

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**  
**Meeting Minutes**  
March 26, 2013

The Collin County Community College District (Collin College District) conducted its regular monthly Board of Trustees meeting on March 26, 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 Collins, Mr. Andrew Hardin, Ms. Jenny McCall, Mr. Sam Roach, Mr. Larry Wainwright, and Ms. Nancy Wurzman. Trustee Tino Trujillo was absent. Other attendees included District President Cary A. Israel, college administrators, faculty, students, staff, community members, and vendor representatives.

**CALL TO ORDER**

Chairman Hendricks called the March 26, 2013, meeting of the Board of Trustees of Collin County Community College District to order at 5:35 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 5:36 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; 551.074 Personnel Matters, and 551.082 and 551.0821 Certain School Board Deliberations: Discussion of Discipline of Student.

**OPEN SESSION**

Chairman Hendricks reconvened the meeting at 7:15 p.m. in Room 139 and welcomed those in attendance including students from Professors Judi Wohead and Meredith Martin's LEAD 1301 Student Leadership Academy classes. He called on Shirley Harmon to certify posting of the notice of the meeting.

**CERTIFICATION OF THE NOTICE OF THE MARCH 26, 2013, MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Ms. Shirley Harmon certified the notice of the March 26, 2013, 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.

**APPROVAL OF THE MINUTES OF THE FEBRUARY 26, 2013, REGULAR MEETING OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

On motion of Mr. Wainwright, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the minutes of its February 26, 2013, regular meeting.

## **PUBLIC COMMENTS**

No public comment was presented.

## **PRESENTATIONS**

### **Collin's Curriculum Advisory Board (CAB)**

Professor Tom Ottinger, Chair of Collin's Curriculum Advisory Board (CAB), presented an update on CAB. He said CAB is comprised of 13 voting members from full-time faculty representing all disciplines and all campuses of the college. There are also non-voting members that are important to CAB's process including the associate vice president of teaching and learning, the curriculum office staff, advising and others. The Curriculum Advisory Board is charged with reviewing all changes in curricula or catalog listings, including the addition of new courses and programs, and making recommendations for terminations of courses and programs. CAB meets twice a month from August through May.

Professor Ottinger said CAB curricular review criteria includes relevance to degree/certificate plan (avoid duplication); sufficient faculty commitment and resources; course description, student learning outcomes, prerequisites and contact hours; and compliance with THEC guidelines, SACS, and U.S. Department of Education requirements. He said that during 2012-2013, CAB is reviewing every course in Collin's core to determine its alignment with the Texas Higher Education Coordinating Board's core objectives that include critical thinking, communication, empirical and quantitative skills, teamwork, personal responsibility, and social responsibility. CAB will conclude its core review by late spring 2013 and send its recommendations to Collin's Leadership Team. The core curriculum is due to the Texas Higher Education Coordinating Board by October 1, 2013 for the 2014-2015 implementation.

President Israel commented that the process is really driven by the faculty. He said there is an enormous amount of work, ideas and thoughtful deliberations that go into the process. Years ago, Collin did not have a curriculum review process and now it offers a very sound one. Dr. Israel said he is very appreciative of CAB's leadership and all the faculty who participate in what results in solid outcomes for Collin College. Without the process, Collin would not meet the rigor in our course offerings. CAB strives for excellence and an enormous amount of work takes place by its members, other faculty and staff in order to meet that excellence.

In answer to Dr. Collins' question, Professor Ottinger said that the core is CAB's only mission at this time. President Israel said that could be expanded to other courses in the future.

Professor Ottinger asked the discipline leads and fellow CAB members who were present to stand and be recognized. He thanked them for all the work they put in to the curriculum review process.

## **Update on Department of Labor Grant**

Dr. Brenda Kihl, Vice President/Provost of the Preston Ridge Campus and Dr. Ann Beheler, Executive Director of Emerging Technology Grants, presented an update on the Department of Labor Grant. President Israel said Collin's implementation of the grant is a "magnificent national model." Dr. Kihl said the National Information, Security, and Geospatial Technologies Consortium grant (DOL grant) is focused on four areas of technology: computer networking, cyber security, geoinformation systems, and mobile app development. Collin is half-way through the three-year grant and hoping for an extension. Collin is the lead for the six colleges involved in the grant. We have many faculty and staff as well as Deans Hardesty and Blitt committed to the program and everyone is making sure that Collin meets its goals.

Dr. Beheler introduced the grant staff that were present. She said it takes the entire staff and administration to pull off such a large program. The consortium of six colleges was established to do what no one college had the resources to do alone. We planned equipment and graduates to "cross pollenate" with each other. Del Mar had a well-established program.

President Israel said a lot of credit goes to Dr. Beheler's leadership. Collin is now a national center and received an additional \$4 million in National Science Foundation (NSF) funding for the center. He said the grant programs are major projects and that he really appreciates the leadership and enormous amount of work that Dr. Beheler puts in to make sure a coast-to-coast project is working. There are four IT specialties and an online lead with Rio Salado having 40,000 online students.

Dr. Beheler said one of the priorities of the program is to accelerate progress for low-skilled and other workers, including intensive boot camps for women and minorities. She said the sad reality is that number of women in IT is less today than 30 years ago. There are fabulous jobs in IT and we need to get women involved. Collin will host boot camps for women and minorities and Del Mar College will have a pilot in GIS. The program is focusing on improving retention and achievement. A survey is being sent to students who are mobile phone owners so that when they graduate we can use texting services to follow up on their employment status.

President Israel said that the grant partners strengthen each other in their respective areas so that there is not duplication of services. In addition, programs can easily be adapted to the credit side. He said it builds tremendous capacity, is scalable and this grant allows us the ability to test it. There are many great benefits coming out of this one grant and we are delighted to be the lead in the grant.

