

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**  
**Meeting Minutes**  
June 28, 2016

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted its regular monthly Board of Trustees meeting on Tuesday, June 28, 2016, in the Board Room 139 at the Collin Higher Education Center (CHEC), with Chairman J. Robert Collins presiding. Trustees in attendance were Ms. Stacy Anne Arias, Mr. Andy Hardin, Mr. Mac Hendricks, Ms. Jenny McCall, Mr. Larry Wainwright, and Ms. Nancy Wurzman. Trustees Jim Orr and Adrian Rodriguez were absent. Other attendees included District President H. Neil Matkin, Collin College administrators, faculty, students, staff, community members, and vendor representatives.

**CALL TO ORDER**

Chairman Collins called the June 28, 2016, meeting of the Board of Trustees of Collin County Community College District to order at 5:36 p.m. The Board met at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069.

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

Trustee Collins recessed the meeting to closed session at 5:36 p.m. in the Board Conference Room 135, as authorized by Article 551.001, Texas Government Code, Sections 551.071 Consultations with Attorney; 551.072 Deliberations about Real Property; and 551.074 Personnel Matters.

**OPEN SESSION**

Chairman Collins reconvened the meeting at 7:27 p.m. in Board Room 139 and welcomed those in attendance. Chairman Collins called on Shirley Harmon, Executive Assistant to the District President/Secretary to the Board of Trustees, to certify posting of the notice of the meeting.

**CERTIFICATION OF THE NOTICE OF THE JUNE 28, 2016, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Ms. Harmon certified the notice of the June 28, 2016, Collin County Community College District Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

**PLEDGES OF ALLEGIANCE**

Mr. Hendricks led the pledge of allegiance to the American flag and Ms. Arias led the pledge to the Texas flag.

**APPROVAL OF THE MINUTES OF THE MAY 24, 2016, REGULAR MEETING OF THE BOARD OF TRUSTEES**

On motion of Ms. Arias, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its May 24, 2016, regular meeting.

## **APPROVAL OF THE MINUTES OF THE JUNE 15, 2016, SPECIAL CALLED RETREAT OF THE BOARD OF TRUSTEES**

On motion of Ms. Arias, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its June 15, 2016, special called retreat.

### **PUBLIC COMMENTS**

No public comments were presented.

### **PRESENTATIONS**

#### Barnes and Noble

Marc Eckhart, Director of Campus Relations, and Mark Kerin, Regional Manager from Barnes and Noble, made presentation to the Board of Trustees. Mr. Eckhart thanked the board for its support and said his company was excited to be in final negotiations on a contract to provide bookstore management services at Collin College. He said Barnes and Noble offers a robust pricing model on both sales and rental of books. Students can save up to 80% by renting books in a model that gives them the choice of what is best for them. They offer price match with barnesandnoble.com and Amazon.

Mr. Eckhart said faculty play a major role in the relationship between the school and his company. Barnes and Noble will work closely with faculty so they have all the tools and resources needed when selecting books and materials. He also said they would work to bring several key technology components to Collin such as students' ability to order and pick up books in the bookstore or have them shipped to their homes. Financial Aid will be integrated into the cash registers for seamless transactions, with monthly billings to the college. Registration integration will be implemented whereby a student can see the books needed for his/her courses and order them by clicking online as soon as they have registered for their classes. Mr. Eckhart said the campus stores at Collin College will be destinations; social and academic hubs with fun and exciting events such as live music, distressing events with animals, and events planned to engage with students.

In closing, Mr. Eckhart said of great importance are the employees of the bookstores. He announced that Barnes and Noble has offered jobs to all of Collin's bookstore employees at their current pay rate. Student assistants will be added and student work programs offered that can lead to career opportunities.

Dr. Matkin announced that Barnes and Noble has agreed to donate \$7,500 for scholarships each year and has given \$25,000 for the first year, making them a member of the President's Circle.

#### Innovation Challenge

Sr. Vice President of Academic, Workforce, and Enrollment Services Sherry Schumann presented an update on the Innovation Challenge to the Board of Trustees. She said the goals of the Challenge are:

- Improve or enhance a Collin College system or process;
- Improve or enhance services to students, faculty, or staff;
- Improve or enhance teaching and learning;
- Improve or enhance student engagement or success; and

- Improve efficiency to reduce college expenses.

