

**Follow Up to May 14, 2019 Question  
From Trustee Menon**

**Re: DART pass program**

**Question:**

<https://www.dart.org/fares/collegeid.asp#passprogram>

We are not listed here... is this only for Dallas County? Don't our students take Dart?

**Answer:**

Collin College does not currently participate in the Higher Education Pass Program with DART. The only Collin College campuses/sites that are accessible to DART are the Plano Campus and the Courtyard Center. DART has no plans to expand to cities for our other campuses. We requested information on the number of students who utilize DART and received data for the Plano Campus. DART stops at the Plano Campus 24 times a day beginning at 6:39 a.m. to 10:37 p.m. Ridership is very low. For a sample week (M-F), ridership included 27 "on" and 29 "off."

DART offers discounts to college students. Our students can currently access a 50% discount by printing the DART form, validating it with Collin's Registrar's Office, and then purchasing the discount pass from DART.

To participate in the Higher Education Pass Program, the institution must front the cost and purchase the passes from DART. Our students would then obtain the passes from the college. The cost is \$78 per semester if we purchase a pass for all of Collin's full-time students based on enrollment (*regardless of whether they would use the pass or not*) or \$38.40 per month per individual student who would use the pass. A summer pass (June-August) is \$115.20/student. According to DART, most of the colleges who participate in the Pass Program, including DCCCD, do not require students to reimburse the college for the passes.

**Resource:**

Kim Davison

Chief of Staff

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**Follow Up to May 14, 2019 Question  
From Trustee Arias**

**Re: Update on the School Marshal Plan**

**Question:**

Trustee Arias requested an update on the School Marshal Plan.

**Answer:**

The Board of Trustees approved policy CHA(Local) on December 11, 2018 that authorized the college to develop a School Marshal program.

Since that time, the college worked with local legislators to propose a minor but important modification to the legislation authorizing school marshals that would eliminate the requirement for individuals who work directly with students (e.g., faculty) from using a lock box for their weapon. This provision in the law was intended for public school teachers but is not practicable in a higher education environment where faculty members are not tied to a particular classroom. However, the modification was not approved during the 86<sup>th</sup> legislature.

The college submitted its application to establish a School Marshal program to the Texas Commission on Law Enforcement (TCOLE) in June 2019. In addition, the college is planning to seek approval to offer School Marshal training through the Collin College Law Enforcement Academy at the Public Safety Training Center. Our Law Enforcement Academy staff must participate in TCOLE's school marshal training themselves before Collin College can offer the program through our academy.

Upon approval by TCOLE, the next step will be to establish the college's implementation process and to call for applications for consideration by the Board of Trustees. Chief Taylor is drafting the proposed process for consideration by the Board.

**Resource:**

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## Follow Up to Board Orientation Question From Trustee Arias

### Re: Co-requisite Developmental Education Follow-up

**Question:**

How is the Developmental Education corequisite program progressing?

**Answer:**

The 2017 Texas Legislature mandated that corequisite models be used for developmental education. The mandate is for 25% of developmental instruction to be delivered in a corequisite format (developmental and credit topics taught together) for each institution beginning in Fall 2018, and for the percentage to increase to 50% by Fall 2019 and to 75% by Fall 2020.

Collin College chose to phase in corequisites by developmental level, with the highest-performing developmental students included first. Students who would have placed in Intermediate Algebra or Integrated Reading and Writing II were placed into both that course and a corresponding credit course. For Math, that course was College Algebra (MATH 1314) or Math for Business and Social Science (MATH 1324). For INRW, the courses were Composition I (ENGL 1301), American History (HIST 1301), or American Government (GOVT 2305). During 2018-19, Collin also piloted Beginning Algebra students with Statistics (MATH 1342) and Contemporary Math (MATH 1332). Developmental students are in a cohort in which they take the two classes together. When possible, the same instructor teaches both courses.

The results indicated that reading skills are fundamental to learning outcomes. Statistics and American History students especially struggled with the content of two courses at once in sections where reading comprehension is a critical factor. Supplemental modules addressing reading skills were identified as a need and are being developed for implementation in the fall. Professional development for faculty is also planned to address reading skills.