Dr. Beheler said previously these programs were considered to be terminal, but now the industry is finding that students need to have the opportunity to obtain 4-year degrees and colleges are working heavily in that area. Dr. Beheler said the program's national Business and Industry Leadership Team is a model for the nation. There are about 185 members on the team across the four specialties and it has been successful enough that it has now been written up by the Department of Labor and presented to Congress for best practices.

Dr. Beheler said those involved in the program are looking into the future to assess and realign the curriculum for programs throughout the nation. We are capitalizing on our "Working Connections" professional development event to train faculty nationwide. One of the most exciting aspects of the program is the virtual lab equipment worth a quarter of a million dollars that has been paid for with grant money. It allows students access to equipment 24/7 for IT labs that are normally hands-on only. The machine serves as a patient lab manager that allows the student to do things over and over until they get it right. It is the wave of the future and it is very exciting to be able to model the program after the real world. There are currently three virtual internships going on at Collin. Last week, the city of Albuquerque presented to Professor George Jackson's class. We have six states with six different sets of rules. All of the students in this program started in fall of 2012, and as of December 31, 2012, 460 are participating in the program. We originally said we would be pleased with 16 new courses, but we are doing 30. It is a win-win for everyone involved. At Collin, we have an IT tutoring den, career coaches, \$500,000 worth of IT equipment and all at no cost to Collin. We have enough staff to do research and follow up on outcomes. Dr. Beheler said these things have come true through the support of the Board of Trustees and she wholeheartedly thanked them.

In answer to Trustee Wainwright's question, Dr. Beheler said there are many companies including Cisco, Dell, and Alcatel just to name a few employing program graduates. Dr. Beheler said Collin can be the lead on only one grant, but that it can participate with other colleges who are the lead in future programs. She said it is much easier to get a grant in another area when you have had a successful grant experience. Dr. Kihl added that the grant is giving Collin opportunities in its completion agenda. The things that work will be continued after the grant is final.

Trustee Arias said the program is an awesome use of the grant funds with many great things going on in the program. She said she would be very interested in how the texting develops. Regarding the minority and female boot camps, Ms. Arias asked President Israel how Collin College could pull some of this knowledge into an IT Academy as we are developing our local academies. Dr. Israel said Collin is launching the first healthcare academy this fall with Plano ISD, and working with others regarding STEM and STEAM academies. He said there are lessons we can learn and we will be focused on that. The program with Plano ISD is developing while others we are just in the beginning stages of discussions. Ms. Arias said that as boards become involved in developing campuses of the future, there would be a need for professional development for trustees on technology in order to make decisions. Dr. Israel said the Board is looking at the creation of regional academies because equipment cannot be bought for each site; the Board is talking about a regional healthcare hub. He said Collin College stays ahead of where it needs to be in meeting the needs of our community.

In response to the need for trustee professional development in the field of technology, Chairman Hendricks said rather than micromanaging, the Board's role is to hire a highly capable President and get behind him. He thanked Drs. Kihl and Beheler and said they are outstanding in their field.

In answer to Dr. Collins' question, Dr. Beheler said that geospatial was linked not only to cyber security, but could be linked to almost anything. Dr. Israel said drones are using this system; what worked well in the military can work well in the other world too. Drones can deliver goods and are linked to GIS systems. Some uses will be good and some bad, but there is a need for accountability. We are ahead of the game in this area. You do not see this in some companies, but all companies will try to obtain some specialist in the field in the future.

Dr. Beheler made an additional comment regarding the virtual labs. She said 10 other institutions could participate with Collin in utilizing the system; this might help with the high schools.

### **Phi Theta Kappa Awards**

Richard Pearce, President of Collin's Phi Theta Kappa Alpha Mu Tau chapter, introduced members of its executive committee. President Israel announced that Alpha Mu Tau had won nine awards at the recent PTK conference including:

- \* Pinnacle Award
- \* Award of Distinction for Honors in Action Project
- \* Five Star Chapter Development Award
- \* Poster Project Award
- \* Distinguished Advisor Hall of Honor – Brandy Jumper
- \* Member Hall of Honor – Vashtai Kekich
- \* Friend of Texas Appreciation Award – Judy James
- \* Texas Top Chapter Award

In addition, four chapter members reached 5-Star level membership, the highest status for membership with Phi Theta Kappa. They include Alpha Mu Tau President Richard Pearce, Vice President of Scholarship Judy Ma, Vice President of Service Roberto Monroy, and Historian Tiffany Hernandez. Dr. Israel congratulated Alpha Mu Tau's executive committee and all of its members on this outstanding achievement. He also recognized Primary Faculty Advisor Brandy Jumper; Co-Advisors Candace Eldridge, Hilla Hargis, and Mark McKnight; Senior Vice President Colleen Smith; Associate Vice President Dani Day; and Executive Assistant Judy James.

### **2013-3-1 Personnel Report for March 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 March 2013.

Dr. Colleen Smith, Senior District Vice President of Academic Affairs and Student Development presented the faculty under consideration for three-year contracts, three-year contract extensions, and one-year contracts. She said the areas that are reviewed when considering faculty contracts including excellence in teaching, excellence in professional development, and excellence in service to the college and community.

Dr. Smith said the number of full-time faculty at Collin has grown from 189 in 2000 to the current number of 369. She said members of the Council on Excellence (COE), the deans and the vice president/provosts put in an extreme amount of time on the faculty review process. The Council on Excellence consists of faculty and it is unbelievable how much time they spend on the process to allow for detailed review. Dr. Smith said it is a great process that requires much organization and added it is not always the most popular job. She commended Martha Tolleson, Chair of COE, for the amazing job she does of keeping the council going and moving forward to meet deadlines. She also acknowledged the deans for understanding the process and their work in mentoring with faculty.