Dr. Schumann discussed the process for the Innovation Challenge, which includes:

- Blue Sky: Submission received;
- Phase I Evaluation: Committee of the Whole (COTW) evaluates and posts recommendation to Innovation Challenge submission site; Project Team is assigned;
- Phase II Review: Project Team completes review and submits to the Innovation Challenge email; VP Academic Services reports recommendation to Leadership Team;
- Phase III Leadership Team Decision: Funded; Leadership Team makes final outcome decision; Closed or referred for further review and information collection; and
- Phase IV Implementation: Project Implementation for Recommended Period; Assessment; and at the end of recommended project period: 1) Closure, 2) Absorbed by Dept. 3) Apply for Continued Funding (if eligible).

To date, 66 submissions have been received and, of those, 23 have been Phase I and III closed. Another two are pending committee review; 23 are pending project team review, and 18 are approved in implementation phase.

Dr. Schumann said ideas that are turned down or redirected include:

- Ideas without financial implications that are quickly implemented;
- Recommendations for activities currently underway;
- Requests with limiting factors (facilities or contracts);
- Recommendations that can be addressed within existing processes, the division, or the department;
- Recommendations that do not align with the Innovation Challenge goals; and
- Multiple ideas submitted with common outcomes collapsed to a single project

The Innovation Challenge benefits by helping Collin College to be the best organization and the best place for students in our service area to learn and grow, and to explore ideas that can help Collin College improve. Dr. Schumann presented examples of a few of the approved Innovation Challenge projects and such as Team Based Learning Classroom; Hipsters, Hackers, Hustlers @ the Hatchery; Makerspace; Navigating CougarWeb for Registration; Student-to-Student Support in Developmental Math; and Career Discovery Program. Wide varieties of areas have been impacted by the Innovation Challenge ideas, some costing very little to implement and other with larger costs.

### **2016-6-1 Personnel Report for June 2016**

The Personnel Report for June 2016 was presented including 16 administrative appointments, 13 faculty appointments, eight staff appointments, five promotions/changes, and 12 resignations/terminations.

President Matkin discussed the administrative appointments of associate deans and interim associate deans. Those who were present stood and introduced themselves, their disciplines, and campus location.

Dr. Matkin also noted that Sr. Vice President Kim Davison has developed a database of all Collin College retirees and the college will begin recognizing them in the fall. He said that

although Bill Blitt did not appear on the resignation report, he would be retiring on July 15. President Matkin thanked him for his service to Collin College.

On motion of Mr. Wainwright, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Personnel Report for June 2016 as presented.

2016-6-1a Administrative Appointments

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

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Daphne Babcock	N: Interim Associate Dean, Academic Affairs O: Professor, Geology	7/11/16	N: Academic Affairs O: Geology	Promotion/ New Position
Millie Black	N: Interim Associate Dean, Academic Affairs O: Professor, Political Science	7/11/16	N: Academic Affairs O: Social & Behavioral Sciences	Promotion/ New Position
Michael Coffman	Associate Dean, Academic Affairs Workforce	7/11/16	Academic Affairs Workforce	New Position
Kelly Driskell	Associate Dean, Academic Affairs	7/11/16	Academic Affairs	New Position
Garry Evans	N: Associate Dean, Academic Affairs Workforce O: Professor, Music	7/11/16	N: Academic Affairs Workforce O: Fine Arts	Promotion/ New Position
Amy Greene	N: Associate Dean, Academic Affairs O: Professor, Communication Studies	7/11/16	N: Academic Affairs O: Communication, Humanities, Social and Behavioral Sciences	Promotion/ New Position
De'Aira Holloway	Associate Dean, Student And Enrollment Services	7/05/16	Student and Enrollment Services	New Position
Craig Leverette	N: Associate Dean, Academic Affairs O: Professor, Physical Education	7/11/16	N: Academic Affairs O: Physical Education	Promotion/ New Position

Meredith Martin	N: Interim Associate Dean, Academic Affairs O: Professor, History	7/11/16	N: Academic Affairs O: Communication Humanities, Social and Behavioral Sciences	Promotion/ New Position
Karen Musa	N: Associate Dean, Academic Affairs Workforce O: Professor, Culinary Arts	7/11/16	N: Academic Affairs Workforce O: Culinary Arts	Promotion/ New Position
William Powell	Associate Dean, Academic Affairs	7/11/16	Academic Affairs	New Position
Dawn Richardson	N: Interim Associate Dean, Academic Affairs O: Interim Dean, Academic Affairs	7/11/16	N: Academic Affairs O: Science, Technology, Engineering, and Mathematics	Promotion/ New Position
Amy Rule	N: Associate Dean, Academic Affairs O: Professor, English	7/11/16	N: Academic Affairs O: Communication & Humanities	Promotion/ New Position
La Tanya Thomas	Associate Dean, Academic Affairs Workforce	7/11/16	Academic Affairs Workforce	New Position
Meredith Wang	N: Associate Dean, Academic Affairs O: Professor, Speech	7/11/16	N: Academic Affairs O: Social & Behavioral Sciences	Promotion/ New Position
Torrey West	N: Associate Dean, Student and Enrollment Services (Immersion) O: Director, Advising and Testing	7/05/16	N: Student and Enrollment Services O: Academic Advising	Promotion/ New Position

