



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 6:00 p.m. on Tuesday, March 11, 2025, 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

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- Jay Saad, *Vice Chair*
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- Raj Menon, Ph.D., *Treasurer*
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District President

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PUBLIC COMMENT

REVIEW AND DISCUSSION ITEMS

1. Consideration of Approval for an Increase in Student Housing Fees Effective in the Academic Year 2025-2026
2. Consideration of Approval of the Student Housing Meal Plan Effective in Academic Year 2025-2026
3. Consideration of Approval of No Increase of Tuition Rates and Fees Effective Fall 2025
4. Consideration of Approval for Budget Amendments to the Fiscal Year 2025 Operating Budget

CONVENE TO CLOSED OR EXECUTIVE SESSION

Adjournment to District President's Conference Room, CHEC 407, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 *et seq.*, Section 551.074 Personnel Matters:

5. Discuss Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Responsibilities of College Employees

*Andrew P. Hardin
Chair, Board of Trustees*

Collin County Community College District Board of Trustees

1. Finance and Audit Committee

March 11, 2025

Melissa Irby
Chief Financial Officer

DISCUSSION ITEM: Consideration of Approval for an Increase in Student Housing Fees Effective in the Academic Year 2025-2026

DISCUSSION: Board approval is needed for student fees, including Student Housing rental fees. A rent increase is necessary to support the Student Housing program and provide additional amenities to support student success. This proposal would increase the rent for our housing options by 4% per residency term option. This recommended increase is in response to the increase in housing operations and to allow for an increase in a housing contingency budget line in case of emergencies.

The attached chart outlines the current and proposed fees. Rent is charged on a semester basis, similar to other colleges (4.5 months). The average rent will be \$95-\$160 per semester more than the current rate, depending on the unit size and number of bedrooms, during the fall and spring semesters and \$75-\$125 for a full summer.

**2025-2026
Proposed Student Housing Fees**

Description	2-Bedroom 2-Bath	4-Bedroom 2-Bath	Efficiency	Proposed Change 2025-26
Fall/Spring Per Semester Charge	Current \$2,975 Proposed \$3,095	Current \$2,365 Proposed \$2,460	Current \$3,950 Proposed \$4,110	Increase each approx. 4%
Full Summer Charge	Current \$2,315 Proposed \$2,410	Current \$1,840 Proposed \$1,915	Current \$3,070 Proposed \$3,195	Increase each approx. 4%
1/2 Summer Charge	Current \$1,165 Proposed \$1,210	Current \$930 Proposed \$965	Current \$1,540 Proposed \$1,600	Increase each approx. 4%
Refundable Security Deposit	\$200	\$200	\$200	No change
Application Fee (Non-refundable)	\$50	\$50	\$50	No change
Monthly Late Fee (3rd Business Day)	\$25	\$25	\$25	No change
NSF Fee	\$25	\$25	\$25	No change
Lease Cancellation Fee	\$150	\$150	\$150	No change

Collin County Community College District Board of Trustees

2025-03-X

March 25, 2025

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval for an Increase in Student Housing Fees Effective in the Academic Year 2025-2026

DISCUSSION: Board approval is needed for any student fees, including Student Housing rental fees. This proposal would increase the rent for each of our housing options by 4% per residency term option. This recommended increase is recommended in response to the increase in housing operations and to allow for an increase in a housing contingency budget line in case of emergencies.

The attached chart outlines the current and proposed fees. Rent is charged on a semester basis, similar to other colleges (4.5 months). The average rent will be \$95-\$160 per semester more than the current rate, depending on the unit size and number of bedrooms, during the fall and spring semesters and \$75-\$125 for a full summer.

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of a 4% increase in Student Housing rental fees in each of the full and partial semester options effective in Academic Year 2025-2026.

SUGGESTED MOTION: This item may come 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 a 4% increase in Student Housing rental fees in each of the full and partial semester options effective in Academic Year 2025-2026."