Dr. Smith asked Dr. Tolleson and members of the Council on Excellence to stand and be recognized. She then invited all faculty to be recognized. Dr. Smith thanked "the fine faculty" for making her proud to be at Collin.

Trustee Arias commented that the Council on Excellence process was an amazing process that gives everyone who participates ownership. She told the faculty that everything they do outside of the classroom is what sets them apart from the other faculty in the world. It is that extra engagement that is an addition to what makes them stellar faculty members.

On motion of Mr. Wainwright seconded by Ms. McCall, the Board of Trustees of Collin County Community College District unanimously approved the Personnel Report for March 2013, Items 1a., 1b., and 1c. as presented.

On motion of Dr. Collins, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the Personnel Report for March 2013, Item 1d., 1e., and 1f. as presented.

#### 2013-3-1a Three-Year Faculty Contracts

WHEREAS, the following faculty, as part of the review for three-year contracts, undergo a multi-part evaluation which consists of 1) student evaluations of instruction, 2) a class evaluation made by the dean, 3) the dean's annual summary appraisal, 4) an examination by the Council on Excellence, a peer review committee, and 5) a review and examination by the District Senior Vice President and appropriate Vice President/Provost; and

WHEREAS, each faculty member undergoes an annual evaluation in areas such as depth of scholarship, teaching excellence, professional development, professional interaction with students and colleagues, College service, and adherence to College policies; and

WHEREAS, it is incumbent on each faculty member to demonstrate, through self-evaluation and formal application, how their service to the College has met standards of excellence and how their continued association with the College District will benefit the College District, the students, and the community; NOW THEREFORE,

BE IT RESOLVED, at the recommendation of the President, that the Collin County Community College District Board of Trustees approves granting three-year contracts to the following faculty commencing 2013-2014:

**Faculty Recommended for Three-Year Contract 2013-2014**

<b>Faculty Full Name</b>	<b>Discipline</b>	<b>Division</b>
Stephanie Abramoske-James	Criminal Justice	Social & Behavioral Sciences
J. Brett Adams	History	Academic Affairs - PRC
Jeff Allen	Physical Education	Health Sci, Emerg Svcs & PhD
Melinda (Mindi) Bailey	Humanities	Academic Affairs - PRC
Brad Baker	Theater	Fine Arts
Rebecca Boatman	Art	Fine Arts
Carroll Weaver Bottoms	Biology	Science, Tech, Eng & Math
William Carl Brannon	English	Communications & Humanities
Peggy Breedlove	Developmental ESL	Developmental Education
Salena Brody	Psychology	Academic Affairs - PRC
Cathleen (Catie) Brooks	Sociology	Academic Affairs - CPC
Peggy Brown	Humanities	Communications & Humanities
Levi R. Bryant	Philosophy	Academic Affairs - PRC
Kerry Byrnes	Speech	Communications & Humanities
Donna Cain	Biology	Academic Affairs - CPC
Carlton Clark	English	Academic Affairs - PRC
Mark Lee Clark	Business Admin	Business & Computer Science
Copeland E. Crisson, Jr.	Info Tech Cisco CCNA	Science, Tech, Eng & Math
Shiva Mehran Davanloo	Nutrition	Science, Tech, Eng & Math
Dulce de Castro	Foreign Languages	Communications & Humanities
Catherine Duke	Developmental Math	Developmental Education
James D. Eiting	Developmental Math	Developmental Education
Eugene Foley	Developmental Math	Developmental Education
Christina Friedl	College Success	Developmental Education
James (Chip) Galloway	Mathematics	Math & Natural Sciences
Jeffrey D. Gibbons	Convergence Tech	Science, Tech, Eng & Math
Nicole C. Grose	Biology	Science, Tech, Eng & Math
Cindy Farris Gruver	Legal Assistant	Business & Computer Systems
Wendy Gunderson	History	Academic Affairs - PRC
Karen Hanvey	Developmental - Read	Developmental Education
Tiffany Harper	Political Science	Academic Affairs - CPC
Rebecca Harris	Speech	Academic Affairs - PRC
Michael Harsh	Info Tech Cisco CCNA	Science, Tech, Eng & Math
Richard Helgeson	Real Estate	Business & Computer Systems
Sharon Hirschy	Child Development	Social & Behavioral Sciences
Michael Jones	Chemistry	Science, Tech, Eng & Math
Lisa Juliano	Mathematics	Academic Affairs - CPC