### 2016-6-1b Faculty Appointments

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

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Neal Alexandrowicz	Professor, Geology	8/09/16	Math & Natural Sciences	Replacement Cindy Smith
Patrick Brady	Professor, EMT	8/09/16	Health Sciences	New Position
Christopher Foree	Professor, English	8/09/16	Communication & Humanities	Replacement Shirley McBride

Julie Hershenberg	Professor, Political Science	8/09/16	Social & Behavioral Sciences	Replacement Loren Miller
Troy Holmes	Professor, Surgical Technology	8/09/16	Health Sciences	Replacement Jacqueline McCorkle
William Kukla	Professor, Real Estate	8/09/16	Business and Computer Systems	Replacement Mary Milford
Jennifer Matranga	Professor, Nursing	8/09/16	Nursing	Replacement Mika Pierce
Anagha Phansalkar	Professor, Biology (Temporary)	8/09/16	Math & Natural Sciences	Replacement Mark Garcia
Dustin Potter	Professor, Mathematics	8/09/16	Math & Natural Sciences	Replacement Alan Graves
Jason Snyder	Professor, Mathematics	8/09/16	Mathematics	New Position
Allison Venuto	Professor, College Success	8/09/16	Developmental Education	Replacement Cynthia Shields
Zhiqiang Wang	Professor, CADD	8/09/16	Science, Technology, Engineering, Mathematics	Replacement Warner Richeson
William Whitney	Professor, Cybersecurity	8/09/16	Science, Technology, Engineering, and Mathematics	Replacement Steve Willis

2016-6-1c Staff Appointments

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

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Christopher Chavez	Call Center Specialist	6/20/16	Financial Aid	Replacement Yasaman Sanaee
Candace Hamilton-Meserole	Advisor	6/27/16	Academic Advising	New Position
Rebecca Kleinman	Lab Assistant	6/13/16	Science, Technology, Engineering, and Mathematics	Replacement-Stacey Bilich
Joan Mendez	Reference Librarian	5/16/16	Library	Replacement Lisa Huang
Seth Ramsey	Help Desk Technician	6/08/16	Academic Computing	Replacement Casey Richardson

Kelly Rossato	Executive Assistant	6/03/16	Provost Office	Replacement G'Anna Saunders
Kristen Sinnes	Instructor/Coordinator Simulation Center	6/06/16	Health Sciences	New Position
Kimberly Whitlock	Special Admissions Coordinator/Advisor	5/17/16	Dual Credit	Replacement Alaina Names

#### 2016-6-1d Promotions/Changes

The Board of Trustees of Collin County Community College District, by action stated above, approved the following Promotions/Changes:

Leanne Person	N: Assistant to the Dean O: Secretary	6/13/16	N: Student and Enrollment Services O: Destination College	Replacement Glend Morris
Gena Phillips	N: Administrative Assistant II O: Assistant to the Dean	6/06/16	N: Academic Affairs Workforce O: Developmental Education	Reorganization
Georganna (G'Anna) Saunders	N: Executive Assistant O: Executive Assistant	6/01/16	N: Executive Vice President O: Provost Office	New Position
Jennette Summers Buck	N: Advisor O: Student Development Specialist	6/27/16	N: Academic Advising O: Student Development	New Position

#### 2016-6-1e Resignations/Terminations

The Board of Trustees of Collin County Community College District, by action stated above, approved the following Resignations/Terminations:

<b>EMPLOYEE</b>	<b>LAST DAY</b>	<b>SERVICE</b>	<b>TITLE</b>	<b>DEPARTMENT</b>
Judy Angele	6/30/16	22	Supervisor, Textbooks	Bookstore
Mary Baumgartner	8/31/16	13	Reference Librarian	Library
Michele Boverie	8/31/16	13	Coordinator, Student Support Services	ACCESS
Ana Branstetter	6/08/16	7	Manager, HRIS Reporting	Human Resources
Cathleen Cotter-Smith	8/09/16	30	Professor, Art	Fine Arts
Jennifer Glenn-Lucas	6/01/16	7	Buyer	Purchasing
Chris Harrington	5/13/16	>1	Human Resources Generalist	Human Resources

