



**NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold a meeting of the Finance and Audit Committee (Saad, Menon, and Wallace) at 5:00 p.m. on Tuesday, August 15, 2023, in the President's Conference Room 407 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.**

**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

**PUBLIC COMMENT**

**REVIEW AND DISCUSSION ITEM**

1. Consideration of Approval of the Facility and Patio Space Fees Effective September 1, 2023

2. Review and Discussion of the Appointment of Authorized Representatives to Engage in Investment Transactions with TexPool

*Andrew P. Hardin  
Chair, Board of Trustees*

**iCollin**

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

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Megan Wallace

**District President**

H. Neil Matkin, Ed.D.

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

1. Finance and Audit Committee

August 15, 2023

Resource: Melissa Irby  
Chief Financial Officer

**DISCUSSION ITEM:** Consideration of Approval of the Facility and Patio Space Fees Effective September 1, 2023

**DISCUSSION:** Board Policy GD (Local) establishes the guidelines for the use of District facilities by community groups and organizations. The Facility Fee Schedule was last approved by the Board on January 25, 2022, with only minor changes made to the fee schedule since December 10, 2019.

Proposed fees are listed on the attachment including increased fees for events, police, technical, housekeeping, or facility support.

The fee/increase offsets the cost of Collin employees managing the leasing and staging of external events. The District will review facility usage fees every year.

GD (Local) gives the District President the authority to waive the facility use rental fee if the use serves an appropriate College District or public purpose. The District is charged with being a good steward of taxpayer funds, so it is essential that the District recovers the costs associated with hosting and staging events for external patrons to avoid the gifting of public funds. A cost recovery fee is being proposed to cover the minimum operating costs of the District to manage and stage the external event, including utilities and employee costs to stage the event. The fee will be charged hourly for large venues and as a flat fee for classrooms and smaller venues.

**Conference Services Fee Increase Proposal FY 24**

	Capacity	Length	Non-profit Fees	For-profit Fees	PROPOSED NEW Non-Profit Fees	PROPOSED NEW For-Profit Fees
<b>Frisco Campus</b>						
Whole Conference Center	500-900	½ day	\$ 425	\$ 850	\$ 510	\$ 1,020
Whole Conference Center	500-900	Full day	\$ 800	\$ 1,600	\$ 960	\$ 1,920
1/2 Conference Center (E or N/S)	300-400	½ day	\$ 300	\$ 600	\$ 360	\$ 720
1/2 Conference Center (E or N/S)	300-400	Full day	\$ 475	\$ 950	\$ 570	\$ 1140
1/4 Conference Center (N or S)	150-200	½ day	\$ 225	\$ 450	\$ 270	\$ 540
1/4 Conference Center (N or S)	150-200	Full day	\$ 325	\$ 650	\$ 390	\$ 780
Cougar's Den	60-75	½ day	\$ 100	\$ 200		
Cougar's Den	60-75	Full day	\$ 150	\$ 300		
Gymnasium (minimum 2 hours)	200	Hourly	\$ 80	\$ 100	\$ 96	\$ 120
<b>McKinney Campus</b>						
Whole Conference Center	500-900	½ day	\$ 425	\$ 850	\$ 510	\$ 1,020
Whole Conference Center	500-900	Full day	\$ 800	\$ 1,600	\$ 960	\$ 1,920
1/2 Conference Center (A or B/C)	300-400	½ day	\$ 300	\$ 600	\$ 360	\$ 720
1/2 Conference Center (A or B/C)	300-400	Full day	\$ 475	\$ 950	\$ 570	\$ 1140
1/4 Conference Center (B or C)	150-200	½ day	\$ 225	\$ 450	\$ 270	\$ 540
1/4 Conference Center (B or C)	150-200	Full day	\$ 325	\$ 650	\$ 390	\$ 780
Pike Hall/Abernathy Hall	100	½ day	\$ 215	\$ 430	\$ 258	\$ 516
Pike Hall/Abernathy Hall	100	Full day	\$ 305	\$ 610	\$ 366	\$ 732
<b>Plano Plano</b>						
Whole Conference Center	500-850	½ day	\$ 425	\$ 850	\$ 510	\$ 1,020
Whole Conference Center	500-850	Full day	\$ 800	\$ 1,600	\$ 960	\$ 1,920
Conference Center Section C	300-350	½ day	\$ 300	\$ 600	\$ 360	\$ 720
Conference Center Section C	300-350	Full day	\$ 475	\$ 950	\$ 570	\$ 1140
Conference Center - End Section	100-150	½ day	\$ 215	\$ 430	\$ 258	\$ 516
Conference Center - End Section	100-150	Full day	\$ 305	\$ 610	\$ 366	\$ 732
Rear Dining Area	150	½ day	\$ 215	\$ 430	\$ 258	\$ 516
Rear Dining Area	150	Full day	\$ 305	\$ 610	\$ 366	\$ 732
Gymnasium (minimum 2 hours)	500	Hourly	\$ 80	\$ 100	\$ 96	\$ 120
Tennis Courts (price per court per match)	12 courts	Hourly	\$ 15	\$ 15	\$ 20	\$ 20
John Anthony Theatre (performance or rehearsal)	350	½ day	\$ 475	\$ 1,585		
John Anthony Theatre (performance or rehearsal)	350	Full day	\$ 775	\$ 2,585		
<b>Collin Higher Education Center (CHEC)</b>						
Board Room (Room 139)	100	½ day	\$ 190	\$ 380	\$ 228	\$ 456
Board Room (Room 139)	100	Full day	\$ 280	\$ 560	\$ 336	\$ 672
Board Conf. Room (Room 135)	50-75	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Board Conf. Room (Room 135)	50-75	Full day	\$ 200	\$ 400	\$ 240	\$ 480
<b>Courtyard Center</b>						
Courtyard Center (rooms 422,424,426,428 only leased together)	100-150	½ day	\$ 265	\$ 530	\$ 318	\$ 636
Courtyard Center (rooms 422,424,426,428 only leased together)	100-150	Full day	\$ 405	\$ 810	\$ 486	\$ 972
<b>Allen Technical Campus</b>						
Kone Conference Center	40-190	½ day	\$ 215	\$ 430	\$ 258	\$ 516
Kone Conference Center	40-190	Full day	\$ 305	\$ 610	\$ 366	\$ 732
South Terrace	130	½ day	\$ 215	\$ 430	\$ 258	\$ 516
South Terrace	130	Full day	\$ 305	\$ 610	\$ 366	\$ 732
North Terrace	50	½ day	\$ 150	\$ 300	\$ 180	\$ 360
North Terrace	50	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Safety Lab	100	½ day	\$ 215	\$ 430	\$ 258	\$ 516
Safety Lab	100	Full day	\$ 305	\$ 610	\$ 366	\$ 732
<b>Farmersville Campus</b>						
Atrium A Wing	6	½ day	\$ 60	\$ 120	\$ 72	\$ 144
Atrium A Wing	6	Full day	\$ 90	\$ 180	\$ 108	\$ 216
Atrium Commons	50-80	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Atrium Commons	50-80	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Atrium Info Desk	6	½ day	\$ 60	\$ 120	\$ 72	\$ 144
Atrium Info Desk	6	Full day	\$ 90	\$ 180	\$ 108	\$ 216
Event Courtyard	30	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Event Courtyard	30	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Event Outdoor A-Wing	125-150	½ day	\$ 215	\$ 430	\$ 258	\$ 516
Event Outdoor A-Wing	125-150	Full day	\$ 305	\$ 610	\$ 366	\$ 732
Library Commons	35	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Library Commons	35	Full day	\$ 200	\$ 400	\$ 240	\$ 480

