



NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold a Work Session and its Regularly Scheduled Meeting on Tuesday, May 26, 2020, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC").

Locations

Collin Higher Education Center
McKinney, Texas

Frisco Campus
(Preston Ridge)

McKinney Campus
(Central Park)

Plano Campus
(Spring Creek)

Public Safety Training Center
McKinney, Texas

Technical Campus
Allen, Texas

Wylie Campus

Courtyard Center
Plano, Texas

Rockwall Center

eCollin
www.collin.edu

Board of Trustees

J. Robert Collins, Ph.D., *Chair*
Andrew Hardin, *Vice Chair*
Jim Orr, *Secretary*
Raj Menon, Ph.D., *Treasurer*
Stacy Anne Arias
Stacey Donald, Ph.D.
Greg Gomel
Fred Moses
Jay Saad

District President

H. Neil Matkin, Ed.D.
3452 Spur 399
P.O. Box 8021
McKinney, Texas 75070
P| 972.758.3800
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nmatkin@collin.edu
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An emergency and urgent public necessity exists due to the COVID-19 pandemic, making it inconsistent with guidance from the Centers for Disease Control and Prevention and Governor Abbott’s Executive Orders for members of the public to be required to congregate at the meeting location for the purpose of observing and/or participating in the meeting. Therefore, members of the public who wish to watch the Board meeting in real time via live stream may do so by clicking on the "Live Stream and Videos" tab at the following link: https://www.collin.edu/leadership/board_of_trustees.html. Instructions for public comment are located at the end of this agenda.

WORK SESSION: 5:30 p.m., Board Conference Room 135, CHEC.

- 1. Certification of Notice of the May 26, 2020 Work Session

DISCUSSION ITEMS

- 1. Racial Profiling Report - Dr. Neil Matkin, District President

CONVENE REGULAR MONTHLY MEETING: 5:45 p.m., Board Room 139, CHEC.

- 1. Certification of Notice of the May 26, 2020 Meeting of the Collin County Community College District Board of Trustees

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

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

Section 551.074 - Personnel Matters

- a. Discuss employment, duties, evaluations, or assessment of college personnel and administrative reporting requirements
- b. Discuss evaluation of District President

Section 551.071 - Consultations with Attorney

- a. Discuss and receive legal advice regarding pending or contemplated litigation

Section 551.072 - Deliberation about Real Property

- a. Discuss on-going college campus projects

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

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

1. Pledges of Allegiance

PUBLIC COMMENT

CONSIDERATION OF CONSENT AGENDA

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

Approval of May Consent Agenda Items

2020-05-C1

Approval of the Minutes of the April 28, 2020 Regular Meeting

2020-05-C2

Presentation of the Personnel Report for May 2020

C2a. Administrative Appointments

C2b. Faculty Appointments

C2c. Staff Appointments

C2d. Resignations/Terminations

2020-05-C3

Approval of the Private Offer to Purchase Struck-off Property

2020-05-C4

Approval to Not Participate in the State Employee Charitable Contribution Program

CONSIDERATION OF ACTION ON AGENDA ITEMS

2020-05-1

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

2020-05-2

Report out of the Campus Facilities and Construction Committee and Consideration of Approval to Proceed with Modifications to Master Plan Phase 3 and 4

2020-05-3

Report out of the Finance and Audit Committee and Consideration for Approval of Authorization to Conduct a Request for Qualifications (RFQ) Solicitation Process and Execute an Engagement Letter with a Firm of Independent Certified Public Accountants to Serve as the External Audit Firm for the College for a Three-Year Period Commencing in 2020

2020-05-4

Consideration of Approval of a Board Resolution Expressing Heartfelt Appreciation and Gratitude for Governor Greg Abbott, Lt. Governor Dan Patrick, Speaker of the House Dennis Bonnen, and Local Legislators Serving the Collin College Service District for their Stalwart Leadership and Lasting Support of Texas Community Colleges, the Community College Mission, and Collin College Specifically During Both Normal and Challenging Times

2020-05-5

Consideration of Approval of the Bid Report for May 2020

PUBLIC COMMENTS *(If required in accordance with HB 2840.)*

INFORMATION REPORTS

Exercise of Grant of Authority by District President

Statement of Net Position as of April 30, 2020

Summaries of Current Funds, Revenues, & Expenses as of April 30, 2020

Monthly Investment Report as of April 30, 2020

AECOM Monthly Report as of April 2020

PRESIDENT'S AND BOARD ANNOUNCEMENTS

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

ANNOUNCEMENTS/ADJOURNMENT

*Dr. J. Robert Collins
Chairman, Board of Trustees*

MEMBERS OF THE PUBLIC who wish to address the Board regarding an item on this agenda must comply with the following registration procedures:

1. Registration for public comments will occur between 5:00 p.m. and 6:00 p.m. on May 26, 2020.

2. Email your comment card to boardcomments@collin.edu between 5:00 p.m. and 6:00 p.m. on May 26, 2020. Emails received during that window will receive an email with further instructions for addressing the Board.

3. Comment cards must include the following information:

Name;

Organization You Are Representing, if applicable;

Whether or Not Your Comment Is Related to an Agenda Item;

If Your Comment is Related to an Agenda Item, Please Identify Which Agenda Item;

If you are a person who is deaf or hearing impaired, please make note of that in your email.

Note: Comments submitted by persons who are deaf or hearing impaired will be read by a staff member. BRAILLE IS NOT AVAILABLE.

4. Comment cards received later than 6:00 p.m. will not be accepted.

5. Comment cards are not transferable to other speakers.

6. Comments addressing agenda items will be heard at the beginning of the meeting, in order of the corresponding agenda item, for the allotted thirty minutes or until all agenda-related comments have been heard.

7. If time remains within the allotted thirty minutes, comments addressing non-agenda items will be heard. All comments related to non-agenda items that are not heard during the allotted thirty minutes will be heard at the end of the Regular Board Meeting.

8. Speakers who submit public comment cards will have up to three minutes to address the Board. No comment shall exceed three minutes, unless a translator is required, in which case up to six minutes can be used.

9. The Board encourages, but does not require, delegations of more than five individuals to appoint one person to present the delegation's views before the Board.

CONSENT AGENDA ITEMS TO BE CONSIDERED

2020-05-C1	Approval of the Minutes of the April 28, 2020 Regular Meeting	pg. 6
2020-05-C2	Presentation of the Personnel Report for May 2020	pg. 13
2020-05-C3	Approval of the Private Offer to Purchase Struck-off Property	pg. 54
2020-05-C4	Approval to Not Participate in the State Employee Charitable Contribution Program	pg. 61

May 26, 2020

SUBJECT:

Approval of the Minutes of the April 28, 2020 Regular Meeting

RECOMMENDATION:

The District President recommends approval of the minutes of the April 28, 2020 Regular Meeting.

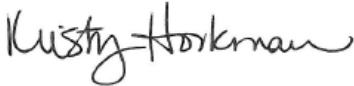
RESOURCE PERSONNEL:

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

ATTACHMENTS:

A) Minutes of the April 28, 2020 Regular Meeting

Respectfully Submitted By:

A handwritten signature in cursive script that reads "Kristy Horkman".

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

**Minutes of Regular Meeting
April 28, 2020**

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

The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted a Closed or Executive Session and Regular Monthly Board of Trustees meeting on Tuesday, April 28, 2020, at the Collin Higher Education Center, with Chairman Dr. Robert Collins presiding. Trustees attending in-person were Dr. Robert Collins, Mr. Andy Hardin, Mr. Jim Orr, Mr. Greg Gomel, Mr. Jay Saad, and Mr. Fred Moses. Ms. Stacy Arias, Dr. Stacey Donald, and Dr. Raj Menon attended the Regular Monthly Board of Trustees meeting via Zoom.

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION
Chairman Collins adjourned the meeting to Board Conference Room 135 for Closed or Executive Session pursuant to the Texas Government Code Section 551.001 at 5:30 p.m.**

Section 551.082 and 0821 Certain School Board Deliberations

- a. Consideration of approval of expulsion of student

Section 551.074 Personnel Matters

- a. Discuss employment, duties, evaluations, or assessment of college personnel and administrative reporting requirements

Section 551.089 Security Devices or Security Audits

- a. Discuss the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices

Section 551.071 Consultations with Attorney

- a. Discuss and receive legal advice regarding pending or contemplated litigation

Section 551.072 Deliberation about Real Property

- a. Discuss on-going college campus projects

Only Trustees attending in-person were in Executive Session. No formal action was taken.

ADJOURNMENT OF CLOSED OR EXECUTIVE SESSION

Chairman Collins adjourned the February 25, 2020, Closed or Executive Session of the Board of Trustees of Collin County Community College District at 7:06 p.m.

RECONVENE, 7:11 p.m., Board Room 139

1. Kristy Horkman, Executive Assistant to the District President/Secretary to the Board of Trustees, certified that the meeting was posted according to Article 551.001 of the Texas Government Code.
2. Pledges of Allegiance

PUBLIC COMMENT

There were no public comments.

Approval of April Consent Agenda Items

On motion of Trustee Orr, and second of Trustee Gomel, the Board of Trustees of Collin County Community College District unanimously approved the April Consent Agenda Items.

2020-04-C1 Approval of the Minutes of the February 25, 2020 Regular Meeting

By action stated above, the Board of Trustees of Collin County Community College District approved the minutes of the February 25, 2020 Regular Meeting as corrected.

By action stated above, the Board of Trustees of Collin County Community College District approved the minutes of the March 17, 2020 Emergency Meeting.

2020-04-C2 Approval of Personnel Report for February 2020

By action stated above, the Board of Trustees of Collin County Community College District approved the Personnel Report for April 2020 which included ninety-six three-year faculty contracts, twenty-nine three-year faculty contract extensions, one hundred-eight one-year faculty contracts, one sabbatical leave, three administrative appointments, six faculty appointments, twenty-nine staff appointments, twenty-five promotions/lateral changes, and nine resignations/terminations.

2020-04-C3 Approval of the City of Plano's Heritage Commission (HC) Recommendations for the 2020 Heritage Tax Exemption Program

By action stated above, the Board of Trustees of Collin County Community College District approved the City of Plano's Heritage Commission (HC) recommendations for the 2020 Heritage Tax Exemption program.

2020-04-C4 Approval of Proposed Course Fees, Effective as of Fall 2020

By action stated above, the Board of Trustees of Collin County Community College District approved the proposed course fees, effective as of fall 2020.

2020-04-C5 Approval of Application for Participation in Texas Cooperative Liquid Assets Security System Program (Texas CLASS)

By action stated above, the Board of Trustees of Collin County Community College District approved the application for participation in Texas Cooperative Liquid Assets Security System program (Texas CLASS).

2020-04-C6 Approval of Student Housing Meal Plan Fees for the 2020-21 Academic Year

By action stated above, the Board of Trustees of Collin County Community College District approved the Student Housing Meal Plan fees for the 2020-21 academic year.

CONSIDERATION OF ACTION ON AGENDA ITEMS

2020-04-1 Consideration of Approval of the Expulsion of a Student

Details of the recommendation for the expulsion of a student were presented for review and discussion with the Board of Trustees in closed session. In keeping with the Family Educational Rights and Privacy Act (FERPA), the identity of the student was protected in open session.

On motion of Trustee Orr and second from Trustee Moses, the Board of Trustees unanimously approved the expulsion of a student which was presented for review and discussion with the Board of Trustees in closed session. Trustee Menon and Trustee Donald recused themselves.

2020-04-2 Report Out of the Organization, Education, and Policy Committee and Second Reading and Approval of Local Board Policies

Discussion: Trustee Orr, Chair of the Organization, Education, and Policy Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of the second reading and approval of Local Board policies.

Trustee Hardin requested the BBC Local Board Policy be separated from the other Local Board Policies. A motion to amend was made by Trustee Orr and a second by Trustee Gomel for approval of the second reading and approval of Local Board policies excluding BBC.

The amended motion was unanimously approved by the Board of Trustees of Collin College as presented.

The BBC Local Board Policy was brought forth separately and a motion was made by Trustee Orr and a second by Trustee Saad for approval of the BBC Local Board Policy. Seven Board of Trustees of Collin College voted in favor (Saad, Moses, Menon, Arias, Orr, Collins, and Gomel) and two opposed (Hardin and Donald).

2020-04-3 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the Selection of an Architect for the New Welcome Center at the McKinney Campus

Discussion: Trustee Hardin, Chair of the Campus Facilities and Construction Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval for the selection of an architect for the new Welcome Center at the McKinney Campus.

The motion was unanimously approved by the Board of Trustees of Collin College as presented.

2020-04-4 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the Selection of Construction Manager at Risk Firm for the New Welcome Center at the McKinney Campus

Discussion: Trustee Hardin, Chair of the Campus Facilities and Construction Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval for the selection of construction manager at risk firm for the new Welcome Center at the McKinney Campus.

The motion was unanimously approved by the Board of Trustees of Collin College as presented.

2020-04-5 Report Out of the Finance and Audit Committee and Consideration of Approval of the Charter for the Office of Internal Audit

Discussion: Trustee Moses, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of the charter for the office of Internal Audit.

The motion was unanimously approved by the Board of Trustees of Collin College as presented.

2020-04-6 Report Out of the Finance and Audit Committee and Consideration of Approval of Fiscal Year 2020 Audit Plan for the Office of Internal Audit

Discussion: Trustee Moses, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee’s recommendation for approval of fiscal year 2020 audit plan for the Office of Internal Audit.

The motion was unanimously approved by the Board of Trustees of Collin College as presented.

2020-04-7 Report Out of the Finance and Audit Committee and Consideration of Approval of Tuition Rates Effective Fall 2020

Discussion: Trustee Moses, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee’s recommendation for approval of tuition rates effective Fall 2020.

The motion was unanimously approved by the Board of Trustees of Collin College as presented.

2020-04-8 Consideration of Approval for the District President to Exercise a Contract Option with AECOM Technical Services, Inc. to Provide Program Management Support for the Balance of the Projects in Phases 3 and 4 of the 2017 Bond Program

On motion by Trustee Hardin, and second of Trustee Gomel, the Board of Trustees of Collin County Community College District unanimously approved the District President to exercise a contract option with AECOM Technical Services, Inc., which provides program management support, for the balance of the projects in Phases 3 and 4 of the 2017 bond program.

2020-04-9 Consideration of Approval of Change Order #1 for the Construction Manager-at-Risk Contract with JE Dunn Construction (“JE Dunn”) for the Construction of the Parking Lot and Loop Road at the Frisco Campus

On motion by Trustee Hardin, and second of Trustee Saad, the Board of Trustees of Collin County Community College District unanimously approved Change Order #1 for the Construction Manager-at-Risk Contract with JE Dunn Construction (“JE Dunn”) for the Construction of the Parking Lot and Loop Road at the Frisco Campus.

2020-04-10 Consideration of Approval of the Bid Report for April 2020

Discussion: Mr. Steve Bassett, Collin College Chief Financial Officer, discussed the Bid Report for April 2020, which included three ratifications for new contracts, four ratifications for contract revisions, seven new solicitations, and two contract revisions.

I. RATIFICATIONS FOR NEW CONTRACTS

Purchase Request #1		
Purchase of Emergency Repeaters for Technical Campus		280,000
Purchase Request #2		
Purchase of HVAC Trainers and Software		1,157,000
Purchase Request #3		
Purchase of Industrial Automation Trainers & Software		1,239,000
TOTAL RATIFICATIONS FOR NEW CONTRACTS	\$	2,676,000

II. RATIFICATIONS FOR CONTRACT REVISIONS

Purchase Request #4	
Purchase of Power Protection Equipment	250,000
Purchase Request #5	
Purchase of Video Conferencing System	3,000,000
Purchase Request #6	
Purchase of Fitness Equipment	35,000
Purchase Request #7	
Purchase of Job Order Contracting Construction Services	<u>3,500,000</u>
TOTAL RATIFICATIONS FOR CONTRACT REVISIONS	\$ 6,785,000

III. NEW SOLICITATIONS

Purchase Request #8	
Purchase of Specialty Furniture and Equipment	150,000
Purchase Request #9	
Purchase of Theatre Safety Updates	175,000
Purchase Request #10	
Purchase of Drafting Tables	104,000
Purchase Request #11	
Purchase of Construction, Industrial, & Facility Tools	300,000
Purchase Request #12	
Purchase of Automotive and Collision	830,000
Purchase Request #13	
Purchase of Custodial Services for Wylie Campus	2,340,000
Purchase Request #14	
Purchase of Video Conferencing Systems & Access.	<u>900,000</u>
TOTAL NEW SOLICITATIONS	\$ 4,799,000

IV. CONTRACT REVISIONS

Purchase Request #15	
Purchase of General Hardware	125,000
Purchase Request #16	
Purchase of Technology Products and Services	600,000
TOTAL CONTRACT REVISIONS	\$ <u>725,000</u>
GRAND TOTAL	\$ <u>14,985,000</u>

On motion by Trustee Orr, and second of Trustee Arias, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report.

INFORMATION REPORTS

Exercise of Grant Authority by District President
Phi Theta Kappa (PTK) Chapter Awards
Student Government Association (SGA) 2019-2020 Update
Bond 2020 Transaction Summary & Debt Summary
Statement of Net Position as of February 29, 2020
Summaries of Current Funds, Revenues, and Expenses as of February 29, 2020
Monthly Investment Report as of February 29, 2020
Quarterly Investment Report as of February 29, 2020
Grant Budget Amendments for the Quarter Ended February 29, 2020
Gifts In-Kind for the Month of February 2020
AECOM Monthly Report as of February 2020
Quarterly Purchasing Report April 13, 2020
Statement of Net Position as of March 31, 2020
Monthly Investment Report as of March 31, 2020
AECOM Monthly Report as of March 2020

PRESIDENT’S AND BOARD ANNOUNCEMENTS

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

ADJOURNMENT

Chairman Collins adjourned the April 28, 2020 meeting of the Board of Trustees of Collin County Community College District at 8:22 p.m.

SUBJECT:

Presentation of Personnel Report for May 2020

RECOMMENDATION:

The District President has approved the following Personnel Actions for May 2020

- 2 Administrative Appointments
- 32 Faculty Appointments
- 1 Staff Appointment
- 12 Resignations/Terminations

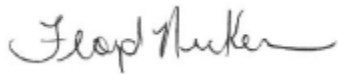
RESOURCE PERSONNEL:

Floyd Nickerson, Chief Human Resources Officer

ATTACHMENTS:

- A) Administrative Appointments
- B) Faculty Appointments
- C) Staff Appointment
- D) Resignations/Terminations

Respectfully Submitted By:



Floyd Nickerson
Chief Human Resources Officer

Collin County Community College District Board of Trustees

Personnel Report: Administrative Appointments

The following are Administrative Appointments for May 2020.

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>SALARY</u>
Alexis Cade	N: Associate Dean, Academic Affairs O: Interim Associate Dean, Academic Affairs	05/01/20	Academic Affairs/ Workforce	Replacement	\$99,240
Mark Fischer	N: Associate Dean, Academic Affairs O: Interim Associate Dean, Academic Affairs	05/01/20	Academic Affairs	Replacement	\$99,240

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Alexis Cade
ADDRESS: McKinney, TX
POSITION: Associate Dean, Academic Affairs
DEPARTMENT: Academic Affairs/Workforce, Plano Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/19 – 05/20	Interim Associate Dean
Collin College	09/17 – 08/19	Career Coach, Workforce Programs
Des Moines Area Community College	07/13 – 08/17	Program Navigator
Creston Middle School	08/12 – 05/13	Teacher
Chapel Hill Middle School	08/09 – 05/12	Teacher

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Tyler	2010	M.Ed., Education Administration
University of Texas at Tyler	2009	B.S., Interdisciplinary Studies
Tyler Junior College	2007	A.A., Teaching

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Mark Fischer
ADDRESS: Allen, TX
POSITION: Associate Dean, Academic Affairs
DEPARTMENT: Academic Affairs, Plano Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/19 – 05/20	Interim Associate Dean
Collin College	08/17 – 08/19	Professor, ESL
Augustana University	08/16 – 08/17	Academic Director
Milwaukee School of Engineering	11/13 – 06/16	Academic Transitions Coordinator and Adjunct Professor
Northeast Wisconsin Technical College	06/13 – 11/13	Adjunct Professor, English
University of Wisconsin, Green Bay	09/12 – 11/13	ESL Support Specialist
St. Norbert College	08/10 – 11/13	English Instructor
Lawrence University	07/12 – 08/12	Adjunct Professor, English

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Shenandoah University	2013	M.S., Education, TESOL
University of Wisconsin, Green Bay	2000	B.S., Psychology

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Personnel Report: Faculty Appointments

The following are Faculty Appointments for May 2020.

NAME	TITLE	DATE	DEPARTMENT	REASON	SALARY
Timothy Arndorfer	Professor, Industrial Automation	08/11/20	Academic Affairs	New position	\$53,550
Chen-An Butler	Professor, Child Development	08/11/20	Academic Affairs/ Workforce	Replacement Sharon Hirschy	\$57,693
Collin Byrnes	Professor, Mathematics	08/11/20	Academic Affairs	New position	\$51,510
Henry Canfield	Professor, Psychology	08/11/20	Academic Affairs	New position	\$53,550
Jaclyn Cobb	Professor, Biology	08/11/20	Academic Affairs	Replacement Patrice Hall	\$53,550
Amy Dennis	Professor, Integrated Reading and Writing	08/11/20	Academic Affairs	New position	\$53,295
Renee Dessommes	Professor, Theater	08/11/20	Academic Affairs/ Workforce	New position	\$56,589
Lishan Desta	Professor, Economics	08/11/20	Academic Affairs	New position	\$62,296
Melanie Hanna	Professor, Accounting	08/11/20	Academic Affairs	New position	\$53,550
Sahalie Hashim	Professor, Humanities	08/11/20	Academic Affairs	New position	\$61,248
Meagan Hoff	Professor, English	08/11/20	Academic Affairs	Replacement Melinda McBee	\$56,175
Charlene Houston	Professor, ESL	08/11/20	Academic Affairs	Replacement Nancy Megarity	\$53,295
Michelle Kelly	Professor, Health Professions	08/11/20	Health Sciences	New position	\$53,550
Nandini Krishnaswamy	Professor, Speech	08/11/20	Academic Affairs	New position	\$52,275
Landon LaRocque	Professor, Welding	08/11/20	Academic Affairs	New position	\$70,875
Billie Lavender	Professor, Surgical Technology	05/18/20	Health Sciences	New position	\$81,900
Audri Luebbers	Professor, Diagnostic Medical Sonography	08/11/20	Health Sciences	New position	\$80,730
Carl McMurphy	Professor, Fire Science	08/11/20	Health Sciences	New position	\$81,900
Amanda Oswalt	Professor, English	08/11/20	Academic Affairs	Replacement Lisa Forrester	\$56,451
Sonia Petch	Professor, Mathematics	08/11/20	Academic Affairs	New position	\$62,895
Syed Raza	Professor, Business Administration	08/11/20	Academic Affairs	New position	\$57,555
Kari Reed	Professor, Emergency Medical Tech	08/11/20	Health Sciences	New position	\$78,390
Steven Reeves	Professor, Welding	08/11/20	Academic Affairs	New position	\$51,765
Matthew Russell	Professor, Computer Aided Drafting and Design	08/11/20	Academic Affairs/ Workforce	New position	\$53,550
Ingeborg Saenz	Professor, Psychology	08/11/20	Academic Affairs	Replacement Michael Rose	\$51,638
Mary Salva-Ramirez	Professor, Speech	08/11/20	Academic Affairs	New position	\$62,895
Jeffrey Sorrels	Professor, Speech	08/11/20	Academic Affairs	New position	\$62,895
Jennifer Swetmon	Professor, Dental Hygiene	08/11/20	Health Sciences	New position	\$53,550
David Tercero	Professor, Music	08/11/2017	Academic Affairs/ Workforce	Replacement Olga Amelkina	\$62,596

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Alicja Usarek-Topper	Professor, Music	08/11/20	Academic Affairs	New position	\$61,847
James Yervasi	Professor, Automotive Repair	08/11/20	Academic Affairs/ Workforce	New position	\$53,550
Joanne Zipay	Professor, Theater	08/11/20	Academic Affairs/ Workforce	Replacement Gail Cronauer	\$56,589

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Timothy Arndorfer
ADDRESS: Frisco, TX
POSITION: Professor, Industrial Automation
DEPARTMENT: Academic Affairs, Technical Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
FLEXiCELL/Pearson Packaging	07/18 – 03/20	Application Engineer/RSM
Freelance	01/16 – 06/18	Senior Automation Design Engineer
Freelance	09/15 – 12/16	Project Manager/Project Engineer
GRENZEBACH Corporation	11/11 – 08/15	Automation/Logistics Application Engineer
Supply Link, Incorporated	11/09 – 10/11	VP, Sales

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Iowa State University	1988	B.S., Industrial Education and Technology
American Society for Quality Control	1990	Certified Quality Engineer

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Chen-An Butler
ADDRESS: Richardson, TX
POSITION: Professor, Child Development
DEPARTMENT: Academic Affairs/Workforce, Wylie Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Plano ISD	09/19 – 05/20	Homebound Teacher
Collin College	09/18 – 05/20	Adjunct Professor, Child Development
Richland College	09/17 – 05/20	Adjunct Professor
New York Department of Education	10/05 – 12/12	Special Education Teacher

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
City University of New York	2007	M.Ed., Special Education
University of Texas at Dallas	2002	B.S., Finance

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Collin Byrnes
ADDRESS: Carrollton, TX
POSITION: Professor, Mathematics
DEPARTMENT: Academic Affairs, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/19 – 04/20	Adjunct Professor, Mathematics
Elite Educational Institute	06/18 – 04/20	Private Tutor
Wade College	06/18 – 04/20	Adjunct Professor

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2018	M.S., Mathematics
University of Texas at Dallas	2017	B.S., Mathematics

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Henry Canfield
ADDRESS: Plano, TX
POSITION: Professor, Psychology
DEPARTMENT: Academic Affairs, Technical Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/16 – 03/20	College and Career Counselor
The SMIC Private School	08/05 – 06/17	AP Psychology Teacher, Administrator, Counselor

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Oklahoma	2009	M.Ed., Education
Troy University	2001	B.S., Psychology

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Jaclyn Cobb
ADDRESS: Sunnyvale, TX
POSITION: Professor, Biology
DEPARTMENT: Academic Affairs, Plano Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/18 – 05/20	Adjunct Professor, Biology
El Centro College	01/18 – 05/20	Instructional Technologist
El Centro College	08/09 – 05/20	Adjunct Professor, Biology
El Centro College	07/15 – 12/17	Senior Coordinator, Science Labs
Dallas ISD	07/09 – 12/15	Teacher

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas A&M University	2006	M.S., Biology
Texas Tech University	2004	B.S., Cell and Molecular Biology

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Amy Dennis
ADDRESS: Rockwall, TX
POSITION: Professor, Integrated Reading and Writing
DEPARTMENT: Academic Affairs, Wylie Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Eastfield College	07/16 – 03/20	Director of Adult Education and Literacy
Eastfield College	01/16 – 05/16	Interim Associate Dean
Eastfield College	08/12 – 12/15	Faculty, Developmental English
Freelance	12/09 – 07/12	Writer and Editor

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas Christian University	2015	M.A., Liberal Arts
University of North Texas	1993	B.A., English Language and Composition
Cornell University	2018	Conflict Resolution Executive Certificate

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Renee Dessommes
ADDRESS: Plano, TX
POSITION: Professor, Theater
DEPARTMENT: Academic Affairs/Workforce, Plano Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Circle Theatre	05/19 – 07/19	Stage Manager
Collin College	08/18 – 05/19	Adjunct Professor, Theatre
Tarrant County College, Northeast Campus	08/15 – 05/19	Adjunct Professor, Theatre

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Missouri, Kansas City	2012	M.F.A., Theatre Design and Technology
Texas A&M University, Commerce	2010	M.S., Theater
Texas A&M University, Commerce	2008	B.S., Journalism and Public Relations

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Lishan Desta
ADDRESS: Garland, TX
POSITION: Professor, Economics
DEPARTMENT: Academic Affairs, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/13 – 04/20	Adjunct Professor, Economics
Florida International University	05/11 – 04/20	Assistant Instructor
Frito-Lay	10/00 – 01/11	Accountant
University of Texas at Dallas	09/04 – 12/09	Graduate Fellow

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2009	Ph.D., Political Science
Richland Community College	2004	A.S., Software Programming
Baylor University	1999	M.S., Economics
University College Dublin	1998	M.S., Rural Development
Alemaya University	1992	B.S., Agricultural Economics

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Melanie Hanna
ADDRESS: Richardson, TX
POSITION: Professor, Accounting
DEPARTMENT: Academic Affairs, Plano Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	06/19 – 05/20	Adjunct Professor, Accounting
Hanna Financial Advisory Services	11/18 – 04/20	Owner
Deloitte and Touche	09/11 – 09/18	Audit Manager
Huselton, Morgan, and Maultsby	01/09 – 08/11	Audit Senior

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2012	M.B.A., Global
University of Texas at Dallas	2006	B.S., Accounting and Information Management

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Sahalie Hashim
ADDRESS: Dallas, TX
POSITION: Professor, Humanities
DEPARTMENT: Academic Affairs, Wylie Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
New Century Montessori Academy	03/18 – 05/19	High School Teacher, English
Soccer Sparks	01/16 – 08/18	Content Writer/Marketing
University of Texas at Dallas	08/12 – 08/17	Professor, History and English
El Paso Community College	08/10 – 08/12	Adjunct Professor, English
University of Texas at El Paso	08/09 – 05/11	Professor, Creative Writing

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2020	Ph.D., Humanities
University of Texas at El Paso	2011	M.F.A., Creative Writing
Whitman College	2007	B.A., English and Literature

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Meagan Hoff
ADDRESS: Austin, TX
POSITION: Professor, English
DEPARTMENT: Academic Affairs, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Texas State University	08/15 – 04/20	Research Assistant
Texas State University	08/17 – 05/19	Instructor, Reading
Texas State University	08/16 – 05/19	Instructor, Learning Frameworks
GirlForward	07/16 – 08/16	Lead Teacher

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Bowling Green State University	2014	M.A., Cross-Cultural and International Education
Colorado State University	2007	B.A., Languages, Literatures, and Cultures

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Charlene Houston
ADDRESS: Plano, TX
POSITION: Professor, ESL
DEPARTMENT: Academic Affairs, Plano Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/11 – 05/20	Adjunct Professor, ESL
Garland ISD	01/07 – 05/20	ESL Instructional Support Teacher

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Lamar University	2015	M.Ed., School Administration
Jarvis Christian College	1991	B.A., English

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Michelle Kelly
ADDRESS: Plano, TX
POSITION: Professor, Health Professions
DEPARTMENT: Health Sciences, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/19 – 04/20	Adjunct Professor, Health Professions
Frisco ISD	08/13 – 04/20	Lead Instructor, Career and Technical Center
Medical City of Dallas	11/10 – 07/13	Medical Laboratory Scientist
Medical City of Plano	04/08 – 10/10	Laboratory Manager

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of South Dakota	1994	B.S., Medical Technology
Pharmacy Technician Certification Board	2015	Certified Pharmacy Technician
Texas State Board for Educator Certification	2013	Health Science Technology Education, Grades 8-12
ASCP Board of Certification	1994	Medical Technologist Certification

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Nandini Krishnaswamy
ADDRESS: Allen, TX
POSITION: Professor, Speech
DEPARTMENT: Academic Affairs, Technical Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
The University of Texas at Dallas	11/17 – 03/20	Adjunct Professor, Communication Studies
Heart To Heart Organization	01/15 – 03/20	Advisor to the Board
Collin College	01/13 – 03/20	Adjunct Professor, Speech
Cypress Fairbanks ISD	01/12 – 12/12	Substitute Teacher
Sai Spiritual Education	01/09 – 01/12	Spiritual Education Teacher
Sampson Elementary School	01/10 – 01/11	Math and Language Arts Tutor

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Cleveland State University	1999	M.A., Applied Communication Theory and Methodology
University of Delhi	1994	B.C., Management

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Landon LaRocque
ADDRESS: Alvin, Texas
POSITION: Professor, Welding
DEPARTMENT: Academic Affairs, Technical Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
LFS Services Inc.	09/17 – 04/20	Welding Specialist/Technician
Connector Specialist	06/17 – 08/17	Welding Specialist/Technician
Deep Down Inc	07/15 – 05/17	Welding Specialist/Welding Equipment Technician
Parker Cabett Subsea	12/11 – 06/15	Welding Specialist/Umbilical Technician/Equipment Operator
Acute Technical Services	08/08 – 11/11	Welding Technician

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas State Technical College	2008	A.A.S., Welding Technology

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Billie Lavender
ADDRESS: Denison, TX
POSITION: Professor, Surgical Technology
DEPARTMENT: Health Sciences, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Baylor Scott & White Sherman Texoma Medical Center	03/11 – 04/20 06/10 – 02/11	Certified Surgical Technologist Certified Surgical Technologist

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Collin College	2010	A.S., Surgical Technology
National Board of Surgical Technology and Surgical Assisting	2010	Surgical Technologist Certification

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Audri Luebbers
ADDRESS: Arlington, TX
POSITION: Professor, Diagnostic Medical Sonography
DEPARTMENT: Health Sciences, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/19 – 04/20	Adjunct Professor, Diagnostic Medical Sonography
Texas Health Arlington Memorial Methodist Charlton Medical Center	01/18 – 04/20 08/15 – 12/17	Team Lead Sonographer Medical Sonographer
Winfield Medical Arts	03/15 – 07/15	Medical Sonographer
Wesley Medical Center	01/13 – 07/15	Medical Sonographer

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Fort Hays State University	2013	B.S., Diagnostic Medical Imaging
American Registry of Diagnostic Medical Sonography	2015	Registered Pediatrics Diagnostic Medical Sonography Certification
American Registry of Diagnostic Medical Sonography	2015	Registered Breast Diagnostic Medical Sonography Certification
American Registry of Diagnostic Medical Sonography	2013	Registered Obstetrics and Gynecology Diagnostic Medical Sonography Certification
American Registry of Diagnostic Medical Sonography	2013	Registered Abdomen Diagnostic Medical Sonography Certification
American Registry of Diagnostic Medical Sonography	2013	Registered Vascular Technologist Certification
American Registry of Diagnostic Medical Sonography	2013	Sonography Principles and Instrumentation Certification
American Heart Association	2012	Basic Life Support Certification