Brandy S. Jumper	Developmental Math	Developmental Education
Susan Kamath	Nursing	Health Sci, Emerg Svcs & PhEd
Linda Kapocsi	Developmental - Read	Developmental Education
Mary Beth Kasprisin	Nursing	Health Sci, Emerg Svcs & PhEd
C. Lynette Kenyon	Mathematics	Math & Natural Sciences
Bridgette Kirkpatrick	Biotechnology	Math & Natural Sciences
Audrey Krueger	Nursing	Health Sci, Emerg Svcs & PhEd
Yuh-Jiun Lin Langford	Developmental Math	Developmental Education
Jonathan N. Lawson	Biology	Math & Natural Sciences
Craig Leverette	Physical Education	Health Sci, Emerg Svcs & PhEd
Sarah Lynch	Mathematics	Science, Tech, Eng & Math
James A. Makokha	Economics	Business & Computer Systems
Meredith Richards Martin	History	Academic Affairs - PRC
Marilyn Massey	Developmental Math	Developmental Education
S. Judson May	Geology	Science, Tech, Eng & Math
Joe Vance McCauley	Fire Protection Tech	Health Sci, Emerg Svcs & PhEd
Christine McClellan	Dental Hygiene	Health Sci, Emerg Svcs & PhEd
David McCulloch	Biology	Math & Natural Sciences
Mark L. McKnight	Biology	Science, Tech, Eng & Math
Phil McMahan	Political Science	Social & Behavioral Sciences
Tracy Meyer	Psychology	Academic Affairs - PRC
Kay Mizell	English	Communications & Humanities
Tom Mobley	Mathematics	Math & Natural Sciences
Marta Moore	English	Communications & Humanities
Kim Parker Nyman	Speech	Academic Affairs - PRC
Rebecca B. Orr	Biology	Math & Natural Sciences
Barbara W. Palmer	Accounting	Business & Computer Systems
Joseph Michael Phillips	History	Social & Behavioral Sciences
J. Marshall Pittman	Commercial Art	Fine Arts
Clay H. Randall	Economics	Business & Computer Systems
Sherry Rhodes	Speech	Communications & Humanities
Leslie Richardson	English	Academic Affairs - CPC
Lorena Rodriguez	Economics	Business & Computer Systems
Ryan Rynbrandt	Political Science	Social & Behavioral Sciences
Diana Sage	Speech	Academic Affairs - PRC
Alan Sauter	Mathematics	Academic Affairs - CPC
Michael Schueth	English	Communications & Humanities
Julie Sears	Humanities	Communications & Humanities
Cynthia R. Shields	College Success	Developmental Education
Joyce Sizemore	Nursing	Health Sci, Emerg Svcs & PhEd
William C. Slater	Computer Science	Business & Computer Systems



Gerald W. Sullivan	Anthropology	Social & Behavioral Sciences
Andrea B. Szlachtowski	CAD	Science, Tech, Eng & Math
Shirley H. Terrell	Developmental ESL	Developmental Education
Jeyashree Venkatesan	Developmental ESL	Developmental Education
Keith Volanto	History	Social & Behavioral Sciences
Dean Wallace	Accounting	Business & Computer Systems
Jimmy Wallace	Audio Engineering	Fine Arts
Meredith L. Wang	Speech	Communications & Humanities
Jenny Warren	Speech	Communications & Humanities
David John Weiland III	History	Social & Behavioral Sciences
Aaron West	Music	Fine Arts
Judi Wohead	Speech	Academic Affairs - CPC
Vivian Wright	Economics	Business & Computer Systems
Tyler Young	Political Science	Academic Affairs - CPC

**2013-3-1b Three-Year Faculty Contract Appointments**

WHEREAS, the following faculty, as part of the review for three-year contract extensions, undergo a multi-part evaluation which consists of 1) student evaluations of instruction, 2) a class evaluation made by the dean, 3) the dean's annual summary appraisal, and 4) a review and examination by the District Senior Vice President and appropriate Vice President/Provost; and

WHEREAS, each faculty member undergoes an annual evaluation in areas such as depth of scholarship, teaching excellence, professional development, professional interaction with students and colleagues, College service, and adherence to College policies; NOW THEREFORE,

BE IT RESOLVED, at the recommendation of the President, that the Collin County Community College District Board of Trustees approves granting three-year contract extensions to the following faculty commencing 2013-2014:

**Faculty Recommended for Three-Year Contract Extension 2013-2014**

<b>Faculty Full Name</b>	<b>Discipline</b>	<b>Division</b>
Rodney Boyd	Humanities	Academic Affairs - PRC
Deborah Cardenas	Biology	Math & Natural Sciences
Peter Dawson	Business Administration	Business & Computer Systems
Rosemary Karr	Developmental Math	Developmental Education
Dan Lipscomb	Psychology	Social & Behavioral Sciences
Cyrus Malek	Mathematics	Math & Natural Sciences
Mary Milford	Real Estate	Business & Computer Systems
Nelson Rich	Biology	Math & Natural Sciences
Elizabeth Siber	Art	Fine Arts

Larry Stern	Sociology	Social & Behavioral Sciences
Samuel Tullock	History	Social & Behavioral Sciences
Kyle Wilkison	History	Social & Behavioral Sciences
Byrd Williams	Photography	Fine Arts
Elaine Zweig	Child Development	Social & Behavioral Sciences

**2013-3-1c One-Year Faculty Contracts**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the following one-year full-time faculty contracts for 2013-2014:

**Faculty Recommended for One-Year Contracts 2013-2014**

<b>Faculty Full Name</b>	<b>Discipline</b>	<b>Division</b>
Vijay Advani	American Sign Language	Communications & Humanities
Joshua Arduengo	Psychology	Social & Behavioral Sciences
Gian Aryani	Economics	Business & Computer Systems
Amy Bierhup	Nursing	Health Sci, Emerg Svcs & PhEd
Keeley Bowman	Health Information Mgmt	Health Sci, Emerg Svcs & PhEd
Jeanette Boylan	Biology	Academic Affairs - CPC
Scott Brown	Biology	Math & Natural Sciences
Mary Buck	Psychology	Academic Affairs - CPC
Scott Cheney	English	Communications & Humanities
Timothy Cissell	Audio Engineering	Fine Arts
Randy Collins	Developmental Math	Developmental Education
Wendy Commons	English	Academic Affairs - CPC
Candace Cooper	Developmental Writing	Developmental Education
Jean-Marie Dauplaise	English	Communications & Humanities
Seema Endley	Biology	Academic Affairs - CPC
Garry Evans	Music	Fine Arts
Kathryn Fant	Info Tech Cisco CCNA	Science, Tech, Eng & Math
Martha Francis	Psychology	Academic Affairs - CPC
Will Geisler	Political Science	Academic Affairs - CPC
Diana Gingo	English	Academic Affairs - PRC
Heinrich Goetz	Environmental Tech	Science, Tech, Engnr'g & Math
Gloria Greig	Emergency Medical Tech	Health Sci, Emerg Svcs & PhEd
Hilla Hargis	Political Science	Academic Affairs - PRC
Audra Heaslip	English	Academic Affairs - CPC
Emily Henderson	Dental Hygiene	Health Sci, Emerg Svcs & PhEd
Dana Jensen Moran	English	Communications & Humanities
Suzanne Jones	College Success	Developmental Education
Rajasree Kannampuzha	Physics	Math & Natural Sciences

