



NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold a meeting of the Finance and Audit Committee (Saad, Menon, and Wallace) at 6:00 p.m. on Tuesday, March 19, 2024, in the President's Conference Room 407 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

Locations

Celina Campus

Collin Higher
Education Center
McKinney, Texas

Courtyard Center
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety
Training Center
McKinney, Texas

Rockwall Center

Technical Campus
Allen, Texas

Wylie Campus

PUBLIC COMMENT

REVIEW AND DISCUSSION ITEM

1. Consideration of Approval for the Appointment of Authorized Representatives to Engage in Investment Transactions with TexPool
2. Consideration of Approval for an Increase in Student Housing Fees Effective in Academic Year 2024-2025
3. Consideration of Approval of the Student Housing Meal Plan Effective in Academic Year 2024-2025
4. Consideration of Approval of a Budget Amendment to the Fiscal Year 2024 Building Fund Budget for the Renovation Project at the Technical Campus for the Texas A&M Engineering Academy and the Academic Alliance

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*Andrew P. Hardin
Chair, Board of Trustees*

Board of Trustees

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Jay Saad, *Vice Chair*
Jim Orr, *Secretary*
Raj Menon, Ph.D., *Treasurer*
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Stacy Anne Arias
J. Robert Collins, Ph.D.
Greg Gomel
Megan Wallace

District President

H. Neil Matkin, Ed.D.
3452 Spur 399
P.O. Box 8021
McKinney, Texas 75070
P | 972.758.3800
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nmatkin@collin.edu
www.collin.edu

Collin County Community College District Board of Trustees

1. Finance and Audit Committee

March 19, 2024

Resource: Melissa Irby
Chief Financial Officer

DISCUSSION ITEM: Consideration of Approval for the Appointment of Authorized Representatives to Engage in Investment Transactions with TexPool

DISCUSSION: The Texas Local Government Investment Pools (the “TexPool Portfolios”) have been organized in conformity with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and the Public Funds Investment Act, Chapter 2256 of the Texas Government Code. These two acts provide for the creation of public funds investment pools and permit eligible governmental entities to jointly invest their funds in authorized investments.

TexPool requires governing body approval of representatives who are authorized to conduct business on behalf of the Board of Trustees. The authorized representatives change from time to time, which requires an amended notification.

The Finance and Audit Committee will be presented with suggested authorized representatives of Collin College, Barbara Johnston, Kystal Fair, Suzanne Armstrong, Keitha Carlton, and Shandin Havens to engage in investment transactions with TexPool.



Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

Collin County Community College District | 7 7 2 7 5
 Participant Name* | Location Number*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Keitha Carlton | Associate Vice President
 Name | Title
9 7 2 5 9 9 3 1 0 3 | 9 7 2 7 5 8 3 8 4 1 | kacarlton@collin.edu
 Phone | Fax | Email

 Signature

2. Shandin Havens | Director of Accounting
 Name | Title
9 7 2 7 5 8 3 8 4 0 | 9 7 2 7 5 8 3 8 4 1 | shavens@collin.edu
 Phone | Fax | Email

 Signature

3. Barbara Johnston | Associate Vice President Financial Services and Rep
 Name | Title
9 7 2 9 8 5 3 7 3 2 | 9 7 2 7 5 8 3 8 4 1 | bjohnston@collin.edu
 Phone | Fax | Email

 Signature



Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

Collin County Community College District

7 7 2 7 5

Participant Name*

Location Number*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Suzanne Armstrong Accountant

Name

Title

9 7 2 7 5 8 3 8 2 3

Phone

9 7 2 7 5 8 3 8 4 1

Fax

sarmstrong@collin.edu

Email

Signature

2. _____

Name

Title

Phone

Fax

Email

Signature

3. _____

Name

Title

Phone

Fax

Email

Signature

1. Resolution (continued)

4. Krystal Fair Assistant Director of Accounting
 Name Title
9 7 2 5 9 9 3 1 8 0 9 7 2 7 5 8 3 8 4 1 kfair@collin.edu
 Phone Fax Email

 Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Suzanne Armstrong
 Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Rikki Ramirez Senior Operations Specialist
 Name Title
6 1 4 7 6 0 2 1 3 3 _____ r Ramirez@MeederInvestment.com
 Phone Fax Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 2 6 day of March, 2 0 2 4.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Collin County Community College District
 Name of Participant*

SIGNED

 Signature*
H. Neil Matkin, Ed.D.
 Printed Name*
District President
 Title*

ATTEST

 Signature*
Donna Ludwig
 Printed Name*
Secretary to the Board of Trustees
 Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services:**
Email: texpool@dtsystems.com
Fax: 866-839-3291

March 26, 2024

SUBJECT

Report Out of the Finance and Audit Committee and Consideration of Approval for the Appointment of Authorized Representatives to Engage in Investment Transactions with TexPool

RECOMMENDATION

The District President recommends approval for the appointment of authorized representatives to engage in investment transactions with TexPool.

