



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, September 28, 2021, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC").

**Locations**

Celina Campus

Collin Higher Education Center  
McKinney, Texas

Courtyard Center  
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety Training Center  
McKinney, Texas

Rockwall Center

Technical Campus  
Allen, Texas

Wylie Campus

**iCollin**

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

**Board of Trustees**

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

**District President**

H. Neil Matkin, Ed.D.  
3452 Spur 399  
P.O. Box 8021  
McKinney, Texas 75070  
P | 972.758.3800  
F | 972.758.3807  
[nmatkin@collin.edu](mailto:nmatkin@collin.edu)  
[www.collin.edu](http://www.collin.edu)

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

**DISCUSSION ITEMS**

1. CARES Act Funding Update - Dr. Sherry Schumann, Executive Vice President

**CONVENE REGULAR MONTHLY MEETING: Board Room 139, CHEC.**

**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, evaluation, or discipline of college personnel

Section 551.071 - Consultations with Attorney

- a. Consultation with the college’s General Counsel on a matter in which the attorney has an ethical duty of confidentiality
- b. Discuss pending litigation in the *Burleson, et al. v. Collin College* matters (Cause No. 05-21-00088-CV on appeal 5th District COA, Cause No. 20-40318 on appeal 5th Circuit COA, and SOAH Dockets 407-20-4013.F5 and 407-20-4051.F5)
- c. Discuss and receive legal advice regarding pending or contemplated litigation by former students
- d. Discuss and receive legal advice regarding pending litigation involving former faculty member, Dr. Suzanne Jones

Section 551.072 - Deliberations Regarding Real Property

a. Discuss the purchase, exchange, lease, or value of property available around one new college campus and potential campus projects

Sections 551.076 and 551.089 - Deliberations Regarding Security Devices or Security Audits

a. Discuss deployment or implementation of security personnel

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**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

## **PRESENTATIONS**

1. Western Governors University MOU Signing - Dr. Neil Matkin, District President
2. Professor of the Year - Dr. Rebecca Orr, Professor of Biology, Plano Campus
3. Adjunct Professor of the Year - Dr. Mary Barnes-Tilley, Provost Plano Campus
4. Professor Emeritus - Dr. Mary Barnes-Tilley, Provost Plano Campus
5. 2021 R.O.S.E. Award Winner - Gen Northup, HR Manager, Professional Development
6. Construction Update - Christopher Eyle, Vice President of Facilities & Construction

## **PUBLIC COMMENT**

Public comment cards are available and accepted on-site for one hour prior to the start of the meeting. Comment cards are not transferable to other speakers. All comments related to non-agenda items will be heard at the end of the Board Meeting. 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. Speakers who submit public comment cards may have up to three minutes to address the Board. No presentation shall exceed three minutes, unless a translator is required, in which case up to six minutes can be used. 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.

## **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 to be enacted in one motion. Trustees receive agenda materials four days in advance of the meeting to prepare for the business to be conducted.*

### **Approval of September 28, 2021 Consent Agenda Items**

2021-09-C1

Approval of the Minutes of the August 24, 2021 Regular Meeting

2021-09-C2

Consideration of Approval of Course Fee Requests and/or Modifications for Spring 2022

## **CONSIDERATION OF ACTION ON AGENDA ITEMS**

2021-09-1

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

2021-09-2

Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policies

2021-09-3

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the District President to Execute a Contract with DHPace for the Replacement of Lock Cores at the Courtyard, CHEC, Frisco, McKinney, and Plano Campuses

2021-09-4

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of Construction Manager-at-Risk (CMAR) Delivery Method for Construction for the Renovation of the Plano Campus Theater as Phase I of Proposed Future Renovation of Campus Buildings

2021-09-5

Report Out of the Finance and Audit Committee and Consideration of Approval of the Audit Plan for FY 2022

2021-09-6

Consideration of Approval of the Bid Report for September 28, 2021

**PUBLIC COMMENTS ON NON-AGENDA ITEMS** *(If required in accordance with HB 2840.)*

**INFORMATION REPORTS**

Information Item – Collin College Vaccination Incentive Program for Students and Employees

Information Item – Fall 2021 COVID Update

Information Item – CougarLEAP Project Update

Information Item – THECB – Desk Review of TEOG

Personnel Report for September 2021

Quarterly Purchasing Report as of August 31, 2021

Monthly Investment Report as of August 31, 2021

Quarterly Investment Report as of August 31, 2021

AECOM Report as of August 31, 2021

**PRESIDENT’S AND BOARD ANNOUNCEMENTS**

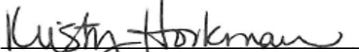
Comments on: Workshops, Seminars, and Conferences taking place at the College; Awards Received; Accomplishments, Appointments at the Local, State, and National Level; Published Articles and Newspaper Reports; and Upcoming Events.

**ANNOUNCEMENTS/ADJOURNMENT**

*Andrew Hardin  
Chairman, Board of Trustees*

**AS REQUIRED BY STATE LAW, this meeting is open to the public, but please exercise public health precautions when considering whether to attend. The District may utilize social distancing efforts within the Boardroom to reduce physical proximity of attendees. 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](https://www.collin.edu/leadership/board_of_trustees.html).**

I certify that the notice for this meeting and work session were posted on September 23, 2021 at 10:00 a.m., in compliance with the Texas Open Meetings Act.

  
For the Board of Trustees

**CONSENT AGENDA ITEMS TO BE CONSIDERED**

2021-09-C1	Approval of the Minutes of the August 24, 2021 Regular Meeting	pg. 6
2021-09-C2	Consideration of Approval of Course Fee Requests and/or Modifications for Spring 2022	pg. 11

September 28, 2021

**SUBJECT**

Approval of the Minutes of the August 24, 2021 Regular Meeting

**RECOMMENDATION**

The District President recommends approval of the minutes of the August 24, 2021 Regular Meeting.

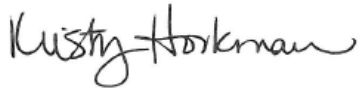
**RESOURCE PERSONNEL**

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

**ATTACHMENTS**

- A) August 24, 2021 Regular Meeting Minutes

Respectfully Submitted By:



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

**Minutes of Regular Meeting  
August 24, 2021**

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

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Collin County Community College District conducted its Regular Monthly Board of Trustees meeting on Tuesday, August 24, 2021, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC"), with Chair Andy Hardin presiding. Trustees in attendance were Ms. Stacy Arias, Dr. Robert Collins, Dr. Stacey Donald, Mr. Greg Gomel, Mr. Andy Hardin, Dr. Raj Menon, Mr. Fred Moses, Mr. Jim Orr, and Mr. Jay Saad.

**CALL TO ORDER 5:35 p.m., Board Room 139, CHEC.**

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Chair Hardin adjourned the regular meeting to Board Conference Room 135, CHEC, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 et seq., to wit at 5:38 p.m.**

Section 551.074 - Personnel Matters

- a. Discussion of District President's contract
- b. Discussion of the grant of temporary emergency authority for District President

Section 551.071 - Consultations with Attorney

- a. Consultation with the college's General Counsel on a matter in which the attorney has an ethical duty of confidentiality
- b. Discuss and receive legal advice regarding contemplated litigation involving allegations by one non-renewed faculty member
- c. Discuss pending litigation in the *Burleson, et al. v. Collin College* matters (Cause No. 05-21-00088-CV on appeal 5th District COA, Cause No. 20-40318 on appeal 5th Circuit COA, and SOAH Dockets 407-20-4013.F5 and 407-20-4051.F5)

Section 551.076 and 551.089 - Deliberations Regarding Security Devices or Security Audits

- a. Discuss security audit

Section 551.072 - Deliberations Regarding Real Property

- a. Discuss the purchase, exchange, lease, or value of property available around one new college campus and potential campus projects

**RECONVENE REGULAR MEETING: 7:04 p.m., Board Room 139, CHEC.**

1. Pledges of Allegiance

## **PUBLIC COMMENT**

The following individuals made non-agenda public comments: Kim Nyman, Michael Phillips, Betsy Friauf, Danielle Sanit, and Byrd Williams.

### **Approval of the August 24, 2021 Consent Agenda Items**

#### **2021-08-3-C1 Approval of the Minutes of the August 3, 2021 Regular Meeting and August 12, 2021 Special Called Public Hearing on the Proposed Tax Rate**

#### **2021-08-3-C2 Consideration of Approval of an Interlocal Jail Services Agreement with Collin County**

On motion of Trustee Moses, and second of Trustee Menon, the August 24, 2021 Consent Agenda was unanimously approved.

## **CONSIDERATION OF ACTION ON AGENDA ITEMS**

#### **2021-08-3-1 Report Out of the Organization, Education, and Policy Committee, First Reading of Local Board Policies: *BD(Local) Board Meetings; BGC(Local) Administrative Organization Plan – Councils and Faculty Senates; CHA(Local) Site Management – Security; EGAA(Local) Academic Achievement – Prior Learning Assessment***

Discussion: Trustee Menon, Chair of the Organization, Education, and Policy Committee, brought forth a first reading of Local Board policies.

No action was required.

#### **2021-08-3-2 Consideration of Approval of the 2021-2022 Budget**

On motion of Trustee Menon, and second of Trustee Collins, this item was unanimously approved.

#### **2021-08-3-3 Consideration of Approval of a Resolution Setting the 2021 Tax Rate**

Trustee Gomel made a motion that the Board of Trustees of Collin County Community College District approves a resolution stating that property taxes be increased by the adoption of a tax rate of \$0.081222 which includes a Maintenance & Operation rate of \$0.079100 and a Debt Service rate of \$0.002122, which is effectively a 3.0% increase of the total proposed rate over the total no-new revenue tax rate, and second of Trustee Arias. This item was unanimously approved.

#### **2021-08-3-4 Consideration of Approval of a Resolution Designating the Collin County Tax Assessor Collector as Officer to Calculate the Tax Rate**

On motion of Trustee Moses, and second of Trustee Arias, this item was unanimously approved.

**2021-08-3-5 Consideration of Approval to Authorize the District President to Negotiate for and Execute Contracts and Other Required Documents to Affect the Purchase of Parcels of Land Available for Future District Instructional and Support Facilities in the County Within Designated Parameters**

On motion of Trustee Collins, and second of Trustee Orr, this item was unanimously approved.

**2021-08-3-6 Consideration of Approval for FY2021-2022 Salary Increases**

On motion of Trustee Arias, and second of Trustee Menon, this item was approved by a vote of 8-0. Trustee Orr abstained from the vote.

**2021-08-3-7 Consideration of Approval of the FY2021-2022 Salary and Contract for the District President**

On motion of Trustee Hardin, and second of Trustee Menon, this item was approved by a vote of 7-2. Trustee Arias and Trustee Donald were opposed.

**2021-08-3-8 Consideration of Approval Granting Temporary Authority to the District President to Implement Measures as Needed for the Health, Safety, and Well-Being of College Students and Employees, Secure the College's Academic Integrity, and Support the Ongoing Operations and Workforce of the College**

On motion of Trustee Moses, and second of Trustee Arias, this item was unanimously approved.

**2021-08-3-9 Consideration of Approval of the Bid Report for August 24, 2021**

Discussion: Melissa Irby, Chief Financial Officer, presented the Bid Report for August 24, 2021, which included 4 New Solicitations, 1 Contract Revision, 1 Purchasing Cooperative, 1 Statutory Exemption:

**I. NEW SOLICITATIONS**

Purchase Request #1		
Food Services POS Hardware and Software	\$	400,000
Purchase Request #2		
Food Products and Supplies		2,500,000
Purchase Request #3		
Corp. Training & Continuing/Workforce Ed. Programs		2,500,000
Purchase Request #4		
Redesign District Website		<u>300,000</u>
<b>TOTAL OF NEW SOLICITATIONS</b>	<b>\$</b>	<b><u>5,700,000</u></b>

**II. CONTRACT REVISION**

Purchase Request #5		
Custodial Services	\$	<u>620,000</u>
<b>TOTAL OF CONTRACT REVISION</b>	<b>\$</b>	<b><u>620,000</u></b>

**III. PURCHASING COOPERATIVE**

Purchase Request #6	
Purchasing Cooperative	\$                   0
<b>TOTAL OF PURCHASING COOPERATIVE</b>	<b>\$                   0</b>

**IV. STATUTORY EXEMPTION**

Purchase Request #7	
Spend Authorization for Statutory Exemption	\$           32,827,000
<b>TOTAL OF STATUTORY EXEMPTION</b>	<b>\$           32,827,000</b>
<b>GRAND TOTAL</b>	<b>\$           39,147,000</b>

Trustee Menon and Trustee Moses requested to abstain from voting on Purchase Request #7 in the bid report. Purchase Request #7 was removed from the Bid Report and a separate vote followed. On motion of Trustee Menon, and second of Trustee Gomel, Purchase Requests #1-6 were unanimously approved.

Purchase Request #7 Spend Authorization for Statutory Exemption for \$32,827,000 that was pulled off the Bid Report was put to a vote. Trustee Menon and Trustee Moses abstained from voting. On motion of Trustee Saad, and second of Trustee Orr, Purchase Request #7 was approved by a vote of 7-0.

**PUBLIC COMMENT**

There was no public comment.

**INFORMATION REPORTS**

- Information Report - Vacation Payout
- Information Report - Trustee Travel Expense Summary FY2020-2021
- Personnel Report for August 24, 2021
- Statement of Net Position as of July 31, 2021
- Summaries of Current Funds, Revenue, & Expenses as of July 31, 2021
- Monthly Investment Report as of July 31, 2021
- AECOM Report as of July 31, 2021

**PRESIDENT’S AND BOARD ANNOUNCEMENTS**

Comments on: workshops, seminars, and conferences taking place at the College; awards received; accomplishments and appointments at the local, state, and national level; published articles and newspaper reports; upcoming events; and recent news.

**ADJOURNMENT**

Chair Hardin adjourned the meeting of the Board of Trustees of Collin County Community College District at 8:44 p.m.

September 28, 2021

**SUBJECT**

Consideration of Approval of Course Fee Requests and/or Modifications for Spring 2022

**RECOMMENDATION**

The District President recommends that the Board of Trustees approves the proposed fee requests, effective as of spring 2022.

**RATIONALE**

Emergency Medical Services Professionals (EMSP)

EMSP 1371 and EMSP 1438 Lab Fee: CPR Certification is required for clinical placement in the EMT pathway. This fee will cover CPR card fee and course materials needed for training.

EMSP 1438: Termination of a software for EMS Paramedic students that was used when the College had to suspend ambulance ride-outs during the early stages of the pandemic, and termination of software that recorded only clinical experiences.

EMSP 1438: Replacing the current software with one that can record both clinical as well as campus lab experiences. EMS Paramedic students are required to record their clinical and lab experiences according to accreditation standards.

EMSP 1501: Termination of a software for EMT-Basic students that was used when the College had to suspend ambulance ride-outs during the early stages of the pandemic.

EMSP1371: Replacing the current software with one that can record both clinical as well as campus lab experiences. EMT students are required to record their clinical and lab experiences according to accreditation standards.

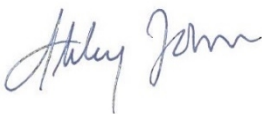
Nursing

NURS 4345 FINS Fee: This covers the liability insurance for clinical internships.

**ATTACHMENTS**

- A) Supporting Documentation

Respectfully Submitted By:



Abe Johnson, Ed.D.  
Senior Vice President of Campus Operation

**Collin County Community College District Board of Trustees**  
**Effective as of Spring 2022**

**Fee Request Itemization**

<b>Department</b>	<b>Course No.</b>	<b>Course Title/Description</b>	<b>Discipline</b>	<b>Fee Request</b>	<b>Effective Term</b>
Emergency Medical Services	EMSP 1371	Introduction to EMT - CPR Certification	EMT	\$15.00	Spring 2022
Emergency Medical Services	EMSP 1438	Introduction to Adv. Practice - CPR Certification	Paramedic	\$15.00	Spring 2022
Emergency Medical Services	EMSP 1438	Introduction to Adv. Practice - Fee Termination (ReelDx \$70)	Paramedic	\$0.00	Spring 2022
Emergency Medical Services	EMSP 1438	Introduction to Adv. Practice - Fee Termination (Platinum Planner \$85)	Paramedic	\$0.00	Spring 2022
Emergency Medical Services	EMSP 1438	Introduction to Adv. Practice - New Software Fee (Sterling)	Paramedic	\$160.00	Spring 2022
Emergency Medical Services	EMSP 1501	Emergency Medical Technician - Fee Termination (Platinum \$30)	EMT	\$0.00	Spring 2022
Emergency Medical Services	EMSP 1371	Introduction to EMT - New Software Fee (Sterling)	EMT	\$67.00	Spring 2022
Nursing	NURS 4345	FINS Fee (Liability Insurance)	Nursing	\$11.00	Spring 2022

**Collin College**  
**Fee Request for Board Approval and/or Fee Modification**

Course Title or Program: EMSP 1371 - Intro to Emergency Medical Technician

Fee Name: Lab Fee

Fee Amount: \$15

Detail Code/FOAPAL: \_\_\_\_\_  
 assigned by Business/Bursar Office

Requested Implementation Date or Term: Spring 2022

Justification for fee (attach applicable supporting documentation):

Lab fee to cover certification testing and course materials.

**Select one from each list below:**

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

**Select one from list below:**

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

**Approvals:**

**Tim Mock** Digitally signed by Tim Mock  
 Date: 2021.09.20 15:57:52 -05'00'

Requestor: Director or Associate Dean's Name/Signature

\_\_\_\_\_ Date

**Michelle Millen, MSCPM, RHIA** Digitally signed by Michelle Millen, MSCPM, RHIA  
 Date: 2021.09.20 16:03:44 -05'00'

Approver: Dean's Name/Signature

\_\_\_\_\_ Date

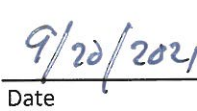
**Mark Smith** Digitally signed by Mark Smith  
 Date: 2021.09.20 16:10:03 -05'00'

**09/20/2021**

Approver: Provost/Associate Vice President's Name/Signature

\_\_\_\_\_ Date

  
 Approver: Vice President's Name/Signature

  
 Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

**Texas Education Code (TEC) Citations for assessing fees:**

TEC, Subchapter E.54.501: *Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...*

TEC, Subchapter B.54.051(l): *Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...* TEC, Subchapter E. 54.504: *Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.*

TEC, Chapter 130.084(b): *Fees necessary for efficient operation of the college...*

**Collin College**  
**Fee Request for Board Approval and/or Fee Modification**

Course Title or Program: EMSP 1438 - Introduction to Advanced Practice

Fee Name: Lab fee

Fee Amount: \$15.00

Detail Code/FOAPAL: \_\_\_\_\_ assigned by Business/Bursar Office

Requested Implementation Date or Term: Spring 2022

Justification for fee (attach applicable supporting documentation):

Lab fee to cover certification testing and course materials.

**Select one from each list below:**

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

**Select one from list below:**

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

**Approvals:**

**Tim Mock** Digitally signed by Tim Mock  
 Date: 2021.09.20 14:27:12 -05'00'

Requestor: Director or Associate Dean's Name/Signature

Date

Michelle Millen, MSCPM, RHIA Digitally signed by Michelle Millen, MSCPM, RHIA  
 Date: 2021.09.20 15:02:55 -05'00'

Approver: Dean's Name/Signature

Date

**Mark Smith** Digitally signed by Mark Smith  
 Date: 2021.09.20 15:22:09 -05'00'

**09/20/2021**

Approver: Provost/Associate Vice President's Name/Signature

Date



**9/20/21**

Approver: Vice President's Name/Signature

Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

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TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

Collin College  
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMSP 1438 Introduction to Advanced Practice

Fee Name: Special Course Fee

Fee Amount: \$0.00

Detail Code/FOAPAL: \_\_\_\_\_  
assigned by Business/Bursar Office

Requested Implementation Date or Term: Spring 2022

Justification for fee (attach applicable supporting documentation):

Terminating software package used during COVID to compensate for limited field exposure. The fee was \$70.00.

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

Approvals:

Tim Mock Digitally signed by Tim Mock  
Date: 2021.09.20 15:06:43 -05'00'

Requestor: Director or Associate Dean's Name/Signature

Date

Michelle Millen, MSCPM, RHIA Digitally signed by Michelle Millen, MSCPM, RHIA  
Date: 2021.09.20 15:10:54 -05'00'

Approver: Dean's Name/Signature

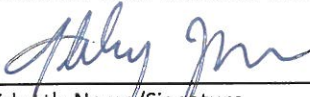
Date

Mark Smith Digitally signed by Mark Smith  
Date: 2021.09.20 15:22:49 -05'00'

09/20/2021

Approver: Provost/Associate Vice President's Name/Signature

Date



9/20/2021

Approver: Vice President's Name/Signature

Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

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TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

Collin College  
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMSP 1438 Introduction to Advanced Practice

Fee Name: Special Course Fee

Fee Amount: 0.00

Detail Code/FOAPAL: \_\_\_\_\_  
assigned by Business/Bursar Office

Requested Implementation Date or Term: Spring 2022

Justification for fee (attach applicable supporting documentation):

Terminating software package used for clinical experience capture. The fee was \$85.00

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

Approvals:

**Tim Mock** Digitally signed by Tim Mock  
Date: 2021.09.20 15:57:26 -05'00'

Requestor: Director or Associate Dean's Name/Signature

Date

**Michelle Millen, MSCPM, RHIA** Digitally signed by Michelle Millen, MSCPM, RHIA  
Date: 2021.09.20 16:02:46 -05'00'

Approver: Dean's Name/Signature

Date

**Mark Smith** Digitally signed by Mark Smith  
Date: 2021.09.20 16:07:27 -05'00'

09/20/2021

Approver: Provost/Associate Vice President's Name/Signature

Date

  
Approver: Vice President's Name/Signature

9/20/2021  
Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

**Texas Education Code (TEC) Citations for assessing fees:**

TEC, Subchapter E.54.501: Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...

TEC, Subchapter B.54.051(l): Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction... TEC, Subchapter E. 54.504: Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.

TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

**Collin College**  
**Fee Request for Board Approval and/or Fee Modification**

Course Title or Program: EMSP 1438 - Introduction to Advanced Practice

Fee Name: Special Course Fee

Fee Amount: \$160.00

Detail Code/FOAPAL: \_\_\_\_\_  
 assigned by Business/Bursar Office

Requested Implementation Date or Term: Spring 2022

Justification for fee (attach applicable supporting documentation):

Change in software to accurately capture lab and clinical experiences for certification eligibility.

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

**Approvals:**

**Tim Mock** Digitally signed by Tim Mock  
 Date: 2021.09.20 15:58:21 -05'00'

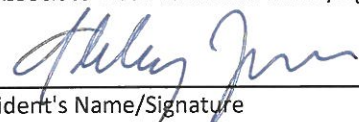
Requestor: Director or Associate Dean's Name/Signature \_\_\_\_\_ Date \_\_\_\_\_

Michelle Millen, MSCPM, RHIA Digitally signed by Michelle Millen, MSCPM, RHIA  
 Date: 2021.09.20 16:00:29 -05'00'

Approver: Dean's Name/Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mark Smith** Digitally signed by Mark Smith  
 Date: 2021.09.20 16:06:17 -05'00'

Approver: Provost/Associate Vice President's Name/Signature \_\_\_\_\_ Date **09/20/2021**

Approver: Vice President's Name/Signature  \_\_\_\_\_ Date 9/20/21

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

**Texas Education Code (TEC) Citations for assessing fees:**  
 TEC, Subchapter E.54.501: Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...  
 TEC, Subchapter B.54.051(l):Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...TEC, Subchapter E. 54.504: Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.  
 TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

Collin College  
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMSP 1501 Emergency Medical Technician

Fee Name: Special Course Fee

Fee Amount: \$0.00

Detail Code/FOAPAL: \_\_\_\_\_  
assigned by Business/Bursar Office

Requested Implementation Date or Term: Spring 2022

Justification for fee (attach applicable supporting documentation):

Software is no longer used in this class. Requesting termination of the \$30.00 fee.

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

Approvals:

Tim Mock Digitally signed by Tim Mock  
Date: 2021.09.20 14:25:41 -05'00'

Requestor: Director or Associate Dean's Name/Signature

Date

Michelle Millen, MSCPM, RHIA Digitally signed by Michelle Millen, MSCPM, RHIA  
Date: 2021.09.20 15:08:08 -05'00'

Approver: Dean's Name/Signature

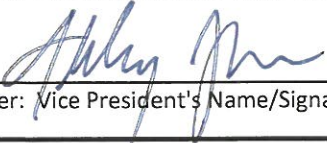
Date

Mark Smith Digitally signed by Mark Smith  
Date: 2021.09.20 15:23:26 -05'00'

09/20/2021

Approver: Provost/Associate Vice President's Name/Signature

Date



9/20/21

Approver: Vice President's Name/Signature

Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

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TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

**Collin College**  
**Fee Request for Board Approval and/or Fee Modification**

Course Title or Program: EMSP 1371 - Intro to EMT

Fee Name: Special Course Fee

Fee Amount: \$67.00

Detail Code/FOAPAL: \_\_\_\_\_

Requested Implementation Date or Term: Spring 2022

assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

The course will be using new software to capture lab activities as well as clinical experiences.

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

**Approvals:**

**Tim Mock** Digitally signed by Tim Mock  
 Date: 2021.09.20 14:28:06 -05'00'

Requestor: Director or Associate Dean's Name/Signature

Date

**Michelle Millen, MSCPM, RHIA** Digitally signed by Michelle Millen, MSCPM, RHIA  
 Date: 2021.09.20 15:01:22 -05'00'

Approver: Dean's Name/Signature

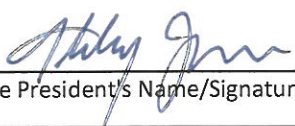
Date

**Mark Smith** Digitally signed by Mark Smith  
 Date: 2021.09.20 15:19:33 -05'00'

**09/20/2021**

Approver: Provost/Associate Vice President's Name/Signature

Date

  
 Approver: Vice President's Name/Signature

**9/20/21**  
 Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to [Bursar@collin.edu](mailto:Bursar@collin.edu) for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

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TEC, Chapter 130.084(b): *Fees necessary for efficient operation of the college...*

**Collin College  
Fee Request for Board Approval and/or Fee Modification**

Course Title or Program: NURS 4345

Fee Name: FINS FEE (LIABILITY INSURANCE)

Fee Amount: \$11

Detail Code/FOAPAL: \_\_\_\_\_

Requested Implementation Date or Term: SPRING 2022

assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

Liability insurance fee for clinical.

**Select one from each list below:**

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:


**Select one from list below:**

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

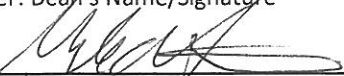
**Approvals:**

  
Requestor: Director or Associate Dean's Name/Signature

7/9/21  
Date

  
Approver: Dean's Name/Signature

7-12-2021  
Date

  
Approver: Provost/Associate Vice President's Name/Signature

7/12/21  
Date

  
Approver: Vice President's Name/Signature

8/19/21  
Date

**Instructions:** Complete all requested information, including detailed cost justification, and route for approving signatures. (Attach a second page, if needed.) Vice President/Provosts are to submit this form, once approved, to the Office of the Senior Vice President of Campus Operations.  
**Note:** Requests for new or modified fees will be submitted to the Board of Trustees for approval by the Office of the Senior Vice President of Campus Operations. The Office of the Bursar will receive all requests, once approved. Departments are responsible for any necessary fee entries in Banner at the course section level. The Office of Bursar forwards approvals to the curriculum coordinator for Banner catalog input.

**Texas Education Code (TEC) Citations for assessing fees:**

- TEC, Subchapter E.54.501: *Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...*
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- TEC, Chapter 130.084(b): *Fees necessary for efficient operation of the college...*

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

2021-09-1

September 28, 2021

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.

- **BBE (Local) Board Members Authority –** Incorporates clarifications regarding requests of Trustees to staff, with a vote of the Board required when significant staff time is required to prepare the response.
- **CHE (Local) Site Management – Mail and Delivery – ADD –** New policy recommended to establish requirements for use of internal mail delivery systems and for delivery of mail to student housing.
- **DEC (Local) Compensation and Benefits – Leaves and Absences –** Codifies the one week of adjunct faculty sick leave benefit that was piloted in FY2021 and other changes to our FMLA and leave policy as recommended by TASB.
- **DM (Local) Termination of Employment –** Incorporates a reference to Board Policy DMAA(Local) in the policy addressing discipline of at-will employees.
- **FAA (Local) Equal Educational Opportunity – Service Animals – ADD –** New policy to outline the requirements for service animals on campus and for service animals and emotional support animals in student housing.

- **FFDA (Local) – Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence** – Updates Title IX requirements when a party or witness does not submit to cross-examinations during a live hearing.
- **GD (Local) – Community Expression and Use of College Facilities** – Removes most of the text in the Animals on Campus section of the policy and references the new FAA(Local) Animals on Campus policy.

**SUGGESTED MOTION:**

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

**Board Authority**

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

**Transacting Business**

Official Board action will be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board will hold a discussion and reach a decision. The affirmative vote of a majority of all Board members will be required to transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

**Individual Authority for Committing the Board**

Board members as individuals will not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]

**Individual Access to Information**

An individual Board member, acting in the member's official capacity, will have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]

Limitations

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member will not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with policies FJ(LEGAL) and (LOCAL).

Requests for Records

Individual members will seek access to records or request copies of records from the District President or other designated custodian of records. When a custodian of records other than the District President provides access to records or copies of records to individual Board members, the provider will inform the District President of the records provided.

A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may request it as a member of the public. [See GCA]

BOARD MEMBERS  
AUTHORITY

BBE  
(LOCAL)

Requests for  
Reports

No individual Board member will direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.

Directives to the District President or other College District staff by one or more Board members regarding the preparation of reports that will, in the opinion of the District President, require significant excessive staff time or expense will require authorization by action-a vote of the Board.

Confidentiality

At the time Board members are provided access to confidential records or to reports compiled from such records, the District President or other College District employee will advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.

**Referring  
Complaints**

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member will refer them to the District President or designee, who will proceed according to appropriate Board policy. {See DGBA, FLD, and GB}

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda, following appropriate Board policy. See BD.

**Staff Authority**

Except as authorized by these policies, no employee or agent will have the authority to bind the College District contractually.

## NEW POLICY

### Use of Internal Mail System

The College District mail system for delivering items between College District buildings shall not be available for use other than for official College District business or, with approval, for use for College District-sponsored mailings or College District-approved groups and College District-sponsored or College District-support groups affiliated with the College District. [See also GD]

### Distribution of Mail to On-Campus Residents

The College District shall distribute mail addressed to residents of on-campus housing after the designated College District representative receives the mail from the U.S. Postal Service or other common carrier. Mail may be distributed through internal assigned mailboxes or by other means that maintains the mail in a secure location and requires sufficient personal identification of the addressees for pickup.

Mail may be distributed to a person other than the resident to whom it is addressed if the resident has provided written authorization for such distribution and the person provides sufficient personal identification.

The College District shall provide to each resident information regarding mail forwarding and addressing mail properly.

---

**Note:** For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

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**Leave Administration**

The District President or designee will develop procedures associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

**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**

For purposes of the Family and Medical Leave Act (FMLA), the following eligible conditions apply:

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); and
6. 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 service member.

**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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

stands *in loco parentis* 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” will 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 will mean the number of hours per day equivalent to the employee’s usual assignment.

**Academic Year**

An “academic year” as used in this policy will mean the term of the employee’s assignment during the College District’s Academic Calendar adopted by the Board each year. For purposes of an employee’s entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee’s first FMLA leave begins, regardless of the academic year.

**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 five 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 leave time earned by those employees. Such conditions typically require prolonged inpatient hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth 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 will not earn any form of paid leave when the employee ~~eehe or she~~ is in unpaid status. An employee using full or proportionate paid leave will be considered to be in paid status.

**Deductions**

Leave Without Pay

The College District 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 will result in deductions from the employee’s pay. An employee’s final paycheck will be reduced for paid leave the employee used, but had not earned, as of the date of separation.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

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

**Medical Certification**                      An employee will submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family; or
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or District President; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification will be made by a healthcare provider as defined by the FMLA. [See DECA(LEGAL)]

**Order of Use**                                      For leave approved under this policy, the College District adopts the following order of use:

1. Earned compensatory time will be used before any available paid leave. [See DEA]
2. Use of leave under the sick leave bank will be permitted only after all available local or other leave has been exhausted.

Concurrent Use of Leave                                      3. When an employee is approved for FMLA leave, the College District will require the employee to use available paid leave, including, but not limited to, sick time, vacation time, or compensatory time.

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

~~The College District 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 will be designated as FMLA leave.~~

### **Sick Leave**

~~Each full-time employee full Full-time employeeemployees~~ will earn eight hours of paid sick leave per month in accordance with administrative ~~proceduresregulations~~.

Sick leave will accumulate to a maximum of 720 hours.

Sick leave will only be used after any applicable compensatory time has been exhausted 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 for Adjunct Faculty**

The College District will offer paid sick leave to adjunct faculty members under this policy to provide pay continuity as a result of illness-related absences of the adjunct faculty member.