Alejandro Maya	Foreign Languages	Academic Affairs - PRC
Nancy Megarity	Developmental ESL	Developmental Education
Gwen Miller	Biology	Academic Affairs - CPC
Tom Nixon	Culinary Arts	Business & Computer Systems
Chad Pearson	History	Social & Behavioral Sciences
Karen Peterson-Smart	Polysomnography	Health Sci, Emerg Svcs & PhEd
Barry Piazza	Mathematics	Math & Natural Sciences
Whitney Pisani	Speech	Communications & Humanities
Jeremy Prince	Computer Network Tech	Science, Tech, Eng & Math
Natasha Robinson	English	Communications & Humanities
Amy Rule	Developmental Writing	Developmental Education
Diane Schull	Nursing	Health Sci, Emerg Svcs & PhEd
Thomas Severs	Culinary Arts	Business & Computer Systems
Zack Shipley	Political Science	Social & Behavioral Sciences
Rachel Tudor	English	Communications & Humanities
Patricia Valella	Biology	Academic Affairs - CPC
Fernand Vera	Music	Fine Arts
Helen Wang	Developmental Math	Developmental Education
Linda Wee	Culinary Arts	Business & Computer Systems
Phyllis Weir	Nursing	Health Sci, Emerg Svcs & PhEd
Gary Wilson	English	Academic Affairs - PRC

2013-3-1d 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>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>
Kristina Golway	Admissions and Records Assistant	3/4/2013	Student Development	Replacement Tammy Brown
Karen Kimball	Admissions and Records Assistant	3/11/2013	Student Development	Replacement Carol Williamson
Amanda Munroe	Assistant Director of Auxiliary Services	2/21/2013	Finance Services & Reporting	New
Tiffany Taylor	Admissions and Records Assistant	3/11/2013	Student Development	Replacement Kathy Jones
Alexis Wilson	Tutor, Writing Center	2/18/2013	Communication and Humanities	New

2013-3-1e 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:

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>REASON</u>
Julie Henry-Aguilar	N: Assistant to the Dean O: Administrative Assistant	2/25/2013	N: Academic Affairs, CPC O: Academic Affairs, CPC	Promotion/ Replacement
Christina Titus	N: Program Manager, DOL TAACCCT O: Administrative Assistant	2/25/2013	N: TAACCCT (Grants & Contracts), PRC O: TAACCCT (Grants & Contracts), PRC	Promotion/ New (Grant Funded)

2013-3-1f 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:

<u>EMPLOYEE</u>	<u>LAST DAY</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Joanne Abercrombie-Beaupre	5/31/2013	4	Professor, Nursing	Health Sciences & Emergency Services
Bambi Biggs	2/28/2013	4	Secretary I	Distance/Weekend College
Asmar Eyvazova	3/1/2013	1	Applications Administrator, E-Learning	Academic Technology Network Services
Eugene Foley	5/17/2013	12	Professor, Developmental Math	Developmental Education
Jean Helgeson	8/9/2013	26	Professor, Biology	Math & Natural Sciences
Justin Jones	3/8/2013	5	Public Relations Writer	Public Relations
Richard Laskiewicz	3/7/2013	3	Lab Instructor	Math and Natural Sciences
Natalie Leavenworth	5/17/2013	1	Costume/Make-up Coordinator	Fine Arts
David Marble	8/13/2013	14	Professor, Criminal Justice	Social & Behavioral Sciences

Scott Rasnic	8/9/2013	5	Professor, English	Communications & Humanities
Randa T. Shehadeh	3/25/2013	12	Advisor	Academic Advising
Cynthia Souza	2/19/2013	23	Assistant to the Dean	Math & Natural Sciences

President Israel publically acknowledged the retirement of Eugene Foley, Professor of Developmental Math, and Professor of Biology Jean Helgeson. Professor Foley has been with the District for 12 years and Professor Helgeson for 26 years. Also acknowledged were Professor of Criminal Justice David Marble, who is moving out of state after 14 years with the District, and Tatiana Shehadeh, who has worked as the advisor and strong advocate for Collin's international students during the past 12 years. Dr. Israel said the college has appreciated the quality contributions of these four individuals and wished them the very best in their future endeavors.

**2013-3-2 Approval of the Permanent Expulsion of a Student**

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

President Israel said the Board of Trustees had been fully informed and discussed the facts regarding the request to permanently expel a student in their executive session. In keeping with FERPA privacy laws, the information could not be discussed in open session.

On motion of Mr. Wainwright, seconded by Mr. Hardin, the Board of Trustees of Collin County Community College District unanimously approved the permanent expulsion of a student.

**2013-3-3 Approval of Notice of Election for the May 11, 2013, Trustee Election**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the Notice of Election in English and Spanish for the May 11, 2013, election for Places 4, 5, 6, and 9.

On motion of Mr. Roach, seconded by Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved the Notice of Election in English and Spanish for the May 11, 2013, election for Places 4, 5, 6, and 9.

**2013-3-4 Approval of 2012-2013 Mid-year Budget Revisions**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the 2012-2013 Mid-Year Budget Revisions.