The Texas Local Government Investment Pools (the “TexPool Portfolios”) have been organized in conformity with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and the Public Funds Investment Act, Chapter 2256 of the Texas Government Code. These two acts provide for the creation of public funds investment pools and permit eligible governmental entities to jointly invest their funds in authorized investments.

TexPool requires governing body approval of representatives who are authorized to conduct business on behalf of the Board of Trustees. The authorized representatives change from time to time, which requires an amended notification.

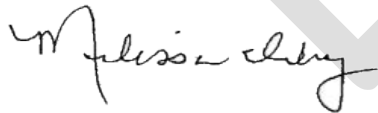
RESOURCE PERSONNEL

Melissa Irby, Chief Financial Officer

ATTACHMENT

- A. Resolution – Authorized Representatives to Engage in Investment Transactions with TexPool

Respectfully Submitted By:



Melissa Irby
Chief Financial Officer

Collin County Community College District Board of Trustees

2. Finance and Audit Committee

March 19, 2024

Melissa Irby
Chief Financial Officer

DISCUSSION ITEM: Consideration of Approval for an Increase in Student Housing Fees Effective in Academic Year 2024-2025

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

The attached chart outlines the current and proposed fees. Rent is charged on a semester basis similar to other colleges (4.5 months). The average rent per month will be \$91-\$154 per semester more than the current rate, depending on the unit size and number of bedrooms, during the fall and spring semesters, and \$78-\$116 for a full summer.

Description	2-Bedroom 2-Bath	4 Bedroom 2-Bath	Efficiency	Proposed change 2024-25
Fall/Spring Per Semester Charge	Current \$2,860 Proposed \$2,975	Current \$2,274 Proposed \$2,365	Current \$3,796 Proposed \$3,950	Increase each by 4%
Full Summer Charge	Current \$2,225 Proposed \$2,315	Current \$1,769 Proposed \$1,840	Current \$2,953 Proposed \$3,070	Increase each by 4%
1/2 Summer Charge	Current \$1,118 Proposed \$1,165	Current \$891 Proposed \$930	Current \$1,482 Proposed \$1,540	Increase each by 4%
Refundable Security Deposit	\$200	\$200	\$200	No change
Application Fee (Non-refundable)	\$50	\$50	\$50	No change
Monthly Late Fee (3rd Business Day)	\$25	\$25	\$25	No change
NSF Fee	\$25	\$25	\$25	No change
Lease Cancellation Fee	\$150	\$150	\$150	No change

Collin County Community College District Board of Trustees

2024-03-X

March 26, 2024

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval for an Increase in Student Housing Fees Effective in Academic Year 2024-2025

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

The attached chart outlines the current and proposed fees. Rent is charged on a semester basis similar to other colleges (4.5 months). The average rent per month will be \$91-\$154 per semester more than the current rate, depending on the unit size and number of bedrooms during the fall and spring semesters and \$78-\$116 for a full summer.

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of the Student Housing fee increases effective in academic year 2024-2025 in the amount equivalent to 4% per residency term option.

SUGGESTED MOTION: This item may come as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves a 4% increase in Student Housing rental fees in each of the full and partial semester options effective in academic year 2024-2025.

Description	2-Bedroom 2-Bath	4 Bedroom 2-Bath	Efficiency	Proposed change 2024-25
Fall/Spring Per Semester Charge	Current \$2,860 Proposed \$2,975	Current \$2,274 Proposed \$2,365	Current \$3,796 Proposed \$3,950	Increase each by 4%
Full Summer Charge	Current \$2,225 Proposed \$2,315	Current \$1,769 Proposed \$1,840	Current \$2,953 Proposed \$3,070	Increase each by 4%
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Application Fee (Non-refundable)	\$50	\$50	\$50	No change
Monthly Late Fee (3rd Business Day)	\$25	\$25	\$25	No change
NSF Fee	\$25	\$25	\$25	No change
Lease Cancellation Fee	\$150	\$150	\$150	No change

Collin County Community College District Board of Trustees

3. Finance and Audit Committee

March 19, 2024

Resource: Melissa Irby
Chief Financial Officer

DISCUSSION ITEM: Consideration of Approval of the Student Housing Meal Plan Effective in Academic Year 2024-2025

DISCUSSION: Two options are recommended for the Student Housing Meal Plan required for all Collin College Housing Residents for the academic year of 2024-2025.

Student Housing will be fully occupied with approximately 280 students in Fall 2024.

- Each fall and spring semester have two meal plan options proposed to allow students to select options that include additional meals and funds
- The summer semesters I & II will have one meal plan option each
- A basic meal plan, consisting of an average of 12 meals a week, will be required to be purchased by each student in housing
- If funds are depleted, students may add money to their account and continue to receive the 20% discount until end of semester
- Meal plan cost recommendations are attached

Hours of Operation

Monday - Thursday7:30 a.m. – 6:30 p.m.

Friday7:30 a.m. – 2:00 p.m.