Adjunct faculty are eligible to receive the equivalent of one week of paid sick leave per course each semester they are employed. Adjunct faculty who have been diagnosed with COVID-19 are eligible for one additional week under this policy. Paid sick leave for adjunct faculty members is granted on a per-semester basis and does not accrue.

### **Sick Leave Bank**

The College District 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 and any applicable compensatory time.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

	<p>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.</p>
Eligibility	<p>Only full-time benefits-eligible employees may apply for use of the sick leave bank.</p> <p>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.</p> <p>The District President or designee will develop procedures for the operation of the sick leave bank that address the following:</p> <ol style="list-style-type: none"><li>1. Procedures to request leave from the sick leave bank;</li><li>2. The maximum number of days per academic year a member employee may receive from the sick leave bank;</li><li>3. The administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and</li><li>4. Other procedures deemed necessary for the operation of the sick leave bank.</li></ol>
Appeal	<p><u>An employee may appeal a decision</u><del>All decisions</del> regarding the sick leave bank <del>may be appealed</del> in accordance with DGBA(LOCAL).</p>

**Family and Medical Leave**

Twelve-Month Period	<p>For purposes of an employee's entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee's first FMLA leave begins.</p>
Combined Leave for Spouses	<p><u>When</u> 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 will limit military caregiver leave to a combined total of 26 weeks. <del>{See DECA(LEGAL)}</del></p>
Intermittent or Reduced Schedule Leave	<p>The College District 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. <del>{See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.}</del></p>
Certification of Leave	<p><u>When</u> if an employee requests leave, the employee will provide certification, <u>in accordance with</u><del>as required by</del> FMLA regulations, of the need for leave. <del>{See DECA(LEGAL)}</del></p>

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Fitness-For-Duty Certification	<p><u>In accordance with administrative procedures, when</u> <del>If</del> an employee takes FMLA leave due to the employee's own serious health condition, the employee 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 will provide a list of essential job functions to the employee, <del>with the FMLA designation notice.</del></p>
Failure to Return	<p>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. <del>[See DECA(LEGAL), Recovery of Benefit Cost]</del></p>
<b>Parental Leave</b>	<p><u>Each employee</u><del>Employees</del> who <del>has</del><del>have</del> been employed in a benefits-eligible position for at least 12 months <del>is</del><del>are</del> eligible to use ten 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 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.</p>
<b>Personal Leave</b>	<p><u>Each full</u><del>Full-time</del> <del>employee</del><del>employees</del> will earn 24 hours of paid leave each fiscal year to conduct personal business in accordance with administrative <del>regulations</del><u>procedures</u>. Personal leave will be noncumulative.</p>
<b>Request for Personal Leave</b>	<p>The employee 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 will not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee will, however, consider the effect of the employee's absence on the educational program or College District operations.</p>
<b>Vacation Leave</b>	<p><u>Each</u><del>All</del> full-time, 12-month staff and administrative <del>employee</del><del>em-</del><del>ployees</del> will earn paid vacation in accordance with the schedule published in administrative <del>procedures</del><u>regulations</u>.</p> <p>Upon successful completion of the new employee 90-day (calendar day) probationary period, <u>each</u> eligible <del>employee</del><del>employees</del> 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 will have no accrued vacation credit.</p>

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Use of vacation leave will not exceed 15 consecutive workdays.

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

Payment of  
Vacation Leave in  
Lieu of Time Off

If sufficient funds are available in the Board-approved budget or from other appropriate funding sources, the District President may authorize a payment of up to 160 hours of an employee's earned but unused vacation leave hours. This payment would be in lieu of time off when an employee is not permitted or able to take requested vacation leave due to workload, special projects, or critical needs of the college, as designated by the District President.

If sufficient funds are not available, the request must be submitted to the Board for consideration to allocate the needed funds from appropriate reserve accounts.

An annual report of any authorized payments to employees under this sub-section of the policy will be presented to the Board as an information item following the fiscal year end.

Payment of  
Vacation Leave at  
Termination

Employees beyond the initial 90-day probationary period, who terminate eligible employment with the College District, 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 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 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 seniority 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 or otherwise as specified in administrative procedures.

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 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 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~~ procedures.

A full-time benefits-eligible employee 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 will be noncumulative.

#### **Critical Illness Leave**

**Definition**

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

**Benefit**

A full-time employee 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~~ procedures.

Critical illness leave will be noncumulative.

**Workers'  
Compensation**

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**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.]~~

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

No Paid Leave  
Offset

~~The College District will not permit the option~~An employee eligible for paid leave offset in conjunction with 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 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]

COMPENSATION AND BENEFITS  
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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 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 will be fully compensated by the College District and will not be deducted from the employee's pay or leave balance.

Absences due to compliance with a valid subpoena for personal business 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.

**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.

TERMINATION OF EMPLOYMENT

DM  
(LOCAL)

**At-Will Employees**

At-will employees may be dismissed at any time for any reason not prohibited by law, including, but not limited to, reasons for disciplinary action set out in Board policy or for no reason, as determined by the needs of the College District. For example, at-will employees may be dismissed at any time for the grounds for disciplinary action specifically listed in DMAA. At-will employees who are dismissed may request review of that decision through DGBA(LOCAL) and will receive pay through the end of the last day worked.

**Severance Benefits**

The College District must continually assess its operations, evaluate personnel, and allocate staffing wisely to operate efficiently and effectively. When a position(s) or an individual's employment with the College District is no longer supportable, the College District will take appropriate action.

In the case of an organizational change or position elimination, reasonable effort will be made to reassign displaced employees to available positions. If these efforts are not successful, severance benefits may be provided to ease the transition from employment. Exceptions to this severance benefits policy may be granted by the District President.

**Eligibility**

Under this policy, regular full-time noncontract staff who have completed their 90-day probationary period are eligible for severance benefits if:

1. The position they hold is eliminated and reassignment to a comparable or available position is not offered;
2. They are part of an early exit incentive program; or
3. Their employment is otherwise involuntarily terminated.

Employees within their 90-day probationary period, temporary employees, adjunct faculty, part-time employees, grant employees (unless allowed under the applicable grant), and contract employees are not eligible for severance benefits under this policy.

In the event of a position elimination or other organizational change, the College District will attempt to provide reasonable advance notice to these employees, when feasible.

**Severance Pay**

Eligible employees will be provided all benefits and compensation normally due to separating employees and COBRA or other insurance continuation options, if applicable.

Subject to receipt by the College District of a fully executed release of all claims in a form acceptable to the College District, severance-eligible employees may also be provided:

TERMINATION OF EMPLOYMENT

DM  
(LOCAL)

1. Two calendar weeks of pay at the final base salary rate as notice or pay in-lieu-of notice;
2. One week of base pay as severance for each year of full-time service with the College District, generally to a maximum of six calendar weeks, which will be provided at the final base salary rate (excluding any other forms of final or additional pay due to the employee under applicable law); and
3. Outplacement assistance and career counseling services of the Human Resources department, if available.

Severance pay will not exceed the District President's contracting authority as set by Board policy CF.

**Distribution of  
Severance  
Benefits**

If pay-in-lieu of notice is provided, the employee will remain on the payroll on administrative leave until that period is exhausted. Severance pay will be distributed as a lump sum payment that will be issued after the employee signs the release and any required notice period is exhausted.

**Reemployment**

Employees who have received severance pay benefits are not eligible for reemployment with the College District until the notice period and severance pay distribution period have been fully exhausted or an agreement to reimburse severance pay for future weeks has been executed.

**Resignation**

The District President or designee is authorized to accept the resignation of an at-will employee at any time. The College District has the sole discretion to designate a resigning employee's earlier final day at work, whether or not the intended notice period has been fully satisfied. Once submitted and accepted, the resignation of an at-will employee may not be withdrawn without the consent of the District President or designee. [See DMD]

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Collin College is committed to providing a healthy and safe environment for students, faculty, staff and visitors by managing the presence of animals on property and in its facilities, while providing individuals with disabilities who use service or other animals the opportunity to receive the benefit of the tasks these animals perform in accordance with the requirements of applicable law.

The College District will allow animals to accompany an employee, student, or visitor on campus as provided in this policy. This policy does not apply to animals used by law enforcement officers in the carrying out of their duties. Animals not specifically allowed under this policy will not be permitted on any College District campus or in any College District facility.

### Service Animals

The College District allows the use of service animals as defined by the Americans with Disabilities Act, as amended, or state law. Currently, a service animal means a dog (such as a signal or guide dog), or in rare situations, another animal designated by federal law regulations, that has been individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other disability. The work or task that the service animal performs must be directly related to the individual's disability. Service animals are working animals, not pets. Animals that meet this definition are considered service animals regardless of whether they have been licensed or certified by a state or local government.

The College District allows service animals on campus, in its facilities, or at activities and events when accompanied by a person with a disability and the service animal is trained to provide, and does provide, a specific service to that person that is directly related to the person's disability.

Service animals, however, may not be permitted if the animal poses a substantial and direct threat to health or safety or when the animal constitutes a fundamental alteration to the nature of a college program or service.

A service animal must be under the control of its handler. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether

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would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). The care and supervision of the animal is the sole responsibility of the owner or handler.

Students with allergies to a service animal may request reasonable accommodations under the ADA through the ACCESS office.

The accompaniment of a person with a disability by a service animal in a location with health and safety restrictions are reviewed on a case-by-case basis by the appropriate department representative(s) in collaboration with the Human Resources Department or the ACCESS Office.

A person with a disability will be limited to one service animal unless an additional animal is necessary to provide a reasonable accommodation.

Service animals in training that are accompanied by an approved trainer are allowed the same access to campus as fully trained service dogs, except, animals in training are not permitted to reside in Student Housing. A student with a service animal who intends to reside on campus with the animal must notify the Student Housing Director of the need for a service animal's presence in advance of beginning residency following procedures outlined by Student Housing Department employees. Such prior notification allows the college to make appropriate arrangements and offer assistance prior to the student's arrival on campus.

### Responsibilities of Service Animal Owner or Handler

Service animal owners are financially responsible for damage or injury to others caused by their animal, including clean-up and disposal of animal waste and replacement or repair of property, and must take appropriate precautions to prevent property damage and/or injury to others while on college property.

If a service animal is disruptive in the classroom, an employee may ask the owner and their animal to leave the premises immediately.

Service animals must be under the control of the owner at all times and under the following circumstances:

- a. A service animal should be on a leash when not providing needed service.

## NEW POLICY

- b. To the extent possible the service animal should be unobtrusive to other individuals and the learning, living, working environment.
- c. A service animal may not be left tied or tethered out of the presence of its owner.
- d. Service animals are not permitted to block aisles, passageways, or fire egress.
- e. To the extent possible, the owner should ensure that the animal does not sniff or lick people, dining tables or the personal belongings of others.

The cost of care, arrangements, and well-being of a service animal are the sole responsibility of the owner, including keeping the animal free from fleas and ticks or other pests that may cause infestation.

Cleaning up after a service animal is the sole responsibility of the owner. In the event that the owner is not physically able to clean up after a service animal, the owner must delegate this responsibility to another individual who is capable of meeting this requirement at the owner's expense.

The service animal owner is responsible for complying with any relevant city, county, and/or state license and leash laws while the service animal is on college premises.

Any service animal found unattended on college property may be seized by authorized persons or animal control officers. Owners are responsible for any impound and/or license fees required to secure the release of their animals.

### *Inquiries Regarding Service Animals*

Individuals who are accompanied by a service animal must not be asked to identify the nature or extent of their disability. In regard to a service animal:

1. Employees will not inquire about the qualifications of a service animal when it is readily apparent that an animal is trained to do work or to perform a task for a person with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to a person with an observable mobility disability).

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2. If it is not readily apparent that an animal is performing work or a task on behalf of an individual with a disability, employees may only inquire:

a. Whether the animal is required because of a disability; and,

b. What work or task the animal has been trained to perform.

3. Individuals are not required to have an accommodation letter from the ACCESS Office to use a service animal on campus.

4. Employees will not require documentation of a service animal's certification, training, registration, or license as a service animal.

### Animals in Student Housing

Pets are not allowed in on-campus Student Housing. Service animals and Emotional Support Animals (ESA), as defined below, are permitted in on-campus Student Housing. ESAs are permitted in on-campus Student Housing when the ESA is approved by the ACCESS Office and is necessary for the resident with a documented disability to have equal access to housing.

An ESA or comfort animal means an animal that provides emotional support, well-being, comfort, or companionship and that a health care provider has recommended as an accommodation for a student with a disability. The comfort provided by these animals does not constitute work or tasks and ESAs are not service animals for purposes of this policy.

### Access

1. ESAs are not permitted in Collin College Student Housing until approved by the ACCESS Office through the appropriate process.

2. Approved ESAs must be contained within the Collin College Student Housing unit of the owner/handler, except when transported outside the residential area in an animal carrier or controlled leash/harness.

3. ESAs are not permitted on any Collin College campus or in any Collin College facility other than Collin College Student Housing.

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4. An ESA is considered an unreasonable accommodation if the ESA presents an undue financial or administrative burden on Collin College, poses a substantial and/or direct threat to personal or public safety, or constitutes a fundamental alteration of the nature of Collin College's educational programs or activities

### Requests for ESAs

Requests for an accommodation to have an ESA must be submitted with the ACCESS Office. ESAs will not be permitted in Student Housing without the written prior approval from the ACCESS Office. Collin College Student Housing will provide students with procedures for students to follow for ESAs in Student Housing.

### Required Documentation for Approval

The approval process for ESAs will require, in addition to other information, submission of the following to the ACCESS Office:

- a. current and appropriate documentation from a physician or licensed mental health professional that verifies the student is a person with a disability; describes how the animal assists the individual; and shows the relationship between the individual's disability and the need for the assistance provided by the ESA.
- b. Veterinary records or other evidence acceptable to the ACCESS Office verifying that the animal is in good health and is current with respect to all vaccinations, medications, or other items required or recommended by veterinarians regarding the breed or type of animal in question.
- c. ESA owners of dogs or cats must provide proof of current rabies vaccinations and wear rabies vaccination tags.

Completion and submission of forms with accompanying records to verify current subscription for ESA and vaccination and good health of the ESA must be provided to the ACCESS Office each time a lease is renewed. No ESA will be permitted in Student Housing without annual submission of the above-described information.

Collin College reserves the right to require updated veterinary records or other evidence of the health of the animal at any time.

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### Procedures

Student Housing procedures, as outlined in the Collin College Resident Handbook, will provide all requirements and expectations, including, but not limited to, the following:

1. Students living in Student Housing are permitted only one ESA at a time.
2. The approved ESA is allowed in Student Housing only as long as it is necessary for the resident's disability.
3. ESA approval is for a specific animal; therefore, a student must request approval for a replacement animal if necessary.
4. ESAs must be at least six months of age.
5. Generally, dogs and cats are commonly requested as ESAs although other animals (such as fish, turtles, or small birds) may serve in this capacity. For the health and safety of residents, the college is not required to grant non-domesticated, wild, or unique animals (such as snakes, reptiles, barnyards animals, monkeys, spiders, insects, or other animals) as reasonable accommodations.
6. If an animal begins residence in Student Housing prior to approval of the ACCESS Office and Student Housing, the college may request the owner remove the animal from Student Housing within 48 hours of notification. If the animal is not removed as requested, college officials may consider the animal a trespasser and contact the appropriate City of Plano authorities to remove the animal from Student Housing. Any costs associated with removal of the animal from college property is the responsibility of the animal's owner.
7. The owner of the approved ESA is responsible for ensuring all Collin College and Collin College Student Housing procedures and requirements for ESAs are followed.

### **Conflicting Disabilities**

In circumstances where the presence of a service animal or ESA in Student Housing may substantially impair another individual's physical or mental wellbeing, such as but not limited to allergies or

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phobias, the College District will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Conflicting disabilities involving students should be referred to the ACCESS Office. Conflicts involving employees should be referred to Human Resources.

### Animals for Instructional Purposes

The College District allows the use of instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission must be obtained from the appropriate academic dean and/or Campus Provost. The permission statement must clearly designate the date, location, and purpose for the animal's presence on campus. Each animal must 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 is the sole responsibility of the handler.

### Removal of Animals from Campus

The College District may request an owner or handler remove service animals or other animals from campus for reasons that include but are not limited to the following:

1. Failure to properly control the animal: The owner does not or cannot take effective action to control the animal. Improper animal behaviors that should be controlled include but are not limited to barking, growling, nipping, snapping, biting, lunging or jumping at people or other animals. The owner of an animal deemed to be out of control may be prohibited from bringing the service animal onto college property. ESA animals meeting these criteria may be excluded from Student Housing until the owner can demonstrate that they have taken significant steps to mitigate the behavior.
2. Non-Housebroken Animal: The animal is not housebroken (i.e., trained so that it controls its waste elimination) as determined by Student Housing employees.
3. Animal Care: It is determined by designated college officials that the animal's owner has failed to properly care for the animal. An owner must ensure that the animal, and its environment, are maintained in a healthy, clean

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manner. Instances of suspected abuse of an animal are referred to the Dean of Students, the Human Resources Department, or other appropriate authority.

4. Direct Threat: The animal is determined to be a substantial and direct threat to the health and safety of individuals. A direct threat may be based upon the poor health or hygiene of the animal, the behavior of the animal, or the presence of an animal in a sensitive area such as certain laboratories or mechanical or industrial areas.
5. Fundamental Alteration: The presence of an animal fundamentally alters a college program by requiring a significant alteration to the essential nature of the services, facilities, privileges, advantages, or accommodations offered.
6. Damage or Harm: The animal causes damage or harm to persons or property.
7. Responsibilities: The owner violates any of the responsibilities outlined in this policy or applicable procedures.

### Appeals and Grievances

Any individual who wishes to file a complaint for violation of this policy may file a complaint with the College District. See DGBA (for employee), FLD (for students), and GB (for community members).

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**Note:** This policy addresses complaints of dating violence, domestic violence, gender-based harassment, sex discrimination, sexual violence, sexual harassment, and stalking, targeting students participating in the College District's education program or activity. For legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL) and FFDB(LOCAL). For sex discrimination, sexual harassment, sexual violence, and retaliation targeting employees, see DIAA.

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**Statement of  
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**College District's  
Education Program  
or Activity**

The College District's education program or activity includes locations, events, or circumstances over which the institution exercises substantial control over both the respondent and the context in which the sexual harassment occurred. This policy applies to all of the College District's education programs and activities, whether such programs or activities occur on campus or off campus. The College District may address sexual harassment affecting its students that falls outside the jurisdiction of this policy in any manner it chooses, including, but not limited to, providing supportive measures or pursuing disciplinary action.

**Sex Discrimination**

Sex discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

**Sexual Harassment  
By an Employee**

For purposes of this policy, sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a College District program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct (i.e., quid pro quo harassment);
2. It is based on unwelcome conduct that a reasonable person would determine is so severe, persistent, pervasive, and objectively offensive that it limits or denies the student's educational access and/or ability to participate in or benefit from the College District's educational program; or

3. Any instance of sexual assault, as defined in the Jeanne Clery Disclosure of Campus Security Policy Campus Crime Statistics Act (Clery Act), and dating violence, domestic violence, or stalking, as defined in the Violence Against Women Act (VAWA).

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**Note:** Quid pro quo harassment, Clery Act, and VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because such misconduct is considered sufficiently serious to deprive a student of equal access.

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By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive, and objectively offensive that it limits or denies a student's ability to participate in or benefit from the College District's educational program. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

College District's  
Definition of  
Consent to Sexual  
Activity

For purposes of this policy, sexual activity requires consent, which is defined as an informed, voluntary, affirmative, and mutual agreement between the participants to engage in a specific sexual act. The following guidelines will be used to determine whether consent was obtained:

1. Consent to sexual activity can be communicated in a variety of ways, but one should not presume consent has been given in the absence of a clear, positive agreement.
2. Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. The absence of the word "no" or the like (e.g., "stop") does not imply consent.
3. Although consent can be nonverbal, verbal communication is the most reliable form of asking for and obtaining consent. Discussing desires, needs, and limitations with sexual partners provides a basis for positive sexual experiences shaped by mutual willingness and respect.

4. Presumptions based upon contextual factors (e.g., provocative clothing or dancing, etc.) are unwarranted, and should not be considered grounds for consent.
5. As defined in the State of Texas Penal Code 22.011 Sexual Assault, the age of sexual consent is 17. Therefore, consent cannot be obtained from someone who is under the age of 17, as that person is legally considered to be a minor.
6. Consent cannot be obtained from someone who is asleep, unconscious, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition (e.g., an intellectual or other disability). A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual violence.
7. Consent to some sexual acts does not constitute consent to other sexual acts.
8. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. If you proceed despite your partner's verbal and/or nonverbal communication to stop, you have committed sexual violence.
9. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.
10. A prior sexual encounter or pre-existing relationship does not indicate consent to current or future sexual activity.

### **Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, pervasive, and objectively offensive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

#### **Examples**

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes,

name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property. Examples may also include forms of dating violence, domestic violence, or stalking. Specific examples may be found in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

### **Dating Violence**

The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship will be determined based on a consideration of the following factors:

1. The length of the relationship;
2. The type of relationship; and
3. The frequency of interaction between the persons involved in the relationship.

(Office on Violence Against Women, United States Department of Justice: <https://www.justice.gov/ovw/dating-violence>)

### **Domestic Violence**

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- Any other member of the victim's family as defined by state law;
- Any other current or former member of the victim's household as defined by state law;
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

### **Stalking**

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

**False Claims**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding dating violence, domestic violence, gender-based harassment, sex discrimination, sexual violence, sexual harassment, and/or stalking will be subject to appropriate disciplinary action.

**Prohibited Conduct**

In this policy, the term "prohibited conduct" includes dating violence, domestic violence, sexual or gender-based harassment, sex discrimination, sexual violence, stalking, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**College District's  
Mandatory Response  
Obligations**

Deliberate  
Indifference  
Standard

The College District will respond promptly to sexual harassment, as defined in this policy, in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of known circumstances, or as otherwise required by applicable Title IX regulations. The College District's response obligations include, but are not limited to:

1. The College District must offer supportive measures to the person making the allegations (hereafter referred to as the "complainant").
2. The Title IX coordinator or designee must promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of supportive measures available with or without filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
3. The College District must follow a grievance process that complies with applicable federal Title IX regulations before the imposition of any disciplinary sanctions (or other actions that are not supportive measures) against a respondent.
4. The College District must not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with applicable federal Title IX regulations and this policy.

5. Under applicable federal Title IX regulations, the College District is required to investigate allegations of prohibited conduct as defined in this policy in any formal complaint, which can be filed by a complainant or submitted by a Title IX coordinator.
6. The federal Title IX regulations affirm that a complainant's wishes with respect to whether the institution investigates the complaint should be respected, unless the Title IX coordinator determines that submitting a formal complaint to initiate an investigation against the wishes of the complainant is not clearly unreasonable in light of the known circumstances.
7. The College District will dismiss the allegations in a formal complaint if such allegations do not meet the definitions of prohibited conduct outlined in this policy or did not occur in the institution's education program or activity. However, the College District may still address the allegations in any manner it deems appropriate (e.g., general investigation for violation of the Student Code of Conduct in the Student Handbook).

#### Definitions

When responding to prohibited conduct, applicable federal Title IX regulations provide clear definitions of a "complainant," "respondent," "formal complaint," and "supportive measures" so that recipients, students, and employees clearly understand how the College District must respond to incidents of prohibited conduct in a way that supports the alleged victim and treats both parties fairly. The College District adopts those definitions as outlined in applicable federal Title IX regulations which are listed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

#### *Formal Complaint*

In accordance with applicable federal Title IX regulations, a "formal complaint" is a document filed by a complainant or submitted by the Title IX coordinator that alleges prohibited conduct against a respondent and requests that the College District investigate the allegation of prohibited conduct, and meets the following requirements:

1. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in a College District education program or activity as defined in this policy.
2. A formal complaint may be filed with the Title IX coordinator in person, by mail, or by email by using the contact information required to be listed for the Title IX coordinator and by any additional method designated by the College District.
3. The phrase "document filed by a complainant" means a document or electronic submission (e.g., by email or through an

online portal provided by the College District specifically for this purpose) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

4. Where the Title IX coordinator submits a formal complaint, the Title IX coordinator is not a complainant or a party during the grievance process and must comply with the requirements for Title IX personnel to be free from conflicts and bias.

### **Reporting Procedures**

In accordance with applicable federal Title IX regulations, the College District utilizes a consistent, transparent grievance process for resolving formal complaints of prohibited conduct.

#### **Student Report**

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the appropriate Title IX coordinator, deputy Title IX coordinator, another employee, or, alternatively, submit the report electronically through the College District's website.

#### **Employee Report**

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct will immediately notify the Title IX coordinator or deputy Title IX coordinator and take any other steps required by this policy. Additionally, an employee may submit the report electronically via the College District's website or report it to the District President or designee.

### **Mandatory Reporting Under State Law for Incidents of Dating Violence, Sexual Violence, Sexual Harassment, and Stalking**

In accordance with Education Code Section 51.252, an employee who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual violence, dating violence, or stalking as defined in this policy, and is alleged to have been committed by or against a person who was a student enrolled at or an employee of the College District at the time of the incident, will promptly report the incident to the College District's Title IX coordinator or deputy Title IX coordinator. The report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

An employee who is designated by the College District as a person with whom students may speak confidentially concerning sexual harassment, sexual violence, dating violence, or stalking as defined in this policy, or who receives information regarding such an

incident under circumstances that render the employee's communications confidential or privileged under other law will, in making a report under this section, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. This requirement does not affect the employee's duty to report an incident under any other law.

*Exceptions*

An employee is not required to make a report concerning:

1. An incident in which the employee was a victim of dating violence, sexual violence, sexual harassment, or stalking; or
2. An incident in which the employee received information due to a disclosure made at a dating violence, sexual violence, sexual harassment, or stalking public awareness event sponsored by the College District or by a student organization affiliated with the College District.

Anonymous  
Reports

In accordance with Education Code Section 51.9365, College District students and employees can report prohibited conduct anonymously as provided on the Dean of Students page on the College District's website. However, the submission of an anonymous report may impair the College District's ability to investigate and address the prohibited conduct.

**Designated Title IX  
Coordinators**

For the purposes of this policy, the following are designated as the College District's Title IX coordinators.

Title IX  
Coordinators

Reports of dating violence, domestic violence, sex discrimination, sexual violence, sexual or gender-based harassment, and stalking may be directed to the Title IX coordinators. The College District designates the following persons to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

*Title IX  
Coordinator for  
Students*

Title IX Coordinator: Terrence Brennan, District Dean of Students

Address: 3452 Spur 399, McKinney, TX 75069

Telephone: (972) 881-5734

Email: [Title IX Coordinator email<sup>1</sup>](#)

Webpage: [Title IX/Sexual Misconduct webpage<sup>2</sup>](#)

*Deputy Title IX  
Coordinator for  
Students*

Name: Amy Throop

Position: Associate Dean of Students

Address: 2200 W University Drive, McKinney, TX 75071

Telephone: (972) 881-5667

	Email	<a href="#">Deputy Title IX Coordinator for Students</a> <sup>3</sup>
<i>Title IX Coordinator for Employees</i>	Name:	Floyd Nickerson
	Position:	Chief Human Resources Officer
	Address:	3452 Spur 399, McKinney, TX 75069
	Telephone:	(972) 599-3159
<i>Deputy Title IX Coordinator for Employees</i>	Name:	Tonya Jacobson
	Position:	Manager, HR/Employee Relations
	Address:	3452 Spur 399, McKinney, TX 75069
	Telephone:	(972) 758-3856

**Alternative  
Reporting  
Procedures**

A student will not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the District President.

A report under this policy against the District President may be made directly to the Board. If a report is made directly to the Board, the Board will appoint an appropriate person to conduct an investigation.

**Timely Reporting**

Reports of prohibited conduct will be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

**Amnesty**

In accordance with Education Code Section 51.9366, the College District will give amnesty to (i.e., not take disciplinary action against) a student who reports, in good faith, that the student was the victim of or a witness to an incident of prohibited conduct as defined by this policy. This amnesty policy applies regardless of the location at which the incident occurred or the outcome of the College District's disciplinary process regarding the incident, if any. This amnesty policy does not apply to a student who reports his or her own commission or assistance in the commission of prohibited conduct as defined by this policy.

**Consolidation of  
Reports and Other  
Requirements**

When the allegations underlying two or more complaints arise out of the same facts or circumstances, the College District may consolidate the complaints.

The College District will also provide other measures required by Title IX and applicable law, including, but not limited to, assistance by advisors, supportive measures, and notices to parties. Such re-

quired measures are described in detail in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

**Notice of Rights and Options**

In accordance with requirements under federal law, the College District will provide victims with written notification of their rights and options, which will outline appropriate on- and off-campus resources as well as steps a victim may want to take depending on the services the victim needs.

**Investigation of the Report**

The College District may request, but will not require, a written report of prohibited conduct. If a report is made orally, the College District official will reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official will immediately notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint in writing.

*Request Not to Investigate*

A complainant may request that the College District not investigate allegations or prohibited conduct. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District will promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District will take reasonable steps to protect the health and safety of the College District community.

Formal Resolution

If any of the parties decline to participate in informal resolution of the complaint or the College District official finds informal resolution of the complaint to be inappropriate, the College District official will authorize or undertake an investigation, except as provided below at Criminal Investigation.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District will promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

If, after engaging in an individualized safety and risk analysis, the College District determines that an immediate threat to the physical health or safety of any student or other individual, arising from the

College District  
Investigation

allegation of prohibited conduct, justifies the removal of the respondent, the College District will provide the respondent with written notice of this interim action and afford the respondent an opportunity to challenge the decision immediately after the removal.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator will have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures. The investigator will conduct a prompt, fair, and impartial process from the initial investigation to the final result. Investigation and resolution procedures and guidelines are also detailed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. Both the victim and student respondent may have an observer(s) present during any meeting with the investigator.

During the investigation:

1. The burden of gathering evidence and burden of proof must remain on the College District, not on the parties.
2. The College District must provide equal opportunity for the parties to present facts and expert witnesses and other inculpatory and exculpatory evidence.
3. The College District must not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no "gag orders").
4. The parties must have the same opportunity to select an advisor of the party's choice who may be, but need not be, an attorney.
5. The College District must send written notice of any investigative interviews, meetings, or hearings to the parties. This written notice must include a statement that the respondent is presumed not responsible and that a determination will not be made until the conclusion of the grievance process. If the scope of the investigation expands, the College District must issue a supplemental written notice to the parties providing additional details that also meet this standard.

6. The College District must send the parties and their advisors evidence directly related to the allegations, in electronic format or hard copy, and provide at least ten days for the parties to inspect, review, and respond to the evidence.
7. The College District must dismiss allegations of conduct that do not meet the federal Title IX definition of prohibited conduct or did not occur in the institution's education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the College District from addressing the conduct in any manner the institution deems appropriate (e.g., general discrimination or harassment complaint, Student Code of Conduct violation).
8. The College District may, at its discretion, dismiss a formal complaint or allegations contained therein, if:
  - a. The complainant informs the Title IX coordinator in writing that the complainant desired to withdraw the formal complaint or allegations contained therein;
  - b. The respondent is no longer enrolled at or employed by the College District; or
  - c. Specific circumstances prevent the College District from gathering sufficient evidence to reach a determination.
9. The College District must give the parties written notice of a dismissal, whether mandatory or discretionary, and the reasons for the dismissal.

Privacy Rights

Federal Title IX regulations protect the privacy of a party's medical, psychological, and similar treatment records by stating that the College District cannot access or use such records unless the College District obtains the party's voluntary, written consent to do so.

Criminal or  
Regulatory  
Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District will confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District will proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation and in compliance with applicable federal Title IX regulations. After the law enforcement or regulatory agency has completed gathering its evidence, the College District will promptly resume its investigation. Any delay under this provision will constitute good cause for an extension of timelines established by this policy and associated procedures.

### **Concluding the Investigation and Hearing**

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation and hearing should be completed within 60 College District business days from the date of the report; however, the investigator will take additional time if necessary to complete a thorough investigation.

The investigator will prepare a written report of the investigation. The report will be filed with the College District official overseeing the investigation. The investigation must result in an investigation report that fairly summarizes the investigation, and the report must be completed at least ten College District business days prior to the hearing. Access to this report must be given so that the complainant, respondent, and their respective advisors can meaningfully respond to the evidence prior to the conclusion of the investigation. The College District must send the evidence to each party and their advisors in electronic form and provide at least ten College District business days for them to submit a written response, which the investigator must consider before finalizing the investigation. The College District must make the evidence available again at any hearing, including for use in cross-examination.

### **Hearings**

In accordance with applicable federal Title IX regulations, the College District will provide for a live hearing. During this live hearing:

1. A decision-maker must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those bearing on credibility.
2. Cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice, and never by a party personally.
3. If a party is unable to obtain an advisor, the College District must provide one, free of charge, for the purpose of conducting cross-examination for the party. The advisor provided does not have to be, but may be, an attorney.
4. While the hearing must be "live," at either party's request, the College District must provide the parties with separate rooms and use technology so the decision-maker and parties may simultaneously see and hear the questions.
5. At the hearing, the decision-maker has the responsibility to determine the relevancy of questions and explain in real time any decision not to permit a certain line of questioning.
6. During the investigation or hearing, questioning concerning a complainant's sexual history is generally not permitted, unless allowed by Title IX regulations.

