request on the following fiscal years:

- McKinney Conference Center      2025 – 2026
- Wylie Conference Center      2026 – 2027
- Frisco Conference Center      2027 – 2028
- Plano Conference Center      2028 – 2029

At the Higher Education Center, the Board of Trustees utilize rooms 139, 135, and 407 for board meetings, work sessions, and committee meetings. This proposal will increase streaming capabilities in 139, the Board Room, so that viewers will better be able to see the Board of Trustees and presenters. The upgrades will enable switching between cameras live during meetings and allow presentations to be streamed while also viewing the

presenter. The Board Conference Room 135 will have streaming capabilities added. The ability to stream has been needed in times that committee meetings are relocated to a larger space. The President's Conference Room 407 will also be upgraded for improved streaming capabilities.

Ten meeting rooms have been selected across the district that currently have media that does not allow streaming or have no media installed. This will upgrade each meeting room with the ability to stream video and audio. The meeting rooms selected are McKinney C121 and LA118, Plano G235 and L108, Wylie CC137 (small classroom) and L101, and Frisco J230A, J130A, L215A, and LH113.

Implementation of this recommended project will begin immediately upon approval of the Board of Trustees. The total cost for all areas is \$1,960,440. As this need is directly related to the effects of COVID-19, this project will utilize CARES Act funding.

Expected completion date for upgrades to the conference centers and meeting rooms is May 14, 2022. The Board of Trustees meeting location upgrades will be planned for July 2022, pending an extension for use of CARES Act funds is approved through May 14, 2023.

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends approval of utilization of CARES Act funding to upgrade current technology in four conference centers, three Board of Trustee meeting spaces, and ten selected meeting rooms.

**SUGGESTED MOTION:**

"Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the utilization of CARES Act funds in the amount of \$1,960,440 to upgrade current technology in four conference centers, three Board of Trustees meeting spaces, and ten selected meeting rooms."

<b>Campus</b>	<b>Area/Room</b>	<b>A/V - Taurus</b>	<b>Lighting - Barbizon</b>	<b>Data - Brass Effect</b>	<b>Computer - Dell</b>	<b>Area/Room Total</b>
<b>CHEC</b>	139	\$ 117,669.00	\$ -	\$ -	\$ -	\$ 117,669.00
<b>CHEC</b>	135	\$ 79,409.00	\$ -	\$ -	\$ -	\$ 79,409.00
<b>CHEC</b>	407	\$ 69,005.00	\$ -	\$ -	\$ -	\$ 69,005.00
<b>Frisco</b>	Conference Center	\$ 295,187.00	\$ 79,454.00	\$ -	\$ -	\$ 374,641.00
<b>Frisco</b>	J230A, J130A, L215A, LH113	\$ 47,336.00	\$ -	\$ 2,750.00	\$ 3,000.00	\$ 53,086.00
<b>McKinney</b>	Conference Center	\$ 245,588.00	\$ -	\$ -	\$ -	\$ 245,588.00
<b>McKinney</b>	C121, LA118	\$ 30,722.00	\$ -	\$ 1,322.00	\$ 1,500.00	\$ 33,544.00
<b>Plano</b>	Conference Center	\$ 369,215.00	\$ 133,930.00	\$ -	\$ -	\$ 503,145.00
<b>Plano</b>	G235, L108	\$ 25,631.00	\$ -	\$ -	\$ 3,000.00	\$ 28,631.00
<b>Wylie</b>	Conference Center	\$ 249,023.00	\$ -	\$ -	\$ -	\$ 249,023.00
<b>Wylie</b>	CC137, L101	\$ 27,474.00	\$ -	\$ 1,003.00	\$ -	\$ 28,477.00
<b>Sub-Total</b>						\$ 1,782,218.00
<b>Contingency (10%)</b>						\$ 178,222.00
<b>Total</b>						\$ <b>1,960,440.00</b>

**Collin County Community College District Board of Trustees**

2021-10-6

October 26, 2021

Resource: Melissa Irby  
Chief Financial Officer

- AGENDA ITEM:** Consideration of Approval of the Bid Report for October 26, 2021
- DISCUSSION:** The Bid Report for October:
- 5 New Solicitations  
4 Contract Revisions
- DISTRICT PRESIDENT’S RECOMMENDATION:** The District President recommends approval of the Bid Report for October 26, 2021 as presented.
- SUGGESTED MOTION:** “Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Bid Report for October 26, 2021 as presented.”

**I. NEW SOLICITATIONS**

Purchase Request #1 – pg. 100		
Apparel Items	\$	500,000
Purchase Request #2 – pg. 101		
HVAC Maintenance and Repair		300,000
Purchase Request #3 – pg. 102		
Custodial Services		1,000,000
Purchase Request #4 – pg. 103		
Theater Equipment, Supplies & Installation Services		300,000
Purchase Request #5 – pg. 104		
Property and Liability Insurance		1,139,237
<b>TOTAL OF NEW SOLICITATIONS</b>	<b>\$</b>	<b><u>3,239,237</u></b>

**II. CONTRACT REVISIONS**

Purchase Request #6 – pg. 106		
Smallwares and Equipment	\$	100,000
Purchase Request #7 – pg. 107		
Roofing Services		500,000
Purchase Request #8 – pg. 108		
Professional Engineering Services		750,000
Purchase Request #9 – pg. 109		
Video Conferencing Systems		2,000,000
<b>TOTAL OF CONTRACT REVISIONS</b>	<b>\$</b>	<b><u>3,350,000</u></b>
<b>GRAND TOTAL</b>	<b>\$</b>	<b><u><u>6,589,237</u></u></b>

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves the purchase of apparel items from Ad-Wear & Specialty of Texas, Inc. and Buffalo Specialties for the district.

### **BACKGROUND**

The contract for apparel items is utilized district-wide for special events and promotion of the district for students, faculty, staff, and prospective students.

Invitation to Bid (ITB) Number 4470 was issued to procure apparel items. Fifteen (15) responses were received and evaluated by a team consisting of Purchasing staff. Based upon evaluation scores, the bids submitted by Ad-Wear & Specialty of Texas, Inc. and Buffalo Specialties are recommended as the best value to the district.

### **IMPACT OF THIS ACTION**

This contract provides all apparel items for the district, including camps, fundraisers, student interests, campus events, and All College Day items.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$500,000 for three (3) years, which is budgeted in the various departments' FY22 operating budget and subsequent year's budgets subject to Board approval.

### **MONITORING AND REPORTING TIMELINE**

The contract term will be three (3) years beginning January 1, 2022 through December 31, 2024.

### **RESOURCE PERSONNEL**

Dr. Sherry Schumann, Executive Vice President  
972-758-3880

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves a contract to purchase HVAC maintenance and repair from McCloskey Mechanical Contractors, Inc. for the district.

**BACKGROUND**

This contract is for repairing heating, ventilation, and air conditioning systems for district facilities. It provides all labor, equipment, and supplies needed to perform preventative maintenance on chillers, boilers, cooling towers, pumps, fans, and motors.

Invitation to Bid (ITB) Number 4459 was issued to procure HVAC maintenance and repair. Four (4) responses were received and evaluated by a district Facilities management team. Based upon evaluation scores, the bid submitted by McCloskey Mechanical Contractors, Inc. is recommended as the best value to the district.

**IMPACT OF THIS ACTION**

Regular maintenance and repair of the district's HVAC equipment and systems ensures that building comfort levels are maintained and buildings are free of pollutants.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$300,000 for three (3) years, which is budgeted in the various Plant Operation's FY22 operating budget and subsequent years' budgets subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The contract term will be three (3) years beginning December 1, 2021 through November 30, 2024.

**RESOURCE PERSONNEL**

Christopher Eyle, Vice President of Facilities & Construction  
972-758-3891

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves a contract to purchase custodial services from UBM Enterprise for the Courtyard Center and Collin Higher Education Center.

**BACKGROUND**

This contract will provide all labor, equipment, and materials needed to perform custodial services at the Courtyard Center and Collin Higher Education Center.

Request for Proposal (RFP) Number 4469 was issued to procure custodial services for the Courtyard Center and Collin Higher Education Center. Four (4) responses were received and evaluated by the Director of Facilities Operations and a team of facility managers. Based on evaluation scores, the proposal submitted by UBM Enterprise is recommended as the district's best value.

**IMPACT OF THIS ACTION**

Custodial services provide a safe, functional, and clean working/learning environment for the students, faculty, staff, and guests. Custodial services aim to maintain high-quality cleaning standards to prevent the spread of illnesses and safety issues.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$1,000,000 for three (3) years, which is budgeted in the Plant Operation's FY22 operating budget and subsequent years' budgets subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The contract term will be three (3) years beginning January 1, 2022 through December 31, 2024.

**RESOURCE PERSONNEL**

Christopher Eyle, Vice President of Facilities & Construction  
972-758-3891

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves the purchase of theater equipment, supplies, and installation from Barbizon Light of the Rockies for the district.

### **BACKGROUND**

The lighting equipment and installation are for the Frisco and Plano Conference Centers, which will bring these two facilities up to standard with the McKinney and Wylie Conference Centers. Historically, the district has used Barbizon Lighting Company to purchase and install lighting equipment in the McKinney Conference Center and the John Anthony Theatre at the Plano Campus.

Reference Contract Number SCON-100320 has been issued to track the volume of spend on behalf of the district. The vendor has a contract through BuyBoard cooperative contracts program to provide theater equipment and installation, Contract Number 578-18, and complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government.

### **IMPACT OF THIS ACTION**

This lighting will aid with in-person visibility and remote and concurrent events, adding better visibility and contrast for remote viewers/participants.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$300,000 for one (1) year, which is budgeted in the Technology Support Services FY22 operating budget and CARES Act funds.

### **MONITORING AND REPORTING TIMELINE**

The contract term is October 27, 2021 through August 31, 2022.

### **RESOURCE PERSONNEL**

Mike Dickson, Chief Innovation Officer  
972-758-3832

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends that the Board of Trustees approves the contract for Property and Liability Insurance from Roach Howard Smith and Barton.

### **BACKGROUND**

The district purchases insurance to meet legal requirements and ensure protection and preservation of the district's human, physical, and financial assets. The district purchases the following insurance coverage types through this contract: property, crime, cyber liability, general liability, law enforcement, educators legal, auto, and umbrella/excess. Roach Howard Smith and Barton have provided exceptional services to the district.

Request for Proposal Number 4471 and 4472 was awarded in September 2021 to procure property and liability insurance for the district.

### **IMPACT OF THIS ACTION**

Approval of the insurance contract will continue the existing coverage for the district for the period November 1, 2021 through October 31, 2023. The FY22 premium of \$1,139,237 is a \$199,552 increase in premium from the FY21 premium of \$939,685.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$1,139,237, which is budgeted in the district's FY22/23 operating budgets.

### **MONITORING AND REPORTING TIMELINE**

The contract term will be two (2) years, beginning November 1, 2021 through October 31, 2023.

### **RESOURCE PERSONNEL**

Melissa Irby, Chief Financial Officer  
972-758-3831

Premium Summary

Line of Coverage	Carrier	Expiring Annualized Premium	Estimated Renewal Premium
Property	Affiliated FM	\$ 681,951	\$ 787,492
Crime	Great American	5,938	6,235
General Liability	TPS	24,139	24,886
Law Enforcement Liability	TPS	25,671	27,964
Auto	TPS	74,392	92,727
Educator's Legal Liability	TPS	87,904	91,425
Cyber Liability	Beazley	39,690	79,008
	<b>Total Account Premium</b>	<b>\$ 939,685</b>	<b>\$ 1,109,737</b>
	<b>Difference</b>		<b>\$ 170,052</b>

Estimated premiums:

McKinney Welcome Center	\$ 19,500
Auto Liability for Purchases ( November 2021 - October 2022)	\$ 10,000
<b>Total Spend Authorization Request</b>	<b><u>\$ 1,139,237</u></b>

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves the expenditure of additional funds to purchase smallwares and equipment from Edward Don and Company, Pasco Brokerage, Inc., Hubert Company, and AceMart Restaurant Supply for the Culinary Arts program and Food Services Department.

### **BACKGROUND**

Smallwares and equipment purchased through this contract are used in Culinary Arts classrooms for instruction and in Food Services to provide meals and snacks for students, faculty, and staff.

Reference Number (REF) 4047 was issued to track the contract spend for smallwares and equipment. These vendors have a contract through the Buyboard cooperative contracts program to provide smallwares and equipment, Contract Number 598-19. The contract complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

### **IMPACT OF THIS ACTION**

The additional spend request is needed to provide smallwares and equipment for the kitchen renovations at the Frisco and McKinney campuses.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board has approved a total spend authorization of \$350,000. This purchasing request is for spend authorization for an additional \$100,000, which is budgeted in the Culinary Arts and Food Service Department's FY22 operating budget.

### **MONITORING AND REPORTING TIMELINE**

The contract term is September 1, 2021 through August 31, 2022.

### **RESOURCE PERSONNEL**

Melissa Irby, Chief Financial Officer  
972-758-3831

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves the expenditure of additional funds to purchase roofing services from RoofConnect for the district.

**BACKGROUND**

This contract provides labor, equipment, and materials needed to perform roofing services for all district facilities.

Reference Number (REF) 4246 was issued to track the volume of spend. The vendor has a contract through the OMNIA Partners cooperative contracts program to provide roofing services, Contract Number TX-R180902-303120. The contract complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

Additional funds are needed to cover previously budgeted work in the FY21 Renewal and Replacement reserved funds, which did not commence before FY22.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board has approved a total spend authorization of \$300,000. This purchasing request is for spend authorization for an additional \$500,000, which is budgeted in the various Plant Operation's FY22 operating budget.

**MONITORING AND REPORTING TIMELINE**

The contract term is September 1, 2021 through August 31, 2022.

**RESOURCE PERSONNEL**

Christopher Eyle, Vice President of Facilities & Construction  
972-758-3891

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves additional funds for engineering services from Reed, Wells, Benson, & Company (RWB).

### **BACKGROUND**

RWB has provided exceptional professional mechanical, electrical, and plumbing (MEP) engineering services for the district for many years. RWB's investigative and design services have been used to develop specifications for bidding on various MEP projects throughout the district.

Reference Number (REF) 4104 was issued to track the volume of spend for professional engineering services. Per Section 2254 of the Texas Government Code, professional engineering services are classified as professional services and are exempt from competitive bidding per Section 44.031(f) of the Texas Education Code.

### **IMPACT OF THIS ACTION**

These additional funds are needed to replace the air handling unit at the Plano Campus, review the existing split DX AC units at the Plano Campus, and any additional projects that may arise during the remainder of the fiscal year.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board has approved a total spend authorization of \$250,000. This purchasing request is for spend authorization for an additional \$750,000, which is budgeted in the Facilities and Construction Department's FY22 operating and renewal/replacement budgets and CARES Act funds.