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Carl McMurphy
ADDRESS: Oak Point, TX
POSITION: Professor, Fire Science
DEPARTMENT: Health Science, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
City of The Colony	03/05 – 05/20	Fire Marshal/Assistant Fire Chief
Collin College	01/00 – 05/20	Instructor I, Fire Science, Part-time

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Oklahoma State University	1991	B.S., Fire Protection and Safety Engineering Technology
Texas Commission on Fire Protection	2010	Driver Operator, Pumper Certification
Texas Commission on Fire Protection	2004	Master Arson Investigator Certification
Texas Commission on Fire Protection	2004	Master Fire Fighter Certification
Texas Commission on Fire Protection	1999	Fire Service Instructor II Certification
Texas Commission on Fire Protection	1996	Basic Peace Officer Certification
Texas Commission on Fire Protection	1995	Master Inspector Certification

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Amanda Oswalt
ADDRESS: Denton, TX
POSITION: Professor, English
DEPARTMENT: Academic Affairs, Frisco Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/17 – 05/20	Adjunct Professor, English
Texas Woman's University	08/11 – 05/15	Adjunct Professor, English
University of North Texas	01/12 – 01/13	Writing Tutor, Part-time
Ashford University	07/11 – 07/12	Online Adjunct Teaching Assistant
Smarthinking	07/11 – 07/12	Online Tutor, Part-time
Texas Woman's University	08/08 – 08/09	Graduate Assistant

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas Woman's University	2010	M.A., English
Texas Woman's University	2008	B.A., English

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Sonia Petch
ADDRESS: Midland, TX
POSITION: Professor, Mathematics
DEPARTMENT: Academic Affairs, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Midland College	08/02 – 04/20	Professor, Mathematics

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas Tech University	2015	Ed.D., Instructional Technology
Texas Tech University	2012	M.Ed., Instructional Technology
Eastern New Mexico University	2001	M.A., Mathematics
Eastern New Mexico University	2000	B.S., Mathematics

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Syed Raza
ADDRESS: Fort Worth, TX
POSITION: Professor, Business Administration
DEPARTMENT: Academic Affairs, Plano Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Tarrant County Community College	08/16 – 05/20	Adjunct Professor, Business Management
Clovis Community College	08/13 – 08/15	Professor, Business Administration
Nashville State Community College	01/12 – 05/13	Adjunct Professor, Business Management
Great American Steak and Seafood	01/07 – 12/12	General Manager

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Plymouth State University	2012	M.B.A., Management
Excelsior College	2003	B.S., Liberal Arts

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Kari Reed
ADDRESS: Allen, TX
POSITION: Professor, Emergency Medical Tech
DEPARTMENT: Health Sciences, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Children's Health PM Pediatric Urgent Care	11/18 – 04/20	Paramedic/Medical Technician
Collin College	08/16 – 04/20	Adjunct Professor, Emergency Medical Tech
Hutchins Fire Department	02/14 – 10/18	Firefighter/Paramedic
Medical City Children's Hospital Urgent Care	01/14 – 08/16	Medical Technician

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Weatherford College	2019	A.A.S., Fire Administration
American Heart Association	2018	Advanced Cardiovascular Life Support (ACLS) Certification
Texas Department of State Health Services	2014	Emergency Medical Technician, Paramedic Certification

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Steven Reeves
ADDRESS: The Colony, TX
POSITION: Professor, Welding
DEPARTMENT: Academic Affairs, Technical Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
BP Aerospace	01/20 – 04/20	Welding Technician/Fabricator
Baldwin Metals	01/18 – 12/19	Welding Technician/Fabricator Field Service Specialist
Trinity Industries	01/17 – 12/17	Fitter-Welder Technician

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Lincoln Tech	2017	Welding Technology Certification

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Matt Russell
ADDRESS: Rockwall, Texas
POSITION: Professor, Computer Aided Drafting and Design
DEPARTMENT: Academic Affairs/Workforce, Technical Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Eastfield College	08/14 – 04/20	Adjunct Professor, Computer Aided Drafting and Design
R3 Home Designs	01/13 – 04/20	Owner/Project Coordinator
Lakeview Centennial High School	01/04 – 04/20	Computer Aided Drafting and Design Instructor

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Lamar University	2013	M.Ed., Educational Leadership
Eastfield College	2011	A.S., Computer Aided Drafting and Design
University of North Texas	2006	M.A., Applied Technology Training and Development
Texas A&M University	2004	B.S., Kinesiology and Biomechanics

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Ingeborg Saenz
ADDRESS: Gainesville, TX
POSITION: Professor, Psychology
DEPARTMENT: Academic Affairs, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
North Central Texas College	08/18 – 04/20	Instructor of Psychology
Collin College	08/16 – 04/20	Adjunct Professor, Psychology
Counseling and Educational Resources	05/18 – 12/19	Mental Health Services Intern

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Dallas	2013	Psy.M., Psychology
University of Dallas	2009	B.A., Psychology

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Mary Salva Ramirez
ADDRESS: McKinney, TX
POSITION: Professor, Speech
DEPARTMENT: Academic Affairs, Wylie Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Florida Memorial University	04/08 – 04/20	Adjunct Professor, Communications

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Wayne State University	1997	Ph.D., Speech Communication
Universidad del Sagrado Corazón, Santurce, Puerto Rico	1993	M.A., Communication
Universidad del Sagrado Corazon, Santurce, Puerto Rico	1989	B.A., Natural Sciences

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Jeffrey Sorrels
ADDRESS: Diana, TX
POSITION: Professor, Speech
DEPARTMENT: Academic Affairs, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
East Texas Baptist University	08/15 – 04/20	Adjunct Professor, Speech
Delta College	07/07 – 06/15	Adjunct Professor, Speech

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Lamar University	2018	Ed.D., Education Leadership
Stephen F. Austin State University	2007	M.A., Communication
Stephen F. Austin State University	2004	B.A., Speech Communication

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Jennifer Swetmon
ADDRESS: Plano, TX
POSITION: Professor, Dental Hygiene
DEPARTMENT: Health Sciences, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Concorde Career College	01/19 – 04/20	Professor, Dental Hygiene
Collin College	01/05 – 04/20	Adjunct Professor, Dental Hygiene
Dr. Eugene Dahl, D.D.S.	01/05 – 04/20	Clinical Dental Hygienist

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Boston University	2011	M.S., Health Communication
Texas Woman's University	1997	B.S., Dental Hygiene
Skill Speak, INC	2002	Certified Speed Reading Instructor
National Board Dental Hygiene	1997	Registered Dental Hygienist License
Western Regional Examination	1997	Registered Dental Hygienist License
Texas State Board of Dental Examiners	1997	Registered Dental Hygienist License
Texas State Board of Dental Examiners	1997	Nitrous Oxide Monitoring Certification
Texas State Board of Dental Examiners	1997	Ethics and Jurisprudence Certification
American Heart Association	1997	Basic Life Support Certification

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: David Tercero
ADDRESS: Denton, TX
POSITION: Professor, Music
DEPARTMENT: Academic Affairs/Workforce, Plano Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Grayson College	01/13 – 05/20	Program Lead and Music Department Chair
Southeastern Oklahoma State University	08/12 – 05/20	Adjunct Professor, Music
Collin College	08/12 – 12/12	Adjunct Professor, Music
North Central Texas College	08/09 – 05/12	Adjunct Professor, Music

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas	2008	D.M., Musicology
University of North Texas	2005	M.A., Performance
Southern Methodist University	1997	B.A., Performance

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Alicja Usarek-Topper
ADDRESS: Plano, TX
POSITION: Professor, Music
DEPARTMENT: Academic Affairs, McKinney Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	06/12 – 04/20	Adjunct Professor, Music
Brookhaven College	01/18 – 05/18	Adjunct Professor, Music
North Lake College	08/14 – 12/15	Adjunct Professor, Music
Collin College	08/11 – 07/12	Professor, Music (Temporary)
Collin College	08/10 – 07/11	Adjunct Professor, Music

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Austin	2000	D.M.A., Music
Munich Hochschule	1993	M.M., Music Pedagogy
Munich Hochschule	1990	M.M., Violin Performance
Krakow Music Academy	1987	M.M., Music and Art

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: James Yervasi
ADDRESS: McKinney, TX
POSITION: Professor, Automotive Repair
DEPARTMENT: Auto/Collision Technology, Technical Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
CarMax	09/19 – 01/20	Production Technician, ASE Master Technician
McKinney Fire Department	12/18 – 08/19	Fire Fighter/Paramedic
David McDavid Lincoln of Plano	05/05 – 11/18	Team Leader, Ford Senior Master Technician, ASE Master Technician

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Brookhaven College	2007	A.A.S., Automotive Technology

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Joanne Zipay
ADDRESS: Plano, TX
POSITION: Professor, Theater
DEPARTMENT: Academic Affairs/Workforce, Plano Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/01 – 05/20	Adjunct Professor, Theater
State University of New York	01/14 – 12/19	Adjunct Professor, Arts and Communication
City College of New York	01/12 – 01/13	Adjunct Professor, Theater
Stella Adler Conservatory	01/08 – 01/13	Adjunct Professor, Actor Training
Pace University	01/06 – 01/12	Adjunct Professor, Theater

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of San Diego	1993	M.F.A., Dramatic Arts
State University of New York	1980	B.A., English and Theater

Collin County Community College District Board of Trustees

Personnel Report: Staff Appointments

The following is a Staff Appointment for May 2020.

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>SALARY</u>
Ervin Frenzel	Director, Workforce Cybersecurity Programs	05/16/20	Academic Affairs	New position	\$88,501

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Ervin Frenzel
ADDRESS: Fort Worth, TX
POSITION: Director, Cybersecurity
DEPARTMENT: Academic Affairs/Workforce, Frisco Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Blue Sage Cyber Training	04/19 – 02/20	Certified Education Instructor, Risk Management
Tarrant County Community College	12/17 – 02/20	Adjunct Faculty, Certification Industry Technology Education
North Central Texas College	01/17 – 02/20	Instructor, Certification Industry Technology Education
Ace Cash Express	02/19 – 04/19	Infrastructure Security Engineer
Amarillo College	06/11 – 03/19	Instructor, Computer Information Systems
City of Dallas Employees Retirement Fund	12/16 – 02/19	Security Administrator/Pension Officer
Frenzel Computer Services	07/04 – 12/16	Owner
Sanford Healthcare	10/15 – 10/16	Tier 3 Security Engineer
Street Toyota	05/15 – 09/15	IT Director/Information Security Manager

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Western Governors University	2019	M.S., Cybersecurity and Information Assurance
University of Phoenix	2007	M.I.S.M., Information Systems Management
Amarillo College	2003	A.A.S., Networking
Regents College	1995	B.A., General Studies

Collin County Community College District Board of Trustees

Personnel Report: Resignations and Terminations

The following are Resignations and Terminations for May 2020.

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Martin Berryman	05/16/20	31	Professor, Kinesiology	Academic Affairs	Retirement
Kathleen Blust	05/15/20	14	Professor, Nursing	Nursing	Retirement
Carrie Bottoms	05/15/20	16	Professor, Biology	Academic Affairs	Separation
Peggy Brown	05/31/20	33	Professor, Humanities	Academic Affairs	Retirement
Anne Champion	05/15/20	1	Professor, English	Academic Affairs	Resignation
Michael Cohick	05/31/20	34	Professor, Economics	Academic Affairs	Retirement
Robert Cummings	04/23/20	16	Supervisor, Operator/Maintenance Technician	Physical Plant Support Services	Separation
Ali Kholdi	05/15/20	17	Professor, Interior/Communication Design	Workforce	Retirement
John Leonard	04/30/20	25	Distance Learning/Digital Service Lab	Library	Retirement
Amanda Robles	05/08/20	<1	FT Makerspace Assistant (Temporary)	Library	Resignation
Timothy Veal	05/15/20	<1	Coordinator Hospital Lab	Nursing	Separation
Don Weasenforth	05/31/20	17	Vice President/Provost	Campus Operations	Retirement

May 26, 2020

SUBJECT:

Approval of the private offer to purchase struck-off property.

RECOMMENDATION:

The City of Melissa has re-sold the struck-off property described below. The property is a narrow strip of land with a total land area of 0.0379 acres (1,651 square feet) that has limited value only for the two adjoining land owners. The City of Melissa is one of the adjoining land owners to the west of the struck-off property. The District President recommends approval of the purchase of struck-off property.

- CAD Property ID: 466329
- CAD Property Reference: MELISSA ORIGINAL DONATION (CML), BLK 36, LOT 8B, Melissa, TX 75454
- Price Offered: \$50.00.
- The proceeds from this sale = \$50.00.

RESOURCE PERSONNEL:

Dr. Sherry Schumann, Executive Vice President

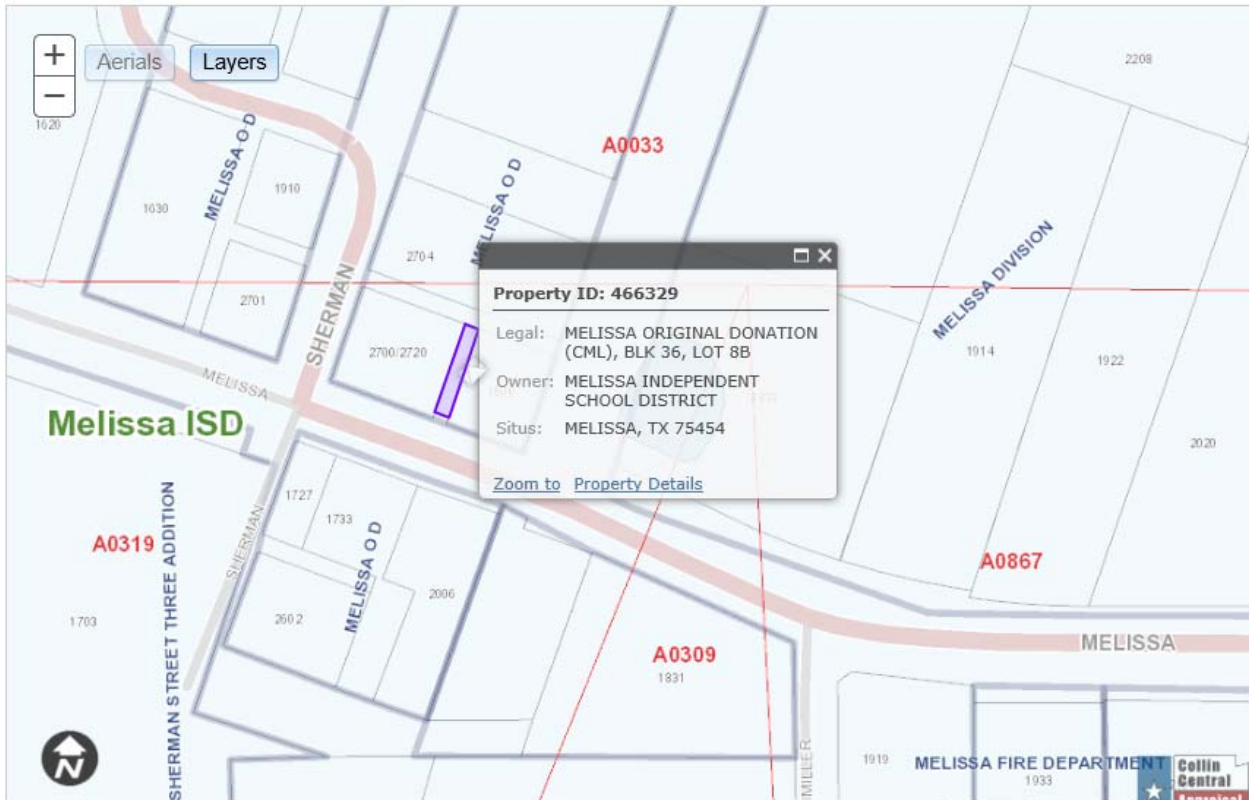
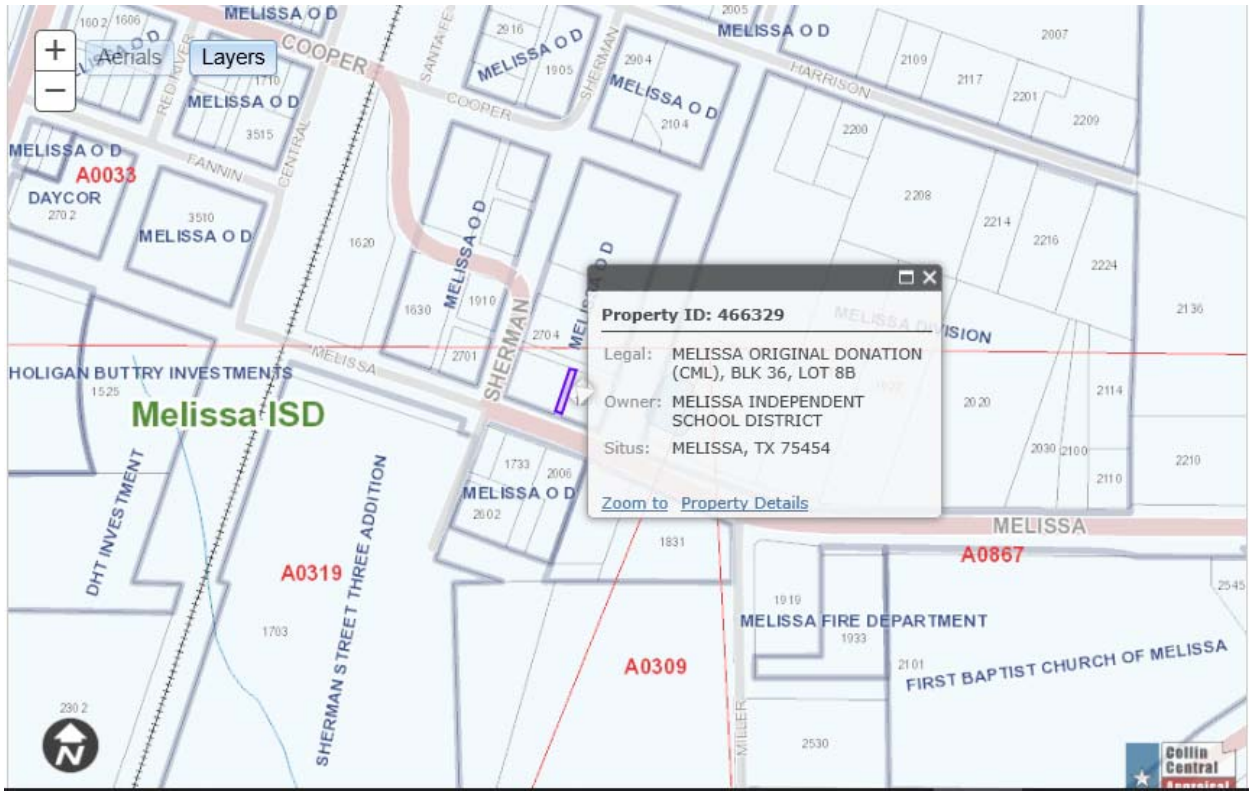
ATTACHMENTS:

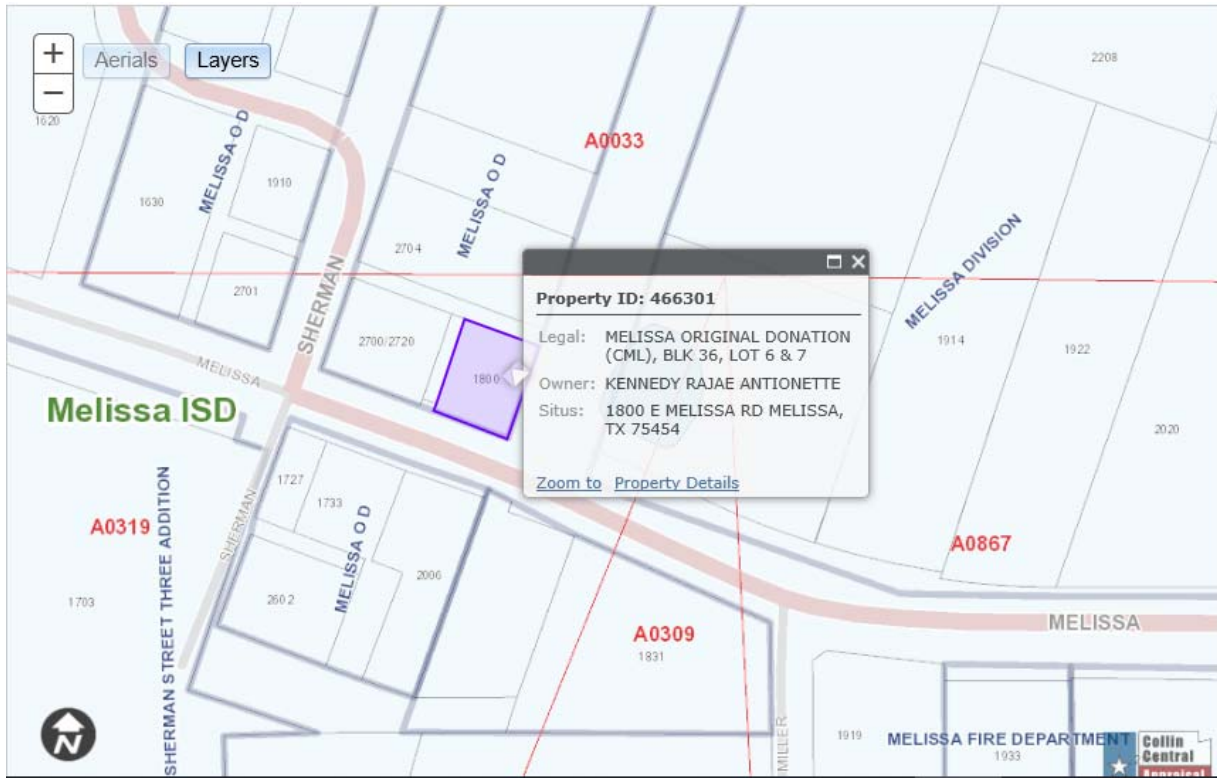
- A. Plat Map
- B. Land Owner to East and West
- C. Tax Deed (once approved, to be signed by District President)

Respectfully Submitted By:

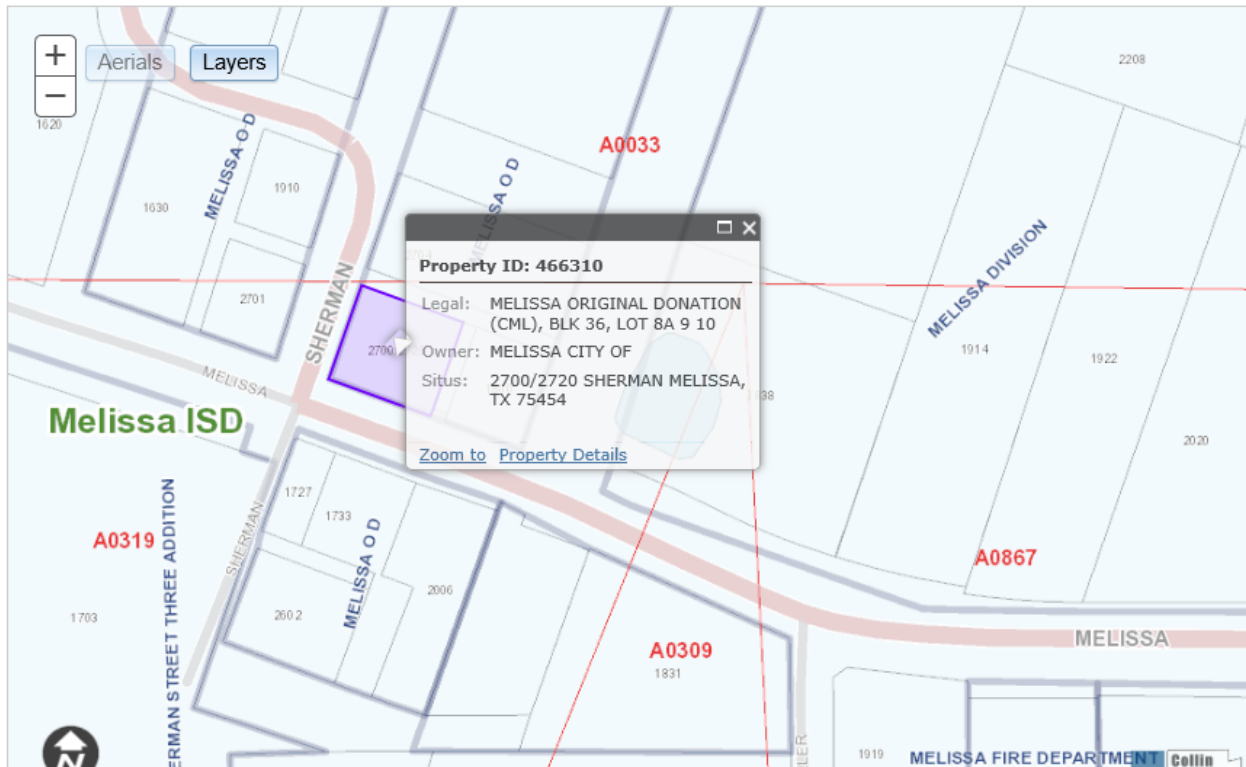


Dr. Sherry Schumann, Executive Vice President





purpose. It does not represent an on the ground survey and represents only an approximation relative location of property boundaries.



From: Jennifer Williams <jwilliams@ABERNATHY-LAW.com>
Sent: Wednesday, April 22, 2020 9:49 AM
To: Steven Bassett <sbassett@collin.edu>
Subject: Collin CAD No. R1084036008B1 – "MELISSA ORIGINAL DONATION (CML), BLK 36, LOT 8B"

WARNING: The sender of this email could not be validated.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you validate the sender and know the content is safe.

Good morning Mr. Bassett,

The City of Melissa has offered to purchase the above referenced struck off property for \$50.00. Because this is a very narrow strip of land, it only has value to the two adjoining land owners. The City of Melissa is the adjoining land owner to the west.

If all taxing units approve the sale, Melissa ISD's Board President will execute the deed documenting the sale.

If the College chooses to approve this sale, please sign and return the attached document to me and I will forward it to Tracy Pounders at the Pounders Law Firm as they are facilitating this sale.

Thank you,
Jennifer

Jennifer Williams, Legal Assistant to David McCall
jwilliams@abernathy-law.com / [Abernathy-Law](http://Abernathy-Law.com)



Abernathy, Roeder, Boyd & Hullett, P.C.
1700 Redbud Blvd. / Suite 300 / McKinney, TX. 75069
Main 214.544.4000 / Direct 214.544.4066 / Fax 214.544.4044

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TAX DEED
(Private Re-Sale)

STATE OF TEXAS §
 § **KNOW ALL MEN BY THESE PRESENTS**
COLLIN COUNTY §

THAT WHEREAS, the below described Property was bid off and sold to Melissa ISD, Trustee (as Trustee for Melissa ISD, City of Melissa, Collin County and Collin College, hereinafter the “Grantors”) at public auction held on February 7, 2017 pursuant to a judgment in **Cause No. 429-05024-2014, Melissa ISD vs. McCullough**; and,

WHEREAS THE CITY OF MELISSA (hereinafter “Grantee”) has offered to purchase the Property by private sale; and,

WHEREAS all of the taxing units entitled to receive the proceeds of the sale of the Property under the judgment have consented to the private sale, as required by Section 34.05(i) of the Texas Property Tax Code, to wit: **Melissa ISD Agenda Item No. 15D approved February 10, 2020; City of Melissa Resolution No. 20-09 approved January 28, 2020; Collin County Resolution No. _____ approved _____, 2020; and Collin College Resolution No. _____, approved _____, 2020.**

THEREFORE, the Property is hereby sold and struck off, for the sum of **FIFTY AND NO/100 (\$50.00) DOLLARS**, to the Grantee:

CITY OF MELISSA

NOW, THEREFORE, in consideration of the premises aforesaid, and of the payment of the aforesaid sum, the receipt of which is hereby acknowledged, I, **GEORGE JAMES**, as **PRESIDENT OF THE BOARD OF TRUSTEES**, acting on behalf of **MELISSA ISD, TRUSTEE (acting as Trustee for itself, the City of Melissa, Collin County and Collin College)**, have Granted, Sold, and Conveyed, and by these presents do Grant, Sell, and Convey unto the said grantee(s) all of the estate, right, title, and interest to said property being located in Collin County, and described as follows:

PROPERTY DESCRIPTION

Collin CAD No. R1084036008B1 – “MELISSA ORIGINAL DONATION (CML), BLK 36, LOT 8B”, as described by the tax maps of the Collin Central Appraisal District, bid-off to Melissa ISD as trustee for itself, Collin County, City of Melissa and Collin College on February 7, 2017 pursuant to No. 429-05024-2014, Melissa ISD vs. McCullough.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights, privileges, and appurtenances thereto in any manner belonging unto the said grantee(s), his heirs and assigns forever, the aforesaid premises or appurtenances, or any part thereof, as fully and absolute as I, **GEORGE JAMES**, as **PRESIDENT** aforesaid, can convey;

SUBJECT HOWEVER to the following covenant(s), condition(s) and restriction(s): (1) rights of the public to any portion of the above described property lying within the boundaries of dedicated or existing roadways or which may be used for road or street purposes, (2) visible and apparent easements over or across subject property, (3) rights of parties in possession, and (4) post-judgment year taxes (if any), the payment of which is assumed by Grantee herein.

CONVEYANCE OF THE PROPERTY HEREIN IS MADE "AS IS" and Grantors make no warranty or representation as to the title, condition, suitability for any use, property description, property size or dimension, or location of the property. No survey of the property has been conducted by the taxing units prior to sale: the property descriptions may come from the tax maps of the Collin Central Appraisal Districts rather than from recorded plat maps. It is the responsibility of the Grantee(s) to determine what rights, if any, have been conveyed by the Grantors to the Grantee(s) by this instrument.

This conveyance is also made expressly subject to any existing right of redemption remaining to the former owner(s) of the property under the provisions of law and also subject to any recorded restrictive covenants running with the land, and valid easements of record as of the date of this sale.

IN TESTIMONY WHEREOF, and executed this _____ day of _____, 20_____.

By: _____
**GEORGE JAMES, PRESIDENT
MELISSA ISD BOARD OF TRUSTEES**

**STATE OF TEXAS §
COLLIN COUNTY §**

BEFORE ME the undersigned authority, on this day personally appeared **GEORGE JAMES**, as **PRESIDENT, BOARD OF TRUSTEES**, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes, consideration, and in the capacity therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____ DAY OF _____, 20_____.

Notary Public
Commission Expires:

After recording return to:

**City of Melissa
3411 Barker Ave.
Melissa TX 75454**

Exhibit “B” – Approvals

MELISSA IND. SCHOOL DISTRICT

CITY OF MELISSA, TEXAS

By _____
Print Name: _____
Office: _____
Date: _____

By _____
Print Name: _____
Office: _____
Date: _____

COLLIN COUNTY, TEXAS

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT (“COLLIN COLLEGE”)

By _____
Print Name: _____
Office: _____
Date: _____

By _____
Print Name: _____
Office: _____
Date: _____

May 26, 2020

SUBJECT:

Approval to Not Participate in the State Employee Charitable Contribution Program

RECOMMENDATION

The District President recommends approval of the action to not participate in the State Employee Charitable Contribution Program in fiscal year 2020-2021

RATIONALE

Under Sec. 659.1311 of the Texas Government Code, a public junior college may take affirmative action not to participate in the state employee charitable contribution program thereby allowing for employee salary deductions for charitable contributions made to the college. Approval of this item will allow Collin College employees to make salary deductions for scholarship contributions to the Collin Foundation during fiscal year 2020-2021.

BUDGETARY CONSIDERATION

N/A

RESOURCE PERSONNEL

ATTACHMENTS

- A) Opting out of State Employee Charitable Campaign

Respectfully Submitted By:



Lisa Vasquez, Vice President of Advancement

Opting out of State Employees Charitable Campaign

Recommend continuing separately and not participating in SECC because:

1. **Operating independently of SECC, the college has had better flexibility, efficiency and results.**
 - Last time Collin participated in SECC (2011), there were 9 donors giving \$10,732
 - Through the 2019 LiftUp campaign, there were more than 1,000 employee gifts totaling more than \$150,000.
2. SECC charges an administrative cost of 10%.
3. SECC donors do not receive a tax receipt so they have no official documentation for a tax deduction.
4. The state itself questions the SECC campaign, and turned it over to the Sunset Commission for review. The Sunset Commission stated the following in its report:

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

Collin County Community College District Board of Trustees

2020-05-1

May 26, 2020

Resource: Kim Davison
Chief of Staff

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

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

- **BE(Local) Policy and Bylaw Development** - Adds language providing for a designee to act on perfunctory policy changes, as defined in the policy, in the absence of the District President.
- **CAA(Local) Appropriations and Revenue Sources (Grants and Awards)** – Adds language providing for a designee to take action related to grants in the absence of the District President.
- **CHA(Local) Site Management-Security** – Adds language that requires an original copy of all dash cam and body camera recordings be archived by the IT Department as outlined.
- **CR (Local) Technology Resources** – Adds language providing for a designee to approve the college's information security program in the absence of the District President and defines ownership of data created and stored in college-owned and leased equipment and videos captured through cameras on campus.
- **CS (Local) Information Security** – Establishes that the College may work with third parties to research and resolve security breaches.
- **DEB(Local) Compensation and Benefits** – Deletes outdated language related to penalties under the ACA.