7. ~~If a~~ party or witness ~~may~~ refuses to submit to cross-examination ~~during a live hearing.~~ If a party or witness does not submit to cross-examination during a live hearing, that individual's statements may be relied on by the decision-makers(s) in reaching a determination regarding responsibility. the College District is required to ignore that person's statement and reach a decision based on the remaining body of relevant evidence. The College District is not ~~, however,~~ permitted to draw an adverse inference based on the mere fact that an individual refused to submit to cross-examination.
8. During the hearing, questions and evidence about the complainant's sexual predisposition or prior sexual behavior will be considered irrelevant, unless offered to prove that someone other than the respondent committed the alleged misconduct or to prove consent.
9. The College District must make an audio or video recording of the hearing, or a transcript, and make it available to the parties for inspection and review.
10. The decision-maker(s) facilitating the live hearing must not be the same person(s) as the Title IX coordinator or investigator(s).
11. After the hearing, the decision-maker(s) must issue a written determination of responsibility applying the preponderance of the evidence standard (i.e., more likely than not to have occurred). The written determination must include the following elements:
  - a. Identification of the allegations at issue;
  - b. A description of the procedural steps taken throughout the case;
  - c. Findings of fact supporting the determination;
  - d. Conclusions regarding application of the College District's Title IX policy;
  - e. A statement and rationale as to the determination for each allegation;
  - f. A statement of any disciplinary sanction and whether any remedies will be provided to the complainant; and
  - g. A description of the procedures and permissible ground for appeal.

12. The decision-maker's written determination must be sent simultaneously to the parties along with information about how to file an appeal.

Notification of the Outcome

The College District will provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed. The parties will be given the opportunity to respond to the report.

Upon written request, the College District will disclose to the alleged victim of a crime of violence, as defined in Title 18 Section 16, United States Code, or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by the College District against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the College District will treat the victim's next of kin as the alleged victim.

**College District Action**

Prohibited Conduct

The College District will determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using the preponderance of the evidence standard (i.e., more likely than not to have occurred). If the results of an investigation and live hearing indicate that prohibited conduct occurred, the College District will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. [See FM and FMA]

*Corrective Action*

Examples of corrective action may include, but are not limited to, the following:

1. Implementing the disciplinary measures or penalties described in FM(Local) for students;
2. Providing a training program for those involved in the complaint;
3. Providing a comprehensive education program for the College District community;
4. Providing counseling for the complainant and respondent;
5. Permitting the complainant or respondent to drop a course in which they both are enrolled without penalty;
6. Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
7. Involving students in efforts to identify problems and improve the College District climate;

8. Increasing staff monitoring of areas where prohibited conduct has occurred;
9. Reaffirming the College District's policy against dating violence, domestic violence, gender-based harassment, sex discrimination, sexual violence, sexual harassment, and stalking;
10. Taking other actions allowed by Board policy.

Exception

The College District will minimize attempts to require a student who complains of prohibited conduct as defined by this policy to resolve the problem directly with the person who engaged in the prohibited conduct; however, if that is the most appropriate resolution method, the College District will be involved in an appropriate manner.

Improper Conduct

If the College District determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District may take other appropriate disciplinary action in accordance with College District policy and procedures or other corrective action calculated to address the conduct.

### Dismissal of Complaint

Mandatory Dismissal

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law. Mandatory dismissal provisions include the following:

1. The alleged conduct is determined to not constitute sexual harassment, as defined in this policy;
2. The alleged conduct is determined not to have occurred within a College District's education program or activity; or
3. The alleged conduct is determined not to have occurred against a person in the United States.

Permissive Dismissal

Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

Permissive or discretionary dismissal provisions include the following:

1. The complainant would like to withdraw the complaint;
2. The respondent is no longer enrolled at or employed by the College District; or

3. Specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

Notice of Dismissal

Upon dismissal of a complaint, the designated Title IX coordinator or the deputy Title IX coordinator will provide the parties written notice of the dismissal.

**Confidentiality**

To the greatest extent possible, the College District will respect the privacy of the complainant, respondent, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

Either the complainant or respondent may appeal the determination rendered as a result of the investigation and live hearing, or any discretionary dismissal of the complaint, on the following permissible grounds:

1. Procedural irregularity that affected the outcome;
2. New evidence not reasonably available that could affect the outcome; and/or
3. Conflict of interest or bias by the College District's participants that affected the outcome.

The College District will ensure that the following elements are present during the course of the appeal:

1. The non-appealing party will be notified of the appeal and allowed to submit a written statement in response.
2. The appeal decision-maker(s) cannot be the same individuals as the hearing decision-maker(s). Nor can the appeal decision-maker(s) be the Title IX coordinator or the investigator(s) on the case.
3. The appeal must conclude with a written decision describing the appeal and the rationale for the result that is provided to the complainant and respondent simultaneously.

Appeals under this policy will be submitted to the appeals officer or administrator designated by the College District. The applicable appeal deadlines and guidelines detailed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees* will be followed. The College District will provide written notice of the outcome of any appeal, within the extent permitted by FERPA or other law, to the complainant and the respondent.

Upon written request, the College District will disclose to the alleged victim of a crime of violence, as defined in Title 18, Section

16, United States Code, or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by the College District against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the College District will treat the victim's next of kin as the alleged victim.

### **Informal Resolution**

After a formal complaint is filed, the College District may permit the voluntary use of an informal resolution process at any time prior to a final determination. The parties must provide their voluntary consent in writing to participate in such a process.

Prior to commencing an informal resolution process, the College District will provide the parties with the required written notice of the allegations and a description of the parameters of the informal resolution process. The notice will include a statement that a party is permitted to withdraw from the informal resolution process and resume the formal process at any time prior to a resolution being reached.

Informal resolution is prohibited in any case where a College District employee is accused of committing prohibited conduct against a student.

The College District will not require the parties to waive their rights to a formal process and agree to informal resolution as a condition of enrollment or employment.

### **Retaliation**

Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited. Neither the College District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by applicable federal Title IX regulation; this policy; or because the individual has made a report or complaint, testified, assisted with, participated in, or refused to participate in a Title IX investigation, proceeding, or hearing.

Charging an individual with a violation(s) that does not involve sexual harassment, but arises out of the same facts or circumstances as a formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by applicable federal Title IX regulations, constitutes retaliation.

In an effort to prevent acts of retaliation, the College District will keep confidential and not disclose the identities of complainants, respondents, and witnesses, except as permitted by FERPA, required by law, or necessary to investigate and resolve a Title IX complaint.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a violation(s) for making a materially false statement in bad faith during the course of a Title IX grievance proceeding does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

Complaints alleging retaliation in connection with a complaint or investigation of prohibited conduct will be addressed in accordance with this policy. Complaints alleging retaliation in connection with other policies or laws may be filed in accordance with the College District's prompt and equitable grievance procedures. [See FFDB and FLD]

### **Other Appeals**

Appeals for complaints of prohibited conduct or Title IX violations will be processed as detailed in the College District's Title IX Complaint Resolution Process Handbook for Students and Employees. All other appeals outside of this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FMA(LOCAL) for students, and GB(LOCAL) for community members]

The College District will provide written notice of the outcome of any appeal(s), within the extent permitted by FERPA or other law, to the victim and the person against whom the complaint is filed. The parties will be given the opportunity to respond to the report.

### **Complaints Filed with OCR**

A party will also be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).

### **Records Retention**

Retention of records will be in accordance with the College District's records retention procedures. [See CIA]

Records of formal complaint resolutions and informal resolutions will be retained by the College District for a period of seven years. The College District will retain all materials used to train institutional participants in the various phases of the resolution process, including the Title IX coordinators and decision-makers. All materials utilized to train Title IX coordinators, investigators, hearing panel participants, and decision-makers will be made available in accordance with applicable federal Title IX regulation requirements.

In instances where the College District receives a report of prohibited conduct, but a formal complaint is not filed, the institution will maintain a record of all actions taken, including supportive

**Access to Policy,  
Procedures, and  
Related Materials**

measures, for a period of seven years. In these instances, the College District will include a written rationale explaining why a formal complaint was not filed.

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, will be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials will also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures will be readily available at the College District's administrative offices and will be distributed to a student or employee who makes a report.

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<sup>1</sup> Title IX Coordinator email: <mailto:tbrennan@collin.edu>

<sup>2</sup> Title IX/Sexual Misconduct webpage: <https://www.collin.edu/titleix>

<sup>3</sup> Deputy Title IX Coordinator for Students email: <mailto:athroop@collin.edu>

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

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**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.

**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 playing 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. The College District does not permit 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 at least 75 feet from any College District building entrance or window and that is not used, on either a permanent or temporary basis, for the College District’s:

1. Business or operations;
2. Sponsored events;
3. Educational functions; or
4. Research functions.

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 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, or 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

**Use of Common  
Outdoor Areas by  
Community  
Members**

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

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's 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](mailto:reserveCOA@collin.edu). If the expected attendance at an assembly or expressive activity is 15 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 15 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**

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.

**Distribution of Literature**

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 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 literature 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.

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. 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 service~~ animals to accompany a student or visitor on campus in accordance with Board policy. [See FAA]. All other animals will not be permitted on any College District campus or in any College District facility.

~~, 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**

2021-09-2

September 28, 2021  
Resource: Kim Davison  
Chief of Staff

**AGENDA ITEM:** Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policies

- **BD (Local)** Board Meetings
- **BGC (Local)** Administrative Organization Plan – Councils and Faculty Senates
- **CHA (Local)** Site Management – Security
- **EGAA (Local)** Academic Achievement – Prior Learning Assessment - ADD

**DISCUSSION:** The Organization, Education, and Policy Committee reviewed all policies presented in this item. The Organization, Education, and Policy Committee Chair will report out a recommendation at the September 28, 2021 regular meeting of the Board of Trustees.

**PROPOSED CHANGES:** 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 approval.

- **BD (Local) Board Meetings** – Provisions addressing topics requested by the Board or Board members for Board meetings, suspension of *Robert’s Rules of Order, Newly Revised* for Board meetings, and the development of procedures for Board members to request accommodations for Board meetings are included. The recommended revisions seek to clarify existing policy language.
- **BGC (Local) Administrative Organization Plan – Councils and Faculty Senates** – Clarifies that participation in shared governance extends to staff, students, and administrators as well as faculty.

- **CHA (Local) Site Management – Security** – Updates the college’s policy consistent with SB741 that was approved in the 87<sup>th</sup> legislative session that expands the authority for school marshals to carry a concealed weapon on their person.
- **EGAA (Local) Academic Achievement – Prior Learning Assessment (PLA) – ADD** – Establishes a college policy for the assessment of prior learning. PLA refers to all of the processes the College District uses to review and evaluate evidence of learning and to award academic credit in accordance with academic and administrative standards.

**DISTRICT PRESIDENT’S RECOMMENDATION:**

The District President recommends approval of the Local Board Policies as outlined above.

**SUGGESTED MOTION:**

This item may come as a motion and second out of committee. A suggested motion would be, “Mr. Chairman, I make the motion that the Board of Trustees of Collin County Community College District approves the Local Board Policies.”

BOARD MEETINGS

BD  
(LOCAL)

<b>Definition</b>	The Board shall consist of nine members. In the event of the death or resignation of one or more members, the Board shall remain defined as a nine-member Board for the purposes of determining a majority. [See BBB]
<b>Meeting Place and Time</b>	The notice for a Board meeting shall reflect the date, time, and location of the meeting.
Regular Meetings	Regular meetings of the Board shall typically be held on the fourth Tuesday of each month as posted. When determined necessary and for the convenience of Board members, the Board Chairperson may change the date, time, or location of a regular meeting with proper notice.
Special or Emergency Meetings	The Board Chairperson shall call a special meeting at the Board Chairperson's discretion or on request by two members of the Board.  The Board Chairperson shall call an emergency meeting when it is determined by the Board Chairperson or four members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.
<b>Agenda</b>	The deadline for submitting items for inclusion on the agenda is the fifth business day before regular meetings and the fifth business day before special meetings, except in an emergency in accordance with the Texas Open Meetings Act.
Preparation Deadline	
Submission of Topics	The District President shall compile for review by the Board Chairperson all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the District President.
A Board Member May Request a Subject Be Included on the Agenda	The Board Chairperson and the District President shall confer regarding the proposed topics, and the Board Chairperson shall determine the topics for the official meeting agenda. <u>Consistent with Board procedures,</u> <del>the Board or two or more</del> Board members have requested <u>in writing</u> be addressed are either on <del>the a</del> meeting agenda or scheduled for deliberation at an appropriate time in the near future. <u>If the item is a discussion item, it will be scheduled on the agenda for a future committee or Board meeting within 30-60 calendar days. If the item is an action item, the Board Chairperson will decide on which committee or Board agenda the item will be placed, provided the proposed action item does not exceed the Board's authority, violate other existing Board policies, or violate applicable laws.</u> The Board Chairperson shall not refuse to assign <u>an topic action item that complies with this policy</u> requested by two <u>or more</u> Board members to an agenda and, once assigned,

shall not have the authority to remove the topic—action item from the agenda without the requesting Board members's specific authorization.

- Consent Agenda** When the agenda is prepared, the Board Chairperson shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.
- Notice to Members** Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.
- Closed Meeting** Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. See BDA
- Order of Business** The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.
- Rules of Order** The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present so long as the suspension does not result in actions or motions that must be declared null and void under Robert's Rules of Order, Newly Revised or applicable law.
- Voting** Voting shall be by voice vote or show of hands, as directed by the Board Chairperson. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- Minutes** Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board.
- The official minutes of the Board shall be retained on file in the office of the District President and shall be available for examination during regular office hours.

**Discussions and  
Limitation**

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

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

**Trustee Requests for  
Accommodations for  
Board Meetings**

The College is committed to its compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. No qualified Trustee with a disability, as defined in board policy DAA(Legal), shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College or be subjected to disability discrimination. The Board will adopt a set of procedures for Trustees to request reasonable and legal accommodations in writing for participation in or legal access to regularly scheduled Board meetings that conform with the existing definitions and requirements under Board policy, see GA.

The College is not obligated to provide an accommodation if it would impose an undue financial hardship or administrative burden on the College as such limits are described in Board policy, see GA and DAA, or if it would require the College to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity.

College District faculty, staff, students, and administrators ~~members~~ serve the College District and participate in shared governance through membership and involvement in College District-recognized academic, governance, and strategic planning ~~matters through membership and involvement in, but not limited to, College District-recognized~~ committees and task forces.

**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;
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 policies, 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. Subject to limitations in law, 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, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the District President or designee and participate in hearings concerning 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.

	<p>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.</p>
<p>Reporting and Analysis</p>	<p>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.</p>
<p>Training</p>	<p>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.</p>
<p><b>Video Monitoring</b></p>	<p>Video equipment will be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.</p>
<p>Access to Recordings</p>	<p>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]</p>
<p><b>Training</b></p>	<p>All College District officers will receive at least the minimum amount of education and training as required by law.</p>
<p><b>Racial Profiling</b></p>	<p>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.</p>

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 [see Complaint Against Peace Officer at CHA(LEGAL)], 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 or on their person 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.

SITE MANAGEMENT  
SECURITY

CHA  
(LOCAL)

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.

## NEW POLICY

Currently enrolled students may earn credit for relevant non-traditional learning experiences. A student who believes that he or she already possesses the knowledge and/or skills taught in certain courses or programs offered by the College District may challenge certain courses for credit using Prior Learning Assessment (PLA).

PLA refers to all of the processes the College District uses to review and evaluate evidence of learning and to award academic credit in accordance with academic and administrative standards. The College District shall develop procedures to implement this policy. The guidelines implementing this EGAA(LOCAL) policy are published on the College District's website.

### Prior Learning Assessment

Students are required to complete a minimum of 25 percent of the semester credit hours for any degree or certificate in residence at Collin College. [See EGC(LOCAL)]

In order to petition for credit earned by PLA to be posted to the student's transcript the student:

- a) must be currently enrolled in credit coursework at Collin College (or have been enrolled in credit coursework at Collin College within the last five years),
- b) must meet the admission requirements of the declared program for which the student intends to petition for credit for non-traditional (or prior) learning experience, and
- c) must earn at least three semester credit hours of college credit-level (i.e. non-developmental education) coursework at Collin College.

Credit earned through PLA shall not count toward the residency requirement, and credit earned by PLA is not guaranteed to transfer to a university.

A student shall earn credit for a course through PLA in accordance with the following methods:

1. Testing instruments prepared by appropriate faculty members to challenge courses;
2. Various educational testing service providers, or other College District-approved testing services [see EGA(LEGAL)];
3. Articulated college credit for select high school career and technical education courses;

## NEW POLICY

4. Evidence of an appropriate valid certification and/or license in the field;
5. Evidence of successful completion in a College District non-credit, cross-listed (i.e. "mirror") course for conversion to a college-credit academic course; and
6. Evidence of training and service for military and veteran students. [See EGA(LEGAL)]

Upon successful completion of any PLA method, credit shall be awarded for the indicated course with a "CR" grade, and as a result, the credit shall not impact the student's grade point average (GPA).

Fees for the processing and posting of PLA shall be set by the Board upon recommendation from the District President.

A student who is dissatisfied with the outcome of the approval process may appeal to the Campus Provost. The decision of the Campus Provost is final and may not be further appealed. The Campus Provost shall notify the student of the final decision.

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

2021-09-3

September 28, 2021

Resource: Christopher G. Eyle  
Vice President of Facilities & Construction

**AGENDA ITEM:** Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the District President to Execute a Contract with DHPace for the Replacement of Lock Cores at the Courtyard, CHEC, Frisco, McKinney, and Plano Campuses

**DISCUSSION:** In November 2017, the Board of Trustees approved the Safety and Security Plan across Collin College. In that plan, \$3.6M was included to improve access controls across all campuses. To date, \$730,000 has been spent. Across the ten Collin College campuses, the keying system is inconsistent. By replacing the lock cores at the Courtyard, CHEC, Frisco, McKinney, and Plano campuses, there will be a standardized keying system across the entire College system which will provide efficiencies in maintenance and security for the extended future.

The proposals from DHPace are based on campus surveys done within the last eight weeks with oversight from Facilities staff at each campus.

Implementation of this recommended project will begin fall 2021 based on material procurement availability. The cost for the five campuses is \$706,047.39, which is within the budgeted amount for this project. DHPace has a Federal GSA contract, GSA# 47QSWA20D002B, which is available for use by the District and is compliant with the competitive procurement requirements set forth in Section 44.031 for the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval to execute a contract with DHPace for the replacement of lock cores at the Courtyard, CHEC, Frisco, McKinney, and Plano campuses.

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the District President to execute a contract with DHPace for the replacement of lock cores at the Courtyard, CHEC, Frisco, McKinney, and Plano campuses.

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

2021-09-4

September 28, 2021

Resource: Christopher G. Eyle  
Vice President of Facilities & Construction

**AGENDA ITEM:** Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of Construction Manager-at-Risk (CMAR) Delivery Method for Construction for the Renovation of the Plano Campus Theater as Phase I of Proposed Future Renovation of Campus Buildings

**DISCUSSION:** Collin College is a public college authorized under Chapter 130 of the Texas Education Code. The College is required by Government Code Section 2269.056 to determine, before solicitations for services are issued, which construction delivery method provides the best value for the College.

The Government Code authorizes six construction delivery methods: competitive bidding (combines design, bid and build); competitive sealed proposals; construction manager-agent; construction manager-at-risk (CMAR); design-build; and job order contracting.

Of the six authorized methods, staff believes the CMAR method will provide the best value and future phasing flexibility for the College. Under the CMAR methodology, the services of the general contractor are divided into two distinct areas:

- (1) Preconstruction – CMAR acts as a consultant to the design team during the design development stage and works closely with the College and its architect to advise on constructability, material choices, and to offer expert cost estimation services for project budget control.
- (2) Construction – CMAR provides project administration supervision services and/or performs the actual construction with subcontractors and/or its own forces while keeping the project costs within the guaranteed maximum amount approved by the Board of Trustees.

Selection of the CMAR to provide the above services is recommended using the two-step process as outlined in Government Code Sec. 2269.253. Using this process,

Collin College would identify finalists based solely on qualification. Then in step two, evaluate additional information from the finalists including proposed fee and prices for fulfilling the general conditions. The CMAR that provides the best value to the College would be recommended to the Board.

Approval of the CMAR delivery method initiates the Request for Qualifications process for an architect which is also a two-step process required by Government Code Section 2254.004 (a) which states "In procuring architectural, engineering or land surveying services, a governmental entity shall: (1) select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and (2) attempt to negotiate with that provider a contract at a fair and reasonable price."

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends approval of the recommended Construction Manager-at-Risk delivery method for construction for renovation of the Plano Campus Theater.

**SUGGESTED MOTION:**

"Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Construction Manager-at-Risk delivery method for construction for the renovation of the Plano Campus Theater."

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

2021-09-5

September 28, 2021  
Resource: Ali Subhani  
Director of Internal Audit

- AGENDA ITEM:** Report Out of the Finance and Audit Committee and Consideration of Approval of the Audit Plan for FY 2022
- DISCUSSION:** The following list outlines the projects that were approved by the Finance and Audit Committee for inclusion in the audit plan for Fiscal Year 2022:
- Audits**
- CARES Act Compliance
  - Texas Administrative Code 202 – Vulnerability Management/Scanning
  - Wireless Network Controls
- Administrative Projects**
- District Anonymous Hotline Implementation
  - Follow-up Audits
  - Issuance of the Annual Internal Audit Report
  - Tarrant County Community College Internal Audit Peer-Review
- DISTRICT PRESIDENT’S RECOMMENDATION:** The District President recommends approval of the Audit Plan for FY 2022.
- SUGGESTED MOTION:** “Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Audit Plan for FY 2022.”

**Date:** September 21, 2021

**To:** Members of the Finance and Audit Committee  
Dr. Neil Matkin, District President

**From:** Ali Subhani, Director Internal Audit *Ali Subhani*

**Subject:** Fiscal Year 2022 - Audit Plan Approval

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The Internal Audit Charter requires that the Board of Trustees approves the annual Audit Plan. Based on the methodology detailed on page two, the following projects are recommended for approval:

**Audits**

- CARES Act Compliance
- Texas Administrative Code 202 - Vulnerability Management / Scanning
- Wireless Network Controls

**Administrative Projects**

- District Anonymous Hotline Implementation
- Follow-up Audits
- Issuance of the Annual Internal Audit Report
- Tarrant County Community College Internal Audit Peer-Review

**The plan was based on the utilization of one full-time auditor.**









## Audit Plan Methodology - Fiscal Year 2022

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As required by the Internal Audit Charter, the Director for Internal Audit prepared the Fiscal Year 2022 Audit Plan by identifying the auditable areas for the District. The auditable areas were identified by reviewing budgetary information, the Comprehensive Annual Financial Report, the Collin College website, and Collin College policies (legal and local). In addition, information and resources developed by the Association of College and University Auditors (ACUA), the Institute of Internal Auditors (IIA), and risk assessments and audit plans of other community colleges in Texas were also reviewed. Members of the Executive Leadership Team were also requested to provide suggestions on areas that may require an audit project.

A Risk Assessment was then conducted of the auditable areas based on eight risk factors. Each factor is weighted based on importance and given a risk rating, indicating the risk for that factor to the auditable area. The risk rating for the auditable area is totaled to compute the risk score.

Finally, the auditable areas are sorted by likelihood and impact to the District (highest to lowest) and evaluated for selection based on the Office of Internal Audit's professional judgment. An explanation of the eight factors and risk ratings follows.

I M P A C T		
1	<b>Criticality of the Unit</b> 	This factor measures the importance of the unit to accomplish the mission of the District. This considers the impact if the unit is unable to provide its service within a required time frame and/or at the expected level.
2	<b>Financial Impact</b> 	This considers the overall dollar amount flowing through, committed to, or generated by the unit/process (e.g. expenditures, grant amount, revenues collected/earned). This evaluates the impact of inappropriate activity from a financial perspective.
3	<b>Regulatory Compliance</b> 	The complexity, volume, & clarity of regulations / compliance requirements from external requirements impact the District's ability to comply & therefore influences risk. Risks relate to the inability to comply; penalties, fines or litigation; loss of funding sources; & regulatory restrictions.
4	<b>Public Sensitivity</b> 	This measures the sensitivity of the unit to public exposure of critical internal issues. This considers the potential effect to the District overall as the result of negative information.
L I K E L I H O O D		
5	<b>Control Environment</b> 	Assessment of the control environment is based on factors such as the adequacy of the existing control structure, expertise of management, historical problems, conditions found during recent reviews/interactions, and the overall effectiveness and efficiency of operations.
6	<b>Changes in the Unit</b> 	Changes in management personnel, organizational & operational structure, & the operational systems can influence risk. In some cases, reorganization of responsibilities and activities can result in significant changes that compromise the internal control environment.
7	<b>Complexity of Monitoring Activities</b> 	This factor considers the locations/number of locations where activities and the monitoring of these activities take place.
8	<b>Audit History</b> 	This considers whether there has been an audit of the unit, the last time an audit was performed, and the results of such audit.

## I M P A C T S C A L E

	1	2	3
<b>Criticality of the Unit</b>	Operations can be temporarily paused for up to 30 days with minimal impact to students, faculty or staff.	Operations can be temporarily paused for up to 7 days without negatively impacting students, faculty or staff.	Must be continued Cannot pause. Necessary to life, health, security.
<b>Financial Impact</b>	<\$300k in resources flow through area.	>\$300k- <\$999k in resources flow through the area.	>\$1M in resources flow through the area.
<b>Regulatory Compliance</b>	Compliance requirements are clear and easy to follow. Breaches of regulatory or contractual obligations are confined to an isolated incident. Not systemic. Fines or penalties would be <\$50k.	Compliance requirements are opaque and necessitate action on a monthly basis. Breaches of regulatory or contractual obligations with costs in excess of \$50k but <\$100k to the institution and increased scrutiny from regulators.	Compliance requirements are complex and necessitate action on a daily/weekly basis. Regulatory censure or action. Breaches of regulatory or contractual obligations with costs in excess of \$100k. Possibility of action against specific member(s) of the senior management team.
<b>Public Sensitivity</b>	Impact is isolated to a small group. Damage is reversible.	Negative impact is limited to one campus location, is in the public domain, but with limited publicity.	Long-term / irreparable damage. Negative impact is felt on multiple-campuses and is widely publicized.
<b>Impact Risk Score</b>	<b>Low</b> 4 - 6.9	<b>Medium</b> 6.91 - 9.90	<b>High</b> 9.91 - 12.0

## L I K E L I H O O D S C A L E

	1	2	3
<b>Control Environment</b>	Key Performance Indicators (KPI) are defined for monitoring effectiveness, well-understood chains of accountability exist, and a formal controls framework exists.	Control awareness exists, control activities are designed and in place. Some documentation and reporting methodology exists. Accountability and performance monitoring requires improvement.	Control activities are fragmented, may be managed in "silo", dependent upon individual heroics, with inadequate documentation and reporting methods or inadequate monitoring methods.
<b>Organizational Changes</b>	Little to no organizational changes.	Transition of a Director level or below within an organizational unit.	Implementation of a new process/technology that has college wide impact or transition of a Vice President or Dean.
<b>Complexity of Monitoring Requirements</b>	Monitoring involves low volume activity and is limited to monitoring activity in one department.	Monitoring involves medium volume activity or involves monitoring activity at one college location.	Monitoring involves medium volume activity or involves monitoring activity multiple college locations.
<b>Audit History</b>	A review of the area or process in scope took place within the past 2 fiscal years.	A review of the area or activity took place within the past 3 years.	A review of the area has not been conducted within the past 5 years.
<b>Impact Risk Score</b>	<b>Low</b> 4 - 6.9	<b>Medium</b> 11.26.91 - 9.90	<b>High</b> 9.91 - 12.0

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

2021-09-6

September 28, 2021  
Resource: Melissa Irby  
Chief Financial Officer

**AGENDA ITEM:** Consideration of Approval of the Bid Report for September 28, 2021

**DISCUSSION:** The Bid Report for September 28, 2021:

2 Contract Renewals

**DISTRICT PRESIDENT’S RECOMMENDATION:** The District President recommends approval of the Bid Report for September 28, 2021 as presented.

**SUGGESTED MOTION:** “Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Bid Report for September 28, 2021 as presented.”

**I. CONTRACT RENEWALS**

Purchase Request #1 – pg. 114	
Cloud Based Data Warehouse and Business Intelligence Software	\$ 1,017,500
Purchase Request #2 – pg. 115	
Network Backup Systems	<u>500,000</u>
<b>TOTAL OF CONTRACT RENEWALS</b>	<b>\$ <u>1,517,500</u></b>
<b>GRAND TOTAL</b>	<b>\$ <u><u>1,517,500</u></u></b>

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends that the Board of Trustees approves the contract renewal for cloud-based data warehouse and business intelligence (DWBI) software from ZogoTech for the Institutional Research Office.

### **BACKGROUND**

ZogoTech DWBI software plays a pivotal role in the district's efforts to foster increasingly agile decision-making by enhancing access to actionable data. ZogoTech is a DWBI industry leader sharply focused on student success within the community college environment linking data from diverse sources, making information accessible for various users, and making it possible to conduct forecasting, analysis, and research that was not possible in the past.

ZogoTech has continuously served the needs of the district by focusing on student success since 2016. ZogoTech has provided a DWBI tool that enables staff to identify and support at-risk students and identify program completers who were falling through the cracks.

Reference (REF) Number 3992 was issued to track the contract spend for cloud-based DWBI software on behalf of the Institutional Research Office. ZogoTech is a sole source provider of cloud-based DWBI software and is exempt from competitive bidding per Section 44.031(j) of the Texas Education Code.

### **IMPACT OF THIS ACTION**

Understanding and predicting student behaviors, risks, and success requires data from multiple sources. Programming transforms raw data into descriptive and predictive reports, dashboards, and alerts, allowing for on-demand decision-making.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$1,017,500, which is budgeted in the Institutional Research Offices' FY22 operating budget and subsequent years' budgets subject to Board approval.

### **MONITORING AND REPORTING TIMELINE**

The contract term will be five (5) years beginning October 1, 2021 through August 31, 2026

### **RESOURCE PERSONNEL**

Dr. Sherry Schumann, Executive Vice President  
972-758-3880

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends that the Board of Trustees approves the contract renewal for a network backup system from Unique Digital, Inc. for the Technology Services Department.

### **BACKGROUND**

This contract provides the purchase of network backup systems to replace aging systems, which will offer greater speed and capacity than the current system.

Unique Digital has a contract through the DIR cooperative contracts program to provide Dell-branded hardware and software (Contract Number DIR-TSO-3763). 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. Reference Number (REF) 4415 was issued to track the spend volume for the purchase of backup systems.

### **IMPACT OF THIS ACTION**

This purchase includes hardware testing, rack and stack, setup and configuration, agent deployment, and verification of successful backups. It also has a backup configuration for up to 100 virtual servers and/or up-to five physical servers and five years of support.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$500,000, which is budgeted in the Technology Services Departments' FY22 operating budget.

### **MONITORING AND REPORTING TIMELINE**

The contract term is October 1, 2021 through August 31, 2022

### **RESOURCE PERSONNEL**

Mike Dickson, Chief Innovation Officer  
972-758-3832

## INFORMATION REPORTS

- Information Item – Collin College Vaccination Incentive Program for Students and Employees pg. 117
- Information Item – Fall 2021 COVID Update pg. 120
- Information Item – CougarLEAP Project Update pg. 122
- Information Item – THECB – Desk Review of TEOG pg. 123
- Personnel Report for September 2021 pg. 125
  - Faculty Appointments pg. 126
  - Staff Appointments pg. 137
  - Promotions and Lateral Changes pg. 149
  - Resignations and Separations pg. 155
- Quarterly Purchasing Report as of August 31, 2021 pg. 156
- Monthly Investment Report as of August 31, 2021 pg. 158
- Quarterly Investment Report as of August 31, 2021 pg. 181
- AECOM Report as of August 31, 2021 pg. 209

## Information Item

### Collin College Vaccination Incentive Program for Students and Employees

As of August 31, 2021, Texas Department of State Health Services reported that in Collin County, Texas approximately 89,321 persons have tested positive for COVID-19, 19,625 persons are probable COVID-19 cases, 4,075 persons are currently active COVID-19 cases, and 900 persons have died as a result of COVID-19.

Based on quantifiable data from agencies within the State of Texas that reasonable health and safety concerns related to the spread of COVID-19 currently exist and that there is a substantial interest and public purpose in protecting the health and safety of Collin College's students, employees, and community, the Collin College Board of Trustees approved at its August 24, 2021 Board meeting, the District President's authority to develop and implement a one-time COVID-19 Vaccination Incentive for our students and employees who have been fully vaccinated against COVID-19.

The Board is authorized by law and Board policy to expend funds of the College District for purposes necessary in the conduct of Collin College business, as determined by the Board. The College has substantial interest in protecting the health and safety of its students, employees, and community and authorizing a one-time COVID-19 Vaccination Incentive is necessary to accomplish Collin College's educational purpose, namely, to protect the health and safety of its students and employees, maintain morale, reduce employee turnover, and maintain student enrollment.