			Non-profit	For-profit	PROPOSED NEW	PROPOSED NEW
	Capacity	Length	Fees	Fees	Non-Profit Fees	For-Profit Fees
<b>Celina Campus</b>						
Atrium 1 - Level 2 South Lobby	36	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Atrium 1 - Level 2 South Lobby	36	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Atrium 2 - Terrace Atrium	30	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Atrium 2 - Terrace Atrium	30	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Atrium 3 - North Lobby Atrium	55	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Atrium 3 - North Lobby Atrium	55	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Atrium 4 - South Lobby Atrium	55	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Atrium 4 - South Lobby Atrium	55	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Atrium 5 - Breezeway Atrium	120	½ day	\$ 215	\$ 430	\$ 258	\$ 516
Atrium 5 - Breezeway Atrium	120	Full day	\$ 305	\$ 610	\$ 366	\$ 732
<b>Wylie Campus</b>						
Whole Conference Center	500-900	½ day	\$425	\$850	\$510	\$1,020
Whole Conference Center	500-900	Full day	\$800	\$1,600	\$960	\$1,920
1/2 Conference Center (A or B/C)	300-400	½ day	\$300	\$600	\$360	\$720
1/2 Conference Center (A or B/C)	300-400	Full day	\$475	\$950	\$570	\$1,140
1/4 Conference Center (B or C)	150-200	½ day	\$225	\$450	\$270	\$540
1/4 Conference Center (B or C)	150-200	Full day	\$325	\$650	\$390	\$780
<b>Classrooms</b>						
General Classroom	1-40	½ day	\$ 60	\$ 120	\$ 72	\$ 144
General Classroom	1-40	Full day	\$ 90	\$ 180	\$ 108	\$ 216
General Classroom	41-75	½ day	\$ 80	\$ 120	\$ 96	\$ 144
General Classroom	41-75	Full day	\$ 130	\$ 195	\$ 156	\$ 234
Lecture Hall/Presentation room	75-100	½ day	\$ 120	\$ 240	\$ 144	\$ 288
Lecture Hall/Presentation room	75-100	Full day	\$ 210	\$ 420	\$ 252	\$ 504
<b>Additional Fees</b>						
Police Support (external security not allowed) A minimum of 2 hours will be charged for each officer		Per officer/per hour	\$ 50		\$ 60	\$ 60
Dance Floor Fee (15x15)		4 hours	\$ 250		\$ 300	\$ 300
Room Reset Fee (Set Up Changes made less than 24 hours prior to event)		Per Room	\$ 0		\$ 150	\$ 150
Media Use Fee (using Collin media)			\$ 50		\$ 50	\$ 50
Technology Support Fee		Per Technician/per hour	50/hr		\$50/hr/tech	\$50/hr/tech
Cost Recovery Fee (Only applies if rental fee waived)		Hourly	\$ 30		\$30/hr	\$30/hr
Parking lot rental		Per space	\$ 1		\$ 2	\$ 2

