

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Meeting Minutes
January 22, 2013

The Collin County Community College District (Collin College District) conducted its regular monthly Board of Trustees meeting on January 22, 2013, 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 (Bob) Collins, Mr. Andrew Hardin, Ms. Jenny McCall, Mr. Sam Roach, Mr. Tino Trujillo, Mr. Larry Wainwright, and Ms. Nancy Wurzman. Other attendees included District President Cary A. Israel, Collin College District administrators, faculty, students, staff, community members, and vendor representatives.

CALL TO ORDER

Chairman Hendricks called the January 22, 2013, meeting of the Board of Trustees of Collin District to order at 5:46 p.m. The Board met in the Board Room, Room 139, at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069. The Board recessed to closed session at 5:47 p.m. in Room 135 as authorized by Article 551.001, Texas Government Code, Sections 551.071, 551.072, and 551.074.

OPEN SESSION

Chairman Hendricks reconvened the meeting at 7:08 p.m. in Room 139 and welcomed those in attendance. He called on Shirley Harmon to certify posting of the notice of the meeting.

CERTIFICATION OF THE NOTICE OF THE JANUARY 22, 2013, MEETING OF THE COLLIN COLLEGE DISTRICT BOARD OF TRUSTEES

Ms. Shirley Harmon certified the notice of the January 22, 2013, Collin 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.

APPROVAL OF THE MINUTES OF THE DECEMBER 18, 2012, REGULAR MEETING OF THE COLLIN COLLEGE DISTRICT BOARD OF TRUSTEES

On motion of Mr. Roach, seconded by Ms. Wurzman, the Board of Trustees of Collin College District unanimously approved the minutes of its December 18, 2012, regular meeting.

PRESENTATION

An introduction to the roles and responsibilities of the Core Objectives Assessment Team (COAT) was presented by co-chair Professor Kimberly Harris. Dr. Harris said that COAT is responsible for overseeing implementation of the general education core curriculum assessment process, training assessors and maintaining the rubrics for Collin

College District. Co-chair of COAT is Professor Dawn Richardson and members are faculty representatives from component and non-component areas. The charge for faculty serving on COAT includes: make recommendations for measures, serve as a sounding board for assessment logistics, develop/maintain rubrics for each core objective/general education competency, communicate assessment logistics to the other faculty, rate student work using the rubrics, analyze the resulting data, and make recommendations for improving teaching and learning. Dr. Harris displayed the map that the Texas Higher Education Coordinating Board (THECB) developed to show what colleges must teach in Texas. She said COAT is about student success and that the process results in the ability to make a real difference with students.

Professor Harris said the assessment process is organized on a two-year cycle for assessing the six new Texas Core Objectives, mandated by the THECB. Three objectives are assessed each year. A sample of section from a variety of disciplines and modalities is chosen each semester. The Office of Institutional Effectiveness is responsible for collecting the student data from professors at the end of the semester, maintaining all data, and assuring all data remains anonymous. Dr. Harris said the first assessment cycle, a pilot, began in January 2012. This pilot cycle concludes in spring 2013. Beginning fall 2013, objectives will be assessed in the following grouping and order: 1) Critical Thinking, Social Responsibility and Teamwork (2013-14), and 2) Empirical and Quantitative, Communication Skills and Personal Responsibility (2014-15.)

In answer to President Israel's question, Dr. Harris said the college could choose to teach optional components that are not required by the THECB. In answer to Dr. Collins' question, Professor Harris said that engineering and technology are not part of the core. There are 42 hours in the core.

Dr. Harris said the assessment process is organized on a 2-year cycle. In answer to Dr. Collins' question, she said the process parallels the requirements of SACS. She added that Collin College District is much further along than many other colleges.

Based on assessment results, Professor Harris said appropriate enhancement for continuous improvement can be made throughout the district for each objective and continuous improvement through faculty development can take place during Collin College's Faculty Development Conferences as well as throughout the year at department meetings and other workshops, as needed. The purpose of the process is the continuous improvement of student learning at Collin.