While Collin College does not require its students and employees to be vaccinated, the College encourages individuals to become fully vaccinated, if possible. Further, guidance from the CDC suggests that vaccination can be part of an effective mitigation strategy against COVID-19.

The voluntary Collin College Vaccination Incentive Program (VIP) for students and employees launched on September 13, 2021 and offers one-time incentives for Collin College students and employees who receive the COVID-19 vaccine by October 29, 2021.

#### **Eligibility:**

All students (including credit, non-credit, and dual credit) and employees (full-time faculty and staff, adjunct faculty, and part-time staff) who are now vaccinated or become vaccinated by October 29, 2021, are eligible to participate in the Collin College VIP. Eligible students and employees who have received both doses of the Pfizer or Moderna vaccines or the single-dose Johnson & Johnson (Janssen) vaccine are considered fully vaccinated after two weeks from their final dose. However, individuals are not required to wait two weeks after the last shot to be eligible for the incentive or for the drawings. If the individual received a vaccination abroad, the full dosage of vaccine that was prescribed must have been received to be eligible to participate.

The program offers participants a number of incentives.

### **Incentives for Students:**

- A \$150 Bursar credit toward the cost of the Spring 2022 semester tuition or toward bookstore items will be awarded after January 1, 2022 to each vaccinated student who completes the requirements for the VIP program. The credit must be used by January 21, 2022.
- Drawings:
  - Beats Solo3 headphones with mic and Bluetooth to support remote learning (150 awards valued at \$150)
  - One-semester full scholarships of up to 15 credit hours for the Spring 2022 semester to be used by January 21, 2022 (ten awards valued at \$1,500 each)

Students who complete the verification process by October 29, 2021 will be included in drawings that will take place on November 5.

### **Incentives for Employees:**

Full-time Faculty and Staff:

To support faculty and staff in taking time to get vaccinated, the following will be provided to employees who already are vaccinated and those who complete the requirements for the VIP by October 29, 2021:

- An extra paid personal day (8 hours) for full-time faculty and staff

Adjunct Faculty and Part-time Staff:

- \$50 on-campus Barnes & Noble Bookstore credit to be used by March 11, 2022

Drawings for All Employees who are in the VIP:

- Choice of on-campus coffee and dining credits or on-campus Barnes & Noble Bookstore credits to be used by March 11, 2022 (100 awards at \$150 each)
- Full one-semester scholarships for the Spring 2022 semester to be awarded to a student of the employee's choice or as selected using scholarship criteria (5 awards at \$1,500 each)

### **Process:**

Students and employees who have already been vaccinated or who elect to voluntarily get vaccinated will follow the steps below to become a VIP participant.

1. Students and employees who aren't already vaccinated, Collin College is offering on-site vaccinations through September and October. [Visit the Collin College COVID-19 site for more information and for the schedule.](#) In addition, the [Texas Public Health Vaccine Scheduler](#) can help identify vaccine location(s) nearby.
2. Students and employees who are fully vaccinated or who become fully vaccinated by October 29, 2021, will follow the steps listed below to enroll in the Collin College VIP:
  - Log into <http://www.medproctor.com> to register. Follow the steps to register and upload the vaccination card.

- Medproctor will validate the card and provide a report to the college listing all individuals who successfully completed the process.
- The image of the vaccination card will not be a part of Collin College records.

**Estimated Budget for the Student VIP:**

The incentives listed meet the established criteria to be eligible for federal CARES Act funds.

- Bursar Credit:  
Assuming nearly all students participate (estimated at 30K) at \$150 per person, the maximum budget required for the Bursar Credit would be \$4.5M
- Drawings:
  - Beats Solo3 headphones with mic and Bluetooth to support remote learning (150 awards valued at \$150 each: \$22,500)
  - One-semester full scholarships (up to 15 semester credit hours) for the Spring 2022 semester to be used by March 11, 2022 (10 awards at approximately \$1,500 each: \$15,000)

Estimated Maximum Total for the Student VIP: \$4,537,500

**Estimated Budget for the Employee VIP:**

Full-time Faculty and Staff Paid Time Off (eligible for CARES):

- Assuming an average salary of \$80,000, it's estimated that the cost of providing one day of paid leave to full-time employees would be approximately \$461,538

Adjunct Faculty and Part-time Staff:

- \$50 on-campus Barnes & Noble Bookstore credits for approximately 1,200 employees would be \$76,800 (*grossed up from \$60,000 at 1.28% to cover estimated payroll taxes*)

Drawings:

- Choice of on-campus coffee and dining credits or on-campus Barnes & Noble Bookstore credits (100 at \$150 each: \$19,200) (*grossed up from \$15,000 at 1.28% to cover estimated payroll taxes*)
- Full scholarships (5 at \$1,500 each: \$7,500)

Estimated Maximum Total for the Employee VIP: \$565,038

**Resource:**

Kim Davison, Chief of Staff  
972.985.3781  
[kdavison@collin.edu](mailto:kdavison@collin.edu)

## Information Item

### Fall 2021 COVID-19 Update

The following outlines enhanced COVID-19 response measures for fall 2021. Multiple stakeholders, including the Fall 2021 Re-start Task Force, Student Government Association, and cabinet members, participated and provided feedback to help finalize the updates. Significant updates include:

- Continue monitoring county and region-level public health conditions and the latest advisories from CDC and Texas Department of State Health Services
- Improve communication in the following areas:
  - Renewed efforts in messaging will focus on advising the students and employees who are sick, symptomatic, and tested positive for COVID-19 to stay home and away from the campus
  - New signs were developed and placed across campuses
  - Simplify instructions to employees and students on self-reporting and procedures for follow-up
  - Increase amount of messaging to encourage the use of masks while indoors and to encourage vaccination on a voluntary basis
  - Update and improve the College COVID-19 webpage for ease of navigation
  - Provide standardized communication to staff and faculty regarding COVID-19 procedures
  - Posters to include QR codes for links to College websites for better dissemination of information
  - Use Canvas LMS as a resource for messaging COVID-19 self-reported cases and information
- Roll out the Vaccination Incentive Program (VIP) for students and employees
- Improve self-reporting tools for ease of use and navigation
- Continue making masks available in the classrooms and at information desks
- Maintain the availability of KN-95 masks for faculty and staff who request them
- Allow flexibility at the course section level where faculty can collaborate with the associate dean to determine the best course of action for continuity of instruction
- Continued use of Zoom or virtual platforms for internal meetings, where possible

**Resource:**

Dr. Abe Johnson, Senior Vice President of Campus Operations

972.985.3760

[ajohnson@collin.edu](mailto:ajohnson@collin.edu)



# Are You Feeling Sick?



FEVER



COUGH



SHORTNESS OF  
BREATH



Stay home  
until well

and

Self-Report  
on CougarWeb



Collin College encourages the use of masks, hand washing, maintaining an appropriate distance where possible, and receiving a COVID-19 vaccination.

# CougarLEAP Project

Status Update as of September 17, 2021

Project	Status	Next Steps
<b>Succession Planning and Leadership Training</b>	<ul style="list-style-type: none"> <li>Project is complete</li> </ul>	<ul style="list-style-type: none"> <li>Review and approval of deliverables by Collin team</li> </ul>
<b>Climate Assessment</b>	<ul style="list-style-type: none"> <li>In progress. Campus Climate survey is complete. Response rates were 68% for the Admin/Staff survey and 79% for Faculty</li> </ul>	<ul style="list-style-type: none"> <li>Conduct data analysis on responses and facilitate focus groups</li> </ul>
<b>Wellness</b>	<ul style="list-style-type: none"> <li>Project is complete</li> </ul>	<ul style="list-style-type: none"> <li>Review and approval of deliverables by Collin team</li> </ul>
<b>Faculty Peer Review Process</b>	<ul style="list-style-type: none"> <li>In progress. Current state process documentation has been completed and conducted several working sessions with the COE team</li> </ul>	<ul style="list-style-type: none"> <li>Conduct faculty and administration interviews</li> </ul>
<b>Employment Experience</b>	<ul style="list-style-type: none"> <li>In progress. Established working team and conducted new hire employee experience survey</li> </ul>	<ul style="list-style-type: none"> <li>Conduct interviews and focus groups</li> <li>Conduct process mapping sessions with the HR team</li> </ul>
<b>Employee Complaint Process</b>	<ul style="list-style-type: none"> <li>In progress. Established working team and interviews have been conducted</li> </ul>	<ul style="list-style-type: none"> <li>Conduct process mapping sessions</li> </ul>
<b>Discipline Process</b>	<ul style="list-style-type: none"> <li>Participants for focus groups have been identified</li> </ul>	<ul style="list-style-type: none"> <li>Begin focus groups</li> </ul>
<b>Differentiated Compensation</b>	<ul style="list-style-type: none"> <li>In progress. Eight peer colleges participated in the survey for differentiated compensation based on performance</li> </ul>	<ul style="list-style-type: none"> <li>Review the survey results and directional recommendations</li> <li>Schedule a demonstration of Workday capability</li> </ul>



# TEXAS HIGHER EDUCATION COORDINATING BOARD

P.O. Box 12788 Austin, Texas 78711

August 10, 2021

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Dr. H. Neil Matkin, District President  
Collin College  
3452 Spur 399  
McKinney, Texas 75069

Dear Dr. Matkin,

I am attaching the final report on *A Compliance Monitoring Desk Review of the Texas Educational Opportunity Grant at Collin College*, Report No. THECB-CM-FA-21-023. There were no findings resulting from this engagement.

Collin College complied with relevant Coordinating Board (THECB) rules and regulations for the Texas Educational Opportunity Grant (TEOG) and with the Texas Administrative Code (TAC), Title 19, Part 1, Chapter 22, Subchapter M.

## Summary

Our desk review included tests of relevant financial data reported and certified by Collin College for award year 2019-2020. We believe the evidence obtained provides a reasonable basis for the reportable observations and recommendations, if any, based on the desk review objectives.

Our work included procedures to verify:

- Students met all eligibility criteria, including SAP requirements;
- Students demonstrated financial need;
- Students fulfilled residency requirements;
- Applicable students registered with the selective service system; and
- Reported award amounts reconciled with Collin College's student data system and payment records.

This Compliance Monitoring report will be presented to the THECB Committee on Agency Operations, a standing committee of the THECB Board, in October 2021.

The cooperation of your staff during this review is greatly appreciated. If you have any questions or comments on the conduct of this engagement, please let me know.

Sincerely,

Mark A. Poehl, CPA, CIA, CISA, CFE  
Assistant Commissioner, Internal Audit and Compliance

**PERFORMED BY:**

Mr. Bobby Lane, CFE, CICA, Compliance Specialist

CC:

**THECB**

**Board Members**

**Commissioner's Office**

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Mr. Rey Rodriguez, Deputy Commissioner and Chief of Staff

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Internal Audit Coordinator

**Sunset Advisory Commission**

Ms. Jennifer Jones, Director

**Office of the Governor-Budget and Policy Division**

Ms. Sarah Hicks, Budget and Policy Director

**Legislative Budget Board**

Mr. Christopher Mattsson, Assistant Director

## Personnel Report for September 2021

The District President has approved the following Personnel Actions for September 2021:

- 10 Faculty Appointments
- 11 Staff Appointments
  - 5 Promotions and Lateral Changes
- 18 Resignations and Separations

Supporting documents are attached.

**Resource:**

Floyd Nickerson, Chief Human Resources Officer  
972-599-3159  
fnickerson@collin.edu

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

Personnel Report: Faculty Appointments

The following are Faculty Appointments for September 2021

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
Richard Brunner	Professor, Cybersecurity	08/16/21	Academic Affairs	New position	\$63,517
Nancy Davis	Professor Collegiate Academy, English	08/10/21	Academic Affairs	New position	\$58,839
Dawn Dias	Professor, Computer Information Systems	08/10/21	Academic Affairs	Replacement Sue Furnas	\$55,703
Patrick Evans	Professor, Networking Technology	08/23/21	Academic Affairs	New position	\$53,409
Coltan Gibbs	Professor, Welding	08/23/21	Academic Affairs	New position	\$53,586
Tiffany Heitz	Professor, Veterinary Technology	08/10/21	Academic Affairs	New position	\$54,366
Velda James	Professor, Applications and Database Development	08/10/21	Academic Affairs	New position	\$59,263
Andrew Jardim	Professor, Culinary Arts	08/10/21	Academic Affairs	Replacement Thomas Nixon	\$54,626
Austin O'Reilly	Professor Collegiate Academy, Mathematics	08/10/21	Academic Affairs	New position	\$57,294
Edward Pershwitz	Professor, Computer Science	08/10/21	Academic Affairs	Replacement Glen Grimes	\$65,048

## BACK-UP INFORMATION

**NAME:** Richard Brunner  
**ADDRESS:** Flower Mound, TX  
**POSITION:** Professor, Cybersecurity  
**DEPARTMENT:** Academic Affairs, Frisco Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Robert Half Consulting	09/16 – 08/21	Information and Cybersecurity Consultant
Collin College	03/14 – 07/21	Adjunct Professor, Cybersecurity
General Motors Financial	06/14 – 08/15	Assistant Vice President, Security Strategy and Architecture
General Motors Financial	06/13 – 05/14	Application Security Architect
Ally Financial, Inc.	08/12 – 05/13	Security Architect
Rockwell Collins	01/06 – 01/12	Principal Systems Engineer

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Concord Law School	2008	E.J.D., Law and Technology
James Madison University	2000	M.S., Computer Science
The University of Texas at San Antonio	1980	B.S., Mathematics and Computer Science
The SABSA Institute	2014	Certificate, Chartered Security Architect, Foundation
Information Technology Infrastructure Library	2013	IT Service Management
International Information Security Certification Consortium	2011	Certificate, Information Systems Security Professional

## BACK-UP INFORMATION

**NAME:** Nancy Davis  
**ADDRESS:** Celina, TX  
**POSITION:** Professor Collegiate Academy, English  
**DEPARTMENT:** Academic Affairs, Wylie Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Frisco ISD	08/20 – 08/21	Instructor, English IV
Collin College	08/19 – 08/21	Adjunct Professor, English
Prosper ISD	08/19 – 05/20	Teacher, English Language Arts
Santa Maria-Bonita Schools	08/12 – 06/19	Teacher, English Language Arts
Rose State College	08/10 – 05/12	Adjunct Professor, English

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of Central Oklahoma	2011	M.Ed., Bilingual Education and TESL
University of Central Oklahoma	2010	M.A., English Composition and Rhetoric
University of Central Oklahoma	2004	B.A., English Education
Oklahoma State Department of Education	2020	Teaching Certificate, English
Oklahoma State Department of Education	2020	Teaching Certificate, English as a Second Language
California Commission on Teacher Credentialing, Santa Barbara County Office of Education	2012	Single Subject Teaching Credential

## BACK-UP INFORMATION

**NAME:** Dawn Dias  
**ADDRESS:** Roxton, TX  
**POSITION:** Professor, Computer Information Systems  
**DEPARTMENT:** Academic Affairs, Frisco Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	01/20 – 08/21	Adjunct Professor, Computer Science
El Centro College	12/19 – 08/21	Adjunct Professor, Business
Paris Junior College	04/19 – 10/19	Instructional Designer, Part-time
Roxton ISD	07/18 – 07/19	Student Services Coordinator, Public Education Information Management System
North Central Texas College	01/05 – 05/18	Professor, Business Office Technology

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Tarleton State University	2015	M.Ed., Curriculum and Instruction
Tarleton State University	2009	B.S., Business Administration
North Central Texas College	2007	A.S., Business
North Central Texas College	2003	A.A.S., Office Systems Technology

## BACK-UP INFORMATION

**NAME:** Patrick Evans  
**ADDRESS:** Plano, TX  
**POSITION:** Professor, Networking Technology  
**DEPARTMENT:** Academic Affairs, Frisco Campus

### ***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Capital Community College	08/07 – 07/21	Adjunct Professor, Computer Science
Citigroup	08/05 – 11/19	Network Integration Engineer

### ***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Central Connecticut State University	2008	M.S., Computer Information Technology
Central Connecticut State University	2007	B.S., Industrial Technology
Juniper Networks	2008	Juniper Networks Certified Internet Associate, Enterprise Routing Track
Cisco Systems	2007	CCIE Routing and Switching, Mock Labs Bootcamp
Cisco Systems	2007	CCIE Routing and Switching, Prep Bootcamp
CompTIA	2005	CompTIA Security+ Certified Professional
New Horizons Computer Learning Centers	2005	Security+ Certification
New Horizons Computer Learning Centers	2005	Certificate, Interconnecting Cisco Network Devices
CompTIA	2004	CompTIA A+ Certified Professional
CompTIA	2004	CompTIA Network+ Certified Professional
New Horizons Computer Learning Centers	2004	Certificate, Hardware, OS, and Networking Administration and Support

## BACK-UP INFORMATION

**NAME:** Coltan Gibbs  
**ADDRESS:** Fort Worth, TX  
**POSITION:** Professor, Welding  
**DEPARTMENT:** Academic Affairs, Technical Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Fabrication, Inc.	01/18 – 05/19	Welder
New Hope Energy	11/16 – 05/17	Welder
AM Fabrication, Inc.	05/13 – 02/16	Welder

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Tarrant County College	2020	A.A.S., Welding Technology

## BACK-UP INFORMATION

**NAME:** Tiffany Heitz  
**ADDRESS:** Heartland, TX  
**POSITION:** Professor, Veterinary Technology  
**DEPARTMENT:** Academic Affairs, Wylie Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	01/21 – 07/21	Adjunct Professor, Veterinary Technology
Banfield Pet Hospital	09/20 – 12/20	Practice Manager
Collin College	09/15 – 08/20	Clinical Coordinator, Veterinary Technology
Cedar Valley College	08/16 – 01/18	Lab Coordinator, Veterinary Technology
Veterinary Medical Specialists	09/14 – 07/16	Licensed Veterinary Technician, Part-time
Banfield Pet Hospital	09/10 – 08/14	Veterinary Practice Manager

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Cedar Valley College	2011	A.A.S., Veterinary Technology
Texas Board of Veterinary Medical Examiners	2014	License, Veterinary Technician

## BACK-UP INFORMATION

**NAME:** Velda James  
**ADDRESS:** Benbrook, TX  
**POSITION:** Professor, Applications and Database Development  
**DEPARTMENT:** Academic Affairs, Frisco Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	09/20 – 07/21	Professor, Computer Science (Temporary)
Tarrant County College	08/19 – 07/21	Faculty, Information Technology
FireSparx, Inc.	02/16 – 07/21	Lead Software Developer
Lone Star College	08/14 – 07/21	Adjunct Professor, Information Technology
The Art Institute of Dallas	08/11 – 04/15	Instructional Designer, Part-time

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Purdue University Global	2012	M.S., Information Technology
California State University, Los Angeles	1999	M.A., Computer Education
California State University, Dominguez Hills	1993	B.A., Mathematics

## BACK-UP INFORMATION

**NAME:** Andrew Jardim  
**ADDRESS:** Dallas, TX  
**POSITION:** Professor, Culinary Arts  
**DEPARTMENT:** Academic Affairs, Frisco Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Dallas College	01/20 – 07/21	Culinary Instructor
Montlake Cut	04/17 – 06/19	Executive Chef
Whiskey Cake	04/16 – 03/17	Sous Chef
The Modern	12/14 – 04/16	Butcher
Saxon + Parole	04/14 – 12/14	Sous Chef
Prospect	04/13 – 03/14	Line Cook
Boulevard	11/12 – 03/13	Line Cook

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Culinary Institute of America	2010	A.O.S., Culinary Arts

## BACK-UP INFORMATION

**NAME:** Austin O'Reilly  
**ADDRESS:** Garland, TX  
**POSITION:** Professor Collegiate Academy, Mathematics  
**DEPARTMENT:** Academic Affairs, Wylie Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/18 – 08/21	Adjunct Professor, Mathematics
Ball High School	01/14 – 01/16	Teacher, Mathematics
Galveston College	06/15 – 12/15	Adjunct Professor, Mathematics
Stephen F. Austin State University	08/12 – 12/12	Graduate Teaching Assistant

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Stephen F. Austin State University	2014	M.S., Mathematics
Stephen F. Austin State University	2012	B.S., Mathematics and Physics

## BACK-UP INFORMATION

**NAME:** Edward Pershwitz  
**ADDRESS:** Plano, TX  
**POSITION:** Professor, Computer Science  
**DEPARTMENT:** Academic Affairs, Frisco Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/21 – 05/21	Adjunct Professor, Computer Science
Futurewei Technologies	01/13 – 09/19	Principal System Architect
Cisco Systems	08/11 – 12/12	Architect, Automation Tools

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas	1994	Ph.D., Computer Science
University of North Texas	1993	M.S., Computer Science
Moscow State University of Railway Engineering	1985	M.S., Electrical Engineering

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

Personnel Report: Staff Appointments

The following are Staff Appointments for September 2021

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
Daniela Aguilar	Lab Instructor, Veterinary Technology	09/07/21	Academic Affairs	Replacement Amy Clubine	\$49,484
Liza Campbell	Information Center Assistant	08/23/21	Executive Dean	New position	\$33,131
Emily Davis	Reference Associate	09/15/21	Library	Replacement Robin Horst	\$38,550
Cher'ron Jones	College and Career Counselor	08/18/21	Dual Credit	New position	\$54,456
Brandy Miller	Mail and Receiving Clerk	08/30/21	Physical Plant Support Services	Replacement Sydney Long	\$29,959
Phillip Mitchell	Manager, Fitness Labs	09/13/21	Fitness Center	Repurposed Position	\$55,734
David Montequin	Reference Associate	08/30/21	Library	New position	\$37,459
Ashley Ortega	Lab Assistant, Biology	08/09/21	Academic Affairs	Replacement Katie Smith	\$34,309
Soghra Pourshirazi	Lab Assistant, Biology	08/16/21	Academic Affairs	Replacement Sascha Sinopa	\$33,338
David Prevatte	Manager, Accreditation and Clery Compliance Coordinator	09/07/21	Police	New position	\$65,892
Jared Saxon	Reference Librarian	08/23/21	Library	Replacement Joan Mendez	\$59,901

## BACK-UP INFORMATION

**NAME:** Daniela Aguilar  
**ADDRESS:** Mesquite, TX  
**POSITION:** Lab Instructor, Veterinary Technology  
**DEPARTMENT:** Academic Affairs, Wylie Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Academy of Veterinary Imaging	04/21 – 08/21	Lab Technician, Part-time
Sachse Veterinary Hospital	05/17 – 08/21	Licensed Veterinary Technician
Banfield Pet Hospital, Lakewood	02/15 – 04/17	Veterinary Assistant

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Cedar Valley College	2017	A.S., Veterinary Technology
Cedar Valley College	2015	Certificate, Small Animal Veterinary Assistant

## BACK-UP INFORMATION

**NAME:** Liza Campbell  
**ADDRESS:** Prosper, TX  
**POSITION:** Information Center Assistant  
**DEPARTMENT:** Executive Dean, Celina Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
McKinney ISD	01/19 – 08/21	Registrar
Fort Worth ISD	01/17 – 12/18	Teacher Assistant
Fitzpatrick Hagood Smith & Uhl, LLP	08/15 – 12/16	Legal Assistant

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Excelsior College	2019	M.S., Criminal Justice
Excelsior College	2014	B.S., Criminal Justice

## BACK-UP INFORMATION

**NAME:** Emily Davis  
**ADDRESS:** Farmers Branch, TX  
**POSITION:** Reference Associate  
**DEPARTMENT:** Library, McKinney Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Farmers Branch Manske Library	01/19 – 08/21	Library Assistant II
Inland Beverage	07/16 – 08/18	Accounts Receivable and Administrative Assistant
Medi Weightloss Clinic	06/15 – 07/16	Front Office Receptionist
John Tyler High School	08/14 – 02/15	English Teacher

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Texas Woman's University	2018	M.L.S., Library Science
The University of Texas at Tyler	2013	B.A., English
Tyler Junior College	2011	A.A., Business

## BACK-UP INFORMATION

**NAME:** Cher'ron Jones  
**ADDRESS:** Aubrey, TX  
**POSITION:** College and Career Counselor  
**DEPARTMENT:** Dual Credit, Technical Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Technical High School	01/13 – 08/21	Admissions Representative
Kaplan University	01/12 – 12/12	Academic Advisor

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Strayer University	2007	M.S., Educational Management
Middle Tennessee State University	1997	B.S., Science

## BACK-UP INFORMATION

**NAME:** Brandy Miller  
**ADDRESS:** Dallas, TX  
**POSITION:** Mail and Receiving Clerk  
**DEPARTMENT:** Physical Plant Support Services, Plano Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Simmons Gynecology and Obstetrics	04/21 – 08/21	Medical Assistant
Southern Methodist University	02/20 – 04/21	Office Coordinator
Southern Methodist University	02/18 – 01/20	Program Coordinator
Costco Wholesale	02/17 – 04/18	Photo Lab Assistant

## BACK-UP INFORMATION

**NAME:** Phillip Mitchell  
**ADDRESS:** Danville, VA  
**POSITION:** Manager, Fitness Labs  
**DEPARTMENT:** Fitness Center, Wylie Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Averett University	01/21 – 08/21	Interim Director of Student Involvement
Averett University	07/19 – 12/20	Coordinator, Health and Wellness
City of Dallas	01/18 – 06/19	Coordinator, Recreation
Primetime Sports	01/18 – 06/19	Site Director, Part-time
Lifetime Tennis	09/15 – 12/17	Night Supervisor, Part-time

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Dallas Baptist University	2018	M.A., Sports Management
University of North Texas	2016	B.S., Recreation

## BACK-UP INFORMATION

**NAME:** David Montequin  
**ADDRESS:** Cedar Hill, TX  
**POSITION:** Reference Associate  
**DEPARTMENT:** Library, Celina Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	03/21 – 07/21	Circulation Assistant, Part-time
Lake Dallas Public Library	09/20 – 06/21	Library Technician, Part-time
First United Methodist Church	10/17 – 08/20	Intern, Children's Ministry, Part-time
Project Transformation	05/19 – 07/20	House Pastor, Part-time

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas Christian University	2020	B.A., Music

## BACK-UP INFORMATION

**NAME:** Ashley Ortega  
**ADDRESS:** Plano, TX  
**POSITION:** Lab Assistant, Biology  
**DEPARTMENT:** Academic Affairs, Frisco Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/21 – 07/21	Lab Assistant, Biology
Kroger	08/19 – 07/21	Pharmacy Technician
Collin College	08/15 – 05/21	Adjunct Professor, Biology
CVS	02/16 – 07/19	Pharmacy Technician
The University of Texas at Dallas	08/14 – 05/15	Graduate Researcher

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
The University of Texas at Dallas	2015	M.S., Biotechnology
The University of Texas at Dallas	2014	B.S., Biology

## BACK-UP INFORMATION

**NAME:** Soghra Pourshirazi  
**ADDRESS:** Sachse, TX  
**POSITION:** Lab Assistant, Biology  
**DEPARTMENT:** Academic Affairs, McKinney Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Dallas College	03/15 – 08/21	Lab Assistant, Part-time
Mary Kay	07/07 – 04/14	Consultant

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Shiraz University	1993	B.S., Midwifery
Dallas College	2017	A.A.S., Medical Laboratory Technology
Dallas College	2013	A.A.S., Biotechnology

## BACK-UP INFORMATION

**NAME:** David Prevatte  
**ADDRESS:** Lumberton, NC  
**POSITION:** Manager, Accreditation and Clery Compliance Coordinator  
**DEPARTMENT:** Police, Plano Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Alamance Community College	02/16 – 06/21	Police Chief and Director of Public Safety
Elizabeth City State University	01/14 – 01/16	Administrative Police Captain
Lee County Sheriff's Office	01/06 – 01/14	Administrative Lieutenant

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Methodist University	2016	M.J.A., Criminal Justice
University of North Carolina, Penbroke	1999	B.A., Criminal Justice
Robeson Community College	1996	A.A.S., Criminal Justice

## BACK-UP INFORMATION

**NAME:** Jared Saxon  
**ADDRESS:** Pantego, TX  
**POSITION:** Reference Librarian  
**DEPARTMENT:** Library, Frisco Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Dallas College	01/14 – 09/21	Librarian II
Everest College	01/10 – 12/13	Librarian

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas	2004	M.S., Information Science
University of North Texas	2002	B.A., Literature

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

Personnel Report: Promotions and Lateral Changes

The following are Promotions and Lateral Changes for September 2021

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>SALARY</u>
Kathy Brown	N: Contract Administrator O: Buyer	08/16/21	N: Purchasing O: Purchasing	Replacement Jane Rogers	N: \$57,977 O: \$54,721
Ehab Gabra	N: Supervisor, Operator/ Maintenance Technician O: Operator/Maintenance HVAC Technician	09/01/21	N: Physical Plant Support Services O: Physical Plant Support Services	Replacement Mark Jerls	N: \$59,901 O: \$52,194
Rumbidzayi Gurira	N: Data Management Specialist O: Admissions and Records Assistant	08/30/21	N: Registration and Records O: Registration and Records	Replacement Amber Black	N: \$44,035 O: \$42,012
Scott McCown	N: Financial Aid/VA Advisor (Grant-funded) O: Call Center Specialist	08/01/21	N: Financial Aid O: Call Center	New position	N: \$45,480 O: \$36,025
Marco Ortiz- Gallegos	N: Facilities Operations Coordinator, Conference Center O: Receiving Clerk	08/30/21	N: Physical Plant Support Services O: Physical Plant Support Services	Replacement Darrel Roland	N: \$34,657 O: \$32,408

## BACK-UP INFORMATION

**NAME:** Kathy Brown  
**ADDRESS:** McKinney, TX  
**POSITION:** Contract Administrator  
**DEPARTMENT:** Purchasing, CHEC

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	07/17 – 08/21	Buyer
Collin College	01/14 – 06/17	Purchasing Assistant
Collin College	02/08 – 12/13	Admissions and Records Assistant

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Collin College	2010	A.A., Arts

## BACK-UP INFORMATION

**NAME:** Ehab Gabra  
**ADDRESS:** Frisco, TX  
**POSITION:** Supervisor, Operator/Maintenance Technician  
**DEPARTMENT:** Physical Plant Support Services, Technical Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/15 – 08/21	Operator/Maintenance HVAC Technician
ASAP Appliance Service	08/07 – 04/15	Independent Contractor Technician and Supervisor

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Lindsey-Cooper Refrigeration School	2013	Environmental Protection Agency Certified Technician
Lindsey-Cooper Refrigeration School	2013	Certified Air Conditioning and Refrigeration Technician

## BACK-UP INFORMATION

**NAME:** Rumbidzayi Gurira  
**ADDRESS:** Melissa, TX  
**POSITION:** Data Management Specialist  
**DEPARTMENT:** Registration and Records, McKinney Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	10/13 – 08/21	Admissions and Records Assistant
Collin College	12/11 – 09/13	Admissions and Records Assistant, Part-time

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Association of Accounting Technicians	2004	National Diploma, Accounting

## BACK-UP INFORMATION

**NAME:** Scott McCown  
**ADDRESS:** Rockwall, TX  
**POSITION:** Financial Aid/VA Advisor (Grant-funded)  
**DEPARTMENT:** Financial Aid, Plano Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	06/21 – 07/21	Call Center Specialist
Temps of McKinney	04/21 – 05/21	Call Center Specialist
Duquesne University	09/18 – 03/21	Adjunct Professor, Communications
West Virginia University	05/18 – 08/18	Registrar and Student Accounts Representative
West Virginia University	08/14 – 05/16	Graduate Teaching Assistant

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
West Virginia University	2016	M.S., Industrial Relations and Human Resources Management
Marshall University	2013	B.A., Political Science

## BACK-UP INFORMATION

**NAME:** Marco Ortiz-Gallegos  
**ADDRESS:** Wylie, TX  
**POSITION:** Facilities Operations Coordinator, Conference Center  
**DEPARTMENT:** Physical Plant Support Services, Wylie Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	06/20 – 08/21	Receiving Clerk
New Process Steel	05/10 – 09/19	Customer Support Specialist

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

Personnel Report: Resignations and Separations

The following are Resignations and Separations for September 2021

<b>EMPLOYEE</b>	<b>LAST DAY</b>	<b>SERVICE</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Mea Ahlberg	08/31/21	2	Professor, Economics	Academic Affairs	Resignation
Estelle Coward-Garza	08/31/21	4	College and Career Counselor	Dual Credit	Resignation
Danny Cox	08/27/21	11	Facility Operations Assistant	Physical Plant Support Services	Deceased
Madhav Dhakal	08/10/21	<1	Professor, Mathematics	Academic Affairs	Resignation
Todd Fields	08/31/21	31	Dean of Admissions and District Registrar	Registration and Records	Retirement
Joshua Hardin	09/10/21	<1	Testing Center Assistant	Testing and Assessment	Resignation
Telisha Hinton	09/08/21	6	Financial Aid/VA Technology Advisor	Financial Aid	Resignation
Janice Kranz	09/10/21	2	Administrative Assistant	COE/Faculty Development	Deceased
Jane Leach	08/11/21	2	Dean of Nursing	Academic Affairs	Deceased
Aaron Lee	08/23/21	<1	Accountant	Financial Services	Resignation
Robert Long	08/03/21	15	Clerk Mail/Receiving	Mail Services	Deceased
Charlene Martin	08/20/21	2	College and Career Counselor	Dual Credit	Resignation
Matthew Mayfield	08/31/21	2	Collin Police Lieutenant	Police	Resignation
Brandy Miller	08/31/21	<1	Mail and Receiving Clerk	Physical Plant Support Services	Resignation
Walter Pinder	09/07/21	4	College and Career Counselor	Dual Credit	Resignation
Giselle Rabe	08/02/21	<1	Accounts Payable Associate	Financial Services	Separation
Natalie Tuggle	09/01/21	12	Supervisor, Testing Center	Student and Enrollment Services	Resignation
Shirley Wilson	08/17/21	2	College and Career Counselor	Dual Credit	Resignation

QUARTERLY PURCHASE ORDER REPORT

In accordance with CF (Local), all purchases contracted for between the values of \$50,000 and \$100,000 will be reported to the board quarterly.