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

2023-08-2-X

August 22, 2023

Resource: Melissa Irby  
Chief Financial Officer

**AGENDA ITEM:** Report Out of the Finance and Audit Committee and Consideration of Approval of the Facility and Patio Space Fees Effective September 1, 2023

**DISCUSSION:** Board Policy GD (Local) establishes the guidelines for the use of District facilities by community groups and organizations. The Facility Fee Schedule was last approved by the Board on January 25, 2022, with only minor changes made to the fee schedule since December 10, 2019.

Proposed fees are listed on the attachment including increased fees for events, police, technical, housekeeping, or facility support.

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**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval of the of the Facility and Patio Space Fees effective September 1, 2023.

**SUGGESTED MOTION:** This item comes as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Facility and Patio Space Fees effective September 1, 2023."

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

2. Finance and Audit Committee

August 15, 2023

Resource: Melissa Irby  
Chief Financial Officer

**DISCUSSION ITEM:** Review and Discussion of the Appointment of Authorized Representatives to Engage in Investment Transactions with TexPool

**DISCUSSION:** The Texas Local Government Investment Pools (the “TexPool Portfolios”) have been organized in conformity with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and the Public Funds Investment Act, Chapter 2256 of the Texas Government Code. These two acts provide for the creation of public funds investment pools and permit eligible governmental entities to jointly invest their funds in authorized investments.

TexPool requires governing body approval of representatives who are authorized to conduct business on behalf of the Board of Trustees. The authorized representatives change from time to time, which requires an amended notification.

The Finance and Audit Committee will be presented with suggested authorized representatives of Collin College, Barbara Johnston, Kystal Fair, Suzanne Armstrong, and Keitha Carlton, to engage in investment transactions with TexPool.



# Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

**\* Required Fields**

## 1. Resolution

**WHEREAS,**

Collin County Community College District

Participant Name\*

7 7 2 7 5

Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

**WHEREAS,** it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

**WHEREAS,** the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

**NOW THEREFORE,** be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Krystal Fair Accounting Manager

Name

Title

9 7 2 5 9 9 3 1 8 0

Phone

9 7 2 7 5 8 3 8 4 1

Fax

kfair@collin.edu

Email

Signature

2. Suzanne Armstrong Accountant

Name

Title

9 7 2 7 5 8 3 8 2 3

Phone

9 7 2 7 5 8 3 8 4 1

Fax

sarmstrong@collin.edu

Email

Signature

3. Keitha Carlton Director of Accounting

Name

Title

9 7 2 5 9 9 3 1 0 3

Phone

9 7 2 7 5 8 3 8 4 1

Fax

kacarlton@collin.edu

Email

Signature

**1. Resolution (continued)**

4.    
 Name Title  
    
 Phone Fax Email  
  
 Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name Title  
    
 Phone Fax Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the  day of , .

**Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

Name of Participant\*

**SIGNED**

Signature\*  
  
 Printed Name\*  
  
 Title\*

**ATTEST**

Signature\*  
  
 Printed Name\*  
  
 Title\*

**2. Delivery Instructions**

Please return this document to **TexPool Participant Services:**

**Email:** texpool@dtsystems.com

**Fax:** 866-839-3291

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

2023-08-2-X

August 22, 2023

Resource: Melissa Irby  
Chief Financial Officer

**AGENDA ITEM:** Report Out of the Finance and Audit Committee and Consideration of Approval of the Appointment of Authorized Representatives to Engage in Investment Transactions with TexPool

**DISCUSSION:** The Texas Local Government Investment Pools (the “TexPool Portfolios”) have been organized in conformity with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and the Public Funds Investment Act, Chapter 2256 of the Texas Government Code. These two acts provide for the creation of public funds investment pools and permit eligible governmental entities to jointly invest their funds in authorized investments.

TexPool requires governing body approval of representatives who are authorized to conduct business on behalf of the Board of Trustees. The authorized representatives change from time to time, which requires an amended notification.

The Finance and Audit Committee approves authorized representatives of Collin College, Barbara Johnston, Kystal Fair, Suzanne Armstrong, and Keitha Carlton, to engage in investment transactions with TexPool.

**DISTRICT PRESIDENT’S RECOMMENDATION:** The District President recommends approval of the authorized representatives of Collin College, Barbara Johnston, Kystal Fair, Suzanne Armstrong, and Keitha Carlton, to engage in investment transactions with TexPool.

**SUGGESTED MOTION:** This item comes as a motion and second out of committee. A suggested motion would be, “Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the authorized representatives of Collin College, Barbara Johnston, Kystal Fair, Suzanne Armstrong, and Keitha Carlton, to engage in investment transactions with TexPool.”