



NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold a meeting of the Organization, Education, and Policy Committee (Hardin, Orr, Saad) at 4:30 p.m. on Tuesday, August 26, 2025, in the Board Conference Room 135 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

Technical Campus
Allen, Texas

Wylie Campus

PUBLIC COMMENT

REVIEW AND DISCUSSION ITEMS

1. First Reading of Local Board Policies

CF (Local) – Purchasing and Acquisitions
EGC (Local) Academic Achievement – Graduation (ADD)

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

BGC (Local) Administrative Organization – Councils and Faculty Senates

Jay Saad
Chair, Board of Trustees

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Collin County Community College District Board of Trustees

1. Organization, Education, and Policy Committee

August 26, 2025

Resource: Monica Velazquez
General Counsel

DISCUSSION ITEM:

First Reading of Local Board Policies

- **CF (Local)** – Purchasing and Acquisitions
- **EGC (Local)** Academic Achievement – Graduation (ADD)

DISCUSSION:

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

- **CF (Local)** – Purchasing and Acquisition – Policy revision increasing the District President's contract authority in accordance with a new law.
- **EGC (Local)** Academic Achievement – Graduation (ADD) - New policy addressing the requirements and procedures for awarding Honorary and Posthumous Degrees.

General Policy

The Board gives critical attention to the purchase of goods and services by the College District. In each case, the Board seeks to accept the lowest responsible bid that represents the best value for the College District after considering all legal permissible factors in awarding a contract. In determining the best value, the Board will act faithfully and exercise its best judgment to best serve the interests of the College District and will always exercise its honest discretion in seeking to accomplish the objective sought. The College District will strictly comply with all laws governing the purchase of goods and services. Bids determined to be unsatisfactory may be rejected by administrative or Board action as appropriate.

Purchasing Authority

The Board delegates to the District President or designee the authority to make budgeted purchases for goods and services. Purchases that require an amendment to the budget will be taken to the Board for consideration in advance of the purchase, except those purchases as authorized by the Board's grant of emergency authority to the District President. All purchases valued at \$100,000 or more in the aggregate will be taken to the Board for approval. As a part of the annual fiscal audit, the audit firm will have a plan for reviewing purchases above ~~\$50,000~~100,000. ~~In addition, a quarterly information report identifying purchases between \$50,000 and \$100,000 will be provided to the Board.~~

The Board grants the District President the authority to approve amendments to contracts and purchase requests up to ten percent of the approved amount, not to exceed ~~\$50,000~~100,000, and to accelerate the timing of spending within the contract when needed to conduct College District business and accomplish strategic priorities in a timely manner. Such amendments and rationale will be reported to the Board.

The Board also grants the District President the authority to approve payments for legal or professional fees and expenses incurred in the defense of an insurance claim up to the amount of the per claim deductible designated under each type of insurance coverage approved by the Board each year.

The Board delegates to the District President or designee the authority to contract without prior Board approval for the replacement, construction, or repair of College District equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff in the event of a catastrophe, emergency, or natural disaster.

This policy applies to the purchase of tangible property and/or services.

PURCHASING AND ACQUISITION

CF
(LOCAL)

Purchasing Procedures

The District President or designee will develop purchasing procedures to implement the requirements of state and federal law. [See CAAB and CH(LEGAL)]

Purchasing Methods

The Board delegates to the District President or designee the authority to determine the method of purchasing in accordance with state and federal law.

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the District President or designee will prepare bid specifications for items/services to be purchased. Bids may be submitted electronically or in sealed envelopes prior to the close date and time as indicated in the invitation to bid. Bidders may view the bid tabulation electronically immediately after the invitation to bid is unsealed or may attend a public bid opening in the College District's purchasing office. Any bid may be withdrawn prior to the scheduled date and time for closing. Bids received after the specified time will not be considered. No material changes may be made to a bid once it is submitted.

The College District may reject any or all bids and waive technicalities or informalities in the solicitation process as deemed to be in the best interest of the College District.

Proposals

If competitive sealed proposals are chosen as the purchasing method, the District President or designee will prepare the request for proposals and/or specifications for items/services to be purchased. Proposals may be submitted electronically or in sealed envelopes prior to the close date and time as indicated in the request for proposal. Proposals received after the specified time will not be considered. The name of all proposers submitting proposals will be available online at the time that the request for proposal is unsealed, or proposers may attend a public proposal opening to hear the name of those companies submitting proposals. Proposals may be withdrawn prior to the scheduled time for closing. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The College District may reject any or all proposals and waive technicalities or informalities in the solicitation process as deemed to be in the best interest of the College District.

