

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**  
**Meeting Minutes**  
November 25, 2014

The Collin County Community College District (“Collin College” or “District”) conducted its regular monthly Board of Trustees meeting on November 25, 2014, in the Board Room, Room 139, Collin Higher Education Center, with Chairman Mac Hendricks presiding. Trustees in attendance were Ms. Stacy Anne Arias, Dr. J. Robert Collins, Mr. Steve Cone, Mr. Andy Hardin, Ms. Jenny McCall, and Mr. Larry Wainwright. Trustees Adrian Rodriguez and Nancy Wurzman were absent. Other attendees included Interim District President Colleen Smith, Collin College administrators, faculty, students, staff, vendor representatives, and community members.

**CALL TO ORDER**

Chairman Hendricks called the November 25, 2014, meeting of the Board of Trustees of Collin County Community College District to order at 5:30 p.m. The Board met at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

Chairman Hendricks recessed the meeting to closed session at 5:31 p.m. in Room 135, Board Conference Room, as authorized by Article 551.001, Texas Government Code, Sections 551.071 Consultations with Attorney; 551.072 Deliberations about Real Property; and 551.074 Personnel Matters: Deliberate the interview and appointment processes and the required competencies and duties of the new District President of Collin College; and Section 551.082 and 551.0821 Certain School Board Deliberations: Discussion of discipline of a student.

**OPEN SESSION**

Chairman Hendricks reconvened the meeting at 7:05 p.m. in Boardroom 139 and welcomed those in attendance. He called on Trustee and Notary Public Jenny McCall to reaffirm the oath of office to newly appointed Place 7 Trustee Steve Cone.

**REAFFIRMATION OF OATH OF OFFICE**

Trustee and Notary Public Jenny McCall administered the oath of office to Place 7 Trustee Steve Cone and welcomed him to the Board of Trustees. Mr. Cone was originally sworn in on November 3 in the President’s Office, and this ceremony was a reaffirmation in the open board meeting. Chairman Hendricks presented Mr. Cone with the official Collin College pin and congratulated him on the appointment.

**CERTIFICATION OF THE NOTICE OF THE NOVEMBER 25, 2014, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Ms. Shirley Harmon, Executive Assistant to the District President/Secretary to the Board of Trustees, certified the notice of the November 25, 2014, Collin County Community College District Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

## **PLEDGES OF ALLEGIANCE**

Chairman Hendricks led the pledges of allegiance to the American and Texas flags.

## **WELCOME**

Chairman Hendricks welcomed student Kolleen Runge from Professor Debra St. John's Government 2305 class. The class is part of the college's leadership initiative.

## **APPROVAL OF THE MINUTES OF THE NOVEMBER 18, 2014, SPECIAL CALLED MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

On motion of Ms. Arias, seconded by Dr. Collins, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its November 18, 2014, special called meeting.

## **PUBLIC COMMENTS**

Jo Via and Jessica Jackson from the Plano Balloon Festival presented a check in the amount of \$24,165 generated from parking fees at the Spring Creek Campus during the 2014 Festival. Ms. Via expressed appreciation to the board for its "awesome" partnership and thanked board members for the opportunity to do business with the college. She said in the last five years Collin College has received almost \$107,000 from the parking fees generated by the Plano Balloon Festival and well over \$200,000 in the past 12 or 13 years. Chairman Hendricks thanked Ms. Via and Ms. Jackson and said that 100% of the money goes to scholarships and that the board is very appreciative of the partnership.

## **PRESENTATIONS**

### Recognition of Dr. Collin Thomas as the 2014 Texas Professor of the Year

Interim District President Smith said she was proud to announce that Dr. Collin Thomas was selected the 2014 Texas Professor of the Year by the Carnegie Foundation for the Advancement of Teaching and the Council for Advancement and Support of Education (CASE). He accepted the award on November 20 at a ceremony at the National Press Club in Washington, D.C. This honor marks the colleges' third Texas Professor of the Year in a row, the seventh Carnegie Professor of the Year from Collin College and the most wins for the entire state of Texas. Dr. Smith said that Dr. Thomas served as a biology professor for nine years at Collin until the University of Texas at Dallas lured him away recently. UT Dallas is one of our key university partners, and we could not be happier to celebrate this victory together. President Smith invited Dr. Thomas to come forward and be recognized.

Chairman Hendricks read from the Congressional record that Congressman Sam Johnson provided in honor of Dr. Thomas. Vice Chair Arias presented him with a basket of Collin College gifts.

Dr. Thomas thanked the Board of Trustees, students, and faculty of Collin College. He said this has been a fantastic decade for him. He said community colleges and Collin College would always be important to him. He said he valued community colleges as the last bastion of a truly American experience, one that provides a better station in life or a craft for many students and he was proud to be a part of that experience.

### Construction Update at the Central Park Campus

Joel Martin from Pogue Construction showed pictures and gave an update and on the construction of the Central Park Campus health sciences center and conference center. He said parking lots A, B, and C were poured over the summer. Lots A and B are currently being utilized by the college and lot C is being used for construction. He said underground work and conduit have been completed on the health sciences building, slab is rough in and the concrete pour is scheduled to be done every Friday until finished. The conference center cold form metal framing has been completed. In answer to Dr. Collins' question, Mr. Martin said the conference center would be completed in August 2015 and the health sciences center in November 2015.