In answer to Mr. Wainwright's question, Dr. Harris said faculty development keeps faculty focused on assessment outcomes. With the faculty coming from different backgrounds and disciplines, utilizing the training and rubrics keeps everyone on the same page. In answer to Dr. Collin's question, she said student learning objectives are included on the syllabi.

2013-1-1 Personnel Report for January 2013

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 January 2013.

Upon motion of Dr. Collins, seconded by Ms. McCall, the Board of Trustees of Collin College District unanimously approved the Personnel Report for January 2013 as presented.

2013-1-1a Administrative Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Donna Hatch	N: Interim Director, Nursing O: FT Professor, Nursing	1/7/2013	N: Health Sciences & Emergency Services, CPC O: Health Sciences & Emergency Services, CPC	Promotion/ Replacement Sharon Johns

2013-1-1b Staff Appointments

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

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Jason Hyde	Ceramic Lab Coordinator	1/2/2013	Fine Arts	Replacement Ernest Gentry
Katherine Narvarte	Outreach Coordinator	1/14/2013	Recruiting & New Programs	Replacement Annie Chaddick
Lewis Scaife	Virtual Lab LAN Manager	1/7/2013	Academic Affairs/Student Development	New (Grant funded)
James Suttles	Collin Police Officer	1/8/2013	Safety, Security, Facilities and Construction	Replacement Kelly Davidson

2013-1-1c Safety and Security Officer Appointments

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of the Collin County Community College District approves the Warrant of Appointment for the following Police/Peace Officers until termination from the District:

NAME

James Suttles

2013-1-1d 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:

NAME	TITLE	DATE	DEPARTMENT	REASON
Katherine Fitzgerald	N: Accounts Receivable Coordinator I O: Accounts Receivable Associate	1/1/2013	N: Bursar's Office, CHEC O: Bursar's Office, CHEC	Promotion/ Reorganization
Christopher Frost	N: Business Software Solutions Analyst O: Programmer Analyst III	1/1/2013	N: Administrative Programming, CPC O: Administrative Programming, CPC	Promotion/ Reorganization
Golda George	N: Business Software Solutions Analyst O: Programmer Analyst III	1/1/2013	N: Administrative Programming, SCC O: Administrative Programming, SCC	Promotion/ Reorganization
Lenora Gray	N: Accounts Receivable Coordinator I O: Accounts Receivable Associate	1/1/2013	N: Bursar's Office, CHEC O: Bursar's Office, CHEC	Promotion/ Reorganization
Fayrouz Hancock	N: Business Software Solutions Analyst O: Programmer Analyst III	1/1/2013	N: Administrative Programming, CHEC O: Administrative Programming, CHEC	Promotion/ Reorganization
Candace Hudgens	N: Bookstore Accounts Payable Coordinator O: Textbook Coordination Assistant	1/1/2013	N: Bookstore, SCC O: Bookstore, SCC	Promotion/ Reorganization
Jonathan McAnally	N: Accounts Receivable Coordinator I O: Accounts Receivable Associate	1/1/2013	N: Bursar's Office, CHEC O: Bursar's Office, CHEC	Promotion/ Reorganization

2013-1-1e Resignations/Terminations

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:

EMPLOYEE	LAST DAY	SERVICE	TITLE	DEPARTMENT
Istvan Csato	1/8/2013	8.5	Professor, Geology	Math & Natural Sciences
Kent Farr	2/20/2013	25	Director, Administrative Programming	Academic Technology Network Services
Sharon Johns	1/8/2013	6	Director, Nursing (Interim)	Health Sciences & Emergency Services
Kathy Jones	1/31/2013	1	Admissions & Records Assistant	Student Development
Sheila Kao	1/31/2013	8	Coordinator - Culinary Arts Lab	Business & Computer Systems
Jack Noble	1/4/2013	5	Media Tech Specialist	Academic Technology Network Services
Barbara Stroden	1/31/2013	14	Assistant to the Dean	Academic Affairs
DaNeetra Walker	1/7/2013	<1	Coordinator/ Advisor - CEWD	Continuing Education and Workforce Development
Todd Walker	1/5/2013	2	Collin Police Officer	Safety, Security, Facilities and Construction

President Israel acknowledged Kent Farr who is retiring after 25 years with the District. Dr. Israel said he appreciated Mr. Farr's great work. He is a stellar leader whose expertise and competency will be missed. Kent has displayed quality, professionalism, and dependability for over 25 years. Dr. Israel also acknowledged Barbara Stroden who has been with Collin College District for 14 years. He said Barbara had gone through several transitions with various deans over the years and has always been consistent in the quality of her work. He wished her well in retirement.