Ralph Hall, Vice President of Administration/CFO presented the mid-year budget revisions for 2012-2013 to the Board of Trustees. President Israel said the changes were positive and noted that additional expenditures were offset by added revenue.

On motion of Ms. Arias, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved the 2012-2013 Mid-Year Budget Revisions as presented.

The following is a summary of the total changes approved in budgets for the various funds:

	<b>Original</b>	<b>Revised</b>	<b>Change</b>	<b>%</b>
Current Unrestricted Fund	\$120,965,946	\$123,149,012	\$2,183,066	1.8%
Auxiliary Fund	\$ 10,959,630	\$ 11,017,816	\$ 58,186	0.5%
Grants and Contracts Fund	\$ 40,771,089	\$ 41,509,996	\$ 738,907	1.8%
Building Fund	\$ 15,549,000	\$ 15,312,223	\$ (236,777)	-1.5%

**2013-3-5 and 2013-3-6 Approval of Collin College 2013-2014 and 2014-2015 Academic Dates**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the 2013-2014 and 2014-2015 Academic Dates.

President Israel said that the Spring Creek Campus closes for a weekend in September to accommodate the Plano Balloon Festival. When this originally started, Collin did not foresee the tremendous growth that is taking place in weekend college and closing for the weekend is now disruptive to the students in that program. Currently, there are approximately 2,400 students enrolled in weekend college. Dr. Israel said he had discussed this with the Board of Trustees briefly and those discussions will continue on how to meet the needs of our students and the community at the same time. This will be a topic for discussion at a future board retreat. Dr. Israel acknowledged the Calendar Committee and Leadership Team for their work in the development of the 2013-2014 and 2014-2015 academic calendars and said it takes a tremendous amount of work to finalize the academic dates.

On motion of Dr. Collins, seconded by Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved the 2013-2014 and 2014-2015 Academic Dates as presented.

**2013-3-7 Approval of Tuition and Fees for 2013-2014**

BE IT RESOLVED, at the recommendation of the President and the Budget & Finance Committee, that the Board of Trustees of Collin County Community College District approves the 2013-2014 Tuition and Fee Schedule effective fall 2013 as presented.

President Israel said the Budget and Finance Committee chaired by Dr. Collins met prior to today's board meeting to discuss setting tuition for fall 2013. He said that currently Collin is the lowest in the state of Texas on tuition for in-county residents, out-of-county residents and fourth lowest in the state for out-of-state/out-of-country resident tuition.

Dr. Collins discussed the Budget and Finance Committee's review of the tuition rates. He said that after thorough discussion and with consideration of increasing faculty salaries and state appropriations that are still unknown, the Committee was recommending raising in-county tuition by \$1 to \$38 per credit hour, out-of-county tuition by \$2 to \$75 per credit hour, and out-of-state/out-of-country tuition by \$7 to \$135 per credit hour. Trustee Collins said that with these increases, Collin would remain the lowest in the state for in-county and out-of-county tuition and likely the fourth lowest in the state for out-of-state/out-of-district tuition.

President Israel noted that the average out-of-state/out-of-country tuition rate in Texas is \$173 per credit hour. He also noted that out-of-district students do not pay taxes on the college and that the board would be looking at some alternatives regarding the unique issues occurring in some communities. For example, some residents of Frisco actually live in Denton County. Trustee Roach made comments and brought up some ideas during the committee meeting about making this more equitable and the board will be looking into this.

Dr. Collins thanked Budget and Finance Committee members Stacy Anne Arias, Andy Hardin, Sam Roach and Nancy Wurzman for their work in reviewing tuition rates and making the recommendation for fall 2013.

On motion of Dr. Collins, seconded by Ms. Wurzman, the Board of Trustees of Collin County Community College District unanimously approved an increase in tuition of \$1 for in-county resident tuition to \$38 per credit hour, \$2 for out-of-county resident tuition to \$75 per credit hour, and \$7 to \$135 per credit hour for out-of-state/out-of-county tuition effective fall 2013.

### **2013-3-8 Approval of New Lab Fees for Fall 2013**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves new lab fees for RSPT 1411 and HPRS 1204 effective fall 2013.

On motion of Ms. Wurzman, seconded by Dr. Collins, the Board of Trustees of Collin County Community College District unanimously approved new lab fees for RSPT 1411 and HPRS 1204 effective fall 2013 as presented:

Respiratory Care Procedures II	RSPT 1411	\$15.00
Basic Health Profession Skills	HPRS 1204	\$15.00

### **2013-3-9 Approval of Global Financial Aid Services to Provide Financial Aid File Review**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the President or his designee to enter into a contract with Global Financial Services to provide a 100% file review of approximately 4,800 Title IV recipients as required by the Department of Education at a cost not to exceed \$65,000.

President Israel said the college self-reported to the Department of Education and the response was a requirement to provide information to them within 60 days. He said Internal Auditor June Orth was spending a tremendous amount of time on financial aid

issues and there was no way the college had the staff to complete the process within the required 60 days. Therefore bids were taken, several of them higher than the bid from Global Financial Services, to provide file review of approximately 4,800 Title IV recipients. He added that in the reviews Global Financial Services had provided to the college previously, there were no errors. Dr. Israel said there would be a recommendation and a permanent plan for the board's consideration at the next meeting. He said the good news is that issues have not caused widespread loss of money. Collin is now distributing close to \$70 million in financial aid; 11 years ago that figure was only \$2.5 million. Vice President of Student Development Barbara Money said Collin is receiving 21,000 applications annually. An estimated 40% of Collin's credit students are receiving financial aid.

President Israel said the administration and the Budget and Finance Committee recognizes there is a problem. However, it will be remedied and a solid plan will be implemented. The Department of Education requires that the problems be corrected and we do not want to penalize our students for a few files that were mishandled.