For the last quarter, June 2021 through August 2021 there were sixteen (16) vendor contracts with total purchases within that dollar range.

<b>Vendor</b>	<b>Total Dollar</b>	<b>Item Descriptions</b>	<b>Purpose</b>	<b>Contracting Method</b>
Briggs Equipment	\$69,232.40	Forklift and accessories	Construction Management Program	Buyboard Contract #597-19
Everfi	\$58,058	Online Training & Development Services	Human Resources	RFP #4172
Caspio	\$57,840.00	HIPAA Corporate Platform	Technology Services & Human Resources	Sole Source
Brodart	\$54,001.15	Library Furniture & Equipment	Library Services	Library goods & services exemption
Trugreen-Chemlawn	\$80,569.43	Fertilization and Herbicide application	Grounds Maintenance	Awarded Invitation to Bid for both services.
Lab Resources, Inc.	\$75,388.00	GM Specialized Electronic Trainers and books	Collision Technology Program	BuyBoard Contract 573-18
Municipal Emergency Services, Inc.	\$74,805.17	Breathing apparatus and accessories	Fire Science program	BuyBoard Contract 603-20
Corporate Risk Holdings III Inc dba HireRight, LLC	\$56,372.96	Background verification for employment	Human Resources	E&I Cooperative Contract #CNR-01336

QUARTERLY PURCHASE ORDER REPORT

Amigos Library Services	\$61,827.96	Electronic Database Subscriptions	District Libraries	Exemption per TEC 44.031 & 130.0101
ADInstruments, Inc.	\$63,154.00	PowerLab systems and accessories for Celina and Farmersville	Science Lab equipment for Celina and Farmersville	Sole Source
Ad Astra Information Systems, LLC	\$52,374.75	Room Scheduling Software	Technology Services	RFP #2085
Demco	\$53,365.53	Miscellaneous Library Supplies and Equipment	Library Services	E&I contract #CNR01468.
Crosspoint Communications	\$54,495.23	Digital Radio Communication Products	Collin Police and Facilities Maintenance Department use	BuyBoard Contract #604-20
Geoshack	\$84,476.72	Surveying Equipment	Construction Management Program at Tech Campus	Invitation to Bid #4467
Palladian Holdings Inc dba Turnitin LLC	\$82,000	Institutional license for originality checking and plagiarism prevention software	Technology Services	NCPA Contract #01-104
Giact Systems	\$52,000	Account Validation Services	Technology Services	RFP #4427



# Monthly Investment Report

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PREPARED FOR COLLIN COUNTY COLLEGE

AUGUST 31, 2021



**PATTERSON  
& ASSOCIATES**

A MEEDER INVESTMENT MANAGEMENT COMPANY

WITH YOU. FOR YOU.

# U.S. Economy Facing Potential Headwinds

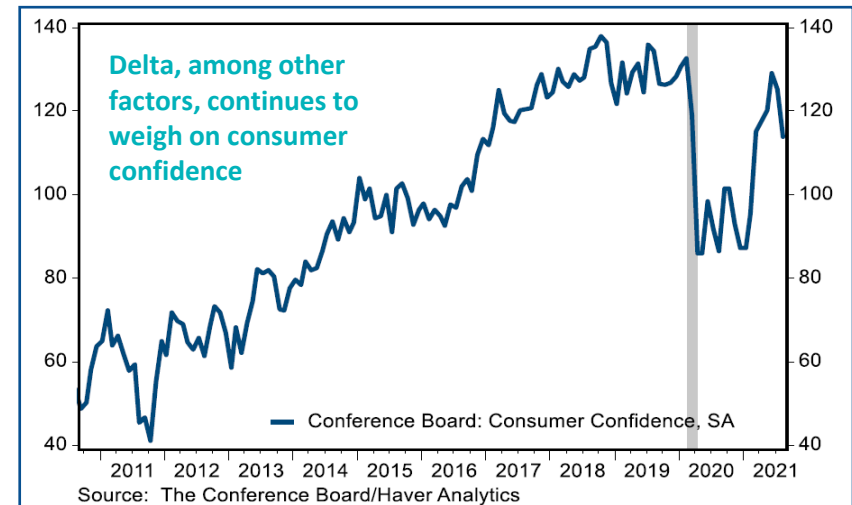
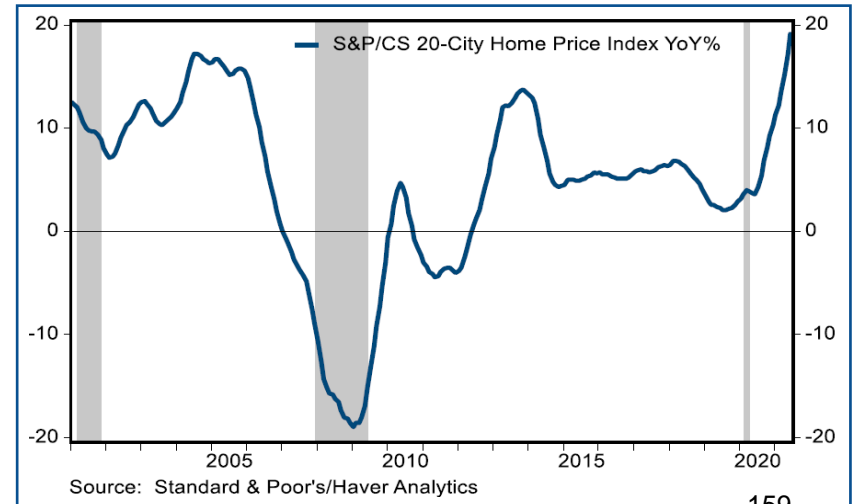
August threw up multiple barriers to growth: the delta variant, China's regulatory crackdown, inflation, Fed taper talk, the Afghanistan withdrawal, hurricane Ida and DC dysfunction. All acted to cause consumer confidence to plummet.

US manufacturing as reported by purchasing managers continues to outperform expectations and hit 15 months of consecutive growth. The growth appears to be coming from an increase in orders and an expanding backlog of orders. It is growing but struggling in its fight.

The global shipping crisis, which snarled global supply chains and produced shutdowns is only getting worse. Covid is causing port closures, including a shut down of one Chinese port - the 3rd busiest container port in the world. The impact ripples jam warehouses and stretch rail and road capacity along with raising prices everywhere. This could easily go into the holiday season.

Housing prices are literally 'through the roof.' Although slightly down, finishing the month the 20-city US index is up 19% which is the highest on record back to 2001. Nationally, prices are now 41% higher than the peak of the housing boom in 2006. Building supplies prices are captives of the supply chains which makes limited supply and a great demand drivers of prices.

These many challenges are wearing on consumer confidence which has dropped to a 6-month low. Even with personal income up and consumer spending continuing to trend higher, the consumer's confidence level shows an understandable downward trend.



# Fed's Later Rather Than Sooner Stance

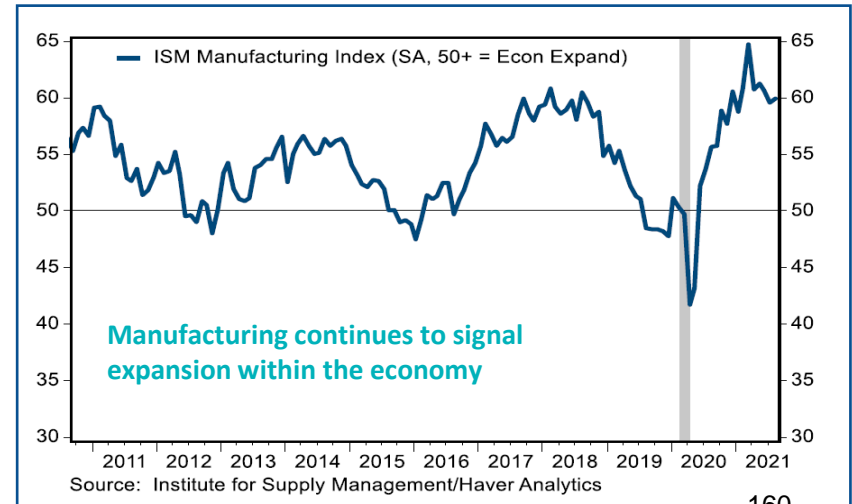
As expected, we got some direction from Fed Chair Powell's comments at the economic summit this month but perhaps not in the form totally expected. Although several Fed Presidents have spoken in favor of rolling back the extraordinary support measures, Powell's comments were very dovish.

The Chair clearly uncoupled eventual tapering of the accommodative measures from an overnight rate increase. This was not unexpected or unreasonable, but the comments drove both yields and the dollar lower. This, of course, again shows the perceived risks of the Delta variant slowing the recovery.

One over-riding question remains inflation. The Fed has consistently warned price increases will prove transitory and indeed there is some evidence to support that thesis. However, with inflation already nearly three times the Fed's target level, that message is difficult for some in the market to buy into. Though awash with liquid funds in the economy, investors, which drive rates, are seemingly ignoring this rising inflation which is now at multi-decade highs. Perhaps Mr. Simon was right.

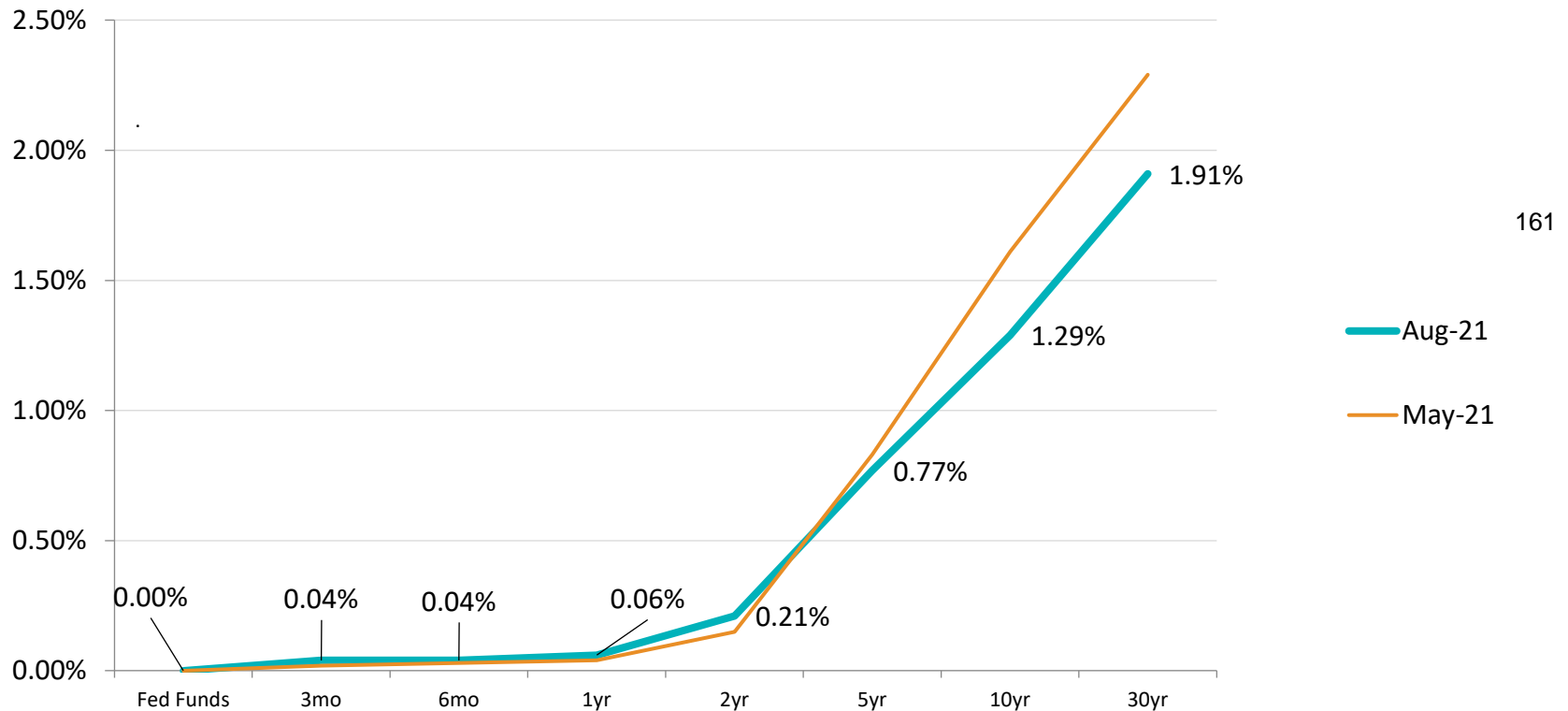
*"I continue to believe that the American people have a love-hate relationship with inflation. They hate inflation but love everything that causes it." - William E. Simon*

One controlling feature is Washington's inability to re-set the debt ceiling which pressures the Treasury to operate under the ceiling and curtail issuance at least partially. That will have to be addressed by October.



# The Curve Changes Little This Month

- The curve remains stubbornly flat on the front end while uncertainty about the Fed's taper plan reigns.
- Consumer confidence has dropped, and inflation continues.
- Short-end investors remain very liquid or short with commercial paper providing the greatest value inside of 1 year.
- The Fed turned dovish on hints of possible tapering supporting the long end, but the Fed has yet to actually say it will taper.
- The Fed and markets continue to signal that overnight rates may remain at 0% until 2023.



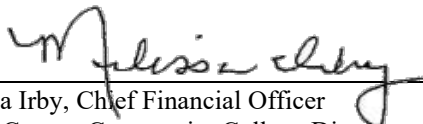
End of Month Rates - Full Yield Curve – Fed Funds to 30yr

*Collin County Community College District*  
 Monthly Investment Report  
 August 1, 2021 – August 31, 2021

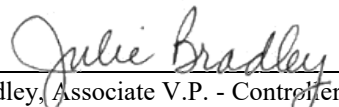
**Portfolio Summary Management Report**

<b><u>Portfolio as of 07/31/21:</u></b>		<b><u>Portfolio as of 08/31/21:</u></b>	
Beginning Book Value	\$ 501,455,271	Ending Book Value	\$ 465,206,186
Beginning Market Value	\$ 501,590,232	Ending Market Value	\$ 465,335,173
		Unrealized Gain/Loss	\$ 128,987
WAM at Beginning Period Date <sup>1</sup>	88 days	WAM at Ending Period Date <sup>1</sup>	99 days
<i>(Decrease in market value is due to seasonal cash outflows)</i>		Change in Market Value <sup>2</sup>	\$ (36,255,059)
<b>Average Yield to Maturity for period</b>		<b>0.091%</b>	
<b>Average Yield 3 Month Treasury Bill for period</b>		<b>0.050%</b>	

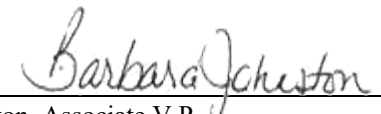
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 Melissa Irby, Chief Financial Officer  
 Collin County Community College District



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 Julie Bradley, Associate V.P. - Controller  
 Collin County Community College District



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 Barbara Johnston, Associate V.P.  
 Collin County Community College District

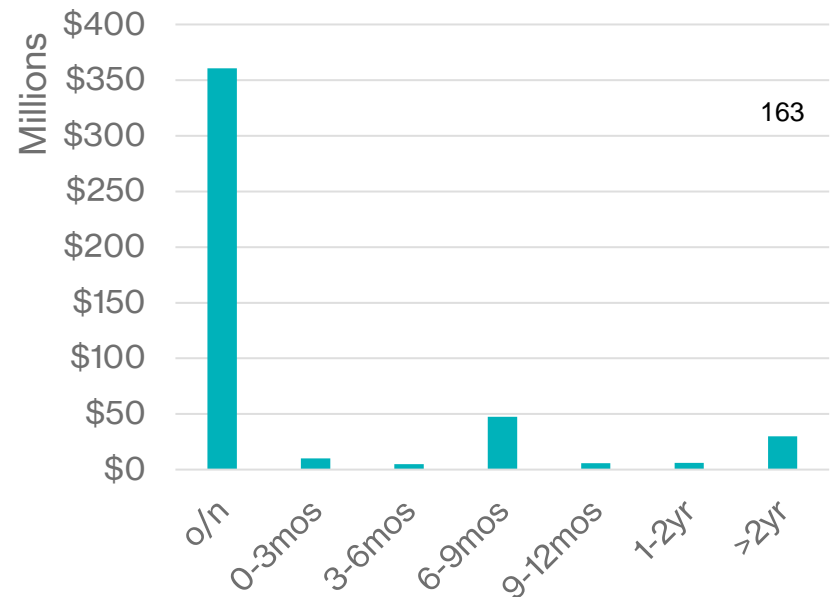
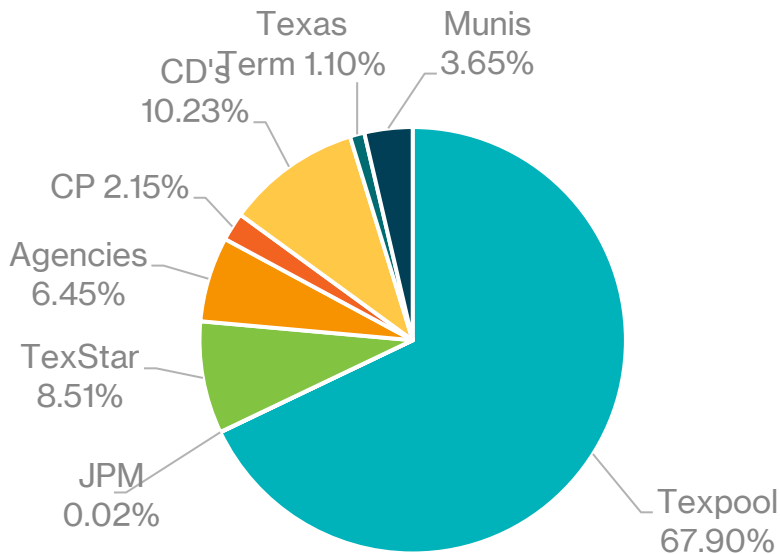
<sup>1</sup> WAM – weighted average maturity

<sup>2</sup> “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 CCCCDC.

# Portfolio Overview

As of August 31, 2021

- P&A reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions. Where extensions can be made in the portfolio, it is important to make them to find available safe value in the markets.
- The graphs below show asset allocations by market sector and by maturity in your portfolio. Inside of 1 year, we continue to see value in commercial paper. Our expectation is of continuing low rates, but we look for value in your authorized sectors to extend and capture the yield available as markets change.
- The non-cash portion of your portfolio is yielding 0.33%.





**Collin Co Comm College Dist.  
Portfolio Management  
Portfolio Summary  
August 31, 2021**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM 365 Equiv.</b>	
Commercial Paper Disc. -Amortizing	10,000,000.00	9,997,413.89	9,997,413.89	2.15	180	49	0.193	
Federal Agency Coupon Securities	30,000,000.00	29,994,407.95	29,999,818.44	6.45	1,092	925	0.387	
Municipal Bonds	16,865,000.00	17,110,898.00	16,976,500.93	3.65	706	308	0.953	
TexStar	39,578,077.28	39,578,077.28	39,578,077.28	8.51	1	1	0.010	
Texpool	315,869,057.18	315,869,057.18	315,869,057.18	67.90	1	1	0.022	
JPMorgan Chase	77,514.42	77,514.42	77,514.42	0.02	1	1	0.000	
CD's - Interest Monthly/Quarterly	47,578,365.45	47,578,365.45	47,578,365.45	10.23	365	261	0.110	
Texas Term	5,129,438.48	5,129,438.48	5,129,438.48	1.10	1	1	0.020	
<b>Investments</b>	<b>465,097,452.81</b>	<b>465,335,172.65</b>	<b>465,206,186.07</b>	<b>100.00%</b>	<b>138</b>	<b>99</b>	<b>0.091</b>	<b>164</b>

<b>Total Earnings</b>	<b>August 31 Month Ending</b>	<b>Fiscal Year To Date</b>	<b>Fiscal Year Ending</b>
Current Year	34,489.76	781,123.66	781,123.66

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**Collin Co Comm College Dist.  
Summary by Type  
August 31, 2021  
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
<b>Fund: Building</b>						
Commercial Paper Disc. -Amortizing	1	10,000,000.00	9,997,413.89	2.15	0.193	49
Federal Agency Coupon Securities	3	20,000,000.00	20,000,000.00	4.30	0.425	1,019
Municipal Bonds	2	8,000,000.00	8,020,962.95	1.72	0.371	205
Texpool	1	52,577,514.93	52,577,514.93	11.30	0.022	1
TexStar	1	28,260,029.23	28,260,029.23	6.07	0.010	1
<b>Subtotal</b>	<b>8</b>	<b>118,837,544.16</b>	<b>118,855,921.00</b>	<b>25.54</b>	<b>0.125</b>	<b>190</b>
<b>Fund: 2018 Bond Series</b>						
Texpool	1	0.00	0.00	0.00	0.000	0
<b>Subtotal</b>	<b>1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.000</b>	<b>0</b>
<b>Fund: 2020 Bond Series</b>						
Texpool	1	82,086,922.16	82,086,922.16	17.65	0.022	1
<b>Subtotal</b>	<b>1</b>	<b>82,086,922.16</b>	<b>82,086,922.16</b>	<b>17.65</b>	<b>0.022</b>	<b>1</b>
<b>Fund: Debt Service</b>						
Texas Term	1	20.50	20.50	0.00	0.000	1
Texpool	1	10,188,943.90	10,188,943.90	2.19	0.022	1
<b>Subtotal</b>	<b>2</b>	<b>10,188,964.40</b>	<b>10,188,964.40</b>	<b>2.19</b>	<b>0.022</b>	<b>1</b>
<b>Fund: Operating</b>						
Municipal Bonds	2	8,865,000.00	8,955,537.98	1.93	1.474	400
CD's - Interest Monthly/Quarterly	1	47,578,365.45	47,578,365.45	10.23	0.110	261
Federal Agency Coupon Securities	2	10,000,000.00	9,999,818.44	2.15	0.312	736
JPMorgan Chase	1	77,514.42	77,514.42	0.02	0.000	1
Texas Term	1	5,129,417.98	5,129,417.98	1.10	0.020	1
Texpool	1	81,096,700.16	81,096,700.16	17.43	0.022	1
TexStar	1	11,318,048.05	11,318,048.05	2.43	0.010	1

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Collin Co Comm College Dist.  
 Summary by Type  
 August 31, 2021  
 Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Subtotal</b>	<b>9</b>	<b>164,065,046.06</b>	<b>164,155,402.48</b>	<b>35.29</b>	<b>0.144</b>	<b>143</b>
<b>Fund: Stabilization</b>						
Texpool	1	89,918,976.03	89,918,976.03	19.33	0.022	1
<b>Subtotal</b>	<b>1</b>	<b>89,918,976.03</b>	<b>89,918,976.03</b>	<b>19.33</b>	<b>0.022</b>	<b>1</b>
<b>Total and Average</b>	<b>22</b>	<b>465,097,452.81</b>	<b>465,206,186.07</b>	<b>100.00</b>	<b>0.091</b>	<b>99</b>

**Collin Co Comm College Dist.  
Fund BLDG - Building  
Investments by Fund  
August 31, 2021**

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 Date	Days To Maturity
<b>Commercial Paper Disc. -Amortizing</b>											
06742XEFO	10173	Barclays Bank CP	04/23/2021	9,997,413.89	10,000,000.00	9,997,413.89		0.190	0.192	10/20/2021	49
<b>Subtotal and Average</b>				<b>9,997,413.89</b>	<b>10,000,000.00</b>	<b>9,997,413.89</b>		<b>0.190</b>	<b>0.193</b>		<b>49</b>
<b>Federal Agency Coupon Securities</b>											
3130ALJ70	10172	FHLB Call Note	03/12/2021	5,000,000.00	5,000,000.00	5,000,487.25	0.400	0.394	0.400	03/12/2024	923
3130AMT85	10175	FHLB Call Note	06/28/2021	10,000,000.00	10,000,000.00	9,994,226.50	0.400	0.394	0.400	06/28/2024	1,031
3130ANNS5	10176	FHLB Call Note	08/30/2021	5,000,000.00	5,000,000.00	5,001,200.25	0.500	0.493	0.500	08/28/2024	1,092
<b>Subtotal and Average</b>				<b>20,000,000.00</b>	<b>20,000,000.00</b>	<b>19,995,914.00</b>		<b>0.419</b>	<b>0.425</b>		<b>1,019</b>
<b>Municipal Bonds</b>											
419792ZH2	10170	State of Hawaii	10/29/2020	3,000,000.00	3,000,000.00	3,008,730.00	0.429	0.422	0.428	10/01/2022	395
476576QP1	10171	Jersey City NJ	12/03/2020	5,020,962.95	5,000,000.00	5,024,300.00	2.000	0.331	0.335	12/02/2021	92
<b>Subtotal and Average</b>				<b>8,020,962.95</b>	<b>8,000,000.00</b>	<b>8,033,030.00</b>		<b>0.366</b>	<b>0.371</b>		<b>205</b>
<b>TexStar</b>											
2450	10007	TexStar	02/01/2016	28,260,029.23	28,260,029.23	28,260,029.23	0.010	0.009	0.010		1
<b>Subtotal and Average</b>				<b>28,260,029.23</b>	<b>28,260,029.23</b>	<b>28,260,029.23</b>		<b>0.010</b>	<b>0.010</b>		<b>1</b>
<b>Texpool</b>											
700001	10009	Texpool	02/01/2016	52,577,514.93	52,577,514.93	52,577,514.93	0.022	0.021	0.022		1
<b>Subtotal and Average</b>				<b>52,577,514.93</b>	<b>52,577,514.93</b>	<b>52,577,514.93</b>		<b>0.022</b>	<b>0.022</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>118,855,921.00</b>	<b>118,837,544.16</b>	<b>118,863,902.05</b>		<b>0.123</b>	<b>0.125</b>		<b>190</b>

**Fund BOND18 - 2018 Bond Series  
Investments by Fund  
August 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700006	10067	Texpool	04/12/2018	0.00	0.00	0.00				1
<b>Subtotal and Average</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.000</b>	<b>0.000</b>	<b>0</b>
<b>Total Investments and Average</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.000</b>	<b>0.000</b>	<b>0</b>

**Fund BOND20 - 2020 Bond Series  
Investments by Fund  
August 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700006A	10164	Texpool	04/29/2020	82,086,922.16	82,086,922.16	82,086,922.16	0.022	0.021	0.022	1
<b>Subtotal and Average</b>				<b>82,086,922.16</b>	<b>82,086,922.16</b>	<b>82,086,922.16</b>	<b>0.022</b>	<b>0.022</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>82,086,922.16</b>	<b>82,086,922.16</b>	<b>82,086,922.16</b>	<b>0.022</b>	<b>0.022</b>		<b>1</b>

**Fund DS - Debt Service  
Investments by Fund  
August 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700004	10010	Texpool	02/01/2016	10,188,943.90	10,188,943.90	10,188,943.90	0.022	0.021	0.022	1
<b>Subtotal and Average</b>				<b>10,188,943.90</b>	<b>10,188,943.90</b>	<b>10,188,943.90</b>		<b>0.022</b>	<b>0.022</b>	<b>1</b>
<b>Texas Term</b>										
1291-01	10141	TexasDAILY	02/04/2019	20.50	20.50	20.50				1
<b>Subtotal and Average</b>				<b>20.50</b>	<b>20.50</b>	<b>20.50</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>10,188,964.40</b>	<b>10,188,964.40</b>	<b>10,188,964.40</b>		<b>0.022</b>	<b>0.022</b>	<b>1</b>

**Fund OPER - Operating  
Investments by Fund  
August 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Federal Agency Coupon Securities</b>											
3133EL5J9	10167	FFCB Call Note	09/16/2020	5,000,000.00	5,000,000.00	5,000,062.45	0.300	0.305	0.310	09/01/2023	730
3133EL6U3	10169	FFCB Call Note	09/16/2020	4,999,818.44	5,000,000.00	4,998,431.50	0.280	0.309	0.313	09/14/2023	743
<b>Subtotal and Average</b>				<b>9,999,818.44</b>	<b>10,000,000.00</b>	<b>9,998,493.95</b>		<b>0.308</b>	<b>0.312</b>		<b>736</b>
<b>Municipal Bonds</b>											
20772J3G5	10162	State of Connecticut	04/20/2020	5,895,686.24	5,865,000.00	5,965,878.00	2.020	1.440	1.460	08/15/2022	348
20772KAE9	10163	State of Connecticut	04/20/2020	3,059,851.74	3,000,000.00	3,111,990.00	2.990	1.479	1.500	01/15/2023	501
<b>Subtotal and Average</b>				<b>8,955,537.98</b>	<b>8,865,000.00</b>	<b>9,077,868.00</b>		<b>1.454</b>	<b>1.474</b>		<b>400</b>
<b>TexStar</b>											
5450	10008	TexStar	02/01/2016	11,318,048.05	11,318,048.05	11,318,048.05	0.010	0.009	0.010		171
<b>Subtotal and Average</b>				<b>11,318,048.05</b>	<b>11,318,048.05</b>	<b>11,318,048.05</b>		<b>0.010</b>	<b>0.010</b>		<b>1</b>
<b>Texpool</b>											
700003	10011	Texpool	02/01/2016	81,096,700.16	81,096,700.16	81,096,700.16	0.022	0.021	0.022		1
<b>Subtotal and Average</b>				<b>81,096,700.16</b>	<b>81,096,700.16</b>	<b>81,096,700.16</b>		<b>0.022</b>	<b>0.022</b>		<b>1</b>
<b>JPMorgan Chase</b>											
7828	10012	JPMorgan Chase Commercial Chkg	02/01/2016	77,514.42	77,514.42	77,514.42					1
<b>Subtotal and Average</b>				<b>77,514.42</b>	<b>77,514.42</b>	<b>77,514.42</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>CD's - Interest Monthly/Quarterly</b>											
172128542B	10174	East West Bank	05/20/2021	47,578,365.45	47,578,365.45	47,578,365.45	0.110	0.108	0.110	05/20/2022	261
<b>Subtotal and Average</b>				<b>47,578,365.45</b>	<b>47,578,365.45</b>	<b>47,578,365.45</b>		<b>0.108</b>	<b>0.110</b>		<b>261</b>
<b>Texas Term</b>											
1291-00	10142	TexasDAILY	02/06/2019	5,129,417.98	5,129,417.98	5,129,417.98	0.020	0.019	0.020		1
<b>Subtotal and Average</b>				<b>5,129,417.98</b>	<b>5,129,417.98</b>	<b>5,129,417.98</b>		<b>0.020</b>	<b>0.020</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>164,155,402.48</b>	<b>164,065,046.06</b>	<b>164,276,408.01</b>		<b>0.142</b>	<b>0.144</b>		<b>142</b>

**Fund STABL - Stabilization  
Investments by Fund  
August 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700005	10050	Texpool	01/24/2018	89,918,976.03	89,918,976.03	89,918,976.03	0.022	0.021	0.022	1
<b>Subtotal and Average</b>				<b>89,918,976.03</b>	<b>89,918,976.03</b>	<b>89,918,976.03</b>	<b>0.022</b>	<b>0.022</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>89,918,976.03</b>	<b>89,918,976.03</b>	<b>89,918,976.03</b>	<b>0.022</b>	<b>0.022</b>		<b>1</b>

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**Collin Co Comm College Dist.**  
**Cash Reconciliation Report**  
**For the Period August 1, 2021 - August 31, 2021**  
**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
<b>Building</b>											
08/30/2021	10176	BLDG	Purchase	3130ANNS5	5,000,000.00	FHLBC 5.0M 0.50% Mat. 08/28/2024	08/28/2024	-5,000,000.00	0.00	0.00	-5,000,000.00
<b>Subtotal</b>								<b>-5,000,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,000,000.00</b>
<b>Operating</b>											
08/15/2021	10162	OPER	Interest	20772J3G5	5,865,000.00	CONNST 5.9M 2.02% Mat.	08/15/2022	0.00	59,236.50	0.00	59,236.50
08/31/2021	10174	OPER	Interest	172128542B	47,563,455.57	EWB 47.6M 0.11% Mat. 05/20/2022	05/20/2022	0.00	4,444.78	0.00	4,444.78
08/31/2021	10174	OPER	Interest	172128542B	47,563,455.57	EWB 47.6M 0.11% Mat. 05/20/2022	05/20/2022	-4,444.78	0.00	0.00	-4,444.78
<b>Subtotal</b>								<b>-4,444.78</b>	<b>63,681.28</b>	<b>0.00</b>	<b>59,236.50</b>
<b>Total</b>								<b>-5,004,444.78</b>	<b>63,681.28</b>	<b>0.00</b>	<b>-4,940,763.50</b>