### **MONITORING AND REPORTING TIMELINE**

The contract term is September 1, 2021 through August 31, 2022.

### **RESOURCE PERSONNEL**

Christopher Eyle, Vice President of Facilities & Construction  
972-758-3891

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves the expenditure of additional funds to purchase video conferencing systems from Taurus Technologies for the district.

### **BACKGROUND**

This contract provides video conferencing systems, technology solutions, products, and services for new and existing campuses.

Reference Contract Number SCON-100110 was issued to track the volume of spend for video conferencing systems. Taurus Technologies has a contract through The Interlocal Purchasing System (TIPS) cooperative contracts program to provide technology solutions products and services, Contract Number 210101. This contract complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code

### **IMPACT OF THIS ACTION**

These additional funds are needed to purchase and install video conferencing systems and interactive presentation systems at the various campuses throughout the district. Audio/visual and video conferencing technology enhances instruction, improves communications, and aids in professional presentations and streaming of board meetings.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board has approved a total spend authorization of \$3,000,000. This purchasing request is for spend authorization for an additional \$2,000,000, which is budgeted in various departments' FY22 operating budgets, the 2017 CIP technology budget, and CARES Act funds.

### **MONITORING AND REPORTING TIMELINE**

The contract term is September 1, 2021 through August 31, 2022.

### **RESOURCE PERSONNEL**

Mike Dickson, Chief Innovation Officer  
972-758-3832

## INFORMATION REPORTS

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- Personnel Report for October 2021 pg. 117
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  - Staff Appointments pg. 122
  - Promotions and Lateral Changes pg. 138
  - Resignations and Separations pg. 143
- Monthly Investment Report as of September 30, 2021 pg. 144
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OFFICE OF

# Internal Audit

# ANNUAL INTERNAL AUDIT REPORT

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**Section 2102.015 of the Texas  
Government Code requires:**

that the internal audit plan and the  
internal audit annual report be  
posted on the institution's website



# ANNUAL INTERNAL AUDIT REPORT

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## Section 2102.015 of the Texas Government Code requires:

that the internal audit plan and the internal audit annual report be posted on the institution's website



## The State Auditor's guidance states:

the items are considered to be approved if they are approved by an entity's governing board or by the chief executive if the entity does not have a governing board.



## REPORT SECTIONS

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- Internal Audit Plan for Fiscal Year 2021
- Consulting Services and Non-Audit Services Completed
- External Quality Assurance Review
- Internal Audit Plan for Fiscal Year 2022
- External Audit Services Procured in Fiscal Year 2021
- Reporting Suspect Fraud and Abuse

# FOLLOW-UP PROCESS

**1**  
**REPORT ISSUED**  
Designated owner automatically provided 6 months to remediate.

**2**  
**FIRST FOLLOW-UP**  
Item noted as delayed, and designated owner allowed to select new implementation date.

**3**  
**SECOND FOLLOW-UP**  
If item is still not implemented, item requires BOT approval for extension.

**3**  
**REMEDIATION**  
Critical that full remediation is achieved in a timely manner as status is posted publicly for review by the SAO.

# FOLLOW-UP DASHBOARD

Responsible Party	Follow up Performed on	Implemented / Closed	Delayed	Require BOT Approval
Chief Financial Officer	4	2	2	-
Chief Innovation Officer	5	2	3	-
Executive Vice President	2	2	-	-

## Information Item

### Personnel Report for October 2021

The District President has approved the following Personnel Actions for October 2021:

- 1 Administrative Appointment
- 1 Faculty Appointment
- 15 Staff Appointments
- 4 Promotions and Lateral Changes
- 12 Resignations and Separations

Supporting documents are attached.

**Resource:**

Floyd Nickerson, Chief Human Resources Officer  
972-599-3159  
fnickerson@collin.edu

***Collin County Community College District Board of Trustees***

Personnel Report: Administrative Appointment for October 2021

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>DATE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>REASON</u></b>	<b><u>SALARY</u></b>
Jennifer Waits	Registrar	10/04/21	Registration and Records	Replacement Todd Fields	\$86,677

## BACK-UP INFORMATION

**NAME:** Jennifer Waits  
**ADDRESS:** Carrollton, TX  
**POSITION:** Registrar  
**DEPARTMENT:** Registration and Records, McKinney Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Dallas College	01/19 – 09/21	Registrar and Senior Manager, Admissions
Tarrant County College	09/16 – 12/18	Assistant Director of Admissions
Tarrant County College	01/13 – 08/16	Record Specialist
Tarrant County College	06/09 – 12/12	Administrative Office Assistant and Veterans Affairs Representative

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Tarleton State University	2015	M.S., Management and Leadership
Texas Woman's University	2011	B.S., Sociology

**Collin County Community College District Board of Trustees**

Personnel Report: Faculty Appointment for October 2021

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
Ryan Jenkins	Professor, Automotive Technology	09/20/21	Academic Affairs	New position	\$53,976

## BACK-UP INFORMATION

**NAME:** Ryan Jenkins  
**ADDRESS:** Greenville, TX  
**POSITION:** Professor, Automotive Technology  
**DEPARTMENT:** Academic Affairs, Technical Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
B & R Automotive LLC	03/14 – 08/21	Mechanic

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas State Technical College	2001	A.A.S., Computer Networking
AES Certification	2021	Maintenance and Light Repair Technician
AES Certification	2021	Automobile Technician

**Collin County Community College District Board of Trustees**

Personnel Report: Staff Appointments for October 2021

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
Alexandra Alrawi	Testing Center Assistant	09/27/21	Testing and Assessment	Replacement Stephen Hatton	\$31,399
Maoj Awad	Lab Instructor, Chemistry	09/21/21	Academic Affairs	Replacement Kenneth Beard	\$48,773
Anabel Becerril	Administrative Assistant	09/20/21	Dual Credit	Replacement Jaquelina Cibran	\$37,397
Debbie Burrow	Assistant to the Athletic Director	09/27/21	Athletics	Replacement Susan Ketchum	\$41,248
Brian DiNuzzo	Manager, Academic Assistance	09/27/21	Academic Affairs	New position	\$57,557
Michael Harris	Testing Center Assistant	09/20/21	Testing and Assessment	Replacement Linda Gilbert	\$33,128
Cheri Howard	Call Center Specialist	10/11/21	Call Center	New position	\$38,941
Leah Kelly	Student Engagement Specialist	10/11/21	Student and Enrollment Services	Replacement Brooke Klinger	\$37,459
Ambreen Nathoo	Senior Accountant	10/11/21	Financial Services	New position	\$72,481
Kathryn Parker	Advisor, Disability Services	10/11/21	ACCESS	Replacement Kim Cosner	\$42,497
Claudio Rios	Mail and Receiving Clerk	10/04/21	Physical Plant Support Services	Replacement Robert Long	\$31,720
Audrey Sizemore	Call Center Specialist	10/11/21	Call Center	New position	\$35,339
Steve Tillman	Buyer	09/13/21	Purchasing	Replacement Kathy Brown	\$52,801
Hazen Waltz	Mail and Receiving Clerk	09/27/21	Physical Plant Support Services	Replacement Sydney Long	\$31,831
Brittany Whitstone	Tutor, Writing Center	08/30/21	Academic Affairs	Replacement Katherine Wallis	\$36,882

## BACK-UP INFORMATION

**NAME:** Alexandra Alrawi  
**ADDRESS:** Richardson, TX  
**POSITION:** Testing Center Assistant  
**DEPARTMENT:** Testing and Assessment, Plano Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Richardson ISD	09/19 – 09/21	Translator and Substitute Teacher
Richardson ISD	06/18 – 08/18	Site Coordinator, Part-time
Richardson ISD	06/18 – 07/18	Site Coordinator, Part-time
Richardson ISD	01/13 – 01/17	Front Desk
Richardson ISD	01/10 – 01/13	Instructional Assistant

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of Texas at Dallas	2018	B.A., Interdisciplinary Studies

## BACK-UP INFORMATION

**NAME:** Maoj Awad  
**ADDRESS:** Boulder, CO  
**POSITION:** Lab Instructor, Chemistry  
**DEPARTMENT:** Academic Affairs, Plano Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
University of Colorado, Boulder	08/19 – 07/21	Teaching Assistant, Chemistry
D'Youville College	03/19 – 08/19	Tutor, Chemistry
University at Buffalo	06/15 – 07/17	Undergraduate Researcher, Chemistry

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Colorado, Boulder	2021	M.S., Chemistry
University at Buffalo	2017	B.S., Chemistry

## BACK-UP INFORMATION

**NAME:** Anabel Becerril  
**ADDRESS:** Allen, TX  
**POSITION:** Administrative Assistant  
**DEPARTMENT:** Dual Credit, Technical Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Palomar Community College	10/17 – 04/19	Office Assistant, Part-time
High Tech High	01/15 – 01/17	Site Supervisor Assistant, Part-time
Ace Tutoring Services	01/12 – 01/16	Tutor, Part-time

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
San Diego State University	2006	B.A., Sociology and International Security
Southwestern College	1999	A.A., Social Work

## BACK-UP INFORMATION

**NAME:** Debbie Burrow  
**ADDRESS:** Plano, TX  
**POSITION:** Assistant to the Athletic Director  
**DEPARTMENT:** Athletics, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/18 – 09/21	Student Life Assistant, Part-time
Lana Garner-Willey	02/15 – 07/19	Executive Assistant
World Healing Center Church, Inc.	12/01 – 05/14	Executive Assistant

## BACK-UP INFORMATION

**NAME:** Brian DiNuzzo  
**ADDRESS:** Allentown, NJ  
**POSITION:** Manager, Academic Assistance  
**DEPARTMENT:** Academic Affairs, Celina Campus

## SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Rider University	03/20 – 08/21	Professional English Tutor, Part-time
Mercer County Community College	01/19 – 08/21	Adjunct Professor, English
Dallas College	02/19 – 06/19	Online English Corner Coach, Part-time
The University of Texas at Dallas	05/15 – 07/15	Adjunct Professor, English
The University of Texas at Dallas	07/14 – 12/14	Learning Specialist II
Smartthinking.com	11/13 – 06/14	Online Writing Tutor, Part-time
Ohio University	08/13 – 05/14	Adjunct Professor, English
University of Rio Grande	08/12 – 10/13	Adjunct Professor, English
The Student Success Center	07/11 – 05/12	Assistant Director

## EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
The University of Texas at Dallas	2019	Ph.D., Humanities
Fairleigh Dickinson University	2010	M.A., Creative Writing
Rowan University	2005	M.A., Writing
Kean University	2003	B.A., English
Middlesex College	2001	A.A., Liberal Arts

## BACK-UP INFORMATION

**NAME:** Michael Harris  
**ADDRESS:** Irving, TX  
**POSITION:** Testing Center Assistant  
**DEPARTMENT:** Testing and Assessment, Frisco Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Dallas College	06/17 – 06/21	Testing Assistant
Dallas College	10/11 – 05/17	Administrative Assistant

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Dallas	1995	B.A., English Literature

## BACK-UP INFORMATION

**NAME:** Cheri Howard  
**ADDRESS:** Dallas, TX  
**POSITION:** Call Center Specialist  
**DEPARTMENT:** Call Center, Plano Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Hobby Lobby	11/20 – 09/21	Retail Associate
Medi Lynx Cardiac Monitoring	09/18 – 09/21	Senior Technical Support Specialist
Gaylord Texan Resort and Convention Center	04/18 – 09/18	Guest Care Specialist
Cowboy Cab Company	10/14 – 04/18	Customer Service Representative
CTREC Hilton IT Academy	05/13 – 10/14	Executive Assistant
Paul Quinn College	11/12 – 04/13	Assistant Registrar

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Dallas Baptist University	2012	M.Ed., Higher Education
Dallas Baptist University	2009	B.S., Interdisciplinary Studies

## BACK-UP INFORMATION

**NAME:** Leah Kelly  
**ADDRESS:** McKinney, TX  
**POSITION:** Student Engagement Specialist  
**DEPARTMENT:** Student and Enrollment Services, Plano Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
City of Anna	03/21 – 09/21	Coordinator, Recreation
YMCA	11/20 – 03/21	Group Leader
Texas' 19 <sup>th</sup> Congressional District	01/20 – 05/20	Congressional Intern
Charlotte Russe	12/17 – 03/19	Sales and Customer Service Manager

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas Tech University	2020	B.A., Political Science
Collin College	2019	A.A., Liberal Arts

## BACK-UP INFORMATION

**NAME:** Ambreen Nathoo  
**ADDRESS:** Frisco, TX  
**POSITION:** Senior Accountant  
**DEPARTMENT:** Financial Services, CHEC

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
eShipGlobal, Inc.	12/20 – 09/21	Staff Accountant, Part-time
San Gabriel Pomona Regional Center	04/07 – 07/20	Accountant II

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of North Texas	2002	B.B.A., Finance

## BACK-UP INFORMATION

**NAME:** Kathryn Parker  
**ADDRESS:** Hallsville, TX  
**POSITION:** Advisor, Disability Services  
**DEPARTMENT:** ACCESS, Plano Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Kilgore College	08/19 – 09/21	Project Advisor, Upward Bound
Texas Lions Camp	02/19 – 08/19	Program Intern
Hallsville ISD	08/18 – 02/19	Substitute Teacher
Texas Lions Camp	05/16 – 08/18	Summer Counselor, Part-time
Hallsville ISD	08/16 – 05/18	Student Teaching Intern

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas State University	2018	B.S., Interdisciplinary Studies

## BACK-UP INFORMATION

**NAME:** Claudio Rios  
**ADDRESS:** Plano, TX  
**POSITION:** Mail and Receiving Clerk  
**DEPARTMENT:** Physical Plant Support Services, Plano Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
FedEx Office	09/16 – 09/21	Lead Store Associate
Delicias Café	12/14 – 09/16	Supervisor
Neurotherapy Center of Dallas	05/13 – 11/14	Receptionist

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Richland College	2018	A.S., Science

## BACK-UP INFORMATION

**NAME:** Audrey Sizemore  
**ADDRESS:** Allen, TX  
**POSITION:** Call Center Specialist  
**DEPARTMENT:** Call Center, Plano Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
iTutorGroup	11/20 – 09/21	Contract Teacher
Purple Pants Podcast	05/20 – 09/21	Social Media and Production Assistant, Part-time
Collin College	10/19 – 09/21	Clerk, ACCESS Office, Part-time
Ascena Retail Group	05/19 – 07/20	Keyholder, Part-time
The Missing Peace	06/18 – 04/19	Behavior Technician

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Texas A&M University	2018	B.S., Sociology