Bridget Jackson	6/15/16	2	Payroll Coordinator	Finance & Budgeting
Susan Kamath	8/01/16	8	Professor, Nursing	Nursing
Donald Lennert	8/31/16	13	Systems Support Specialist	Operating Systems
Lisa Stubbs	6/01/16	1	Director, ACCESS	ACCESS
Shirley Terrell	8/31/16	19	Professor, ESL	Developmental Education

**2016-6-2 Report Out of Budget and Finance Committee: First Reading of Policy BCB**

Budget and Finance Committee Chair Mac Hendricks said the committee met earlier in the day and discussed changes to policy BCB: Board Internal Organization, Board Committees.

Mr. Hendricks reported that the Budget and Finance Committee recommended changes as presented to Policy BCB: Board Internal Organization, Board Committees. The revised policy will change the name of the board committee from “Budget and Finance Committee” to “Finance and Audit Committee” to better reflect its role and responsibility in the area of audit and oversight. This being a first reading, no action was required nor taken.

**2016-6-3 Approval of Local Board Policies CAK and CF**

At the May 24, 2016, regular meeting of the Board of Trustees, the Budget and Finance Committee recommended Local Board Policies CAK and CF for first reading. Recommended changes include:

**CAK: Appropriations and Revenue Sources, Investments**

- Adds language to authorize the College to contract with an SEC-registered investment advisor for non-discretionary management of the College investment portfolio; and
- Clarifies that the statutory trigger for reporting a conflict of interest to the Texas Ethics Commission is a relationship to an investment vendor that is within the second degree of affinity or consanguinity; and
- Authorizes investments in FDIC insured time or demand deposits pursuant to a depository spread program; and,
- Authorizes investments in domestic commercial paper rated A1/P1 or equivalent with a maximum maturity of 180 days; and,
- Authorizes investments in obligations of states, agencies, counties, cities and other political subdivisions of any US state rated A or equivalent by a nationally recognized rating agency; and,
- Authorizes investments in FDIC insured, brokered certificates of deposit securities issued by any bank in the US delivered versus payment to the College safekeeping agent; and,
- Authorizes the investment in share certificates of credit unions domiciled in the state insured by the National Credit Union Insurance Fund; and,
- Specifies that the custodian of collateral pledged for College investments shall be independent of and outside the holding company of the pledging institution or repurchase agreement counter-party; and,



- Specifies that securities owned by the College shall be held in a College contracted third-party institution; and,
- Adds a limitation that the entire portfolio of the College may not have a maximum weighted average maturity exceeding 12 months and changes the comparison benchmark of portfolio yield to the one-year Treasury Bill to match the maximum weighted average maturity of the portfolio; and,
- Adds a requirement that all securities transactions be settled on a Delivery versus Payment basis; and,
- Adds a requirement that all investments shall be purchased on a competitive basis with bids from three College authorized broker/dealers, except for new issue agency securities which still must be purchased from a College authorized broker/dealer; and,
- Specifies that the College District is not required to liquidate investments that were authorized investments at the time of purchase, but requires the Investment Officer to take prudent measures to liquidate any security that falls below a minimum rating required by state law; and,
- Requires the Investment Officer or Investment Advisor to monitor, at least weekly, the status and ownership of all banks issuing brokered Certificates of Deposit owned by the College; and,
- Requires the Investment Officer or Investment Advisor to monitor the credit ratings on all authorized investments in the portfolio based on information from an independent rating agency; and,
- Updates the current training requirements for Investment Officers so that the policy agrees with current state law; and,
- Extends the maximum maturities of securities held in the Operating Fund, Building Fund and Debt Service Reserve Funds to 3 years.

**CF: Purchasing and Acquisition**

- Raises the threshold for board approval of annual spend or contract amount from \$25,000 to \$50,000; and,
- Adds a general policy statement that the goal of the purchasing process and Board approval is to secure the lowest responsible bid that represents the best value to the College and requires the College to strictly comply with state law governing the purchase of goods or services; and,
- Adds policy sections that describe the process to be followed for competitive bidding, competitive sealed proposals, and electronic bids; and,
- Adds contract, procurement card, and check request to the methods by which the College may make a purchase commitment and subjects any purchase commitment to budget availability; and,
- Adds an Equal Opportunity and non-discrimination statement; and,
- Adds a requirement that each corporation vendor certify that franchise taxes payable to the State of Texas are paid current.