**Collin Co Comm College Dist.**  
**Purchases Report**  
**Sorted by Fund - Fund**  
**August 1, 2021 - August 31, 2021**

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746  
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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
<b>Building</b>													
3130ANNS5	10176	BLDG	FAC	FHLBC	5,000,000.00	08/30/2021	02/28 - 08/28	5,000,000.00		0.500	08/28/2024	0.500	5,000,000.00
				<b>Subtotal</b>	<b>5,000,000.00</b>			<b>5,000,000.00</b>	<b>0.00</b>				<b>5,000,000.00</b>
				<b>Total Purchases</b>	<b>5,000,000.00</b>			<b>5,000,000.00</b>	<b>0.00</b>				<b>5,000,000.00</b>

**Collin Co Comm College Dist.**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**August 1, 2021 - August 31, 2021**  
**Yield on Average Book Value**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
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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
<b>Fund: Building</b>												
2450	10007	BLDG	RRP	28,260,029.23	28,259,789.25	28,259,796.99		0.010	0.010	239.98	0.00	239.98
700001	10009	BLDG	RR2	52,577,514.93	57,576,433.31	57,415,177.88		0.022	0.022	1,081.62	0.00	1,081.62
3130ALJ70	10172	BLDG	FAC	5,000,000.00	5,000,000.00	5,000,000.00	03/12/2024	0.400	0.392	1,666.67	0.00	1,666.67
3130ANNS5	10176	BLDG	FAC	5,000,000.00	0.00	322,580.65	08/28/2024	0.500	0.253	69.44	0.00	69.44
3130AMT85	10175	BLDG	FAC	10,000,000.00	10,000,000.00	10,000,000.00	06/28/2024	0.400	0.392	3,333.33	0.00	3,333.33
06742XEF0	10173	BLDG	ACP	10,000,000.00	9,995,777.78	9,996,622.22	10/20/2021		0.193	0.00	1,636.11	175,636.11
419792ZH2	10170	BLDG	MC1	3,000,000.00	3,000,000.00	3,000,000.00	10/01/2022	0.429	0.421	1,072.50	0.00	1,072.50
476576QP1	10171	BLDG	MC1	5,000,000.00	5,027,873.82	5,024,195.45	12/02/2021	2.000	0.333	8,333.33	-6,910.87	1,422.46
		<b>Subtotal</b>		<b>118,837,544.16</b>	<b>118,859,874.16</b>	<b>119,018,373.19</b>			<b>0.104</b>	<b>15,796.87</b>	<b>-5,274.76</b>	<b>10,522.11</b>
<b>Fund: 2020 Bond Series</b>												
700006A	10164	BOND20	RR2	82,086,922.16	88,653,212.75	88,649,796.91		0.022	0.022	1,670.47	0.00	1,670.47
		<b>Subtotal</b>		<b>82,086,922.16</b>	<b>88,653,212.75</b>	<b>88,649,796.91</b>			<b>0.022</b>	<b>1,670.47</b>	<b>0.00</b>	<b>1,670.47</b>
<b>Fund: Debt Service</b>												
700004	10010	DS	RR2	10,188,943.90	27,144,120.64	14,182,500.75		0.022	0.021	255.48	0.00	255.48
1291-01	10141	DS	RR5	20.50	20.50	20.50				0.00	0.00	0.00
		<b>Subtotal</b>		<b>10,188,964.40</b>	<b>27,144,141.14</b>	<b>14,182,521.25</b>			<b>0.021</b>	<b>255.48</b>	<b>0.00</b>	<b>255.48</b>
<b>Fund: Operating</b>												
5450	10008	OPER	RRP	11,318,048.05	11,317,951.95	11,317,955.05		0.010	0.010	96.10	0.00	96.10
700003	10011	OPER	RR2	81,096,700.16	95,038,582.49	91,896,707.13		0.022	0.022	1,728.61	0.00	1,728.61
7828	10012	OPER	RR3	77,514.42	113,133.65	111,984.64				0.00	0.00	0.00
172128542B	10174	OPER	RR4	47,578,365.45	47,573,920.67	47,574,064.05	05/20/2022	0.110	0.110	4,444.78	0.00	4,444.78
3133EL6U3	10169	OPER	FAC	5,000,000.00	4,999,399.44	4,999,622.45	09/14/2023	0.280	0.373	1,166.66	419.00	1,585.66
3133EL5J9	10167	OPER	FAC	5,000,000.00	4,999,869.57	4,999,938.99	09/01/2023	0.300	0.325	1,250.00	130.43	1,380.43
1291-00	10142	OPER	RR5	5,129,417.98	5,129,326.16	5,129,329.12		0.020	0.021	91.82	0.00	91.82
20772J3G5	10162	OPER	MC1	5,865,000.00	5,898,362.37	5,896,937.98	08/15/2022	2.020	1.437	9,872.75	-2,676.13	7,196.62
20772KAE9	10163	OPER	MC1	3,000,000.00	3,063,486.46	3,061,551.85	01/15/2023	2.990	1.477	7,475.00	-3,634.72	3,840.28

Collin Co Comm College Dist.  
Interest Earnings  
August 1, 2021 - August 31, 2021

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
<b>Subtotal</b>				<b>164,065,046.06</b>	<b>178,134,032.76</b>	<b>174,988,091.27</b>			<b>0.137</b>	<b>26,125.72</b>	<b>-5,761.42</b>	<b>20,364.30</b>
<b>Fund: Stabilization</b>												
700005	10050	STABL	RR2	89,918,976.03	88,664,010.64	88,987,493.91		0.022	0.022	1,677.40	0.00	1,677.40
<b>Subtotal</b>				<b>89,918,976.03</b>	<b>88,664,010.64</b>	<b>88,987,493.91</b>			<b>0.022</b>	<b>1,677.40</b>	<b>0.00</b>	<b>1,677.40</b>
<b>Total</b>				<b>465,097,452.81</b>	<b>501,455,271.45</b>	<b>485,826,276.53</b>			<b>0.084</b>	<b>45,525.94</b>	<b>-11,036.18</b>	<b>34,489.76</b>

**Collin Co Comm College Dist.  
Amortization Schedule  
August 1, 2021 - August 31, 2021  
Sorted By Fund - Fund**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

Investment #	Maturity Date	Beginning Par Value				Amounts Amortized	Amount Amortized	Amt Amortized	Amount Unamortized	
Issuer	Fund	Amort. Date	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	And Unamortized As of 08/01/2021	This Period	Through 08/31/2021	Through 08/31/2021
<b>Building</b>										
10173 Barclays Bank CP	BLDG	10/20/2021	10,000,000.00	9,990,500.00	-9,500.00	9,997,413.89	5,277.78 -4,222.22	1,636.11	6,913.89	-2,586.11
10171 Jersey City NJ	BLDG	12/02/2021	5,000,000.00 2.000	5,082,700.00	82,700.00	5,020,962.95	-54,826.18 27,873.82	-6,910.87	-61,737.05	20,962.95
			<b>Subtotal</b>	<b>15,073,200.00</b>	<b>73,200.00</b>	<b>15,018,376.84</b>	<b>-49,548.40 23,651.60</b>	<b>-5,274.76</b>	<b>-54,823.16</b>	<b>18,376.84</b>
<b>Operating</b>										
10162 State of Connecticut	OPER	08/15/2022	5,865,000.00 2.020	5,939,485.50	74,485.50	5,895,686.24	-41,123.13 33,362.37	-2,676.13	-43,799.26	30,686.24
10163 State of Connecticut	OPER	01/15/2023	3,000,000.00 2.990	3,119,340.00	119,340.00	3,059,851.74	-55,853.54 63,486.46	-3,634.72	-59,488.26	177 59,851.74
10167 FFCB Call Note	OPER	09/01/2023 09/01/2021	5,000,000.00 0.300	4,998,500.00	-1,500.00	5,000,000.00	1,369.57 -130.43	130.43	1,500.00	0.00
10169 FFCB Call Note	OPER	09/14/2023 09/14/2021	5,000,000.00 0.280	4,995,000.00	-5,000.00	4,999,818.44	4,399.44 -600.56	419.00	4,818.44	-181.56
			<b>Subtotal</b>	<b>19,052,325.50</b>	<b>187,325.50</b>	<b>18,955,356.42</b>	<b>-91,207.66 96,117.84</b>	<b>-5,761.42</b>	<b>-96,969.08</b>	<b>90,356.42</b>
			<b>Total</b>	<b>34,125,525.50</b>	<b>260,525.50</b>	<b>33,973,733.26</b>	<b>-140,756.06 119,769.44</b>	<b>-11,036.18</b>	<b>-151,792.24</b>	<b>108,733.26</b>



**Collin Co Comm College Dist.  
Projected Cashflow Report  
Sorted by Monthly  
For the Period September 1, 2021 - March 31, 2022**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
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Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
<b>September 2021</b>										
09/01/2021	10167	OPER	3133EL5J9	Interest	FFCB Call Note	0.00	0.00	0.00	7,500.00	7,500.00
09/01/2021	10167	OPER	3133EL5J9	Call	FFCB Call Note	5,000,000.00	4,998,500.00	5,000,000.00	0.00	5,000,000.00
09/12/2021	10172	BLDG	3130ALJ70	Interest	FHLB Call Note	0.00	0.00	0.00	10,000.00	10,000.00
09/12/2021	10172	BLDG	3130ALJ70	Call	FHLB Call Note	5,000,000.00	5,000,000.00	5,000,000.00	0.00	5,000,000.00
09/14/2021	10169	OPER	3133EL6U3	Interest	FFCB Call Note	0.00	0.00	0.00	7,000.00	7,000.00
09/14/2021	10169	OPER	3133EL6U3	Call	FFCB Call Note	5,000,000.00	4,995,000.00	5,000,000.00	0.00	5,000,000.00
<b>Total for September 2021</b>						<b>15,000,000.00</b>	<b>14,993,500.00</b>	<b>15,000,000.00</b>	<b>24,500.00</b>	<b>15,024,500.00</b>
<b>October 2021</b>										
10/01/2021	10170	BLDG	419792ZH2	Interest	State of Hawaii	0.00	0.00	0.00	11,869.00	11,869.00
10/20/2021	10173	BLDG	06742XEFO	Maturity	Barclays Bank CP	10,000,000.00	9,990,500.00	10,000,000.00	0.00	10,000,000.00
<b>Total for October 2021</b>						<b>10,000,000.00</b>	<b>9,990,500.00</b>	<b>10,000,000.00</b>	<b>11,869.00</b>	<b>10,011,869.00</b>
<b>December 2021</b>										
12/02/2021	10171	BLDG	476576QP1	Maturity	Jersey City NJ	5,000,000.00	5,082,700.00	5,000,000.00	99,722.22	5,099,722.22
12/28/2021	10175	BLDG	3130AMT85	Interest	FHLB Call Note	0.00	0.00	0.00	20,000.00	20,000.00
12/28/2021	10175	BLDG	3130AMT85	Call	FHLB Call Note	10,000,000.00	10,000,000.00	10,000,000.00	0.00	10,000,000.00
<b>Total for December 2021</b>						<b>15,000,000.00</b>	<b>15,082,700.00</b>	<b>15,000,000.00</b>	<b>119,722.22</b>	<b>15,119,722.22</b>
<b>January 2022</b>										
01/15/2022	10163	OPER	20772KAE9	Interest	State of Connecticut	0.00	0.00	0.00	44,850.00	44,850.00
<b>Total for January 2022</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,850.00</b>	<b>44,850.00</b>
<b>February 2022</b>										
02/15/2022	10162	OPER	20772J3G5	Interest	State of Connecticut	0.00	0.00	0.00	59,236.50	59,236.50
02/28/2022	10176	BLDG	3130ANNS5	Interest	FHLB Call Note	0.00	0.00	0.00	12,361.11	12,361.11
02/28/2022	10176	BLDG	3130ANNS5	Call	FHLB Call Note	5,000,000.00	5,000,000.00	5,000,000.00	0.00	5,000,000.00
<b>Total for February 2022</b>						<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>71,597.61</b>	<b>5,071,597.61</b>
<b>March 2022</b>										
03/01/2022	10167	OPER	3133EL5J9	Interest	FFCB Call Note	0.00	0.00	0.00	7,500.00	7,500.00
03/12/2022	10172	BLDG	3130ALJ70	Interest	FHLB Call Note	0.00	0.00	0.00	10,000.00	10,000.00
03/14/2022	10169	OPER	3133EL6U3	Interest	FFCB Call Note	0.00	0.00	0.00	7,000.00	7,000.00

Portfolio CCCC  
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Collin Co Comm College Dist.  
 Projected Cashflow Report  
 For the Period September 1, 2021 - March 31, 2022

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
Total for March 2022						0.00	0.00	0.00	24,500.00	24,500.00
GRAND TOTALS:						45,000,000.00	45,066,700.00	45,000,000.00	297,038.83	45,297,038.83

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Statements may include positions from unmanaged accounts provided for reporting purposes. Unmanaged accounts are managed directly by the client and are not included in the accounts managed by the investment adviser. This information is provided as a client convenience and the investment adviser assumes no responsibility for performance of these accounts or the accuracy of the data reported.

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**Patterson & Associates**  
Barton Oaks Plaza  
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901 S. MoPac, Suite 195  
Austin, TX 78746  
800.817.2442



# Quarterly Investment Report

PREPARED FOR COLLIN COUNTY COLLEGE

AUGUST 31, 2021



**PATTERSON  
& ASSOCIATES**

A MEEDER INVESTMENT MANAGEMENT COMPANY

WITH YOU. FOR YOU.

# U.S. Economy Facing Potential Headwinds

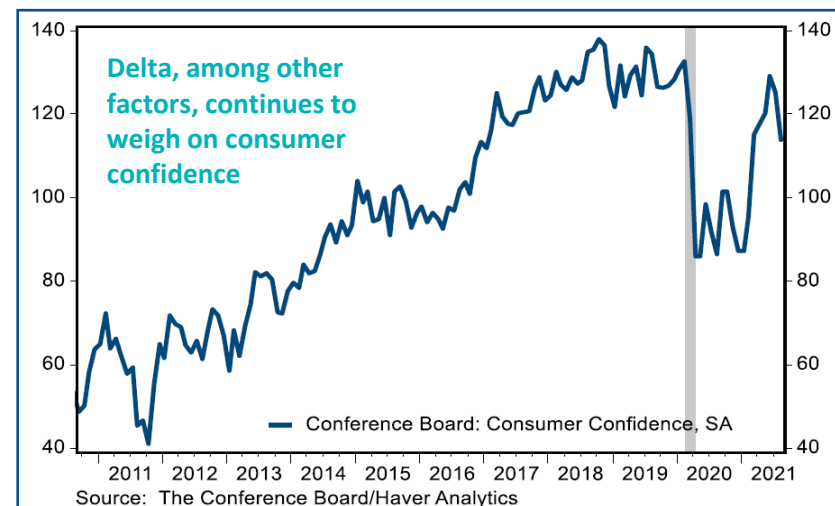
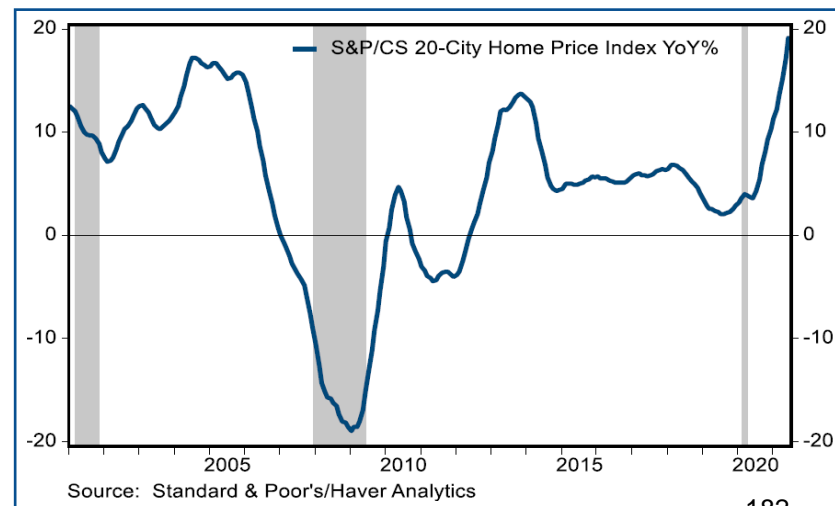
August threw up multiple barriers to growth: the delta variant, China's regulatory crackdown, inflation, Fed taper talk, the Afghanistan withdrawal, hurricane Ida and DC dysfunction. All acted to cause consumer confidence to plummet.

US manufacturing as reported by purchasing managers continues to outperform expectations and hit 15 months of consecutive growth. The growth appears to be coming from an increase in orders and an expanding backlog of orders. It is growing but struggling in its fight.

The global shipping crisis, which snarled global supply chains and produced shutdowns is only getting worse. Covid is causing port closures, including a shut down of one Chinese port - the 3rd busiest container port in the world. The impact ripples jam warehouses and stretch rail and road capacity along with raising prices everywhere. This could easily go into the holiday season.

Housing prices are literally 'through the roof.' Although slightly down, finishing the month the 20-city US index is up 19% which is the highest on record back to 2001. Nationally, prices are now 41% higher than the peak of the housing boom in 2006. Building supplies prices are captives of the supply chains which makes limited supply and a great demand drivers of prices.

These many challenges are wearing on consumer confidence which has dropped to a 6-month low. Even with personal income up and consumer spending continuing to trend higher, the consumer's confidence level shows an understandable downward trend.



# Fed's Later Rather Than Sooner Stance

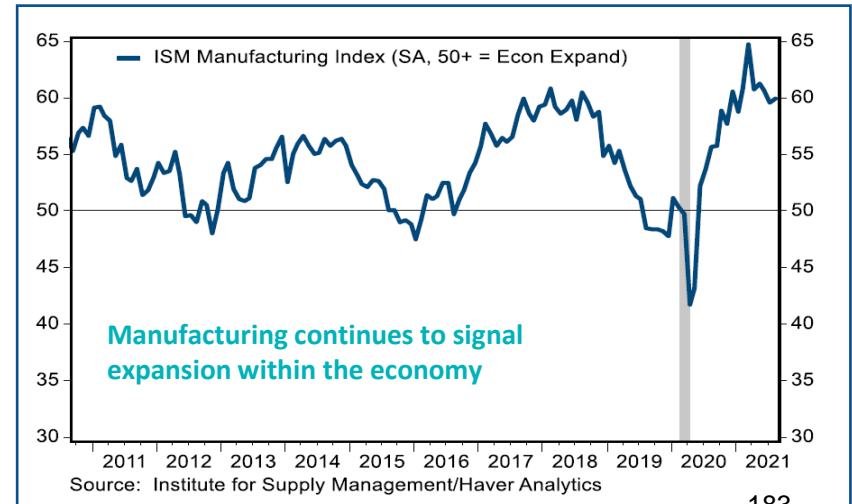
As expected, we got some direction from Fed Chair Powell's comments at the economic summit this month but perhaps not in the form totally expected. Although several Fed Presidents have spoken in favor of rolling back the extraordinary support measures, Powell's comments were very dovish.

The Chair clearly uncoupled eventual tapering of the accommodative measures from an overnight rate increase. This was not unexpected or unreasonable, but the comments drove both yields and the dollar lower. This, of course, again shows the perceived risks of the Delta variant slowing the recovery.

One over-riding question remains inflation. The Fed has consistently warned price increases will prove transitory and indeed there is some evidence to support that thesis. However, with inflation already nearly three times the Fed's target level, that message is difficult for some in the market to buy into. Though awash with liquid funds in the economy, investors, which drive rates, are seemingly ignoring this rising inflation which is now at multi-decade highs. Perhaps Mr. Simon was right.

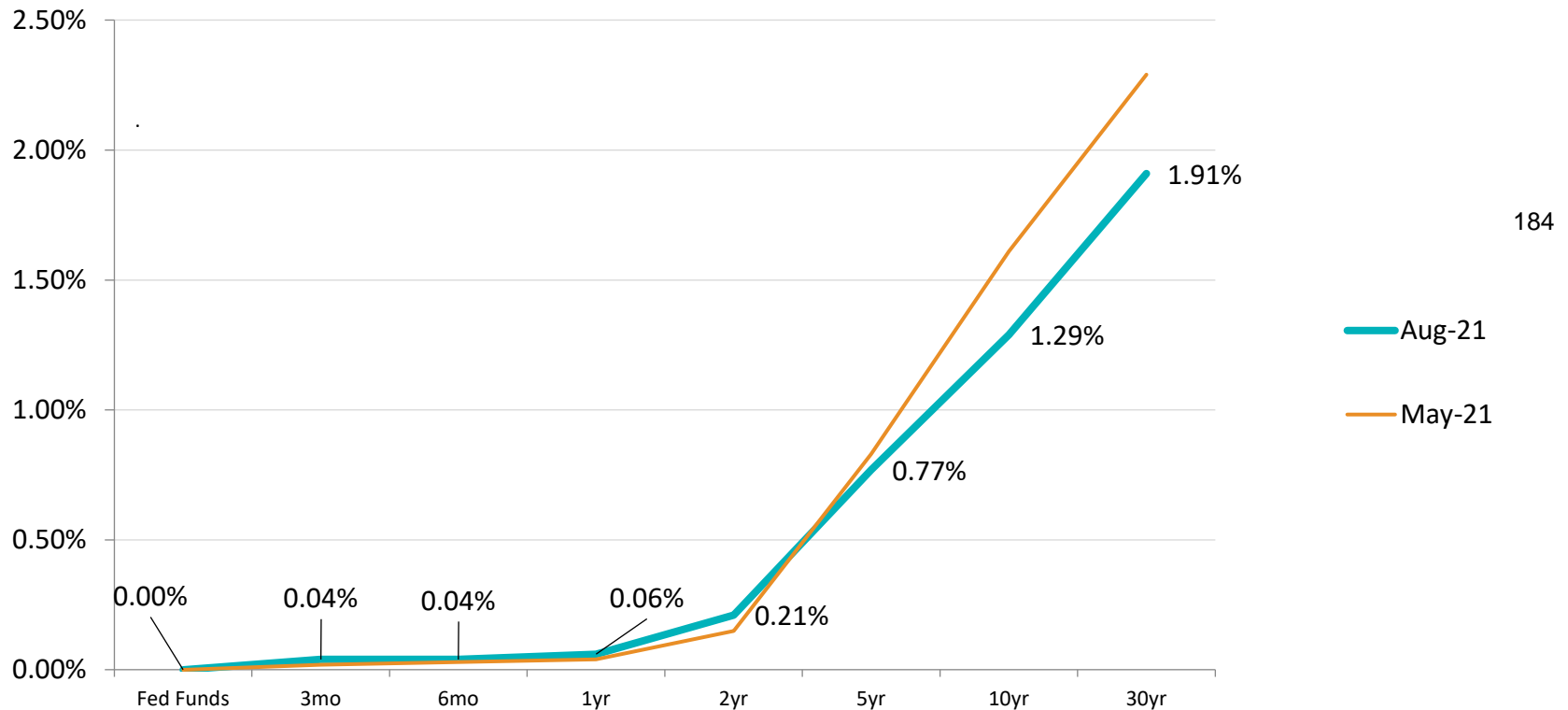
*"I continue to believe that the American people have a love-hate relationship with inflation. They hate inflation but love everything that causes it." - William E. Simon*

One controlling feature is Washington's inability to re-set the debt ceiling which pressures the Treasury to operate under the ceiling and curtail issuance at least partially. That will have to be addressed by October.



# The Curve Changes Little This Month

- The curve remains stubbornly flat on the front end while uncertainty about the Fed's taper plan reigns.
- Consumer confidence has dropped, and inflation continues.
- Short-end investors remain very liquid or short with commercial paper providing the greatest value inside of 1 year.
- The Fed turned dovish on hints of possible tapering supporting the long end, but the Fed has yet to actually say it will taper.
- The Fed and markets continue to signal that overnight rates may remain at 0% until 2023.



End of Month Rates - Full Yield Curve – Fed Funds to 30yr

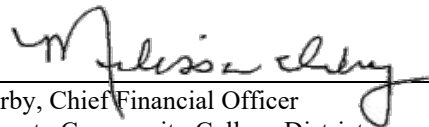
*Collin County Community College District*  
 Quarterly Investment Report  
 June 1, 2021 – August 31, 2021

**Portfolio Summary Management Report**

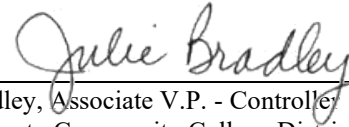
This quarterly report is prepared in compliance with the Investment Policy and Strategy of the District and the Public Funds Investment Act (Chapter 2256., Texas Government Code).

<b><u>Portfolio as of 05/31/21:</u></b>		<b><u>Portfolio as of 08/31/21:</u></b>	
Beginning Book Value	\$ 530,023,525	Ending Book Value	\$ 465,206,186
Beginning Market Value	\$ 530,197,968	Ending Market Value	\$ 465,335,173
		Investment Income for the period	\$ 97,526
		Unrealized Gain/Loss	\$ 128,987
WAM at Beginning Period Date <sup>1</sup>	81 days	WAM at Ending Period Date <sup>1</sup>	99 days
<i>(Decrease in market value is due to seasonal cash outflows)</i>		Change in Market Value <sup>2</sup>	\$ (64,862,795)
<b>Average Yield to Maturity for period</b>		<b>0.081%</b>	
<b>Average Yield 3 Month Treasury Bill for period</b>		<b>0.050%</b>	

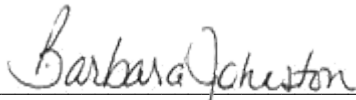
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 Melissa Irby, Chief Financial Officer  
 Collin County Community College District



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 Julie Bradley, Associate V.P. - Controller  
 Collin County Community College District



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 Barbara Johnston, Associate V.P.  
 Collin County Community College District



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 Linda T. Patterson, President  
 Patterson & Associates

<sup>1</sup> WAM – weighted average maturity

<sup>2</sup> “Change in Market Value” is required data, but will primarily reflect the receipt and expenditure of the District’s funds from quarter to quarter. *Patterson & Associates* has assisted in the preparation of this consolidated investment report, with additional input provided by CCCCDD.

*Collin County Community College District*  
 Monthly Investment Report  
 August 1, 2021 – August 31, 2021

**Portfolio Summary Management Report**

<u>Portfolio as of 07/31/21:</u>		<u>Portfolio as of 08/31/21:</u>	
Beginning Book Value	\$ 501,455,271	Ending Book Value	\$ 465,206,186
Beginning Market Value	\$ 501,590,232	Ending Market Value	\$ 465,335,173
		Unrealized Gain/Loss	\$ 128,987
WAM at Beginning Period Date <sup>1</sup>	88 days	WAM at Ending Period Date <sup>1</sup>	99 days
<i>(Decrease in market value is due to seasonal cash outflows)</i>		Change in Market Value <sup>2</sup>	\$ (36,255,059)
<b>Average Yield to Maturity for period</b>		<b>0.091%</b>	
<b>Average Yield 3 Month Treasury Bill for period</b>		<b>0.050%</b>	

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Melissa Irby, Chief Financial Officer  
 Collin County Community College District

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Julie Bradley, Associate V.P. - Controller  
 Collin County Community College District

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Barbara Johnston, Associate V.P.  
 Collin County Community College District

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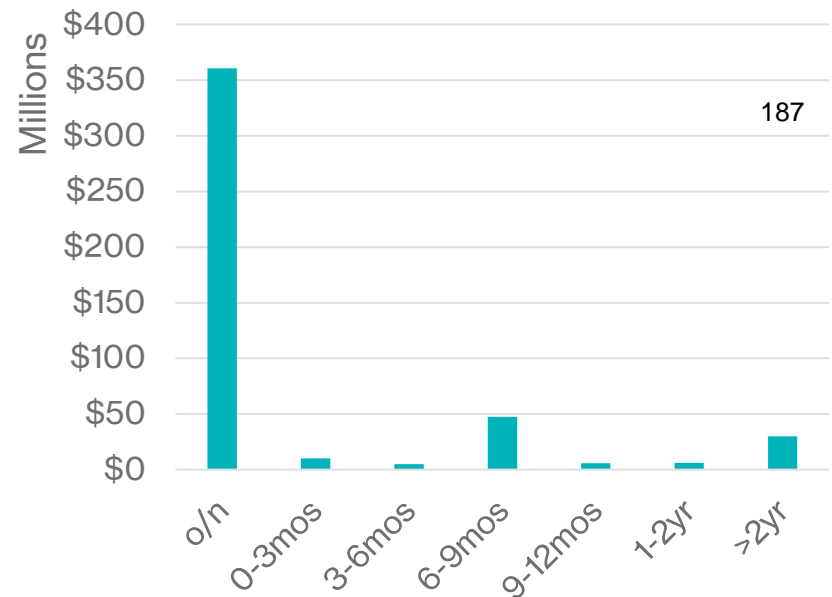
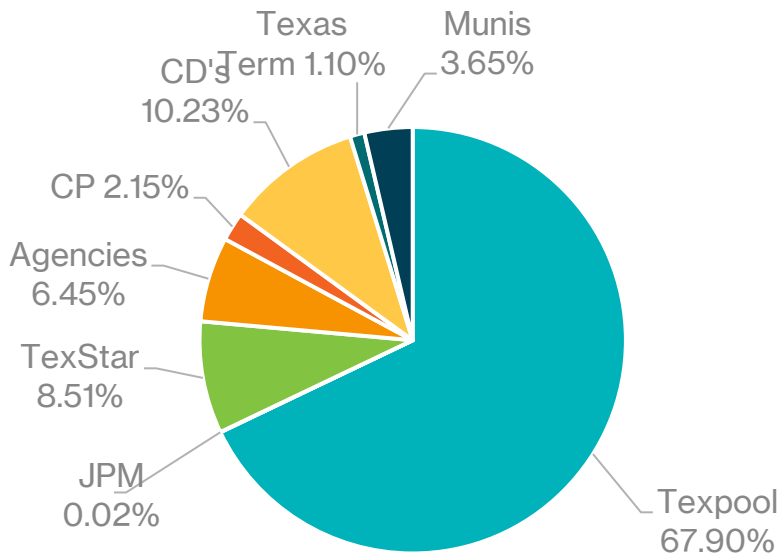
<sup>1</sup> WAM – weighted average maturity

<sup>2</sup> “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 CCCCD.

# Portfolio Overview

As of August 31, 2021

- P&A reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions. Where extensions can be made in the portfolio, it is important to make them to find available safe value in the markets.
- The graphs below show asset allocations by market sector and by maturity in your portfolio. Inside of 1 year, we continue to see value in commercial paper. Our expectation is of continuing low rates, but we look for value in your authorized sectors to extend and capture the yield available as markets change.
- The non-cash portion of your portfolio is yielding 0.33%.