Trustee Hardin reminded the board that they had received a link that would enable them to watch the construction as it proceeds. Mr. Martin said the steel would be going up on the health sciences center starting in the next week and wrapping will begin on the conference center so there will be much to see on the video camera. He concluded his presentation by saying the Central Park Campus construction project is on schedule.

### President's Status Report on Strategic Goals 2014-2015

Interim District President Colleen Smith presented an update on the 2014-2015 strategic goals as follows:

#### **Strategic Goal #1: Improve academic success by implementing strategies for completion.**

##### *Completion Momentum*

The number of students achieving significant levels of completion as identified by the THECB will be increased.

- **Completion Momentum**

- New 60-hour degree plans being implemented.

- Perkins grant funding approved for student-friendly completion software as part of QEP.

- Veteran's advisor funded via Perkins grant.

- New bilingual counselor position approved through supplemental budget request.

- New advisor training manual produced and published via GoogleDocs for wider access to advising materials.

- Increased advisor participation in professional development.

##### *Financial Aid*

Financial Aid/Veteran's Affairs accuracy and responsiveness will be improved.

- **Financial Aid**

- Financial Aid staff has been increased from 16 to 24 full-time employees (an increase of 50%) to provide better service.

- An additional staff position was approved in summer 2014 to focus on compliance.

- July/August wait time reduced to 13 minutes on average.

Professional development for staff has increased.

At least one staff member has attended all major state and national financial aid conferences.

All employees monitor financial aid listservs to stay up-to-date with changes to regulation.

Cross-training and staff rotation between campuses has improved service to students.

Addition of 40 exception reports and increased monitoring used to identify potential problems early.

**Strategic Goal #2: Provide access to innovative higher education programs that prepare students for constantly changing academic, societal and career/workplace opportunities.**

*Degrees and Certificates*

Integrated pathways between continuing education and credit programs will be developed.

- Degrees and Certificates

29 Veterans completed a cybersecurity program that included 29 SCH, 168 CE hours, a marketable skills certificate, and a CE certificate in Information Security. Completers are prepared for two industry certification exams.

Concurrent enrollment between CE and credit courses for Cisco Networking totaled 201 in 48 class sections of multiple courses requiring an additional Cisco Lab.

Procedures for prior learning credit through CE have been institutionalized for CNA and Real Estate.

*Baccalaureate Degree Options*

Approval for offering Baccalaureate programs will be recommended.

- Baccalaureate Degree Options

Rand Report recommending judicious addition of Baccalaureate degrees at community colleges was completed with input from Collin College and accepted by the THECB.

*Completion*

Partnerships with local ISDs will be expanded leading high school students to certificates and associate degrees at Collin.

- Completion

New technical dual credit courses are being offered at Wylie, Allen, Frisco and Farmersville.

Discussions regarding potential dual credit academies focusing on workforce programs are under way with multiple districts.

First cohort of HSA students has graduated to Plano East High School.

New online credit courses are being piloted at several high schools.

### *Facilities*

The Central Park Campus Master Plan will be enhanced to include elements of a comprehensive campus and a Health Sciences facility that will establish Collin College as a Health Science Hub for the region.

Off-campus Fire Sciences, Emergency Services and Law Enforcement regional training facilities will be planned.

- **Facilities**

Construction is underway for the new Health Science facility and Conference Center at CPC.

Plans for renovating the existing CPC space to support a comprehensive campus have been developed.

Details regarding new public service regional training facilities have been developed. Collin College is waiting for confirmation of the training facility plans.

### **Strategic Goal #3: Engage faculty, students and staff in improving a districtwide culture of adherence to the Collin College Core Values.**

#### *Customer Service and Culture of Student-Centered Decision Making*

Through an enhanced culture of civility and respectful interactions, ratings on student perception surveys will be improved compared to prior years. Ratings higher than peer institutions will be achieved on student perceptions of service.

- **Customer Service and Culture of Student-Centered Decision Making**

CougarQ, an online mobile queuing system, was launched districtwide and is being used by ARO, Advising and Financial Aid.

The CougarQ system reduces overall wait time and allows students to enter the queue, check on wait time, and receive notifications remotely so they do not have to stand in line. Positive reviews from students and staff have been received.

A Student Development Customer Service survey has been launched to collect current student data regarding their experience.

#### *SACS Compliance*

SACSCOC reaffirmation of accreditation will be achieved.

- **SACS Compliance**

QEP Director hired to coordinate implementation of the plan.

Faculty Advising Coach initiative implemented. Over 60 faculty participating in pilot.

New Academic Planning Syllabus is being used across district to systematize students' advising experience.

On-Site visit completed. Recommendations for only two compliance certification principles and one QEP principle were received.

### *Communication*

CougarWeb and CougarMail will become information channels of choice.

- **Communication**

New “85 Seconds” series has launched its first three videos:

“How to forward CougarMail”

“How to get ready for the first day of class”

“How to use TransferU and preadmission resources”

New homepage launched.