2013-1-2 Authorization to Enter into Agreements with Entities to Conduct a Joint Election on May 11, 2013

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District authorizes the President to enter into agreements with independent school districts and cities in Collin County to conduct joint elections on May 11, 2013.

On motion of Mr. Trujillo, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously authorized the President to enter into agreements with independent school districts and cities in Collin County to conduct joint elections on May 11, 2013.

2013-1-3 Approval of the Collin County Community College District to Enter into an Election Services Agreement with the Collin County Elections Administrator

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District enters into an agreement with the Collin County Elections Administrator for an Election Services Agreement between Collin County Community College District and the Collin County Elections Department for the May 11, 2013, Election and, if required, the Run-Off Election.

On motion of Ms. Arias , seconded by Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved entering into an agreement with the Collin County Elections Administrator for an Election Services Agreement between Collin County Community College District and the Collin County Elections Department for the May 11, 2013, Election and, if required, the Run-Off Election.

2013-1-4 Approval of the Appointment of the Collin County Elections Administrator for the May 11, 2013, Election

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the appointment of Sharon Rowe, Collin County Elections Administrator, as the Chief Deputy Early Voting Clerk for the May 11, 2013, Trustee Election.

On motion of Ms. Wurzman, seconded by Dr. Collins, the Board of Trustees of Collin County Community College District unanimously approved the appointment of Sharon Rowe, Collin County Elections Administrator, as the Chief Deputy Early Voting Clerk for the May 11, 2013, Trustee Election.

2013-1-5 Approval of New Lab Fees

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves two new lab fees.

On motion of Mr. Trujillo, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the following new lab fees:

ITNW 1370	Cloud and Computer Essentials	\$15.00
ITNW 2475	VMware and vSphere: Installation, Configuration and Mgmt.	\$15.00

2013-1-6 Approval of Special Warranty Deed for Struck-off Property in Celina, TX

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves a Special Warranty Deed for Struck-off Property located in Celina, Texas.

On motion of Mr. Hardin, seconded by Dr. Collins, the Board of Trustees of Collin County Community College District approved a special warranty deed for struck-off property located at 112 East Oak Street, Lot 1, 2B, Block 43, Celina, Texas on a vote of eight (8) for and one (1) recusal. Trustee McCall recused herself from the vote.

2013-1-7 Approval of the Sale of Struck-off Property in Lowry Crossing, TX

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves a Private Offer of \$5,000 on Struck-off Property located in Lowry Crossing, Texas.

On motion of Ms. Arias, seconded by Mr. Trujillo, the Board of Trustees of Collin County Community College District approved a private offer of \$5,000 on struck-off property located at Lot 9, Block A, Settlers Creek #4 Addition, Lowry Crossing, Texas on a vote of eight (8) for and one (1) recusal. Trustee McCall recused herself from the vote.

2013-1-8 Approval of Expenditure Reports for December 2012

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the expenditure reports for December 2012.

President Israel reported on large or unusual expenditures for the month of December 2012 including Item 23-Other Contract Services, Item 24-Training Contracts, Item 25-Library Service Contract, Item 37-Classroom Supplies, Item 38-Other Office Supplies, Item 42-Library Supplies, and Item 60-Repairs. Expenditures for December 2012 totaled \$3,113,740.71.

In answer to President Israel's question, Spring Creek Campus Vice President/Provost Mary McRae said it was a great opening day for the new library at SCC.