**Collin Co Comm College Dist.  
Portfolio Management  
Portfolio Summary  
August 31, 2021**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
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<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM 365 Equiv.</b>	
Commercial Paper Disc. -Amortizing	10,000,000.00	9,997,413.89	9,997,413.89	2.15	180	49	0.193	
Federal Agency Coupon Securities	30,000,000.00	29,994,407.95	29,999,818.44	6.45	1,092	925	0.387	
Municipal Bonds	16,865,000.00	17,110,898.00	16,976,500.93	3.65	706	308	0.953	
TexStar	39,578,077.28	39,578,077.28	39,578,077.28	8.51	1	1	0.010	
Texpool	315,869,057.18	315,869,057.18	315,869,057.18	67.90	1	1	0.022	
JPMorgan Chase	77,514.42	77,514.42	77,514.42	0.02	1	1	0.000	
CD's - Interest Monthly/Quarterly	47,578,365.45	47,578,365.45	47,578,365.45	10.23	365	261	0.110	
Texas Term	5,129,438.48	5,129,438.48	5,129,438.48	1.10	1	1	0.020	
	<b>465,097,452.81</b>	<b>465,335,172.65</b>	<b>465,206,186.07</b>	<b>100.00%</b>	<b>138</b>	<b>99</b>	<b>0.091</b>	<b>188</b>

<b>Total Earnings</b>	<b>August 31 Month Ending</b>	<b>Fiscal Year To Date</b>	<b>Fiscal Year Ending</b>
Current Year	34,489.76	781,123.66	781,123.66

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**Collin Co Comm College Dist.  
Summary by Type  
August 31, 2021  
Grouped by Fund**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
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Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Building</b>						
Commercial Paper Disc. -Amortizing	1	10,000,000.00	9,997,413.89	2.15	0.193	49
Federal Agency Coupon Securities	3	20,000,000.00	20,000,000.00	4.30	0.425	1,019
Municipal Bonds	2	8,000,000.00	8,020,962.95	1.72	0.371	205
Texpool	1	52,577,514.93	52,577,514.93	11.30	0.022	1
TexStar	1	28,260,029.23	28,260,029.23	6.07	0.010	1
<b>Subtotal</b>	<b>8</b>	<b>118,837,544.16</b>	<b>118,855,921.00</b>	<b>25.54</b>	<b>0.125</b>	<b>190</b>
<b>Fund: 2018 Bond Series</b>						
Texpool	1	0.00	0.00	0.00	0.000	0
<b>Subtotal</b>	<b>1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.000</b>	<b>0</b>
<b>Fund: 2020 Bond Series</b>						
Texpool	1	82,086,922.16	82,086,922.16	17.65	0.022	1
<b>Subtotal</b>	<b>1</b>	<b>82,086,922.16</b>	<b>82,086,922.16</b>	<b>17.65</b>	<b>0.022</b>	<b>1</b>
<b>Fund: Debt Service</b>						
Texas Term	1	20.50	20.50	0.00	0.000	1
Texpool	1	10,188,943.90	10,188,943.90	2.19	0.022	1
<b>Subtotal</b>	<b>2</b>	<b>10,188,964.40</b>	<b>10,188,964.40</b>	<b>2.19</b>	<b>0.022</b>	<b>1</b>
<b>Fund: Operating</b>						
Municipal Bonds	2	8,865,000.00	8,955,537.98	1.93	1.474	400
CD's - Interest Monthly/Quarterly	1	47,578,365.45	47,578,365.45	10.23	0.110	261
Federal Agency Coupon Securities	2	10,000,000.00	9,999,818.44	2.15	0.312	736
JPMorgan Chase	1	77,514.42	77,514.42	0.02	0.000	1
Texas Term	1	5,129,417.98	5,129,417.98	1.10	0.020	1
Texpool	1	81,096,700.16	81,096,700.16	17.43	0.022	1
TexStar	1	11,318,048.05	11,318,048.05	2.43	0.010	1

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Collin Co Comm College Dist.  
 Summary by Type  
 August 31, 2021  
 Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Subtotal</b>	<b>9</b>	<b>164,065,046.06</b>	<b>164,155,402.48</b>	<b>35.29</b>	<b>0.144</b>	<b>143</b>
<b>Fund: Stabilization</b>						
Texpool	1	89,918,976.03	89,918,976.03	19.33	0.022	1
<b>Subtotal</b>	<b>1</b>	<b>89,918,976.03</b>	<b>89,918,976.03</b>	<b>19.33</b>	<b>0.022</b>	<b>1</b>
<b>Total and Average</b>	<b>22</b>	<b>465,097,452.81</b>	<b>465,206,186.07</b>	<b>100.00</b>	<b>0.091</b>	<b>99</b>

**Collin Co Comm College Dist.  
Fund BLDG - Building  
Investments by Fund  
August 31, 2021**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Commercial Paper Disc. -Amortizing</b>											
06742XEFO	10173	Barclays Bank CP	04/23/2021	9,997,413.89	10,000,000.00	9,997,413.89		0.190	0.192	10/20/2021	49
<b>Subtotal and Average</b>				<b>9,997,413.89</b>	<b>10,000,000.00</b>	<b>9,997,413.89</b>		<b>0.190</b>	<b>0.193</b>		<b>49</b>
<b>Federal Agency Coupon Securities</b>											
3130ALJ70	10172	FHLB Call Note	03/12/2021	5,000,000.00	5,000,000.00	5,000,487.25	0.400	0.394	0.400	03/12/2024	923
3130AMT85	10175	FHLB Call Note	06/28/2021	10,000,000.00	10,000,000.00	9,994,226.50	0.400	0.394	0.400	06/28/2024	1,031
3130ANNS5	10176	FHLB Call Note	08/30/2021	5,000,000.00	5,000,000.00	5,001,200.25	0.500	0.493	0.500	08/28/2024	1,092
<b>Subtotal and Average</b>				<b>20,000,000.00</b>	<b>20,000,000.00</b>	<b>19,995,914.00</b>		<b>0.419</b>	<b>0.425</b>		<b>1,019</b>
<b>Municipal Bonds</b>											
419792ZH2	10170	State of Hawaii	10/29/2020	3,000,000.00	3,000,000.00	3,008,730.00	0.429	0.422	0.428	10/01/2022	395
476576QP1	10171	Jersey City NJ	12/03/2020	5,020,962.95	5,000,000.00	5,024,300.00	2.000	0.331	0.335	12/02/2021	92
<b>Subtotal and Average</b>				<b>8,020,962.95</b>	<b>8,000,000.00</b>	<b>8,033,030.00</b>		<b>0.366</b>	<b>0.371</b>		<b>205</b>
<b>TexStar</b>											
2450	10007	TexStar	02/01/2016	28,260,029.23	28,260,029.23	28,260,029.23	0.010	0.009	0.010		1
<b>Subtotal and Average</b>				<b>28,260,029.23</b>	<b>28,260,029.23</b>	<b>28,260,029.23</b>		<b>0.010</b>	<b>0.010</b>		<b>1</b>
<b>Texpool</b>											
700001	10009	Texpool	02/01/2016	52,577,514.93	52,577,514.93	52,577,514.93	0.022	0.021	0.022		1
<b>Subtotal and Average</b>				<b>52,577,514.93</b>	<b>52,577,514.93</b>	<b>52,577,514.93</b>		<b>0.022</b>	<b>0.022</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>118,855,921.00</b>	<b>118,837,544.16</b>	<b>118,863,902.05</b>		<b>0.123</b>	<b>0.125</b>		<b>190</b>

**Fund BOND18 - 2018 Bond Series  
Investments by Fund  
August 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700006	10067	Texpool	04/12/2018	0.00	0.00	0.00				1
<b>Subtotal and Average</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.000</b>	<b>0.000</b>	<b>0</b>
<b>Total Investments and Average</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.000</b>	<b>0.000</b>	<b>0</b>

**Fund BOND20 - 2020 Bond Series  
Investments by Fund  
August 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700006A	10164	Texpool	04/29/2020	82,086,922.16	82,086,922.16	82,086,922.16	0.022	0.021	0.022	1
<b>Subtotal and Average</b>				<b>82,086,922.16</b>	<b>82,086,922.16</b>	<b>82,086,922.16</b>	<b>0.022</b>	<b>0.022</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>82,086,922.16</b>	<b>82,086,922.16</b>	<b>82,086,922.16</b>	<b>0.022</b>	<b>0.022</b>		<b>1</b>

**Fund DS - Debt Service  
Investments by Fund  
August 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700004	10010	Texpool	02/01/2016	10,188,943.90	10,188,943.90	10,188,943.90	0.022	0.021	0.022	1
<b>Subtotal and Average</b>				<b>10,188,943.90</b>	<b>10,188,943.90</b>	<b>10,188,943.90</b>		<b>0.022</b>	<b>0.022</b>	<b>1</b>
<b>Texas Term</b>										
1291-01	10141	TexasDAILY	02/04/2019	20.50	20.50	20.50				1
<b>Subtotal and Average</b>				<b>20.50</b>	<b>20.50</b>	<b>20.50</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>10,188,964.40</b>	<b>10,188,964.40</b>	<b>10,188,964.40</b>		<b>0.022</b>	<b>0.022</b>	<b>1</b>

**Fund OPER - Operating  
Investments by Fund  
August 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Federal Agency Coupon Securities</b>											
3133EL5J9	10167	FFCB Call Note	09/16/2020	5,000,000.00	5,000,000.00	5,000,062.45	0.300	0.305	0.310	09/01/2023	730
3133EL6U3	10169	FFCB Call Note	09/16/2020	4,999,818.44	5,000,000.00	4,998,431.50	0.280	0.309	0.313	09/14/2023	743
<b>Subtotal and Average</b>				<b>9,999,818.44</b>	<b>10,000,000.00</b>	<b>9,998,493.95</b>		<b>0.308</b>	<b>0.312</b>		<b>736</b>
<b>Municipal Bonds</b>											
20772J3G5	10162	State of Connecticut	04/20/2020	5,895,686.24	5,865,000.00	5,965,878.00	2.020	1.440	1.460	08/15/2022	348
20772KAE9	10163	State of Connecticut	04/20/2020	3,059,851.74	3,000,000.00	3,111,990.00	2.990	1.479	1.500	01/15/2023	501
<b>Subtotal and Average</b>				<b>8,955,537.98</b>	<b>8,865,000.00</b>	<b>9,077,868.00</b>		<b>1.454</b>	<b>1.474</b>		<b>400</b>
<b>TexStar</b>											
5450	10008	TexStar	02/01/2016	11,318,048.05	11,318,048.05	11,318,048.05	0.010	0.009	0.010		195
<b>Subtotal and Average</b>				<b>11,318,048.05</b>	<b>11,318,048.05</b>	<b>11,318,048.05</b>		<b>0.010</b>	<b>0.010</b>		<b>1</b>
<b>Texpool</b>											
700003	10011	Texpool	02/01/2016	81,096,700.16	81,096,700.16	81,096,700.16	0.022	0.021	0.022		1
<b>Subtotal and Average</b>				<b>81,096,700.16</b>	<b>81,096,700.16</b>	<b>81,096,700.16</b>		<b>0.022</b>	<b>0.022</b>		<b>1</b>
<b>JPMorgan Chase</b>											
7828	10012	JPMorgan Chase Commercial Chkg	02/01/2016	77,514.42	77,514.42	77,514.42					1
<b>Subtotal and Average</b>				<b>77,514.42</b>	<b>77,514.42</b>	<b>77,514.42</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>CD's - Interest Monthly/Quarterly</b>											
172128542B	10174	East West Bank	05/20/2021	47,578,365.45	47,578,365.45	47,578,365.45	0.110	0.108	0.110	05/20/2022	261
<b>Subtotal and Average</b>				<b>47,578,365.45</b>	<b>47,578,365.45</b>	<b>47,578,365.45</b>		<b>0.108</b>	<b>0.110</b>		<b>261</b>
<b>Texas Term</b>											
1291-00	10142	TexasDAILY	02/06/2019	5,129,417.98	5,129,417.98	5,129,417.98	0.020	0.019	0.020		1
<b>Subtotal and Average</b>				<b>5,129,417.98</b>	<b>5,129,417.98</b>	<b>5,129,417.98</b>		<b>0.020</b>	<b>0.020</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>164,155,402.48</b>	<b>164,065,046.06</b>	<b>164,276,408.01</b>		<b>0.142</b>	<b>0.144</b>		<b>142</b>

**Fund STABL - Stabilization  
Investments by Fund  
August 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700005	10050	Texpool	01/24/2018	89,918,976.03	89,918,976.03	89,918,976.03	0.022	0.021	0.022	1
<b>Subtotal and Average</b>				<b>89,918,976.03</b>	<b>89,918,976.03</b>	<b>89,918,976.03</b>	<b>0.022</b>	<b>0.022</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>89,918,976.03</b>	<b>89,918,976.03</b>	<b>89,918,976.03</b>	<b>0.022</b>	<b>0.022</b>		<b>1</b>

**Collin Co Comm College Dist.  
Cash Reconciliation Report  
For the Period June 1, 2021 - August 31, 2021  
Grouped by Fund**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
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Trans. Date	Investment #	Fund	Trans. Type	Security ID	Par Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash
<b>Building</b>											
06/28/2021	10175	BLDG	Purchase	3130AMT85	10,000,000.00	FHLBC 10.0M 0.40% Mat.	06/28/2024	-10,000,000.00	0.00	0.00	-10,000,000.00
08/30/2021	10176	BLDG	Purchase	3130ANNS5	5,000,000.00	FHLBC 5.0M 0.50% Mat. 08/28/2024	08/28/2024	-5,000,000.00	0.00	0.00	-5,000,000.00
<b>Subtotal</b>								<b>-15,000,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-15,000,000.00</b>
<b>Operating</b>											
06/08/2021	10168	OPER	Interest	3134GWK47	5,000,000.00	FHLMCC 5.0M 0.31% Mat.	09/08/2023	0.00	3,812.50	0.00	3,812.50
06/08/2021	10168	OPER	Call	3134GWK47	5,000,000.00	0.0M 0.31%	09/08/2023	0.00	0.00	5,000,000.00	5,000,000.00
06/30/2021	10174	OPER	Interest	172128542B	47,563,455.57	EWB 47.6M 0.11% Mat. 05/20/2022	05/20/2022	0.00	4,300.61	0.00	4,300.61
06/30/2021	10174	OPER	Interest	172128542B	47,563,455.57	EWB 47.6M 0.11% Mat. 05/20/2022	05/20/2022	-4,300.61	0.00	0.00	-4,300.61
07/15/2021	10163	OPER	Interest	20772KAE9	3,000,000.00	CONNST 3.0M 2.99% Mat.	01/15/2023	0.00	44,850.00	0.00	44,850.00
07/31/2021	10174	OPER	Interest	172128542B	47,563,455.57	EWB 47.6M 0.11% Mat. 05/20/2022	05/20/2022	0.00	4,444.36	0.00	19,744.36
07/31/2021	10174	OPER	Interest	172128542B	47,563,455.57	EWB 47.6M 0.11% Mat. 05/20/2022	05/20/2022	-4,444.36	0.00	0.00	-4,444.36
08/15/2021	10162	OPER	Interest	20772J3G5	5,865,000.00	CONNST 5.9M 2.02% Mat.	08/15/2022	0.00	59,236.50	0.00	59,236.50
08/31/2021	10174	OPER	Interest	172128542B	47,563,455.57	EWB 47.6M 0.11% Mat. 05/20/2022	05/20/2022	0.00	4,444.78	0.00	4,444.78
08/31/2021	10174	OPER	Interest	172128542B	47,563,455.57	EWB 47.6M 0.11% Mat. 05/20/2022	05/20/2022	-4,444.78	0.00	0.00	-4,444.78
<b>Subtotal</b>								<b>-13,189.75</b>	<b>121,088.75</b>	<b>5,000,000.00</b>	<b>5,107,899.00</b>
<b>Total</b>								<b>-15,013,189.75</b>	<b>121,088.75</b>	<b>5,000,000.00</b>	<b>-9,892,101.00</b>



**Collin Co Comm College Dist.**  
**Purchases Report**  
**Sorted by Fund - Fund**  
**June 1, 2021 - August 31, 2021**

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746  
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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
<b>Building</b>													
3130AMT85	10175	BLDG	FAC	FHLBC	10,000,000.00	06/28/2021	12/28 - 06/28	10,000,000.00		0.400	06/28/2024	0.400	10,000,000.00
3130ANNS5	10176	BLDG	FAC	FHLBC	5,000,000.00	08/30/2021	02/28 - 08/28	5,000,000.00		0.500	08/28/2024	0.500	5,000,000.00
				<b>Subtotal</b>	<b>15,000,000.00</b>			<b>15,000,000.00</b>	<b>0.00</b>				<b>15,000,000.00</b>
				<b>Total Purchases</b>	<b>15,000,000.00</b>			<b>15,000,000.00</b>	<b>0.00</b>				<b>15,000,000.00</b>



**Collin Co Comm College Dist.  
Sales/Call Report  
Sorted by Fund - Fund  
June 1, 2021 - August 31, 2021**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

CUSIP	Investment #	Fund	Issuer Sec. Type	Purchase Date	Redem. Date Matur. Date	Par Value	Rate at Redem.	Book Value at Redem.	Redemption Principal	Redemption Interest	Total Amount	Net Income
<b>Operating</b>												
3134GWK47	10168	OPER	FHLMCC FAC	09/16/2020	06/08/2021 09/08/2023	5,000,000.00	0.305	5,000,000.00	5,000,000.00	3,812.50	5,003,812.50 Call	3,812.50
					<b>Subtotal</b>	<b>5,000,000.00</b>		<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>3,812.50</b>	<b>5,003,812.50</b>	<b>3,812.50</b>
					<b>Total Sales</b>	<b>5,000,000.00</b>		<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>3,812.50</b>	<b>5,003,812.50</b>	<b>3,812.50</b>

**Collin Co Comm College Dist.**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**June 1, 2021 - August 31, 2021**  
**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
<b>Fund: Building</b>												
2450	10007	BLDG	RRP	28,260,029.23	28,259,317.02	28,259,564.75		0.010	0.010	712.21	0.00	712.21
700001	10009	BLDG	RR2	52,577,514.93	67,574,798.15	60,456,063.30		0.022	0.018	2,716.78	0.00	2,716.78
3130ALJ70	10172	BLDG	FAC	5,000,000.00	5,000,000.00	5,000,000.00	03/12/2024	0.400	0.397	5,000.00	0.00	5,000.00
3130ANNS5	10176	BLDG	FAC	5,000,000.00	0.00	108,695.65	08/28/2024	0.500	0.253	69.44	0.00	69.44
3130AMT85	10175	BLDG	FAC	10,000,000.00	0.00	7,065,217.39	06/28/2024	0.400	0.393	7,000.00	0.00	7,000.00
06742XEF0	10173	BLDG	ACP	10,000,000.00	9,992,558.33	9,995,012.50	10/20/2021		0.193	0.00	4,855.56	200,855.56
419792ZH2	10170	BLDG	MC1	3,000,000.00	3,000,000.00	3,000,000.00	10/01/2022	0.429	0.426	3,217.50	0.00	3,217.50
476576QP1	10171	BLDG	MC1	5,000,000.00	5,041,695.54	5,031,066.33	12/02/2021	2.000	0.337	25,000.00	-20,732.59	4,267.41
<b>Subtotal</b>				<b>118,837,544.16</b>	<b>118,868,369.04</b>	<b>118,915,619.92</b>			<b>0.093</b>	<b>43,715.93</b>	<b>-15,877.03</b>	<b>27,838.90</b>
<b>Fund: 2020 Bond Series</b>												
700006A	10164	BOND20	RR2	82,086,922.16	101,580,580.81	94,290,437.47		0.022	0.018	4,251.11	0.00	4,251.11
<b>Subtotal</b>				<b>82,086,922.16</b>	<b>101,580,580.81</b>	<b>94,290,437.47</b>			<b>0.018</b>	<b>4,251.11</b>	<b>0.00</b>	<b>4,251.11</b>
<b>Fund: Debt Service</b>												
700004	10010	DS	RR2	10,188,943.90	21,114,393.93	20,059,634.79		0.022	0.017	881.71	0.00	881.71
1291-01	10141	DS	RR5	20.50	20.50	20.50				0.00	0.00	0.00
<b>Subtotal</b>				<b>10,188,964.40</b>	<b>21,114,414.43</b>	<b>20,059,655.29</b>			<b>0.017</b>	<b>881.71</b>	<b>0.00</b>	<b>881.71</b>
<b>Fund: Operating</b>												
5450	10008	OPER	RRP	11,318,048.05	11,317,762.85	11,317,862.05		0.010	0.010	285.20	0.00	285.20
700003	10011	OPER	RR2	81,096,700.16	114,232,786.43	99,541,311.59		0.022	0.018	4,458.71	0.00	4,458.71
7828	10012	OPER	RR3	77,514.42	87,579.90	105,757.65				0.00	0.00	0.00
3134GWK47	10168	OPER	FAC	0.00	5,000,000.00	380,434.78	09/08/2023	0.305	0.309	296.53	0.00	296.53
172128542B	10174	OPER	RR4	47,578,365.45	47,565,175.70	47,569,714.86	05/20/2022	0.110	0.110	13,189.75	0.00	13,189.75
3133EL6U3	10169	OPER	FAC	5,000,000.00	4,998,561.45	4,999,205.88	09/14/2023	0.280	0.378	3,500.00	1,256.99	4,756.99
3133EL5J9	10167	OPER	FAC	5,000,000.00	4,999,608.70	4,999,809.31	09/01/2023	0.300	0.329	3,750.00	391.30	4,141.30
1291-00	10142	OPER	RR5	5,129,417.98	5,129,112.52	5,129,230.82		0.020	0.024	305.46	0.00	305.46
20772J3G5	10162	OPER	MC1	5,865,000.00	5,903,714.62	5,899,598.62	08/15/2022	2.020	1.452	29,618.25	-8,028.38	21,589.87

Collin Co Comm College Dist.  
Interest Earnings  
June 1, 2021 - August 31, 2021

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
<b>Fund: Operating</b>												
20772KAE9	10163	OPER	MC1	3,000,000.00	3,070,755.90	3,065,165.54	01/15/2023	2.990	1.491	22,425.00	-10,904.16	11,520.84
			<b>Subtotal</b>	<b>164,065,046.06</b>	<b>202,305,058.07</b>	<b>183,008,091.11</b>			<b>0.131</b>	<b>77,828.90</b>	<b>-17,284.25</b>	<b>60,544.65</b>
<b>Fund: Stabilization</b>												
700005	10050	STABL	RR2	89,918,976.03	86,155,102.45	87,641,133.30		0.022	0.018	4,009.77	0.00	4,009.77
			<b>Subtotal</b>	<b>89,918,976.03</b>	<b>86,155,102.45</b>	<b>87,641,133.30</b>			<b>0.018</b>	<b>4,009.77</b>	<b>0.00</b>	<b>4,009.77</b>
			<b>Total</b>	<b>465,097,452.81</b>	<b>530,023,524.80</b>	<b>503,914,937.09</b>			<b>0.077</b>	<b>130,687.42</b>	<b>-33,161.28</b>	<b>97,526.14</b>

**Collin Co Comm College Dist.  
Amortization Schedule  
June 1, 2021 - August 31, 2021  
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 06/01/2021	Amount Amortized This Period	Amt Amortized Through 08/31/2021	Amount Unamortized Through 08/31/2021
<b>Building</b>										
10173 Barclays Bank CP	BLDG	10/20/2021	10,000,000.00	9,990,500.00	-9,500.00	9,997,413.89	2,058.33 -7,441.67	4,855.56	6,913.89	-2,586.11
10171 Jersey City NJ	BLDG	12/02/2021	5,000,000.00 2.000	5,082,700.00	82,700.00	5,020,962.95	-41,004.46 41,695.54	-20,732.59	-61,737.05	20,962.95
			<b>Subtotal</b>	<b>15,073,200.00</b>	<b>73,200.00</b>	<b>15,018,376.84</b>	<b>-38,946.13 34,253.87</b>	<b>-15,877.03</b>	<b>-54,823.16</b>	<b>18,376.84</b>
<b>Operating</b>										
10162 State of Connecticut	OPER	08/15/2022	5,865,000.00 2.020	5,939,485.50	74,485.50	5,895,686.24	-35,770.88 38,714.62	-8,028.38	-43,799.26	30,686.24
10163 State of Connecticut	OPER	01/15/2023	3,000,000.00 2.990	3,119,340.00	119,340.00	3,059,851.74	-48,584.10 70,755.90	-10,904.16	-59,488.26	202 59,851.74
10167 FFCB Call Note	OPER	09/01/2023 09/01/2021	5,000,000.00 0.300	4,998,500.00	-1,500.00	5,000,000.00	1,108.70 -391.30	391.30	1,500.00	0.00
10169 FFCB Call Note	OPER	09/14/2023 09/14/2021	5,000,000.00 0.280	4,995,000.00	-5,000.00	4,999,818.44	3,561.45 -1,438.55	1,256.99	4,818.44	-181.56
10168 FHLMC Call Note	OPER	09/08/2023 03/08/2021	5,000,000.00 0.305	4,998,250.00	-1,750.00	0.00	1,750.00 0.00	0.00	1,750.00	0.00
			<b>Subtotal</b>	<b>24,050,575.50</b>	<b>185,575.50</b>	<b>18,955,356.42</b>	<b>-77,934.83 107,640.67</b>	<b>-17,284.25</b>	<b>-95,219.08</b>	<b>90,356.42</b>
			<b>Total</b>	<b>39,123,775.50</b>	<b>258,775.50</b>	<b>33,973,733.26</b>	<b>-116,880.96 141,894.54</b>	<b>-33,161.28</b>	<b>-150,042.24</b>	<b>108,733.26</b>



**Collin Co Comm College Dist.  
Projected Cashflow Report  
Sorted by Monthly  
For the Period September 1, 2021 - March 31, 2022**

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
<b>September 2021</b>										
09/01/2021	10167	OPER	3133EL5J9	Interest	FFCB Call Note	0.00	0.00	0.00	7,500.00	7,500.00
09/01/2021	10167	OPER	3133EL5J9	Call	FFCB Call Note	5,000,000.00	4,998,500.00	5,000,000.00	0.00	5,000,000.00
09/12/2021	10172	BLDG	3130ALJ70	Interest	FHLB Call Note	0.00	0.00	0.00	10,000.00	10,000.00
09/12/2021	10172	BLDG	3130ALJ70	Call	FHLB Call Note	5,000,000.00	5,000,000.00	5,000,000.00	0.00	5,000,000.00
09/14/2021	10169	OPER	3133EL6U3	Interest	FFCB Call Note	0.00	0.00	0.00	7,000.00	7,000.00
09/14/2021	10169	OPER	3133EL6U3	Call	FFCB Call Note	5,000,000.00	4,995,000.00	5,000,000.00	0.00	5,000,000.00
<b>Total for September 2021</b>						<b>15,000,000.00</b>	<b>14,993,500.00</b>	<b>15,000,000.00</b>	<b>24,500.00</b>	<b>15,024,500.00</b>
<b>October 2021</b>										
10/01/2021	10170	BLDG	419792ZH2	Interest	State of Hawaii	0.00	0.00	0.00	11,869.00	11,869.00
10/20/2021	10173	BLDG	06742XEFO	Maturity	Barclays Bank CP	10,000,000.00	9,990,500.00	10,000,000.00	0.00	10,000,000.00
<b>Total for October 2021</b>						<b>10,000,000.00</b>	<b>9,990,500.00</b>	<b>10,000,000.00</b>	<b>11,869.00</b>	<b>10,011,869.00</b>
<b>December 2021</b>										
12/02/2021	10171	BLDG	476576QP1	Maturity	Jersey City NJ	5,000,000.00	5,082,700.00	5,000,000.00	99,722.22	5,099,722.22
12/28/2021	10175	BLDG	3130AMT85	Interest	FHLB Call Note	0.00	0.00	0.00	20,000.00	20,000.00
12/28/2021	10175	BLDG	3130AMT85	Call	FHLB Call Note	10,000,000.00	10,000,000.00	10,000,000.00	0.00	10,000,000.00
<b>Total for December 2021</b>						<b>15,000,000.00</b>	<b>15,082,700.00</b>	<b>15,000,000.00</b>	<b>119,722.22</b>	<b>15,119,722.22</b>
<b>January 2022</b>										
01/15/2022	10163	OPER	20772KAE9	Interest	State of Connecticut	0.00	0.00	0.00	44,850.00	44,850.00
<b>Total for January 2022</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,850.00</b>	<b>44,850.00</b>
<b>February 2022</b>										
02/15/2022	10162	OPER	20772J3G5	Interest	State of Connecticut	0.00	0.00	0.00	59,236.50	59,236.50
02/28/2022	10176	BLDG	3130ANNS5	Interest	FHLB Call Note	0.00	0.00	0.00	12,361.11	12,361.11
02/28/2022	10176	BLDG	3130ANNS5	Call	FHLB Call Note	5,000,000.00	5,000,000.00	5,000,000.00	0.00	5,000,000.00
<b>Total for February 2022</b>						<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>71,597.61</b>	<b>5,071,597.61</b>
<b>March 2022</b>										
03/01/2022	10167	OPER	3133EL5J9	Interest	FFCB Call Note	0.00	0.00	0.00	7,500.00	7,500.00
03/12/2022	10172	BLDG	3130ALJ70	Interest	FHLB Call Note	0.00	0.00	0.00	10,000.00	10,000.00
03/14/2022	10169	OPER	3133EL6U3	Interest	FFCB Call Note	0.00	0.00	0.00	7,000.00	7,000.00

Collin Co Comm College Dist.  
 Projected Cashflow Report  
 For the Period September 1, 2021 - March 31, 2022

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
Total for March 2022						0.00	0.00	0.00	24,500.00	24,500.00
GRAND TOTALS:						45,000,000.00	45,066,700.00	45,000,000.00	297,038.83	45,297,038.83

**Collin Co Comm College Dist.  
Texas Compliance Change in Val Report  
Sorted by Fund  
June 1, 2021 - August 31, 2021**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
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Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
<b>Fund: Building</b>									
10007	TXSTAR	BLDG	02/01/2016	712.21	28,259,317.02	712.21	0.00	712.21	28,260,029.23
2450	28,260,029.23	0.010	/ /	712.21	28,259,317.02	712.21	0.00	712.21	28,260,029.23
10009	TXPOOL	BLDG	02/01/2016	2,716.78	67,574,798.15	2,716.78	15,000,000.00	-14,997,283.22	52,577,514.93
700001	52,577,514.93	0.022	/ /	2,716.78	67,574,798.15	2,716.78	15,000,000.00	-14,997,283.22	52,577,514.93
10170	HAWAII	BLDG	10/29/2020	3,217.50	3,000,000.00	0.00	0.00	0.00	3,000,000.00
419792ZH2	3,000,000.00	0.428	10/01/2022	0.00	3,012,000.00	0.00	0.00	-3,270.00	3,008,730.00
10171	JERSEY	BLDG	12/03/2020	25,000.00	5,041,695.54	0.00	0.00	-20,732.59	5,020,962.95
476576QP1	5,000,000.00	0.335	12/02/2021	0.00	5,047,500.00	0.00	0.00	-23,200.00	5,024,300.00
10172	FHLBC	BLDG	03/12/2021	5,000.00	5,000,000.00	0.00	0.00	0.00	5,000,000.00
3130ALJ70	5,000,000.00	0.400	03/12/2024	0.00	5,000,064.05	0.00	0.00	423.20	5,000,487.25
10173	BARCBK	BLDG	04/23/2021	0.00	9,992,558.33	0.00	0.00	4,855.56	9,997,413.89
06742XEF0	10,000,000.00	0.190	10/20/2021	0.00	9,992,558.33	0.00	0.00	4,855.56	9,997,413.89
10175	FHLBC	BLDG	06/28/2021	7,000.00	0.00	10,000,000.00	0.00	10,000,000.00	10,000,000.00
3130AMT85	10,000,000.00	0.400	06/28/2024	0.00	0.00	10,000,000.00	0.00	9,994,226.50	9,994,226.50
10176	FHLBC	BLDG	08/30/2021	69.44	0.00	5,000,000.00	0.00	5,000,000.00	5,000,000.00
3130ANNS5	5,000,000.00	0.500	08/28/2024	0.00	0.00	5,000,000.00	0.00	5,001,200.25	5,001,200.25
<b>Sub Totals For: Fund: Building</b>				43,715.93	118,868,369.04	15,003,428.99	15,000,000.00	-12,448.04	118,855,921.00
				3,428.99	118,886,237.55	15,003,428.99	15,000,000.00	-22,335.50	118,863,902.05
<b>Fund: 2018 Bond Series</b>									
10067	TXPOOL	BOND18	04/12/2018	0.00	0.00	0.00	0.00	0.00	0.00
700006	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00

Portfolio CCCC

**Collin Co Comm College Dist.**  
**Texas Compliance Change in Val Report**  
**June 1, 2021 - August 31, 2021**

Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
<b>Sub Totals For: Fund: 2018 Bond Series</b>				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 2020 Bond Series</b>									
10164	TXPOOL	BOND20	04/29/2020	4,251.11	101,580,580.81	1,629,432.11	21,123,090.76	-19,493,658.65	82,086,922.16
700006A	82,086,922.16	0.022	/ /	4,251.11	101,580,580.81	1,629,432.11	21,123,090.76	-19,493,658.65	82,086,922.16
<b>Sub Totals For: Fund: 2020 Bond Series</b>				4,251.11	101,580,580.81	1,629,432.11	21,123,090.76	-19,493,658.65	82,086,922.16
				4,251.11	101,580,580.81	1,629,432.11	21,123,090.76	-19,493,658.65	82,086,922.16
<b>Fund: Debt Service</b>									
10010	TXPOOL	DS	02/01/2016	881.71	21,114,393.93	10,441,103.10	21,366,553.13	-10,925,450.03	10,188,943.90
700004	10,188,943.90	0.022	/ /	881.71	21,114,393.93	10,441,103.10	21,366,553.13	-10,925,450.03	10,188,943.90
10141	TXDAIL	DS	02/04/2019	0.00	20.50	0.00	0.00	0.00	20.50
1291-01	20.50	0.000	/ /	0.00	20.50	0.00	0.00	0.00	20.50
<b>Sub Totals For: Fund: Debt Service</b>				881.71	21,114,414.43	10,441,103.10	21,366,553.13	-10,925,450.03	10,188,964.40
				881.71	21,114,414.43	10,441,103.10	21,366,553.13	-10,925,450.03	10,188,964.40
<b>Fund: Operating</b>									
10008	TXSTAR	OPER	02/01/2016	285.20	11,317,762.85	285.20	0.00	285.20	11,318,048.05
5450	11,318,048.05	0.010	/ /	285.20	11,317,762.85	285.20	0.00	285.20	11,318,048.05
10011	TXPOOL	OPER	02/01/2016	4,458.71	114,232,786.43	58,696,469.88	91,832,556.15	-33,136,086.27	81,096,700.16
700003	81,096,700.16	0.022	/ /	4,458.71	114,232,786.43	58,696,469.88	91,832,556.15	-33,136,086.27	81,096,700.16
10012	JPMCC	OPER	02/01/2016	0.00	87,579.90	87,855,966.80	87,866,032.28	-10,065.48	77,514.42
7828	77,514.42	0.000	/ /	0.00	87,579.90	87,855,966.80	87,866,032.28	-10,065.48	77,514.42
10142	TXDAIL	OPER	02/06/2019	305.46	5,129,112.52	305.46	0.00	305.46	5,129,417.98
1291-00	5,129,417.98	0.020	/ /	305.46	5,129,112.52	305.46	0.00	305.46	5,129,417.98
10162	CONNST	OPER	04/20/2020	29,618.25	5,903,714.62	0.00	0.00	-8,028.38	5,895,686.24
20772J3G5	5,865,000.00	1.460	08/15/2022	59,236.50	5,995,554.90	0.00	0.00	-29,676.90	5,965,878.00

**Collin Co Comm College Dist.**  
**Texas Compliance Change in Val Report**  
**June 1, 2021 - August 31, 2021**

Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value				Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value	Purchases/ Additions	Redemptions	Change in Value	Ending Market Value
10163	CONNST	OPER	04/20/2020	22,425.00	3,070,755.90	0.00	0.00	-10,904.16	3,059,851.74
20772KAE9	3,000,000.00	1.500	01/15/2023	44,850.00	3,133,620.00	0.00	0.00	-21,630.00	3,111,990.00
10167	FFCBC	OPER	09/16/2020	3,750.00	4,999,608.70	0.00	0.00	391.30	5,000,000.00
3133EL5J9	5,000,000.00	0.310	09/01/2023	0.00	5,001,420.00	0.00	0.00	-1,357.55	5,000,062.45
10168	FHLMCC	OPER	09/16/2020	296.53	5,000,000.00	0.00	5,000,000.00	-5,000,000.00	0.00
3134GWK47	0.00	0.000	09/08/2023	3,812.50	5,000,077.15	0.00	5,000,000.00	-5,000,077.15	0.00
10169	FFCBC	OPER	09/16/2020	3,500.00	4,998,561.45	0.00	0.00	1,256.99	4,999,818.44
3133EL6U3	5,000,000.00	0.313	09/14/2023	0.00	4,998,543.60	0.00	0.00	-112.10	4,998,431.50
10174	EWB	OPER	05/20/2021	13,189.75	47,565,175.70	13,189.75	0.00	13,189.75	47,578,365.45
172128542B	47,578,365.45	0.110	05/20/2022	13,189.75	47,565,175.70	13,189.75	0.00	13,189.75	47,578,365.45
<b>Sub Totals For: Fund: Operating</b>				77,828.90	202,305,058.07	146,566,217.09	184,698,588.43	-38,149,655.59	164,155,402.48
				126,138.12	202,461,633.05	146,566,217.09	184,698,588.43	-38,185,225.04	164,276,408.01
<b>Fund: Stabilization</b>									
10050	TXPOOL	STABL	01/24/2018	4,009.77	86,155,102.45	6,254,009.80	2,490,136.22	3,763,873.58	89,918,976.03
700005	89,918,976.03	0.022	/ /	4,009.77	86,155,102.45	6,254,009.80	2,490,136.22	3,763,873.58	89,918,976.03
<b>Sub Totals For: Fund: Stabilization</b>				4,009.77	86,155,102.45	6,254,009.80	2,490,136.22	3,763,873.58	89,918,976.03
				4,009.77	86,155,102.45	6,254,009.80	2,490,136.22	3,763,873.58	89,918,976.03
<b>Report Grand Totals:</b>				130,687.42	530,023,524.80	179,894,191.09	244,678,368.54	-64,817,338.73	465,206,186.07
				138,709.70	530,197,968.29	179,894,191.09	244,678,368.54	-64,862,795.64	465,335,172.65

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# Collin College

2017 Capital Improvement Program  
Monthly Report  
August 2021

Collin County Community College District

Project Reference: 60541060  
Project Number: 60541060

September 07, 2021

### Quality information

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Revision	Revision date	Details	Authorized	Name	Position
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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 – Working on closing out the project.
- Wylie Campus – Working on closing out the project.
- Celina Campus – Completing last open punchlist items.
- Farmersville Campus – Landscaping and irrigation warranty work is on-going. Replacement of the Collin College letters at the main entrance continues. Construction of the City's Collin Parkway road project is on-going.
- IT Center - Punchlist items correction is ongoing. Functional testing of HVAC and lighting controls is on-going. Furniture installation is complete. Video production equipment installation, camera, and speaker installations are on-going.
- Frisco Campus (Addition and Renovations) – Electrical and irrigation scope is ongoing for the fire lane. Demolition is complete and interior wall layout and installation is ongoing at Heritage Hall and Founders Hall. At Lawler Hall, demolition at the front plaza area is on-going and the fire lane was poured and reopened on August 23<sup>rd</sup>. Chemical injections and demolition of the dining hall area at Alumni Hall is complete.
- McKinney Campus (Welcome Center and Renovations) – Site Upgrades: North parking lot is complete and was opened for use on August 30<sup>th</sup>. The main entrance deceleration lane is waiting for ONCOR to relocate light inside the lane. Welcome Center: Structural steel erection is complete. Renovations: Kitchen slab has been poured and framing has started. Walls, door frames, and lighting circuits are complete in the dental offices.