- **DEC(Local) Compensation and Benefits – Leaves of Absence** – Adds a definition of catastrophic illness and eligibility for using the college’s sick leave bank.
- **DEE(Local) Expense Reimbursement (International Travel)** - Adds language providing for a designee to approve international travel requests in the absence of the District President.
- **DGC (Local) Employee Rights and Privileges – Employee Expression and Use of College Facilities** – Updates will address an employee’s use of college common outdoor areas for expressive activities.
- **DGD (Local) – Employee Rights and Privileges – Employee Expression and Employee Use of College District Facilities** – Updates will provide additional guidance related to an employee’s use of college facilities for expressive activities.
- **FKA(Local) – College-Sponsored Publications** – Adds language providing for a designee to approve usage of the college’s name or logo for publications.
- **FLA (Local) Student Rights and Responsibilities – Student Expression and Use of College Facilities** – Updates will address a student’s use of college common outdoor areas for expressive activities.
- **FLAA (Local) Student Expression – Student Use of College District Facilities** - Updates will provide additional guidance related to a student’s use of college facilities for expressive activities.
- **FLB (Local) Student Rights and Responsibilities – Student Conduct** – Adds required language prohibiting sexual assault, committing dating violence engaging in bullying; adds a restriction against using brass knuckles; and prohibits interfering with expressive activities in common outdoor areas.
- **GD (Local) Community Expression and Use of College District Facilities** – Updates will address the general public’s use of the College’s common outdoor areas for expressive activities. Adds language providing for a designee to act in the absence of the

District President on issues related to the use of college facilities by the community.

SUGGESTED MOTION:

This being a first reading of local board policies, no action is required.

Within the context of current law, the College District ~~shall~~will be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Organization

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the College District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

At each policy code, the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

Terms

The terms “Trustee” and “Board member” are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for College District name terminology]

Harmony with Law

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, ~~shall~~will be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity ~~shall~~will not affect other provisions or applications of policy that can be given effect without the invalid provision or application. To this end, the provisions of this policy manual are declared to be severable.

Policy Development

Policies and policy amendments may be initiated by the District President, Board members, College District personnel, students, or community citizens but generally ~~shall~~will be recommended for the Board’s consideration by the District President.

Adoption and Amendment

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

Local policies ~~shall~~will become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

Official Policy Manual

The Board ~~shall~~will designate one copy of the local policy manual as the official policy manual of the College District. The official copy ~~shall~~will be kept in the District President’s office, and the District President or designee ~~shall~~will be responsible for its accuracy and

integrity and ~~shall~~will maintain a historical record of the College District's policy manual.

TASB Localized
Updates

After Board review of legally referenced policies and adoption of local policies, the new material ~~shall~~will be incorporated into the official policy manual and into the online policy site maintained by the College District. If discrepancies occur between different copies of the policies, the version contained in the official policy manual ~~shall~~will be regarded as authoritative.

Perfunctory Changes

The District President, or designee, may approve perfunctory or insignificant changes to any portion of a (LOCAL) policy, so long as such change does not alter the purpose, intent, or application of the policy. Perfunctory changes ~~shall~~will be limited to changes made to correct spelling or grammatical errors, and to update titles, names, or other contact information for individuals or departments assigned to carry out the responsibilities of a particular policy.

Grants and Awards

The District President, or designee, shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the College District's operations;
2. Approve commitment of College District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the College District budget approved by the Board; ~~and~~
3. Approve grant and award amendments as necessary; and
- ~~3-4. Receive funds on behalf of the College District related to completion of such authorized grant activities, if required.~~

The College District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The District President, or designee, shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the College District is complying with requirements for state and federal grants and awards.

[See CAAA, CAAB]

Federal Awards

Conflict of Interest

Each employee, Board member, or agent of the College District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award, and who has a potential conflict of interest as defined at 2 C.F.R. 200.318, shall disclose to the College District in writing any conflict that meets the disclosure threshold in Local Government Code Chapter 176. [See CAAB]

In addition, each employee, Board member, or agent of the College District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" has the same meaning as "family member" as described in Local Government Code Chapter 176. [See BBFA]

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the College District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

APPROPRIATIONS AND REVENUE SOURCES
STATE AND FEDERAL REVENUE SOURCES

CAA
(LOCAL)

Gifts and Gratuities

Employees, Board members, and agents of the College District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above \$50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFA, BBFB, CAAB, and DBD. In the event of a violation of these requirements, see CDE and DH.]

Purpose and Mission As authorized by the Texas Education Code, the Board of Trustees has chosen to employ and commission peace officers to maintain law and order. The Collin College Police Department will strive to provide a safe environment in which all members of the College District community may work, teach, study, and learn. The police department in the daily performance of its functions will stress public safety and service and the protection of life and property.

Jurisdiction The primary jurisdiction of College District peace officers will include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

Authority Within a peace officer's primary jurisdiction, he or she:

1. Is vested with all the powers, privileges, and immunities of peace officers; and
2. May, in accordance with Chapter 14, Code of Criminal Procedure, arrest without a warrant any person who violates a law of the state; and
3. May enforce all traffic laws on streets and highways.

Outside a peace officer's primary jurisdiction, he or she is vested with all the powers, privileges, and immunities of peace officers and may arrest any person who violates any law of the state if the peace officer is:

1. Summoned by another law enforcement agency to provide assistance; or
2. Assisting another law enforcement agency; or
3. Otherwise performing duties as a peace officer for the College District.

Additionally, as provided by Section 51.210 of the Texas Education Code, the College's peace officers are authorized to enforce rules and regulations promulgated by the Board and the administration.

Any person commissioned by the College District must be a certified peace officer who satisfies the requirements of the Texas Commission on Law Enforcement (TCOLE). Peace officers will discharge the responsibilities provided in Section 51.203 of the Texas Education Code and Articles 2.12 and 2.13 of the Code of Criminal Procedure. All certified peace officers will possess a valid Texas driver's license at all times.

Appointing a Chief The Chief of Police is appointed by the Board of Trustees upon the recommendation of the District President. The Chief of Police is subject to state and federal law, the policies of the Collin College

Board of Trustees, and the regulations, guidelines, and directives implemented by the District President or designee.

The Chief of Police will, as a condition of employment, complete the course of training prescribed for Chiefs of Police by the TCOLE.

Subject to pertinent state and federal laws, Board policy, and administrative regulations and directives, the Chief of Police has authority to manage the members of the police department. The Chief of Police will promote the discipline, training, efficiency, and morale of the department. The Chief of Police is authorized to establish the schedule of work for all department personnel.

Subject to review and approval by the District President or designee, the Chief of Police will prepare a handbook or manual of procedures, guidelines, and regulations to implement Board policy and to guide officers in the discharge of their responsibilities. The handbook or manual will address arrests, search and seizure, use of force, evidence handling, use of vehicles and equipment, protection of criminal history information and other confidential information, use of firearms and qualifications, officer standards of conduct and training, interaction with other law enforcement agencies, interaction with mentally impaired individuals, traffic control, compliance with state and federal mandates, and other subjects as may be determined by the Chief of Police. The handbook or manual will address communication and cooperation between the police department and Collin College campus administrators with authority for the administration of student discipline.

The Chief of Police may promulgate oral and written orders, commands, directives, and verbal instructions that are not inconsistent with the law, Board policy, or orders and instructions from the District President or designee.

Security Authority and Powers

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District will have all the powers, privileges, and immunities of peace officers. College District peace officers will have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District peace officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.

3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies on College District property or at College District functions.
6. Investigate violations of College District policy, rules, and regulations as requested by the District President and participate in administrative hearings concerning the alleged violations.
7. Carry weapons as directed by the Chief of Police and approved by the District President.
8. Carry out all other duties as directed by the Chief of Police or District President.

**Limitations on
Outside Employment**

No officer commissioned under this policy will provide law enforcement or security services for an outside employer without prior written approval from the Chief of Police.

[See DBF(LOCAL) for additional requirements related to non-school employment.]

**Relationship with
Outside Agencies**

The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction will enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The Chief of Police and the District President or designee will review the memorandum of understanding at least once every year. The memorandum of understanding will be approved by the Board.

Use of Force

The use of force, including deadly force, will be authorized only when reasonable and necessary, as outlined in the department regulations manual.

Guiding Principles

The use of force by police officers is a matter of critical concern to the Board, the public, and the law enforcement community. The Board recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties. Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

Duty to Intervene
and Report

Any College police officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances will, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law will promptly report these observations to a supervisor.

Standards for Using
Force

Officers will use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officers at the time of the event to accomplish a legitimate law enforcement purpose.

An officer may use reasonable force to effect an arrest, search, prevent escape, or overcome resistance. If it is not reasonably apparent to the person being arrested, or it is not reasonably impracticable to do so, officers should make clear their intent to arrest or search the person and identify themselves as peace officers before using force.

When determining whether to apply force and evaluating whether an officer has used reasonable force, officers will take the following factors into consideration, as time and circumstances permit. These factors include, but are not limited to:

1. Immediacy and severity of the threat to officers or others;
2. The conduct of the individual being confronted as reasonably perceived by the officer at the time;
3. The officer's personal circumstances (e.g., age, size, relative strength, prior training and skill level, injuries sustained, level of exhaustion or fatigue, the number of other officers available);
4. The effect of drugs or alcohol on the subject;
5. The subject's mental state or capacity;
6. Proximity of weapons or dangerous improvised devices;
7. The degree to which the subject has been effectively restrained and his or her ability to resist despite being restrained;

8. The availability of other options and their possible effectiveness;
9. Nature of the offense or reason for contact with the individual;
10. Likelihood of injury to officers, suspects, and others;
11. Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the officer;
12. The risk and reasonably foreseeable consequences of escape;
13. The apparent need for immediate control of the subject or a prompt resolution of the situation;
14. Whether the conduct of the individual being confronted reasonably appears to pose an imminent threat to the officer or others or whether the risk of imminent threat has subsided;
15. Prior contacts with the subject or awareness of any propensity for violence; or
16. Any other exigent circumstances.

Use of deadly force is justified only in the following circumstances:

1. An officer may use deadly force to protect himself or herself or other persons from what the officer reasonably believes would be an imminent threat of death or serious bodily injury.
2. An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended.

Reporting and
Analysis

Officers are discouraged from discharging a firearm at a moving vehicle. An officer may discharge a firearm at a moving vehicle only when there is an imminent threat of death or serious bodily injury, and the officer reasonably believes that use of deadly force is necessary to defend the life of the officer or any other person. Any use of force by a College police officer will be documented promptly, completely, and accurately in an appropriate report, and a copy will be sent to the District President. To collect data for purposes of training, resource allocation, analysis, policy development, and related purposes, the Chief of Police or designee may require the completion of additional report forms, as specified in department procedure or law. The Chief of Police will objectively evaluate the

use of force by the department's officers to ensure that their authority is used lawfully, appropriately, and consistently with training and policy.

Annual Report

Each year, the Chief of Police or designee will submit to the District President a written report summarizing and analyzing the use of force incidents in the preceding year that resulted in death, visible injury, or unconsciousness; that would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort; that used methods of restraint other than handcuffs or approved devices; that involved individuals who were struck or kicked; or that involved claims by individuals that the officer used excessive force or caused injury. The District President or designee will evaluate the need for additional training or policy modifications.

Training

In addition to initial and supplementary training on use of force, all College police officers will participate no less than annually in regular and periodic department training addressing this policy and protecting the public.

**Emergency Driving
in Pursuit and Non-
Pursuit Situations**

Vehicle pursuits expose innocent citizens, law enforcement officers, and fleeing violators to the risk of serious injury or death. The College District's police officers will make every reasonable effort to apprehend a fleeing suspect and to respond to emergency calls quickly and safely. The pursuit or call response should never be carried to such an extent as to endanger the lives or property of innocent users of the street, the highway, the violator, or the officer.

Emergency, non-pursuit driving is the operation of an authorized emergency vehicle with emergency lights and sirens in operation by a police officer in response to a life-threatening or a violent crime in progress, using due regard for the safety of others.

Emergency driving in a pursuit situation is an active attempt by a police officer, operating an emergency vehicle and utilizing simultaneously all emergency equipment, to apprehend one or more occupants of another moving vehicle and the driver of the fleeing vehicle is aware of that attempt and is resisting apprehension. Officers' conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances.

Emergency Driving
in General

The operation of a Collin College police vehicle, when utilized as an authorized emergency vehicle, is governed by the Texas Transportation Code Chapter 546. College police officers may operate College police vehicles as emergency vehicles in compliance with this policy in non-pursuit and pursuit emergency situations. When operating a department vehicle as an authorized emergency

vehicle, the officer will immediately activate all emergency lights and sirens and will immediately notify the dispatcher. Officers will not operate a police vehicle in emergency status if it is occupied by any passenger other than another police officer.

Unmarked vehicles and police vehicles and College-owned vehicles without emergency lights and sirens will not be operated as emergency vehicles.

Non-Pursuit
Situations

Emergency responses will be made only when the incident involves a life-threatening situation or a violent crime in progress. Emergency responses must be approved by a supervisor. When deciding to initiate or continue driving under emergency conditions, officers will consider such factors as traffic volume, time of day, weather conditions, and potential hazard or liability to themselves and the public. Officers will have sufficient information to justify the decision to drive under emergency situations. Officers responding to a call from another officer needing assistance will remember that one must arrive at the scene safely in order to be of assistance.

Pursuit Situations

Probable cause must exist for the belief that a felony offense has been committed and failure to apprehend a suspect immediately may result in loss of life or serious bodily injury to another. A crime against property, by itself, will not justify pursuit.

Pursuits will be utilized only in instances necessary to pursue suspected perpetrators of felony crimes, which occurred on property owned, operated, or controlled by the College District. No pursuit will be initiated or continued on or off property owned, operated, or controlled by the College District by any officer unless a supervisor approves such pursuit. The supervisor will control the pursuit and have the authority to terminate the pursuit at any time. Supervisors should be within radio contact at all times and continually assess the advisability of commencing and continuing the pursuit. The supervisor will determine whether a back-up police vehicle is necessary and appropriate. The supervisor will notify other jurisdictions if the pursuit is likely to enter or cross into another jurisdiction.

The pursuing officer will consider the following factors before initiating a pursuit:

1. Nature of the offense;
2. The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists, and others;
3. Performance capabilities of the pursuit vehicle;

4. Vehicle speeds, road, traffic, and pedestrian conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape;
5. Weather and environmental factors such as rain, fog, ice, snow, or darkness that could substantially increase the danger of pursuit;
6. Age of offender, whether the identity is known, and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time;
7. Officer's familiarity of area and his or her ability to accurately describe location and direction of travel;
8. Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors; and
9. Availability of other resources and back-up assistance.

When the suspect's identity has been established at a point where later apprehension can be accomplished, and there is no logical need for immediate apprehension, the pursuit will be terminated.

Officers should not continue an emergency response or pursuit when conditions escalate to a degree that places the safety of the officers or others in an unacceptable level of jeopardy. All officers involved in vehicular pursuits will be held accountable for the continuation of a pursuit when traffic hazards and other circumstances indicate, by danger level, that it should have been discontinued.

Officers will not use their vehicle as a ramming device, to box in or surround a suspect vehicle, to overtake or force a suspect vehicle off the roadway, or to create roadblocks.

Pursuits Initiated by
Other Law
Enforcement
Agencies

College police officers will discontinue the pursuit when another agency has assumed the pursuit, unless continued assistance of the Collin College Police Department is requested by the agency assuming the pursuit.

When a pursuit begins within another agency's jurisdiction and passes or ends within the College District's primary geographical jurisdiction, the originating agency will have arrest responsibility.

Reporting and
Analysis

After a pursuit, the pursuing officer and supervisor monitoring the pursuit will each prepare a written report detailing the factual circumstances surrounding the pursuit. The report will be evaluated by the Chief of Police or his or her designee to ensure compliance with this policy and other department procedures. Each year, the

Chief of Police will submit to the District President or designee a report summarizing and analyzing the pursuits taken in the previous year. The District President or designee will evaluate the need for additional training or policy modifications.

Training

In addition to initial and supplementary training on pursuits, all police officers of the department will participate no less than annually in regular and periodic department training addressing this policy and the importance of vehicle safety and protecting the public.

Video Monitoring

Video equipment will be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.

Access to
Recordings

Recordings will be considered law enforcement records, will remain in the custody of the Chief of Police, and will be maintained as required by the department regulations manual and in accordance with applicable law. An original complete copy of all dash cam and body camera recordings will be archived by the Information Technology Department in accordance with records retention guidelines. See CR(Local) for additional information.

Training

All College District officers will receive at least the minimum amount of education and training as required by law.

Racial Profiling

Officers will actively enforce state and federal laws in a responsible and professional manner, without regard to race, ethnicity, or national origin. Officers are prohibited from engaging in bias-based profiling when making traffic stops, field interview stops, or initiating asset seizure and forfeiture efforts. This policy is applicable to all persons, whether drivers, passengers, or pedestrians. Officers will conduct themselves in a dignified and respectful manner at all times when dealing with the public. Two of the fundamental rights guaranteed by the United States and Texas constitutions are equal protection under the law and freedom from unreasonable searches and seizures by governmental agents. The right of all persons to be treated equally and to be free from unreasonable searches and seizures must be respected. Bias-based profiling is an unacceptable patrol tactic and will not be condoned.

The District President or designee will provide a complaint process so that students, employees, and other citizens may report violations of this policy. The District President or designee will provide public education regarding the complaint process in the form of bulletin board notices, website postings, student handbook notices, public presentations, and/or other forms of communication designed to promote public awareness.

The Chief of Police will disseminate written regulations to all members of the police department that strictly prohibit racial profiling;

define acts constituting racial profiling; describe the complaint process by which an individual may file a complaint if the individual believes that he or she has been subjected to racial profiling; and require appropriate corrective action to be taken against a peace officer who, after an investigation, is shown to have engaged in racial profiling in violation of this policy. The written regulations will comply with state law requirements regarding the collection of data regarding arrests and the annual reporting to TCOLE and the Board regarding the data.

The Chief of Police or designee will provide periodic training regarding this policy and the department's procedures regarding racial profiling.

Complaints

Complaints against police officers must be in writing and signed by the person making the complaint. A copy of the complaint will be given to the officer within a reasonable time after it is filed, and no disciplinary action will be taken against the officer as a result of the complaint unless a copy is given to the officer and the matter has been investigated. A signed letter from a supervisor or other employee with knowledge of the facts may fulfill the requirements of a complaint.

Complaints involving allegations of misuse of force, brutality, felony misconduct, misdemeanors involving moral turpitude, corruption, or police conduct involving serious injury or death will be investigated by an impartial supervisor who did not have involvement in the underlying matter. However, the District President or designee, in his or her sole discretion, may appoint an investigator outside the department when circumstances warrant such action.

Grievances and concerns by police department employees concerning wages, promotions, hours of work, working conditions, workplace conflict, discrimination, performance evaluations, assignments, reprimands, or disciplinary action will be processed in accordance with the Board's personnel policies located in DAA of the Board's policy manual.

Appeals regarding this complaint process will be filed in accordance with DGBA, FLD, or GB, as appropriate.

Complaints against the Chief of Police will be submitted to the District President or designee who will appoint an appropriate investigator.

Assistance in College Hearings

As employees of the College, the College's police officers have a duty to assist the College administration in College disciplinary hearings or other College hearings when the officer has information pertinent to the hearing, regardless of whether the hearing involves

criminal or noncriminal charges and regardless of whether criminal charges are pending. Officers may be called to provide expertise, information, records, or testimony that may be pertinent to the matter pending. In extenuating circumstances, the District President or his or her designee may excuse an officer's participation.

**School Marshal
Program**

Purpose and
Responsibilities

The sole purpose of a school marshal is to prevent the act of murder or serious bodily injury on the College's premises, acting only within the authority granted in this policy and applicable law.

A school marshal may only act as necessary to prevent or abate the commission of an offense that threatens serious bodily injury or death of students, faculty, staff, or visitors on school premises.

A school marshal may not issue a traffic citation.

Appointment

An individual who is employed by the College District and is interested in serving as a school marshal will express such interest by completing a designated application form available in the District President's Office.

In addition to holding a current and valid License to Carry (LTC), to be eligible for appointment as a school marshal at the College, an applicant must:

1. Successfully complete all prerequisite commission training;
2. Pass the state licensing exam;
3. Be currently employed by the College District;
4. Be appointed by the Board; and
5. Meet all statutory requirements and TCOLE requirements, including psychological fitness established through a psychological examination.

To be eligible for an appointment, an employee must also meet all additional requirements as outlined in Occupations Code 1701.260 and 37 Administrative Code 227.3.

The College District is not obligated to appoint any individual as a school marshal, and the selection or removal of a school marshal will be at the sole discretion of the College District, subject to applicable laws. An applicant who is appointed as a school marshal must continue to meet all relevant statutory, commission, and College District requirements at all times.

Once appointed, a school marshal will:

1. Immediately report to the TCOLE and the College through the Chief of Police, any circumstance which would render him or

her unqualified and unauthorized to act as a school marshal by virtue of his or her employment with the College, failure to meet the standards of the commission, another state agency, or under law;

2. Immediately report to the TCOLE any violation of applicable commission standards, including any discharge of a firearm carried under the authorization of this chapter outside of the training environment on College premises; and
3. Comply with all requirements under law, including Texas Higher Education Code Section 51.220.

Possession and
Use of Handgun

Individuals appointed as school marshals are authorized to carry or possess a handgun on the physical premises of the College and access such handgun only under circumstances that would justify the use of deadly force under Section 9.32 or 9.33, Penal Code and subject to the requirements found in "Use of Force" outlined herein and in the police department operating procedures, insofar as the Use of Force guidelines and police department procedures are more restrictive.

Individuals appointed as school marshals may only possess or carry the handgun in a concealed manner; however, if the primary duty of the school marshal involves regular, direct contact with students, the marshal may not carry a concealed handgun but may possess a handgun on the physical premises of a public junior college campus in a locked and secured safe within the marshal's immediate reach when conducting the marshal's primary duty.

School marshals will be designated as school marshals only for specific campuses, and such designation will be made by the Board in closed Executive Session.

Training

Training is required on an annual basis that meets or exceeds the state's training requirements for school marshals. Training will be facilitated and monitored through the College's police department, as authorized by the Chief of Police.

Equipment

Appointed school marshals will carry their personal firearms and are responsible for maintaining them appropriately. Firearms and ammunition of school marshals must be approved by the Chief of Police or designee and are subject to periodic inspection by the Chief of Police or designee for safety purposes. The only ammunition a marshal may carry and use is frangible duty ammunition approved by the TCOLE.

Renewal of
Appointment

An individual serving as an appointed school marshal is reviewed and considered for reappointment annually by the Chief of Police.

Individuals recommended for appointment and renewal are then considered by the Board in closed Executive Session.

Appointments may be withdrawn at any time for any reason or no reason by action of the Board in its sole discretion taken in executive session, without the right to appeal.

If a school marshal's status becomes inactive for a reason spelled out in Texas Higher Education Code Section 51.220(g) or other law, that school marshal will cease being a marshal for the College and will notify the Chief of Police immediately of the change in status.

Confidentiality

Except as provided in Section 1701.260(j) of the Texas Occupations Code, the identity of a school marshal is confidential. The identity of a school marshal will not be disclosed by the College District in response to a request under the Texas Public Information Act.

However, if the College District receives an inquiry in writing from a parent or guardian of a student enrolled at the College District, the Board will provide the parent or guardian written notice indicating whether any employee of the public junior college is currently appointed as a school marshal. Such notice will not disclose any information confidential under this section, including the identity of any particular school marshal.

Definition

Technological and information resources are defined to include electronic data and records; software; networking tools; remote access devices; electronically recorded voice, video, and multimedia communications; and other electronic devices used primarily for the transmission, storage, or utilization of electronically communicated information.

Use of College District Technological and Information Resources

College District technological and information resources are provided to allow faculty, staff, and students to pursue the central educational mission of the College District and are to be used to the extent that they promote that mission either directly in teaching and research or indirectly in supporting the offices that maintain College District operations. Incidental personal use that does not otherwise violate this policy or have an adverse effect on College District resources will be permitted. Technological and information resources will be accessed and used in an ethical manner consistent with the institution's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. All users of technological and information resources are to adhere to legal and professional standards, to support the mission, and to act in the best interests of the College District.

All users of technological and information resources are responsible for the protection of College District assets to which they are assigned and for not compromising the accuracy, integrity, and confidentiality of the information to which they have access. Resources are not to be abused or employed in such a way as to interfere with, or cause harm or damage to, another person, institution, or company within or outside the College District. While the College District encourages the exploration of educational and scholarly interests through the use of its technological resources, respect for the rights and privacy of others will be observed. Those who are authorized to access confidential files will respect the privacy rights of others and use data only for legitimate academic or administrative purposes.

All users of College District technology resources will comply with the following policies, procedures, and security controls.

Access

Many of the technological and information resources of the College District may be accessed by all employees and students of the College District and by the public as well. However, access to some resources is restricted. The appropriate administrators will determine and authorize the appropriate degree of access.

Users will implement best practices in taking precautions to prevent the unauthorized use of their access codes. In choosing access codes, users will avoid the use of common words, proper

names, readily associated nicknames or initials, and any other letter or number sequences that might easily be guessed. Users will be held accountable for their own actions performed under their access codes and will be subject to appropriate disciplinary action if violations occur from the actions of other individuals as a result of user negligence in protecting the codes. Users are responsible for changing access codes on a regular basis. If an access code becomes compromised, users will change it immediately upon becoming aware that said code has been compromised.

Users will not attempt to access, search, or copy technological and information resources without the proper authorization. No one will use another individual's account without permission, and active sessions will not be left unattended. Providing or using false or misleading information in order to gain access to technological and information resources will be prohibited. Users will not test or attempt to compromise internal controls, even for purposes of systems improvement. Such actions require the advance, written approval of the authorized administrator or must be included among the security evaluation responsibilities of one's position. Violations will be reported to the chief information systems officer in the office of information technology.

**Protecting
Confidentiality**

Unless disclosure is a normal requirement of a user's position and has been so authorized, no user will disclose:

1. Confidential information that is protected by the Family Educational Rights and Privacy Act (FERPA);
2. Personnel records; or
3. Other materials commonly recognized or considered as sensitive or confidential.

All users with access to confidential data will safeguard the accuracy, integrity, and confidentiality of that data by taking precautions and performing office procedures necessary to ensure that no unauthorized disclosure of confidential data occurs. Such precautions and procedures include, but are not limited to, avoiding the use of portable storage devices (i.e., thumb drives), protecting sensitive data with access codes, and only storing sensitive materials on the College District's network, including College District-approved or College District-contracted external sites such as publisher websites for a course being offered by the College District. If portable storage devices that contain confidential information must be used, the device must be encrypted. A justification must also be provided to the Chief Information Security Officer.

Information regarding the confidentiality of student educational records may be found in the student handbook or by contacting the registrar.

Privacy

For purposes of this policy, privacy is defined as the right of an individual or an organization to create, maintain, send, and receive electronic data, software, and communications files that are safe from examination and disclosure by unauthorized parties. The College District recognizes that individuals have a substantial interest in and reasonable expectation of privacy. Accordingly, the College District respects the privacy rights of all users of the College District's technology resources.

The College District will not monitor users' private electronic data, software, and communications files as a routine matter. Users should note that some electronic files are copied to backups and stored for indefinite periods in centralized locations. In such instances, user deletion of an electronic file, such as an email message, may not delete a previously archived copy of that file.

It is a violation of College District policy for any member of the College District community to access College District databases to engage in electronic "snooping," or to use College District technological resources for the purpose of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to such files.

The College District reserves the right to access and to disclose the contents of an individual's electronic data, software, and communications files; however, the College District will do so after obtaining the proper approvals only when a legitimate need exists and the urgency of the need is sufficiently strong to offset the College District's commitment to honor the individual's privacy. Such grounds include, but are not limited to:

1. Maintaining system integrity, for example, tracking viruses;
2. Protecting system security;
3. Investigating indications of impropriety;
4. Protecting the College District's property rights; and
5. Meeting legal obligations, for example, subpoenas and open records requests.

Copyright Issues

Copyright is a form of protection the law provides to the authors of "original works of authorship" for their intellectual works that are "fixed in any tangible medium of expression," both published and unpublished (Title 17, United States Code). It is illegal to violate

any of the rights provided by the law to the owner of a copyright. The College District respects the ownership of intellectual material governed by copyright laws. All users of the College District technology resources will not knowingly fail to comply with the copyright laws and the provisions of the licensing agreements that apply to software; printed and electronic materials, including documentation, graphics, photographs, multimedia, including musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed or purchased by the College District or accessible over network resources provided by the College District. The user will be responsible for reviewing individual author, publisher, patent holder, and manufacturer agreements for software, programs, and applications loaded by the user onto College District hardware, equipment, and web resources.

In compliance with the requirements of the Digital Millennium Copyright Act of 1998 (DMCA), any user of the College District's technology resources who violates the digital copyright laws for the first time will be reminded of the laws, and the software or licensing violations will be removed. A second violation will result in removing the software or licensing violations, retraining of the user in copyright procedures, and taking appropriate disciplinary action. A third violation will require the College District to remove the user's network and internet access and take further disciplinary action, which may include termination from College District employment or student status. In addition, any violation of digital copyright laws by a student or by a College District employee that results in demonstrable harm to the College District's network or disruption of classroom activities will be addressed as a formal disciplinary matter.

All technological resources developed by the College District employees, students, and contractors for use by the College District or as part of their normal employment activities are considered "works for hire." As such, the College District is considered the "author" and owner of these resources. Information regarding intellectual property rights may be found in the faculty and staff handbook.

[See CT]

DMCA-Designated Agent

Title II of the DMCA enables internet service providers (ISPs), such as the College District, to limit liability for monetary damages related to copyright infringing activities of their users. Provisions within the legislation further protect educational institutions and limit liability for monetary damages caused by copyright infringing activities of their users. In order to comply with Title II of the DMCA, the College District designates the following individual as the DMCA-designated agent to receive notices and claims from copyright owners about infringements:

Name: David Hoyt
Position: Chief Information Officer
Address: 3452 Spur 339, McKinney, TX 75069
Telephone: (972) 599-3133
Email: dhoyt@collin.edu

Additionally, the College District will maintain a prominent link on the information technology page of the College District website that provides access to this policy and a link to report DMCA notices or claims to the DMCA-designated agent.

Viruses

It is the responsibility of the user, to the best of his or her knowledge and ability, to ensure that any imported or exported executable code or data are free of any destructive code, such as a virus. To this end, best practices regarding safety precautions will be taken by the user. The office of information technology will be consulted for questions related to such precautions or information and protective software.

Backups

It is the responsibility of the appropriate administrator or network administrator to ensure that appropriate procedures and resources are in place to backup data on a regular basis. Backups are to be stored in a location that is physically secure to protect the confidentiality of the data. It is the responsibility of the individual user to perform any actions necessary to comply with these procedures.

Physical Security

Each user will be responsible for the physical security of the technological and information resources to which he or she has been assigned (e.g., desktop computer, laptop computer, pager, cell phone, bar code, scanner, and the like). Administrators will help to ensure physical security by instituting procedures for the use of locked doors and/or for the use of security devices made available by the College District for the protection of equipment. To avoid loss by fire or theft, backups of important data will not be stored in the same location as the originals. Certain electronic information will only be stored on the College District's network, including College District-approved and College District-contracted external sites such as publisher websites for a course offered by the College District. This electronic information includes:

1. Confidential information that is protected by FERPA;
2. Personnel records; and
3. Other materials commonly recognized or considered as sensitive or confidential.

Adequate power regulators and surge suppressors will be used.

**Ownership of
College Data**

Collin College owns all data created and stored in college-owned and college-leased equipment, including cloud-based applications. Videos captured through cameras on campus are owned and managed by the Information Technology Department in compliance with college policies and records retention requirements.

See CHA(Local) for Vehicle Dash Camera and Police Body Camera video requirements.

**College District
Property**

Technology and information resources that are the property of the College District will not be copied, altered, manipulated, transferred, retained, or removed from campus without written authorization from the appropriate administrator. The location of each physical resource will be entered in the College District's capital equipment inventory system and updated as necessary.

**Personal Use of
College District
Technological
Resources**

Authorization for the personal use of College District technological resources by employees will be determined on an individual basis by, and at the discretion of, the appropriate administrator. The use of the College District's technological resources, including the network, for a revenue-generating activity that benefits an individual employee will be strictly prohibited. Personal telephones and data connections in student housing are considered to be part of the private residence. Student use of these and other College District technological resources that intrudes on general College District use or that uses significant resources is prohibited.

**Misuse of
Technological and
Information
Resources**

The use of College District technological and information resources and the resources themselves will not be abused in any way. Users will not attempt to alter the restrictions associated with their accounts or to attempt to breach internal or external security systems. Moreover, users will not impersonate other individuals or misrepresent themselves in any way when using College District technological resources.

Users of network resources are prohibited from engaging in any activity that is proscribed by federal and/or state law. In addition, the network will not be used for criminal purposes such as posting another individual's credit card numbers or personal access codes. External networks, for example, NEXUS, the internet, and bulletin boards will also be used in an ethical, responsible, and courteous manner, and all users will adhere to the policies of these services.

College District technological and information resources will not be used in a manner that is invasive or that diminishes their efficiency. One example of such use involves the broadcast function. Although current technology enables users to broadcast messages to

all members of the College District community simultaneously, the use of this technology is restricted to official College District activities. Notices involving monetary transactions or those that are inappropriate or illegal will not be posted using College District technological or information resources as defined in this policy.

Inappropriate Material

Users are to comply with the College District's Core Values and exercise caution and good judgment in accessing material using College District network resources. Material that includes language and actions that would constitute a hate crime (such as language that is racist or anti-Semitic, and the like), fighting language, or visual material that creates a hostile working environment will be accessed only for legitimate academic and administrative purposes. This material will not be accessed in an environment and in a manner that will negatively affect third parties (including printing such information on public printers or forwarding it to others without their consent).

Communications from users of College District technology resources will reflect civility and the College District's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. Therefore, the use of College District technological resources for creating or sending nuisance, harassing, or pornographic materials or messages is prohibited. For the purpose of applying the College District's disciplinary policy, the determination of what is pornographic or what constitutes a hate crime, fighting words, or visual material that creates a hostile working environment is within the sole discretion of the College District.

Reporting Violations

Violations of this policy, including any violations of the DMCA, will be reported to the appropriate supervisor, director, dean, DMCA-designated agent, or other responsible person. DMCA notices or claims of infringements will be immediately sent to the DMCA-designated agent listed in this policy.