**2025-2026
Proposed Student Housing Fees**

Description	2-Bedroom 2-Bath	4-Bedroom 2-Bath	Efficiency	Proposed Change 2025-26
Fall/Spring Per Semester Charge	Current \$2,975 Proposed \$3,095	Current \$2,365 Proposed \$2,460	Current \$3,950 Proposed \$4,110	Increase each approx. 4%
Full Summer Charge	Current \$2,315 Proposed \$2,410	Current \$1,840 Proposed \$1,915	Current \$3,070 Proposed \$3,195	Increase each approx. 4%
1/2 Summer Charge	Current \$1,165 Proposed \$1,210	Current \$930 Proposed \$965	Current \$1,540 Proposed \$1,600	Increase each approx. 4%
Refundable Security Deposit	\$200	\$200	\$200	No change
Application Fee (Non-refundable)	\$50	\$50	\$50	No change
Monthly Late Fee (3rd Business Day)	\$25	\$25	\$25	No change
NSF Fee	\$25	\$25	\$25	No change
Lease Cancellation Fee	\$150	\$150	\$150	No change

Collin County Community College District Board of Trustees

2. Finance and Audit Committee

March 11, 2025

Resource: Melissa Irby
Chief Financial Officer

DISCUSSION ITEM: Consideration of Approval of the Student Housing Meal Plan Effective in Academic Year 2025-2026

DISCUSSION: Two options are recommended for the Student Housing Meal Plan required for all Collin College Housing Residents for the academic year 2025-2026.

Student Housing will be fully occupied with approximately 280 students in Fall 2025.

- Each fall and spring semester will have two meal plan options proposed to allow students to select options that include additional meals and funds.
- The summer semesters I & II will have one meal plan option each.
- A basic meal plan, consisting of an average of 12 meals a week, will be required to be purchased by each student in housing.
- If funds are depleted, students may add money to their accounts and continue to receive the 20% discount until the end of the semester.
- Meal plan cost recommendations are attached
- Housing Students will receive a 20% discount on all kitchen-prepared food items and fountain drinks. This discount will not include pre-packaged items, bottled beverages, or Starbucks.

**2025-2026
Proposed Student Housing Meal Plans**

FALL 2025 Meal Plan - closed Labor Day and 3 days the week of Thanksgiving

Meal Plan Dates	Housing Meal Plan Options	Current Plan Cost	Proposed Plan Cost	20% Discount	2025-26 Plan Value
8/25/25 - 12/12/25	Meal Plan #1 (minimum meal plan required)	\$ 1,575	\$ 1,640	\$ 328	\$ 1,968
8/25/25 - 12/12/25	Meal Plan #2	\$ 2,075	\$ 2,160	\$ 432	\$ 2,592

SPRING 2026 Meal Plan - closed week of Spring Break and Spring Holiday

Meal Plan Dates	Housing Meal Plan Options	Current Plan Cost	Proposed Plan Cost	20% Discount	2025-26 Plan Value
1/20/26 - 5/15/26	Meal Plan #1 (minimum meal plan required)	\$ 1,575	\$ 1,640	\$ 328	\$ 1,968
1/20/26 - 5/15/26	Meal Plan #2	\$ 2,075	\$ 2,160	\$ 432	\$ 2,592

*Semester includes 17 weeks in total, excluding the week of Spring Break

Maymester Meal Plan 2026 - closed Memorial Day

Students can purchase food using personal funds.

SUMMER I Meal Plan 2026 - closed July 4

Meal Plan Dates	Housing Meal Plan Options	Current Plan Cost	Proposed Plan Cost	20% Discount	2025-26 Plan Value
6/5/26 - 7/9/26	(minimum meal plan required)	\$ 350	\$ 365	\$ 73	\$ 438

SUMMER II Meal Plan 2026

Meal Plan Dates	Housing Meal Plan Options	Current Plan Cost	Proposed Plan Cost	20% Discount	2025-26 Plan Value
7/13/26 - 8/11/26	(minimum meal plan required)	\$ 350	\$ 365	\$ 73	\$ 438

Collin County Community College District Board of Trustees

2025-03-X

March 25, 2025

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval of the Student Housing Meal Plan Effective in Academic Year 2025-2026

DISCUSSION: Two options are recommended for the Student Housing Meal Plan required for all Collin College Housing Residents for the academic year 2025-2026.