Collin received grants of \$150,000 from THECB to develop curriculum and improve instruction in developmental courses. Grant funds have been used to buy computers for supplemental instruction, hire a coordinator to pair faculty coaches with developmental students, and hire tutors who provide supplemental instruction to developmental students. Largely because of the coaching program, Collin's program was named a Program of Promise by the National Organization for Student Success.

For Fall 2018 and Spring 2019, Collin met the 25% criterion. The 50% criterion will be met in FY 2020 by expanding corequisites to all Beginning Algebra students and slightly decreasing the TSI score required to enter INRW corequisites.

Fall 2018 and Spring 2019 success rates for Integrated Reading and Writing II

Course	All students	Previous INRW	Fall Corequisite	Spring Corequisite
ENGL 1301	84%	79%	76%	72%
HIST 1301	84%	73%	41%	72%
GOVT 2305	86%	83%	70%	90%

Fall 2018 and Spring 2019 success rates for MATH

Course	All students	Previous DE MATH	Fall Corequisite	Spring Corequisite
MATH 1314	73%	63%	73%	68%
MATH 1324	68%	71%	84%	81%
MATH 1332	76%	73%	73%	71%
MATH 1342	72%	63%	57%*	53%

\*MATH 1342, Statistics, will be the focus of Collin's Continuous Improvement Plan and faculty development

Resource:

*Sherry Schumann, Ph.D.*

*Executive Vice President*

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**Follow Up to Board Orientation Question  
From Trustee Arias**

**Re: Dual Credit Parent Follow-up**

**Question:**

How we are following up with dual credit parents to make sure they know what options are available?

**Answer:**

Dual credit information sessions are presented to all high schools by either the Special Admissions Coordinator or the College and Career Counselor assigned to the high school. The College and Career Counselors provide a schedule and contact information for the students and parents at the respective high school in case of follow up dual credit questions. High school counselors forward questions from parents and students to the College and Career Counselor assigned to the high school so that they can be addressed. College and Career Counselors also facilitate admissions application days at the school where students and parents can ask more questions about different options.

Resource:

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**Follow Up to New Trustee Orientation Question  
From Trustee Arias**

**Re: *Scholarships from Barnes & Noble***

**Question:**

What, if any, scholarship monies Barnes and Noble, our outsourced bookstore, are donating.

**Answer:**

*Based on the agreement the District signed with Barnes & Noble in July 2016, Barnes and Noble agreed to contribute \$25,000 in Year 1 of the agreement, and \$7,500 in subsequent years. Constituent giving donated to the Collin College Foundation to date is as follows:*



**FOUNDATION**

**Constituent Giving History**

<u>Constituent Name</u>	<u>Date</u>	<u>Gift</u>	<u>Amount</u>
Barnes & Noble College Booksellers, LLC	9/7/2016	Cash	\$25,000.00
	7/26/2017	Cash	\$7,500.00
	7/16/2018	Cash	\$7,500.00
		<b>Total Cash:</b>	<b>\$40,000.00</b>
		<b>Grand Total Cash:</b>	<b>\$40,000.00</b>

**Resource:**

*Julie Bradley*  
*Interim CFO*  
*972-758-3821*  
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**Follow Up to May 23, 2019 Question  
From Trustee Arias**

**Re: Use of Consulting Firm for CFO Search**

**Question:**

I wanted to inquire as to why we are utilizing consulting firms to do a CFO candidate search as well as determining salary/wage comparables? We have always found great success in utilizing internal resources in obtaining salary/wage comparatives and identifying ideal candidates to fill all administrative positions. I know you would agree that they do a fine job, as they were the ones that provided your candidacy to our Board for consideration.

Please provide me a report on all consulting firms we are currently using, purpose, and costs. I would also like a justification for each as to why our quality staff could not shoulder the task. I appreciate your attention in this matter. Be well.

**Answer:**

There are few positions at Collin College as critical as the Chief Financial Officer position, particularly at a time when the college is in the midst of a complex bond and building program. At the same time, the college's Human Resources team is stretched extraordinarily thin with recruitment and hiring processes for new faculty and staff for the new campuses and the implementation of systems, summer enrollment, a new benefit plan development, and the biennial compensation study for staff. When consultants are utilized, it is with the consideration of filling short term needs at a known cost rather than adding the expanded cost of long term staff and benefits.