Depending on the nature of the violation, the appropriate administrator may include the responsible vice president, chief information officer, human resources officer, or internal auditor.

Alleged violations will be investigated and, if substantiated, addressed in accordance with appropriate College District disciplinary processes for students and employees.

The College District will consider the intent, effect, and seriousness of the incident in levying sanctions for violations of this policy. Any person who engages in any kind of computer or systems misuse as described in this policy may be subject to disciplinary action, in-

cluding the loss of computer privileges, suspension, and/or termination from the College District, and appropriate criminal prosecution, if warranted, under the applicable state and/or federal laws. Whenever the College District deems it appropriate, restitution may be sought for any financial losses sustained by the College District or by others as a direct result of the misuse.

**HEOA / Digital
Copyright
Compliance**

The Higher Education Opportunity Act of 2008 (HEOA) addresses, in part, unauthorized file-sharing, including, but not limited to, music, streaming, video, images, and other electronic data, using College District networks. To deter unauthorized file-sharing on its networks, the College District will:

1. Disclose annually to all users information that explains unauthorized distribution, including file-sharing, of copyrighted materials may subject the individual to civil and criminal liabilities; an explanation of federal copyright law, including a summary of penalties for related violations; and the College District's policies and procedures regarding unauthorized file-sharing, including disciplinary actions that may be taken against students who engage in unauthorized distribution or illegal downloading using the College District's information technology systems.
2. Follow a plan to effectively combat unauthorized distribution using a variety of technology-based deterrents.
3. Offer and provide access to alternatives to illegal file-sharing and downloading.

**Copyright
Compliance Annual
Disclosure**

The College District will require each user of its technology resources to annually read the copyright disclosure [see CR(EX-HIBIT)] and submit an online affirmation that he or she has reviewed the disclosure and is aware of and familiar with the College District's policies and procedures regarding illegal distribution of copyrighted materials.

Additionally, during orientation activities, the College District will provide all students a copy of the copyright disclosure [see CR(EX-HIBIT)] and information regarding the legalities associated with peer-to-peer file-sharing.

**Plan to Combat
Unauthorized
Distribution**

The College District will use a variety of capabilities and products from commercial vendors in order to:

1. Perform bandwidth shaping;
2. Conduct traffic monitoring to identify the largest bandwidth users; and

3. Reduce or block illegal file-sharing.

The College District will investigate and respond to all submitted complaints of violations of the DMCA according to the reporting procedures noted above.

Alternatives to Illegal File-Sharing and Downloading

The College District encourages all users of its technology resources to utilize free or commercial services that provide the user with a legal way to copy and use various types of digital content and ensures the use of electronic media is in compliance with federal copyright law.

EDUCAUSE, an information technology consortium in higher education, maintains a [website of links](#)¹ to legal sources of online content.

Access by Individuals with Disabilities

The District President or designee will develop procedures to ensure that individuals with disabilities have access to the College District's electronic and information resources similar to individuals without disabilities.

Drones

The flying of drones over or from sites on College District property or as part of the College District's administrative, academic, or research program is permitted only in accordance with law and College District regulations.

¹ EDUCAUSE: <http://www.educause.edu/legalcontent>

Information Security Program

The District President ~~or designee shall~~will approve an information security program designed to address the security of the College District's information resources against unauthorized or accidental modification, destruction, or disclosure. This program ~~shall~~will also address accessibility, privacy, and security of the College District's website.

Security Breach Notification

Upon discovering or receiving notification of a breach of system security, the College District ~~shall~~will disclose the breach to affected persons or entities in accordance with the time frames established by law.

The College District ~~will~~shall give notice by using one or more of the following methods:

1. Written notice
2. Electronic mail, if the College District has electronic mail addresses for the affected persons
3. Conspicuous posting on the College District's website
4. Publication through broadcast media

The College District may also work with US-CERT, ISAC or other trusted third party broker to help research and resolve the issue.

Insurance Benefits	The rules and regulations of the Employees Retirement System Benefits (ERS) of Texas, the Group Benefits Program, and the Affordable Care Act (ACA) shall <u>will</u> be followed in providing basic group life, accident, health, and dental insurance coverage for all active full-time employees.
ACA Summary	The ACA is federal legislation passed in 2010. The employer-mandate provisions of the ACA became effective in 2015. The ACA rules are complex and multi-faceted, and impact both employers and individual employees.
Employee Impact	The ACA requires most Americans to have medical insurance by January 1, 2014, and attempts to ensure that Americans have access to medical insurance they can afford, whether they get it from an employer, directly from an insurance company, or from an insurance company offering coverage through a government-sponsored exchange (i.e., a state exchange or, in states that don't have their own exchanges, like Texas, the Healthcare.gov website). Persons not having medical insurance in 2014 may have to pay a tax penalty called an "individual shared responsibility payment."
Employer Impact	In general, the ACA requires that any employer that has 50 or more full-time equivalent employees offer to at least 95 percent of its full-time employees and their dependents up to age 26 medical insurance coverage meeting certain minimum standards. Employers that do not offer such coverage must pay a monetary penalty each year to the federal government, known as the "shared responsibility payment." The ACA's definition of a full-time employee is an employee whose actual average monthly hours of service are 130 or more.
Measurement Periods	The Standard Measurement Period is the "look back" period during which the College District must measure the hours of service of its ongoing employees in order to determine who qualifies as full-time under the ACA. Ongoing employees are those who joined the College District before the beginning of the Standard Measurement Period, so that they are employed for all 12 months of the Standard Measurement Period. The College District has selected the period of July 1 of each year through June 30 of the following year as the 12-month period for its Standard Measurement Period.
<i>Standard Measurement Period</i>	
<i>Standard Administrative Period</i>	The Standard Administrative Period is the period after the end of the Standard Measurement Period during which the College District must evaluate each ongoing employee's work record to determine whether he or she averaged 130 hours or more of service per month during the Standard Measurement Period. During the Standard Administrative Period, the College District will make an offer of health insurance coverage to those ongoing employees de-

terminated to be full-time based on their hours worked during the immediately preceding Standard Measurement Period. The College District has selected July 1 through August 31 of each year as the two-month Standard Administrative Period, which coincides with the College District's existing open enrollment period.

Standard Stability Period

The Standard Stability Period is the period during which ongoing employees who were determined to be full-time based on their hours worked during the Standard Measurement Period must continue to be treated as full-time and therefore eligible for coverage during the Standard Stability Period, regardless of their actual hours worked. [See Rehired Employees, below, for employees treated as having been terminated and rehired] The College District's Standard Stability Period coincides with the plan year of its medical plan and is the 12-month period from September 1 of each year through August 31 of the next year.

New Employees

The ACA does not permit an employer to wait until a new employee has completed a Standard Measurement Period to determine whether the employee is full-time. Thus, procedures are required to determine the full-time status of new employees under the ACA. These rules are similar to, but separate from, the rules for determining the full-time status of ongoing employees.

Full-Time

A new employee who, at commencement of employment, is reasonably expected to be full-time (i.e., averaging 30 or more hours per week), and who is not a seasonal employee, must be considered full-time for purposes of the ACA, beginning on his or her employment commencement date. (Note that for purposes of determining whether a new employee is full-time based on work expectation, the standard is 30 or more hours per week, not 130 per month.)

Once a new full-time employee has been employed for an entire Standard Measurement Period, the employee becomes an ongoing employee, and his or her status as full-time for purposes of the ACA is governed by the provisions of this policy regarding ongoing employees.

Non-Full-Time

A new employee who is hired as a part-time, seasonal, or variable-hour (i.e., who may reasonably be expected to sometimes work 30 or more hours per week and sometimes less) employee is not initially considered full-time, but his or her hours of service must be tracked during an Initial Measurement Period, as follows:

- New employees who are part-time, seasonal, or variable hour (hereinafter, "new non-full-time employees") are tested for ACA full-time status based on an Initial Measurement Period that begins on the first day of the first month following their

hire date and ends a year later. Immediately following the end of a new non-full-time employees' Initial Measurement Period, there is a one-calendar-month Initial Administrative Period during which the new non-full-time employees' status as full-time or part-time is determined and during which any new non-full-time employees who are determined to have averaged 130 or more hours per month are offered coverage.

- A new non-full-time employee who averages 130 hours or more of service per month during his or her Initial Measurement Period and who is therefore determined to be full-time under the ACA will continue to be full-time for purposes of the ACA during his or her 12-month Initial Stability Period, which is the 12-month period immediately following his or her Initial Administrative Period, regardless of his or her actual hours of service during the Initial Stability Period. [See Rehired Employees, below, for employees treated as having been terminated and rehired]

Note that unless a new non-full-time employee is hired in June (other than June 1st) or on July 1st, his or her Initial Measurement Period will partially overlap his or her first Standard Measurement Period. A new non-full-time employee who does not average 130 hours or more of service per month during his or her Initial Measurement Period, but who does average 130 hours or more of service per month during the Standard Measurement Period that starts during his or her Initial Measurement Period, will be considered full-time under the ACA during the Standard Stability Period following such Standard Measurement Period, even though the first months of such Standard Measurement Period would otherwise include the last months of the employee's Initial Stability Period. In such a case, the employee's Initial Stability Period is effectively cut short.

Change of Status to Full-Time

If a new employee who is a non-full-time employee experiences a change in employment status before the end of his or her Initial Measurement Period, such that if the employee had begun employment in that new status, he or she would reasonably have been expected to be full-time under the 30-hour week standard [see New Employees – Full-Time, above], the employee will be considered full-time, and thus eligible for the College District's medical insurance plan, beginning on the first day of the calendar month after the change in employment status to full-time.

Rehired Employees

An employee who is terminated and rehired will be treated as a new employee upon rehire only if he or she was not credited with an hour of service with the College District for a period of at least 13 consecutive weeks immediately preceding the date of rehire.

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	<p>For purposes of applying this rule, whether an employee has an hour of service is determined after application of the rules for special unpaid leave. [See Rules for Special Unpaid Leave, below]</p>
Definition of Hours or Service	<p>Under the ACA, “hours of service” is a term that generally includes actual hours worked, determined from payroll records, and hours for which the employee is paid, but does not work, such as paid vacation, holiday, illness, or disability.</p>
Rules for Special Unpaid Leave	<p>Under a special ACA rule, adjunct faculty members must be treated as having 2.25 hours for each contact hour, plus their hours performing other required duties, such as attendance at meetings.</p>
Employee / Retiree Benefits Reserve Fund	<p>The College District’s Employee/Retiree’s Benefits Reserve Fund is established with the general intent to provide funding toward employee/retiree health insurance in the event of a reduction or elimination of state funding that would lower the benefit to less than 100 percent funded for employee-only coverage, and less than 50 percent funding for eligible-dependent coverage. Should the state impose a reduction in health insurance funding, the District President shall<u>will</u> present a plan to the Board for utilizing the fund to help offset the cost of health insurance formerly paid by the state for benefits-eligible employees and retirees of the College District.</p>
Tax-Sheltered Annuity	<p>Tax-sheltered annuities are available to all benefits-eligible employees.</p>
Supplemental Retirement Account	<p>Full-time, benefits-eligible employees may elect to participate in a College District-sponsored supplemental tax-sheltered retirement plan that includes a dollar-for-dollar match of an employee’s contributions to an individual tax-sheltered retirement account (up to a maximum of three percent of the employee’s full-time salary).</p> <p>Employer contributions are subject to budget availability.</p> <p>Contributions to a State of Texas sponsored retirement plan (e.g., the Teacher Retirement System or the Optional Retirement Plan) do not qualify for the employer match. [See the plan document for the “Collin Invests” Enhanced Retirement Savings Plan for requirements and terms]</p>
Educational Benefits	<p>The Board shall<u>will</u> provide educational benefits for full-time College District employees through a tuition reimbursement program described in the College District’s procedures and guidelines for faculty and staff.</p>
Tuition Waiver Policy	<p>A full-time employee who reside(s) outside Collin County shall<u>will</u>, upon submission of a written request and appropriate documentation to the College District’s financial aid office, receive a waiver of</p>

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the difference between the out-of-county or out-of-state and in-county resident tuition.

Relocation

Full-time employees who must relocate to accept a position with the College District may be eligible for a relocation allowance. In no case ~~shall~~will the relocation allowance exceed actual documented expenses. Employees who received a relocation allowance reimbursement and who voluntarily terminate prior to completion of one year of employment ~~shall~~will reimburse the College District for all relocation monies received, in accordance with the relocation agreement signed by the employee. The amount ~~shall~~will be deducted from the final payroll check.

Wellness

Full-time faculty and staff may participate in any of the College District's wellness programs and receive matched time for their exercise efforts to a maximum of 30 minutes of paid time per day to a maximum of one and one-half hours per week. Employees ~~shall~~will request approval from their supervisor prior to participation in a wellness program.

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Comprehensive Leave Program	The Board provides a comprehensive program of leave benefits for full-time employees of the College District.
Accrual of Leave	Leave hours accrue on the last day of each month. An employee who is in a paid status (at work or on paid leave) on the last day of the month earns leave hours for that month.
Reporting Absences	Employee absences are reported through a time and attendance reporting system. Supervisors ensure appropriate documentation and use of leave and take action, as needed, if an employee does not accurately report his or her absences. [See DMAA(LOCAL)]
Family and Medical Leave	<p>For purposes of the Family and Medical Leave Act (FMLA), the following eligible conditions apply:</p> <ol style="list-style-type: none">1. For the birth of a son or daughter, and to care for the newborn child;2. For placement with the employee of a son or daughter for adoption or foster care [For the rules regarding leave for “adoption” and “foster care,” see 29 C.F.R. 825.121];3. To care for the employee's spouse, son, daughter, or parent with a serious health condition;4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status); and6. To care for a covered servicemember with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.
Immediate Family	For purposes of this policy, “immediate family” is defined as a dependent son or daughter, including a biological, adopted, or foster child; a stepchild; a legal ward, or a child for whom the employee stands <i>in loco parentis</i> who is under the age of 18, or someone 18 years or older who is incapable of self-care because of a mental or physical disability; and a spouse.
Family Emergency	The term “family emergency” shall <u>will</u> be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

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

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family. A catastrophic illness or injury is one that is expected to incapacitate the employee for an extended period of time (usually longer than 5 days) and that requires inpatient care in a hospital, hospice, or residential medical facility, or a regimen of continuing treatment of the employee by a health care provider that requires absences from work for treatment. Catastrophic leave is only available for those employees who have exhausted all that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee, ~~and to lose compensation from the College District.~~ Such conditions typically require prolonged inpatient hospitalization or recovery, or are expected to result in disability or death. Conditions relating to pregnancy or childbirth ~~shall~~will be considered catastrophic if they meet the requirements of this paragraph. The College District may require a second or third medical opinion, at its cost, to confirm that the illness or injury qualifies for catastrophic leave.

Earning Leave

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

Deductions

Leave Without Pay

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

Leave Proration

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

Order of Use

Earned compensatory time ~~shall~~will be used before any available paid leave. [See DEA]

Use of the sick leave bank ~~shall~~will be permitted only after all available local leave has been exhausted.

Concurrent Use of Leave

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

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

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

Sick Leave

Full-time employees shall/will earn eight hours of paid sick leave per month in accordance with administrative regulations.

Sick leave shall/will accumulate to a maximum of 720 hours.

Sick leave shall/will only be used for the following:

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

Sick Leave Bank

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

A full-time employee may request leave from the bank if the employee experiences a catastrophic illness or injury as defined in this policy and has exhausted all paid leave.

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

Eligibility

Only full-time benefits-eligible employees may apply for use of the Sick Leave Bank.

Adjunct faculty and part-time employees are not eligible to apply for Sick Leave Bank benefits.

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

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

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

Appeal

All decisions regarding the sick leave bank may be appealed in accordance with DGBA(LOCAL).

Family and Medical Leave

Twelve-Month Period

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

Combined Leave for Spouses

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

Intermittent or Reduced Schedule Leave

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

Certification of Leave

If an employee requests leave, the employee shall/will provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]

Fitness-For-Duty Certification

If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall/will provide, before resuming work, a fitness-for-duty certification. If the College District will require certification of the employee's ability to perform essential job functions, the College District shall/will provide a list of essential job functions to the employee with the FMLA designation notice.

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Failure to Return If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]

Parental Leave Employees who have been employed in a benefits-eligible position for at least twelve months are eligible to use ten (10) days of paid parental leave at the time of the birth or adoption of a child. Parental leave must be coordinated with the employee's concurrent leave under the Family Medical Leave Act (FMLA) and is available for use from the time of birth or placement of the child only. Parental leave must be used while the employee is on the related FMLA leave and does not accrue or remain available for use at a later date. Adjunct faculty, part-time employees, and employees on leave without pay status, are not eligible for paid Parental Leave as outlined in this policy, but may be eligible for unpaid FMLA leave.

Personal Leave Full-time employees ~~shall~~will earn 24 hours of paid leave each fiscal year to conduct personal business in accordance with administrative regulations. Personal leave ~~shall~~will be noncumulative.

Request for Personal Leave The employee ~~shall~~will submit a request for use of personal leave in advance in accordance with leave of absence procedures and guidelines. In deciding whether to approve or deny personal leave, the supervisor or designee ~~shall~~will not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee ~~shall~~will, however, consider the effect of the employee's absence on the educational program or College District operations.

Vacation Leave All full-time, 12-month staff and administrative employees ~~shall~~will earn paid vacation in accordance with the schedule published in administrative regulations.

Upon successful completion of the new employee 90-day (calendar day) probationary period, eligible employees ~~shall~~will receive vacation credit retroactive to the original service date, in accordance with the published vacation plan. Employees who terminate employment prior to completion of the new employee probationary period ~~shall~~will have no accrued vacation credit.

Use of vacation leave ~~shall~~will not exceed 15 consecutive work-days.

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

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

Request for
Vacation Leave

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

Sabbatical Leave

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

Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes such as completing a degree, improving skills, and maintaining currency in the employee's discipline or field.

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

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

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

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

Bereavement Leave

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

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

Bereavement leave ~~shall~~will be noncumulative.

Critical Illness Leave

Definition

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

Benefit

A full-time employee ~~shall~~will be granted up to 24 hours of paid critical illness leave for absences associated with the critical illness of an immediate family member or other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family, in accordance with administrative regulations.

Critical illness leave ~~shall~~will be noncumulative.

Workers' Compensation

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

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

An employee eligible for workers' compensation income benefits may elect in writing to use paid leave.

Extraordinary Circumstances

Up to 40 hours of leave without pay may be granted to an employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the College District, in accordance with administrative procedures and guidelines for faculty and staff. An employee who has been employed more than 12 months may request leave without pay of up to 720 hours after he or she has exhausted all eligible leave, including paid, unpaid, and

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FMLA leave for his or her own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee. Upon return from the leave of absence, the employee will be eligible for the same or similar position, upon release from his or her physician, if applicable, consistent with the College District's procedures and guidelines for faculty and staff.

Employees not Eligible for FMLA Leave

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

Expiration of Available Leave and Attendance Policy

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

[See DMAA]

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

Voting in Public Elections

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

Court Appearances

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

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

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**Other Absences and
Leave Without Pay**

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

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

Employees are encouraged to keep abreast of the latest trends in education, to grow professionally, and to work cooperatively with other professionals both inside and outside the College. To this end, employees may make professional trips from time to time. Reimbursement for such trips will be made within established guidelines and budget constraints.

Employees whose duties require travel within the College will also be entitled to reimbursement consistent with the College's procedures and guidelines for faculty and staff.

**Professional
Trips**

Employees will be allowed to attend professional meetings that pertain to their respective areas of responsibility, subject to the following criteria:

1. The money to be expended falls within the budget amounts previously approved by the Board. Funds will be provided in the budget for the purpose of underwriting the cost of travel and per diem expenses on a departmental basis.
2. The trip is approved by the immediate supervisor, appropriate vice president, provost, or the District President.

Reimbursement

Employees will be reimbursed for reasonable travel expenses in accordance with the College's business procedures.

In-District Travel

For purposes of the in-College travel policy, the following definitions will apply:

1. Employees will be defined as full-time employees of the College.
2. Multiple assignments will be defined as assignments that in any one day require the employee to start the workday at one location and travel to a subsequent location(s) to meet the College's needs. The concept of multiple assignments refers to a full-time assignment only and specifically excludes the part-time overload or extra service assignment that may be worked by full-time employees.
3. Committee and special assignments will be defined as being integral to the operation of the College. These assignments are established by the vice president, provost, or District President; examples are curriculum advisory board, all College council meetings, and search committees.

Employees who serve on College committees or serve on special College assignments will be reimbursed at the standard approved rate per mile in accordance with the College's business procedures.

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EXPENSE REIMBURSEMENT

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Travel for employees for specially funded programs will be governed by the terms of that program contract but will not exceed the approved travel rate for the College.

International Travel

Purpose

International travel will be authorized for the primary purpose of increasing the academic and/or civic experience offered to College students and enhancing the value of the faculty and staff's contribution to the College's strategic goals.

Definition

International travel must have a College benefit. International travel is defined as any approved College-related trip during or outside of usual working hours taking place anywhere outside of North America. College employees may be approved to travel with the College for a variety of reasons provided they are effectively tied to the strategic goals of the College. International travel will be an authorized expenditure under the College's annual operating budget. [See CC(LEGAL)]

Behavior

All employees will adhere to the Employee Standards of Conduct. [See DH(LOCAL)]

Conflicts of Interest

All College employees will adhere to the conflicts of interest provisions found in Board policies. [See DBD]

Eligibility

For the purposes of international travel, only full-time employees will be eligible. An otherwise eligible employee, whose position is funded by an external grant or contract, will be ineligible for international travel unless such travel is required and funded by the grant or contract.

International travel will not be considered as an individual professional development right or deferred compensation.

Frequency

With the exception of travel for performance, competition, or in support of student activities, international travel will be restricted to once every three years for an individual.

Funding

Any employee who voluntarily terminates full-time employment with the College prior to 12 months following the completion of the international travel will have a prorated portion of the travel expenses (including registration fees, hotel, meals, and transportation costs) deducted from his or her final payroll check to the extent permitted by law. If insufficient funds exist to repay the amount due through payroll deduction, the prorated amount due to the College must be repaid through a personal check or equivalent.

Risk Assessments

Country risk assessment reports are required for all countries to be visited regardless of security ratings. A State Department risk assessment must be provided with the application and resubmitted within 30 days of departure.

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EXPENSE REIMBURSEMENT

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(LOCAL)

Employees or any other individuals authorized to travel, including students, will not be allowed to travel to countries for which a travel advisory has been issued by the State Department of the United States of America. Information regarding current State Department advisories can be found at: <http://travel.state.gov/travel/warnings.html>.

Release	In consideration of the College authorizing international travel for a College employee and other consideration, the College employee will execute a written release prior to beginning the travel, releasing the College and its trustees, officers, employees, and agents from any liability, claims, causes of action, and damages, known or unknown, in connection with or related to the international travel authorized by the College. The form of the release will be approved by the College.
Limitations	Requests for international travel will be within budget and will reflect a direct benefit to the College's students.
Application	<p>Applications will be submitted a minimum of three months prior to the planned travel dates; exceptions to the application period will require approval from the appropriate leadership team member.</p> <p>All proposals will be submitted to the appropriate dean, director, or immediate supervisor, using the International Travel form. Applications recommended for approval will be submitted by the appropriate dean, director or immediate supervisor to be evaluated by a review committee consisting of one academic dean on each campus and at least two other administrators within the College. Applications recommended for approval by the review committee will be submitted to the appropriate leadership team member.</p>
Approval	Subject to the limitations specified in this policy, and upon the recommendation of the review committee and the appropriate leadership team member, the District President <u>or designee</u> may authorize international travel. The decision of the District President <u>or designee</u> is final.

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES
ACADEMIC FREEDOM AND RESPONSIBILITIES

DGC
(LOCAL)

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

Academic Freedom

All faculty members (full-time and associate) shall~~will~~ be entitled to academic freedom and bear a concomitant dedication to academic responsibility. (The faculty subscribes to the principles expressed in the Statement of Academic Freedom and Responsibility adopted February 19, 1982, by the Texas Junior College Teachers' Association, the text of which is appended to and made an integral part of this document.) [See STATEMENT OF PURPOSE, below]

All faculty members enjoy the constitutional freedoms guaranteed to all citizens by the United States' Constitution and the Constitution of the State of Texas. In the classroom, teaching faculty members have the freedom to discuss any controversial matter and to voice opinions within areas of their professional competence. At the same time, they have an obligation to acquaint students with other scholarly opinions on the subject. Outside the classroom, faculty members are free from institutional censorship or discipline for exercising their rights as private citizens to express themselves freely on matters of public concern, to associate with persons or groups as they so choose, and to participate in political or other kinds of activities. When faculty and support staff speak or write as private citizens, however, they must bear in mind that their actions will inevitably be judged by the public and reflect upon their profession and institution. Therefore, faculty and support staff shall~~will~~ strive for accuracy, exercise appropriate restraint, exhibit tolerance for differing opinions, and indicate clearly that they are not an official spokesperson for the College District.

The College District accepts the responsibility to foster and to encourage faculty and support staff to exercise their freedoms and to protect against acts that deny freedom of speech and the related freedoms to be heard, to study, to teach, to administer and to pursue scholarly activity.

Faculty members acknowledge their responsibility to maintain professional competence in their fields of specialization and to be committed to effective teaching and student service.

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**Statement of
Purpose on
Academic Freedom
and Responsibility**

The Board believes that it is essential that the faculty have freedom in teaching, research, and publication. Faculty members ~~shall~~ must be free from the fear that others might threaten their professional careers because of differences of opinion regarding such scholarly matters. To this end, the College District has adopted the following statement of purpose on academic freedom and responsibility.

The College District, like all other institutions of higher education, serves the common good, which depends upon uninhibited search for truth and its open expression. The points enumerated below constitute its position on academic freedom:

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities that should reside primarily with the faculty, with the advice and consent of the appropriate dean of instruction: planning and revising curricula, selecting textbooks and readings, selecting classroom films and other teaching materials, choosing instructional methodologies, assigning grades, and maintaining classroom discipline.
3. Faculty members are citizens, and, therefore, possess the rights of citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.
4. Prior restraint or sanctions ~~shall~~ will not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor ~~shall~~ will faculty members fear reprisals for exercising their civic rights and academic freedom.
5. Faculty members have a right to expect the Board and the College District's administrators to uphold vigorously the principles of academic freedom and to protect the faculty from harassment, censorship, or interference from outside groups and individuals.

The academic freedom of the College District faculty members ~~shall~~ will be accompanied by equally compelling obligations and responsibilities to their profession, their students, the College District, and their community. Faculty members ~~shall~~ will defend the rights of

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academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members shall will be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, shall will attempt to force on his or her students a personal viewpoint intolerant of the rights of others to hold or express diverse opinions. Faculty members shall will not act in a manner that is perceived as being abusive, either physically or verbally, by their students.
3. Faculty members shall will recognize their responsibility to maintain competence in their disciplines through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.
4. Faculty members shall will recognize that the public will judge their institution and their profession by their public conduct. Therefore, faculty members shall will always make clear that the views they express are their own and shall will avoid creating the impression that they speak or act on behalf of the College District or of their profession.
5. Faculty members shall will recognize their responsibility to adhere to the policies and procedures of the institution. Therefore, faculty members who have differences of opinion with existing or proposed policies or procedures shall will express these views through the standing committee structure of the College District or their supervising administrators.

Expressive Activities
by Employees in
Common Outdoor
Areas

Common outdoor areas are designated by state law as traditional public forums.

For purposes of this policy, the terms "expressive activities" and "common outdoor areas" are defined in GD(LOCAL).

All College District employees may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;

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

Employees do not need a College District permit or a prior reservation for the exercise of expressive activities in common outdoor areas of the College District. Expressive activity may occur in those common outdoor areas of the College District that are not in use by others.

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

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

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

Time, Place, and Manner Rules for Common Outdoor Areas

In addition to the specific rules addressed in this policy and in DGD, expressive activities by employees in common outdoor areas are subject to the time, place, and manner rules listed in GD(LOCAL).

Identification

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Employees distributing materials on campus or using College District facilities will provide identification when requested to do so by a College District representative or College District police officer.

Violations of Policy

Failure to comply with this policy and procedures regarding use of College District common outdoor areas, College District facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and/or the confiscation or discarding of nonconforming materials. An employee who fails to comply with or violates this policy may be disciplined under applicable procedures provided by other College District policies and rules, and may referred to a supervisor, dean, or the Human Resources Department for disciplinary action. Community members or off-campus organizations who violate the rules in this policy may also be subject to criminal trespass charges, or other lawful measures.

Interference with Expressive Activities in Common Outdoor Areas

Employees that interfere with the expressive activities permitted by this policy will be subject to disciplinary action in accordance with the College District's discipline policies and procedures [See DH, FM, and FMA].

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed to employees in appropriate publications.

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DGD
(LOCAL)

~~Other than the use of common outdoor areas, The grounds and the~~ facilities of the College District ~~shall~~will be made available to employees or employee organizations, when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization ~~shall~~will pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the District President or designee.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

The distribution of materials by employees or employee organizations in College District common outdoor areas is subject to the same policies set out in GD.

Requests

To request permission to meet ~~on~~ in College District ~~premises~~facilities, interested employees or employee organizations ~~shall~~will file a written request with the Facilities Scheduling Coordinator in accordance with administrative procedures.

The employees or the employee organization making the request ~~shall~~will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

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

Approval

~~Other than the use of common outdoor areas, The Vice President/Provost of each campus~~vice president of administrative services and CEO shall will approve or reject the request for use of College District facilities in accordance with provisions and deadlines set out in this policy, GF(LOCAL), and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

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Approval ~~shall~~will not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation;
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The ~~Vice President/Provost, Facilities Scheduling Coordinator~~Director of Auxiliary Services, or a designee shall will provide the applicant a written statement of the grounds for rejection if a request for use of the facilities is denied.

Announcements and Publicity

In accordance with administrative procedures, all employees and employee organizations ~~shall~~will be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative or College District police officer.

Violations

Failure to comply with the policy and procedures regarding employee use of College District facilities ~~shall~~will result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's policies and procedures. ~~and the employee handbook.~~

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Appeals

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL).

STUDENT ACTIVITIES
COLLEGE-SPONSORED PUBLICATIONS

FKA
(LOCAL)

Student Publications	<p>All College District-published and -financed student publications are required to conform explicitly to the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, harassment, and innuendo.</p> <p>The College District reserves the right to ensure and maintain free and responsible media operations through the educational process.</p>
Use of College District Name or Symbol	<p>The name of the College District, emblem/logo of the College District, or other recognizable symbol representing the College District shall<u>will</u> not be used as a part of the name or masthead of any publication without the express written approval of the College President <u>or designee</u>.</p>
Identification of Funding Source	<p>Any publication, developed wholly or in part from funds received from a grant, shall<u>will</u> have the funding source clearly identified on the document.</p>

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(LOCAL)

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District ~~shall~~will not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District ~~shall~~will not be responsible for, nor ~~shall~~will the College District endorse, the contents of any ~~nonschool literature materials or literature~~ distributed by students or registered student organizations that are not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities ~~shall not be considered nonschool literature and shall~~will not be governed by this policy.

[For distribution of ~~nonschool literature materials in College District facilities and common outdoor areas~~ by nonstudents and organizations that are not registered student organizations, see GD]

Limitations on Content

Nonschool materials or literature ~~shall~~will not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and Manner ~~Restrictions~~
Rules

The ~~vice president for student development vice president for student and enrollment services or designee~~ ~~shall~~will designate times, locations, and means by which ~~nonschool literature materials or literature~~ that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.

Distribution of the nonschool literature ~~shall~~will be conducted in a manner that:

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1. Is not disruptive; [See FLB]
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor will clean the area around which the literature was distributed of any materials that were discarded or leftover.

Petitions, Handbills,
and Literature

This section is covered in the provost's office at each campus.

Each petition, handbill, or piece of literature submitted for approval for distribution shall will include the name of the person or organization wanting to distribute it.

A person or organization shall will be prohibited from publicly distributing on College District property any nonschool literature that is obscene or libelous or that contains nonpermissible solicitation. Distribution of nonschool literature shall will be conducted so as not to interfere with the free and unimpeded flow of pedestrian and vehicular traffic or disturb or interfere with academic or institutional activities.

A person or organization shall will not distribute nonschool literature by accosting individuals or by hawking or shouting. The distributor shall will ensure the area around which the nonschool literature was distributed is clean and free of discarded or leftover materials.

Signs

For the purposes of this policy, "sign" shall will be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall will be defined as any means used for displaying a sign.

"Nonpermissible sign" shall will mean a sign that contains material that is obscene, libelous, or includes nonpermissible solicitation and/or is larger than 11 inches by 17 inches, unless authorized by the director of student life.

A person or organization shall will not post a nonpermissible sign. [See FI and GD]

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A student, registered student organization, department, or community member may publicly post a sign on College District property in areas or locations designated by the assistant director of student engagement~~life~~ in conjunction with the campus provost/vice president and the campus manager of facilities~~director of plant operations or in common outdoor areas as allowed by policy GD~~. No object other than a sign may be posted on College District property.

Before publicly posting a sign on College facilities (outside of common outdoor areas), a student or registered student organization ~~shall~~will:

1. Deliver a copy, photograph, or description of the sign to be posted.
2. Provide pertinent information including:
 - a. The name and phone number of the student, registered student organization, department, or community member;
 - b. The proposed general location for posting the sign;
 - c. The length of time the sign will be posted; and
 - d. The signature of the student, authorized representative, and/or adviser.

Restrictions
Rules

Upon receipt, the appropriate student ~~life engagement~~ office staff ~~shall~~will ensure that the pertinent information listed above is included and that the following guidelines are applied:

1. Approved items, with a maximum size of 11 inches by 17 inches ~~shall~~will be posted neatly on appropriate bulletin boards by student engagement ~~life~~ office personnel, subject to space availability;
2. Each item to be posted ~~shall~~will receive an approval stamp dated and signed by student engagement~~life~~ office personnel;
3. Materials ~~shall~~will generally be approved for a maximum period of four weeks; and
4. Materials that do not conform to these posting guidelines ~~shall~~will be subject to immediate removal.