Saturday – Sunday.....9:00 a.m. – 2:00 p.m.

- Housing Students will receive a 20% discount on all kitchen-prepared food items and fountain drinks. This discount will not include pre-packaged items, bottled beverages, or Starbucks

STUDENT HOUSING MEAL PLANS - Academic Year 2024-2025

FALL 2024 Meal Plan - closed Labor Day and 3 days the week of Thanksgiving

Meal Plan Dates	Housing Meal Plan Options	Plan Cost	20% Discount	Plan Value
8/26/24 - 12/13/24	Meal Plan #1 (minimum meal plan required)	\$ 1,575.00	\$315.00	\$ 1,890.00
8/26/24 - 12/13/24	Meal Plan #2	\$ 2,075.00	\$415.00	\$ 2,490.00

SPRING 2025 Meal Plan - closed week of Spring Break and Spring Holiday

Meal Plan Dates	Housing Meal Plan Options	Plan Cost	20% Discount	Plan Value
01/21/25 - 05/16/25	Meal Plan #1 (minimum meal plan required)	\$ 1,575.00	\$315.00	\$ 1,890.00
01/21/25 - 05/16/25	Meal Plan #2	\$ 2,075.00	\$415.00	\$ 2,490.00

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

STUDENT HOUSING MEAL PLANS - Academic Year 2024-2025

Maymester Meal Plan 2025 - closed Memorial Day

Students can purchase food using personal funds

SUMMER I Meal Plan 2025 - closed July 3-4

Meal Plan Dates	Housing Meal Plan Options	Plan Cost	20% Discount	Plan Value
6/9/25 - 7/10/25	(minimum meal plan required)	\$ 350.00	\$70.00	\$ 420.00

SUMMER II Meal Plan 2025

Meal Plan Dates	Housing Meal Plan Options	Plan Cost	20% Discount	Plan Value
7/14/25 - 8/12/25	(minimum meal plan required)	\$ 350.00	\$70.00	\$ 420.00

Collin County Community College District Board of Trustees

2024-03-X

March 26, 2024

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval of the Student Housing Meal Plan Effective in Academic Year 2024-2025

DISCUSSION: Two options are recommended for the Student Housing Meal Plan required for all Collin College Housing Residents for the academic year of 2024-2025.

Student Housing will be fully occupied with approximately 280 students in Fall 2024.

- Each fall and spring semester have two meal plan options proposed to allow students to select options that include additional meals and funds
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Monday – Thursday7:30 a.m. – 6:30 p.m.

Friday7:30 a.m. – 2:00 p.m.

Saturday - Sunday9:00 a.m. – 2:00 p.m.

- Housing Students will receive a 20% discount on all kitchen-prepared food items and fountain drinks. This discount will not include pre-packaged items, bottled beverages, or Starbucks.

DISTRICT PRESIDENT’S RECOMMENDATION: The District President recommends approval of the Student Housing Meal Plan for the academic year 2024-2025.

SUGGESTED MOTION:

This item may come as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the proposed Student Housing Meal Plan for the academic year 2024-2025."

DRAFT

Collin County Community College District Board of Trustees

4. Finance and Audit Committee

March 19, 2024

Resource: Melissa Irby
Chief Financial Officer

DISCUSSION ITEM: Consideration of Approval of a Budget Amendment to the Fiscal Year 2024 Building Fund Budget for the Renovation Project at the Technical Campus for the Texas A&M Engineering Academy and the Academic Alliance

DISCUSSION: The Board of Trustees approved a master plan for the District which included renovations at the Technical Campus for the Texas A&M Engineering Academy and the Academic Alliance. These projects were included as Phase I of the approved master plan. The budget amendment of \$425,000 is projected to include renovation costs, potential furniture needs, and technology.

The Finance and Audit Committee will be presented with an amendment of \$425,000 to the fiscal year 2024 Building Fund budget for renovations, furniture, and technology needed at the Technical Campus for the Texas A&M Engineering Academy and the Academic Alliance.

Collin County Community College District Board of Trustees

2024-03-X

March 26, 2024

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval of a Budget Amendment to the Fiscal Year 2024 Building Fund Budget for the Renovation Project at the Technical Campus for the Texas A&M Engineering Academy and the Academic Alliance

DISCUSSION: The Board of Trustees approved a master plan for the District which included renovations at the Technical Campus for the Texas A&M Engineering Academy and the Academic Alliance. These projects were included as Phase I of the approved master plan. The budget amendment of \$425,000 is projected to include renovation costs, potential furniture needs, and technology.

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of an amendment of \$425,000 to the fiscal year 2024 Building Fund budget for renovations, furniture, and technology needed at the Technical Campus for the Texas A&M Engineering Academy and the Academic Alliance.

SUGGESTED MOTION: This item may come as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves an amendment of \$425,000 to the fiscal year 2024 Building Fund budget for renovations, furniture, and technology needed at the Technical Campus for the Texas A&M Engineering Academy and the Academic Alliance."