**Strategic Goal #4: Enhance the College’s presence in the community by increasing awareness, cultivating relationships, building partnerships and developing resources to respond to current and future needs.**

### *Economic Impact and Partnerships*

The college’s overall approval ratings in the community surveys will be improved including perceptions of academic quality and contributions to the local economy.

New partnerships and collaborative efforts with community agencies and businesses will be established.

### *Economic Impact and Partnerships*

- **Economic Impact and Partnerships**

Special economic impact edition of the *Connection* community newsletter has been published.

Articles highlighted the economic impact Collin College has on the local economy and workforce, and the role of industry advisory committees at the college.

Created “6 in 60” video series in which high profile guests answer 6 questions in 60 seconds.

Posted first “6 in 60” video featuring alumnus and actor Michael Urie. The video was viewed 414 times in the first week alone.

New virtual tour video of Collin College debuted on the college homepage in August 2014.

Bluebonnet planting ceremonies held in August and September.

College volunteers are staffing tables at the Toyota Relocation Expo in which Toyota employees from California, Kentucky and New York visit to learn about the community and the college. The expo is twice a week from August through March.

### *Resources*

Gifts and grants to the college and foundation will be increased by 3%.

- **Resources**

The Foundation has exceeded all goals and awarded a record number of scholarships for the 2014-2015 year.

Due to increased revenue, the Foundation has, for the first time, awarded scholarships for the spring semester.

Lettering has been installed for Lawler Hall recognizing the \$2 million gift.

The CAFÉ Talks series, designed to engage alumni, was launched October 16 with a presentation by Professor of the Year Ceilidh Charleson-Jennings.

CAFÉ Talks' second event, held November 16, featured Piper Professor Kyle Wilkison.

Interim District President Smith concluded by saying that the college's core values have to do with everything presented and all the work being done at the college. She said the report highlights small pieces of the entire strategic plan and thanked the leadership team, deans, faculty and staff and noted they are doing great things. Dr. Smith said Collin is a great college and that the data is continuously being reviewed with the goal of finding new ways to improve. She thanked the Board of Trustees, administrators, faculty and staff saying she is proud of how everyone works together on initiatives.

In answer to Trustee Arias' question regarding the completion software, Interim District President Smith said the request for proposals has been submitted. The idea for the software is to not only help all 28,000 students develop degree plans, but also to be able to use the software to plan scenarios regarding transferring to different colleges or universities. Dr. Smith said Collin currently has one person who works as advisor for the college's TransferU, but that is only one person. The software has not been purchased yet, but there are great teams working on selecting the software. The Business Office is working with the QEP Team and the software will be purchased in part by the Perkins grant and part through the QEP budget.

Interim District President Smith responded to Trustee Arias' question regarding faculty advising by saying the 60 faculty participating in the advising pilot were selected from volunteers from each of the campuses. Dr. Smith said the college was fortunate to find a great director for the QEP. As an example of the faculty's interest in advising, the Vice President/Provosts asked for volunteers and more faculty did so than were needed for the pilot. The faculty has been involved in advising in the past, but not in a systematic way. This pilot provides for systemization. The pilot will continue to be expanded across the district. Trustee Arias expressed her concern that 400 full-time faculty is not enough to advise 28,000 students. She said that faculty advising is extremely important and holds much value in impacting students and that she was concerned in utilizing software the college would be taking away the face-to-face interaction between the faculty and student. Dr. Smith said the software is not intended to replace face-to-face contact, but that the goal is to enhance it. She said the QEP team has come up with a plan that uses software only to enhance the services provided. SACS advised the college that it needed to keep the QEP pilot small.

In answer to Ms. Arias' question about a previous advising pilot, Dr. Smith said that in the past faculty advising was added to faculty service in applying for multi-year contracts. She said developmental education faculty have participated in an advising systematic process, but they were the only ones; it has not been a districtwide process.

Trustee Arias asked how the college is doing on its dual credit partnerships with McKinney and Celina. Interim District President Smith said the college is doing some great classes with McKinney currently in EMT and other courses, and are in discussions about expanding. Joe Butler, Associate Vice President of Academic Outreach, said there was nothing new regarding dual credit and Celina ISD at this time. Ms. Arias asked what the disconnect was with Celina and said she was being told that it was the college's issue. She asked how it could be possible that the college is looking to build a campus in Celina one day and yet it is not forging a strong relationship with the ISD. Mr. Butler said he did not know the specific detail related to Celina, but said that the college does stay in contact with the ISDs and work to meet the needs their needs. He said he would get in touch with his dual credit coordinator and find out information on the latest contact with Celina ISD.

Ms. Arias said it is a strategic goal and that is why she is wondering whether it is just their articulation to the college of their needs or is it something Collin College looks at in attempting to provide services. Mr. Butler said that with House Bill 5, there has been a lot of renewed interest in technical programs at the high schools. The five areas Collin has reached out to the ISDs to help meet their HB 5 requirements typically are in the areas of health sciences, information technology and business management. He said he is not sure what areas have been discussed with Celina. Dr. Smith said that the college does not typically hire high school teachers to teach the dual credit classes and this was a discussion with Celina in the past. She said it is important with all of our high schools that we provide the best service possible so they the students choose Collin College as their college.