On motion of Committee Chairman Hendricks, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved Local Board Policies CAK and CF as presented.

#### **2016-6-4 Approval of the Collin College Master Plan**

In September 2015, Collin College Board of Trustees engaged PBK Architects, Inc. to conduct a master planning study for the college, with six major components, including Project Initiation and Mobilization, Demographics Study, Facilities Condition Assessment, Space Utilization Study and Programming, Campus Planning, and Finalized Master Plan.

Teams from PBK, Future Works, and Facilities Programming and Consulting conducted numerous meetings with faculty, staff, and administrators across the college, met with community and business leaders, and conducted statistical studies to analyze relevant internal and external data that formed the recommendations for the Master Plan. These documents and the staff's recommendation for priorities have been shared with and thoroughly reviewed by the Board of Trustees through three focused retreats. As a result, the following five priorities were presented as a recommended course of action for the next five (5) years, from 2016-2021—with related construction taking place during 2016-2023.

These master plan priorities clearly move the college forward toward its vision of *“Delivering a brighter future for our students and communities.”*

Mr. Wainwright made a motion that the Board of Trustees of Collin County Community College District approves the Collin County Master Plan Priorities 1-5, as outlined, for 2016-2021 with related construction in 2016-2023. The motion was seconded by Ms. Arias and received unanimous approval.

#### **MASTER PLAN PRIORITIES:**

##### **Priority 1. Increase Outreach and Create Streamlined Pathways from Secondary Education and to Four-Year Colleges and Universities**

Collin College enjoys partnerships both with secondary and higher education institutions. These partnerships are essential to maintain and expand services to Collin students. To that end, it is recommended that the college adopt the following goals:

- Provide up to 30 hours of dual credit available from any high school in the service area;
- Continue and expand partnerships with K-12 Career and Technical Education to create and sustain program pipelines;
- Investigate creating imbedded Career Counselors to provide Collin College resources on site at high schools;
- Review college programs to ensure course offerings are fully transferable into university degree programs without replication of courses; and
- Expand university offerings at the Collin Higher Education Center and select campuses to meet labor market and transfer demands.

##### **Priority 2. Expand the Physical Footprint of Collin College to Serve our Students**

Given that Collin County is estimated to have approximately 2.4 million residents by 2040, there are challenges in Collin College's service area due to growth and the nature of commuter colleges. To continue the high levels of service, the college will:

- Construct a Public Safety Center in conjunction with the City of McKinney and other potential partners in order to house its police and fire academies as well as provide essential law enforcement and fire training for the region;

- Add capacity on or near three current major campuses to facilitate growth in programming (Plano, Frisco, and McKinney); and
- Construct a new campus in SE Collin County and Centers in Celina and Farmersville by 2020.

### **Priority 3. Add Workforce and Academic Programs to Align with Projected Collin County Labor Market Needs**

Labor market studies show vibrant growth in a number of disciplines with the majority centered in construction or trades, financial services, information technology, logistics, and advanced manufacturing. The college will: implement a comprehensive program review process and actively plan to meet labor market training and education needs:

- Implement programs such as Financial and Business Services, Information and Digital Technologies, Construction, Healthcare, Advanced Manufacturing, Distribution and Logistics, and Other Manufacturing.
- Give priority to new programming leading to potential designation as a Center of Excellence in Advanced Manufacturing, Information Technology, and Financial Services.

### **Priority 4. Add and Improve Services and Facilities as Necessary to Create a Welcoming Environment for All**

The college recognizes that we serve a broad spectrum of students with differing needs. It is important that all students feel welcome and that services are at a level to attract and retain students aiding in the accomplishment of individual academic goals. The college will:

- Continue to streamline processes for student intake, advising, and financial aid;
- Add student engagement activities such as intramural and campus events;
- Create centers for veteran services; and
- Improve student resource centers and bookstores.

### **Priority 5. Implement Maintenance Plan**

The master planning effort catalogued all buildings and systems throughout the college district in an effort to anticipate and manage costs as the physical plant ages. The resulting compendium includes existing building or system warranties as well as a maintenance schedule designed to keep Collin College facilities in excellent condition over the next decade. The college will:

- Follow the maintenance plan as scheduled;
- Work to anticipate and combine maintenance items in a manner that is the most economical for the college; and
- Keep the system up to date to ensure tracking over time is accurate.