The same circumstance is true for the Vice President/Provost – McKinney Campus. It is a complex position that will have a key role in the successful launch of the college's first baccalaureate program. In addition, with the growing number of health sciences programs at Collin, identifying and hiring the right candidate for this position is critical.

The Pauly Group is well known within higher education. The college elected to utilize this search firm to facilitate these two searches to access the firm's contacts that would expand our outreach on these key positions to a broader pool of outstanding candidates – who may or may not be actively searching at this time. At this writing, we already have multiple candidates in the pool for the VPP-McKinney search that are current or former college presidents, which is considerably different from prior VPP searches.

For the 2014-15 District President search, the advertising, search, and interview processes were facilitated by college personnel, but the R. H. Perry Group was engaged for the background and reference check process on the finalists.

Regarding compensation studies, the college has a long standing practice of using third-party firms to conduct staff compensation studies periodically over the last 20 years. We used Fox Lawson in 2001-2002, the Texas Association of School Boards in

2007-2008, and Segal Waters in 2014-2015 and 2018-2019. Based on rapidly changing market conditions, the college's compensation plan includes using a third-party firm to review staff data every four years. We examine faculty and staff salaries at a minimum every two years using either in-house talent or external specialists in the field.

These staff compensation reviews require a team with expertise and resources to obtain market matches for the broad diversity of staff positions in the college and to stay competitive.

Many of the following firms have also been used in past years, however, consultants in service during 2018-2019 are listed below:

<b>Organization</b>	<b>Purpose</b>	<b>Contracted Amount and/or Paid in FY2018-2019</b>
ACARI Management Group Inc.	Historically underutilized businesses, community engagement, and outreach program for purchasing	45,120.00
AECOM	Program Manager for Bond Program (Phase I and II)	3,118,626.00
Berg-Oliver Associates Inc.	Wetland study at Celina campus	35,000.00
Carpenter and Johnson Nursing Education Consulting LLC	Consulting services for the nursing division to evaluate nursing skills laboratory processes	5,950.00
Carol Cooper, C.P.M., CPPO, CPSM N&C Procurement and Compliance Consulting Services	Consulting on government procurement and compliance procedures. Provided review and guidance on updates to purchasing terms and conditions.	26,964.42
Conley Group Inc.	Building envelope design review - Wylie Campus	17,550.00
Michael W. Dickson	IT department consultant	45,000.00
Economic Modeling Specialists Intl (EMSI)	Consultants preparing the economic impact and capital impact analysis study	42,000.00
Energy Edge Consulting	Energy consulting services associates with electric contract procurement, invoice data management and ongoing contract support	22,680.00
ENO8	Programming services on the new student app (up to \$275,840)	270,240.93
GME Consulting Services Inc.	Material testing consultant (new campuses, velodrome, and other construction materials testing)	376,478.00
Huron Consulting	Improve and expand the college's use of Concur travel software	41,980.00
Toni P. Jenkins	Consultant on new academic programs at Wylie and Tech Campuses	30,000.00
Kaye-Bassman	Dean of Nursing search	29,914.25
Kimley-Horn and Associates Inc.	Traffic impact analysis (up to \$370,000)	329,800.00



<b>Organization</b>	<b>Purpose</b>	<b>Contracted Amount and/or Paid in FY2018-2019</b>
Mark McKinney	Educational consulting on the automotive program	6,000.00
Patterson Capital Management	Investment advisors	33,000.00
Pauly Group Inc.	Chief Financial Officer search	44,500.00
Pauly Group Inc.	VP/Provost – McKinney Campus search	34,500.00
PlanPilot, LLC	Consultant for the new 403(b) plan – RFP development, design, and selection processes; and assisting with the implementation and fund identification.	20,500.00
Segal Waters Consulting	Staff compensation plan analysis	153,500.00
Stephen M Griffith Consulting	Police officer assessment consultant	10,812.50
TimeShared Partners-Innovative Strategies for Non-Profits	Grant development services for High Tech High Heels grant (up to \$6,500)	1,625.00
Whitley Penn LLP	Enterprise risk management review (up to \$49,500)	2,647.00
<b>Total</b>		<b>4,768,388.10</b>

In addition, the college contracts with individuals and organizations as guest lecturers, event speakers, musicians, choreographers, graphic artists, interpreters, and to provide training and technical support for various software and systems used at the college.

