



NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold a Work Session and its Regularly Scheduled Meeting on Tuesday, June 23, 2020, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC").

**Locations**

Collin Higher Education Center  
McKinney, Texas

Courtyard Center  
Plano, Texas

Frisco Campus

McKinney Campus

Plano Campus

Public Safety Training Center  
McKinney, Texas

Rockwall Center

Technical Campus  
Allen, Texas

Wylie Campus

**eCollin**

[www.collin.edu](http://www.collin.edu)

**Board of Trustees**

J. Robert Collins, Ph.D.,  
Chair

Andrew Hardin,  
Vice Chair

Jim Orr,  
Secretary  
Raj Menon, Ph.D.,  
Treasurer

Stacy Anne Arias  
Stacey Donald, Ph.D.  
Greg Gommel  
Fred Moses  
Jay Saad

**District President**

H. Neil Matkin, Ed.D.  
3452 Spur 399  
P.O. Box 8021  
McKinney, Texas 75070  
P | 972.758.3800  
F | 972.758.3807  
[nmatkin@collin.edu](mailto:nmatkin@collin.edu)  
[www.collin.edu](http://www.collin.edu)

An emergency and urgent public necessity exists due to the COVID-19 pandemic, making it inconsistent with guidance from the Centers for Disease Control and Prevention and Governor Abbott’s Executive Orders for members of the public to be required to congregate at the meeting location for the purpose of observing and/or participating in the meeting. Therefore, members of the public who wish to watch the Board meeting in real time via live stream may do so by clicking on the "Live Stream and Videos" tab at the following link:

[https://www.collin.edu/leadership/board\\_of\\_trustees.html](https://www.collin.edu/leadership/board_of_trustees.html).

Instructions for public comment are located at the end of this agenda.

**WORK SESSION: 5:30 p.m., Board Conference Room 135, CHEC.**

1. Certification of Notice of the June 23, 2020 Work Session

**DISCUSSION ITEMS**

1. COVID-19 Response Update - Dr. H. Neil Matkin, District President & Dr. Toni Jenkins, Senior Vice President of Campus Operations

**CONVENE REGULAR MONTHLY MEETING: 5:45 p.m., Board Room 139, CHEC.**

1. Certification of Notice of the June 23, 2020 Meeting of the Collin County Community College District Board of Trustees

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Adjournment to Board Conference Room 135, CHEC, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 et seq., to wit:**

Section 551.074 - Personnel Matters

- a. Discuss employment, duties, and/or evaluations of college personnel

Section 551.071 - Consultations with Attorney

- a. Discuss and receive legal advice regarding pending or contemplated litigation

Section 551.072 - Deliberation about Real Property

- a. Discuss on-going college campus projects

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**RECONVENE REGULAR MONTHLY MEETING: 7:00 p.m., Board Room 139, CHEC.**

Reconvene into regular session and take any action necessary as a result of the closed or executive session.

1. Pledges of Allegiance

## **PUBLIC COMMENT**

### **PRESENTATION**

1. Phase 1 and 2 Projects Update - Adrian Grimes, AECOM Program Director

### **CONSIDERATION OF CONSENT AGENDA**

*The purpose of the consent agenda is to allow the Board to identify and approve action items which require no additional information or discussion, and for which there is unanimous approval. Trustees receive agenda materials four days in advance of the meeting to prepare for the business to be conducted.*

### **Approval of June Consent Agenda Items**

2020-06-C1

Approval of the Minutes of the May 26, 2020 Regular Meeting

2020-06-C2

Presentation of the Personnel Report for June 2020

C2a. Administrative Appointments

C2b. Faculty Appointments

C2c. Staff Appointments

C2d. Promotions and Lateral Changes

C2e. Resignations and Terminations

2020-06-C3

Approval of the Private Offer to Purchase Struck-Off Property

2020-06-C4

Report Out of the Finance and Audit Committee of the Annual Review of CAK(Local) - Appropriations and Revenue Sources - Investments

2020-06-C5

Report Out of the Finance and Audit Committee and Consideration of Approval of the Authorized Broker/Dealer List

2020-06-C6

Consideration of Approval for an Interagency Cooperation Agreement with the Texas Department of Information Resources (DIR) for Participation in the DIR Shared Technology Services Program

## **CONSIDERATION OF ACTION ON AGENDA ITEMS**

2020-06-1

Report Out of the Organization, Education, and Policy Committee, First Reading of Local Board Policies

2020-06-2

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

2020-06-3

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of the Selection of an Architect for the Renovations and Additions at the Frisco Campus

2020-06-4

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of the District President, or his Designee, to Monitor Pricing Offered by Certain Retail Electric Providers and Execute an Electricity Supply Contract Deemed in the Best Interest of the District

2020-06-5

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of Change Order #2 for the Construction Manager-at-Risk Contract with McCarthy Building Companies, Inc. ("McCarthy") for the Construction of the Technical Campus