### Items of close attention

- Monitoring the progress of the new road the City of Farmersville is installing along the west entrance of the Farmersville Campus. Completion of punchlist items at Celina Campus and IT Center.

### Budget Summary

- \$556,693,244 of the \$600,000,000 has been committed to-date in the form of contracts with various vendors. This represents 92.78% of the overall program budget committed.
- \$521,947,683 of the \$556,693,244 committed amount has been expended to-date. This represents 93.76% of the commitments to date and 86.99% 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
    - Library
    - Student Center/Conference Center
    - Central Utility Plant
- Technical Campus
  - Construction of a Technical Campus on a new 32-acre site in Allen, Texas
  - The campus includes:
    - 450 space underground parking garage
    - Academic Building (includes space for dual credit students)
    - 3 Trade Bar Buildings to support CTE programs

#### 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 the existing campus

### 3.3 Phase 3

- Additions and Renovations at Frisco Campus
  - Alumni Hall Renovations and Additions
  - Lawler Hall Renovations
  - Heritage Hall Upgrades
  - Founders Hall Renovations
  - Wayfinding
- Additional Frisco Campus Projects
  - Construction of a new fire lane, parking lot, and loop road on the existing campus
  - Trane Upgrades
- Additions and Renovations at McKinney Campus
  - Construction of a new Welcome Center on the existing campus
  - New Entry Drive and Parking
  - Pistol Range Demo
  - Kitchen and Dining Renovations in Main Building
  - Dental Hygiene Renovations
  - Wayfinding
- Additional McKinney Campus Projects
  - Trane Upgrades
- 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.
  - A/E: Page Southerland Page, Inc.
    - MEP: Reed, Wells, Benson & Co.
    - Civil Engineer: Pacheco Koch Consulting Engineers, Inc.

- Cost Consulting: Vermeulens
- Construction Manager-at-Risk: Skanska USA Building, Inc.
- Commissioning Agent: Bath Group, Inc.
- Technical Campus
  - Program Manager: AECOM Technical Services, Inc.
  - A/E: Perkins+Will, Inc.
    - 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.
  - Commissioning Agent: Farnsworth

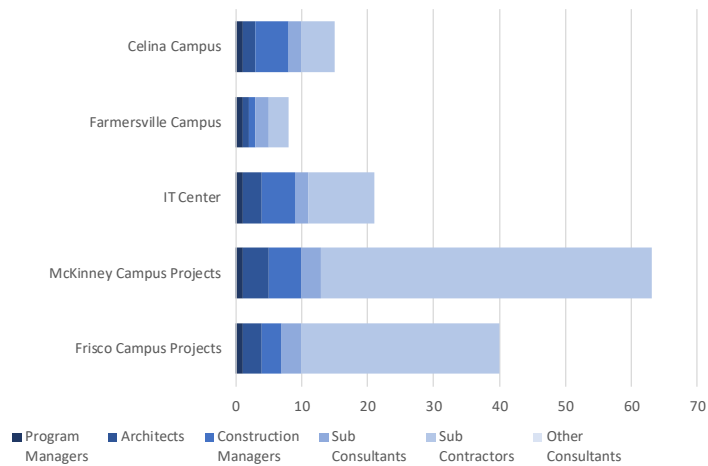
#### 4.1.2 Phase 2

- Celina Campus
  - Program Manager: AECOM
  - A/E: Beck Architecture, LLC
    - Structural Engineer: L.A. Fuess Partners, Inc.
    - MEP: Reed, Wells, Benson & Co.
    - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: JT Vaughn Construction
- Farmersville Campus
  - Program Manager: AECOM
  - A/E: Beck Architecture, LLC
    - Structural Engineer: L.A. Fuess Partners, Inc.
    - MEP: Reed, Wells, Benson & Co.
    - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: JT Vaughn Construction
- IT Center
  - Program Manager: AECOM
  - A/E: Beck Architecture, LLC
    - Structural Engineer: L.A. Fuess Partners, Inc.
    - MEP: ME Engineers
    - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: JE Dunn Construction

### 4.1.3 Phase 3

- Welcome Center at the McKinney Campus
  - Program Manager: AECOM Technical Service, Inc.
  - A/E: PBK
  - Construction Manager-at-Risk: Skanska USA Building, Inc.
  - Commissioning Agent: Bath Group, Inc.
- Loop Road/Parking at Frisco Campus
  - Program Manager: AECOM Technical Service, Inc.
  - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: JE Dunn Construction
- Fire Lane at Frisco Campus
  - Program Manager: AECOM Technical Service, Inc.
  - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: Skanska USA Building, Inc.
- Additional Projects at Frisco Campus
  - Program Manager: AECOM Technical Service, Inc.
  - A/E: Page Southerland Page, Inc.
  - Construction Manager-at-Risk: Skanska USA Building, Inc.
- Additional Projects at McKinney Campus
  - Program Manager: AECOM Technical Service, Inc.
  - A/E: PBK
  - Construction Manager-at-Risk: Skanska USA Building, Inc.
- Trane Upgrades at 5 Existing Campuses
  - Program Manager: AECOM Technical Service, Inc
  - Design – Builder: Trane Companies, Inc.
- Additional Projects at Plano Campus (Wayfinding)
  - Program Manager: AECOM Technical Service, Inc
  - A/E: IN2 Architects
  - General Contractor: TBD

## 4.2 Current Personnel Estimate



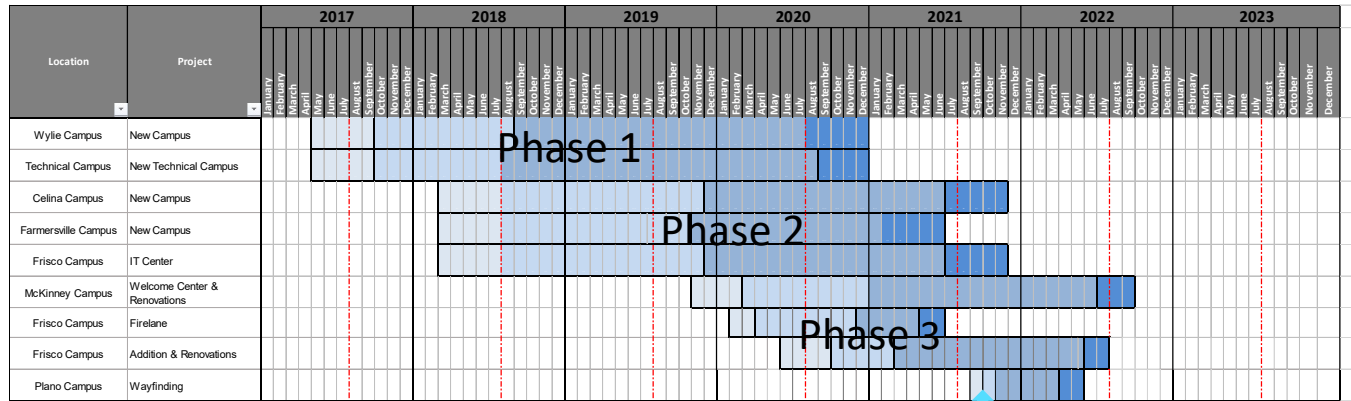
It is estimated that the Program Managers, Architects, Construction Managers, Sub-Consultants, and Sub-Contractors, under contract with Collin College for the 2017 Capital Improvement Program, have 147 employees contributing to the program's progress.

## 4.3 Community Outreach

- Collin College 2017 Capital Improvement Program Website
  - <https://CollinCollege2017CIP.com>
  - Includes the following features:
    - Program Overview
    - Project Scopes
    - Project Schedules
    - Project Budgets
    - Progress Photos/Renderings
    - Live On-Site Camera Feeds

# 5. Schedule

## 5.1 Program



- Planning & Team Selection
- Programing & Design
- Construction

We Are Here

## 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	June 10, 2020	👎	July 1, 2020	✅
Substantial Completion	June 25, 2020	June 25, 2020	👍	June 30, 2020	✅
Final Completion	August 23, 2020	July 2021	👎	-	
Student Occupancy	August 2020	August 2020	👍	August 1, 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 12, 2020	👉	June 12, 2020	✓
Building B Punchlist Generated	June 12, 2020	June 19, 2020	👉	June 19, 2020	✓
Building C Punchlist Generated	June 30, 2020	July 6, 2020	👉	July 9, 2020	✓
Building D Punchlist Generated	July 6, 2020	July 20, 2020	👉	July 15, 2020	✓
Substantial Completion	July 6, 2020	August 10, 2020	↓	August 10, 2020	✓
Final Completion	September 4, 2020	May 10, 2021	↓	May 10, 2021	✓
Student Occupancy	August 2020	August 2020	↑	August 8, 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	↑	June 9, 2020	✓
Roofing of Buildings Complete	December 2, 2020	December 2, 2020	↑	November 13, 2020	✓
Permanent Power Complete	October 7, 2020	October 7, 2020	↑	May 28, 2020	✓
Interior Finish-Out Complete	May 18, 2021	May 18, 2021	↑	May 28, 2021	✓
Substantial Completion	July 15, 2021	June 30, 2021	↑	June 30, 2021	✓
Final Completion	August 12, 2021	August 30, 2021	↓	July 1, 2021	✓
Student Occupancy	August 2021	August 2021	↑	August 23, 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	↑	June 30, 2020	✓
Permanent Power Complete	June 30, 2020	July 7, 2020	👉	May 4, 2020	✓
Interior Finish-Out Complete	November 30, 2020	November 30, 2020	↑	December 11, 2020	✓
Substantial Completion	January 5, 2021	January 5, 2021	↑	December 21, 2020	✓
Final Completion	February 2, 2021	July 2021	↓	-	
Student Occupancy	August 2021	March 2021	↑	March 12, 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	July 13, 2020	↓	July 27, 2020	✓
Foundations Complete	June 22, 2020	June 22, 2020	↑	May 2, 2020	✓
Structures Complete	August 14, 2020	August 14, 2020	↑	July 14, 2020	✓
Phase 1 Construction Complete for Loop Road/Parking	August 15, 2020	August 15, 2020	↑	August 22, 2020	✓
Phase 2 Construction Complete for Loop Road/Parking	October 31, 2020	March 15, 2021	↓	March 15, 2021	✓
Roofing of Buildings Complete	November 3, 2020	November 23, 2020	↓	October 23, 2020	✓
Permanent Power Complete	January 4, 2021	January 4, 2021	↑	January 29, 2021	✓
Interior Finish-Out Complete	May 13, 2021	June 30, 2021	↓	June 30, 2021	✓
Substantial Completion	June 30, 2021	July 7, 2021	👉	July 8, 2021	✓
Final Completion	August 26, 2021	October 29, 2021	↓	-	
Student Occupancy	August 2021	August 2021	↑	August 23, 2021	✓

\* Phase 3 (Loop Road and Parking Lot) at Frisco Campus is included in this schedule

## 5.4 Phase 3

### McKinney Campus (Welcome Center and Renovations)

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	
Architect NTP	April 14, 2020	April 14, 2020		April 8, 2020	
Schematic Design Submittal	August 1, 2020	August 1, 2020		August 1, 2020	
Site Construction Document Submittal	October 2, 2020	October 2, 2020		October 2, 2020	
Welcome Center Construction Document Submittal	November 20, 2020	November 20, 2020		October 30, 2020	
GMP #1 * Board Approval	December 8, 2020	December 8, 2020		December 8, 2021	
GMP #2 ** Board Approval	January 26, 2021	February 23, 2021		January 26, 2021	
GMP #1 * Construction Start	January 18, 2021	January 18, 2021		January 28, 2021	
GMP #2 ** Construction Start	March 1, 2021	March 1, 2021		March 15, 2021	
Site - Phase 1	September 3, 2021	September 3, 2021		-	
Site - Phase 2	January 7, 2022	January 7, 2022		-	
Welcome Center Substantial Completion	June 29, 2022	June 29, 2022		-	
Welcome Center Final Completion	July 31, 2022	July 31, 2022		-	
Kitchen Renovation Substantial Completion	December 27, 2021	December 27, 2021		-	
Dental Offices Substantial Completion	October 25, 2021	October 25, 2021		-	
Dental Lab Substantial Completion	October 5, 2021	October 5, 2021		-	
Substantial Completion	May 2022	June 2022		-	
Student Occupancy	July 2022	June 29, 2022		-	

\* GMP #1 Site, Civil, and Demolition for Renovation Work

\*\* GMP #2 Construction of New Welcome Center and Renovation

**Frisco Campus (Addition and Renovations)**

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	August 27, 2019	August 27, 2019	↑	August 27, 2019	✓
BOT Approval of Recommended AE Firm	June 23, 2020	June 23, 2020	↑	June 23, 2020	✓
BOT Approval of Recommended CM Firm	August 25, 2020	August 25, 2020	↑	August 25, 2020	✓
Schematic Design Submittal	December 14, 2020	December 14, 2020	↑	December 14, 2020	✓
Construction Document Submittal	March 26, 2021	March 26, 2021	↑	March 26, 2021	✓
GMP #1 * Board Approval	October 27, 2020	October 27, 2020	↑	October 27, 2020	✓
GMP #1 * Construction Start	December 15, 2020	December 15, 2020	↑	December 2, 2020	✓
GMP #2 ** Board Approval	March 2021	April 2021	↓	April 25, 2021	✓
GMP #2 ** Construction Start	April 2021	June 2021	↓	June 7, 2021	✓
Fire Lane Completion	March 2021	October 2021	↓	-	
Alumni Hall Start	July 2021	July 2021	↑	July 21, 2021	✓
Alumni Hall Foundations Complete	September 2021	September 2021	↑	-	
Alumni Hall Structure Complete	October 2021	October 2021	↑	-	
Alumni Hall Roof Complete	November 2021	November 2021	↑	-	
Alumni Hall Interior Finish-out	April 2022	April 2022	↑	-	
Alumni Hall Substantial Completion	April 2022	April 2022	↑	-	
Alumni Hall Final Completion	June 2022	June 2022	↑	-	
Heritage Hall Renovations Start	June 21, 2021	June 21, 2021	↑	June 21, 2021	✓
Heritage Hall Substantial Completion	January 2022	January 2022	↑	-	
Founders Hall Renovations Start	July 2021	July 15, 2021	⬇	July 15, 2021	✓
Founders Hall Substantial Completion	January 2022	January 2022	↑	-	
Lawler Hall Building Entrance Start	July 2021	July 15, 2021	⬇	July 26, 2021	✓
Lawler Hall Building Entrance Substantial Completion	December 2021	December 29, 2021	↓	-	

\* GMP #1 Fire Lane

\*\* GMP #2 Alumni Hall Remaining Work, Renovations and Foundation Work

## 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	\$47,226,570	\$43,165,457	\$42,934,540	\$41,486,460	99%	97%
Investigation, Testing & Verification	\$8,185,410	\$7,004,680	\$5,376,374	\$4,613,955	77%	86%
Construction, Equipment & Furnishings	\$486,561,069	\$511,748,306	\$507,318,567	\$475,440,840	99%	94%
Misc.	\$394,411	\$392,452	\$141,623	\$140,348	36%	99%
Contingency	\$61,621,273	\$11,629,027	\$0	\$0	0%	0%
<b>Total Program Budget</b>	<b>\$600,000,000</b>	<b>\$600,000,000</b>	<b>\$556,693,244</b>	<b>\$521,947,683</b>		
<b>% of Total Program Budget Committed</b>		<b>92.78%</b>				
<b>% of Total Commitments Expended</b>			<b>93.76%</b>			
<b>% of Total Program Budget Expended</b>				<b>86.99%</b>		

## 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	\$13,460,383	\$13,442,958	\$13,434,860	100%	100%
Investigation, Testing & Verification	\$2,679,247	\$2,084,678	\$1,587,529	\$1,587,529	76%	100%
Construction, Equipment & Furnishings	\$133,174,284	\$150,289,548	\$150,180,721	\$149,187,131	100%	99%
Misc.	\$126,082	\$176,483	\$61,361	\$61,361	35%	100%
Contingency	\$6,571,649	\$19,153	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$157,602,702</b>	<b>\$166,030,244</b>	<b>\$165,272,570</b>	<b>\$164,270,881</b>		
% of Total Project Budget Committed	<b>99.54%</b>					
% of Total Commitments Expended	<b>99.39%</b>					
% of Total Project Budget Expended	<b>98.94%</b>					

### Technical Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$14,713,206	\$13,833,223	\$13,730,979	\$13,729,376	99%	100%
Investigation, Testing & Verification	\$2,619,039	\$1,694,355	\$1,544,280	\$1,263,073	91%	82%
* Construction, Equipment & Furnishings	\$130,181,602	\$161,588,160	\$161,525,655	\$161,426,955	100%	100%
Misc.	\$123,249	\$39,195	\$38,501	\$38,501	98%	100%
Contingency	\$6,423,972	\$22,419	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$154,061,068</b>	<b>\$177,177,352</b>	<b>\$176,839,415</b>	<b>\$176,457,905</b>		
Allen ISD Reimbursement	-	(\$12,000,000)	(\$12,000,000)	-		
Allen EDC Grant	-	(\$400,000)	(\$400,000)	-		
% of Total Project Budget Committed	<b>99.81%</b>					
% of Total Commitments Expended	<b>99.78%</b>					
% of Total Project Budget Expended	<b>99.59%</b>					

\* Actual Budget from bond funds is \$149,188,160 (\$161,588,160 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	\$4,011,464	\$3,974,088	\$3,812,884	99%	96%
Investigation, Testing & Verification	\$936,908	\$936,908	\$582,464	\$516,793	62%	89%
Construction, Equipment & Furnishings	\$46,569,862	\$49,274,163	\$47,749,846	\$42,879,482	97%	90%
Misc.	\$44,090	\$64,229	\$22,321	\$22,321	35%	100%
Contingency	\$2,482,596	\$825,499	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$55,112,263</b>	<b>\$55,112,263</b>	<b>\$52,328,720</b>	<b>\$47,231,481</b>		
% of Total Project Budget Committed	<b>94.95%</b>					
% of Total Commitments Expended	<b>90.26%</b>					
% of Total Project Budget Expended	<b>85.70%</b>					

### 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	\$2,113,000	99%	97%
Investigation, Testing & Verification	\$468,453	\$540,867	\$442,485	\$351,453	82%	79%
Construction, Equipment & Furnishings	\$23,284,932	\$25,523,763	\$25,418,979	\$21,603,537	100%	85%
Misc.	\$22,045	\$26,912	\$6,107	\$6,107	23%	100%
Contingency	\$1,241,298	\$229,272	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$27,556,132</b>	<b>\$28,506,132</b>	<b>\$28,038,890</b>	<b>\$24,074,096</b>		
% of Total Project Budget Committed	<b>98.36%</b>					
% of Total Commitments Expended	<b>85.86%</b>					
% of Total Project Budget Expended	<b>84.45%</b>					

### IT Center

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$5,472,853	\$4,884,249	\$4,851,547	\$4,581,713	99%	94%
Investigation, Testing & Verification	\$1,009,600	\$1,193,900	\$865,828	\$795,106	73%	92%
Construction, Equipment & Furnishings	\$50,183,042	\$46,225,015	\$45,336,173	\$38,840,700	98%	86%
Misc.	\$47,510	\$53,157	\$10,487	\$9,212	20%	88%
Contingency	\$2,675,210	\$4,813,073	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$59,388,215</b>	<b>\$57,169,393</b>	<b>\$51,064,035</b>	<b>\$44,226,731</b>		
% of Total Project Budget Committed	<b>89.32%</b>					
% of Total Commitments Expended	<b>86.61%</b>					
% of Total Project Budget Expended	<b>77.36%</b>					

\* Project Budget contains funds for Phase 3 (Loop Road and Parking Lot) at Frisco Campus

## 6.4 Phase 3

### McKinney Campus (Welcome Center and Renovations)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$4,370,860	\$4,420,820	\$4,393,648	\$3,463,128	99%	79%
Investigation, Testing & Verification	\$472,163	\$553,973	\$353,788	\$100,001	64%	28%
Construction, Equipment & Furnishings	\$30,179,816	\$38,342,104	\$36,601,640	\$8,597,482	95%	23%
Misc.	\$31,435	\$32,476	\$2,845	\$2,845	9%	100%
Contingency	\$2,833,454	\$3,180,222	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$37,887,728</b>	<b>\$46,529,595</b>	<b>\$41,351,921</b>	<b>\$12,163,456</b>		
% of Total Project Budget Committed	<b>88.87%</b>					
% of Total Commitments Expended	<b>29.41%</b>					
% of Total Project Budget Expended	<b>26.14%</b>					

### Frisco Campus (Addition and Renovations)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$2,883,468	\$1,971,356	\$1,859,109	\$1,352,117	94%	73%
Investigation, Testing & Verification	\$347,015	\$458,793	\$225,997	\$32,959	49%	15%
Construction, Equipment & Furnishings	\$16,724,000	\$16,869,367	\$15,706,037	\$1,828,858	93%	12%
Misc.	\$70,820	\$78,211	\$44,997	\$44,997	58%	100%
Contingency	\$1,094,995	\$3,563,311	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$21,120,298</b>	<b>\$22,941,038</b>	<b>\$17,836,141</b>	<b>\$3,258,932</b>		
% of Total Project Budget Committed	<b>77.75%</b>					
% of Total Commitments Expended	<b>18.27%</b>					
% of Total Project Budget Expended	<b>14.21%</b>					

### Plano Campus (Additional Projects)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
<b>Total Project Budget</b>	<b>\$0</b>	<b>\$2,177,541</b>	<b>\$16,125</b>	<b>\$9,875</b>		
% of Total Project Budget Committed	<b>0.74%</b>					
% of Total Commitments Expended	<b>61.24%</b>					
% of Total Project Budget Expended	<b>0.45%</b>					

## 6.5 Phase A

### Public Safety Training Center

Budget Group	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
PSTC Construction	\$31,068,022	\$31,068,022	\$31,068,022	100%	100%
PSTC Parking Addition	\$675,000	\$655,641	\$0	97%	0%
<b>Total Project Budget</b>	<b>\$31,743,022</b>	<b>\$31,723,663</b>	<b>\$31,068,022</b>		

\* 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	\$9,725,336	100%	100%
Plano Campus	\$6,797,834	\$6,797,834	\$6,797,834	\$6,797,834	100%	100%
McKinney Campus	\$4,044,983	\$4,044,983	\$4,044,983	\$4,044,983	100%	100%
Courtyard Center	\$548,720	\$548,720	\$548,720	\$548,720	100%	100%
Collin Higher Education Center	\$720,659	\$720,659	\$720,659	\$720,659	100%	100%
<b>Total Program Budget</b>	<b>\$21,837,531</b>	<b>\$21,837,531</b>	<b>\$21,837,531</b>	<b>\$21,837,531</b>		

% of Total Project Budget Committed **100.00%**

% of Total Commitments Expended **100.00%**

% of Total Project Budget Expended **100.00%**

## 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	\$2,539,389	\$0	\$0	0%	0%
Trane PACT Program Management		\$99,500	\$99,500	\$99,500	100%	100%
Bond Fees		\$9,500	\$9,500	\$9,500	100%	100%
District Wide Air Cleaning		\$140,000	\$140,000	\$139,580	100%	100%
District Wide Commissioning		\$17,500	\$17,500	\$17,500	100%	100%
<b>Total Project Budget</b>	<b>\$90,543,094</b>	<b>\$3,175,889</b>	<b>\$636,500</b>	<b>\$617,580</b>		

\* 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 July '21 to Collin College on August 6<sup>th</sup>](#)
- [AECOM conducted coordination meetings with the Executive Committee on August 2<sup>nd</sup> and August 30<sup>th</sup>](#)

### 7.2 Procurement

- No Procurement Items have been completed at this time

### 7.3 Design

- No Design Items have been completed at this time

### 7.4 Pre-Construction

- No Pre-Construction Items have been completed at this time

### 7.5 Construction

- [Collin College, AECOM, Page Southerland Page, Inc., and Skanska USA Building, Inc. conducted Weekly OAC meetings on August 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup> for the Frisco Campus Addition and Renovations](#)
- [Collin College, AECOM, Beck Architecture, LLC, and JE Dunn Construction conducted Weekly OAC meetings on August 10<sup>th</sup> and 24<sup>th</sup> for the IT Center at the Frisco Campus](#)
- [Collin College, AECOM, Page Southerland Page, Inc. and Skanska USA Building, Inc. conducted Weekly OAC meetings on August 3<sup>rd</sup>, 0<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, and 31<sup>st</sup> for the McKinney Campus Addition and Renovations](#)

[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

- [Procurement package for Plano Campus Wayfinding](#)

### 8.3 Design

- No Design items are pending at this time

## 8.4 Pre-Construction

- No Pre-Construction items are pending at this time

## 8.5 Construction

- [Punch list items at the Celina Campus and IT Center at Frisco Campus](#)

*See Appendix A for Construction Progress Photos*

## 8.6 Acceptance and Close-Out

- [Final close-out activities are nearing completion for the Wylie Campus, Technical Campus, and Farmersville Campus](#)

# Appendix A – Construction Progress Photos

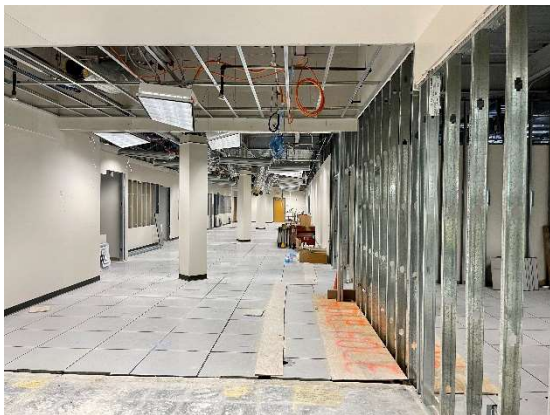
## Fire Lane, Addition, and Renovations at Frisco Campus



Building Pad for Kitchen Additions



Interior Renovation in Dining Hall



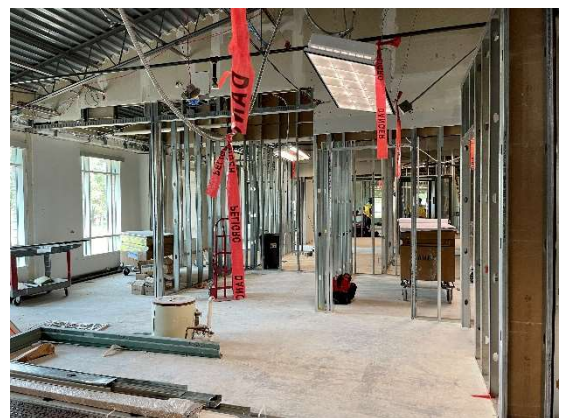
Interior Work at Heritage Hall



Classroom Space at Heritage Hall

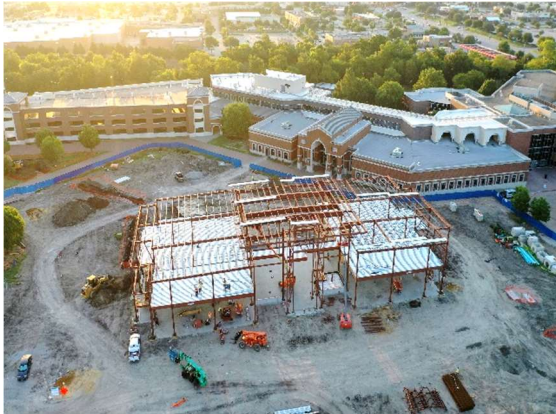


Prepping New Entrance Area for Lawler Hall



Office Spaces at Founders Hall

## Welcome Center, Parking Lot, and Renovations at McKinney Campus



August Aerial of Welcome Center



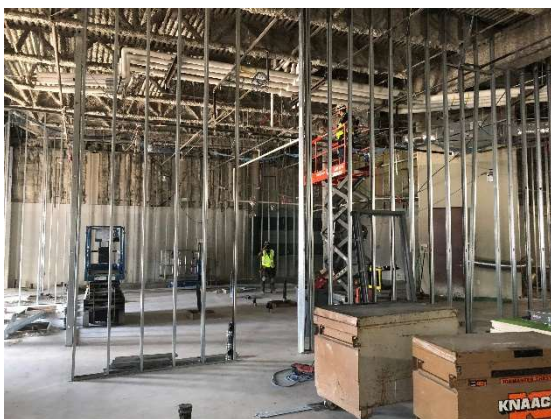
North Parking Lot Complete



Door Frames at Dental Offices



Dental Office Waiting Area



Framing in Kitchen Area



Slab Poured on 2<sup>nd</sup> Floor of Welcome Center