Resource:

Kim Davison

Chief of Staff

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**Follow Up to May 28, 2019 Question  
From Trustee Arias**

**Re: Participation in The Association of Community College Trustees (ACCT) &  
Community College Association of Texas Trustees (CCATT)**

**Question:**

Trustee Arias requested an update on the college's participation in ACCT & CCATT

**Answer:**

We have active memberships with both ACCT & CCATT.  
Our ACCT membership (\$7,700) was paid 6/10/18 and is valid 7/1/18 through 6/30/19.  
Our ACCT membership (\$8,596) was paid 6/12/19 and is valid 7/1/19 through 6/30/20.  
Our CCATT membership (\$54,725) was paid 9/14/18 and is valid 9/1/18 through 8/31/19.

Collin College Trustees have attended the following conferences:

**2013-2014**

ACCT Leadership Congress: One (1) trustee attended

**2014-2015**

ACCT Leadership Congress: One (1) trustee attended  
ACCT Governance Leadership Institute: One (1) trustee attended  
CCATT Annual Conference: One (1) trustee attended

**2016-2017**

ACCT Leadership Congress: One (1) trustee attended

**2017-2018**

ACCT Leadership Congress: Three (3) trustees attended

**2018-2019**

ACCT Leadership Congress: Three (3) trustees attended

**Resource:**

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**Follow Up to May 28, 2019 Question  
From Trustee Arias**

**Re: Board Chair Role**

**Question:**

Were there any updates to Board policies as pertains to the Board Chair role?

**Answer:**

***Board policy BCAB(Legal) Board Officers and Officials – Duties and Requirements of Board President*** was issued 4/1/2015.

***Board policy BD(Local) Board Meetings*** was updated 10/24/2017. The track-changes version that was approved is attached that reflects the before and after.

Resource:

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Collin College  
043500

BOARD OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD PRESIDENT

BCAB  
(LEGAL)

The president shall preside at meetings of the board and perform such other duties and functions as are prescribed by the board.

The president of the board shall have a vote the same as the other members.

*Education Code 130.082(d)*

BOARD MEETINGS

BD  
(LOCAL)

<u>DEFINITION</u>	<u>The Board shall consist of nine members. In the event of the death or resignation of one or more members, the Board shall remain defined as a nine-member board for the purposes of determining a majority. [See BBB]</u>
<u>MEETING PLACE AND TIME</u>	<u>The notice for a Board meeting shall reflect the date, time, and location of the meeting.</u>  <del>Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Board room at the Courtyard Center for Professional and Economic Development in Plano, Texas.</del>
<u>MEETING TIME REGULAR MEETINGS</u>	Regular meetings of the Board shall <u>typically</u> be held on the fourth Tuesday of each month at 7:00 p.m. When determined necessary and for the convenience of Board members, the Board Chairperson may change the date, <del>or</del> time, <u>or location</u> of a regular meeting <del>with proper.</del> <u>The notice for that meeting shall reflect the changed date or time.</u>
<u>SPECIAL OR EMERGENCY MEETINGS</u>	The Board Chairperson shall call a special meeting at the Board Chairperson's discretion or on request by two members of the Board.  The Board Chairperson shall call an emergency meeting when it is determined by the Board Chairperson or four members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.
<u>AGENDA PREPARATION DEADLINE</u>	The deadline for submitting items for inclusion on the agenda is <del>noon of the</del> <u>the fifth business</u> day before regular meetings and <del>noon of the</del> <u>the fifth business</u> day before special meetings, <u>except in an emergency in accordance with the Texas Open Meetings Act.</u>
<u>SUBMISSION OF TOPICS</u>	<del>The</del> <u>In consultation with the Chairperson of the Board, the District College President shall compile</u> <del>prepare the agenda for review by the Board Chairperson all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the District College President.</del>
<u>A BOARD MEMBER MAY REQUEST A SUBJECT BE INCLUDED ON THE AGENDA</u>	<del>The Board Chairperson meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the District College President shall confer regarding the proposed topics, and the Board Chairperson shall determine the topics for include on the agenda of any meeting all Board member requested topics that have been timely submitted.</del>  <del>Before the official meeting agenda. The Board agenda is finalized for any meeting, the College President shall consult the Chairperson of the Board to ensure that the agenda and the topic included meet with the Chairperson's approval. In reviewing the preliminary agenda, the Chairperson shall ensure that any topic the Board or</del>