On motion of Mr. Hardin, seconded by Mr. Trujillo, the Board of Trustees of Collin County Community College District unanimously approved the expenditure reports for December 2012 totaling \$3,113,740.71.

2013-1-9 Approval of Bid Reports for January 2013

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the Bid Report for January 2013.

On motion of Mr. Wainwright, seconded by Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for January 2013.

In answer to Ms. Wurzman's question regarding Bid 3528, Director of Purchasing said Canvas Systems was chosen because they were evaluated as best to provide all of the services under the bid.

BID #	DESCRIPTION	AMOUNT
	NEW SOLICITATIONS	
3528	ANNUAL CONTRACT FOR REFURBISHED DELL OR HP COMPARABLE SERVERS AND SERVER STORAGE Canvas Systems Norcross, GA	\$50,000.00 (not to exceed)
	CONTRACT RENEWALS	
2777	RENEWAL OF APPLE HARDWARE AND SOFTWARE Apple Computer Austin, TX	\$250,000.00 (not to exceed)
3059	RENEWAL OF ANNUAL CONTRACT FOR FURNITURE Facility Interiors Plano, TX Intelligent Interiors, Inc. Addison, TX Library Design Systems, Inc. Houston, TX Lone Star Furnishing Plano, TX Plano Office Supply Plano, TX Texas Furniture Source, Inc. Carrollton, TX	\$425,000.00 (not to exceed)
3247	RENEWAL OF ANNUAL CONTRACT FOR FLOOR COVERING REPLACEMENT SERVICES Gomez Floor Covering San Antonio, TX	\$200,000.00 (not to exceed)

3335 RENEWAL OF ANNUAL CONTRACT FOR INTERNET, DATA CONNECTION AND TELEPHONE SERVICES FOR THE DISTRICT \$240,000.00 (not to exceed)

Grande Communications Network, LLC
San Marcos, TX

CONTRACT REVISIONS

3488 WEB BASED DATA ANALYST AND CAREER COACH TOOLS

Economic Modeling Specialists, Inc.
Moscow, ID

Original Contract: \$30,800.00
CO # 1 – Increase: \$19,800.00
Revised Contract Total: \$50,600.00

INFORMATION REPORTS

Budget Status Report as of 12/31/12

Vice President/CFO Ralph Hall reviewed the Budget Status Report as of 12/31/12. He said revenues totaled \$28,515,689 and expenditures \$8,231,685 for the month of December. Revenues exceeded expenditures by \$20,284,004. Year-to-date revenues exceeded expenditures by \$26,183,593.

Investment Schedule as of 12/31/12

Mr. Hall reported investments at December 31, 2012, with a book value of \$220,182,490 and a market value of \$220,182,490. TexPool yielded .15% and TexStar .16% for December 2012. Benchmarks of the 3-Month U.S. Treasury Bill were .07% at the beginning of December and .08% at December 31, 2012.

PUBLIC COMMENT

No public comment was presented.

PRESIDENT’S AND BOARD ANNOUNCEMENTS

President Israel reported the following:

1. Two students from Collin’s Respiratory Care program were awarded scholarships from the American Association for Respiratory Care (AARC). AARC awards are given based on student scholarship or research in respiratory care; application was open to students nationwide. Of the five awards given, two went to Collin students. Janet Vadakkan received the *Jimmy A. Young Memorial Education Recognition Award* of \$1,000 and Adriana Cheteles received \$2,500 for the *NBRC/AMP William W. Burgin Jr., MD Education Recognition Award*. Both students received funds to

cover the cost of airfare and hotel to New Orleans where the awards ceremony was held. In addition, the students are mentioned in the January 2013 issue of the *AARC Times*. Congratulations to Janet and Adriana, Vice President/Provost Sherry Schumann, Dean Abe Johnson, Director Celi Solis, Clinical Coordinator Julie Boganwright, and Professors Kelley Reynolds and Angie Switzer.