Trustee Wainwright said he attended the Texas Higher Education Coordinating Board leadership conference last week and there was talk about competency-based learning. He asked how that fits into the programs and strategies for the future at Collin College. Interim District President Smith said the college is working on competency-based learning and doing it in a way that will have high rigor and integrity. She said in order to do it that way, there is a need to work with the faculty to develop competencies that will be demonstrated through specific assessments. That may take time to develop in a way that is different from what the faculty is used to doing with assessment and everything that is face-to-face. Dr. Smith said there was a pilot last year on developing a couple of competency-based courses using a particular software. This was done by working with two outstanding faculty who had a real understanding of wording outcomes and facilitating learning. This semester the college has a group called CSI, which stands for Collin Scholars Innovate. Faculty members were asked to turn in, at their choosing, what they were doing to improve learning in their classrooms through outcomes and outcomes-based learning and how they were using those outcomes to improve teaching. Then, from the faculty members who submitted materials, five were selected to be a part of the CSI group. The CSI group works to innovate, explore various software, explore different kinds of teaching and learning such as competency-based learning. It is an amazing group that

explores what is working as well as what is not working in the classroom. Collin is moving forward with these discussions and these ideas, but we are not jumping on the first thing that comes along. We have a goal of developing two workforce certificates first of all and think those will be able to really work within the competency-based initiative and that framework for learning and ultimately plan to develop the core curriculum in that way. We are working on it in a thoughtful way; there are a lot of great things going on in online learning. The dual credit area is working with the CSI group. This is helping us move forward as an institution with different methods of teaching and learning and with the plans that the CSI group has to bring forward our core curriculum in a competency-based venue.

Chairman Hendricks noted that Interim District President Smith said the board would begin work on the new strategic plan in the summer and that it would be implemented at the beginning of the academic year in 2016. He said the current strategic plan takes the college through 2016 added that in looking at the change in leadership, it works out to be great timing.

**2014-11-2-1 Personnel Report for November 2014**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the following Personnel Report for November 2014.

Upon motion of Dr. Collins, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved Items 1a. through 1d. of the Personnel Report for November 2014 as presented.

**2014-11-2-1a Staff Appointments**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the following staff appointments:

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>DATE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>REASON</u></b>
Daniel Aquino	Plant Operations Worker	11/17/14	Facility Plant Operations	Replacement Jimmy Smith
Charles Bogan	Degree Plan Coordinator	11/10/14	Student Development	New
Brenda Bond	Degree Plan Specialist	11/17/14	Student Development	New
Joan Reese	Manager, Writing Center	10/27/14	Communication & Humanities	New
Holly Sergeant	Bookstore Associate I	10/27/14	Bookstore	Replacement LaToyia Bowser
Kala Smith	Human Resources Generalist	11/03/14	Human Resources	Replacement Maria Jones

Susan Strickland	Collin Police Communications Operator	11/24/14	Safety, Security & Facility Services	Replacement Rannai Reeves
Revin Wade	Advisor	11/03/14	Student Development	Replacement Samantha Dean

**2014-11-2-1b Promotions/Laterals/Changes**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the following promotions/ laterals/changes:

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Yajaira Diaz	N: Counselor O: Advisor	11/03/14	N: Counseling and Career Services, CPC O: Academic Advising, PRC	Promotion/ New
Lenora Gray	N: Accountant III O: Accounts Receivable Coordinator I	10/20/14	N: Financial Services & Reporting, CHEC O: Finance and Budgeting, CHEC	Promotion/ Replacement Natalie Pegram
Roxanne Jones	N: Administrative Assistant II O: Accounting & Budgeting Associate	12/01/14	N: President's Office, CHEC O: Financial Services & Reporting, CHEC	Promotion/ New
Mary Beth Kasprisin	N: Clinical Coordinator, Nursing O: Faculty, Nursing	11/10/14	N: Nursing, CPC O: Nursing, CPC	Change/New
Bridget Payne	N: Assistant Bursar O: Financial Aid/VA Advisor	12/01/14	N: Financial Services & Reporting, CHEC O: Financial Aid, PRC	Promotion/ New

**2014-11-2-1c Terminations/Resignations**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the following resignations/ terminations:

<b>EMPLOYEE</b>	<b>LAST DAY</b>	<b>SERVICE</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Gillian M. Braziel	01/31/15	13	Executive Assistant	Vice President/ Provost Office	Retirement
Heather J. Glover	11/21/14	4	Accounts Receivable Associate	Financial Services	Another Position
Heather N. Martin	11/14/14	<1	Professor, Surgical Technology	Health Sciences	Resignation

John S. Perrine	12/12/14	15	Professor, Information Technology/Cisco CCNA	Academic Affairs - STEM	Retirement
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**2014-11-2-1d International Travel Request**

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the following international travel request:

<b><u>NAME</u></b>	<b><u>TITLE/ DIVISION</u></b>	<b><u>PURPOSE</u></b>	<b><u>LOCATION/ DATE(S)</u></b>	<b><u>COLLIN COLLEGE TRAVEL COSTS</u></b>
Jey Venkatesan	Professor of Development Education  Academic Affairs, SCC	Conference Presenter at Teachers of English to Speakers of Other Languages (TESOL) International Convention and English Language Expo Presentation title: "Crossing Borders, Building Bridges through Affiliate Partnerships"	Toronto, Ontario, Canada  03/25/15 through 03/28/15	\$1,700.00 Council on Excellence

**2014-11-2-2 Permanent Expulsion of a Student**

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the permanent expulsion of a student.