BOARD MEETINGS

BD  
(LOCAL)

- ~~two individual~~ Board members have requested ~~to~~ be addressed are either on ~~the meeting that~~ agenda or scheduled for deliberation at an appropriate time in the near future. The Board Chairperson shall not refuse to assign a topic requested by two Board members to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda ~~a subject requested by a Board member~~ without that Board member's specific authorization.
- CONSENT AGENDA When the agenda is prepared, the Board Chairperson shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.
- NOTICE TO MEMBERS Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.
- CLOSED MEETING Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]
- ORDER OF BUSINESS The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.
- RULES OF ORDER The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- VOTING Voting shall be by voice vote or show of hands, as directed by the Board Chairperson. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- MINUTES Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board.

BOARD MEETINGS

BD  
(LOCAL)

The official minutes of the Board shall be retained on file in the office of the DistrictCollege President and shall be available for examination during regular office hours.

DISCUSSIONS AND  
LIMITATION

Discussions shall be addressed to the Board Chairperson and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairperson shall halt discussion that does not apply to the business before the Board.

The Board Chairperson shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board Chairperson shall not interfere with debate so long as members wish to address themselves to an item under consideration.

**Follow Up to June 4, 2019 Question  
From Trustee Arias**

**Re: Google Partnership**

**Question:**

I also would like information concerning the Google partnership.

**Answer:**

In Fall 2018, Google announced its partnership with more than 25 community colleges, including Collin College, to offer the IT Support Professional Certificate program. Google.org is funding workforce development nonprofit, JFF, to provide support for learners in seven states (CA, IL, MI, NY, OH, TX, and WI). In addition, fourteen more companies signed on to consider those who complete the program for their IT support jobs. The program will be available in the 2018-2019 school year.

This program is aimed at training learners with no prior experience to be IT support professionals in about eight months. IT support is one of the fastest growing fields in the US. The press release indicated that the median annual wage for computer user support specialists was \$52,160 in 2016.

Learners who complete the certificate can share their information directly with more than 20 top employers who are seeking to hire IT support talent. The initial group of employers includes Bank of America, Walmart, Sprint, GE Digital, PNC Bank, Infosys, TEK Systems, UPHC, and Google itself. Additional firms are Hulu, CPc, Cognizant, RJCOH USA, and the 10 members of the Walmart group, including Sam's Club, Shoes.com, Jet, Allswell, Bonobos, Hayneedle, Modcloth, Moosejaw, Store No 8, and Vudu.

This program is designed to leverage JFF's expertise in working with leading community colleges across the county to support Google's innovative new IT credential that offers a pathway for students into self-sustaining IT jobs.

At Collin, there are two active cohorts in the Google IT Professional Certificate Series. The first cohort started in Fall 2018 and there are 20 remaining enrollees. Of those, we have had 12 complete at least one course and 3 have completed all 5 courses. Three more are expected to finish the program this summer.

The second cohort began this spring and there are 13 remaining members, with 8 participants completing at least one course and 1 participant finishing all 5 courses. The college anticipates that at least 2 more will complete this summer.

While we do not have confirmation of employment resulting from this program, we do know that many of these students have moved forward to pursue more advanced certificates or degrees and several have worked with or are currently working with Career Services for assistance in finding jobs and refining their job search strategies and tools.

Several articles were published when this partnership was announced, including Collin's press release:



<https://www.collincollegenews.com/2018/08/24/new-degrees-programs-highlighted-for-the-2018-19-academic-year/>

<https://communityimpact.com/dallas-fort-worth/mckinney/education/2018/08/14/update-googles-it-support-professional-certificate-program-to-begin-in-late-october-at-collin-college/>

<http://www.wbap.com/2018/08/08/google-partners-with-collin-college-to-help-increase-i-t-workers-amid-national-shortage/>

<http://www.wbap.com/2018/08/07/collin-college-teams-up-with-google-to-offer-i-t-courses/>

College staff have been in contact with JFF, and are awaiting confirmation regarding whether the program will continue.

Resource:

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