Chairman Hendricks said the errors discovered are not a consistent and are of varying types. The errors are small with the largest being under \$500 and the smallest around \$80 or \$90. It is not a gigantic problem, but if it continues it can become one. Trustee Hendricks said the process would be corrected. At this point it has to do with procedures and processes and is not alarming, but it will be corrected. President Israel agreed saying the samplings have been small and not considered major; however, the scope will not be known until the entire file review is completed. He said expending \$65,000 to review files that were supposed to have been reviewed is not a good way to spend the college's money.

Trustee Hardin echoed the President's statements and said that the college does not want to continue to make the same mistakes. He reiterated that the problem would be fixed.

On motion of Ms. Arias, seconded by Mr. Roach, the Board of Trustees of Collin County Community College District unanimously approved the President or his designee to enter into a contract with Global Financial Services to provide a 100% file review of approximately 4,800 Title IV recipients as required by the Department of Education at a cost not to exceed \$65,000.

### **2013-3-10 Approval of Renewal of Annual Contract with Grant Thornton, LLP as Independent Auditor**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the annual contract with Grant Thornton, LLP, as the District's Independent Auditor for Fiscal Year 2012-2013 at a cost of \$89,000.00.

President Israel said that Internal Auditor June Orth had been devoting many hours to the college's financial audits each year, but is now devoting her hours to issues related to financial aid. Because of this, the independent audit will cost more than in previous years. Dr. Israel said he appreciates what Grant Thornton has brought to the institution as its independent auditors.



On motion of Mr. Hardin, seconded by Ms. Arias, the Board of Trustees of Collin County Community College District unanimously approved the annual contract with Grant Thornton, LLP, as the District's Independent Auditor for Fiscal Year 2012-2013 at a cost of \$89,000.00.

In answer to Trustee Wurzman's question, Vice President/CFO Ralph Hall said the fee is a fixed fee. Chairman Hendricks added that it is a fixed fee for the services provided; however, as a practical matter if something is found during an audit the audit firm would generally come back to the board with a plan to provide additional services.

**2013-3-11 Approval of Expenditure Reports for February 2013**

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of the Collin County Community College District approves the Expenditure Reports for February 2013.

President Israel reported on large or unusual expenditures for February 2013 including: Item 2 Student Financial Aid totaling \$6,027,073.54; Item 20 Appraisal District for \$108,036.86; Item 26 Contract Labor – Temp Agencies for \$66,010.67; Item 27 Other Contract Services totaling \$109,080.67, Item 28 Training Contract for \$193,534.96; and Item 71 Repairs Building totaling \$77,402.21. Total expenditures for February 2013 were \$12,155,859.67.

On motion of Mr. Wainwright, seconded by Mr. Hardin, the Board of Trustees of the Collin County Community College District unanimously approved the Expenditure Reports for February 2013.

**2013-3-12 Approval of Bid Report for March 2013**

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

On motion of Mr. Roach, seconded by Dr. Collins, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report for March 2013.

<b>BID #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
	<b>NEW SOLICITATIONS</b>	
3539	ANNUAL CONTRACT FOR PRINTING OF BUSINESS CARDS, LETTERHEAD, ENVELOPES, NOTEPADS AND NCR FORMS	\$70,000.00 (not to exceed)
	Business Printing Carrollton, TX	
3546	ANNUAL CONTRACT FOR ELECTRICAL CONTRACTOR SERVICES	\$165,000.00 (not to exceed)
	Today's Electric	

Carrollton, TX

## CONTRACT RENEWALS

2674	RENEWAL OF ANNUAL CONTRACT FOR HVAC REPAIR AND MAINTENANCE	\$616,500.00 (not to exceed)
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Trane Service Company  
Carrollton, TX

3435	RENEWAL OF ANNUAL CONTRACT FOR COPY PAPER, MISCELLANEOUS PAPER STOCK AND ENVELOPES	\$130,000.00 (not to exceed)
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Western-BRW Paper Company  
Dallas, TX

## INFORMATION REPORTS

Ralph Hall, Vice President of Administrative Services and Chief Financial Officer, reported the following:

### Budget Status Report as of 02/28/13

Revenues for the month ending 02/28/13 totaled \$21,055,521 and expenditures \$21,285,029. Expenditures exceeded revenues by \$229,508. Year-to-date revenues exceeded expenditures by \$51,599,938. No state appropriations were received in January or February since the state sends 10 payments during the other months of the year.

### Investment Schedule as of 02/28/13

Investments totaled \$251,050,233 for the month ending 02/28/13. Investments in TexPool yielded .09% and TexStar .10%. Benchmark of the 3-month U.S. Treasury Bill was .06% on February 1 and .11% at February 28, 2013.

### Quarterly Investment Report ending 02/28/13

Since Mr. Hall's reports on investments monthly, he did not elaborate on the quarterly investment report.

### Summary of Foundation Payments to the District 12/12 – 02/13

Mr. Hall reported payments from the Foundation to the District totaling \$73,000 for the quarter 12/12 through 02/13; year-to-date payments totaled \$81,393.

## PRESIDENT'S AND BOARD ANNOUNCEMENTS

### **President Israel announced the following:**

1. Collin College was named a Presidential Award Finalist for the 2013 President's Higher Education Community Service Honor Roll, one of only two community colleges in the nation to be named. The Presidential Award is the highest honor a college or university can receive for its exemplary commitment to volunteering, service-learning, and civic engagement. The Corporation for National and Community Service

administers the Honor Roll, which honored nearly 700 colleges and universities this year in addition to 14 Presidential Award Finalists and five winners. Dr. Israel said he appreciated the Board of Trustees, faculty, administrators, staff, students and local organizations who worked together to embrace this critical issue for our college and community.