Student Housing will be fully occupied with approximately 280 students in Fall 2025.

- Each fall and spring semester will have two meal plan options proposed to allow students to select options that include additional meals and funds.
- The summer semesters I & II will have one meal plan option each.
- A basic meal plan, consisting of an average of 12 meals a week, will be required to be purchased by each student in housing.
- If funds are depleted, students may add money to their account and continue to receive the 20% discount until the end of the semester.
- Meal plan cost recommendations are attached.
- Housing Students will receive a 20% discount on all kitchen-prepared food items and fountain drinks. This discount will not include pre-packaged items, bottled beverages, or Starbucks.

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of the Student Housing Meal Plan for the academic year 2025-2026.

SUGGESTED MOTION: This item may come 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 Student Housing Meal Plan for the academic year 2025-2026."

**2025-2026
Proposed Student Housing Meal Plans**

FALL 2025 Meal Plan - closed Labor Day and 3 days the week of Thanksgiving

Meal Plan Dates	Housing Meal Plan Options	Current Plan Cost	Proposed Plan Cost	20% Discount	2025-26 Plan Value
8/25/25 - 12/12/25	Meal Plan #1 (minimum meal plan required)	\$ 1,575	\$ 1,640	\$ 328	\$ 1,968
8/25/25 - 12/12/25	Meal Plan #2	\$ 2,075	\$ 2,160	\$ 432	\$ 2,592

SPRING 2026 Meal Plan - closed week of Spring Break and Spring Holiday

Meal Plan Dates	Housing Meal Plan Options	Current Plan Cost	Proposed Plan Cost	20% Discount	2025-26 Plan Value
1/20/26 - 5/15/26	Meal Plan #1 (minimum meal plan required)	\$ 1,575	\$ 1,640	\$ 328	\$ 1,968
1/20/26 - 5/15/26	Meal Plan #2	\$ 2,075	\$ 2,160	\$ 432	\$ 2,592

*Semester includes 17 weeks in total, excluding the week of Spring Break

Maymester Meal Plan 2026 - closed Memorial Day

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SUMMER I Meal Plan 2026 - closed July 4

Meal Plan Dates	Housing Meal Plan Options	Current Plan Cost	Proposed Plan Cost	20% Discount	2025-26 Plan Value
6/5/26 - 7/9/26	(minimum meal plan required)	\$ 350	\$ 365	\$ 73	\$ 438

SUMMER II Meal Plan 2026

Meal Plan Dates	Housing Meal Plan Options	Current Plan Cost	Proposed Plan Cost	20% Discount	2025-26 Plan Value
7/13/26 - 8/11/26	(minimum meal plan required)	\$ 350	\$ 365	\$ 73	\$ 438

Collin County Community College District Board of Trustees

3. Finance and Audit Committee

March 11, 2025

Resource: Melissa Irby
Chief Financial Officer

DISCUSSION ITEM: Consideration of Approval of No Increase of Tuition Rates and Fees Effective Fall 2025

DISCUSSION: Information regarding instructional expenses and revenue generated from tuition fees and state funding will be shared with the Committee. The Committee will be provided with information to recommend no increase to 2025-2026 tuition rates and fees for consideration by the Board of Trustees.

Collin County Community College District Board of Trustees

2025-03-X

March 25, 2025

Resources: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval of No Increase of Tuition Rates and Fees Effective Fall 2025

DISCUSSION: The recommendation is not to increase tuition and fees for Fall 2025. The Board is committed to providing high-quality education while offering low-cost tuition. Affordable tuition assists student debt concerns, maintains stability in enrollment, and attracts additional students.