Interim District President Smith said the board had been fully informed of the details regarding the expulsion of a student in executive session. Due to FERPA laws, the information cannot be discussed in open session.

On motion of Mr. Wainwright, second of Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved the expulsion of a student.

**2014-11-2-3 Approval of Board Policy BFA (Local)**

WHEREAS, Board Policy BE (Local), Adoption, provides for emergency adoption of a policy in one meeting if special circumstances demand an immediate response, AND

WHEREAS, a special circumstance exists in that the Board is undergoing a search for a new District President, AND

WHEREAS, Item 2014-11-1-2 was discussed at the November 18, 2014, special called meeting of the Board of Trustees of Collin County Community College, AND

WHEREAS, action on Item 2014-11-1-2 was postponed for consideration at the November 25, 2014 regular meeting of the Board of Trustees of Collin County Community College District, AND

WHEREAS, the item has been renumbered to 2014-11-2-3 in keeping with the agenda for the November 25, 2014, regular meeting of the Board of Trustees of Collin County Community College District, NOW THEREFORE

BE IT RESOLVED, that the Board of Trustees of Collin County Community College District approves the following local policies:

BFA District President: Qualifications and Duties

Chairman Hendricks said that policy BFA (Local) had been revised to more mirror the notice posted for the presidential job opening and that it had been vetted by the college's attorneys and human resources staff.

On motion of Dr. Collins, second of Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved revisions to policy BFA (local) as presented with the major changes being specific to items 1, 2 and 3 under Qualifications and Experience.

**2014-11-2-4 Approval of Blanket Purchase Agreement with The Hon Company**

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the Blanket Purchase Agreement by and between The Hon Company ("HON") and Collin County Community College District (the "District") through the Collin County Government Purchaser's Forum.

Interim District President Smith said this is an annual renewal for the HON Purchase Order. Hon and the District have agreed to enter into this Agreement in order to allow the District to acquire HON commercial products and services directly from HON, with the assistance of authorized servicing dealers, using Tier 9 pricing, terms and conditions set forth in the HON Federal Supply Schedule Contract GS-28F-8047H, by and between HON and the General Services Administration (GSA). The Texas Procurement and Support Services (TPASS) has established the use of Texas multiple award schedule (TXMAS) contracts that have been developed from contracts that have been competitively awarded by the federal government or any other governmental entity of any state. The prices reflected on General Services Administration schedule contracts are the most favored customer prices. As a cooperative member of the TPASS Cooperative Purchasing Program, the District is authorized to utilize TXMAS contracts as an alternative purchasing method.

On motion of Mr. Cone, second of Dr. Collins, the Board of Trustees of Collin County Community College District unanimously approved the Blanket Purchase Agreement by and between The Hon Company ("HON") and Collin County Community College District (the "District") through the Collin County Government Purchaser's Forum as presented.

In answer to Trustee Wainwright's question, Dr. Smith said the agreement did not include the new construction at the Central Park Campus and that will be part of a different contract. Director of Purchasing Cindy White said the minimum required purchase of \$1,000,000 was inclusive of

purchases made through the cities of Allen and Plano, and several other agencies that share in savings under the contract.

**2014-11-2-5 Approval of Renewal of Contract with Credential Solutions for Automated Transcript Processing Services**

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the final renewal of the contract with Credential Solutions.

Interim District President Smith said that Credential Solutions provides an automated transcript processing service, which automates the purchase, delivery and receipt of transcripts by students and alumni. The term of the contract is from November 28, 2014, to November 27, 2015. The projected annual charge by Credential Solutions to the students and alumni is \$261,000.00 and our annual projected revenue to the District is \$60,000.

On motion of Mr. Wainwright, second of Ms. Arias, the Board of Trustees unanimously approved the final renewal of the contract with Credential Solutions for automated transcript processing services.

Chairman Hendricks asked that information be provided on how much the college is charging for transcripts and how much it would cost the District to provide transcripts at no charge.

**2014-11-2-6 Approval of Private Offers for Struck-off Property**

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves four (4) private offers to purchase struck-off properties located in McKinney, Texas.

Chairman Hendricks said information was received from the college's attorney that a better offer had been made on property located at Snapp-Lewis Addition Lots 6A, 7A & 8A, McKinney, TX and the board did not have to approve the offer as presented here.