Electronic Bids or Proposals

Bids or proposals that the College District accepts through electronic transmission will be administered in accordance with Board-adopted rules. Such rules will safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

PURCHASING AND ACQUISITION

CF
(LOCAL)

Responsibility for Debts	The College District will be responsible for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with adopted budget, state law, Board policy, and current College District administrative procedures. The College District will not be responsible for debts incurred by persons or organizations who are employees or duly authorized agents of the College District. Persons making unauthorized purchases will assume full responsibility for all such debts.
Purchase Commitments	All purchase commitments will be made by the District President or designee through purchase order, contract, procurement card, or check request, subject to budget availability and in accordance with administrative procedures.
Personal Purchases	College District employees will not be permitted to purchase supplies or equipment, or services for personal use through the College District's business office.
Equal Opportunity	The College District encourages participation in the proposal process by small, minority, and woman-owned businesses. The College District will not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other basis protected by law.
Delinquent Franchise Taxes	Each corporation contracting with the College District will certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it will certify a statement to that effect. Making a false statement as to corporate franchise tax status will be considered a material breach of the contract and will be grounds for cancellation of the contract.

NEW POLICY

Graduation Requirements

The Board of Trustees will establish graduation requirements in a manner consistent with applicable law. The College District catalog will address the degrees and certificates, the semester credit hours or continuing education units, and other requirements that must be satisfied to obtain each baccalaureate degree, associates degree, or certificate awarded by the College District.

To be eligible for graduation, a student should submit an application in accordance with procedures established by the District President or designee and published in the College District catalog.

Notwithstanding the foregoing, the College District may graduate current and former students who have met graduation requirements with or without student consent.

Award of Honorary Degrees

Upon recommendation of the District President or designee, the Board of Trustees may award an honorary associate's degree as the highest form of recognition offered by the College District to individuals of exceptional distinction or in cases of extraordinary or compelling circumstances.

Honorary degrees may be awarded at commencement, in absentia, or at another designated event.

The following requirements will be met before the College District may award an honorary degree:

1. The individual has demonstrated a long-lasting commitment of noteworthy service to the College District.
2. The individual is determined to have made significant, noteworthy contributions to the College District or to the local area community at large. Specific contributions could include exceptional accomplishments in education, promoting educational opportunities, humanitarian efforts, extraordinary public service, or other extraordinary contributions to business, industry, professional, civic, or scholarly areas.
3. The individual has made special contributions to the College District student body or exemplifies the highest ideals of the College District for its students. If the individual is a student or former student, at the time of consideration, the student must have been in good academic standing, without a financial aid hold, and not under any disciplinary penalty for conduct violations.

NEW POLICY

Current faculty, staff, and Board members are not eligible to receive an honorary degree. Faculty, staff, and Board members who have been separated from the College for at least six (6) years are eligible to be nominated for an honorary degree, and such time period may be waived for good cause and compelling circumstances.

Generally, the College will award no more than two honorary degrees in any academic year, unless the District President or designee finds good cause and compelling circumstances for additional awards.

The District President or designee will be responsible for developing and maintaining nomination and selection procedures of an Honorifics Committee for the award of honorary degrees consistent with this policy. The Honorifics Committee will be an advisory committee appointed by the District President or designee. The Honorifics Committee will be comprised of appointed representatives from the faculty, administration, staff, alumni, or student government association.

Award of Posthumous Degrees

Upon recommendation of the District President or designee, the Board of Trustees may also award posthumous degrees that recognize the loss to the College District, family, and friends when a student is deceased while enrolled at the College District.

The award of a posthumous degree may be an appropriate recognition of a student's academic achievement when that student's progress would have likely fulfilled the requirements of a degree, but for the occurrence of death. Posthumous degrees may be awarded at commencement or at another designated event. Family members or other students are encouraged to notify the Office of the Registrar upon learning of the death of an enrolled student.

The following requirements will be met before the College District may award a posthumous degree:

1. The student must have been enrolled or on an approved leave of absence at the time of death.
2. The student was enrolled in courses that would complete degree requirements and had completed at least fifty percent (50%) of all course requirements for the degree at the time of death.
3. The student must have been in good academic standing with a cumulative grade point average of 2.0 or higher, for all courses included in the degree program, at the time of death.