A sign ~~shall~~will not be:

1. Attached to:
 - a. A shrub or plant;
 - b. A tree, except by string to its trunk;

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- c. A permanent sign installed for another purpose;
 - d. A fence or chain or its supporting structure;
 - e. A brick, concrete, or masonry structure; or
 - f. A statue, monument, or similar structure.
2. Posted:
- a. On or adjacent to a fire hydrant;
 - b. Outside of a common outdoor area ~~On or between a curb and sidewalk;~~ or
 - c. In a College District building, except on a bulletin board designated for that purpose.

Removal

The student life office ~~shall~~will remove all signs no later than one week after the expired approval stamp date. A sign posted or attached in accordance with the provisions of this policy ~~shall~~will not be removed by anyone without permission from the director of student life.

Classroom Bulletin Boards

Bulletin boards located inside and directly outside each classroom ~~shall~~will be under the jurisdiction of the provost on each individual campus or designee.

Expressive Activities by Students or Student Organizations in Common Outdoor Areas

Common outdoor areas are designated by state law as traditional public forums.

For purposes of this policy, the terms “expressive activities” and “common outdoor areas” are defined in GD(LOCAL).

Students and student organizations may engage in expressive activities in common outdoor areas, unless:

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

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Students or student organizations do not need a College District permit or reservation for the exercise of expressive activities in common outdoor areas of the College District. Expressive activity may occur in those common outdoor areas of the College District that are not in use by others.

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

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

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

Time, Place, and Manner Rules for Common Outdoor Areas

In addition to the specific rules addressed in this policy for Distribution of Literature, expressive activities by students or student organizations in common outdoor areas are subject to the time, place, and manner rules listed in GD(LOCAL).

Identification

Students or registered student organizations distributing materials on campus or using College District facilities will provide identification when requested to do so by a College District representative or College District police officer.

Violations of Policy

Failure to comply with this policy and procedures regarding use of College District common outdoor areas, College District facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and/or the

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confiscation or discarding of nonconforming materials. A student or student organization who fails to comply with or violates this policy may be disciplined under applicable procedures provided by other College District policies and rules, including the Student Handbook, and may referred to the Dean of Students Office for disciplinary action.

Interference with Expressive Activities in Common Outdoor Areas

Students or student organizations that interfere with the expressive activities permitted by this policy will be subject to disciplinary action in accordance with the College District's discipline policies and procedures [See DH, FM, and FMA].

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the student handbook. They must also be distributed to students at orientation.

~~Other than the use of common outdoor areas, The grounds and the~~ facilities of the College District ~~shall~~will be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization ~~shall~~will pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.

~~The use of and the distribution of materials in College District common outdoor areas are subject to the policies set out in GD.~~

Requests

To request permission to meet ~~in~~ College District ~~premises~~facilities, interested students or registered student organizations ~~shall~~will submit a request through ~~OrgSync~~ Cougar Connect with the Office of Student Engagement in accordance with administrative procedures.

The students or the registered student organization making the request ~~shall~~will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

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

Approval

The assistant director of student engagement ~~shall~~will approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval ~~shall~~will not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;

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2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes non-permissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The assistant director of student engagement shall will provide the applicant a written statement of the grounds for rejection if a request is denied.

**Announcements and
Publicity**

In accordance with administrative procedures, all students and registered student organizations shall will be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Students or registered student organizations using College District facilities shall will provide identification when requested to do so by a College District representative or College District police officer.

Violations

Failure to comply with the policy and procedures regarding student use of College District facilities shall will result in appropriate administrative action, including but not limited to, suspension of a student's or a registered student organization's use of College District facilities and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA] and student handbook.

Appeals

Decisions made by the administration under this policy may be appealed in accordance with FLD(LOCAL).

[For distribution of literature, see FLA]

**Student Code of
Conduct**

College District students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

The College District expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students:

1. They will adhere to College District policies and municipal, county, state, and federal laws; and
2. They will not interfere with or disrupt the orderly educational processes of the College District.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. In the event any provision of this policy conflicts with the laws of the State of Texas or the United States of America, the state or federal law will prevail.

**Scholastic
Dishonesty**

Every member of the College District community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. The College District may initiate disciplinary proceedings against a student or program applicants accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty ~~will include~~s, but is not limited to, one or more of the following acts:

1. Cheating;
2. Collusion;
- ~~3. General Scholastic Dishonesty;~~ and/or
- ~~4.3.~~ Plagiarism.

Definitions of the scholastic dishonesty terms listed above are located in the current *Student Code of Conduct*.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member will delay posting a grade for the academic work in question until the case is final. A student found responsible for a scholastic dishonesty offense(s) will receive an appropriate disciplinary penalty or penalties from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took

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place. The faculty member will determine the appropriate academic penalty, which may range from a grade of zero (0) on the assignment to failing the course.

**Other
Offenses Student
Code of Conduct
Violations**

The College District may initiate disciplinary proceedings for a student or program applicants who commits an offense as provided below. This list is not exhaustive but provides examples of the types of violations that may result in discipline:

1. Committing an act of scholastic dishonesty including, but not limited to, cheating, collusion, and/or plagiarism.
2. Conducting himself or herself in a manner that interferes with or disrupts the educational environment, orderly process of the College District, or lawful rights of others.
3. Committing any offense that violates the College District's Core Values.
- ~~1. Forging, altering, or misusing College District documents or records.~~
- ~~2. Disrupting the orderly process of the College District (e.g., classes, events, or meetings) or interfering with the lawful rights of others.~~
- ~~3. Conducting himself or herself in a manner that interferes with College District teaching, research, administration, disciplinary procedures, or other activities and public service functions.~~
4. Damaging, stealing, defacing, or destroying College District property, property belonging to a third party on a College District-sponsored trip, or property belonging to a College District student, faculty or staff member, or a campus visitor.
5. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
6. Knowingly giving false information in response to reasonable requests from College District officials.
7. Assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at the College District, on College District property, or at a College District-sponsored event.
8. Violating the College District Student Code of Conduct; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking, guidelines for student events, registration

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of meetings and activities, use of College District facilities or the time, place, and manner of public expression).

9. Failing to comply with directions of College District officials and/or police acting in the performance of their duties.
10. Failing to notify College District officials of a change in residency status or current address.
11. Being convicted of an indictable offense under either municipal, state, or federal law that occurred on College District property or at an off-campus, College District-sponsored event.
12. Attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of, alcoholic beverages, illegal controlled substances (as defined in the Texas Controlled Substance Act), steroids, substances referred to as “designer drugs,” and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphoriant, and/or look-alike products (i.e., what is represented to be any of the above-listed substances) at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBE]
13. Retaliating against another student, campus visitor, or staff or faculty member.
14. Discriminating against, harassing, committing sexual assault, committing dating violence, committing domestic violence, engaging in bullying, and/or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability discrimination or harassment; ~~and/or creating an intimidating, hostile, or offensive educational environment.~~
- ~~14-15.~~ Creating an intimidating, hostile, or offensive educational environment.
- ~~15-16.~~ Using, possessing, or displaying any location-restricted knife, club, brass knuckles, or prohibited weapon, in violation of the law or College District policies and procedures, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the District President or designee. [See CHF]
- ~~16-17.~~ Engaging in gang-related activity and/or organized criminal activity at any College District facility or grounds. Such actions will subject a student to disciplinary penalties, while a student

involved in illegal acts may be arrested and face criminal prosecution.

- ~~17. Releasing restricted course call numbers to other students.~~
18. Failing to secure, mMisusing or sharing College-Wide Identification (CWID) numbers ~~(CWID), CougarMail e-mail Collin Email~~ accounts, restricted course registration numbers (CRNs), or other restricted access codes or passwords.
 19. Repeatedly violating College District policies, procedures, or guidelines and/or repeating less serious breaches of conduct.
 20. Misusing College District technology and/or using computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, and forging mail messages, ~~sending chain letters, and the like~~), and/or any violation of digital copyright laws resulting in demonstrable harm to the College District's network or disruption of classroom activities. These violations may result in the suspension of College District technology resource privileges and will be addressed as a formal disciplinary matter.
 21. Gambling illegally in any form, at the College District, on College District property, or at any College District-sponsored activity.
 22. Engaging in the disruptive use of electronic, digital media, or telecommunications, and/or wearable devices (e.g., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during classes, labs, or other College District learning environments. In addition, all electronic, digital media, ~~or~~ telecommunication and/or wearable devices must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering the College District's Testing Centers.
 23. Failing to demonstrate respect for the privacy rights of employees, other students, and visitors, not complying with all regulations and laws regarding the protection of confidential information, and not complying with all College District regulations regarding the use of cameras and recording devices.
 24. Engaging in hazing at the College District, on College District property, or at any College District-sponsored activity.
 - ~~25.~~ Smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on all College District property. [See ~~FLBE~~]

~~26. Forging, altering, or misusing College District documents or records.~~

~~25-27. Unlawfully interfering with the exercise of expressive activities in common outdoor areas by others as permitted by Board policies.~~

~~26. Committing any other offense that violates the College District's core values or that disrupts the educational processes of the College District.~~

Hazing

Section 51.936 of the Texas Higher Education Code and Texas Education Code Chapter 37, Subchapter F, prohibits hazing at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBC(LEGAL)] The ~~office of the dean of students at the~~ College District Dean of Students Office will publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on- or off-campus during the previous three years.

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

**Use of College
District Facilities**

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

~~[For use of the College District's facilities by employees or employee organizations, see DGD. For use by students and registered student organizations, see FLAA.]~~

Definitions

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

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

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

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

**Limited Public
Forum and Public
Assembly Use**

The buildings, classrooms, libraries, facilities, grounds, and property owned or controlled by the College District are not a traditional public forum open for assembly, debate, demonstrations, or similar

activities by members of the general public, subject to some exceptions, and applicable state law concerning common outdoor areas.
[See GD(LEGAL)]

For-Profit Use

The College District does not permit individuals or for-profit organizations to use its facilities for their own financial gain, including for marketing, promotional, course instruction, or other profit-generating activities, activities; ~~The College District does not nor does the College District~~ permit ~~third-party~~ private academic instruction, courses, or student recruitment by individuals or by for-profit organizations at its facilities. This does not exclude institutions of higher education or third-party organizations from participating in College District-approved or -sponsored transfer and recruitment fairs.

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

Nonprofit Use

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

Private Use

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

Fundraising Use

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

Campaign-Related Use

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

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

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

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

Recreational Use

Approval from the Conference Services Department is required for use of the College District's indoor and outdoor recreational facilities, such as the gym, tennis courts, and the like when the facilities

are not in use by the College District or for another scheduled purpose.

Emergency Use

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

**Expressive Activities
in Common
Outdoor Areas**

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

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

The “common outdoor areas” of the College District mean outdoor space that is not used, on either a permanent or temporary basis, for the College District’s: (1) business or operations; (2) a sponsored event; (3) an educational function; (4) a research function; and that is at least 75 feet from any College District building entrance or window. Common outdoor areas do not include the buildings, classrooms, libraries, facilities, student housing or residential outdoor spaces managed by the College District, outdoor surfaces of college buildings, surfaces associated with or connected to a college building, a college structure, spaces dedicated to temporary outdoor banners, spaces dedicated to temporary outdoor exhibits, or any other space within the College District’s limited public forum.

**Requests for Use of
Facilities**

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

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

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

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

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

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

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

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

Approval

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

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

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

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

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

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

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

**Written Notice If
Request
Rejected**

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

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

Use of Common
Outdoor Areas by
Community
Members

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

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

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

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

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

Time, Place, and Manner Rules for Common Outdoor Areas

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

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

11. Amplified sound may not be used in common outdoor areas, particularly when it disrupts College District business, operations, meetings, events, an educational function or a research function.
12. Guest speakers are allowed in common outdoor areas.
13. Guest speakers may not distribute literature that violates the rules in this policy.
14. Guest speakers may not accost bystanders or others who have chosen not to attend the speech or discussion.
15. Guest speakers may not set up exhibits or tables outside of the common outdoor areas, or inside College District buildings or facilities.
16. For any assembly, with or without a guest speaker, that has an expected attendance of fifteen or more participants (including counter-demonstrators), advance notice and a reservation are encouraged to help the Conference Services Department improve the safety and success of expressive activity.

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

**Written Agreement
Required for Use of
Facilities**

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

Fees for Use

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

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

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

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

On-Site Personnel

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

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

Required Conduct

Community members and organizations using College District facilities will:

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

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

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

1. Is not disruptive;
2. Does not impede reasonable access to College District facilities or deny the use of offices or other facilities to students, faculty, staff, or guests of the College District;
3. Does not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress or egress to and from property, buildings, or facilities;
4. Does not threaten or endanger the safety of any person on College District premises;
5. Does not harass, badger, coerce, or intimidate another person or force material on an unwilling participant or accost or approach individuals not in the immediate vicinity of the assigned table space or use areas designated by the College District;
6. Does not involve conduct that is likely to result in damage to or destruction of property or cause disruption in utilities;
7. Does not create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen;
8. Does not attempt to prevent a College District event or other lawful assembly by the threat or use of force or violence;
9. Does not interfere with the rights of others as determined by the College District; and
10. Does not violate local, state, or federal laws or College District policies and procedures.

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

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

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

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

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

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

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

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

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

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

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

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

Identification

Distribution of Literature

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

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

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

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

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

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

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

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

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

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

**Permissible
Solicitation**

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

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

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

**Solicitation
Requirements**

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

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

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

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

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

Before publicly posting a sign, an entity will:

1. Submit the proposed sign to the student engagement office staff or a designated representative for review and consideration.
2. Provide pertinent information including the:
 - a. Name and phone number of the student, approved student organization, department, or community member, which must be included on all items to be posted;
 - b. Proposed general location for posting the sign; and
 - c. Length of time the sign will be posted.

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

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

A sign may not be:

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

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

Nonpermissible Signs

No entity will post or carry a sign that:

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

Election / Campaign Signs and Tents

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

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

COMMUNITY EXPRESSION AND USE OF COLLEGE DISTRICT FACILITIES

GD

(LOCAL)

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

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

All electioneering must comply with applicable election laws.

Classroom Bulletin Boards

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

Violations of Policy

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

Publication

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

Alcohol and Drug Use Prohibited

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

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

Alcohol and Drug Use Exception

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

Children on Campus

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

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

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

Animals on Campus

The College District will allow certain animals to accompany a student or visitor on campus, in accordance with the following:

1. Instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission will be obtained from the appropriate academic dean. The permission statement will clearly designate the date, location, and purpose for the animal's presence on campus. Each animal will be on a leash or equivalent and fully under the control of the handler. The handler will have documentation of current vaccinations for the animal. The care and supervision of the animal will be the sole responsibility of the handler.
2. Service animals as defined by the Americans with Disabilities Act (ADA) and used as guide dogs or signal dogs or other dogs individually trained to provide assistance to an individual with a disability. Service animals are working animals, not pets. Animals that meet this definition will be considered service animals regardless of whether they have been licensed or certified by a state or local government. Service animals will be on a leash at all times and/or under the control of the individual with a disability. The care and supervision of the animal will be the sole responsibility of the handler. Students with allergies to a service animal may request reasonable accommodations under the ADA.

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

Collin County Community College District Board of Trustees

2020-05-2

May 26, 2020

Resource: H. Neil Matkin
District President

AGENDA ITEM: Report out of the Campus Facilities and Construction Committee and Consideration of Approval to Proceed with Modifications to Master Plan Phase 3 and 4

DISCUSSION: At its meeting on June 28, 2016, the Board of Trustees approved the Collin College Master Plan that included four (4) phases for constructing new campuses and completing renovations across the college's service area. Construction of the Phase 1 and 2 projects of the master plan are currently under construction, and two of the Phase 3 projects are in the design phase.

The projects proposed for Phases 3 and 4 were presented to the Campus Facilities and Construction Committee on July 30, 2019, and subsequently presented to the Board of Trustees at the August 9, 2019 retreat. After minor revisions, the available bond budget for Phases 3 and 4 projects totaled \$93,316,242. The proposed budget for the refined list of projects at that time was \$97,492,495, and was approved by the Board of Trustees on August 27, 2019. At that time, an extension of the agreement with AECOM was approved in the amount of \$2,000,000 for additional program services for Phase 3 & 4 projects, bringing **the total approved budget to \$99,492,495.**

Since that time, these plans have continued to be refined as city regulations and additional information has become available.

At the April 28, 2020, Board of Trustees meeting, the Board approved a change in the plan allowing reclamation of the old velodrome area and construction of a new 488-car surface parking lot in lieu of a new parking garage.

This new lot will be encompassed by an extended ring road to the east. The cost for this modification will be **\$2,646,048** and will provide sufficient parking on campus for the immediate future **at a savings of \$12,595,727** over the estimated \$15,241,775, cost of the originally planned parking garage.

These changes result in the total Phase 3 & 4 project budget for the Frisco Campus **decreasing from \$46,995,347 to \$34,399,618.**

At the McKinney Campus, the original plan called for a one-story welcome center; however, new demographic information revealed more rapid growth in enrollments over the next five-year period. As a result, staff have amended the recommendation to add appropriate square footage to prepare for the projected needs. Minor modifications are also proposed to the new entry drive and adjacent parking.

The Phase 3 & 4 plans also included re-cladding the Records/Maintenance Building and renovating the Field Training Building. However, these buildings are not on the McKinney Campus' HVAC/chilled water grid, and it will be extraordinarily expensive to retrofit and incorporate them. In addition, the master plan shows this part of the campus to be a prime location for expansion of new buildings. The recommendation is to delay these two projects until further review as a part of the 2020-2025 Master Plan in order to develop a combined proposal for Police headquarters and space for records and facilities/maintenance. **The net increase of these modifications for the McKinney Campus is \$3,418,086.**

The total Phase 3 & 4 project budget for the McKinney Campus reflects an **increase from \$37,826,607 to \$41,244,693.**

Revised Budget: The overall Phase 3 & 4 Revised Budget reflects a **net decrease of \$8,155,643**, as outlined in the attached chart, with the revised proposed budget of **\$91,336,852.**

**DISTRICT PRESIDENT'S
RECOMMENDATION:**

The District President recommends approval of the outlined modifications of the Master Plan Phases 3 and 4 and corresponding decrease in budget.

SUGGESTED MOTION:

“Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves moving forward with the outlined modifications of the Master Plan Phases 3 and 4 and corresponding decrease in budget.”

Overview of Phases 3 and 4

Campus	Amount included in Master Plan	Proposed Costs Phase 3 & 4 August 2019	Revised Proposed Costs Phase 3 & 4 May 2020
FRISCO CAMPUS	\$35,759,262	\$46,995,347	\$34,399,618
MCKINNEY CAMPUS	\$52,879,439	\$37,826,607	\$41,244,693
PLANO CAMPUS	\$4,677,541	\$11,185,541	\$11,185,541
COURTYARD CENTER	\$0	\$649,000	\$649,000
COLLIN HIGHER EDUCATION CENTER	\$0	\$836,000	\$836,000
AECOM Staff Augmentation <i>(Approved amounts not to exceed \$2M on 8/27/2019 and \$1.052M on 4/26/2020)</i>		\$2,000,000	\$3,052,000
TOTAL	\$93,316,242	\$99,492,495	\$91,336,852

Collin County Community College District Board of Trustees

2020-05-3

May 26, 2020

Resource: H. Neil Matkin
District President

AGENDA ITEM: Report out of the Finance and Audit Committee and Consideration for Approval of Authorization to Conduct a Request for Qualifications (RFQ) Solicitation Process and Execute an Engagement Letter with a Firm of Independent Certified Public Accountants to Serve as the External Audit Firm for the College for a Three-Year Period Commencing in 2020

DISCUSSION: Recently, the college's long-term external audit firm, Grant Thornton, notified the college that it is changing its business model and will no longer be conducting audit engagements for state and local government entities in the region. The college's engagement with Grant Thornton will end June 5, 2020.

Board Policy CDC(Local) requires that the Board of Trustees engage a firm of Independent Certified Public Accountants (CPAs) to conduct the college's annual financial audit, including rendering opinions on the college's financial statements.

Such engagements must be conducted according to auditing standards generally applicable in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Additionally, the selected audit firm is required to audit the compliance of the college with the types of compliance requirements described in the U.S. Office of Management and Budget's OMB Compliance Supplement and the State of Texas Single Audit Circular that could have a direct and material effect on each of its major federal and state programs. The audit firm also must complete the required Biennial Compliance Audit report to the State Auditor's Office. The Comprehensive Annual Financial Report (CAFR) and audit report are presented annually to the Board in December.

**DISTRICT PRESIDENT'S
RECOMMENDATION:**

The District President recommends that the Board of Trustees grants authorization for the District President to Conduct a Request for Qualifications (RFQ) solicitation process and, after selection of a qualified firm, execute an engagement letter with a firm of Independent Certified Public Accountants to serve as the external audit firm for the college for a three-year period commencing in 2020.

SUGGESTED MOTION:

“Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District authorizes the District President to conduct a Request for Qualifications (RFQ) solicitation process and, after selection of a qualified firm, execute an engagement letter with a firm of Independent Certified Public Accountants to serve as the external audit firm for the college for a three-year period commencing in 2020, as presented.”

Collin County Community College District Board of Trustees

2020-5-4

May 26, 2020

Resource: H. Neil Matkin
District President

AGENDA ITEM: Consideration of Approval of a Board Resolution Expressing Heartfelt Appreciation and Gratitude for Governor Greg Abbott, Lt. Governor Dan Patrick, Speaker of the House Dennis Bonnen, and Local Legislators Serving the Collin College Service District for their Stalwart Leadership and Lasting Support of Texas Community Colleges, the Community College Mission, and Collin College Specifically During Both Normal and Challenging Times

DISCUSSION: Governor Greg Abbott, Lt. Governor Dan Patrick, and Speaker of the House Dennis Bonnen issued a Press Release on May 20, 2020, acknowledging the tireless work and dedication of state agencies and institutions across Texas, who responded to the many challenges arising during the COVID-19 pandemic.

They have also recognized the important role community colleges across the state play in recovery efforts within critical segments of the state's economy and workforce and continue to bolster community college efforts to provide critical training and retraining for essential career fields and professions, including nursing, allied health professions, information technology, police, fire, and other first responders.

Community colleges play a critical role in helping the state achieve the Governor's 60 x 30 goal that by 2030, at least 60 percent of Texans ages 25-34 will have a certificate or degree.

Despite significant economic uncertainties, Governor Abbott and his administration, along with our legislators, have demonstrated their support of community colleges by preserving state funding for community colleges during this unprecedented time.

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends that the Board of Trustees approves a resolution expressing its heartfelt appreciation and gratitude for Governor Greg Abbott, Lt. Governor Dan Patrick, Speaker of the House Dennis

Bonnen, and our local legislators included below for their stalwart leadership and lasting support of Texas community colleges, the community college mission, and Collin College, specifically, during both normal and challenging times.

SUGGESTED MOTION: “Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves a resolution expressing heartfelt appreciation and gratitude for Governor Greg Abbott, Lt. Governor Dan Patrick, Speaker of the House Dennis Bonnen, and our local legislators listed in the resolution for their stalwart leadership and lasting support of Texas community colleges, the community college mission, and Collin College, specifically, during both normal and challenging times.”



COLLIN COLLEGE BOARD OF TRUSTEES

RESOLUTION

Honoring Governor Greg Abbott, Lt. Governor Dan Patrick, Speaker of the House Dennis Bonnen, and Elected Legislators Serving within the Collin College Service District

WHEREAS, Governor Greg Abbott, Lt. Governor Dan Patrick, and Speaker of the House Dennis Bonnen issued a press release on May 20, 2020, acknowledging the tireless work and dedication of state agencies and institutions across Texas to respond to the many challenges arising during the COVID-19 pandemic; and

WHEREAS, the Governor and his administration, have recognized the important role that community colleges across the state play in recovery efforts within critical segments of the state's economy and workforce; and

WHEREAS, the Governor and our state legislators continue to bolster community college efforts to provide critical training and retraining for essential career fields and professions, including nursing, allied health professions, information technology, police, fire, and other first responders; and

WHEREAS, the Governor and his administration, understand that community colleges play a critical role in helping the state achieve the Governor's 60 x 30 goal that by 2030, at least 60 percent of Texans ages 25-34 will have a certificate or degree; and

WHEREAS, the Governor and his administration, despite significant economic uncertainties, have supported community colleges by preserving state funding for community colleges during this unprecedented time;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT, that the Board expresses its heartfelt appreciation and gratitude for Governor Greg Abbott, Lt. Governor Dan Patrick, Speaker of the House Dennis Bonnen, and our local legislators included below for their stalwart leadership and lasting support of Texas community colleges, the community college mission, and Collin College specifically during both normal and challenging times.

Senator Bob Hall, District 2 – Rockwall (Rockwall County)
Senator Angela Paxton, District 8 – Collin County
Senator Jane Nelson, District 12 – Lewisville (Denton County)
Senator Pat Fallon, District 30 – Collin County

Representative Justin Holland, District 33 – Collin County (part) and Rockwall County
Representative Matt Shaheen, District 66 – Collin County
Representative Jeff Leach, District 67 – Collin County
Representative Scott Sanford, District 70 – Collin County
Representative Candy Noble, District 89 – Collin County
Representative Jared Patterson, District 106 – The Colony (Denton County)

BE IT FURTHER RESOLVED THAT the Board directs that this resolution shall be included in the minutes of this meeting, posted on the Collin College website, and that a copy be transmitted to the Governor and named elected officials.

Collin County Community College District Board of Trustees

2020-05-5

May 26, 2020

Dr. Sherry Schumann
Executive Vice President

AGENDA ITEM: Consideration of Approval of the Bid Report for May 2020

DISCUSSION: The Bid Report for May:

3 New Solicitations
2 Contract Revisions

DISTRICT PRESIDENT’S RECOMMENDATION: The District President recommends approval of the Bid Report for May 2020 as presented.

MOTION: “Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Bid Report for May 2020 as presented.”

I. NEW SOLICITATIONS

Purchase Request #1, pg. 160		
Purchase of Cisco Networking Academy	\$	110,000
Purchase Request #2, pg. 161		
Purchase of Custodial Services for Technical Campus		2,201,280
Purchase Request #3, pg. 162		
Purchase of Forklifts		<u>148,992</u>
TOTAL OF NEW SOLICITATIONS	\$	2,460,272

II. CONTRACT REVISIONS

Purchase Request #4, pg. 163		
Purchase of Technology Products	\$	100,000
Purchase Request #5, pg. 164		
Purchase of Surveillance, Security, Monitoring Equip.		250,000
TOTAL OF CONTRACT REVISIONS		<u>350,000</u>
GRAND TOTAL	\$	<u>2,810,272</u>

Purchase Request #1
Regular Board Meeting May 26, 2020
Consideration of Approval to Contract for
Cisco Networking Academy® Discount Program

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a contract to purchase equipment from The Cisco Networking Academy® Discount Program from Connection, Inc.

BACKGROUND

The Cisco Networking Academy® Equipment Discount Program enables participating member academies to purchase equipment that supports the delivery and hands-on learning aspects of Cisco CCNA Routing and Switching®, CCNA Security®, CCNP®, and Networking Essentials Networking Academy courses at reduced prices.

Reference (REF) Number 4233, has been issued to track the volume of spend for The Cisco Networking Academy.

Connection, Inc. has a contract through the National IPA cooperative purchasing program, contract number R160202, which complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

Purchases from the Networking Academy include Cisco Wireless Routers, interface cards, cables, network switches, network firewalls, security licenses, and Smartnet warranty support. Only Academies currently offering CCNA, CCNA Security, CCNP, or Networking Essentials are eligible for the Networking Academy Promotional Discount.

This contract will be used to procure equipment and supplies related to The Cisco Networking Academy that will be offered at the Wylie and Technical campuses.

\$68,188.44 – Technical Campus

\$34,094.22 – Wylie Campus

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$110,000, which is budgeted in the 2017 CIP Fixtures Furniture and Equipment budget.

MONITORING AND REPORTING TIMELINE

The term of the contract will be June 1, 2020, through August 31, 2020

RESOURCE PERSONNEL

Mike Dickson

Chief Innovation Officer

972-758-3832

**Purchase Request #2
Regular Board Meeting May 26, 2020
Consideration of Approval to Purchase
Custodial Services for the Technical Campus**

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a contract to purchase custodial services for the Technical Campus from UBM Enterprise, Inc. (UBM).

BACKGROUND

This contract will provide all labor, equipment, and materials needed to perform custodial services at the Technical Campus. UBM has been providing exceptional custodial services at the District for over three (3) years.

Request for proposal (RFP) Number 4301 was issued to procure custodial services for the Technical Campus. Ten (10) responses were received and evaluated by a team consisting of District Facility Managers who determined the proposal submitted by UBM Enterprise would provide the best value to the District. The proposal submitted by UBM Enterprise was determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$2,201,280.12 for three (3) years, which is budgeted in the Technical Campus Facility Plant Operations department's FY20 operating budget and subsequent years' budgets subject to Board approval. There is no historical data since this is a new campus.

MONITORING AND REPORTING TIMELINE

The term of the contract will be three (3) years beginning July 1, 2020, through June 30, 2023.

RESOURCE PERSONNEL

Toni Jenkins Senior Vice President of Campus Operations 972-758-3880

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a contract to purchase five forklifts from Shoppas Material Handling as part of the FF&E procurement for the Wylie Campus and the Technical Campus.

BACKGROUND

Forklifts are required equipment for both the Wylie and Technical campuses for operations to begin in the Fall of 2020. This procurement will include five forklifts, one for each Plant Operations/Facilities department, and an additional three to be housed in each trade bar (one for each trade bar) of the Technical Campus. These forklifts were specified based on the need of each area.

Request for proposal (RFP) Number 4323 was issued to procure forklifts. Five (5) responses were received and evaluated by a team consisting of faculty and staff at the Wylie and Technical campuses. They determined the proposal submitted by Shoppas Material Handling would provide the best value to the District. The bid submitted by Shoppas Material Handling was determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

Forklift procurements are necessary for the Plant Operations/Facilities department to manage the daily central receiving requirements for each campus effectively. Additionally, the specialized nature of the classes offered at the Technical Campus requires movement of heavy materials and equipment throughout the trade bars.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$148,992, which is budgeted in the 2017 CIP, as well as the new campus start-up/stabilization funds.

RESOURCE PERSONNEL

Toni Jenkins	Senior Vice President of Campus Operations	972-758-3880
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Purchase Request #4
Regular Board Meeting May 26, 2020
Consideration of Approval of Additional Funds for
Technology Products

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves the expenditure of additional funds for the purchase of technology products from CDW-G for the District.

BACKGROUND

This contract is utilized to procure various technology products such as software, computer accessories, peripherals, desktop printers, and desktop document scanners at discounted prices. The cost estimates of the additional equipment and supplies needed for the start-up of the Wylie Campus and the Technical Campus exceed the approved spend authorization.

Reference number (REF) 3722 was issued to track the volume of spend on technology purchases.

CDW-G has a contract through the E&I Cooperative Services contract number CNR01402, and complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

The additional funds will be used to purchase desktop printers, document scanners, and miscellaneous technology items for the Wylie and Technical campuses, as well as routine purchases throughout the District.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board approved the original contract on August 27, 2019, for a total amount of \$200,000. This purchasing request is for spend authorization for an additional \$100,000, which is budgeted in various departments' FY20 operating budgets, as well as the 2017 CIP technology budget. FY19 annual spend amount was \$106,252. Current FY20 spend amount is \$25,313.

MONITORING AND REPORTING TIMELINE

The term of the contract is September 1, 2019, through August 31, 2020

RESOURCE PERSONNEL

Mike Dickson

Chief Innovation Officer

972-758-3832

Purchase Request #5
Regular Board Meeting May 26, 2020
Consideration of Approval of Additional Funds for
Surveillance, Security, Monitoring Equipment and Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of surveillance, security, monitoring equipment, and services from Digital Air Control (DAC) for the District.

BACKGROUND

The Board approved a recommendation for a modification to instantaneously lock exterior doors throughout the District in case of an emergency in November 2017 as part of the Campus Safety and Security Plan.

Digital Air Control provides preventative maintenance, systems management, and enhancement programs for these modifications.

Reference number (REF) 4183 was issued to track the volume of spend for surveillance, security, monitoring equipment, and services.

DAC has a contract through the Department of Information Resources (DIR) cooperative contracts program to provide surveillance, security, monitoring equipment, and services, Contract Number DIR-TSO-3647. It complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

These funds will be used to procure a service agreement for the security systems throughout the District and upgrades to door operators at the Plano Campus. The agreement includes service and maintenance on exterior video surveillance and access control points, as well as the systems and software that support them.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board approved the original contract in August 2019 for a total amount of \$125,000. This purchasing request is for spend authorization for an additional \$250,000, which is budgeted in the Campus Safety and Security Plan FY20 operating budget and 2017 CIP funds for the Wylie and Technical campuses. Current FY20 spend amount is \$91,881.

MONITORING AND REPORTING TIMELINE

The term of the contract is September 1, 2019, through August 31, 2020

RESOURCE PERSONNEL

Mike Dickson

Chief Innovation Officer

972-758-3832

INFORMATION REPORTS

Exercise of Grant of Authority by District President

Statement of Net Position as of April 30, 2020

Summaries of Current Funds, Revenues, & Expenses as of April 30, 2020

Monthly Investment Report as of April 30, 2020

AECOM Monthly Report as of April 2020

Follow-Up to March 17, 2020 Emergency Meeting

Exercise of Grant of Authority by District President

Background:

On March 17, 2020, the Board of Trustees held an emergency board meeting pursuant to Texas Government Code § 551.045. Upon motion and vote, the Board granted authority to the District President to implement measures as needed for the health, safety, and well-being of Collin College students and employees, secure the College's academic integrity, and support the ongoing operations and workforce of the College, in light of the COVID-19 pandemic. The grant of authority was provided to the District President through June 30, 2020.