### **2016-6-5 Approval of a Resolution Providing for Reimbursement for Expenditures from College Operating Funds**

President Matkin and Acting Vice President of Administrative Services/CFO Ken Lynn said that supporting the consideration for a May 2017 bond referendum is the 2016 Facilities Master Plan, which identified facility needs of the College. Among the top construction priorities are a public safety training center at the Central Park Campus, workforce training facilities on all three campuses, land purchase and facilities construction for a new campus in the southeast portion of the county, and facilities construction for two satellite centers on land owned in Celina and Farmersville.

In order to provide for land purchase, architectural design, site work, and infrastructure upgrades to support the new construction, the College deems it necessary to engage the professional services required and to pay for such services from College operating funds prior to issuance of the general obligation bonds that may be authorized by the election. Adoption of this resolution by the Board of Trustees allows the College to reimburse its operating fund for construction expenses from the capital financing proceeds. It is anticipated that the capital financing proceeds will be available in the fall of 2017.

Mr. Lynn said the resolution calls for a \$10,000,000 maximum; however, this amount can be adjusted. He said the action would be effective 60 days prior to today's date and extends until placed in service. It is an open-ended resolution that provides an opportunity with no responsibility.

On motion of Ms. McCall, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved the resolution as presented to reimburse the college from capital financing proceeds for expenditures from college operating funds.

#### **2016-6-6 Approval of Authorization for the District President to Negotiate and Execute an Interlocal Agreement**

The College has recently engaged in discussions with a municipality in Collin County that desires to donate a tract of land to the College for future instructional use. The College and the municipality are each a political subdivision of the State of Texas. The Interlocal Cooperation Act under Chapter 791 of the Texas Government Code provides authority for local governments of the State of Texas to enter into interlocal agreements with each other regarding governmental services and functions.

President Matkin said the Wylie City Council was meeting at the same time to approve a donation of land to Collin College for a campus in the City of Wylie. The land is located on Country Club north of FM 544 and, on initial build, will be able to serve 7,500 students.

Mr. Wainwright made a motion that the Board of Trustees of Collin County Community College District authorizes the District President to negotiate and execute an Interlocal contract to effect a donation of land and to expend funds for due diligence, appraisal, and closing costs applicable to the transfer. The motion was seconded by Ms. Wurzman and unanimously approved.

#### **2016-6-7 Approval of Authorization for the District President to Negotiate and Execute Contracts for the Purchase of Land**

The College has recently completed a periodic Facilities Master Planning study as required by the Southern Association of Colleges and Schools Commission on Colleges. Findings resulting from the study indicate that an expansion of services to under-served populations within the county may be advisable.

Pursuant to the desire of the Board of Trustees to pursue a course of action leading to a potential facilities expansion, the Board authorizes the District President as described above within the following price parameters:

- Tract 1 – the purchase price shall be no more than \$565,000 excluding costs of appraisal, due diligence studies and closing costs
- Tract 2 – the purchase price shall be no more than \$1,240,000 excluding costs of appraisal, due diligence studies, and closing costs

Mr. Wainwright made a motion that the Board of Trustees of Collin County Community College District authorizes the District President to negotiate for and to execute contracts and other required documents to effect the purchase of two (2) parcels of land for future District instructional and support facilities within the stated parameters. The motion was seconded by Ms. Arias and received unanimous approval.

**2016-6-8 Approval for the District President to Execute a Contract for Grant Related Services with Thomas Downs, Downs Governmental Affairs**

President Matkin said the College desires to identify and obtain additional grants and revenue streams. Approval of this recommendation will allow the District President to execute a contract with Thomas Downs, Downs Governmental Affairs, to research and identify meaningful opportunities for grants and external funding and assist the college by reviewing and critiquing same. The terms of the contract will be for a one year period at a contract cost not to exceed \$42,000, paid in monthly installments of \$3,500 each, for the completion of identified deliverables.

On motion of Ms. Arias, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the authority for the District President to execute a contract for grant related services with Thomas Downs, Downs Governmental Affairs, for a one-year period at a cost not to exceed \$42,000.

**2016-6-9 Approval of an Interlocal Cooperation Agreement for Radio Use for the Collin Police Department with the Cities of Plano and Allen**

Mr. Lynn said that currently the Collin Police Department's radio system is a location centric analog system whose broadcast backbone is roof mounted antenna type repeaters at each campus. The system has limitations because of its analog design, local failure possibilities and the inability for interagency communications. By obtaining permission to access the Plano/Allen radio system, the Collin Police department will be able to communicate district-wide on a reliable, stable digital platform. In addition, the department will have the ability to communicate on an interagency basis and coordinate with local municipal and county agencies when needed.