## BACK-UP INFORMATION

**NAME:** Steve Tillman  
**ADDRESS:** Frisco, TX  
**POSITION:** Buyer  
**DEPARTMENT:** Purchasing, CHEC

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
City of Plano	12/07 – 06/20	Senior Budget Analyst

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Pepperdine University	2006	B.S., Business Management

## BACK-UP INFORMATION

**NAME:** Hazen Waltz  
**ADDRESS:** Trenton, TX  
**POSITION:** Mail and Receiving Clerk  
**DEPARTMENT:** Physical Plant Support Services, Plano Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Target	03/17 – 09/21	Sales Associate
Pier One Imports	09/15 – 03/16	Sales Specialist
Victoria's Secret	02/14 – 09/15	Sales Specialist
Bank of America	02/10 – 02/12	Teller

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Tarrant County College	1999	A.A.S., Business Management

## BACK-UP INFORMATION

**NAME:** Brittany Whitstone  
**ADDRESS:** Plano, TX  
**POSITION:** Tutor, Writing Center  
**DEPARTMENT:** Academic Affairs, Plano Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
KD College Prep	11/18 – 09/21	Testing Preparation Teacher
Collin College	10/10 – 09/21	Tutor, Writing Center, Part-time
Collin College	08/10 – 08/15	Adjunct Professor, English
North Lake College	08/10 – 08/15	Adjunct Professor, English
The University of Texas at Arlington	08/10 – 08/15	Adjunct Professor, English

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Abilene Christian University	2010	M.A., English
Abilene Christian University	2008	B.A., English

**Collin County Community College District Board of Trustees**

Personnel Report: Promotions and Lateral Changes for October 2021

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>DATE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>REASON</u></b>	<b><u>SALARY</u></b>
Kellie Benson	N: Accountant O: Accounts Receivable Associate	10/01/21	Financial Services	Replacement Aaron Lee	N: \$59,589 O: \$36,929
Artorias Earley	N: Supervisor, Testing Center O: Testing Center Assistant	09/13/21	Student and Enrollment Services	New position	N: \$43,110 O: \$31,458
Catherine Nicholls	N: Supervisor, Testing Center O: Testing Center Assistant	09/13/21	Student and Enrollment Services	Replacement Natalie Tuggle	N: \$44,336 O: \$36,461
Jake Walker	N: IT Security Analyst O: Associate IT Security Analyst	10/01/21	Information Technology	New position	N: \$64,917 O: \$52,775

## BACK-UP INFORMATION

**NAME:** Kellie Benson  
**ADDRESS:** The Colony, TX  
**POSITION:** Accountant  
**DEPARTMENT:** Financial Services, CHEC

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	10/20 – 09/21	Accounts Receivable Associate
University of Oklahoma	07/16 – 03/20	Site Director, Part-time
Americans Working Around the Globe	06/17 – 05/19	Treasurer, Part-time

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Texas A&M University	1990	B.B.A., Accounting

## BACK-UP INFORMATION

**NAME:** Artorias Earley  
**ADDRESS:** Plano, TX  
**POSITION:** Supervisor, Testing Center  
**DEPARTMENT:** Student and Enrollment Services, Celina Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	11/20 – 09/21	Testing Center Assistant
Excellian Business and HR Services	12/19 – 09/20	Training Specialist
Harris Teeter	02/18 – 11/18	Training Manager
Best Buy	04/16 – 01/18	LG Experience Expert
University of North Carolina, Greensboro	07/13 – 06/14	Assistant Grants Specialist

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Strayer University	2021	M.Ed., Adult Education and Development
University of North Carolina, Greensboro	2013	B.A., Classical Studies

## BACK-UP INFORMATION

**NAME:** Catherine Nicholls  
**ADDRESS:** McKinney, TX  
**POSITION:** Supervisor, Testing Center  
**DEPARTMENT:** Student and Enrollment Services, McKinney Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	03/17 – 09/21	Testing Center Assistant
University of North Texas	11/14 – 07/16	Administrative Specialist IV
Collin College	02/13 – 08/14	Student Assistant, Testing Center, Part-time
Purdue University	08/11 – 01/12	Student Assistant, Graduate Office, Part-time

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas	2018	B.S., Integrative Studies
Collin College	2014	A.S., General Studies

## BACK-UP INFORMATION

**NAME:** Jake Walker  
**ADDRESS:** McKinney, TX  
**POSITION:** IT Security Analyst  
**DEPARTMENT:** Information Technology, McKinney Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	09/20 – 09/21	Associate IT Security Analyst
Collin College	06/19 – 08/20	Technology Specialist

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
CompTIA	2021	Security+ Certification
The University of Arizona	2019	B.A., Information Science

**Collin County Community College District Board of Trustees**

Personnel Report: Resignations and Separations for October 2021

<b>EMPLOYEE</b>	<b>LAST DAY</b>	<b>SERVICE</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Leslie Conley	10/15/21	<1	Executive Assistant	Student and Enrollment Services	Resignation
Jeanna Francis	09/15/21	2	Student Enrollment Specialist	Student and Enrollment Services	Resignation
Sue Furnas	08/31/21	34	Professor, Computer Systems	Academic Affairs	Retirement
Eddie Hanna	09/17/21	<1	Accounts Payable Associate	Financial Services	Resignation
Juan Iturriaga	09/16/21	<1	Manager, Help Desk	Campus Technology Services	Separation
Nyla James	09/30/21	<1	Accounts Receivable Associate	Financial Services	Resignation
Billy Mitchell	09/13/21	1	Collin Police Officer	Police	Resignation
Karlos Patton	10/08/21	3	Academic Advisor	Admissions and Advising	Resignation
Nancy Pourshirazi	09/18/21	<1	Lab Assistant, Biology	Academic Affairs	Resignation
Shaun Smith	10/05/21	2	Director, Automotive and Collision Technology	Automotive and Collision Technology	Resignation
Linda Wee	08/31/21	9	Director, Workforce Professional Development	Workforce	Resignation
Yidong Zhang	09/10/21	2	External and Enrollment Reporting Analyst	Institutional Research Office	Resignation



# Monthly Investment Report

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PREPARED FOR COLLIN COUNTY COLLEGE

SEPTEMBER 30, 2021



**PATTERSON  
& ASSOCIATES**

A MEEDER INVESTMENT MANAGEMENT COMPANY

WITH YOU. FOR YOU.

# Looking for the Light in the Tunnel

This year the markets have been focused on growth and the inevitable inflation that comes from growth as well as employment difficulties. At the same time, they have been battered by Covid variants and supply chain disruption. It is no wonder that the uncertainty has generated great volatility. And, as we know, volatility reflects risk.

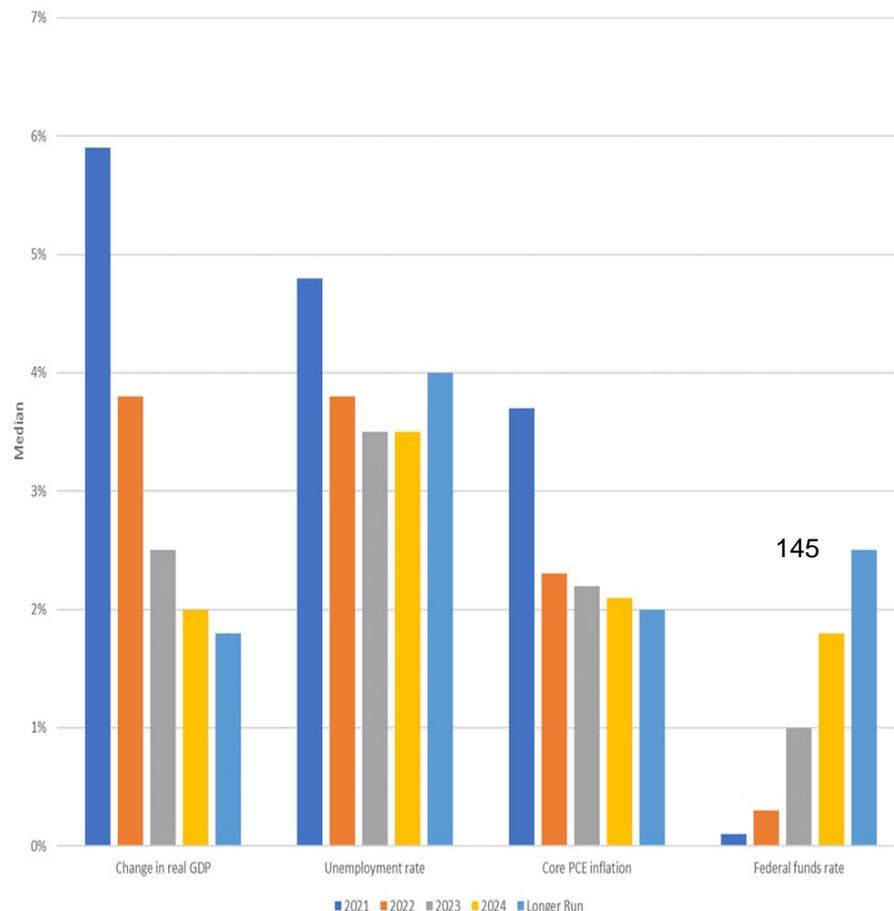
The inflation question centers on whether this current and increasing inflation is permanent or temporary as the economy transitions to a balance of forces. Growth will generate its own inflation, but the key has been and will be the supply chains that have created bottle necks and logistical disruptions globally. Adding to this are energy prices reflecting a global supply shortage. OPEC+ has refused to help alleviate this problem and WTI has gained 65% in 2021. Daily US crude production is 7% lower YOY – some due to transportation limits. All this adds price pressure, while the Fed is trying to decide how strong inflation really is and whether it will remain.

Growth is clear in an increasing GDP to 6.7% and was robust in the first half of 2021 but possible resurgence of variants and the debt ceiling difficulties, along with a less accommodative Fed, may reduce expectations for continued growth in 2021. The hopeful rise in the ISM index for manufacturing reflects the lengthening supply chains rather than an increase in demand. Hurricanes and an increase in Covid in SE Asia could have major continuing impact.

Remembering that the US was already losing momentum going into the pandemic, a new normal will be anything but with massive governmental spending, debt creation, and an accommodative Fed is factored in.

At this point it is positive however that we at least do see the end of the tunnel and a possible emergence from it.

## Federal Reserve Outlook



SOURCE: FEDERAL RESERVE PRESS RELEASE AND SUMMARY OF ECONOMIC PROJECTIONS AS OF 9/23/2021

# Taper Teaser and Political Theatre

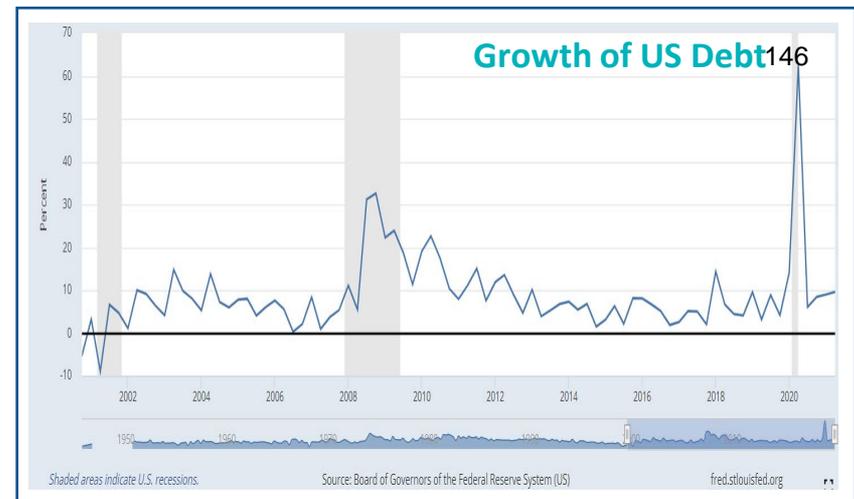
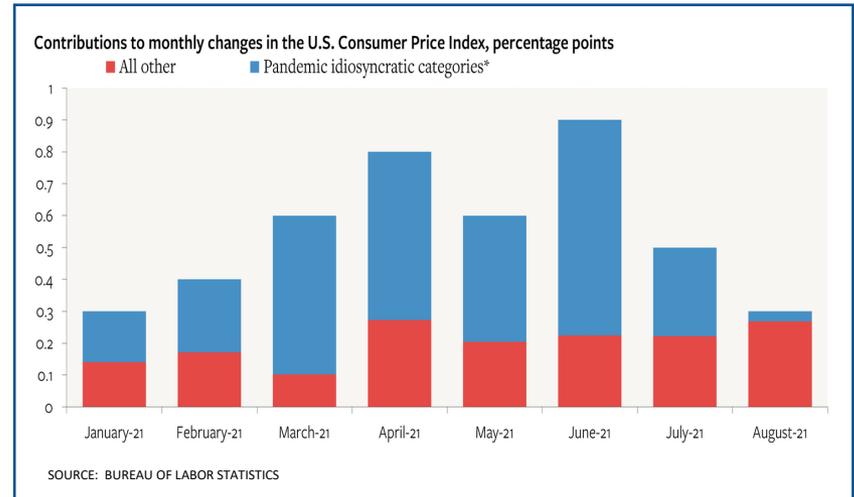
As was to be expected, with the political divisions in DC, the almost mundane and routine biennial adjustment of the debt ceiling is now political theatre at its worst.

There are few choices left: raise it or face the consequences (by 10/18 known as the “X” date).

No rise in the ceiling will force a federal shutdown and force the US to default on its own debt payments. It also means a global loss of face for the US and our debt. The dollar and stocks would drop. All this while investors are already on edge. Treasury Secretary Yellen has said a default “would likely precipitate a historic financial crisis...as well as triggering a spike in interest rates, a steep drop in stock prices, and other financial turmoil.”