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends the current tuition rates and fees remain at \$67 per credit hour for in-district residents, \$127 per credit hour for out-of-district residents, and \$202 per credit hour for out-of-state/out-of-country residents, effective Fall 2025. No tuition increase is recommended.

SUGGESTED MOTION: This item may come 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 current tuition rates and fees of \$67 per credit hour for in-district residents, \$127 per credit hour for out-of-district residents, and \$202 per credit hour for out-of-state/out-of-country residents, to remain effective Fall 2025. There will not be an increase in tuition."

Collin County Community College District Board of Trustees

4. Finance and Audit Committee

March 11, 2025

Resource: Melissa Irby
Chief Financial Officer

DISCUSSION ITEM: Consideration of Approval for Budget Amendments to the Fiscal Year 2025 Operating Budget

DISCUSSION: The initial fiscal year 2025 construction expense estimates for Phase One of the Master and Strategic Plan were budgeted within the District's 2020 Bond Fund and Building Fund. The Board approved budgeted expenses for the fiscal year totaling \$117,777,000. However, revised estimates now project fiscal year 2025 expenses to be \$73,680,311, reflecting a decrease in capital expenditures of \$44,096,689. The District also issued revenue bonds in November 2024 that were not included in the budget approved by the Board for fiscal year 2025.

Board approval of the amendments will allow the Board-approved budget to be amended for the fiscal year 2025 Operating Budget for the issuance of the 2024 Revenue Bonds and revised fiscal year construction estimates for Phase One of the Master and Strategic Plan.

Collin County Community College District Board of Trustees

2025-03-X

March 25, 2025

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval of Budget Amendments to the Fiscal Year 2025 Operating Budget for the Issuance of the 2024 Revenue Bonds and Revised Fiscal Year Construction Estimates for Phase One of the Master and Strategic Plan

DISCUSSION: The District's fiscal year 2025 operating budget was developed before the issuance of the District's 2024 Revenue Bonds and final construction cost estimates from contractors.

The initial fiscal year 2025 construction expense estimates for Phase One of the Master and Strategic Plan were budgeted within the District's 2020 Bond Fund and Building Fund. The Board approved budgeted expenses for the fiscal year totaling \$117,777,000. However, revised estimates now project fiscal year 2025 expenses to be \$73,680,311, reflecting a decrease in capital expenditures of \$44,096,689. As a result, the following budget amendment needs to be approved by the Board:

- Building Fund – decrease in expenses \$81,328,352
- 2020 Bond Fund – decrease in expenses \$5,762,431
- 2024 Bond Fund – increase in expenses \$42,994,094

The District issued revenue bonds in November 2024. The Board-approved fiscal year 2025 budget did not include the revenue bond issuance. As a result, the following budget amendment needs to be approved by the Board:

- Bond Proceeds – increase in revenue \$174,940,000
- Bond Investment Income – increase in revenue \$6,300,000
- Bond Interest - increase in expense \$6,065,295

At the August 2, 2024 Board meeting, the Board authorized up to \$10,000,000 of revenue bond funds to reimburse the costs of projects incurred or paid before the issuance of the bonds. The actual reimbursement amount was \$7,206,785.

Approval of this item by the Board will allow the Board-approved budget to be amended for fiscal year 2025.

**DISTRICT PRESIDENT'S
RECOMMENDATION:**

The District President recommends approval of an amendment to the fiscal year 2025 budget to recognize a decrease in fiscal year budgeted expenses for Phase One of the Master and Strategic Plan and the issuance of the 2024 Revenue Bonds.

SUGGESTED MOTION:

This item may come 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 an amendment to the fiscal year 2025 budget to recognize a decrease in fiscal year budgeted expenses for Phase One of the Master and Strategic Plan and the issuance of the 2024 Revenue Bonds.

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