Authority Granted

The specific emergency authority granted to the District President encompassed the following actions:

- Examine and ensure continuity of pay for all College employees for regularly scheduled work hours at the normal rate of pay, when it is determined that employees should not be present on campus and when neither telecommuting or working on campus are viable options;
- Authorize the modification of class schedules, academic calendars, events such as graduations, pinnings, and other gatherings, and related matters as needed to ensure the integrity and continuity of academic and workforce education programs;
- Authorize the purchase of licenses, as required, for online vendors such as Zoom, Proctor-U, Canvas, and other resources necessary to take the bulk of instruction online;
- Authorize the implementation of other academic and administrative measures clearly related to continuing operations of the College and ensure that the College may expend necessary funds in connection with the implementation of those measures;
- Modify the bond order approved at the February 25, 2020, regularly scheduled Board Meeting to include flexibility to consider and execute a “taxable” option in addition to the existing “tax-exempt” option when selling bonds if required to maximize value to the college;
- Add \$50M to the bond reimbursement resolution in the event the college chooses to postpone the transaction based on market conditions; and
- To issue certain refunds of fees or other expenses, as deemed appropriate in response to emergency declarations within Collin County and the College's service area.

Question: How has the District President exercised the grant of emergency authority?

Answer: The District President has exercised the grant of emergency authority through the development or implementation of the following **additional** actions (**noted in bold font**):

Area	Date(s)	Action
Academic	March 18, 2020	Transfer of a significant majority of courses to online/distance learning format. Submitted and received approval verification from SACSCOC on March 23, 2020.
Academic	March 19, 2020	Revised 2019-2020 Academic Calendar, with appropriate notification to SACSCOC.
Academic	March 18, 2020 and ongoing	Directed the creation of comprehensive plan to ensure that all students complete spring 2020 courses.
Academic	April 2, 2020	Extension of course withdrawal date (to April 17).
Academic	May 22, 2020	Postpone spring graduation ceremony and implement alternative plan to celebrate our graduates in June 2020.
Academic	April 2, 2020	Resisted external influences to change grading system. Collin College continues to use the normal grading system for all classes.
Academic	April 2, 2020	Directed process for moving Maymester and early Summer semester courses to an online format.
Academic	April 10, 2020 and ongoing	Collaborated to petition Congress to reauthorize and provide increased funding for the National Science Foundation's (NSF's) Advanced Technological Education (ATE) program in order to position the college to respond to the effects of the COVID 19 pandemic on the economy and workforce.
Academic	April 8, 2020 and May 2020	Implemented plan for completion of CTE/workforce courses/and certain healthcare programs in accordance with TACC guidance.
Academic	May 15, 2020	Implemented plan to have two summer sessions conducted in online/distance learning format. The second five-week summer session will be

		offered as a combination of both in-person and online classes, with continued safety conditions in place.
Academic	May 15, 2020	Developing plan to conduct a Fall semester under more “normal” operations with expanded online course offerings.
Financial	April 7, 2020	Bond sale of \$350 million cash at 2.657% for a debt of \$302.7 million over 20 years, with a premium of \$49.4 million.
Financial	March 18, 2020 and ongoing	Directed tracking of emergency expenditures and coordination for seeking stimulus funding under the Higher Education Emergency Relief Fund of the federal CARES Act. Estimated total funding for the College is anticipated to be \$10.7 million.
Financial	April 17, 2020 and May 5, 2020	Grant submission for Collin College for the Higher Education Emergency Relief Fund validated and retrieved by Grants.gov for Emergency Grant Assistance for Collin College students in the amount of \$5,395,456.00. Process developed to be administered through Financial Aid, Student and Enrollment Services, and the Business Office. Email notices with instructions for students to obtain relief grants sent to eligible students on May 5, 2020.
Financial	May 6, 2020	Grant submission for Collin College for the Higher Education Emergency Relief Fund validated and retrieved by Grants.gov for Emergency Grant Institutional Funding to defray costs associated with changes to the delivery of instruction due to COVID-19 pandemic and other expenses.
Personnel	March 18, 2020	Continuity of pay for all faculty, staff, and student employees.
Personnel	March 18, 2020	Granted supervisors authority to allow telecommuting/work-from-home, as appropriate.

Personnel	March 18, 2020	Suspension of staff travel and conference attendance.
Personnel	March 24-26, 2020	Provided designation letters to essential staff to allow them to work on campuses or work sites.
Personnel	March 27, 2020 and ongoing	Allowed supervisors to adopt modified work schedules for essential facilities, police, and other staff to work on-site, while observing social distancing.
Personnel	April 2, 2020	Extended campus closure through May 4, 2020, with continuity of pay.
Personnel	March 23, 2020 and ongoing	Continued search committees and hiring of essential administrators, staff, and faculty for new campuses, while delaying other college-wide hiring.
Personnel	May 15, 2020	Implemented phased Recovery Plan for Employee Operations with resources for a planned reopening of campus operations and the return of full-time staff to onsite work no later than June 1, 2020.
Operations / Administrative	March 18, 2020 and ongoing	Collaborated with AECOM and construction managers to continue essential infrastructure construction work during COVID-19 pandemic crisis on Phase 1 and 2 projects (currently on schedule), student housing remediation (to be completed by mid-July), and Phase 3 and 4 projects.
Operations / Administrative	March 18, 2020	Declared libraries, math, and computer labs to remain temporarily operational.
Operations / Administrative	March 19, 2020	Declared campuses closed effective March 19 at 3:00 p.m. through March 22, 2020; extended closure of the campuses through April 6, 2020 based on the Governor's executive order.
Operations / Administrative	March 19, 2020 and ongoing	Allowed students the option to remain in campus housing.

Operations / Administrative	March 19, 2020 and ongoing	Continued meals for students who remained in campus housing.
Operations / Administrative	March 23, 2020 and ongoing	Donation of PPE supplies to hospital clinical partners.
Operations / Administrative	March 23, 2020 and ongoing	Loaning ventilator equipment to hospital clinical partners under agreements.
Operations / Administrative	April 2, 2020 and ongoing	Implementation of mitigation plan to address COVID-19 reported cases.
Operations / Administrative	April 2, 2020	Extended work from home and campus closure through May 4, 2020.
Operations / Administrative	May 15, 2020	In conjunction with phased Recovery Plan for Employee Operations, travel restrictions to remain in place until September 1, 2020.
Operations / Administrative	May 15, 2020	Conference services and facilities rentals to remain closed until September 1, 2020.
Technology	March 18, 2020 and ongoing	Invested in new online resources, including procurement of VPNs, and T-Mobile hotspots (some of which were delivered to our dual credit high schools).
Technology	March 20, 2020 and ongoing	Set up hotline for students who needed help with technology needs and Internet access.
Technology	March 27, 2020 and ongoing	Established “Wi-Fi Drive-Ins” at Frisco and McKinney campuses.
Technology	March 30, 2020 and ongoing	Implementation of test proctoring system through Honorlock and other software.

Resource: *H. Neil Matkin, Ed.D. District President 972-758-3801 nmatkin@collin.edu*

Collin College
Statement of Net Position
April 30

	2020	2019
Assets		
Current assets		
Cash and cash equivalents	\$ 607,654,386	\$ 268,626,037
Short term investments	85,773,710	207,009,031
Accounts receivable (net of allowance for bad debt)	10,678,022	9,456,436
Tax receivable (net of allowance for bad debt)	599,816	618,716
Inventories	4,616	6,359
Prepaid expenses	595,000	508,407
Total current assets	<u>705,305,550</u>	<u>486,224,986</u>
Noncurrent assets		
Long term investments	9,056,512	35,000,000
Capital assets, net		
Not subject to depreciation	341,906,389	136,059,001
Subject to depreciation	270,602,838	278,061,654
Total noncurrent assets	<u>621,565,738</u>	<u>449,120,655</u>
Total assets	<u>\$ 1,326,871,288</u>	<u>\$ 935,345,641</u>
Deferred outflows related to pensions	<u>\$ 17,383,822</u>	<u>\$ 7,977,836</u>
Deferred outflows related to OPEB	<u>\$ 44,757,743</u>	<u>\$ 977,187</u>
Liabilities		
Current liabilities		
Accounts payable	\$ 13,387,973	\$ 9,188,407
Accrued liabilities	2,083,902	2,132,736
Funds held for others	126,486	448,219
Unearned revenue	11,381,113	10,210,079
Accrued compensable absences payable	127,152	119,639
Bonds payable - current portion	12,435,000	6,970,000
OPEB liability - current portion	963,647	158,917
Total current liabilities	<u>40,505,273</u>	<u>29,227,997</u>
Noncurrent liabilities		
Accrued compensable absences payable	1,157,375	1,096,283
Pension liability	35,204,032	19,684,288
OPEB liability	64,546,843	31,160,303
Bonds payable	596,137,709	257,418,553
Total noncurrent liabilities	<u>697,045,960</u>	<u>309,359,427</u>
Total liabilities	<u>\$ 737,551,232</u>	<u>\$ 338,587,424</u>
Deferred inflows related to pensions	<u>\$ 3,335,757</u>	<u>\$ 7,845,059</u>
Deferred inflows related to OPEB	<u>\$ 25,356,761</u>	<u>\$ 6,924,831</u>
Net position		
Net investment in capital assets	\$ 373,436,989	\$ 337,353,698
Restricted for:		
Expendable		
Student aid/non-governmental grants and contracts	1,276,260	1,485,356
Reserve debt service	16,089,130	10,947,372
Unrestricted	231,966,724	241,156,924
Total net position	<u>\$ 622,769,103</u>	<u>\$ 590,943,350</u>

Collin County Community College District
All Funds
Revenues and Expenses
For the Period Ending
April 30

	2020 (66.7% Elapsed)			2019 (66.7% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
Revenues						
Unrestricted						
State Appropriations-General Revenue	\$ 39,834,020	\$ 24,704,155	62.0 %	\$ 35,500,001	\$ 22,017,064	62.0 %
Tuition and Fees	48,788,991	41,181,084	84.4 %	46,479,146	39,502,704	85.0 %
Scholarship allowances	(7,700,000)	(5,133,333)	66.7 %	(5,500,000)	(3,666,667)	66.7 %
Taxes for Current Operations	118,601,066	116,158,102	97.9 %	109,470,284	107,165,502	97.9 %
Investment Income-Unrestricted Fund	4,070,000	2,448,555	60.2 %	2,585,000	3,425,842	132.5 %
Investment Income-Stabilization Fund	1,200,000	549,929	45.8 %	950,000	431,481	45.4 %
Investment Income-Building Fund	2,300,000	1,104,812	48.0 %	1,500,000	1,710,327	114.0 %
Miscellaneous - Unrestricted Fund	2,214,142	1,022,541	46.2 %	1,847,864	1,134,419	61.4 %
Auxiliary Fund	2,963,877	2,005,606	67.7 %	1,952,480	1,778,748	91.1 %
Total Unrestricted	212,272,096	184,041,450	86.7 %	194,784,775	173,499,419	89.1 %
Restricted						
Grants and Contracts	40,712,446	26,843,490	65.9 %	33,896,178	25,221,583	74.4 %
State Allocation-On-Behalf Benefits	8,641,239	5,862,836	67.8 %	7,834,106	5,320,655	67.9 %
Debt Service- General Obligation Bonds	4,896,142	3,372,176	68.9 %	7,038,351	6,854,439	97.4 %
Total Restricted	54,249,827	36,078,502	66.5 %	48,768,635	37,396,677	76.7 %
Transfers						
Transfer in - Unrestricted to Stabilization and Startup Fd	30,300,000	20,200,000	66.7 %	30,429,899	20,200,000	66.4 %
Transfer in - Unrestricted (SAFAC) to Athletics	220,000	176,340	80.2 %	220,000	139,557	63.4 %
Transfer in - Unrestricted to Grant Fund - Matching	158,971	69,932	44.0 %	119,882	57,825	48.2 %
Transfer in - Unrestricted to Debt Service Fund	15,803,626	10,517,377	66.6 %	10,477,050	6,980,189	66.6 %
Transfer in - Stabilization and Startup to Debt Srvc Fd	1,600,523	1,067,015	66.7 %	5,871,365	3,914,243	66.7 %
Transfer in - Bdg Fd to 2020 Limited Tax Series Bonds	115,629,081	73,204,239	63.3 %	-	-	-
Total Transfers	163,712,201	105,234,904	64.3 %	47,118,196	31,291,814	66.4 %
Total Revenues and Transfers	\$ 430,234,124	\$ 325,354,856	75.6 %	\$ 290,671,606	\$ 242,187,911	83.3 %
Expenses						
Unrestricted						
Instruction	\$ 85,178,904	\$ 53,377,924	62.7 %	\$ 77,117,933	\$ 49,609,293	64.3 %
Public Service	56,360	26,947	47.8 %	53,360	34,254	64.2 %
Academic Support	21,448,260	11,146,044	52.0 %	15,444,277	9,144,569	59.2 %
Student Services	19,939,510	10,402,274	52.2 %	17,479,642	9,564,172	54.7 %
Institutional Support	53,104,231	25,215,642	47.5 %	49,141,169	21,386,952	43.5 %
Operation and Maintenance of Plant	18,960,781	9,268,606	48.9 %	16,931,815	8,672,553	51.2 %
Scholarship allowances	(7,700,000)	(5,133,333)	66.7 %	(5,500,000)	(3,666,667)	66.7 %
Auxiliary Enterprises	3,961,528	2,469,209	62.3 %	2,602,578	1,720,304	66.1 %
Reserve for Supplemental Requests - Unrestricted Fd	280,000	-	0.0 %	83,000	-	0.0 %
Reserve for Supplemental Requests - Aux Fd	61,664	-	0.0 %	-	-	-
Building Fund	5,306,483	2,637,724	49.7 %	7,584,713	-	0.0 %
Total Unrestricted Expenses	200,597,721	109,411,036	54.5 %	180,938,487	96,465,429	53.3 %
Restricted						
Grants and Contracts-Scholarships	43,885,153	27,290,565	62.2 %	36,056,491	24,991,406	69.3 %
Debt Service - General Obligation	23,522,732	6,668,488	28.3 %	20,519,336	6,869,186	33.5 %
State Allocation-On-Behalf Benefits	8,641,239	5,862,836	67.8 %	7,834,106	5,320,655	67.9 %
Limited Tax Series Bonds	235,569,298	114,981,163	48.8 %	145,462,594	75,765,399	52.1 %
Total Restricted Expenses	311,618,422	154,803,052	49.7 %	209,872,527	112,946,646	53.8 %
Transfers						
Transfer out - Unrestricted to Stabilization and Startup Fd	30,300,000	20,200,000	66.7 %	30,429,899	20,200,000	66.4 %
Transfer out - Unrestricted (SAFAC) to Athletics	220,000	176,340	80.2 %	220,000	139,557	63.4 %
Transfer out - Unrestricted to Grant Fund - Matching	158,971	69,932	44.0 %	119,882	57,825	48.2 %
Transfer out - Unrestricted to Debt Service Fund	15,803,626	10,517,377	66.6 %	10,477,050	6,980,189	66.6 %
Transfer out - Stabilization and Startup to Debt Service Fd	1,600,523	1,067,015	66.7 %	5,871,365	3,914,243	66.7 %
Transfer out - Bdg Fd to 2020 Limited Tax Series Bonds	115,629,081	73,204,239	63.3 %	-	-	-
Total Transfers	163,712,201	105,234,904	64.3 %	47,118,196	31,291,814	66.4 %
Other Adjustments						
Depreciation	12,354,681	8,204,358	66.4 %	9,456,453	6,283,409	66.4 %
Bond Principal-General Obligation Bonds	(10,520,000)	-	0.0 %	(6,970,000)	-	0.0 %
Capitalized Expenses-Operating/Aux/Restricted	(7,931,861)	(2,651,865)	33.4 %	(3,292,303)	(1,452,868)	44.1 %
Capitalized Expenses-Building Fund	(3,500,000)	(2,637,723)	75.4 %	(7,329,939)	-	0.0 %
Capitalized Expenses-Limited Tax Bond Series	(235,538,926)	(112,886,786)	47.9 %	(145,400,976)	(75,507,509)	51.9 %
Total Other Expenses	(245,136,106)	(109,972,016)	44.9 %	(153,536,765)	(70,676,969)	46.0 %
Total Expenses, Transfers and Adjustments	430,792,238	259,476,975	60.2 %	284,392,445	170,026,921	59.8 %
Excess (Deficit) of Revenues Over Expenses	(58,114)	65,877,881	(11803.7)%	6,279,161	72,160,990	1149.2 %
Total Expenses and Change to Net Position	\$ 430,234,124	\$ 325,354,856	75.6 %	\$ 290,671,606	\$ 242,187,911	83.3 %

Collin County Community College District
 Current Unrestricted Funds
 Revenues and Expenses
 For the Period Ending
 April 30

	2020 (66.7% Elapsed)			2019 (66.7% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
Revenues and Transfers In						
State Appropriations	\$ 39,834,020	\$ 24,704,155	62.0 %	\$ 35,500,001	\$ 22,017,064	62.0 %
Tuition and Fees (net of discounts)	48,788,991	41,181,084	84.4 %	46,479,146	39,502,704	85.0 %
Scholarship Allowances	(7,700,000)	(5,133,333)	66.7 %	(5,500,000)	(3,666,667)	66.7 %
Taxes for Current Operations	118,601,066	116,158,102	97.9 %	109,470,284	107,165,502	97.9 %
Investment Income	4,070,000	2,448,555	60.2 %	2,585,000	3,425,842	132.5 %
Miscellaneous	2,214,142	1,022,541	46.2 %	1,847,864	1,134,419	61.4 %
Total Revenues	\$ 205,808,219	\$ 180,381,104	87.6 %	\$ 190,382,295	\$ 169,578,863	89.1 %
Expenses						
Instruction	\$ 83,597,206	\$ 53,018,302	63.4 %	\$ 77,117,933	\$ 49,609,293	64.3 %
Public Service	56,360	26,947	47.8 %	53,360	34,254	64.2 %
Academic Support	16,694,844	9,723,969	58.2 %	15,043,949	8,885,434	59.1 %
Student Services	18,832,380	10,280,233	54.6 %	17,479,642	9,564,172	54.7 %
Institutional Support	51,714,232	24,834,884	48.0 %	49,106,142	21,374,082	43.5 %
Plant Operations & Maintenance	17,932,918	9,142,220	51.0 %	16,931,815	8,672,553	51.2 %
Scholarship Allowances	(7,700,000)	(5,133,333)	66.7 %	(5,500,000)	(3,666,667)	66.7 %
Total Unrestricted Expenses	181,127,940	101,893,222	56.3 %	170,232,841	94,473,121	55.5 %
Transfers						
Non-Mandatory:						
Unrestricted to Stabilization and Startup	30,300,000	20,200,000	66.7 %	30,429,899	20,200,000	66.4 %
Unrestricted (SAFAC) to Athletics	220,000	176,340	80.2 %	220,000	139,557	63.4 %
Mandatory:						
Unrestricted to Grant Fund (Matching)	158,971	69,932	44.0 %	119,882	57,825	48.2 %
Unrestricted to Debt Service	15,803,626	10,517,377	66.6 %	10,477,050	6,980,189	66.6 %
Total Transfers	46,482,597	30,963,650	66.6 %	41,246,831	27,377,571	66.4 %
Reserves						
Reserves for Supplemental	280,000	-	0.0 %	83,000	-	0.0 %
Total Reserves	280,000	-	0.0 %	83,000	-	0.0 %
Other Expenses and adjustments						
Depreciation	12,354,681	8,204,358	66.4 %	9,456,453	6,283,409	66.4 %
Capitalized Expenses	(7,390,241)	(2,452,166)	33.2 %	(2,647,884)	(1,260,543)	47.6 %
Total Other Expenses	4,964,440	5,752,192	115.9 %	6,808,569	5,022,865	73.8 %
Total Expenses, Transfers, and Reserves	232,854,977	138,609,064	59.5 %	218,371,241	126,873,557	58.1 %
Excess (Deficit) of Revenues Over Expenses	(27,046,758)	41,772,039	(154.4)%	(27,988,946)	42,705,306	(152.6)%
Total Expenses and Change to Net Position	\$ 205,808,219	\$ 180,381,104	87.6 %	\$ 190,382,295	\$ 169,578,863	89.1 %

Collin County Community College District
 Stabilization and Startup Fund
 Revenues and Expenses
 For the Period Ending
 April 30

	2020 (66.7% Elapsed)			2019 (66.7% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
Revenues and Transfers						
Investment Income	\$ 1,200,000	\$ 549,929	45.8 %	\$ 950,000	\$ 431,481	45.4 %
Transfer In - from Unrestricted	30,300,000	20,200,000	66.7 %	30,429,899	20,200,000	66.4 %
Total Revenues and Transfers	\$ 31,500,000	\$ 20,749,929	65.9 %	\$ 31,379,899	\$ 20,631,481	65.7 %
Expenses and Transfers						
Instruction	\$ 1,581,698	\$ 359,623	22.7 %	\$ -	\$ -	-
Academic Support	4,753,416	1,422,075	29.9 %	400,328	259,135	64.7 %
Student Services	1,107,130	122,041	11.0 %	-	-	-
Institutional Support	1,389,999	380,758	27.4 %	35,027	12,870	36.7 %
Plant Operations & Maintenance	1,027,863	126,385	12.3 %	-	-	-
Transfer out - to Debt Service	1,600,523	1,067,015	66.7 %	5,871,365	3,914,243	66.7 %
Total Expenses and Transfers	11,460,629	3,477,897	30.3 %	6,306,720	4,186,248	66.4 %
Excess (Deficit)Revenues over Expenses	20,039,371	17,272,032	86.2 %	25,073,179	16,445,234	65.6 %
Total Expenses and Change to Net Position	\$ 31,500,000	\$ 20,749,929	65.9 %	\$ 31,379,899	\$ 20,631,481	65.7 %

Collin County Community College District
 Auxiliary Funds
 Revenues and Expenses
 For the Period Ending
 April 30

	2020 (66.7% Elapsed)			2019 (66.7% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
Revenues						
Bookstore	\$ 925,000	\$ 723,509	78.2 %	\$ 840,000	\$ 745,500	88.7 %
Food Services/Vending	627,000	539,266	86.0 %	646,600	569,350	88.1 %
Catering Services	310,000	233,679	75.4 %	50,000	177,811	355.6 %
Facilities Rental	186,000	107,176	57.6 %	180,000	114,546	63.6 %
Print Shop	124,500	80,508	64.7 %	119,900	88,184	73.5 %
Miscellaneous	10,000	6,375	63.8 %	6,000	6,475	107.9 %
Athletics	4,000	2,693	67.3 %	4,500	2,245	49.9 %
Student Housing	665,422	243,674	36.6 %	-	-	-
Cell Tower	111,955	68,726	61.4 %	105,480	74,637	70.8 %
Total	2,963,877	2,005,606	67.7 %	1,952,480	1,778,748	91.1 %
Transfers						
Transfer in - Unrestricted (SAFAC) to Athletics	220,000	176,340	80.2 %	220,000	139,557	63.4 %
Total Revenues and Transfers	\$ 3,183,877	\$ 2,181,946	68.5 %	\$ 2,172,480	\$ 1,918,305	88.3 %
Expenses						
Auxiliary Services Administration	\$ 387,550	\$ 136,066	35.1 %	\$ 196,485	\$ 122,038	62.1 %
Food Services/Vending	1,011,861	748,488	74.0 %	1,016,962	705,474	69.4 %
Catering Services	252,618	221,729	87.8 %	259,976	97,900	37.7 %
Facilities Rental	160,703	101,574	63.2 %	211,040	45,628	21.6 %
Print Shop	131,782	67,269	51.0 %	147,235	77,897	52.9 %
Athletics	802,512	597,041	74.4 %	802,512	561,282	69.9 %
Student Housing	1,037,902	486,198	46.8 %	63,283	12,925	20.4 %
Scholarships	149,600	88,480	59.1 %	149,600	79,216	53.0 %
Refund Petition	27,000	22,363	82.8 %	25,000	17,943	71.8 %
Reserve for Supplemental - Auxiliary Fund	61,664	-	0.0 %	-	-	-
Total Expenses	4,023,192	2,469,209	61.4 %	2,872,093	1,720,304	59.9 %
Other Adjustments						
Capitalized expenses	(19,100)	-	0.0 %	(49,733)	-	0.0 %
Total Expenses and Adjustments	4,004,092	2,469,209	61.7 %	2,822,360	1,720,304	61.0 %
Excess (Deficit) of Revenues Over Expenses	(820,215)	(287,263)	35.0 %	(649,880)	198,001	(30.5)%
Total Expenses and Change in Net Position	\$ 3,183,877	\$ 2,181,946	68.5 %	\$ 2,172,480	\$ 1,918,305	88.3 %

Collin County Community College District
 Building Fund
 Revenues and Expenses
 For the Period Ending
 April 30

	2020 (66.7% Elapsed)			2019 (66.7% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
Revenues and Transfers						
Investment Income	\$ 2,300,000	\$ 1,104,812	48.0 %	\$ 1,500,000	\$ 1,710,327	114.0 %
Transfer in - Limited Tax Series Bonds	117,435,564		0.0 %	60,000,000	-	0.0 %
Total Revenues and Transfers	<u>\$ 119,735,564</u>	<u>\$ 1,104,812</u>	0.9 %	<u>\$ 61,500,000</u>	<u>\$ 1,710,327</u>	2.8 %
Expenses and Transfers						
Student Housing Expenses	\$ 5,306,483	\$ 2,637,724	49.7 %	\$ -	\$ -	-
Transfer out - Limited Tax Series Bonds	117,435,564	73,204,239	62.3 %	-	-	-
Total Expenses and Transfers	<u>122,742,047</u>	<u>75,841,963</u>	61.8 %	<u>-</u>	<u>-</u>	-
Other Adjustments						
Student Housing Expenses to be capitalized	(5,306,483)	(2,637,724)	49.7 %	-	-	-
Total Expenses, Transfers and Adjustments	<u>117,435,564</u>	<u>73,204,239</u>	62.3 %	<u>-</u>	<u>-</u>	-
Excess (Deficit) Revenues over Expenses	<u>2,300,000</u>	<u>(72,099,427)</u>	(3134.8)%	<u>61,500,000</u>	<u>1,710,327</u>	2.8 %
Total Expenses and Change to Net Position	<u>\$ 119,735,564</u>	<u>\$ 1,104,812</u>	0.9 %	<u>\$ 61,500,000</u>	<u>\$ 1,710,327</u>	2.8 %

Collin County Community College District
 Restricted Fund
 Revenues and Expenses
 For the Period Ending
 April 30

	2020 (66.7% Elapsed)			2019 (66.7% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
Revenues						
Federal	\$ 34,459,367	\$ 23,382,387	67.9 %	\$ 28,052,499	\$ 21,881,204	78.0 %
State	12,438,716	7,375,046	59.3 %	11,427,327	6,774,876	59.3 %
Local/Private	2,455,602	1,948,893	79.4 %	2,424,881	1,886,159	77.8 %
Total Restricted Revenues	<u>49,353,685</u>	<u>32,706,326</u>	66.3 %	<u>41,904,707</u>	<u>30,542,239</u>	72.9 %
Matching	158,971	69,932	44.0 %	119,882	57,825	48.2 %
Total Revenues and Matching	<u>\$ 49,512,656</u>	<u>\$ 32,776,258</u>	66.2 %	<u>\$ 42,024,589</u>	<u>\$ 30,600,063</u>	72.8 %
Expenses						
Instruction	\$ 5,639,023	\$ 3,208,917	56.9 %	\$ 5,069,020	\$ 2,957,338	58.3 %
Public Service	695,824	366,047	52.6 %	586,870	231,925	39.5 %
Academic Support	4,761,681	1,231,608	25.9 %	2,956,453	1,281,451	43.3 %
Student Services	2,555,841	1,335,103	52.2 %	1,028,828	1,091,683	106.1 %
Institutional Support	1,746,205	1,689,852	96.8 %	9,418	1,555,259	16513.7 %
Scholarships and Fellowships	32,467,630	25,321,874	78.0 %	27,137,693	23,194,405	85.5 %
Total Restricted Expenses	<u>47,866,204</u>	<u>33,153,401</u>	69.3 %	<u>36,788,282</u>	<u>30,312,061</u>	82.4 %
Other Expenses and Adjustments						
Capitalized expenses	(522,520)	(199,699)	38.2 %	(594,686)	(192,325)	32.3 %
Excess Revenue (Deficit) over Expenses	<u>2,168,972</u>	<u>(177,444)</u>	(8.2)%	<u>5,830,993</u>	<u>480,327</u>	8.2 %
Total Expenses and Change to Net Position	<u>\$ 50,035,176</u>	<u>\$ 32,975,957</u>	65.9 %	<u>\$ 42,619,275</u>	<u>\$ 30,792,388</u>	72.2 %

Collin County Community College District
Debt Service
Revenues and Expenses
For the Period Ending
April 30

	2020 (66.7% Elapsed)			2019 (66.7% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
Revenues						
Ad Valorem Taxes	\$ 3,196,142	\$ 3,116,401	97.5 %	\$ 4,238,351	\$ 4,155,165	98.0 %
Investment Income	1,700,000	255,775	15.0 %	2,800,000	2,699,273	96.4 %
Transfer In - Unrestricted to DS* Fund	15,803,626	10,517,377	66.6 %	10,477,050	6,980,189	66.6 %
Transfer In - Stabilization & Start Up to DS*	1,600,523	1,067,015	66.7 %	5,871,365	3,914,243	66.7 %
Total Revenue	<u>22,300,291</u>	<u>14,956,569</u>	67.1 %	<u>23,386,766</u>	<u>17,748,871</u>	75.9 %
Expenses						
Bond Principal-Series 2010	\$ 2,635,000	\$ -	0.0 %	\$ 2,530,000	\$ -	0.0 %
Bond Interest-Series 2010	441,675	294,450	66.7 %	542,875	361,917	66.7 %
Bond Principal-Series 2018	7,885,000	-	0.0 %	4,440,000	-	0.0 %
Bond Interest-Series 2018	9,561,057	6,374,037	66.7 %	13,006,461	6,507,270	50.0 %
Total Expenses	<u>20,522,732</u>	<u>6,668,488</u>	32.5 %	<u>20,519,336</u>	<u>6,869,186</u>	33.5 %
Add back: Principal payment	(10,520,000)	-	0.0 %	(6,970,000)	-	0.0 %
Excess (Deficit) Revenues over Expenses	<u>12,297,559</u>	<u>8,288,081</u>	67.4 %	<u>9,837,430</u>	<u>10,879,685</u>	110.6 %
Total Expenses and Change to Net Position	<u>\$ 22,300,291</u>	<u>\$ 14,956,569</u>	67.1 %	<u>\$ 23,386,766</u>	<u>\$ 17,748,871</u>	75.9 %

*DS=Debt Service



Monthly Investment Report
April 30, 2020

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

Shut Down and Shelter-in-Place

It is difficult – even for an optimist at heart – to find good news or sunny expectations this month. The Covid-19 virus has effectively stopped global economic progress in its tracks.

Economic weakness is widespread as expected, as global forced and enforced economic shutdowns have left nearly every domestic and international industry reeling from policies forcing businesses to close and workers to shelter in their homes. Consumers stockpiled ahead of the stay-at-home order, but the plunge in expenditures thereafter more than offset the uptick in food, beverage and even toilet paper sales in early March. (Toilet paper as the new tulip mania!) Personal income is down 2% and personal spending down 7.5% in March. Retail sales dropped 8.7% in the same period.

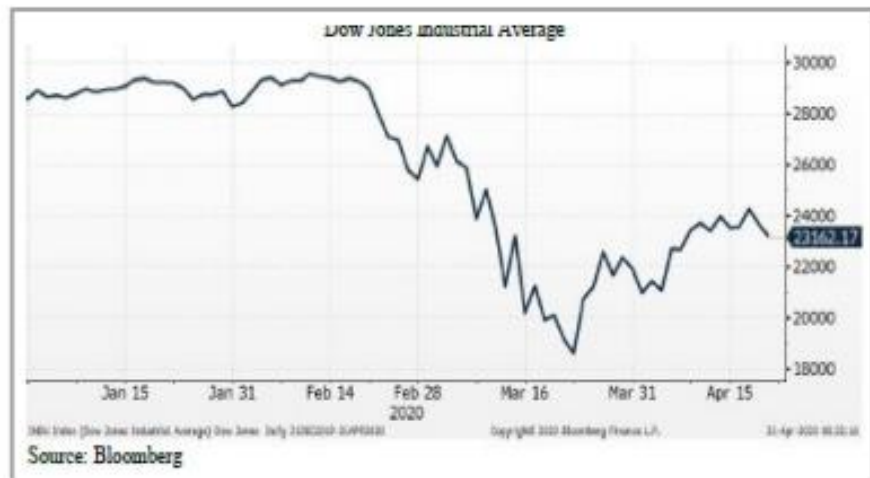
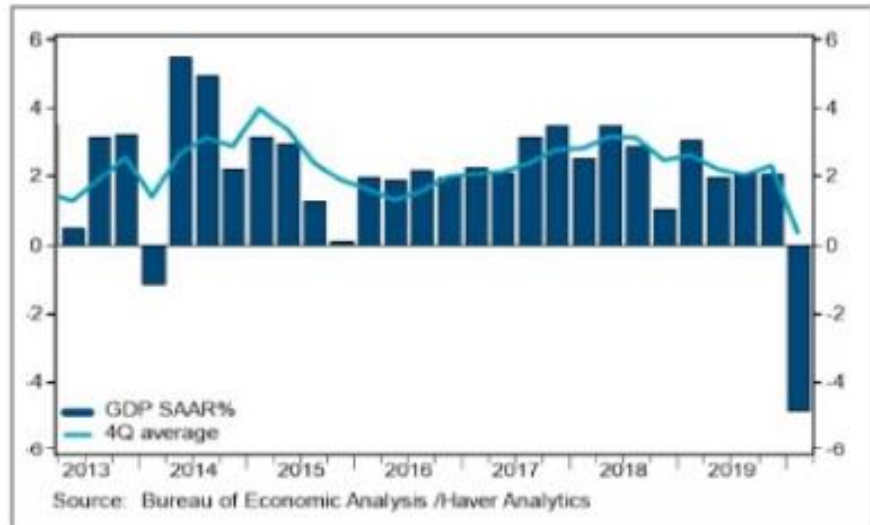
Business investment has been cut off at the knees and a sizable reduction in trade reflects the global nature of the pandemic.