2. Congratulations to Assistant Director of Purchasing Karen Bell. She recently earned her certification as a Certified Public Purchasing Officer (CPPO) from the Universal Public Procurement Certification Council.
3. About 500 people attended the January 19 Dr. Martin Luther King Power Leadership Breakfast at the Spring Creek Campus. Highlights of the event included a panel discussion with State Senator Ken Paxton, State Representatives Jeff Leach and Van Taylor, and District Judge Angela Tucker. Collin students made presentations and performed dance in an excellent program. The Breakfast was followed by a unity walk to City Hall and an afternoon of community service projects. We appreciate all the members of the 2013 Power Breakfast Committee and its Co-Chairs Evelyn McKnight and Adrian Rodriguez for all their hard work. Special acknowledgement goes to Trustee Stacy Arias and college employees Vernon Hadnot, Steve Hardy, Terry Hockenbrough, Deborah Hall, Marlene Miller, and Lisa Vasquez, Brenda Kihl, Marta Moore, Jim Merritt, Karen Knapp, and Shirley Harmon.
4. The Collin Men's and Women's Basketball Teams hosted a Big Brothers/Big Sisters Clinic on Saturday, January 5 at the Spring Creek Campus. The two-hour clinic involved basketball skill sessions with members of the Collin teams. Thirty (30) little brothers and sisters participated in the clinic. This is the second year that Collin has hosted the program. We appreciate our students and Coach Jim Sigona for their involvement in this very important event.
5. For the first time in the history of Collin College, the Women's Basketball Team moved up to #12 in the NJCAA national rankings. The team is currently 17-1. Congratulations to Vice President/Provost Sherry Schumann, Dean Abe Johnson, and Coach Jeff Allen and Assistant Coach Larry Carter.
6. The Board of Trustees and Collin Foundation Board of Directors will host this year's scholarship fundraiser on Saturday, February 23 in the new library at the Spring Creek Campus. This year's theme is "Stetson and Stiletto Standoff." The event will feature teams of eight competing in a battle of Texas and Collin County trivia. Individual tickets can be purchased for \$125 and sponsorships begin at \$2,500.

The Board announced the following:

Trustee Roach, Chair of the Campus Facilities and Construction Committee, reported on that committee's meeting earlier in the day. He thanked members Trustees Collins, Hardin and Wainwright for their participation. Mr. Roach said the committee discussed

the fire and law academies. This has been an ongoing discussion for a long time, with the city of Melissa, and now the city of McKinney as well, offering to locate facilities in their areas. The committee has asked staff to continue to look at this. Members of the committee also discussed the new health sciences building and rural healthcare hub. Trustee Roach said plans regarding fire/law academies, the health sciences building and rural healthcare hub are all intertwined. Discussions are focused on exploring the potential of moving the fire and law academies to change the configuration of campus for the implementation of healthcare programs. Committee Chair Roach said the committee did not come to any conclusions; however, this will be the number one item for discussion on the agenda for the February Board Retreat.

Chairman Hendricks announced that Trustee Trujillo had closed his restaurant in Collin Creek Mall. He congratulated Mr. Trujillo on 30+ years at that location, saying it was a remarkable feat to be in one location that long. Mr. Trujillo said his Tino's Too location remains open.

Dr. Collins, Chairman of the Budget and Finance Committee, reported on the committee's meeting that took place earlier in the day. The committee, including members Trustees Arias, Hardin, Roach, and Wurzman, discussed the investment policy. Trustee Collins said the Board of Trustees would continue with its 24-month policy. The committee will implement an annual review process beginning in September or October of 2013, to occur every year thereafter. Dr. Collins said it had been a good exercise for the committee to see that the college is doing things right and that there is too much risk in doing anything other than what the college is currently doing with its investments. He said the committee also discussed operations audits at its meeting and that discussion on that topic will continue for awhile.

Chairman Hendricks congratulated Vice President/Provost Sherry Schumann on Alabama's "Roll Tide" win of the national football championship. He said Dr. Schumann's son is on the coaching staff at the University of Alabama.

ADJOURNMENT

There being no further business, Chairman Hendricks adjourned the January 22, 2013, meeting of the Board of Trustees at 7:54 p.m.