On motion of Dr. Collins, second of Mr. Cone, the Board of Trustees of Collin County Community College District approved the private offers for struck-off property located at Wm. Davis Abstract, Tract 129, McKinney, TX in the sum of \$5,000.00; Wm. Davis Abstract, Tract 130, McKinney, TX in the sum of \$4,000.00; 1100 W. Louisiana Street, McKinney, TX in the sum of \$60,500.00; and did not approve the private offer of \$4,500.00 for property located at Snapp-Lewis Addition Lots 6A, 7A & 8A, McKinney, TX. The approval was made on a vote of six (6) for and one (1) recusal. Trustee McCall recused herself from the vote.

**2014-11-2-7 Approval of Expenditures Reports for October 2014**

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the expenditure reports for October 2014.

Interim District President Smith said the expenditures were in line with what the District has paid for certain services, repairs, software, and other items. She highlighted Item 77, Building Structure, expenditures of \$1,344,582.00 for construction at the Central Park Campus.

On motion of Mr. Wainwright, second of Mr. Hardin, the Board of Trustees of Collin County Community College District unanimously approved the expenditure reports for October 2014.

**2014-11-2-8 Approval of Bid Report for November 2014**

BE IT RESOLVED, at the recommendation of the Interim District President, that the Board of Trustees of Collin County Community College District approves the bid report for November 2014.

<b>BID #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>NEW SOLICITATIONS</b>		
3729	DISTRICT-WIDE OUTDOOR SECURITY CAMERA PROJECT  911 Security Cameras, Inc. Dallas, TX	\$183,000.00
3732	ANNUAL CONTRACT FOR PRINTING OF THE CONNECTION NEWSLETTER  The Graphics Group Dallas, TX	\$768,000.00 (3-year total not to exceed)
3747	PRESTON RIDGE CAMPUS HERITAGE HALL LIEBERT CHALLENGER 300 ENVIRONMENTAL CONTROL SPLIT SYSTEMS REPLACEMENT  Johnson Controls Milwaukee, WI	\$48,280.00
3764	SYNDAVER LABS SYNTHETIC HUMANS  SynDaver Labs Tampa, FL	\$95,000.00
<b>CONTRACT RENEWALS</b>		
2837	TOUCHNET COMMERCE MANAGEMENT SUITE  TouchNet Information Systems, Inc. Lenexa, KS	\$131,146.42

3230 ANNUAL CONTRACT FOR AUDIO VISUAL EQUIPMENT AND SUPPLIES \$45,000.00  
(not to exceed)

B&H Photo and Video  
New York, NY

3236 ANNUAL CONTRACT FOR BACKGROUND CHECKS FOR HEALTHCARE STUDENTS AND FACULTY \$26,000.00  
(not to exceed)

GroupOne Services  
Irving, TX

3492 ANNUAL CONTRACT FOR CUSTODIAL SERVICES FOR THE COLLIN HIGHER EDUCATION CENTER \$117,535.76  
(not to exceed)

ServiceMaster Clean  
Plano, TX

3494 ANNUAL CONTRACT FOR HVAC MAINTENANCE AND REPAIR ALL CAMPUS LOCATIONS \$145,000.00  
(not to exceed)

4-L Engineering  
Garland, TX

3619 ANNUAL CONTRACT FOR WINDOW CLEANING SERVICES FOR THE DISTRICT \$70,000.00  
(not to exceed)

D&A Building Maintenance, Inc.  
Richardson, TX

**CONTRACT REVISIONS**

3538 ANNUAL CONTRACT FOR KRUEGER INTERNATIONAL (KI) FURNITURE

Krueger International, Inc.  
Green Bay, WI

Installation Masters Group, Inc.  
Dallas, TX

Original Contract: \$100,000.00  
CO # 1 – Increase \$60,000.00  
Revised Contract Total: \$160,000.00

3545 ANNUAL CONTRACT FOR DATA AND VOICE  
CABLING

Idex Global Services, Inc.  
Richardson, TX

TFE  
Hewitt, TX

Original Contract:	\$100,000.00
CO # 1 - Increase	\$51,000.00
Revised Contract Total:	\$151,000.00

On motion of Dr. Collins, second of Mr. Cone, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for November 2014.

Ralph Hall, Vice President of Administration/CFO, answered Trustee Hardin's question regarding Bid 3747 by saying there was some latitude in choosing a bid other than lowest if doing so would provide the best equipment or service; however, in this case Johnson Controls was the low bidder and can provide the same quality units as are currently in place. Mr. Hall answered a question from Chairman Hendricks regarding 4L Engineering saying that this particular bid was for maintenance and repair. He responded to Dr. Collins' question to say that Touchnet Management Suite was for cashiering and credit card processing.

### **INFORMATION REPORTS**

Ralph Hall, District Vice President of Administrative Services/CFO presented the following information reports:

#### Budget Status Report 10/31/14

Expenditures exceed revenues by \$4,721,532 for the month ending October 31, 2014; however, year-to-date revenues exceeded expenditures by \$3,771,273.

#### Investment Schedule 10/31/14

Investments at October 31, 2014, had a book value of \$240,714,338 and a market value of \$240,718,488. TexPool and TexStar paid 0.03%, two Bank of America CDs 0.11% each, FHLB 0.09%, FNMA 0.13%, and FHLMC 0.10%. Benchmark was the 3-month U.S. Treasury Bill at .02% at the beginning of October and .01% at October 31, 2014.