Small businesses have been decimated. The national Payroll Protection Program (PPP) was launched April 3rd to help bridge the gap for small business struggling to pay rent and pay employees. But the fast start up and roll out of the program left it vulnerable to our other new consent: fraud. The Justice Dept. is opening an investigation but that will not assist businesses now.

The important effort to open up and carefully restart the economy is global. We have to somehow get the engines moving. We have to safely get business back on its feet or a deeper economic trench will be dug.

The slew of disappointing economic data has now driven US GDP down 4.8%, which foretells a potential negative GDP in 2020 Q1. That alone officially ends the longest expansion in US history. And the US is not alone. French GDP is down 5.8% and Spanish 5.2% - China is unknowable. Factory access across Asia is down to record lows. These are the sharpest declines on record.

Perhaps the worst impact was on jobs. The initial job claims 6-week summary has 30.3 million people looking for work.



The Fed as First Responder

At its April FOMC meeting, the Federal Reserve left rate policy unchanged with the federal funds target in a range from 0.00% to 0.25%.

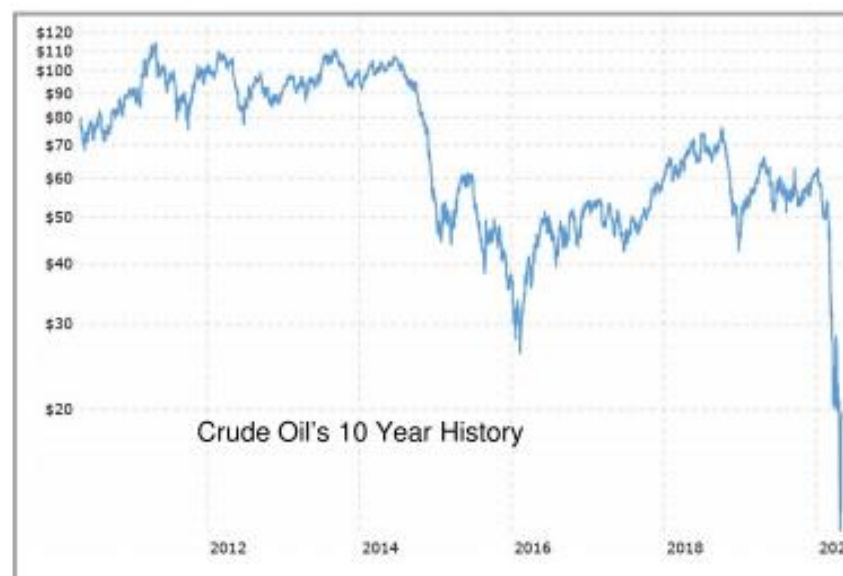
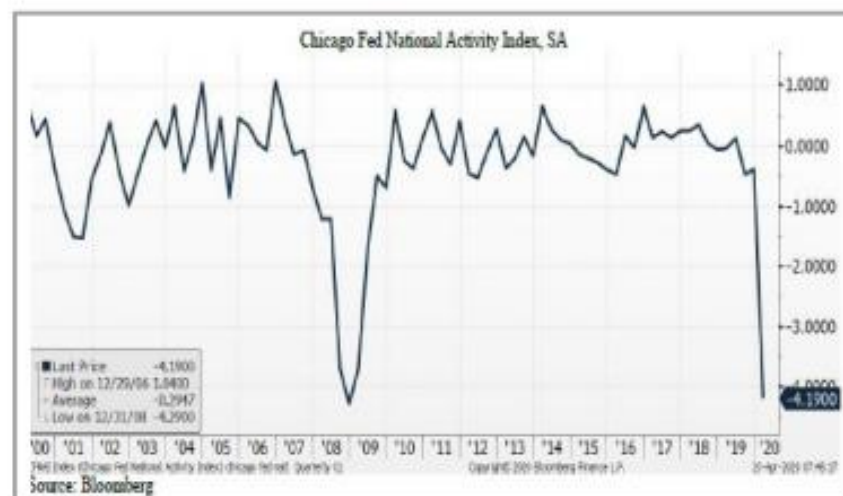
There was no further reduction in short-term rates, no adjustment to QE (quantitative easing) and no announcements of additional liquidity programs. Why? Because the Fed has already committed to *unlimited* asset purchases as well as *unlimited* liquidity to any market deemed necessary. We have already seen this in the CP market. Their goal is simply to stabilize the U.S. markets and reduce uncertainty and fear.

"To support the flow of credit to households and businesses, the Federal Reserve will continue to purchase the amounts needed to support smooth market functioning, thereby fostering effective transmission of monetary policy to broader financial conditions." (Fed statement)

In committing to use all its tools, there are still questions of effectiveness and efficiency in terms of the programs already initiated by the Fed with evidence of ongoing stress in credit markets. We saw how long QE took in 2008-2009. While the Fed remains committed, the measures taken thus far are themselves not without consequences, potentially restraining the strength of the recovery for years to come. But as always the market appears to be focused on the near-term, confident that the Fed will continue to provide and perpetuate the economy's dependence on the monetary policy punch bowl – and debt. The April statement clearly outlined "considerable risks to the economic outlook over the medium term." This statement indicates that policymakers are certainly concerned about longer-lasting economic scars and prolonged economic weakness.

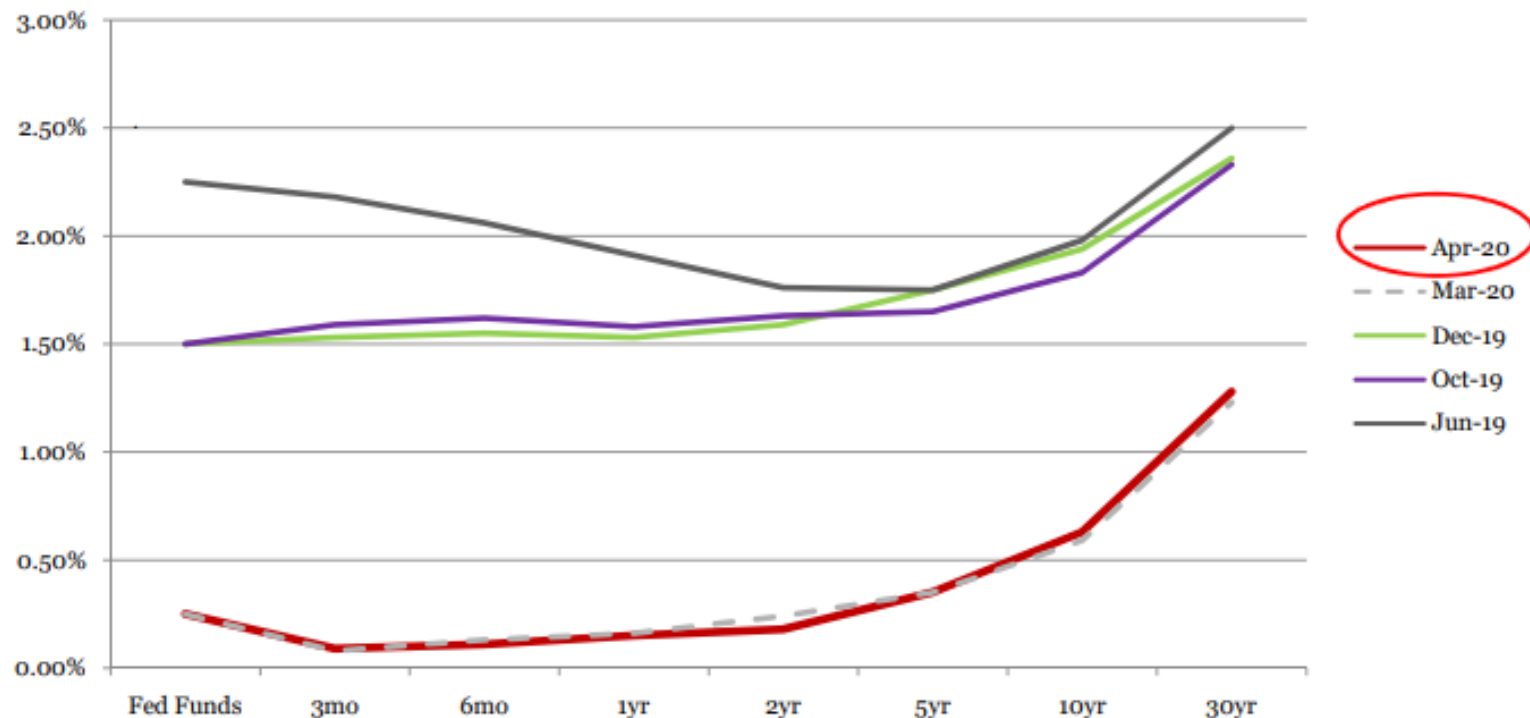
The Fed is expected to begin purchasing ETFs in early May and then move to purchases of corporate bonds. This will calm the markets as the support of the CP market did.

The U.S. relies on overseas producers – specifically China – for 30% of PPE, 40% of finished medications and 80% of active pharmaceutical ingredients, an imbalance, which leaves the U.S. very vulnerable in times of catastrophe. As a result, on the fiscal front, tax incentives and potential re-shoring subsidies are among measures being considered to create a trading alliance of "trusted partners."



This is more than anyone expected

- Fed actions and market fears around the world have caused Treasury and agency rates to remain at the levels seen last month.
- Fear increases the demand for safe havens and the safest are the U.S. Treasury and the USD dollar. The purchasing of short-term securities to wait out the virus has driven prices up and rates down. Without any change in outlook this will not change.
- Now the fear has to include a move to *deflation*.
- Even high credit quality, sterling grade companies are being affected in the short-term. Disney was downgraded as parks closed. But companies are slowly moving to open slowly and cautiously from small town cafes to mega-corporations like Disney and struggling car companies. Despite threats, but with utmost caution, companies and therefore the economy have to open.
- Expect rates to stay low for at least the next several months as the globe fights – and destroys – this virus.



End of Month Rates - Full Yield Curve - Fed Funds to 30yr

Collin County Community College District
 Monthly Investment Report
 April 1, 2020 – April 30, 2020

Portfolio Summary Management Report

<u>Portfolio as of 03/31/20:</u>		<u>Portfolio as of 04/30/20:</u>	
Beginning Book Value	\$ 389,458,130	Ending Book Value	\$ 705,367,457
Beginning Market Value	\$ 389,458,130	Ending Market Value	\$ 705,316,125
		Unrealized Gain/Loss	\$ (51,332)
WAM at Beginning Period Date ¹	19 days	WAM at Ending Period Date ¹	21 days
<i>(Increase in market value is due to seasonal cash inflows)</i>		Change in Market Value ²	\$ 315,857,995
	Average Yield to Maturity for period		0.688%
	Average Yield 3 Month Treasury Bill for period		0.140%

Julie Bradley

Julie Bradley, Associate V.P. - Controller
 Collin County Community College District

Barbara Johnston

Barbara Johnston, Associate V.P.
 Collin County Community College District

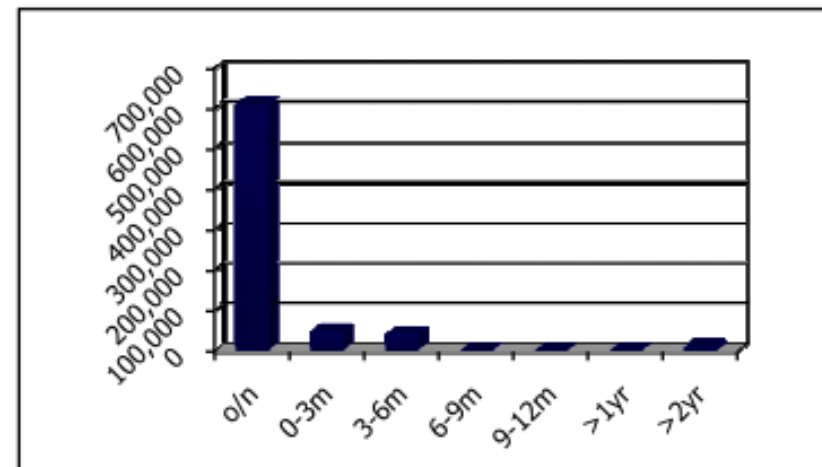
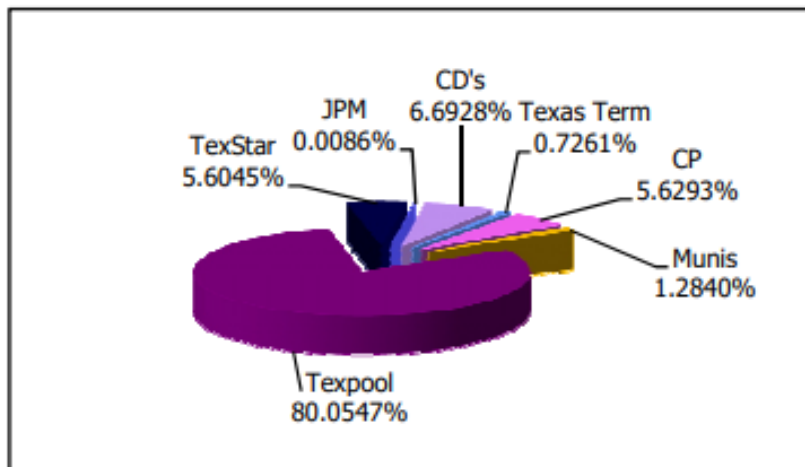
¹ WAM – weighted average maturity

² “Change in Market Value” is required data, but will primarily reflect the receipt and expenditure of the District’s funds from month to month.
Patterson & Associates has assisted in the preparation of this consolidated investment report, with additional input provided by CCCCDD.

Your Portfolio

As of April 30, 2020

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity in your portfolio. They do reflect our expectation of continuing low rates but also our attempts to use all authorized maturities to capture yield available. As Fed actions are introduced some normalcy will return as different market sectors respond. This is what we are watching for and acting on.
- The non-cash portion of your portfolio is yielding 2.15%.





**Collin Co Comm College Dist.
Portfolio Management
Portfolio Summary
April 30, 2020**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Commercial Paper Disc. -Amortizing	40,000,000.00	39,707,277.78	39,707,277.78	5.63	170	135	1.932
Municipal Bonds	8,865,000.00	9,005,180.40	9,056,511.52	1.28	900	889	1.474
TexStar	39,532,242.27	39,532,242.27	39,532,242.27	5.60	1	1	0.445
Texpool	564,679,539.55	564,679,539.55	564,679,539.55	80.05	1	1	0.455
JPMorgan Chase	61,166.50	61,166.50	61,166.50	0.01	1	1	0.000
CD's - Interest Monthly/Quarterly	47,208,986.85	47,208,986.85	47,208,986.85	6.69	366	19	2.460
Texas Term	5,121,732.08	5,121,732.08	5,121,732.08	0.73	1	1	0.830
Investments	705,468,667.25	705,316,125.43	705,367,456.55	100.00%	46	21	0.688
Cash and Accrued Interest							
Accrued Interest at Purchase		45,061.79	45,061.79				
Subtotal		45,061.79	45,061.79				
Total Cash and Investments	705,468,667.25	705,361,187.22	705,412,518.34		46	21	0.688

Total Earnings	April 30 Month Ending	Fiscal Year To Date
Current Year	278,045.43	4,472,147.88



Collin Co Comm College Dist.
Summary by Type
April 30, 2020
Grouped by Fund

Patterson & Associates
 901 S. MoPac
 Suite 195
 Austin, TX 78746

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Building						
Texpool	1	11,349,458.57	11,349,458.57	1.61	0.455	1
TexStar	1	28,227,301.44	28,227,301.44	4.00	0.445	1
Subtotal	2	39,576,760.01	39,576,760.01	5.61	0.448	1
Fund: 2018 Bond Series						
Texpool	1	0.00	0.00	0.00	0.000	0
Subtotal	1	0.00	0.00	0.00	0.000	0
Fund: 2020 Bond Series						
Texpool	1	350,006,727.00	350,006,727.00	49.62	0.455	1
Subtotal	1	350,006,727.00	350,006,727.00	49.62	0.455	1
Fund: Debt Service						
Texas Term	1	20.49	20.49	0.00	0.830	1
Texpool	1	16,871,570.14	16,871,570.14	2.39	0.455	1
Subtotal	2	16,871,590.63	16,871,590.63	2.39	0.455	1
Fund: Operating						
Municipal Bonds	2	8,865,000.00	9,056,511.52	1.28	1.474	889
CD's - Interest Monthly/Quarterly	1	47,208,986.85	47,208,986.85	6.69	2.460	19
JPMorgan Chase	1	61,166.50	61,166.50	0.01	0.000	1
Commercial Paper Disc. -Amortizing	4	40,000,000.00	39,707,277.78	5.63	1.932	135
Texas Term	1	5,121,711.59	5,121,711.59	0.73	0.830	1
Texpool	1	121,236,130.34	121,236,130.34	17.19	0.455	1
TexStar	1	11,304,940.83	11,304,940.83	1.60	0.445	1
Subtotal	11	233,797,936.11	233,696,725.41	33.13	1.158	62
Fund: Stabilization						
Texpool	1	65,215,653.50	65,215,653.50	9.25	0.455	1
Subtotal	1	65,215,653.50	65,215,653.50	9.25	0.455	1
Total and Average	18	705,468,667.25	705,367,456.55	100.00	0.688	21



**Collin Co Comm College Dist.
Fund BLDG - Building
Investments by Fund
April 30, 2020**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
TexStar										
2450	10007	TexStar	02/01/2016	28,227,301.44	28,227,301.44	28,227,301.44	0.445	0.438	0.444	1
Subtotal and Average				28,227,301.44	28,227,301.44	28,227,301.44		0.439	0.445	1
Texpool										
700001	10009	Texpool	02/01/2016	11,349,458.57	11,349,458.57	11,349,458.57	0.455	0.448	0.455	1
Subtotal and Average				11,349,458.57	11,349,458.57	11,349,458.57		0.449	0.455	1
Total Investments and Average				39,576,760.01	39,576,760.01	39,576,760.01		0.442	0.448	1

Fund BOND18 - 2018 Bond Series
Investments by Fund
April 30, 2020

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Texpool										
700006	10067	Texpool	04/12/2018	0.00	0.00	0.00				1
Subtotal and Average				0.00	0.00	0.00		0.000	0.000	0
Total Investments and Average				0.00	0.00	0.00		0.000	0.000	0

**Fund BOND20 - 2020 Bond Series
Investments by Fund
April 30, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Texpool										
700006A	10164	Texpool	04/29/2020	350,006,727.00	350,006,727.00	350,006,727.00	0.455	0.448	0.455	1
Subtotal and Average				350,006,727.00	350,006,727.00	350,006,727.00		0.449	0.455	1
Total Investments and Average				350,006,727.00	350,006,727.00	350,006,727.00		0.449	0.455	1

**Fund DS - Debt Service
Investments by Fund
April 30, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Texpool										
700004	10010	Texpool	02/01/2016	16,871,570.14	16,871,570.14	16,871,570.14	0.455	0.448	0.455	1
Subtotal and Average				16,871,570.14	16,871,570.14	16,871,570.14		0.449	0.455	1
Texas Term										
1291-01	10141	TexasDAILY	02/04/2019	20.49	20.49	20.49	0.830	0.818	0.830	1
Subtotal and Average				20.49	20.49	20.49		0.819	0.830	1
Total Investments and Average				16,871,590.63	16,871,590.63	16,871,590.63		0.449	0.455	1

**Fund OPER - Operating
Investments by Fund
April 30, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Commercial Paper Disc. -Amortizing											
03785DHE9	10159	Apple Inc CP	03/26/2020	9,969,375.00	10,000,000.00	9,969,375.00		1.054	1.068	08/14/2020	105
16677JVV9	10161	Chevron Corp CP	04/02/2020	9,905,625.00	10,000,000.00	9,905,625.00		2.275	2.307	09/29/2020	151
19121AJJ1	10158	Coca Cola CP	03/24/2020	9,920,277.78	10,000,000.00	9,920,277.78		2.070	2.099	09/18/2020	140
71344TJN3	10160	Pepsico CP	03/26/2020	9,912,000.00	10,000,000.00	9,912,000.00		2.224	2.255	09/22/2020	144
Subtotal and Average				39,707,277.78	40,000,000.00	39,707,277.78		1.905	1.932		134
Municipal Bonds											
20772J3G5	10162	State of Connecticut	04/20/2020	5,938,504.25	5,865,000.00	5,929,280.40	2.020	1.440	1.460	08/15/2022	836
20772KAE9	10163	State of Connecticut	04/20/2020	3,118,007.27	3,000,000.00	3,075,900.00	2.990	1.479	1.500	01/15/2023	989
Subtotal and Average				9,056,511.52	8,865,000.00	9,005,180.40		1.454	1.474		888
TexStar											
5450	10008	TexStar	02/01/2016	11,304,940.83	11,304,940.83	11,304,940.83	0.445	0.438	0.444		1
Subtotal and Average				11,304,940.83	11,304,940.83	11,304,940.83		0.439	0.445		1
Texpool											
700003	10011	Texpool	02/01/2016	121,236,130.34	121,236,130.34	121,236,130.34	0.455	0.448	0.455		1
Subtotal and Average				121,236,130.34	121,236,130.34	121,236,130.34		0.449	0.455		1
JPMorgan Chase											
7828	10012	JPMorgan Chase Commercial Chkg	02/01/2016	61,166.50	61,166.50	61,166.50					1
Subtotal and Average				61,166.50	61,166.50	61,166.50		0.000	0.000		1
CD's - Interest Monthly/Quarterly											
172128542	10157	East West Bank	05/20/2019	47,208,986.85	47,208,986.85	47,208,986.85	2.460	2.426	2.460	05/20/2020	19
Subtotal and Average				47,208,986.85	47,208,986.85	47,208,986.85		2.426	2.460		19
Texas Term											
1291-00	10142	TexasDAILY	02/06/2019	5,121,711.59	5,121,711.59	5,121,711.59	0.830	0.818	0.830		1
Subtotal and Average				5,121,711.59	5,121,711.59	5,121,711.59		0.819	0.830		1
Total Investments and Average				233,696,725.41	233,797,936.11	233,645,394.29		1.142	1.158		61

**Fund STABL - Stabilization
Investments by Fund
April 30, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Texpool										
700005	10050	Texpool	01/24/2018	65,215,653.50	65,215,653.50	65,215,653.50	0.455	0.448	0.455	1
Subtotal and Average				65,215,653.50	65,215,653.50	65,215,653.50	0.449	0.455		1
Total Investments and Average				65,215,653.50	65,215,653.50	65,215,653.50	0.449	0.455		1



INVESTMENT PROFESSIONALS

**Collin Co Comm College Dist.
Cash Reconciliation Report
For the Period April 1, 2020 - April 30, 2020
Grouped by Fund**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

Trans. Date	Investment #	Fund	Trans. Type	Security ID	Par Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash
Operating											
04/02/2020	10161	OPER	Purchase	16677JJV9	10,000,000.00	CHEVCP 10.0M 0.00% Mat.	09/29/2020	-9,887,500.00	0.00	0.00	-9,887,500.00
04/20/2020	10162	OPER	Purchase	20772J3G5	5,865,000.00	CONNST 5.9M 2.02% Mat.	08/15/2022	-5,939,485.50	-21,390.96	0.00	-5,960,876.46
04/20/2020	10163	OPER	Purchase	20772KAE9	3,000,000.00	CONNST 3.0M 2.99% Mat.	01/15/2023	-3,119,340.00	-23,670.83	0.00	-3,143,010.83
04/30/2020	10157	OPER	Interest	172128542	46,117,763.39	EWB 46.1M 2.46% Mat. 05/20/2020	05/20/2020	0.00	95,353.10	0.00	95,353.10
04/30/2020	10157	OPER	Interest	172128542	46,117,763.39	EWB 46.1M 2.46% Mat. 05/20/2020	05/20/2020	-95,353.10	0.00	0.00	-95,353.10
Subtotal								-19,041,678.60	50,291.31	0.00	-18,991,387.29
Total								-19,041,678.60	50,291.31	0.00	-18,991,387.29



**Collin Co Comm College Dist.
Purchases Report
Sorted by Fund - Fund
April 1, 2020 - April 30, 2020**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
2020 Bond Series													
700006A	10164	BOND20	RR2	TXPOOL	350,000,000.00	04/29/2020	/ - Monthly	350,000,000.00		0.455		0.455	350,006,727.00
				Subtotal	350,000,000.00			350,000,000.00	0.00				350,006,727.00
Operating													
16677JVV9	10161	OPER	ACP	CHEVCP	10,000,000.00	04/02/2020	09/29 - At Maturity	9,887,500.00			09/29/2020	2.276	9,905,625.00
20772J3G5	10162	OPER	MC1	CONNST	5,865,000.00	04/20/2020	08/15 - 02/15	5,939,485.50	21,390.96	2.020	08/15/2022	1.461	5,938,504.25
20772KAE9	10163	OPER	MC1	CONNST	3,000,000.00	04/20/2020	07/15 - 01/15	3,119,340.00	23,670.83	2.990	01/15/2023	1.500	3,118,007.27
				Subtotal	18,865,000.00			18,946,325.50	45,061.79				18,962,136.52
				Total Purchases	368,865,000.00			368,946,325.50	45,061.79				368,968,863.52



**Collin Co Comm College Dist.
Interest Earnings
Sorted by Fund - Fund
April 1, 2020 - April 30, 2020
Yield on Average Book Value**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Building												
2450	10007	BLDG	RRP	28,227,301.44	28,216,987.73	28,217,331.52		0.445	0.445	10,313.71	0.00	10,313.71
700001	10009	BLDG	RR2	11,349,458.57	32,428,410.11	31,725,778.39		0.455	0.458	11,933.03	0.00	11,933.03
			Subtotal	39,576,760.01	60,645,397.84	59,943,109.91			0.452	22,246.74	0.00	22,246.74
Fund: 2020 Bond Series												
700006A	10164	BOND20	RR2	350,006,727.00	0.00	23,333,557.57		0.455	0.351	6,727.00	0.00	6,727.00
			Subtotal	350,006,727.00	0.00	23,333,557.57			0.351	6,727.00	0.00	6,727.00
Fund: Debt Service												
700004	10010	DS	RR2	16,871,570.14	15,414,490.82	16,285,894.23		0.455	0.453	6,065.52	0.00	6,065.52
1291-01	10141	DS	RR5	20.49	20.48	20.48		0.830	0.594	0.01	0.00	0.01
			Subtotal	16,871,590.63	15,414,511.30	16,285,914.71			0.453	6,065.53	0.00	6,065.53
Fund: Operating												
5450	10008	OPER	RRP	11,304,940.83	11,300,810.23	11,300,947.92		0.445	0.445	4,130.60	0.00	4,130.60
700003	10011	OPER	RR2	121,236,130.34	157,255,246.60	131,509,520.72		0.455	0.460	49,734.81	0.00	49,734.81
7828	10012	OPER	RR3	61,166.50	52,751.09	53,031.60				0.00	0.00	0.00
172128542	10157	OPER	RR4	47,208,986.85	47,113,633.75	47,116,812.19	05/20/2020	2.460	2.462	95,353.10	0.00	95,353.10
1291-00	10142	OPER	RR5	5,121,711.59	5,118,249.13	5,118,364.55		0.830	0.823	3,462.46	0.00	3,462.46
19121AJJ1	10158	OPER	ACP	10,000,000.00	9,903,194.45	9,912,020.83	09/18/2020		2.097	0.00	17,083.33	17,083.33
03785DHE9	10159	OPER	ACP	10,000,000.00	9,960,625.00	9,965,145.83	08/14/2020		1.068	0.00	8,750.00	8,750.00
71344TJN3	10160	OPER	ACP	10,000,000.00	9,893,666.67	9,903,138.89	09/22/2020		2.252	0.00	18,333.33	18,333.33
16677JVV9	10161	OPER	ACP	10,000,000.00	0.00	9,566,979.17	09/29/2020		2.305	0.00	18,125.00	18,125.00
20772KAE9	10163	OPER	MC1	3,000,000.00	0.00	1,143,491.45	01/15/2023	2.990	1.498	2,740.84	-1,332.73	1,408.11
20772J3G5	10162	OPER	MC1	5,865,000.00	0.00	2,177,615.10	08/15/2022	2.020	1.474	3,620.01	-981.25	2,638.76
			Subtotal	233,797,936.11	250,598,176.92	237,767,068.26			1.121	159,041.82	59,977.68	219,019.50
Fund: Stabilization												
700005	10050	STABL	RR2	65,215,653.50	62,800,043.76	64,235,817.16		0.455	0.454	23,986.66	0.00	23,986.66
			Subtotal	65,215,653.50	62,800,043.76	64,235,817.16			0.454	23,986.66	0.00	23,986.66

Collin Co Comm College Dist.
 Interest Earnings
 April 1, 2020 - April 30, 2020

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Adjusted Interest Earnings			
									Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
			Total	705,468,667.25	389,458,129.82	401,565,467.60			0.842	218,067.75	59,977.68	278,045.43



**Collin Co Comm College Dist.
Amortization Schedule
April 1, 2020 - April 30, 2020
Sorted By Fund - Fund**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

Investment #	Maturity Date	Beginning Par Value			Amounts Amortized					
Issuer	Fund	Amort. Date	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	And Unamortized As of 04/01/2020	Amount Amortized This Period	Amt Amortized Through 04/30/2020	Amount Unamortized Through 04/30/2020
Operating										
10159 Apple Inc CP	OPER	08/14/2020	10,000,000.00	9,958,875.00	-41,125.00	9,969,375.00	1,750.00 -39,375.00	8,750.00	10,500.00	-30,625.00
10161 Chevron Corp CP	OPER	09/29/2020	10,000,000.00	9,887,500.00	-112,500.00	9,905,625.00	0.00 -112,500.00	18,125.00	18,125.00	-94,375.00
10158 Coca Cola CP	OPER	09/18/2020	10,000,000.00	9,896,638.89	-101,361.11	9,920,277.78	4,555.56 -96,805.55	17,083.33	21,638.89	-79,722.22
10162 State of Connecticut	OPER	08/15/2022	5,865,000.00 2.020	5,939,485.50	74,485.50	5,938,504.25	0.00 74,485.50	-981.25	-981.25	73,504.25
10163 State of Connecticut	OPER	01/15/2023	3,000,000.00 2.990	3,119,340.00	119,340.00	3,118,007.27	0.00 119,340.00	-1,332.73	-1,332.73	118,007.27
10160 Pepsico CP	OPER	09/22/2020	10,000,000.00	9,890,000.00	-110,000.00	9,912,000.00	3,666.67 -106,333.33	18,333.33	22,000.00	-88,000.00
Subtotal				48,693,839.39	-171,160.61	48,763,789.30	9,972.23 -161,188.38	59,977.68	69,949.91	-101,210.70
Total				48,693,839.39	-171,160.61	48,763,789.30	9,972.23 -161,188.38	59,977.68	69,949.91	-101,210.70



**Collin Co Comm College Dist.
Projected Cashflow Report
Sorted by Monthly
For the Period May 1, 2020 - November 30, 2020**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
July 2020										
07/15/2020	10163	OPER	20772KAE9	Interest	State of Connecticut	0.00	0.00	0.00	44,850.00	44,850.00
Total for July 2020						0.00	0.00	0.00	44,850.00	44,850.00
August 2020										
08/14/2020	10159	OPER	03785DHE9	Maturity	Apple Inc CP	10,000,000.00	9,958,875.00	10,000,000.00	0.00	10,000,000.00
08/15/2020	10162	OPER	20772J3G5	Interest	State of Connecticut	0.00	0.00	0.00	59,236.50	59,236.50
Total for August 2020						10,000,000.00	9,958,875.00	10,000,000.00	59,236.50	10,059,236.50
September 2020										
09/18/2020	10158	OPER	19121AJJ1	Maturity	Coca Cola CP	10,000,000.00	9,898,638.89	10,000,000.00	0.00	10,000,000.00
09/22/2020	10160	OPER	71344TJN3	Maturity	Pepsico CP	10,000,000.00	9,890,000.00	10,000,000.00	0.00	10,000,000.00
09/29/2020	10161	OPER	16677JVV9	Maturity	Chevron Corp CP	10,000,000.00	9,887,500.00	10,000,000.00	0.00	10,000,000.00
Total for September 2020						30,000,000.00	29,676,138.89	30,000,000.00	0.00	30,000,000.00
GRAND TOTALS:						40,000,000.00	39,635,013.89	40,000,000.00	104,086.50	40,104,086.50



Collin College

2017 Capital Improvement Program
Monthly Report
April 2020

Collin County Community College District

Project Reference: 60541060
Project Number: 60541060

May 7, 2020

Quality information

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1. Introduction

On May 6, 2017, voters approved Collin College's \$600 million bond proposal to facilitate a long-range plan to accommodate the projected population growth in Collin County over the next two decades. The program consists of 4 new campuses and 2 new facilities.

On May 16, 2017, in a special session, the Board of Trustees granted the District President authority to enter and negotiate into contract with AECOM Technical Services, Inc. (AECOM) to provide Program Management Services to the Collin College 2017 Capital Improvement Program. On May 25, 2017, Collin College issued a Notice to Proceed to AECOM. As part of these services, AECOM will deliver a monthly report to provide status and progress of key aspects of the Program.

2. Executive Summary

The Program is progressing as planned with no major issues to report at this time.

Completed and Pending Items

- Technical Campus - Landscaping for parking lot islands and campus site is on-going. Parking lot light pole installations is on-going. Drywall finishes and MEP installations is on-going in Trade Bar C and Trade Bar D. Guardrails and hand rails at stairs in Academic Building are nearing completion. Final painting of walls throughout all 3 levels of Academic Building is nearing completion. Elevator installation is complete in the Academic Building. Metal paneling and swiss pearl installation is on-going on the east face of the Academic Building on Level 0. Metal panel installation is on-going at Trade Bar D.
- Wylie Campus – TCO's were received for the Library (April 30th, building 1 of 5) and the CUP (April 29th, building 2 of 5); the TCO from the City of Wylie allows for the installation of furniture. Received State Inspection Certification on April 24th for two elevators in the Library and for two elevators in the Campus Commons. Landscaping is on-going in the quad area of the campus. North and South entrance Monument signage has been installed. MEP tie-in, drywall, glazing, millwork and masonry work is on-going in the Campus Commons, Student Center, and Conference Center. Bridge construction at the ephemeral stream is complete. Main entry to the site is now located at the North entrance. Lengthening of the South entry stacking lane is currently under construction.