NEW POLICY

4. The student did not have a financial aid hold at the time of death.
5. The student was not under any disciplinary penalty for conduct violations at the time of death.
6. The request for a posthumous degree is made within two years of the student's passing.

An active member of the armed forces killed in the line of duty who was enrolled as a College District student at the time of his/her death or an inactive College District student due to deployment at the time of death, will receive a posthumous degree without regard to required criteria. All exceptions must be approved by the District President or designee.

Students who are not awarded posthumous degrees, may, upon determination by the District President or designee, be awarded a posthumous certificate or other special recognition by the College District.

The District President or designee will be responsible for developing and maintaining nomination and selection procedures for the award of posthumous degrees consistent with this policy.

Collin County Community College District Board of Trustees

2025-08-3-X

August 26, 2025

Resource: Monica Velazquez
General Counsel

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

- **CF (Local)** Purchasing and Acquisition - Revision
- **EGC (Local)** Academic Achievement – Graduation (ADD)

DISCUSSION: As a part of the College’s comprehensive review of all policies and with updates and recommendations from the Texas Association of School Boards’ Legal and Policy Service, the local policy outlined below is being presented for review as a first reading.

- **CF (Local)** Purchasing and Acquisition – Policy revision increasing the District President’s contract authority in accordance with a new law.
- **EGC (Local)** Academic Achievement – Graduation (ADD) - New policy addressing the requirements and procedures for awarding Honorary and Posthumous Degrees.

SUGGESTED MOTION: This being a first reading of local board policy, no action is required.

Collin County Community College District Board of Trustees

2. Organization, Education, and Policy Committee

August 26, 2025

Resource: Monica Velazquez
General Counsel

DISCUSSION ITEM: Second Reading and Consideration of Approval of Local Board Policy

- **BGC (Local)** Administrative Organization – Councils and Faculty Senates

DISCUSSION: As a part of the College’s comprehensive review of all policies and with updates and recommendations from the Texas Association of School Boards’ Legal and Policy Service, the local policy outlined below is being presented for your approval.

- **BGC (Local)** Administrative Organization – Councils and Faculty Senates - Addition of new language to address new statutory requirements for Faculty Council under Senate Bill 37.

College District faculty, staff, students, and administrators serve the College District and participate in governance through membership and involvement in College District-recognized academic, governance, and strategic planning committees and task forces.

Statement of Shared Governance at Collin College

Shared governance in higher education refers to the structures and processes through which stakeholders have regular opportunities to include their voices in the discussion of important issues, policies, and major decisions. Shared governance at Collin College encourages the good-faith commitment and engaged participation of stakeholder groups in a structured approach to initiating and considering issues that further the college's mission and leads the college toward achieving strategic goals and master plan priorities. Such a model of governance requires the trust of all parties and can further build that trust through collaborative engagement.

Stakeholders include, but are not limited to, the college's Board of Trustees, faculty from a cross-section of disciplines, administrators, staff, and students. Differences in the influence of each voice in informing the decision-making process should be determined by the responsibility of the matter at hand. For example, faculty are primarily responsible for determining curriculum, while students have stronger influence with regard to student activity fees.

Collin College leadership acknowledges the importance of shared governance and recognizes the threshold conditions for high-functioning shared governance presented in the Association of Governing Boards Board of Directors' Statement on Shared Governance. The shared governance process will be reviewed periodically with the Board to ensure the effectiveness of the process and the engagement of stakeholder groups through the Academic, Governance, and Strategic Planning Council (AGS) or the appropriate council, committee, or task force.

Pursuant to state law, shared governance at Collin College will not be construed to diminish the authority of the governing Board of Trustees to make final decisions in the best interest of the institution, students, and taxpayers.

Statutory Establishment of Faculty Council

In accordance with state law, only the Board of Trustees may establish Faculty Council at Collin College. The establishment of Faculty Council will comply with the following statutory requirements:

1. Faculty Council will reflect adequate representation from various campuses or designated divisions throughout the College District.

2. Each elected member of Faculty Council will be a Collin College faculty member.
3. The number of members serving on Faculty Council will not exceed sixty (60) and representation will be in compliance with this policy.

Faculty Council's role is advisory only and Faculty Council may not be delegated final decision-making authority on any matter. Faculty Council will represent the entire faculty of the College District and advise the District President and the administration regarding matters related to the general welfare of the College District.

Faculty Council may not issue any statement or publish a report using the College District's official seal, trademarks, or resources funded by the College District on any matter not directly related to Faculty Council's duties to advise the District President and the administration.