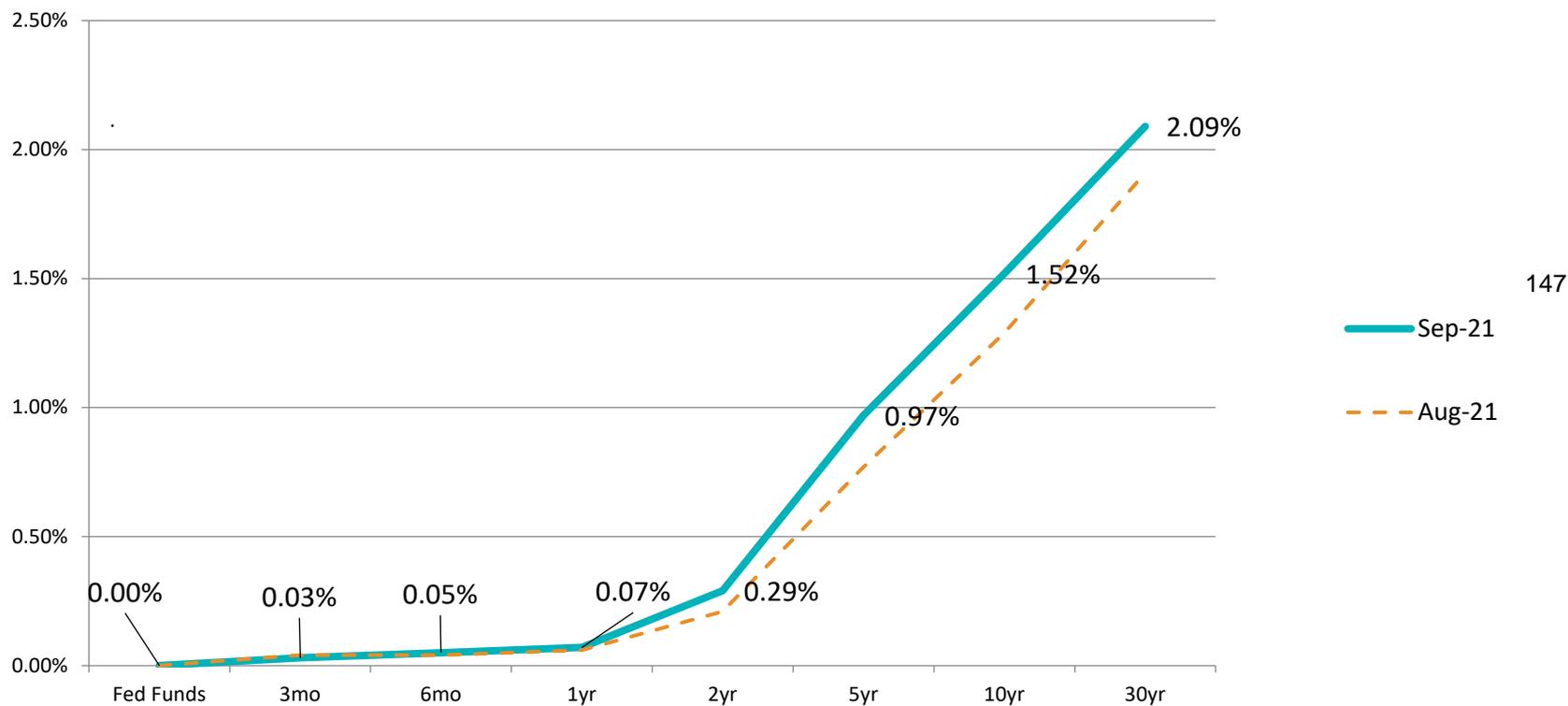
Meanwhile the Fed stated in their September meeting in their vague and relatively non-committal terms, consideration of a reduction in the accommodative position which has pumped \$120 billion into the economy the last 18 months. It is expected from the FOMC comments that they will give better guidance in the November meeting and will begin a taper in early 2022, completing the task by mid-2022.

A tapering does not presage a Fed Funds rate hike. To reduce market angst and forestall volatility, it would appear that tapering must conclude before rates are hiked to reduce volatility in the markets.



# The Curve Changes Little This Month

- The curve remains stubbornly flat on the front end but more direction on the Fed's taper plans are moving the long end slightly higher.
- Short end investors remain very liquid or short as the curve stays in neutral. Even with the taper the short end will stay flat but there is movement in the 1 to 2 year area.
- The Fed has hinted strongly on a taper beginning in early 2022.
- The concern now, besides inflation, will be the consumer during the holidays.
- The steepening in the yield curve presents buying opportunities for securities in 3-5 year maturities.



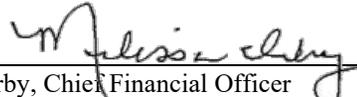
End of Month Rates - Full Yield Curve – Fed Funds to 30yr

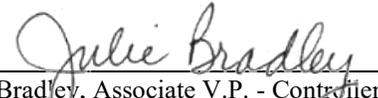
*Collin County Community College District*  
 Monthly Investment Report  
 September 1, 2021 – September 30, 2021

**Portfolio Summary Management Report**

<u>Portfolio as of 08/31/21:</u>		<u>Portfolio as of 09/30/21:</u>	
Beginning Book Value	\$ 465,206,186	Ending Book Value	\$ 458,979,281
Beginning Market Value	\$ 465,335,173	Ending Market Value	\$ 459,073,054
		Unrealized Gain/Loss	\$ 93,773
WAM at Beginning Period Date <sup>1</sup>	99 days	WAM at Ending Period Date <sup>1</sup>	94 days
<i>(Decrease in market value is due to seasonal cash outflows)</i>		Change in Market Value <sup>2</sup>	\$ (6,262,119)
<b>Average Yield to Maturity for period</b>		<b>0.096%</b>	
<b>Average Yield 3 Month Treasury Bill for period</b>		<b>0.040%</b>	

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 Melissa Irby, Chief Financial Officer  
 Collin County Community College District

  
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 Julie Bradley, Associate V.P. - Controller  
 Collin County Community College District

  
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 Barbara Johnston, Associate V.P.  
 Collin County Community College District

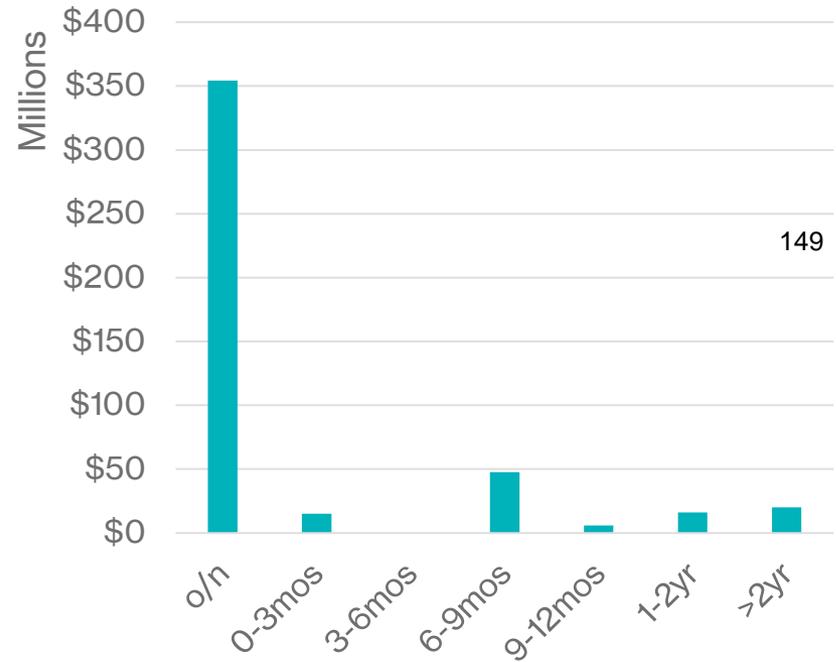
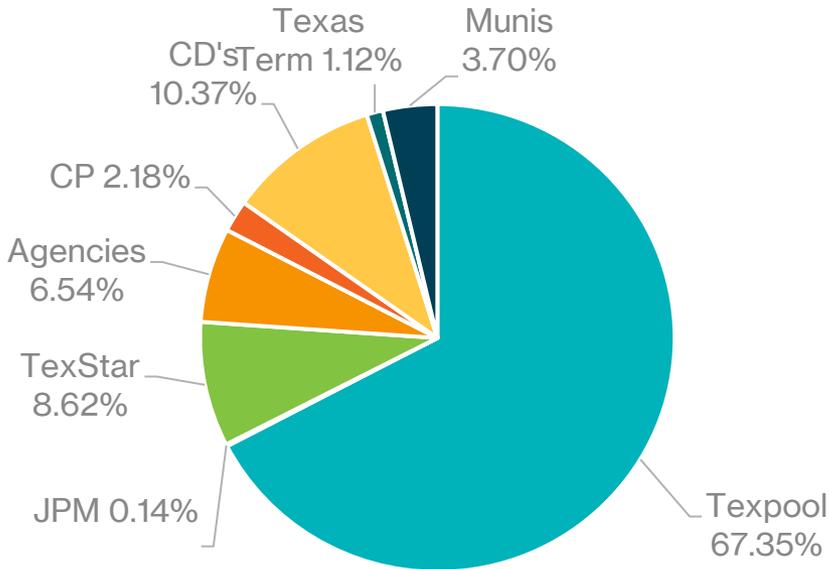
<sup>1</sup> WAM – weighted average maturity

<sup>2</sup> “Change in Market Value” is required data, but will primarily reflect the receipt and expenditure of the District’s funds from month to month. *Patterson & Associates* has assisted in the preparation of this consolidated investment report, with additional input provided by CCCCDCD.

# Portfolio Overview

As of September 30, 2021

- P&A reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions. Where extensions can be made in the portfolio, it is important to make them to find available safe value in the markets.
- The graphs below show asset allocations by market sector and by maturity in your portfolio. Inside of 1 year, we continue to see value in commercial paper. Our expectation is of continuing low rates, but we look for value in your authorized sectors to extend and capture the yield available as markets change.
- The non-cash portion of your portfolio is yielding 0.33%.



**Collin Co Comm College Dist.  
Portfolio Management  
Portfolio Summary  
September 30, 2021**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
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<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM 365 Equiv.</b>
Commercial Paper Disc. -Amortizing	10,000,000.00	9,998,997.22	9,998,997.22	2.18	180	19	0.193
Federal Agency Coupon Securities	30,000,000.00	29,976,827.70	30,000,000.00	6.54	1,093	895	0.387
Municipal Bonds	16,865,000.00	17,080,224.30	16,963,279.23	3.70	706	278	0.953
TexStar	39,578,402.57	39,578,402.57	39,578,402.57	8.62	1	1	0.010
Texpool	309,101,577.60	309,101,577.60	309,101,577.60	67.35	1	1	0.028
JPMorgan Chase	624,841.72	624,841.72	624,841.72	0.14	1	1	0.000
CD's - Interest Monthly/Quarterly	47,582,667.25	47,582,667.25	47,582,667.25	10.37	365	231	0.110
Texas Term	5,129,515.14	5,129,515.14	5,129,515.14	1.12	1	1	0.020
	<b>458,882,004.28</b>	<b>459,073,053.50</b>	<b>458,979,280.73</b>	<b>100.00%</b>	<b>140</b>	<b>94</b>	<b>0.096</b>

<b>Total Earnings</b>	<b>September 30 Month Ending</b>	<b>Fiscal Year To Date</b>	<b>150</b>
Current Year	36,780.32	36,780.32	

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**Collin Co Comm College Dist.  
Summary by Type  
September 30, 2021  
Grouped by Fund**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
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Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Building</b>						
Commercial Paper Disc. -Amortizing	1	10,000,000.00	9,998,997.22	2.18	0.193	19
Federal Agency Coupon Securities	3	20,000,000.00	20,000,000.00	4.36	0.425	989
Municipal Bonds	2	8,000,000.00	8,014,052.09	1.75	0.371	175
Texpool	1	52,578,719.26	52,578,719.26	11.46	0.028	1
TexStar	1	28,260,261.51	28,260,261.51	6.16	0.010	1
<b>Subtotal</b>	<b>8</b>	<b>118,838,980.77</b>	<b>118,852,030.08</b>	<b>25.91</b>	<b>0.127</b>	<b>181</b>
<b>Fund: 2018 Bond Series</b>						
Texpool	1	0.00	0.00	0.00	0.000	0
<b>Subtotal</b>	<b>1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.000</b>	<b>0</b>
<b>Fund: 2020 Bond Series</b>						
Texpool	1	82,088,802.42	82,088,802.42	17.89	0.028	1
<b>Subtotal</b>	<b>1</b>	<b>82,088,802.42</b>	<b>82,088,802.42</b>	<b>17.89</b>	<b>0.028</b>	<b>1</b>
<b>Fund: Debt Service</b>						
Texas Term	1	20.50	20.50	0.00	0.000	1
Texpool	1	10,189,177.31	10,189,177.31	2.22	0.028	1
<b>Subtotal</b>	<b>2</b>	<b>10,189,197.81</b>	<b>10,189,197.81</b>	<b>2.22</b>	<b>0.028</b>	<b>1</b>
<b>Fund: Operating</b>						
Municipal Bonds	2	8,865,000.00	8,949,227.14	1.95	1.474	370
CD's - Interest Monthly/Quarterly	1	47,582,667.25	47,582,667.25	10.37	0.110	231
Federal Agency Coupon Securities	2	10,000,000.00	10,000,000.00	2.18	0.312	707
JPMorgan Chase	1	624,841.72	624,841.72	0.14	0.000	1
Texas Term	1	5,129,494.64	5,129,494.64	1.12	0.020	1
Texpool	1	74,323,842.88	74,323,842.88	16.19	0.028	1
TexStar	1	11,318,141.06	11,318,141.06	2.47	0.010	1

Collin Co Comm College Dist.  
 Summary by Type  
 September 30, 2021  
 Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Subtotal</b>	<b>9</b>	<b>157,843,987.55</b>	<b>157,928,214.69</b>	<b>34.42</b>	<b>0.151</b>	<b>136</b>
<b>Fund: Stabilization</b>						
Texpool	1	89,921,035.73	89,921,035.73	19.59	0.028	1
<b>Subtotal</b>	<b>1</b>	<b>89,921,035.73</b>	<b>89,921,035.73</b>	<b>19.59</b>	<b>0.028</b>	<b>1</b>
<b>Total and Average</b>	<b>22</b>	<b>458,882,004.28</b>	<b>458,979,280.73</b>	<b>100.00</b>	<b>0.096</b>	<b>94</b>