2. Congratulations to Trustee Stacy Anne Arias whose article, "Forging an Alliance between Students and Trustees," appears in the winter 2013 edition of the national Association of Community College Trustees' publication *Trustee Quarterly*.
3. The Collin College United Nations Team has won two national awards. The first award was for Outstanding Representation in a Committee. Students Kris Phillips and Kirsten Bustamante won for their representation of the delegation from Seychelles in the Economic Commission of Africa. Collin was the only community college to win in this category. The second award was for Distinguished Delegation. Congratulations on this fantastic accomplishment to the members of Collin's United Nations Team and its great Faculty Advisor Sonia Iwanek.
4. Congratulations to Professor of Mathematics Raja Khoury who was elected as State Secretary for the Texas Community College Teachers Association. TCCTA is a 6,000-member organization comprised of professionals from every teaching discipline from all public and independent community, junior and technical colleges in Texas.
5. On February 28, Collin hosted an estimated 400 parents and students for a pre-admission partner workshop. All 10 of Collin's pre-admission partner universities were represented at the workshop that highlighted the pre-admission program and the benefits that each university partner provides to Collin students. Students and parents learned about university transfer requirements, majors, scholarship opportunities and student life at their transfer institution of choice. Thank you to Collin's university partners, Vice President/Provost Brenda Kihl, Associate Dean Sabrina Belt, Coordinator of University Partnerships Kandi Hoye-Nixon and Destination College Coordinator Brooke Ingersoll.
6. Women's Basketball Coach Jeff Allen has been announced as a finalist for the 2013 Russell Athletic/Women's Basketball Coaches Association Junior/Community College National Coach of the Year. He is one of eight finalists from across the nation. The Coach of the Year will be announced at the national conference April 5-9 in New Orleans.
7. Philip Schultz, author of this year's book-in-common *My Dyslexia*, held author presentations, book signings and a writer's workshop at CPC, PRC and SCC in early March. There was a great turnout for the book-in-common events with a total of 861 participants including, faculty, staff, students and community members. We appreciate the book-in-common faculty leads Betty Bettacchi, Delores Zumwalt, Catie Brooks, Lisa Kirby and Charlene Green and the staff of the Center for Scholarly and Civic Engagement for coordinating and hosting this year's program.

8. Lisa Huang, Allied Health Sciences Librarian at the Central Park Campus, has been awarded a Professional Development Award from the National Network of Medicine/South Central Region to attend “The Evolving Librarian Workshop: Responding to Changes in the Workplace and in Healthcare” in Tulsa, Oklahoma. This is Lisa’s second award this year. In addition, she has been appointed Chair of the Medical Library Association’s Minority Student Scholarship Jury for 2013-2014.
9. Student Thor Rushing has won the U.S. Army’s Best Warrior Competition. He credits Collin and Professors Jean-Marie Dauplaise and Dr. Kerry Byrnes for helping him reach the top with his written essay and public speaking. Thor is a fantastic student and we are very proud of his awesome accomplishment; we are proud of all of our veterans.
10. Collin’s Chief of Police Michael Gromatzky is profiled in the article “Focus on learning keeps unit expanding, officers growing professionally,” published in the March 2013 issue of *Campus Security Report*. The article focuses on how Collin’s Police Department has expanded and grown through professional development and Chief Gromatzky’s support of the contributions from his colleagues.
11. Senior Vice President Colleen Smith attended the reading of *Forces* Literary Journal at the Spring Creek Campus Conference Center on March 25. Editor R. Scott Yarbrough acknowledged the support of the Board of Trustees. This speaks well of the board in supporting a journal that looks at the richness of photography, articles, and other medium. President Israel thanked the board members for their support.
12. The 21<sup>st</sup> Annual Jazz Festival is coming to the Spring Creek Campus on April 5 and 6. Guest performers will include Denis DiBlasio, Stockton Helbing and the Texas Instruments Jazz Band. They will join Collin College jazz groups and school bands in the Festival that is open to the public. Events start on Friday, April 5, at 8 p.m. in the John Anthony Theatre, continue on Saturday, April 6 from 9 to 5 in the Black Box and John Anthony Theatres and conclude with a Festival Award Concert on Saturday night at 8 p.m. We appreciate Professor of Jazz Studies Kris Berg for his leadership of the Collin’s Jazz Festivals.

**The Board of Trustees announced the following:**

Trustee Wainwright said it was always a pleasure to see faculty awarded 3-year contracts and to see the highlights of their accomplishments. He congratulated all the faculty.

Trustee Wurzman echoed Mr. Wainwright’s comments and thanked the students from the Student Leadership Academy classes. She said it was good to have them present and see what really goes on at the college.

Trustee Hardin said he gets stoked when he comes to the board meetings. He gave his appreciation to the faculty and said he is appreciative of what they do. He asked that they keep doing good work.

Trustee Arias congratulated everyone for all the accolades the college receives. She told the faculty what they are doing on boards and committees is great and that it was wonderful to see the students in attendance at the meeting. Commenting on her article in *Trustee Quarterly*, Ms. Arias said it was her humble effort to start a snowball effect to hear from others. She said she had submitted 25 topics at the state level and that it is important to keep things moving forward.

Chairman Hendricks spoke to the Student Leadership Academy regarding the earlier presentation about technology, texts and tweets. He encouraged them to learn to sew on a button, fix a flat, or learn to do other life skills outside the world of technology. He asked them to look at the world as a wonderful place and not get so involved in the high technology world that they fail to have contact with those around them. He reminded them to be human beings.

### **ADJOURNMENT**

There being no further business, Chairman Hendricks adjourned the March 26, 2013, meeting of the Board of Trustees at 9:15 p.m.