Representation and
Appointment to
Faculty Council

The District President or designee will appoint the president, vice president, and secretary of Faculty Council.

The appointed Faculty Council president will preside over Faculty Council meetings and will represent Faculty Council in official communications with the District President or the administration.

The District President or designee will also appoint members of Faculty Council in accordance with this policy. Faculty Council will hold elections each April. Elections will allow for half of the elected members of Faculty Council to serve staggered two-year terms. Faculty Council elections will result in representation consisting of at least two members from various campuses or designated divisions throughout the College District. For each position elected to Faculty Council by campuses or designated divisions, the District President will appoint at least one faculty member by campus or designated division.

*For those members of Faculty Council serving or elected in the spring semester of 2025, the District President may continue the current positions held and ratify the elected posi-

tions and may include additional appointees, if needed, to ensure adequate representation for the upcoming 2025-2026 academic year.

Faculty Council
Service

Service on Faculty Council is an additional duty of the faculty member's employment at the College District. Members of Faculty Council are not entitled to compensation or reimbursement of expenses for their role as officers or members of Faculty Council, unless the expense is on behalf of and approved by District President or designee.

Faculty Council
Term Limits

A member of Faculty Council thatwho is appointed by the District President or designee may serve up to six consecutive one-year terms.

A member of Faculty Council thatwho is appointed by the District President or designee may only be re-appointed after the second anniversary of the last day of the member's most recent term on Faculty Council.

A member of Faculty Council thatwho is elected serves a two-year term, staggered in a manner that allows approximately one-half of the elected members of Faculty Council to be elected each year.

A member of Faculty Council thatwho is elected may only be re-elected after the second anniversary of the last day of the member's most recent term on Faculty Council.

Removal from Faculty
Council

Any member of Faculty Council may be immediately removed from Faculty Council for failing to conduct the member's responsibilities in accordance with Board policy or within Faculty Council's parameters, failing to attend meetings, or engaging in other misconduct.

*Any member of Faculty Council member may be removed on the recommendation of both the corresponding campus provost and the senior vice president of campus operations and only upon final approval by the District President.

Faculty Council Meetings, Agendas, and Broadcast of Meetings

In the Faculty Council Procedures Manual, Faculty Council will adopt rules for establishing a quorum for its meetings.

Faculty Council will conduct all of its meetings, at which a quorum, is present in a manner that is open to the public and in accordance with procedures in the Faculty Council Procedures Manual that are prescribed by or approved by the District President or designee.

No later than the seventh College District business day before a Faculty Council meeting, the following items will be posted on the College District's website:

1. An agenda for the Faculty Council meeting with sufficient detail to indicate discussion items or action items on which a vote may take place; and
2. Any curriculum proposals reviewed by Faculty Council that will be discussed or voted on at the Faculty Council meeting.

If Faculty Council calls a meeting related to a vote of no confidence regarding the College District or an administrator of the College District, the names of each Faculty Council member in attendance at that Faculty Council meeting must be recorded in the minutes of the meeting.

If Faculty Council calls a meeting related to policies related to curriculum or academic standards, the names of each Faculty Council member in attendance at that Faculty Council meeting must be recorded in the minutes of the meeting.

Faculty Council open meetings where more than fifty percent (50%) of members of Faculty Council are in attendance will be broadcast over the internet via live video and audio. The broadcasts of Faculty Council meetings over the internet will be through the College District's website.

Freedom of Association

This policy may not be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the United States Constitution or the Texas Constitution.

Collin County Community College District Board of Trustees

2025-08-3-X

August 26, 2025

Resource: Monica Velazquez
General Counsel

AGENDA ITEM:

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

- **BGC (Local)** Administrative Organization – Councils and Faculty Senates

DISCUSSION:

The Organization, Education, and Policy Committee reviewed the policy presented in this item. The Organization, Education, and Policy Committee Chair will report out a recommendation at the August 26, 2025, regular meeting of the Board of Trustees.

PROPOSED CHANGES:

As a part of the College’s comprehensive review of all policies and with updates and recommendations from the Texas Association of School Boards’ Legal and Policy Service, the local policy outlined below is being presented for your approval.

- **BGC (Local)** Administrative Organization – Councils and Faculty Senates - Addition of new language to address new statutory requirements for Faculty Council under Senate Bill 37.

DISTRICT PRESIDENT’S RECOMMENDATION:

The District President recommends approval of the Local Board Policy 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 Policy.”