**Collin Co Comm College Dist.  
Fund BLDG - Building  
Investments by Fund  
September 30, 2021**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Commercial Paper Disc. -Amortizing</b>											
06742XEFO	10173	Barclays Bank CP	04/23/2021	9,998,997.22	10,000,000.00	9,998,997.22		0.190	0.192	10/20/2021	19
<b>Subtotal and Average</b>				<b>9,998,997.22</b>	<b>10,000,000.00</b>	<b>9,998,997.22</b>		<b>0.190</b>	<b>0.193</b>		<b>19</b>
<b>Federal Agency Coupon Securities</b>											
3130ALJ70	10172	FHLB Call Note	03/12/2021	5,000,000.00	5,000,000.00	4,999,794.75	0.400	0.394	0.400	03/12/2024	893
3130AMT85	10175	FHLB Call Note	06/28/2021	10,000,000.00	10,000,000.00	9,984,790.10	0.400	0.394	0.400	06/28/2024	1,001
3130ANNS5	10176	FHLB Call Note	08/30/2021	5,000,000.00	5,000,000.00	4,995,099.50	0.500	0.493	0.500	08/28/2024	1,062
<b>Subtotal and Average</b>				<b>20,000,000.00</b>	<b>20,000,000.00</b>	<b>19,979,684.35</b>		<b>0.419</b>	<b>0.425</b>		<b>989</b>
<b>Municipal Bonds</b>											
419792ZH2	10170	State of Hawaii	10/29/2020	3,000,000.00	3,000,000.00	3,005,100.00	0.429	0.422	0.428	10/01/2022	365
476576QP1	10171	Jersey City NJ	12/03/2020	5,014,052.09	5,000,000.00	5,015,850.00	2.000	0.331	0.335	12/02/2021	153 62
<b>Subtotal and Average</b>				<b>8,014,052.09</b>	<b>8,000,000.00</b>	<b>8,020,950.00</b>		<b>0.366</b>	<b>0.371</b>		<b>175</b>
<b>TexStar</b>											
2450	10007	TexStar	02/01/2016	28,260,261.51	28,260,261.51	28,260,261.51	0.010	0.009	0.010		1
<b>Subtotal and Average</b>				<b>28,260,261.51</b>	<b>28,260,261.51</b>	<b>28,260,261.51</b>		<b>0.010</b>	<b>0.010</b>		<b>1</b>
<b>Texpool</b>											
700001	10009	Texpool	02/01/2016	52,578,719.26	52,578,719.26	52,578,719.26	0.028	0.027	0.027		1
<b>Subtotal and Average</b>				<b>52,578,719.26</b>	<b>52,578,719.26</b>	<b>52,578,719.26</b>		<b>0.028</b>	<b>0.028</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>118,852,030.08</b>	<b>118,838,980.77</b>	<b>118,838,612.34</b>		<b>0.126</b>	<b>0.127</b>		<b>180</b>

**Fund BOND18 - 2018 Bond Series  
Investments by Fund  
September 30, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700006	10067	Texpool	04/12/2018	0.00	0.00	0.00				1
<b>Subtotal and Average</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.000</b>	<b>0.000</b>	<b>0</b>
<b>Total Investments and Average</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.000</b>	<b>0.000</b>	<b>0</b>

**Fund BOND20 - 2020 Bond Series  
Investments by Fund  
September 30, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700006A	10164	Texpool	04/29/2020	82,088,802.42	82,088,802.42	82,088,802.42	0.028	0.027	0.027	1
<b>Subtotal and Average</b>				<b>82,088,802.42</b>	<b>82,088,802.42</b>	<b>82,088,802.42</b>	<b>0.028</b>	<b>0.028</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>82,088,802.42</b>	<b>82,088,802.42</b>	<b>82,088,802.42</b>	<b>0.028</b>	<b>0.028</b>		<b>1</b>

**Fund DS - Debt Service  
Investments by Fund  
September 30, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700004	10010	Texpool	02/01/2016	10,189,177.31	10,189,177.31	10,189,177.31	0.028	0.027	0.027	1
<b>Subtotal and Average</b>				<b>10,189,177.31</b>	<b>10,189,177.31</b>	<b>10,189,177.31</b>		<b>0.028</b>	<b>0.028</b>	<b>1</b>
<b>Texas Term</b>										
1291-01	10141	TexasDAILY	02/04/2019	20.50	20.50	20.50				1
<b>Subtotal and Average</b>				<b>20.50</b>	<b>20.50</b>	<b>20.50</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>10,189,197.81</b>	<b>10,189,197.81</b>	<b>10,189,197.81</b>		<b>0.028</b>	<b>0.028</b>	<b>1</b>

**Fund OPER - Operating  
Investments by Fund  
September 30, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Federal Agency Coupon Securities</b>											
3133EL5J9	10167	FFCB Call Note	09/16/2020	5,000,000.00	5,000,000.00	4,999,491.00	0.300	0.305	0.310	09/01/2023	700
3133EL6U3	10169	FFCB Call Note	09/16/2020	5,000,000.00	5,000,000.00	4,997,652.35	0.280	0.309	0.313	09/14/2023	713
<b>Subtotal and Average</b>				<b>10,000,000.00</b>	<b>10,000,000.00</b>	<b>9,997,143.35</b>		<b>0.308</b>	<b>0.312</b>		<b>706</b>
<b>Municipal Bonds</b>											
20772J3G5	10162	State of Connecticut	04/20/2020	5,893,010.12	5,865,000.00	5,957,784.30	2.020	1.440	1.460	08/15/2022	318
20772KAE9	10163	State of Connecticut	04/20/2020	3,056,217.02	3,000,000.00	3,101,490.00	2.990	1.479	1.500	01/15/2023	471
<b>Subtotal and Average</b>				<b>8,949,227.14</b>	<b>8,865,000.00</b>	<b>9,059,274.30</b>		<b>1.454</b>	<b>1.474</b>		<b>370</b>
<b>TexStar</b>											
5450	10008	TexStar	02/01/2016	11,318,141.06	11,318,141.06	11,318,141.06	0.010	0.009	0.010		1
<b>Subtotal and Average</b>				<b>11,318,141.06</b>	<b>11,318,141.06</b>	<b>11,318,141.06</b>		<b>0.010</b>	<b>0.010</b>		<b>1</b>
<b>Texpool</b>											
700003	10011	Texpool	02/01/2016	74,323,842.88	74,323,842.88	74,323,842.88	0.028	0.027	0.027		157
<b>Subtotal and Average</b>				<b>74,323,842.88</b>	<b>74,323,842.88</b>	<b>74,323,842.88</b>		<b>0.028</b>	<b>0.028</b>		<b>1</b>
<b>JPMorgan Chase</b>											
7828	10012	JPMorgan Chase Commercial Chkg	02/01/2016	624,841.72	624,841.72	624,841.72					1
<b>Subtotal and Average</b>				<b>624,841.72</b>	<b>624,841.72</b>	<b>624,841.72</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>CD's - Interest Monthly/Quarterly</b>											
172128542B	10174	East West Bank	05/20/2021	47,582,667.25	47,582,667.25	47,582,667.25	0.110	0.108	0.110	05/20/2022	231
<b>Subtotal and Average</b>				<b>47,582,667.25</b>	<b>47,582,667.25</b>	<b>47,582,667.25</b>		<b>0.108</b>	<b>0.110</b>		<b>231</b>
<b>Texas Term</b>											
1291-00	10142	TexasDAILY	02/06/2019	5,129,494.64	5,129,494.64	5,129,494.64	0.020	0.019	0.020		1
<b>Subtotal and Average</b>				<b>5,129,494.64</b>	<b>5,129,494.64</b>	<b>5,129,494.64</b>		<b>0.020</b>	<b>0.020</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>157,928,214.69</b>	<b>157,843,987.55</b>	<b>158,035,405.20</b>		<b>0.149</b>	<b>0.151</b>		<b>135</b>

**Fund STABL - Stabilization  
Investments by Fund  
September 30, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700005	10050	Texpool	01/24/2018	89,921,035.73	89,921,035.73	89,921,035.73	0.028	0.027	0.027	1
<b>Subtotal and Average</b>				<b>89,921,035.73</b>	<b>89,921,035.73</b>	<b>89,921,035.73</b>	<b>0.028</b>	<b>0.028</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>89,921,035.73</b>	<b>89,921,035.73</b>	<b>89,921,035.73</b>	<b>0.028</b>	<b>0.028</b>		<b>1</b>

**Collin Co Comm College Dist.**  
**Cash Reconciliation Report**  
**For the Period September 1, 2021 - September 30, 2021**  
**Grouped by Fund**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

Trans. Date	Investment #	Fund	Trans. Type	Security ID	Par Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash
<b>Building</b>											
09/12/2021	10172	BLDG	Interest	3130ALJ70	5,000,000.00	FHLBC 5.0M 0.40% Mat. 03/12/2024	03/12/2024	0.00	10,000.00	0.00	10,000.00
<b>Subtotal</b>								<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>
<b>Operating</b>											
09/01/2021	10167	OPER	Interest	3133EL5J9	5,000,000.00	FFCBC 5.0M 0.30% Mat. 09/01/2023	09/01/2023	0.00	7,500.00	0.00	7,500.00
09/14/2021	10169	OPER	Interest	3133EL6U3	5,000,000.00	FFCBC 5.0M 0.28% Mat. 09/14/2023	09/14/2023	0.00	7,000.00	0.00	7,000.00
09/30/2021	10174	OPER	Interest	172128542B	47,563,455.57	EWB 47.6M 0.11% Mat. 05/20/2022	05/20/2022	0.00	4,301.80	0.00	4,301.80
09/30/2021	10174	OPER	Interest	172128542B	47,563,455.57	EWB 47.6M 0.11% Mat. 05/20/2022	05/20/2022	-4,301.80	0.00	0.00	-4,301.80
<b>Subtotal</b>								<b>-4,301.80</b>	<b>18,801.80</b>	<b>0.00</b>	<b>14,500.00</b>
<b>Total</b>								<b>-4,301.80</b>	<b>28,801.80</b>	<b>0.00</b>	<b>24,500.00</b>

**Collin Co Comm College Dist.**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**September 1, 2021 - September 30, 2021**  
**Yield on Average Book Value**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Building</b>												
2450	10007	BLDG	RRP	28,260,261.51	28,260,029.23	28,260,036.97		0.010	0.010	232.28	0.00	232.28
700001	10009	BLDG	RR2	52,578,719.26	52,577,514.93	52,577,555.07		0.028	0.028	1,204.33	0.00	1,204.33
3130ALJ70	10172	BLDG	FAC	5,000,000.00	5,000,000.00	5,000,000.00	03/12/2024	0.400	0.406	1,666.67	0.00	1,666.67
3130ANNS5	10176	BLDG	FAC	5,000,000.00	5,000,000.00	5,000,000.00	08/28/2024	0.500	0.507	2,083.34	0.00	2,083.34
3130AMT85	10175	BLDG	FAC	10,000,000.00	10,000,000.00	10,000,000.00	06/28/2024	0.400	0.406	3,333.33	0.00	3,333.33
06742XEF0	10173	BLDG	ACP	10,000,000.00	9,997,413.89	9,998,231.94	10/20/2021		0.193	0.00	1,583.33	1,583.33
419792ZH2	10170	BLDG	MC1	3,000,000.00	3,000,000.00	3,000,000.00	10/01/2022	0.429	0.435	1,072.50	0.00	1,072.50
476576QP1	10171	BLDG	MC1	5,000,000.00	5,020,962.95	5,017,392.34	12/02/2021	2.000	0.345	8,333.34	-6,910.86	1,422.48
		<b>Subtotal</b>		<b>118,838,980.77</b>	<b>118,855,921.00</b>	<b>118,853,216.33</b>			<b>0.129</b>	<b>17,925.79</b>	<b>-5,327.53</b>	<b>12,398.26</b>
<b>Fund: 2020 Bond Series</b>												
700006A	10164	BOND20	RR2	82,088,802.42	82,086,922.16	82,086,984.84		0.028	0.028	1,880.26	0.00	1,880.26
		<b>Subtotal</b>		<b>82,088,802.42</b>	<b>82,086,922.16</b>	<b>82,086,984.84</b>			<b>0.028</b>	<b>1,880.26</b>	<b>0.00</b>	<b>1,880.26</b>
<b>Fund: Debt Service</b>												
700004	10010	DS	RR2	10,189,177.31	10,188,943.90	10,188,951.68		0.028	0.028	233.41	0.00	233.41
1291-01	10141	DS	RR5	20.50	20.50	20.50				0.00	0.00	0.00
		<b>Subtotal</b>		<b>10,189,197.81</b>	<b>10,188,964.40</b>	<b>10,188,972.18</b>			<b>0.028</b>	<b>233.41</b>	<b>0.00</b>	<b>233.41</b>
<b>Fund: Operating</b>												
5450	10008	OPER	RRP	11,318,141.06	11,318,048.05	11,318,051.15		0.010	0.010	93.01	0.00	93.01
700003	10011	OPER	RR2	74,323,842.88	81,096,700.16	82,348,586.35		0.028	0.028	1,902.08	0.00	1,902.08
7828	10012	OPER	RR3	624,841.72	77,514.42	95,758.66				0.00	0.00	0.00
172128542B	10174	OPER	RR4	47,582,667.25	47,578,365.45	47,578,508.84	05/20/2022	0.110	0.110	4,301.80	0.00	4,301.80
3133EL6U3	10169	OPER	FAC	5,000,000.00	4,999,818.44	4,999,963.69	09/14/2023	0.280	0.328	1,166.67	181.56	1,348.23
3133EL5J9	10167	OPER	FAC	5,000,000.00	5,000,000.00	5,000,000.00	09/01/2023	0.300	0.304	1,250.00	0.00	1,250.00
1291-00	10142	OPER	RR5	5,129,494.64	5,129,417.98	5,129,420.54		0.020	0.018	76.66	0.00	76.66
20772J3G5	10162	OPER	MC1	5,865,000.00	5,895,686.24	5,894,303.58	08/15/2022	2.020	1.485	9,872.75	-2,676.12	7,196.63
20772KAE9	10163	OPER	MC1	3,000,000.00	3,059,851.74	3,057,973.80	01/15/2023	2.990	1.528	7,475.00	-3,634.72	3,840.28

Collin Co Comm College Dist.  
Interest Earnings  
September 1, 2021 - September 30, 2021

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Adjusted Interest Earnings			
									Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Subtotal</b>				<b>157,843,987.55</b>	<b>164,155,402.48</b>	<b>165,422,566.60</b>			<b>0.147</b>	<b>26,137.97</b>	<b>-6,129.28</b>	<b>20,008.69</b>
<b>Fund: Stabilization</b>												
700005	10050	STABL	RR2	89,921,035.73	89,918,976.03	89,919,044.69		0.028	0.028	2,059.70	0.00	2,059.70
<b>Subtotal</b>				<b>89,921,035.73</b>	<b>89,918,976.03</b>	<b>89,919,044.69</b>			<b>0.028</b>	<b>2,059.70</b>	<b>0.00</b>	<b>2,059.70</b>
<b>Total</b>				<b>458,882,004.28</b>	<b>465,206,186.07</b>	<b>466,470,784.64</b>			<b>0.096</b>	<b>48,237.13</b>	<b>-11,456.81</b>	<b>36,780.32</b>

**Collin Co Comm College Dist.  
Amortization Schedule  
September 1, 2021 - September 30, 2021  
Sorted By Fund - Fund**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