### **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; College Reports/Metrics and Upcoming Events.

**Interim District President Smith announced the following:**

1. Former student Savannah Rosenberg received the prestigious “Commander Scholarship,” a full four-year ROTC scholarship that afforded her a choice of 12 universities. She chose to transfer to the University of North Texas. Savannah credits our EMT program for her success in obtaining the scholarship and for the important skills she learned while at Collin.
  
2. Congressman Sam Johnson recently awarded the Congressional Veterans Commendation (CVC) to our student veteran Corporal Mike Martin of Plano. Cpl. Martin served in the U.S. Marine Corps prior to attending Collin College. He is working toward an engineering degree, is the president of the Student Veterans Association, member of Phi Theta Kappa, volunteers in the SCC Veterans Resource Center, and served on the Veterans Week Planning Committee. The CVC is awarded to military veterans and community servants for their selfless service and dedication to their neighbors and nation. Congratulations to Mike on earning the Congressional Commendation. We thank him for his service to our country, to his community and this college.
  
3. Earlier this month, *Military Times* announced that it ranked Collin College 8<sup>th</sup> among 2-year colleges in the *2015 Best for Vets* rankings. Collin is recognized for its commitment to providing educational opportunities and support services to student veterans. Thank you to Dr. Brenda Kihl, Meredith Martin, Alan Pixley, Arianna Gray, Julie Bradley, Dr. Tom Martin, Todd Fields, Vicki Woolverton, and Dr. Linda Qualia, for the important work they do with veterans.
  
4. Kim Davison, Vice President of Organizational and Systems Effectiveness, has been elected to serve as chair of the City of McKinney’s Board of Adjustment.
  
5. On October 29, Collin College was named an All-Steinway School in a ceremony at the Spring Creek Campus. Handcrafted since 1853, Steinway pianos are the choice of 97 percent of concert pianist around the world. Chairman Hendricks summed it up when he said, “Being an All-Steinway School places Collin College in a leadership position for excellence in music education.” Thank you to Vice President/Provost Mary McRae, Dean Gaye Cooksey, and Professor of Music Brian Allison for their leadership in this initiative.
  
6. Three Collin English Professors, Dr. Joan Kennedy, Dr. Kay Mizell, and Dr. Gary Wilson presented “Think About It: Teaching and Assessing Critical Thinking” at the Two-Year College English-Southwest Conference entitled Everywhere is a Classroom” in Frisco on October 24.
  
7. Professor of English Kay Mizell was the recipient of Oklahoma Baptist University’s 2014 Profile in Excellence Award. Her profile was featured in the OBU magazine.
  
8. The Alpha Mu Tau Chapter of Phi Theta Kappa hosted an outstanding *Honors in Action* information session on November 14 with over 150 people attending. The chapter also honored 239 new inductees at its induction ceremony on November 16. Thank you to Phi Theta Kappa President Farid Nemri, members of the Alpha Mu Tau Chapter and

Faculty Advisors Jessica Hargis, Gary Evans, Mark McKnight, Cindy Briggs, Zack Shipley, Staff Advisor Terry Hockenbrough, Vice President Dani Day, Professor Tracey McKenzie, Dr. Linda Qualia and colleagues in Counseling Services, and Judy James.

9. The Foundation's 2014 Lift Up! Collin College Employee Giving Campaign generated \$71,848 thanks to the generosity of our college community. This brings the total raised for student scholarships this year to \$83,879. Over the last month, the Foundation also hosted CAFÉtalks, a series of talks to inspire and engage Collin alumni and the community. Speakers have included Ceilidh Charleson-Jennings, Professor of Radio and TV Announcing, and Dr. Kyle Wilkison, Professor of History. We appreciate the work of Vice President of Public Relations and College Development Lisa Vasquez, Foundation Executive Director Amy Evans and the staff of the Foundation.

10. The whole genome sequence of a novel species of bacteria isolated from Lavon Farms across from the Spring Creek Campus, has been submitted to the Whole Genome Shotgun Database of the National Center for Biotechnology Information. The work was carried out with the help of six CASMNS (Center for the Advanced Studies in Mathematics and National Sciences) students along with a partnership with Dr. Juan Gonzalez at the University of Texas at Dallas. To honor Dr. Cary Israel's service to the college and support of the CASMNS program, the isolate has been designated as *Kurthia israelii*. Acknowledgements go to our CASMNS students, Dean Cameron Neal and Professor of Biology Jonathan Lawson.

11. Dr. Carolyn Perry, Professor of Humanities, presented *British Immigration Film: Bend It Like Beckham* at the 2014 Community College Humanities Association Southwestern Division Conference in Austin on November 7. She also presented *Harold Lloyd and Safety Last* at the Harold Lloyd Film Festival at the Allen Public Library on November 11.

12. Over 260 people participated in The Face of Homelessness on November 17 at the Spring Creek Campus. The program provided insight and information regarding the state of homelessness in Collin County. Panelists included professionals from city governments, non-profit organizations, school districts, the faith community, the health care community, and advocates. Thank you to Vice President of Academic and Workforce Development Dani Day and the Director of the Center for Scholarly and Civic Engagement Terry Hockenbrough for bringing this initiative to Collin.