Items of close attention

- Construction schedules are being closely monitored to ensure completion of the Phase 1 projects by Fall 2020. Acceleration plans have been discussed with CMAR's and will be implemented if needed to address COVID-19 delays.

Budget Summary

- \$489,211,500 of the \$600,000,000 has been committed to-date in the form of contracts with various vendors. This represents 81.54% of the overall program budget committed.
- \$343,546,987 of the \$489,211,500 committed amount has been expended to-date. This represents 70.22% of the commitments to date and 57.26% of the program budget.

3. Scope

3.1 Phase 1

- Wylie Campus
 - Construction of a campus on a new approximately 97-acre site
 - The campus includes:
 - Campus Commons
 - Learning Resource Center / Library
 - Student Center
 - Central Utility Plant
- Technical Campus
 - Construction of a Technical Campus on a new 32-acre site in Allen, Texas
 - The campus includes:
 - 500 space underground parking garage
 - Academic Building (includes space for dual credit students)
 - 3 Trade Bar Buildings to support CTE programs
 - Programs planned for inclusion include:
 - Advanced Manufacturing, Automotive, Construction, and Health Science

3.2 Phase 2

- Celina Campus
 - Construction of a campus on a new approximately 75-acre site
 - The campus includes:
 - Student Union / Workforce / Instructional Building
- Farmersville Campus
 - Construction of a campus on a new approximately 76-acre site
 - The campus includes:
 - Student Union / Workforce / Instructional Building
- Frisco Campus
 - Construction of a new IT Center building on an existing campus

3.3 Phase 3

- Frisco Campus
 - Construction of a new fire lane, parking lot, and loop road on the existing campus
- McKinney Campus
 - Construction of a new Welcome Center on the existing campus
- Additional McKinney Campus Projects
 - Trane Upgrades
 - New Entry Drive and Parking
 - Pistol Range Demo
 - Classroom Building and Dining Renovations
 - Dental Hygiene Renovations
 - Wayfinding
- Additional Frisco Campus Projects
 - Trane Upgrades
 - Alumni Hall Renovations and Additions
 - Lawler Hall Renovations
 - Heritage Hall Upgrades
 - Founders Hall Renovations
 - Wayfinding
- Additional Plano Campus Projects
 - Trane Upgrades
 - Wayfinding
- Additional Courtyard Center Projects
 - Trane Upgrades
- Additional CHEC Projects
 - Trane Upgrades

4. Community

4.1 Project Teams

4.1.1 Phase 1

- Wylie Campus
 - Program Manager: AECOM Technical Services, Inc. (under contract)
 - A/E: Page Southerland Page, Inc. (under contract)
 - MEP: Reed, Wells, Benson & Co.
 - Civil Engineer: Pacheco Koch Consulting Engineers, Inc.

- Cost Consulting: Vermeulens
- Construction Manager-at-Risk: Skanska USA Building, Inc. (under contract)
- Commissioning Agent: Bath Group, Inc. (under contract)
- Technical Campus
 - Program Manager: AECOM Technical Services, Inc. (under contract)
 - A/E: Perkins+Will, Inc. (under contract)
 - Associate Architect: Hoefer Wysocki Architecture
 - MEP: Purdy McGuire
 - Civil Engineer: Pacheco Koch Consulting Engineers, Inc.
 - Structural Engineer: L.A. Fuess Partners, Inc.
 - Cost Consulting: Vermeulens
 - Construction Manager-at-Risk: McCarthy Building Companies, Inc. (under contract)
 - Commissioning Agent: Farnsworth (under contract)

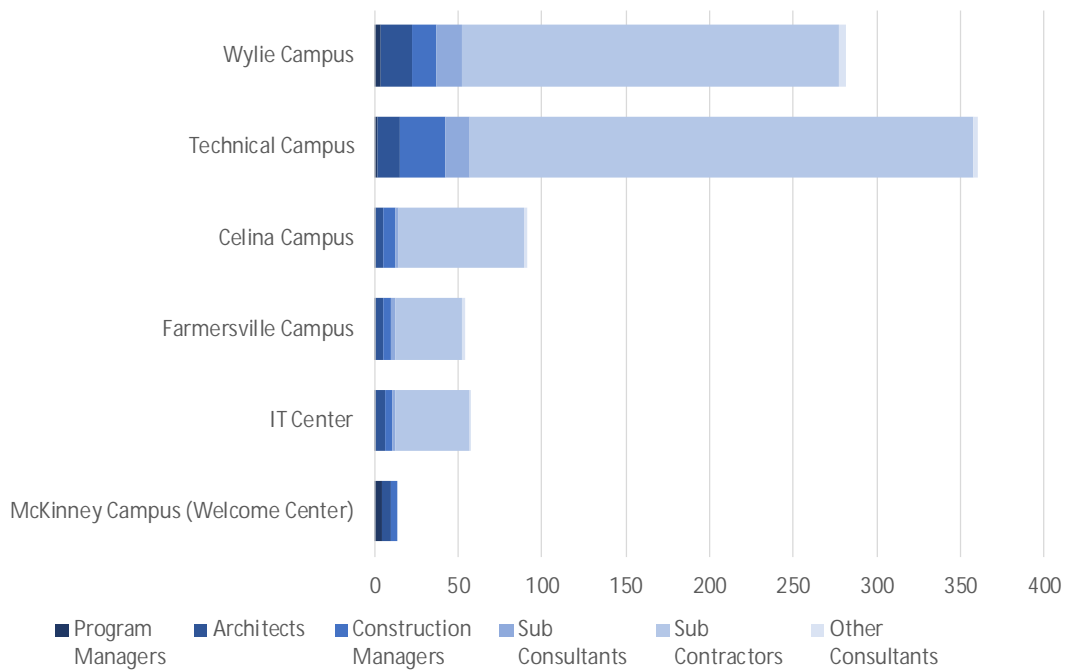
4.1.2 Phase 2

- Celina Campus
 - Program Manager: AECOM (under contract)
 - A/E: Beck Architecture, LLC (under contract)
 - Structural Engineer: L.A. Fuess Partners, Inc.
 - MEP: Reed, Wells, Benson & Co.
 - Civil Engineer: RLK Engineering
 - Construction Manager-at-Risk: JT Vaughn Construction (under contract)
- Farmersville Campus
 - Program Manager: AECOM (under contract)
 - A/E: Beck Architecture, LLC (under contract)
 - Structural Engineer: L.A. Fuess Partners, Inc.
 - MEP: Reed, Wells, Benson & Co.
 - Civil Engineer: RLK Engineering
 - Construction Manager-at-Risk: JT Vaughn Construction (under contract)
- IT Center
 - Program Manager: AECOM (under contract)
 - A/E: Beck Architecture, LLC (under contract)
 - Structural Engineer: L.A. Fuess Partners, Inc.
 - MEP: ME Engineers
 - Civil Engineer: RLK Engineering
 - Construction Manager-at-Risk: JE Dunn Construction (under contract)

4.1.3 Phase 3

- Welcome Center at the McKinney Campus
 - Program Manager: AECOM Technical Service, Inc. (under contract)
 - A/E: PBK
 - Construction Manager-at-Risk: Skanska
- Fire Lane and Loop Road/Parking at Frisco Campus
 - Program Manager: AECOM Technical Service, Inc. (under contract)
 - Civil Engineer: RLK Engineering (under contract)
 - Construction Manager-at-Risk: JE Dunn (under contract)

4.2 Current Personnel Estimate



It is estimated that the Program Managers, Architects, Construction Managers, Sub-Consultants, and Sub-Contractors, under contract with Collin College for the 2017 Capital Improvement Program, have 765 employees contributing to the program's progress.

5.2 Phase 1

Wylie Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	May 16, 2017	May 16, 2017	👍	May 16, 2017	👍
BOT Approval of A/E Procurement Method	May 23, 2017	May 23, 2017	👍	May 23, 2017	👍
BOT Approval of Construction Delivery Method	May 23, 2017	May 23, 2017	👍	May 23, 2017	👍
BOT Approval of Recommended Firms	August 22, 2017	August 22, 2017	👍	August 22, 2017	👍
Architect Mobilized	September 12, 2017	September 29, 2017	👎	September 28, 2017	👍
GMP Construction Documents Submittal	June 26, 2018	June 26, 2018	👍	June 26, 2018	👍
BOT Approval of GMP	August 28, 2018	August 28, 2018	👍	August 28, 2018	👍
Contractor Mobilized	September 10, 2018	September 12, 2018	👎	September 12, 2018	👍
Foundations Complete	May 18, 2019	April 30, 2019	👍	April 23, 2019	👍
Structures Complete	June 28, 2019	June 28, 2019	👍	May 23, 2019	👍
Dry-In of Buildings Complete	October 26, 2019	October 26, 2019	👍	October 29, 2019	👍
Permanent Power Complete	September 17, 2019	September 17, 2019	👍	September 21, 2019	👍
Interior Finish-Out Complete	May 1, 2020	May 1, 2020	👍	-	
Substantial Completion	June 25, 2020	June 25, 2020	👍	-	
Final Completion	August 23, 2020	August 23, 2020	👍	-	
Student Occupancy	August 2020	August 2020	👍	-	

Technical Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	May 16, 2017	May 16, 2017	👍	May 16, 2017	👍
BOT Approval of A/E Procurement Method	May 23, 2017	May 23, 2017	👍	May 23, 2017	👍
BOT Approval of Construction Delivery Method	May 23, 2017	May 23, 2017	👍	May 23, 2017	👍
BOT Approval of Recommended Firms	August 22, 2017	August 22, 2017	👍	August 22, 2017	👍
Architect Mobilized	September 12, 2017	September 29, 2017	👎	September 28, 2017	👍
GMP Construction Documents Submittal	April 16, 2018	April 16, 2018	👍	April 19, 2018	👍
BOT Approval of GMP	June 26, 2018	June 26, 2018	👍	June 26, 2018	👍
Contractor Mobilized	July 6, 2018	July 20, 2018	👎	July 26, 2018	👍
Foundations Complete	September 23, 2019	September 23, 2019	👍	July 29, 2019	👍
Structures Complete	November 18, 2019	November 18, 2019	👍	November 13, 2019	👍
Roofing of Buildings Complete	December 20, 2019	December 20, 2019	👍	December 20, 2019	👍
Permanent Power Complete	December 15, 2019	January 10, 2020	👎	January 15, 2020	👍
Building A Punchlist Generated	June 5, 2020	June 5, 2020	👍	-	
Building B Punchlist Generated	June 12, 2020	June 12, 2020	👍	-	
Building C Punchlist Generated	June 30, 2020	June 30, 2020	👍	-	
Building D Punchlist Generated	July 6, 2020	July 13, 2020	👎	-	
Substantial Completion	June 11, 2020	July 6, 2020	👎	-	
Final Completion	July 7, 2020	July 20, 2020	👎	-	
Student Occupancy	August 2020	August 2020	👍	-	

5.3 Phase 2

Celina Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	September 25, 2018	February 14, 2018	↑	February 14, 2018	✓
BOT Approval of A/E Procurement Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Construction Delivery Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Recommended A/E Firm	June 26, 2018	June 26, 2018	↑	June 26, 2018	✓
BOT Approval of Recommended CM Firm	August 2018	August 2018	↑	August 28, 2018	✓
Architect Mobilized	July 24, 2018	July 24, 2018	↑	July 31, 2018	✓
Schematic Design Submittal	January 8, 2019	January 15, 2019	↔	January 16, 2019	✓
Design Development Submittal	April 30, 2019	April 30, 2019	↑	April 26, 2019	✓
Construction Document Submittal	September 20, 2019	September 20, 2019	↑	September 3, 2019	✓
Contractor Mobilized	December 2019	December 2019	↑	November 25, 2019	✓
Foundations Complete	April 9, 2020	April 14, 2020	↔	April 21, 2020	✓
Structures Complete	July 7, 2020	July 7, 2020	↑	-	
Roofing of Buildings Complete	December 2, 2020	December 2, 2020	↑	-	
Permanent Power Complete	October 7, 2020	October 7, 2020	↑	-	
Interior Finish-Out Complete	May 18, 2021	May 18, 2021	↑	-	
Substantial Completion	July 15, 2021	June 30, 2021	↑	-	
Final Completion	August 12, 2021	July 29, 2021	↑	-	
Student Occupancy	August 2021	August 2021	↑	-	

Farmersville Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	September 25, 2018	February 14, 2018	↑	February 14, 2018	✓
BOT Approval of A/E Procurement Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Construction Delivery Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Recommended A/E Firm	June 26, 2018	June 26, 2018	↑	June 26, 2018	✓
BOT Approval of Recommended CM Firm	August 2018	August 2018	↑	August 28, 2018	✓
Architect Mobilized	July 24, 2018	July 24, 2018	↑	July 31, 2018	✓
Schematic Design Submittal	December 20, 2018	December 18, 2018	↑	December 18, 2018	✓
Design Development Submittal	April 2, 2019	April 19, 2019	↓	April 26, 2019	✓
Construction Document Submittal	July 25, 2019	August 9, 2019	↓	August 9, 2019	✓
Contractor Mobilized	November 2019	November 2019	↑	October 21, 2019	✓
Foundations Complete	March 5, 2020	March 13, 2020	↔	April 2, 2020	✓
Structures Complete	April 13, 2020	April 13, 2020	↑	April 30, 2020	✓
Roofing of Buildings Complete	June 29, 2020	June 29, 2020	↑	-	
Permanent Power Complete	June 30, 2020	July 7, 2020	↔	-	
Interior Finish-Out Complete	November 30, 2020	November 30, 2020	↑	-	
Substantial Completion	January 5, 2021	January 5, 2021	↑	-	
Final Completion	February 2, 2021	February 2, 2021	↑	-	
Student Occupancy	August 2021	August 2021	↑	-	

IT Center

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	September 25, 2018	February 14, 2018		February 14, 2018	
BOT Approval of A/E Procurement Method	September 25, 2018	March 27, 2018		March 27, 2018	
BOT Approval of Construction Delivery Method	September 25, 2018	March 27, 2018		March 27, 2018	
BOT Approval of Recommended A/E Firm	June 26, 2018	June 26, 2018		June 26, 2018	
BOT Approval of Recommended CM Firm	August 2018	August 2018		August 28, 2018	
Architect Mobilized	July 24, 2018	July 24, 2018		July 31, 2018	
Schematic Design Submittal	May 24, 2019	May 24, 2019		May 24, 2019	
Design Development Submittal	August 23, 2019	August 23, 2019		August 23, 2019	
Construction Document Submittal	December 9, 2019	December 9, 2019		December 9, 2019	
Contractor Mobilized	December 2019	January 6, 2020		January 20, 2020	
Construction Start for Loop Road/Parking	June 1, 2020	June 1, 2020		-	
Foundations Complete	June 22, 2020	June 22, 2020		-	
Structures Complete	August 14, 2020	August 14, 2020		-	
Construction Complete for Loop Road/Parking	August 15, 2020	August 15, 2020		-	
Roofing of Buildings Complete	November 3, 2020	November 3, 2020		-	
Permanent Power Complete	January 4, 2021	January 4, 2021		-	
Interior Finish-Out Complete	May 13, 2021	May 13, 2021		-	
Substantial Completion	June 30, 2021	June 30, 2021		-	
Final Completion	August 26, 2021	August 26, 2021		-	
Student Occupancy	August 2021	August 2021		-	

* Phase 3 (Loop Road, Fire Lane, and Parking Lot) at Frisco Campus is included in this schedule

5.4 Phase 3

McKinney Campus (Welcome Center)

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	August 27, 2019	August 27, 2019		August 27, 2019	
BOT Approval of A/E Procurement Method	October 22, 2019	October 22, 2019		October 22, 2019	
BOT Approval of Construction Delivery Method	February 2020	February 2020		October 22, 2019	
BOT Approval of Recommended A/E Firm	March 24, 2020	March 24, 2020		April 28, 2020	
BOT Approval of Recommended CM Firm	March 24, 2020	March 24, 2020		April 28, 2020	
Student Occupancy	January 2022	January 2022		-	

6. Budget

6.1 Program Summary

Program Wide Budget Summary

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$45,599,947	\$41,442,822	\$39,964,409	\$32,719,602	96%	82%
Investigation, Testing & Verification	\$7,971,433	\$6,868,906	\$5,191,986	\$2,577,726	76%	50%
Construction, Equipment & Furnishings	\$470,081,816	\$487,940,766	\$443,942,890	\$308,137,445	91%	69%
Misc.	\$374,637	\$351,830	\$112,214	\$112,214	32%	100%
Contingency	\$60,130,392	\$38,126,304	\$0	\$0	0%	0%
Total Program Budget	\$600,000,000	\$600,000,000	\$489,211,500	\$343,546,987		
% of Total Program Budget Committed	81.54%					
% of Total Commitments Expended	70.22%					
% of Total Program Budget Expended	57.26%					

6.2 Phase 1

Wylie Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$15,051,440	\$13,498,844	\$13,498,844	\$12,404,898	100%	92%
Investigation, Testing & Verification	\$2,679,247	\$2,294,678	\$1,747,081	\$1,358,054	76%	78%
Construction, Equipment & Furnishings	\$133,174,284	\$149,860,293	\$146,902,774	\$127,935,609	98%	87%
Misc.	\$126,082	\$175,066	\$58,394	\$58,394	33%	100%
Contingency	\$6,571,649	\$255,908	\$0	\$0	0%	0%
Total Project Budget	\$157,602,702	\$166,084,789	\$162,207,093	\$141,756,955		
% of Total Project Budget Committed	97.67%					
% of Total Commitments Expended	87.39%					
% of Total Project Budget Expended	85.35%					

Technical Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$14,713,206	\$13,792,895	\$13,740,479	\$12,416,753	100%	90%
Investigation, Testing & Verification	\$2,619,039	\$1,694,355	\$1,633,265	\$817,482	96%	50%
* Construction, Equipment & Furnishings	\$130,181,602	\$161,006,800	\$154,551,177	\$125,563,253	96%	81%
Misc.	\$123,249	\$23,377	\$23,377	\$23,377	100%	100%
Contingency	\$6,423,972	\$605,380	\$0	\$0	0%	0%
Allen ISD Reimbursement	-	(\$12,000,000)	(\$12,000,000)	-		
Allen EDC Grant	-	(\$400,000)	(\$400,000)	-		
Total Project Budget	\$154,061,068	\$164,722,807	\$157,548,298	\$138,820,865		
% of Total Project Budget Committed	95.64%					
% of Total Commitments Expended	88.11%					
% of Total Project Budget Expended	84.28%					

* Actual Budget from bond funds is \$148,606,800 (\$161,006,800 less \$12,000,000 Allen ISD Reimbursement and \$400,000 Allen EDC Grant)

6.3 Phase 2

Celina Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$5,078,807	\$3,988,794	\$3,955,842	\$2,694,585	99%	68%
Investigation, Testing & Verification	\$936,908	\$936,908	\$568,423	\$141,117	61%	25%
Construction, Equipment & Furnishings	\$46,569,862	\$47,376,432	\$42,145,072	\$7,160,533	89%	17%
Misc.	\$44,090	\$62,092	\$19,124	\$19,124	31%	100%
Contingency	\$2,482,596	\$2,748,037	\$0	\$0	0%	0%
Total Project Budget	\$55,112,263	\$55,112,263	\$46,688,461	\$10,015,358		
% of Total Project Budget Committed	84.72%					
% of Total Commitments Expended	21.45%					
% of Total Project Budget Expended	18.17%					

Farmersville Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$2,539,404	\$2,185,319	\$2,171,319	\$1,620,780	99%	75%
Investigation, Testing & Verification	\$468,453	\$529,567	\$436,795	\$126,098	82%	29%
Construction, Equipment & Furnishings	\$23,284,932	\$25,178,752	\$22,660,919	\$5,555,891	90%	25%
Misc.	\$22,045	\$26,716	\$5,911	\$5,911	22%	100%
Contingency	\$1,241,298	\$585,779	\$0	\$0	0%	0%
Total Project Budget	\$27,556,132	\$28,506,132	\$25,274,943	\$7,308,680		
% of Total Project Budget Committed	88.66%					
% of Total Commitments Expended	28.92%					
% of Total Project Budget Expended	25.64%					

IT Center

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$5,472,853	\$4,858,074	\$4,823,265	\$2,934,426	99%	61%
Investigation, Testing & Verification	\$1,009,600	\$1,155,213	\$806,422	\$134,976	70%	17%
Construction, Equipment & Furnishings	\$50,183,042	\$50,312,373	\$37,177,395	\$1,485,141	74%	4%
Misc.	\$47,510	\$52,919	\$5,409	\$5,409	10%	100%
Contingency	\$2,675,210	\$9,630,376	\$0	\$0	0%	0%
Total Project Budget	\$59,388,215	\$66,008,955	\$42,812,491	\$4,559,952		
% of Total Project Budget Committed	64.86%					
% of Total Commitments Expended	10.65%					
% of Total Project Budget Expended	6.91%					

* Project Budget contains funds for Phase 3 (Loop Road, Fire Lane, and Parking Lot) at Frisco Campus

6.4 Phase 3

McKinney Campus (Welcome Center)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$2,744,237	\$2,748,897	\$1,404,660	\$296,660	51%	21%
Investigation, Testing & Verification	\$258,186	\$258,186	\$0	\$0	0%	0%
Construction, Equipment & Furnishings	\$13,700,563	\$13,700,563	\$0	\$0	0%	0%
Misc.	\$11,661	\$11,661	\$0	\$0	0%	0%
Contingency	\$1,342,573	\$18,003,301	\$0	\$0	0%	0%
Total Project Budget	\$18,057,220	\$34,722,608	\$1,404,660	\$296,660		
% of Total Project Budget Committed	4.05%					
% of Total Commitments Expended	21.12%					
% of Total Project Budget Expended	0.85%					

Frisco Campus (Additional Projects)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Total Project Budget	\$0	\$20,591,830	\$0	\$0		
% of Total Project Budget Committed	0.00%					
% of Total Commitments Expended	0.00%					
% of Total Project Budget Expended	0.00%					

Plano Campus (Additional Projects)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Total Project Budget	\$0	\$4,677,541	\$0	\$0		
% of Total Project Budget Committed	0.00%					
% of Total Commitments Expended	0.00%					
% of Total Project Budget Expended	0.00%					

6.5 Phase A

Public Safety Training Center

Budget Group	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Construction Costs	\$31,068,022	\$31,068,022	\$31,068,022	100%	100%
Total Project Budget	\$31,068,022	\$31,068,022	\$31,068,022		

* This project was not managed by AECOM. However, it is included in the report to make a complete report of Bond costs.

Trane Energy PACT

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Frisco Campus	\$9,725,336	\$9,725,336	\$9,725,336	\$3,637,251	100%	37%
Plano Campus	\$6,797,834	\$6,797,834	\$6,797,834	\$3,119,637	100%	46%
McKinney Campus	\$4,044,983	\$4,044,983	\$4,044,983	\$1,815,693	100%	45%
Courtyard Center	\$548,720	\$548,720	\$548,720	\$469,649	100%	86%
Collin Higher Education Center	\$720,659	\$720,659	\$720,659	\$326,765	100%	45%
Total Program Budget	\$21,837,531	\$21,837,531	\$21,837,531	\$9,368,995		
% of Total Project Budget Committed	100.00%					
% of Total Commitments Expended	42.90%					
% of Total Project Budget Expended	42.90%					

6.6 Additional Program Budgets

Program Level

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Building Fund Reimbursement	\$51,150,000	\$0	\$0	\$0	0%	0%
Program Wide Traffic Study	\$0	\$370,000	\$370,000	\$351,500	100%	95%
Program Contingency	\$39,393,094	\$6,297,522	\$0	\$0	0%	0%
Total Project Budget	\$90,543,094	\$6,667,522	\$370,000	\$351,500		

* Building Fund Reimbursements for Wylie Campus land, Technical Campus land, and Public Safety Training Center construction costs were completed in August '18. Budgets, Commitments and Expenditures for these costs are reflected in each project.

** Program Contingency Original Budget is the result of the balance from the original Phase 3 & 4 projects less the funding for the Frisco Campus Parking Garage, McKinney Campus Welcome Center & Trane Energy PACT projects.

* Additional Phase 3 projects to be funded from Program Contingency

7. Completed Items

7.1 General Program

- [AECOM issued the Monthly Program Report for March '20 to Collin College on April 7th](#)
- [AECOM conducted coordination meetings with the Executive Committee on April 6th, 13th, 20th, and 27th](#)

7.2 Procurement

- [Architect and CMAR Selections for the McKinney Campus Welcome Center were approved at the Board of Trustees Meeting on April 28th](#)
- [McCarthy Building Companies, Inc. Change Order was executed on April 6th](#)

7.3 Design

- [Collin College, AECOM, PBK and Skanska USA Building, Inc. participated in the McKinney Campus Welcome Center Design Kick-off Meeting on April 21st](#)

7.4 Pre-Construction

- No Pre-Construction Items have been completed at this time

7.5 Construction

- [Collin College, AECOM, Perkins+Will, Inc. and McCarthy Building Companies, Inc. conducted Weekly OAC meetings on April 1st, 8th, 15th, 22nd, and 29th for the Technical Campus](#)
- [Collin College, AECOM, Page Southerland Page, Inc. and Skanska USA Building, Inc. conducted Weekly OAC meetings on April 2nd, 9th, 16th, 23rd, and 30th for the Wylie Campus](#)
- [Collin College, AECOM, Page Southerland Page, Inc., Skanska USA Building, Inc. and Bath Commissioning conducted Weekly MEP/Commissioning meetings on April 1st, 8th, 15th, 22nd, and 29th for the Wylie Campus](#)
- [Collin College, AECOM, Beck Architecture, LLC, and JT Vaughn Construction conducted Weekly OAC meetings on April 1st, 8th, 15th, 22nd, and 29th for the Celina Campus](#)

- Collin College, AECOM, Beck Architecture, LLC, and JT Vaughn Construction conducted Weekly OAC meetings on April 2nd, 9th, 16th, 23rd, and 30th for the Farmersville Campus
- Collin College, AECOM, Beck Architecture, LLC, and JE Dunn Construction conducted an OAC meeting on April 7th, 14th, 21st, and 28th for the IT Center at the Frisco Campus
- Skanska USA Building, Inc. held a Library and CUP Punchlist Walk with Collin College, AECOM, and Page Southerland Page, Inc. on April 7th for the Wylie Campus
- McCarthy Building Companies, Inc. held a meeting to discuss and finalize keying schedules with Collin College, AECOM, Perkins & Will, Inc., and Commercial Hardware on April 13th for the Technical Campus
- JT Vaughn Construction held a Pre-Installation Meeting with Steels Masters, Inc., AECOM, and Beck Architecture, LLC on April 14th for the Celina Campus
- McCarthy Building Companies, Inc. held a preliminary roof punch walk with AECOM and Progressive on April 21st for the Technical Campus
- JT Vaughn Construction held a Pre-Installation Meeting with Fenimore-Blythe Masonry, AECOM, and Beck Architecture, LLC on April 28th for the Celina Campus
- Temporary Certificate of Occupancy was obtained from the City of Wylie for the Central Utility Plant on the Wylie Campus April 29th.

See Appendix A for Construction Progress Photos

7.6 Acceptance and Close-Out

- No Acceptance and Close-Out Phase Items have been completed at this time

8. Pending Items

8.1 General Program

- No General Program items are pending at this time

8.2 Procurement

- Architect and CMAR Pre-Construction contract execution for the McKinney Campus Welcome Center

8.3 Design

- Revised easement locations at Celina Campus due to changes in new roadway alignment

8.4 Pre-Construction

- Coordination with the City of Frisco on the permitting/zoning requirements for the work on the Frisco Campus

8.5 Construction

- Building envelope, MEP installation, sitework, and interior and exterior finish work at the Technical Campus
- Exterior building envelope and interior finish work at the Wylie Campus.

See Appendix A for Construction Progress Photos

8.6 Acceptance and Close-Out

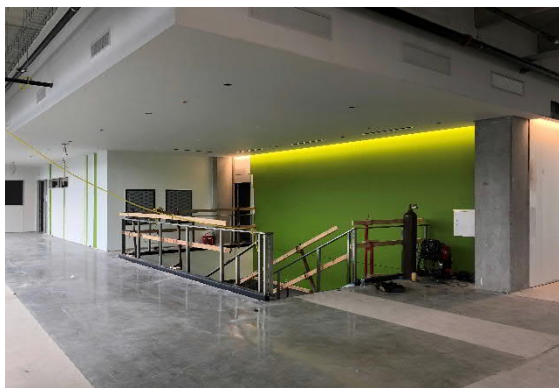
- No Acceptance and Close-Out activities are underway at this time

Appendix A – Construction Progress Photos

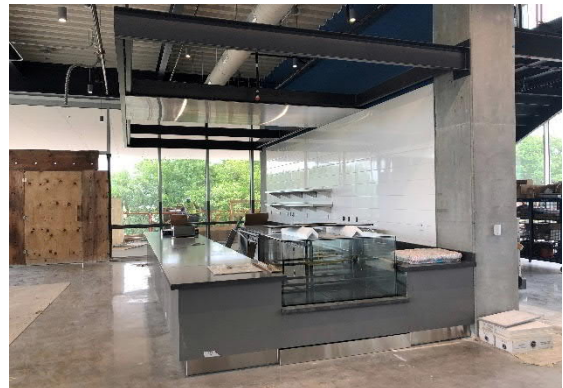
Technical Campus



April '20 Aerial



Level 2 Area A3 of Academic Building
Stairwell Painted



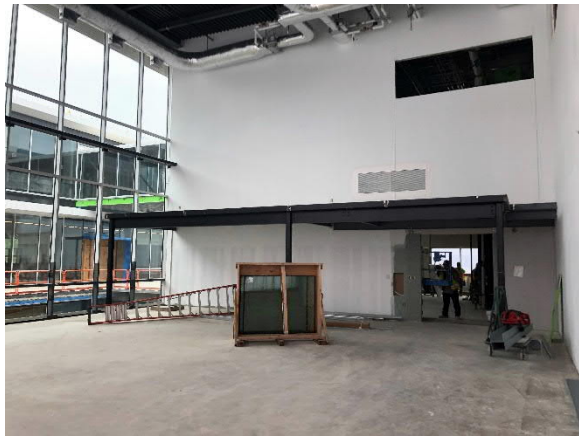
Dining Area/Coffee Bar Casework Installed



Welding Booth Installation at Trade Bar B



Outdoor Stairs Installed at Trade Bar B



Trade Bar C Safety Lab Area



Northeast View of Trade Bar C Bridge



Trade Bar D Bay Area



West Aerial View of Trade Bars

Wylie Campus



April '20 Aerial



North View Aerial of Parking and Sidewalks



North Entrance Monument Signage Installed



Grand Stairs at Student Center



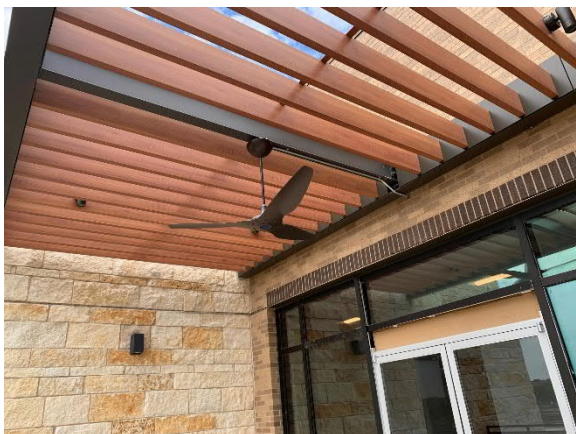
Serving Area in Student Center



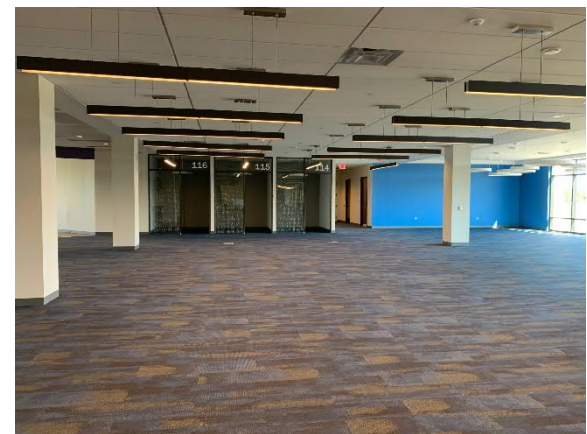
Conference Center Lobby/Pre-Function Area



Financial Aid Office in Campus Commons



Library Terrace with Haiku Fans Installed



1st Floor of Library with Interior Signage

Celina Campus



April '20 Aerial



Bracing of South Building Walls



Concrete Pour at Kinship Parkway

Farmersville Campus



April '20 Aerial



Sheathing of Office Lab Space

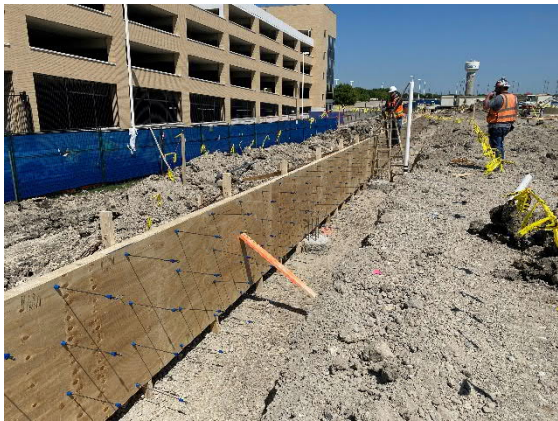


Southwest View of Library

IT Center at Frisco Campus



April '20 Aerial



Exterior Grade Beam Formwork Install



Underground Plumbing Install