Investment #	Maturity Date	Beginning Par Value				Amounts Amortized	Amount Amortized	Amt Amortized	Amount Unamortized	
Issuer	Fund	Amort. Date	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	And Unamortized As of 09/01/2021	This Period Through 09/30/2021	Through 09/30/2021	
<b>Building</b>										
10173 Barclays Bank CP	BLDG	10/20/2021	10,000,000.00	9,990,500.00	-9,500.00	9,998,997.22	6,913.89 -2,586.11	1,583.33	8,497.22	-1,002.78
10171 Jersey City NJ	BLDG	12/02/2021	5,000,000.00 2.000	5,082,700.00	82,700.00	5,014,052.09	-61,737.05 20,962.95	-6,910.86	-68,647.91	14,052.09
			<b>Subtotal</b>	<b>15,073,200.00</b>	<b>73,200.00</b>	<b>15,013,049.31</b>	<b>-54,823.16 18,376.84</b>	<b>-5,327.53</b>	<b>-60,150.69</b>	<b>13,049.31</b>
<b>Operating</b>										
10162 State of Connecticut	OPER	08/15/2022	5,865,000.00 2.020	5,939,485.50	74,485.50	5,893,010.12	-43,799.26 30,686.24	-2,676.12	-46,475.38	28,010.12
10163 State of Connecticut	OPER	01/15/2023	3,000,000.00 2.990	3,119,340.00	119,340.00	3,056,217.02	-59,488.26 59,851.74	-3,634.72	-63,122.98	56,217.02
10167 FFCB Call Note	OPER	09/01/2023 09/01/2021	5,000,000.00 0.300	4,998,500.00	-1,500.00	5,000,000.00	1,500.00 0.00	0.00	1,500.00	0.00
10169 FFCB Call Note	OPER	09/14/2023 09/14/2021	5,000,000.00 0.280	4,995,000.00	-5,000.00	5,000,000.00	4,818.44 -181.56	181.56	5,000.00	0.00
			<b>Subtotal</b>	<b>19,052,325.50</b>	<b>187,325.50</b>	<b>18,949,227.14</b>	<b>-96,969.08 90,356.42</b>	<b>-6,129.28</b>	<b>-103,098.36</b>	<b>84,227.14</b>
			<b>Total</b>	<b>34,125,525.50</b>	<b>260,525.50</b>	<b>33,962,276.45</b>	<b>-151,792.24 108,733.26</b>	<b>-11,456.81</b>	<b>-163,249.05</b>	<b>97,276.45</b>

**Collin Co Comm College Dist.  
Projected Cashflow Report  
Sorted by Monthly  
For the Period October 1, 2021 - April 30, 2022**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
<b>October 2021</b>										
10/01/2021	10170	BLDG	419792ZH2	Interest	State of Hawaii	0.00	0.00	0.00	11,869.00	11,869.00
10/12/2021	10172	BLDG	3130ALJ70	Call	FHLB Call Note	5,000,000.00	5,000,000.00	5,000,000.00	0.00	5,000,000.00
10/20/2021	10173	BLDG	06742XEFO	Maturity	Barclays Bank CP	10,000,000.00	9,990,500.00	10,000,000.00	0.00	10,000,000.00
<b>Total for October 2021</b>						<b>15,000,000.00</b>	<b>14,990,500.00</b>	<b>15,000,000.00</b>	<b>11,869.00</b>	<b>15,011,869.00</b>
<b>December 2021</b>										
12/02/2021	10171	BLDG	476576QP1	Maturity	Jersey City NJ	5,000,000.00	5,082,700.00	5,000,000.00	99,722.22	5,099,722.22
12/28/2021	10175	BLDG	3130AMT85	Interest	FHLB Call Note	0.00	0.00	0.00	20,000.00	20,000.00
12/28/2021	10175	BLDG	3130AMT85	Call	FHLB Call Note	10,000,000.00	10,000,000.00	10,000,000.00	0.00	10,000,000.00
<b>Total for December 2021</b>						<b>15,000,000.00</b>	<b>15,082,700.00</b>	<b>15,000,000.00</b>	<b>119,722.22</b>	<b>15,119,722.22</b>
<b>January 2022</b>										
01/15/2022	10163	OPER	20772KAE9	Interest	State of Connecticut	0.00	0.00	0.00	44,850.00	44,850.00
<b>Total for January 2022</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,850.00</b>	<b>44,850.00</b>
<b>February 2022</b>										
02/15/2022	10162	OPER	20772J3G5	Interest	State of Connecticut	0.00	0.00	0.00	59,236.50	59,236.50
02/28/2022	10176	BLDG	3130ANNS5	Interest	FHLB Call Note	0.00	0.00	0.00	12,361.11	12,361.11
02/28/2022	10176	BLDG	3130ANNS5	Call	FHLB Call Note	5,000,000.00	5,000,000.00	5,000,000.00	0.00	5,000,000.00
<b>Total for February 2022</b>						<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>71,597.61</b>	<b>5,071,597.61</b>
<b>March 2022</b>										
03/01/2022	10167	OPER	3133EL5J9	Interest	FFCB Call Note	0.00	0.00	0.00	7,500.00	7,500.00
03/12/2022	10172	BLDG	3130ALJ70	Interest	FHLB Call Note	0.00	0.00	0.00	10,000.00	10,000.00
03/14/2022	10169	OPER	3133EL6U3	Interest	FFCB Call Note	0.00	0.00	0.00	7,000.00	7,000.00
<b>Total for March 2022</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,500.00</b>	<b>24,500.00</b>
<b>April 2022</b>										
04/01/2022	10170	BLDG	419792ZH2	Interest	State of Hawaii	0.00	0.00	0.00	6,435.00	6,435.00
<b>Total for April 2022</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,435.00</b>	<b>6,435.00</b>
<b>GRAND TOTALS:</b>						<b>35,000,000.00</b>	<b>35,073,200.00</b>	<b>35,000,000.00</b>	<b>278,973.83</b>	<b>35,278,973.83</b>

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# Collin College

2017 Capital Improvement Program  
Monthly Report  
September 2021

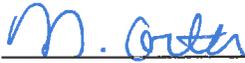
Collin County Community College District

Project Reference: 60541060  
Project Number: 60541060

October 07, 2021

### Quality information

Prepared by



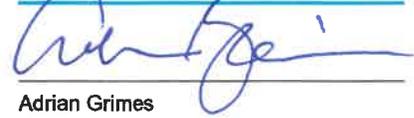
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Program Controls Manager

Reviewed by



Jeff Hagerich  
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Approved By



Adrian Grimes  
Program Director

### Revision History

Revision	Revision date	Details	Authorized	Name	Position
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# 1. Introduction

On May 6, 2017, voters approved Collin College's \$600 million bond proposal to facilitate a long-range plan to accommodate the projected population growth in Collin County over the next two decades. The program consists of 4 new campuses and 2 new facilities.

On May 16, 2017, in a special session, the Board of Trustees granted the District President authority to enter and negotiate into contract with AECOM Technical Services, Inc. (AECOM) to provide Program Management Services to the Collin College 2017 Capital Improvement Program. On May 25, 2017, Collin College issued a Notice to Proceed to AECOM. As part of these services, AECOM will deliver a monthly report to provide status and progress of key aspects of the Program.

# 2. Executive Summary

The Program is progressing as planned with no major issues to report at this time.

## Completed and Pending Items

- Technical Campus – Working on closing out the project.
- Wylie Campus – Working on closing out the project.
- Celina Campus – Completing last open punchlist items.
- Farmersville Campus – Landscaping and irrigation warranty work is on-going. Replacement of the Collin College letters at the main entrance has been completed. Construction of the City's Collin Parkway road project is on-going.
- IT Center - Punchlist items correction is ongoing. Functional testing of HVAC and lighting controls is on-going. Furniture installation is complete. Video production equipment installation, camera, and speaker installations are on-going.
- Frisco Campus (Addition and Renovations) – Fire lane concrete pour is complete. Electrical and irrigation scope is ongoing for the fire lane. In-wall rough-in is complete and walls are being closed at Heritage Hall and Founders Hall. At Lawler Hall, demolition at the front plaza area is complete. At Alumni Hall, grade beams are complete and under-slab utilities are on-going. At the Dining Hall, the demolition is complete.
- McKinney Campus (Welcome Center and Renovations) – Site Upgrades: In the South parking area, the existing parking lot has been demo. Started layouts on the northwest section of Phase 2 parking area. Tie-in of sanitary sewer to main connection is on-going. Welcome Center: In Area A, welding of miscellaneous steel is on-going. Interior stud walls at mechanical room has started. Interior ductwork, hydronic lines, and copper lines has started. In Area B, exterior miscellaneous steel is complete now. Renovations: In the kitchen, interior walls, ductwork, and plumbing is on-going. Ramp was poured and kitchen equipment has been ordered. In dental, walls are complete with drywall and base coat of paint. Partial install of millwork is on-going. Install of fan power boxes is on-going.

## Items of close attention

- Monitoring the progress of the new road the City of Farmersville is installing along the west entrance of the Farmersville Campus. Completion of punch list items at Celina Campus and IT Center.

## Budget Summary

- \$557,083,809 of the \$600,000,000 has been committed to-date in the form of contracts with various vendors. This represents 92.85% of the overall program budget committed.
- \$525,327,446 of the \$557,083,809 committed amount has been expended to-date. This represents 94.30% of the commitments to date and 87.55% of the program budget.

### 3. Scope

#### 3.1 Phase 1

- Wylie Campus
  - Construction of a campus on a new approximately 97-acre site
  - The campus includes:
    - Campus Commons
    - Library
    - Student Center/Conference Center
    - Central Utility Plant
- Technical Campus
  - Construction of a Technical Campus on a new 32-acre site in Allen, Texas
  - The campus includes:
    - 450 space underground parking garage
    - Academic Building (includes space for dual credit students)
    - 3 Trade Bar Buildings to support CTE programs

#### 3.2 Phase 2

- Celina Campus
  - Construction of a campus on a new approximately 75-acre site
  - The campus includes:
    - Student Union / Workforce / Instructional Building
- Farmersville Campus
  - Construction of a campus on a new approximately 76-acre site
  - The campus includes:
    - Student Union / Workforce / Instructional Building
- Frisco Campus
  - Construction of a new IT Center building on the existing campus

### 3.3 Phase 3

- Additions and Renovations at Frisco Campus
  - Alumni Hall Renovations and Additions
  - Lawler Hall Renovations
  - Heritage Hall Upgrades
  - Founders Hall Renovations
  - Wayfinding
- Additional Frisco Campus Projects
  - Construction of a new fire lane, parking lot, and loop road on the existing campus
  - Trane Upgrades
- Additions and Renovations at McKinney Campus
  - Construction of a new Welcome Center on the existing campus
  - New Entry Drive and Parking
  - Pistol Range Demo
  - Kitchen and Dining Renovations in Main Building
  - Dental Hygiene Renovations
  - Wayfinding
- Additional McKinney Campus Projects
  - Trane Upgrades
- Additional Plano Campus Projects
  - Trane Upgrades
  - Wayfinding
- Additional Courtyard Center Projects
  - Trane Upgrades
- Additional CHEC Projects
  - Trane Upgrades

## 4. Community

### 4.1 Project Teams

#### 4.1.1 Phase 1

- Wylie Campus
  - Program Manager: AECOM Technical Services, Inc.
  - A/E: Page Southerland Page, Inc.
    - MEP: Reed, Wells, Benson & Co.
    - Civil Engineer: Pacheco Koch Consulting Engineers, Inc.

- Cost Consulting: Vermeulens
- Construction Manager-at-Risk: Skanska USA Building, Inc.
- Commissioning Agent: Bath Group, Inc.
- Technical Campus
  - Program Manager: AECOM Technical Services, Inc.
  - A/E: Perkins+Will, Inc.
    - Associate Architect: Hoefer Wysocki Architecture
    - MEP: Purdy McGuire
    - Civil Engineer: Pacheco Koch Consulting Engineers, Inc.
    - Structural Engineer: L.A. Fuess Partners, Inc.
    - Cost Consulting: Vermeulens
  - Construction Manager-at-Risk: McCarthy Building Companies, Inc.
  - Commissioning Agent: Farnsworth

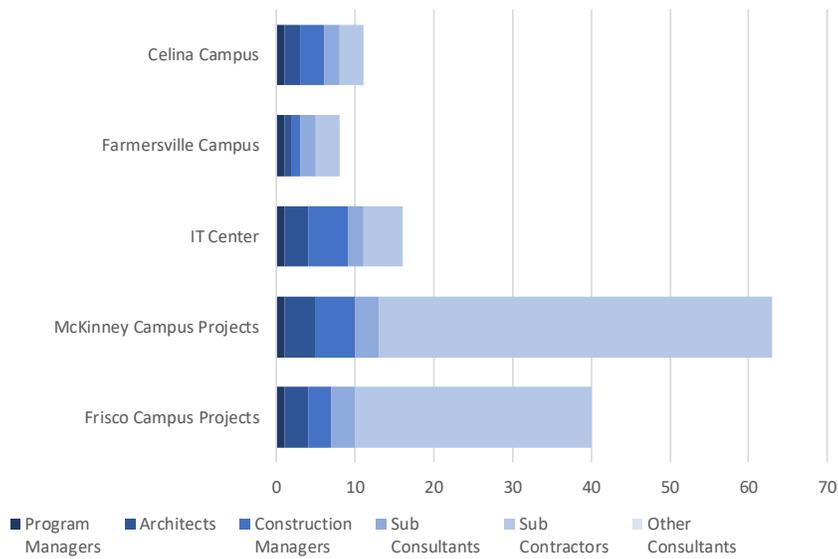
#### 4.1.2 Phase 2

- Celina Campus
  - Program Manager: AECOM
  - A/E: Beck Architecture, LLC
    - Structural Engineer: L.A. Fuess Partners, Inc.
    - MEP: Reed, Wells, Benson & Co.
    - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: JT Vaughn Construction
- Farmersville Campus
  - Program Manager: AECOM
  - A/E: Beck Architecture, LLC
    - Structural Engineer: L.A. Fuess Partners, Inc.
    - MEP: Reed, Wells, Benson & Co.
    - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: JT Vaughn Construction
- IT Center
  - Program Manager: AECOM
  - A/E: Beck Architecture, LLC
    - Structural Engineer: L.A. Fuess Partners, Inc.
    - MEP: ME Engineers
    - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: JE Dunn Construction