On motion of Mr. Wainwright, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Interlocal Cooperation Agreement for radio use for the Collin Police Department with the cities of Plano and Allen.

**2016-6-10 Report Out of the Budget and Finance Committee and Approval of the Authorized Broker/Dealer List Recommended by Patterson & Associates, Investment Advisors to the College**

Budget and Finance Committee Chair Mac Hendricks reported that the Committee recommended the Broker/Dealer list as presented. Mr. Lynn said Policy CAK (Local) requires that the Board of Trustees annually review and approve the list of approved

Broker/Dealers with whom the College is authorized to transact investment activity. At the regular meeting of the Board in March 2016, a contract was awarded to Patterson & Associates to act as investment advisors to the College. In their capacity as investment advisors, Patterson & Associates has recommended a list of primary dealers with whom the College is authorized to execute securities transactions. Primary dealers are banks or securities broker-dealers who may trade directly with the Federal Reserve System of the United States. Primary dealers purchase the vast majority of US Treasury securities and resell them to the public and other brokerage firms. Because of the large volume of US Treasury securities they trade, Patterson & Associates is often able to offer securities at an advantageous price.

On motion of Ms. Arias, second of Mr. Wainwright, the Board of Trustees of Collin County Community College District unanimously approved the following list of the authorized Brokers/Dealers recommended by Patterson & Associates, Investment Advisors.

Coastal Securities  
 Intl F.C. Stone  
 Merrill Lynch  
 Mizuho Securities  
 Morgan Stanley  
 Mutual Securities  
 Piper Jaffray  
 Raymond James  
 RBC  
 Stifel Nicolaus  
 Wells Fargo  
 William Blair

**2016-6-11 Approval of Bid Report for June 2016**

Acting Vice President/CFO Ken Lynn presented the Bid Report for June 2016 with six (6) new solicitations in the amount of \$1,740,469.91 and three (3) contract renewals equaling \$341,650.00. The Bid Report for June 2016 totaled \$2,082,119.91.

On motion of Mr. Wainwright, second of Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for June 2016 as presented.

**I. NEW SOLICITATIONS**

Purchase Request #1		
Contract for Medical Supplies	\$	450,000.00
Purchase Request #2		
Contract for Replacement Air Filters for the District		222,000.00
Purchase Request #3		
Contract for Plumbing Inspections, Maintenance and Repairs		346,500.00

Purchase Request #4 Contract for Printing Services	285,000.00
Purchase Request #5 Purchase of Pavement Repairs	214,376.51
Purchase Request #6 Purchase of Digital Radios and Repeaters	222,593.40
<b>TOTAL OF NEW SOLICITATIONS</b>	<b><u>1,740,469.91</u></b>

**II. CONTRACT RENEWALS**

Purchase Request #7 Annual Contract for Media Advertising	96,650.00
Purchase Request #8 Annual Contract for Science Lab Equipment and Supplies	170,000.00
Purchase Request #9 Annual Contract for Roofing Repairs and Services	75,000.00
<b>TOTAL OF CONTRACT RENEWALS</b>	<b><u>341,650.00</u></b>
<b>GRAND TOTAL</b>	<b>\$ <u><u>2,082,119.91</u></u></b>

**INFORMATION REPORTS**

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

Expenditure Reports

- Summary of Cash Disbursements for the Month of May 2016
- Detailed Summary of Cash Disbursement for the Month of May 2016
- Checks Greater than \$5,000 May 2016
- Summary of Contract and Grant Expenditures May 2016
- Summary of Disbursements by Fund May 2016
- Summary of Electronic Disbursements for the Month of May 2016

Other Reports

- Summary of Current Funds Revenues & Expenditures for the period ending May 31, 2016
- Monthly Investment Report, May 31, 2016
- Quarterly Investment Report ending May 31, 2016
- Summary of Foundation Payments to the District as of May 31, 2016

**DISTRICT PRESIDENT'S AND BOARD ANNOUNCEMENTS**

Comments on Workshops, Seminars, and Conferences taking place at the College; Awards Received; Accomplishments, Appointments at the Local, State, and National Level; Published Articles and Newspaper Reports; College Reports/Metrics and Upcoming Events.