13. The Collin College Model UN team attended the Model UN conference in Washington, DC, October 31-November 2, 2014. This was an international conference with about 120 teams competing. For the first time, Collin fielded two teams representing the countries of Yemen and Somalia. Collin's teams did exceptionally well, both teams received the Outstanding Delegation Award, the highest level of the awards. Students Jason Petrie, Hannah Turner, Jason Mobley, and Holly McCall on the Somalia Team also won the peer-selected Outstanding Delegates in Committee Awards. The 16 students on the Model UN team worked hard and demonstrated great leadership. We appreciate faculty advisors Regina Hughes and Sonia Iwanek for guiding these students as they prepared for the Model UN conference.

14. A Cybersecurity conference was co-hosted by the engineering department and the North Texas Chapter of the Information Systems Security Association in late September. Over \$3,150 in proceeds from the conference was donated to Collin College to support the student ISSA chapter and to provide scholarships for cybersecurity students. Thank you to Vice President/Provost Brenda Kihl, Dean Jon Hardesty, Director Dave Galley and the networking and cybersecurity faculty for establishing this partnership and organizing the event.

15. Dr. Tracey McKenzie planned, organized and moderated and Dr. John Glass participated as a panelist with the Batterer's Panel as part of the Dignity Initiative October 22 at PRC.

16. Professor of Geology Paul Manganelli delivered two presentations on fossils in the North Texas area at the Frisco Heritage Association's third Sunday Open House. His lectures were a big hit with local "rock hounds" ranging in age from six to sixty. The Frisco Heritage Association was extremely pleased with his efforts, and they look forward to his future presentations.

17. Veterans Week was a great success with over 2,000 participants at the events throughout the week. To honor and celebrate our student veterans, Collin hosted a Marine Corps Ball, Veteran's Day luncheons on each campus, Lone Survivor Movie Screenings, a Lunch and Learn Lecture, and a Veteran Resource Fair. We appreciate everyone who volunteered to make these events successful.

18. Collin's Theatre Department hosted the North Texas Drama Auditions on November 20-21 at the Spring Creek Campus. Over 325+ high school and two-year college students showcased their skills during the auditions. Over 75 colleges and universities from across the country were represented including AMDA College and Conservatory of the Performing Arts, California Institute of the Arts, Carnegie Mellon University, Columbia College of Chicago, Loyola University, National Theater Institute at the Eugene O'Neill Theater Center, New York Conservatory for Dramatic Arts, Santa Fe University of Art & Design, SMU Meadows School of the Arts, and Yale School of Drama just to name a few. We appreciate Vice President/Provost Mary McRae, Dean Gaye Cooksey, Chair of Theatre Shannon Kearns, and the many students, faculty and staff whose work resulted in one of the best run audition programs in the nation.

19. The Institute for Hospitality and Culinary Education in partnership with the National Multicultural Foodservice and Hospitality Alliance hosted the 2014 Showcase of the Stars at the Preston Ridge Campus. Over 300 students from colleges and high schools in the region attended the free event to learn about careers from leaders in the culinary and hospitality industry. Not only did students learn from the professionals, Professor Linda Wee's event planning students gained first-hand experience on how to organize and host a large event. Many thanks to Professors Karen Musa, Linda Wee and the culinary chefs and staff. Also thank you to Vice President/Provost Brenda Kihl and Dean Bill Blitt for their support of the event.

Dr. Smith thanked everyone for being at the meeting, especially on a night before a holiday. She gave appreciation to the board for their work and approval of the various personnel, budget and other action items presented at the meeting.

**The Board announced the following:**

Trustee Cone requested an agenda item on whether the current limit of the approval of three international travel requests per year is still appropriate based on the size of the college's faculty. He said he was proud of all the accomplishments of the faculty and staff and the Model United Nations students. He expressed pride in the accomplishments of the Model UN students during their recent international competition. Mr. Cone added a special thank you to those who helped plan and execute the veterans' week celebrations.

Trustee McCall thanked everyone for the being at the meeting and at the college. She wished all a wonderful and safe holiday.

Trustee Arias wished a great holidays to all and reminded them to hug their loved ones and make lots of memories.

Trustee Hardin welcomed Steve Cone to the Board of Trustees. He commented on how fantastic it is for Collin College to have its seventh Professor of the Year and said it was a testament to faculty and the quality of personnel at Collin College. He thanked everyone present and wished all Happy Thanksgiving.

Chairman Hendricks replied to Trustee Hardin that Collin College has "fantastic" everything. He thanked the members of the board for their work and collaboration since President Israel resigned. He said the board has had a lot of work to do to find a new president and at the same time continue to do business. He gave special thanks to Shirley Harmon, Kim Davison, Norma Allen, and Lisa Vasquez on behalf of the Board of Trustees. Chair Hendricks said they have been giving information and working hard to get things out to the board so that it can make decisions. He said the board still has much to do and thanked those who are helping in the transition.

**ADJOURNMENT**

There being no further business, Chairman Hendricks adjourned the November 25, 2014, meeting of the Board of Trustees of Collin County Community College District at 9:07 p.m.