### 4.1.3 Phase 3

- Welcome Center at the McKinney Campus
  - Program Manager: AECOM Technical Service, Inc.
  - A/E: PBK
  - Construction Manager-at-Risk: Skanska USA Building, Inc.
  - Commissioning Agent: Bath Group, Inc.
- Loop Road/Parking at Frisco Campus
  - Program Manager: AECOM Technical Service, Inc.
  - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: JE Dunn Construction
- Fire Lane at Frisco Campus
  - Program Manager: AECOM Technical Service, Inc.
  - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: Skanska USA Building, Inc.
- Additional Projects at Frisco Campus
  - Program Manager: AECOM Technical Service, Inc.
  - A/E: Page Southerland Page, Inc.
  - Construction Manager-at-Risk: Skanska USA Building, Inc.
- Additional Projects at McKinney Campus
  - Program Manager: AECOM Technical Service, Inc.
  - A/E: PBK
  - Construction Manager-at-Risk: Skanska USA Building, Inc.
- Trane Upgrades at 5 Existing Campuses
  - Program Manager: AECOM Technical Service, Inc
  - Design – Builder: Trane Companies, Inc.
- Additional Projects at Plano Campus (Wayfinding)
  - Program Manager: AECOM Technical Service, Inc
  - A/E: IN2 Architects
  - General Contractor: TBD

## 4.2 Current Personnel Estimate



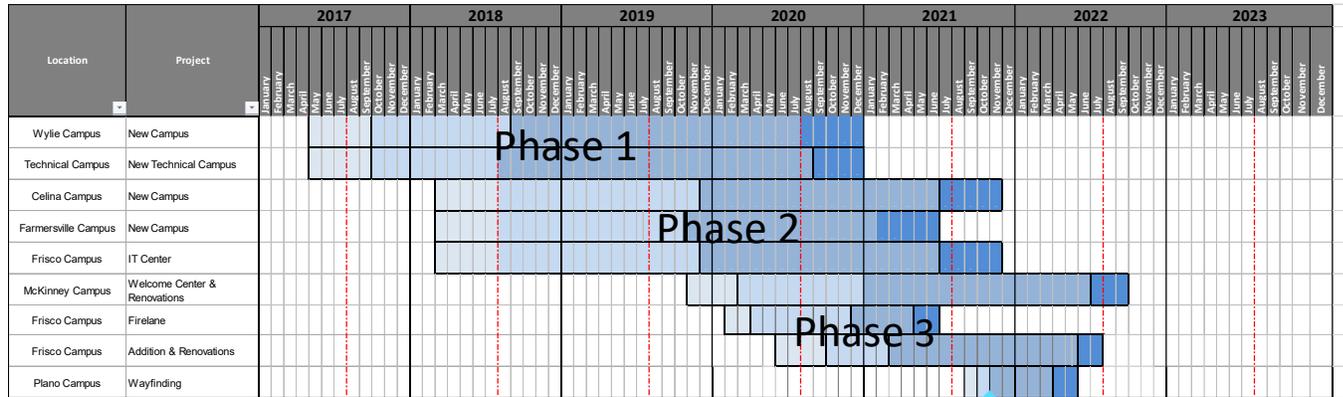
It is estimated that the Program Managers, Architects, Construction Managers, Sub-Consultants, and Sub-Contractors, under contract with Collin College for the 2017 Capital Improvement Program, have 147 employees contributing to the program's progress.

## 4.3 Community Outreach

- Collin College 2017 Capital Improvement Program Website
  - <https://CollinCollege2017CIP.com>
  - Includes the following features:
    - Program Overview
    - Project Scopes
    - Project Schedules
    - Project Budgets
    - Progress Photos/Renderings
    - Live On-Site Camera Feeds

# 5. Schedule

## 5.1 Program



- Planning & Team Selection
- Programing & Design
- Construction

We Are Here

## 5.2 Phase 1

### Wylie Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	May 16, 2017	May 16, 2017	👍	May 16, 2017	✅
BOT Approval of A/E Procurement Method	May 23, 2017	May 23, 2017	👍	May 23, 2017	✅
BOT Approval of Construction Delivery Method	May 23, 2017	May 23, 2017	👍	May 23, 2017	✅
BOT Approval of Recommended Firms	August 22, 2017	August 22, 2017	👍	August 22, 2017	✅
Architect Mobilized	September 12, 2017	September 29, 2017	👎	September 28, 2017	✅
GMP Construction Documents Submittal	June 26, 2018	June 26, 2018	👍	June 26, 2018	✅
BOT Approval of GMP	August 28, 2018	August 28, 2018	👍	August 28, 2018	✅
Contractor Mobilized	September 10, 2018	September 12, 2018	👉	September 12, 2018	✅
Foundations Complete	May 18, 2019	April 30, 2019	👍	April 23, 2019	✅
Structures Complete	June 28, 2019	June 28, 2019	👍	May 23, 2019	✅
Dry-In of Buildings Complete	October 26, 2019	October 26, 2019	👍	October 29, 2019	✅
Permanent Power Complete	September 17, 2019	September 17, 2019	👍	September 21, 2019	✅
Interior Finish-Out Complete	May 1, 2020	June 10, 2020	👎	July 1, 2020	✅
Substantial Completion	June 25, 2020	June 25, 2020	👍	June 30, 2020	✅
Final Completion	August 23, 2020	July 2021	👎	-	
Student Occupancy	August 2020	August 2020	👍	August 1, 2020	✅

## Technical Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	May 16, 2017	May 16, 2017	↑	May 16, 2017	✓
BOT Approval of A/E Procurement Method	May 23, 2017	May 23, 2017	↑	May 23, 2017	✓
BOT Approval of Construction Delivery Method	May 23, 2017	May 23, 2017	↑	May 23, 2017	✓
BOT Approval of Recommended Firms	August 22, 2017	August 22, 2017	↑	August 22, 2017	✓
Architect Mobilized	September 12, 2017	September 29, 2017	↓	September 28, 2017	✓
GMP Construction Documents Submittal	April 16, 2018	April 16, 2018	↑	April 19, 2018	✓
BOT Approval of GMP	June 26, 2018	June 26, 2018	↑	June 26, 2018	✓
Contractor Mobilized	July 6, 2018	July 20, 2018	👉	July 26, 2018	✓
Foundations Complete	September 23, 2019	September 23, 2019	↑	July 29, 2019	✓
Structures Complete	November 18, 2019	November 18, 2019	↑	November 13, 2019	✓
Roofing of Buildings Complete	December 20, 2019	December 20, 2019	↑	December 20, 2019	✓
Permanent Power Complete	December 15, 2019	January 10, 2020	↓	January 15, 2020	✓
Building A Punchlist Generated	June 5, 2020	June 12, 2020	👉	June 12, 2020	✓
Building B Punchlist Generated	June 12, 2020	June 19, 2020	👉	June 19, 2020	✓
Building C Punchlist Generated	June 30, 2020	July 6, 2020	👉	July 9, 2020	✓
Building D Punchlist Generated	July 6, 2020	July 20, 2020	👉	July 15, 2020	✓
Substantial Completion	July 6, 2020	August 10, 2020	↓	August 10, 2020	✓
Final Completion	September 4, 2020	May 10, 2021	↓	-	
Student Occupancy	August 2020	August 2020	↑	August 8, 2020	✓

## 5.3 Phase 2

### Celina Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	September 25, 2018	February 14, 2018	↑	February 14, 2018	✓
BOT Approval of A/E Procurement Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Construction Delivery Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Recommended A/E Firm	June 26, 2018	June 26, 2018	↑	June 26, 2018	✓
BOT Approval of Recommended CM Firm	August 2018	August 2018	↑	August 28, 2018	✓
Architect Mobilized	July 24, 2018	July 24, 2018	↑	July 31, 2018	✓
Schematic Design Submittal	January 8, 2019	January 15, 2019	👉	January 16, 2019	✓
Design Development Submittal	April 30, 2019	April 30, 2019	↑	April 26, 2019	✓
Construction Document Submittal	September 20, 2019	September 20, 2019	↑	September 3, 2019	✓
Contractor Mobilized	December 2019	December 2019	↑	November 25, 2019	✓
Foundations Complete	April 9, 2020	April 14, 2020	👉	April 21, 2020	✓
Structures Complete	July 7, 2020	July 7, 2020	↑	June 9, 2020	✓
Roofing of Buildings Complete	December 2, 2020	December 2, 2020	↑	November 13, 2020	✓
Permanent Power Complete	October 7, 2020	October 7, 2020	↑	May 28, 2020	✓
Interior Finish-Out Complete	May 18, 2021	May 18, 2021	↑	May 28, 2021	✓
Substantial Completion	July 15, 2021	June 30, 2021	↑	June 30, 2021	✓
Final Completion	August 12, 2021	August 30, 2021	↓	-	
Student Occupancy	August 2021	August 2021	↑	August 23, 2021	✓

### Farmersville Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	September 25, 2018	February 14, 2018	↑	February 14, 2018	✓
BOT Approval of A/E Procurement Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Construction Delivery Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Recommended A/E Firm	June 26, 2018	June 26, 2018	↑	June 26, 2018	✓
BOT Approval of Recommended CM Firm	August 2018	August 2018	↑	August 28, 2018	✓
Architect Mobilized	July 24, 2018	July 24, 2018	↑	July 31, 2018	✓
Schematic Design Submittal	December 20, 2018	December 18, 2018	↑	December 18, 2018	✓
Design Development Submittal	April 2, 2019	April 19, 2019	↓	April 26, 2019	✓
Construction Document Submittal	July 25, 2019	August 9, 2019	↓	August 9, 2019	✓
Contractor Mobilized	November 2019	November 2019	↑	October 21, 2019	✓
Foundations Complete	March 5, 2020	March 13, 2020	👉	April 2, 2020	✓
Structures Complete	April 13, 2020	April 13, 2020	↑	April 30, 2020	✓
Roofing of Buildings Complete	June 29, 2020	June 29, 2020	↑	June 30, 2020	✓
Permanent Power Complete	June 30, 2020	July 7, 2020	👉	May 4, 2020	✓
Interior Finish-Out Complete	November 30, 2020	November 30, 2020	↑	December 11, 2020	✓
Substantial Completion	January 5, 2021	January 5, 2021	↑	December 21, 2020	✓
Final Completion	February 2, 2021	July 2021	↓	-	
Student Occupancy	August 2021	March 2021	↑	March 12, 2021	✓

### IT Center

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	September 25, 2018	February 14, 2018	↑	February 14, 2018	✓
BOT Approval of A/E Procurement Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Construction Delivery Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Recommended A/E Firm	June 26, 2018	June 26, 2018	↑	June 26, 2018	✓
BOT Approval of Recommended CM Firm	August 2018	August 2018	↑	August 28, 2018	✓
Architect Mobilized	July 24, 2018	July 24, 2018	↑	July 31, 2018	✓
Schematic Design Submittal	May 24, 2019	May 24, 2019	↑	May 24, 2019	✓
Design Development Submittal	August 23, 2019	August 23, 2019	↑	August 23, 2019	✓
Construction Document Submittal	December 9, 2019	December 9, 2019	↑	December 9, 2019	✓
Contractor Mobilized	December 2019	January 6, 2020	↓	January 20, 2020	✓
Construction Start for Loop Road/Parking	June 1, 2020	July 13, 2020	↓	July 27, 2020	✓
Foundations Complete	June 22, 2020	June 22, 2020	↑	May 2, 2020	✓
Structures Complete	August 14, 2020	August 14, 2020	↑	July 14, 2020	✓
Phase 1 Construction Complete for Loop Road/Parking	August 15, 2020	August 15, 2020	↑	August 22, 2020	✓
Phase 2 Construction Complete for Loop Road/Parking	October 31, 2020	March 15, 2021	↓	March 15, 2021	✓
Roofing of Buildings Complete	November 3, 2020	November 23, 2020	↓	October 23, 2020	✓
Permanent Power Complete	January 4, 2021	January 4, 2021	↑	January 29, 2021	✓
Interior Finish-Out Complete	May 13, 2021	June 30, 2021	↓	June 30, 2021	✓
Substantial Completion	June 30, 2021	July 7, 2021	👉	July 8, 2021	✓
Final Completion	August 26, 2021	October 29, 2021	↓	-	
Student Occupancy	August 2021	August 2021	↑	August 23, 2021	✓

\* Phase 3 (Loop Road and Parking Lot) at Frisco Campus is included in this schedule

## 5.4 Phase 3

### McKinney Campus (Welcome Center and Renovations)

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	August 27, 2019	August 27, 2019		August 27, 2019	
BOT Approval of A/E Procurement Method	October 22, 2019	October 22, 2019		October 22, 2019	
BOT Approval of Construction Delivery Method	February 2020	February 2020		October 22, 2019	
BOT Approval of Recommended A/E Firm	March 24, 2020	March 24, 2020		April 28, 2020	
BOT Approval of Recommended CM Firm	March 24, 2020	March 24, 2020		April 28, 2020	
Architect NTP	April 14, 2020	April 14, 2020		April 8, 2020	
Schematic Design Submittal	August 1, 2020	August 1, 2020		August 1, 2020	
Site Construction Document Submittal	October 2, 2020	October 2, 2020		October 2, 2020	
Welcome Center Construction Document Submittal	November 20, 2020	November 20, 2020		October 30, 2020	
GMP #1 * Board Approval	December 8, 2020	December 8, 2020		December 8, 2021	
GMP #2 ** Board Approval	January 26, 2021	February 23, 2021		January 26, 2021	
GMP #1 * Construction Start	January 18, 2021	January 18, 2021		January 28, 2021	
GMP #2 ** Construction Start	March 1, 2021	March 1, 2021		March 15, 2021	
Site - Phase 1	September 3, 2021	September 3, 2021		August 30, 2021	
Site - Phase 2	January 7, 2022	January 7, 2022		-	
Welcome Center Substantial Completion	June 29, 2022	June 29, 2022		-	
Welcome Center Final Completion	July 31, 2022	July 31, 2022		-	
Kitchen Renovation Substantial Completion	December 27, 2021	December 27, 2021		-	
Dental Offices Substantial Completion	October 25, 2021	October 25, 2021		-	
Dental Lab Substantial Completion	October 5, 2021	October 5, 2021		-	
Substantial Completion	May 2022	June 2022		-	
Student Occupancy	July 2022	June 29, 2022		-	