**District President Matkin announced the following:**

1. The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges has accepted Collin College's most recent monitoring report. Based on the information provided in the report, no further action is needed. Thank you to the Executive Leadership Team, faculty and staff involved in our accreditation process. Special thanks Sr. Vice President Sherry Schumann, Vice President of Academic Services Dani Day, Director of Academic Planning/Quality Enhancement Plan Charity Lewallen, and Executive Assistant Judy James for their work on the monitoring report.
2. Several student athletes were honored with academic awards for 2015-16. Basketball player Billie Marlow and tennis players Mary Clark, Julianna Hess, and Natalie Landa have all been selected for the North Texas Junior College Athletic Conference All-Academic Team. Collin also has several student-athletes nominated for national NJCAA academic awards. The national awards will be announced on July 5.
3. Dr. Tim R. Chappell, Medical Director of the School for Respiratory Care at Collin College, has been appointed to the Texas Board of Respiratory Care. Dr. Chappell is a pulmonary and critical care physician in private practice at Collin County Pulmonary Associates and has served as Medical Director of the college's program for 19 years.
4. The American Heart Association has renewed Collin College's status as a Gold Fit-Friendly Worksite for promoting fitness among its employees. We appreciate Vice President/Provost Mary McRae and Dr. Linda Muysen for their leadership of the college's wellness program.
5. Congratulations to former Collin Theatre major James Ortiz on receiving an Obie Award for his puppetry design for "The Woodsman," an Off-Broadway hit. The Obies are annual awards started by The Village Voice in 1955 and are considered a springboard for success in live theater.
6. Congratulations to recent Collin graduate Maite Palma who has been invited to present her conference proposal at IMEX in Frankfurt, Germany in May 2017. An annual gathering of event planners, the conference will host about 9,000 visitors from around the world associated with the event and meeting planning industry. Maite was given the honor after presenting her proposal at the Meeting Planners International World Education Congress Future Leaders Forum "University Challenge" in Atlantic City on June 11. She was asked to put a proposal together for a conference for Young Brain Scientists and Surgeons with the theme "happiness."
7. More than 100 local high school students participated in the college's Nurse Camp 2016, June 13-15. The camp is designed to educate local high school students on what being a professional nurse entails. Current nursing students volunteer to run the camp and develop all of the stations like a "code blue," "emergency room trauma," and the PCI helicopter landing on campus. Thank you to Vice President/Provost Jon Hardesty, Dean Donna Hatch, Clinical Coordinator Beth Kasprisin, Recruiting/Retention Coordinator



Cathleen Rangel, and the simulation and EMS faculty and staff for making Nurse Camp 2016 a huge success.

8. Collin College recently partnered with HCA Corp by hosting a Perioperative Training Program that prepared nine of the company's nursing interns to begin serving as operating room nursing staff. The training was held in the surgical technology lab facility in the Cary A. Israel Health Sciences Center and was the first effort that Collin has undertaken to attract a significant community partner for training in which the resources of the newly constructed Health Sciences Center played a major role in securing the relationship. The training was made possible by a number of people at Collin and HCA including Sr. Vice President Brenda Kihl, Vice President/Provost Jon Hardesty, Dean of Nursing Donna Hatch, Interim Dean Michelle Millen, Director Jeanne Glapion, and Workforce Director Natalie Greenwell. We anticipate many additional training opportunities in the future.

President Matkin wished a Happy Birthday to Vice President of Advancement Lisa Vasquez.

**The Board announced the following:**

Trustee Wainwright welcomed the associate and interim associate deans and congratulated faculty and staff on personnel actions.

Trustee Wurzman echoed Mr. Wainwright's comments. She said she is very excited about the Master Plan as the next step to help in serving our entire community. She wished all a happy summer.

Trustee McCall welcomed and congratulated the new faculty, deans, associate and interim deans.

Trustee Hardin thanked Dr. Matkin and staff for "putting up" with the board as it worked through the Master Plan. He said he is excited about the campus in Wylie and feels it is a great opportunity. He wished Happy Birthday to Lisa Vasquez and welcomed new faculty and staff.

Chairman Collins read a text received from Wylie Mayor Eric Hogue that said the action by the Wylie City Council to donate the land to Collin College was unanimous. Dr. Collins thanked his colleagues on the Board of Trustees and said it was a privilege working with them.

**ADJOURNMENT**

There being no further business, Chairman Collins adjourned the June 28, 2016, meeting of the Board of Trustees of Collin County Community College District at 8:55 p.m.