\* GMP #1 Site, Civil, and Demolition for Renovation Work

\*\* GMP #2 Construction of New Welcome Center and Renovation

**Frisco Campus (Addition and Renovations)**

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	August 27, 2019	August 27, 2019	↑	August 27, 2019	✓
BOT Approval of Recommended AE Firm	June 23, 2020	June 23, 2020	↑	June 23, 2020	✓
BOT Approval of Recommended CM Firm	August 25, 2020	August 25, 2020	↑	August 25, 2020	✓
Schematic Design Submittal	December 14, 2020	December 14, 2020	↑	December 14, 2020	✓
Construction Document Submittal	March 26, 2021	March 26, 2021	↑	March 26, 2021	✓
GMP #1 * Board Approval	October 27, 2020	October 27, 2020	↑	October 27, 2020	✓
GMP #1 * Construction Start	December 15, 2020	December 15, 2020	↑	December 2, 2020	✓
GMP #2 ** Board Approval	March 2021	April 2021	↓	April 25, 2021	✓
GMP #2 ** Construction Start	April 2021	June 2021	↓	June 7, 2021	✓
Fire Lane Completion	March 2021	October 2021	↓	-	
Alumni Hall Start	July 2021	July 2021	↑	July 21, 2021	✓
Alumni Hall Foundations Complete	September 2021	September 2021	↑	September 2021	✓
Alumni Hall Structure Complete	October 2021	November 2021	↓	-	
Alumni Hall Roof Complete	November 2021	December 2021	↓	-	
Alumni Hall Interior Finish-out	April 2022	April 2022	↑	-	
Alumni Hall Substantial Completion	April 2022	April 2022	↑	-	
Alumni Hall Final Completion	June 2022	June 2022	↑	-	
Heritage Hall Renovations Start	June 21, 2021	June 21, 2021	↑	June 21, 2021	✓
Heritage Hall Substantial Completion	January 2022	January 2022	↑	-	
Founders Hall Renovations Start	July 2021	July 15, 2021	👉	July 15, 2021	✓
Founders Hall Substantial Completion	January 2022	January 2022	↑	-	
Lawler Hall Building Entrance Start	July 2021	July 15, 2021	👉	July 26, 2021	✓
Lawler Hall Building Entrance Substantial Completion	December 2021	December 29, 2021	↓	-	

\* GMP #1 Fire Lane

\*\* GMP #2 Alumni Hall Remaining Work, Renovations and Foundation Work

## 6. Budget

### 6.1 Program Summary

**Program Wide Budget Summary**

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$47,226,570	\$43,045,789	\$42,934,540	\$41,871,319	100%	98%
Investigation, Testing & Verification	\$8,185,410	\$6,357,456	\$5,369,202	\$4,681,694	84%	87%
Construction, Equipment & Furnishings	\$486,561,069	\$511,576,973	\$507,716,303	\$478,281,556	99%	94%
Misc.	\$394,411	\$276,636	\$141,623	\$140,348	51%	99%
Contingency	\$61,621,273	\$12,683,067	\$0	\$0	0%	0%
<b>Total Program Budget</b>	<b>\$600,000,000</b>	<b>\$600,000,000</b>	<b>\$557,083,809</b>	<b>\$525,327,446</b>		
<b>% of Total Program Budget Committed</b>		<b>92.85%</b>				
<b>% of Total Commitments Expended</b>			<b>94.30%</b>			
<b>% of Total Program Budget Expended</b>				<b>87.55%</b>		

## 6.2 Phase 1

### Wylie Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$15,051,440	\$13,442,958	\$13,442,958	\$13,434,860	100%	100%
Investigation, Testing & Verification	\$2,679,247	\$1,587,529	\$1,587,529	\$1,587,529	100%	100%
Construction, Equipment & Furnishings	\$133,174,284	\$150,180,721	\$150,180,721	\$149,186,894	100%	99%
Misc.	\$126,082	\$61,361	\$61,361	\$61,361	100%	100%
Contingency	\$6,571,649	\$757,675	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$157,602,702</b>	<b>\$166,030,244</b>	<b>\$165,272,570</b>	<b>\$164,270,644</b>		
% of Total Project Budget Committed	<b>99.54%</b>					
% of Total Commitments Expended	<b>99.39%</b>					
% of Total Project Budget Expended	<b>98.94%</b>					

### Technical Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$14,713,206	\$13,730,979	\$13,730,979	\$13,729,376	100%	100%
Investigation, Testing & Verification	\$2,619,039	\$1,544,280	\$1,544,280	\$1,297,502	100%	84%
* Construction, Equipment & Furnishings	\$130,181,602	\$161,525,655	\$161,525,655	\$161,426,940	100%	100%
Misc.	\$123,249	\$38,501	\$38,501	\$38,501	100%	100%
Contingency	\$6,423,972	\$337,937	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$154,061,068</b>	<b>\$177,177,352</b>	<b>\$176,839,415</b>	<b>\$176,492,319</b>		
Allen ISD Reimbursement	-	(\$12,000,000)	(\$12,000,000)	-		
Allen EDC Grant	-	(\$400,000)	(\$400,000)	-		
% of Total Project Budget Committed	<b>99.81%</b>					
% of Total Commitments Expended	<b>99.80%</b>					
% of Total Project Budget Expended	<b>99.61%</b>					

\* Actual Budget from bond funds is \$149,125,655 (\$161,525,655 less \$12,000,000 Allen ISD Reimbursement and \$400,000 Allen EDC Grant)

## 6.3 Phase 2

### Celina Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$5,078,807	\$4,011,464	\$3,974,088	\$3,914,391	99%	98%
Investigation, Testing & Verification	\$936,908	\$936,908	\$582,464	\$518,909	62%	89%
Construction, Equipment & Furnishings	\$46,569,862	\$49,274,163	\$47,796,536	\$43,515,066	97%	91%
Misc.	\$44,090	\$64,229	\$22,321	\$22,321	35%	100%
Contingency	\$2,482,596	\$825,499	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$55,112,263</b>	<b>\$55,112,263</b>	<b>\$52,375,410</b>	<b>\$47,970,687</b>		
% of Total Project Budget Committed	<b>95.03%</b>					
% of Total Commitments Expended	<b>91.59%</b>					
% of Total Project Budget Expended	<b>87.04%</b>					

### Farmersville Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$2,539,404	\$2,185,319	\$2,171,319	\$2,142,100	99%	99%
Investigation, Testing & Verification	\$468,453	\$540,867	\$442,485	\$351,453	82%	79%
Construction, Equipment & Furnishings	\$23,284,932	\$25,523,763	\$25,432,293	\$21,690,580	100%	85%
Misc.	\$22,045	\$26,912	\$6,107	\$6,107	23%	100%
Contingency	\$1,241,298	\$229,272	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$27,556,132</b>	<b>\$28,506,132</b>	<b>\$28,052,204</b>	<b>\$24,190,239</b>		
% of Total Project Budget Committed	<b>98.41%</b>					
% of Total Commitments Expended	<b>86.23%</b>					
% of Total Project Budget Expended	<b>84.86%</b>					

### IT Center

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$5,472,853	\$4,884,249	\$4,851,547	\$4,689,214	99%	97%
Investigation, Testing & Verification	\$1,009,600	\$1,193,900	\$858,657	\$820,162	72%	96%
Construction, Equipment & Furnishings	\$50,183,042	\$46,225,015	\$45,407,867	\$38,942,282	98%	86%
Misc.	\$47,510	\$53,157	\$10,487	\$9,212	20%	88%
Contingency	\$2,675,210	\$4,813,073	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$59,388,215</b>	<b>\$57,169,393</b>	<b>\$51,128,558</b>	<b>\$44,460,870</b>		
% of Total Project Budget Committed	<b>89.43%</b>					
% of Total Commitments Expended	<b>86.96%</b>					
% of Total Project Budget Expended	<b>77.77%</b>					

\* Project Budget contains funds for Phase 3 (Loop Road and Parking Lot) at Frisco Campus

## 6.4 Phase 3

### McKinney Campus (Welcome Center and Renovations)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$4,370,860	\$4,420,820	\$4,393,648	\$3,609,878	99%	82%
Investigation, Testing & Verification	\$472,163	\$553,973	\$353,788	\$106,139	64%	30%
Construction, Equipment & Furnishings	\$30,179,816	\$38,342,104	\$36,867,678	\$10,614,242	96%	29%
Misc.	\$31,435	\$32,476	\$2,845	\$2,845	9%	100%
Contingency	\$2,833,454	\$3,180,222	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$37,887,728</b>	<b>\$46,529,595</b>	<b>\$41,617,959</b>	<b>\$14,333,104</b>		
% of Total Project Budget Committed	<b>89.44%</b>					
% of Total Commitments Expended	<b>34.44%</b>					
% of Total Project Budget Expended	<b>30.80%</b>					

### Frisco Campus (Addition and Renovations)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$2,883,468	\$1,971,356	\$1,859,109	\$1,385,613	94%	75%
Investigation, Testing & Verification	\$347,015	\$458,793	\$225,997	\$41,153	49%	18%
Construction, Equipment & Furnishings	\$16,724,000	\$16,869,367	\$16,062,682	\$2,449,362	95%	15%
Misc.	\$70,820	\$78,211	\$44,997	\$44,997	58%	100%
Contingency	\$1,094,995	\$3,563,311	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$21,120,298</b>	<b>\$22,941,038</b>	<b>\$18,192,786</b>	<b>\$3,921,127</b>		
% of Total Project Budget Committed	<b>79.30%</b>					
% of Total Commitments Expended	<b>21.55%</b>					
% of Total Project Budget Expended	<b>17.09%</b>					

### Plano Campus (Additional Projects)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
<b>Total Project Budget</b>	<b>\$0</b>	<b>\$2,177,541</b>	<b>\$16,645</b>	<b>\$12,270</b>		
% of Total Project Budget Committed	<b>0.76%</b>					
% of Total Commitments Expended	<b>73.72%</b>					
% of Total Project Budget Expended	<b>0.56%</b>					

## 6.5 Phase A

### Public Safety Training Center

Budget Group	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
PSTC Construction	\$31,068,022	\$31,068,022	\$31,068,022	100%	100%
PSTC Parking Addition	\$675,000	\$655,641	\$86,029	97%	13%
<b>Total Project Budget</b>	<b>\$31,743,022</b>	<b>\$31,723,663</b>	<b>\$31,154,051</b>		

\* This project was not managed by AECOM. However, it is included in the report to make a complete report of Bond costs.

### Trane Energy PACT

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Frisco Campus	\$9,725,336	\$9,725,336	\$9,725,336	\$9,725,336	100%	100%
Plano Campus	\$6,797,834	\$6,797,834	\$6,797,834	\$6,797,834	100%	100%
McKinney Campus	\$4,044,983	\$4,044,983	\$4,044,983	\$4,044,983	100%	100%
Courtyard Center	\$548,720	\$548,720	\$548,720	\$548,720	100%	100%
Collin Higher Education Center	\$720,659	\$720,659	\$720,659	\$720,659	100%	100%
<b>Total Program Budget</b>	<b>\$21,837,531</b>	<b>\$21,837,531</b>	<b>\$21,837,531</b>	<b>\$21,837,531</b>		

% of Total Project Budget Committed **100.00%**

% of Total Commitments Expended **100.00%**

% of Total Project Budget Expended **100.00%**

## 6.6 Additional Program Budgets

### Program Level

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Building Fund Reimbursement	\$51,150,000	\$0	\$0	\$0	0%	0%
Program Wide Traffic Study	\$0	\$370,000	\$370,000	\$351,500	100%	95%
Program Contingency	\$39,393,094	\$2,539,389	\$0	\$0	0%	0%
Trane PACT Program Management		\$99,500	\$99,500	\$99,500	100%	100%
Bond Fees		\$9,500	\$9,500	\$9,500	100%	100%
District Wide Air Cleaning		\$140,000	\$140,000	\$140,000	100%	100%
District Wide Commissioning		\$17,500	\$17,500	\$17,500	100%	100%
<b>Total Project Budget</b>	<b>\$90,543,094</b>	<b>\$3,175,889</b>	<b>\$636,500</b>	<b>\$618,000</b>		

\* Building Fund Reimbursements for Wylie Campus land, Technical Campus land, and Public Safety Training Center construction costs were completed in August '18. Budgets, Commitments and Expenditures for these costs are reflected in each project.

\*\* Program Contingency Original Budget is the result of the balance from the original Phase 3 & 4 projects less the funding for the Frisco Campus Parking Garage, McKinney Campus Welcome Center & Trane Energy PACT projects.

\* Additional Phase 3 projects to be funded from Program Contingency

## 7. Completed Items

### 7.1 General Program

- [AECOM issued the Monthly Program Report for August '21 to Collin College on September 7<sup>th</sup>](#)

### 7.2 Procurement

- No Procurement Items have been completed at this time

### 7.3 Design

- No Design Items have been completed at this time

### 7.4 Pre-Construction

- No Pre-Construction Items have been completed at this time

### 7.5 Construction

- [Collin College, AECOM, Page Southerland Page, Inc., and Skanska USA Building, Inc. conducted Weekly OAC meetings on September 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> for the Frisco Campus Addition and Renovations](#)
- [Collin College, AECOM, Beck Architecture, LLC, and JE Dunn Construction conducted an OAC meeting on September 7<sup>th</sup> for the IT Center at the Frisco Campus](#)
- [Collin College, AECOM, Page Southerland Page, Inc. and Skanska USA Building, Inc. conducted Weekly OAC meetings on September 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup> for the McKinney Campus Addition and Renovations](#)
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[See Appendix A for Construction Progress Photos](#)

### 7.6 Acceptance and Close-Out

- No Acceptance and Close-Out Phase Items have been completed at this time

## 8. Pending Items

### 8.1 General Program

- No General Program items are pending at this time

### 8.2 Procurement

- [Procurement package for Plano Campus Wayfinding](#)

### 8.3 Design

- No Design items are pending at this time

## 8.4 Pre-Construction

- No Pre-Construction items are pending at this time

## 8.5 Construction

- [Punch list items at the Celina Campus and IT Center at Frisco Campus](#)

*See Appendix A for Construction Progress Photos*

## 8.6 Acceptance and Close-Out

- [Final close-out activities are nearing completion for the Wylie Campus, Technical Campus, and Farmersville Campus](#)

# Appendix A – Construction Progress Photos

## Fire Lane, Addition, and Renovations at Frisco Campus



Lawler Hall Aerial for September '21



Dining Hall Addition at Alumni Hall



Starbucks Area at Alumni Hall



Classroom on 2<sup>nd</sup> Floor at Heritage Hall



Office Space at Heritage Hall



Interior Renovations Founders Hall

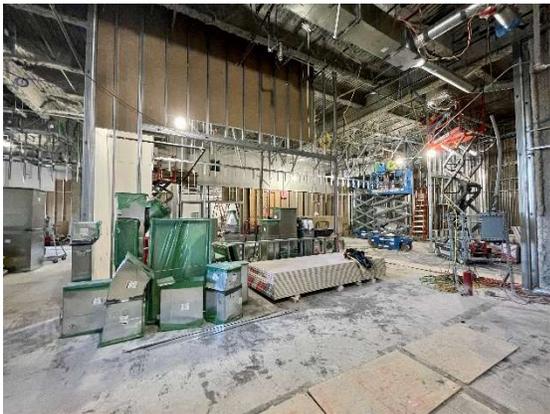
## Welcome Center, Parking Lot, and Renovations at McKinney Campus



Front Entrance at Welcome Center



Welcome Center



Kitchen Renovations



Dental Lab Space



Dental Office



Underground Hydronic Piping Install Behind Library