2020-06-6

Report Out of the Campus Facilities and Construction Committee for Consideration of Approval of the District President to Finalize Negotiations and Execute a Final Distributed Network Agreement for a Fully Managed In-Building Wireless Solution at the Plano Campus

2020-06-7

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of the District President to Negotiate and Execute a Contract for Consulting and Professional Services with RWB Consulting Engineers for Professional Mechanical and Electrical Engineering Services for the Design of Air Cleaning Systems at All Ten (10) Collin College Campuses and Centers

2020-06-8

Consideration of Approval of the Bid Report for June 2020

**PUBLIC COMMENTS** *(If required in accordance with HB 2840.)*

**FOLLOW UP QUESTIONS FROM BOARD MEMBERS**

1. Trustee Saad requested copies of the racial profiling reports of nearby cities

**INFORMATION REPORTS**

Exercise of Grant of Authority by District President

Human Resources Update

Collin Central Appraisal District 2020 Certified Estimate of Taxable Value

Collin Central Appraisal District 2020 Planning Calendar

Statement of Net Position as of May 31, 2020

Summaries of Current Funds, Revenues, & Expenses as of May 31, 2020

Monthly Investment Report as of May 31, 2020

Quarterly Investment Report as of May 31, 2020

Quarterly Grant Budget Amendments as of May 31, 2020

Quarterly Purchasing Report as of May 31, 2020

AECOM Capital Improvement Program as of May 31, 2020

AECOM Monthly Report as of May 31, 2020

**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; and Upcoming Events.

**ANNOUNCEMENTS/ADJOURNMENT**

*Dr. J. Robert Collins  
Chairman, Board of Trustees*

**MEMBERS OF THE PUBLIC** who wish to address the Board regarding an item on this agenda must comply with the following registration procedures:

**1. Registration for public comments will occur between 5:00 p.m. and 6:00 p.m. on June 23, 2020.**

**2. Email your comment card to [boardcomments@collin.edu](mailto:boardcomments@collin.edu) between 5:00 p.m. and 6:00 p.m. on June 23, 2020. Emails received during that window will receive an email with further instructions for addressing the Board.**

**3. Comment cards must include the following information:**

**Name;**

**Organization You Are Representing, if applicable;**

**Whether or Not Your Comment Is Related to an Agenda Item;**

**If Your Comment is Related to an Agenda Item, Please Identify Which Agenda Item;**

**If you are a person who is deaf or hearing impaired, please make note of that in your email.**

**Note: Comments submitted by persons who are deaf or hearing impaired will be read by a staff member. BRAILLE IS NOT AVAILABLE.**

**4. Comment cards received later than 6:00 p.m. will not be accepted.**

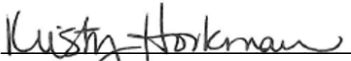
**5. Comment cards are not transferable to other speakers.**

**6. Comments addressing agenda items will be heard at the beginning of the meeting, in order of the corresponding agenda item, for the allotted thirty minutes or until all agenda-related comments have been heard.**

**7. If time remains within the allotted thirty minutes, comments addressing non-agenda items will be heard. All comments related to non-agenda items that are not heard during the allotted thirty minutes will be heard at the end of the Regular Board Meeting.**

**8. Speakers who submit public comment cards will have up to three minutes to address the Board. No comment shall exceed three minutes, unless a translator is required, in which case up to six minutes can be used.**

**9. The Board encourages, but does not require, delegations of more than five individuals to appoint one person to present the delegation's views before the Board.**

  
For the Board of Trustees

## CONSENT AGENDA ITEMS TO BE CONSIDERED

2020-06-C1	Approval of the Minutes of the May 26, 2020 Regular Meeting	pg. 7
2020-06-C2	Presentation of the Personnel Report for June 2020	pg. 12
2020-06-C3	Approval of the Private Offer to Purchase Struck-Off Property	pg. 66
2020-06-C4	Report Out of the Finance and Audit Committee of the Annual Review of CAK(Local) – Appropriations and Revenue Sources – Investments	pg. 77
2020-06-C5	Report Out of the Finance and Audit Committee and Consideration of Approval of the Authorized Broker/Dealer List	pg. 87
2020-06-C6	Consideration of Approval for an Interagency Cooperation Agreement with the Texas Department of Information Resources (DIR) for Participation in the DIR Shared Technology Services Program	pg. 89

June 23, 2020

**SUBJECT:**

Approval of the Minutes of the May 26, 2020 Regular Meeting

**RECOMMENDATION:**

The District President recommends approval of the minutes of the May 26, 2020 Regular Meeting.

**RESOURCE PERSONNEL:**

Kristy Horkman, Executive Assistant to the District President/Secretary to the Board

**ATTACHMENTS:**

A) Minutes of the May 26, 2020 Regular Meeting

Respectfully Submitted By:

A handwritten signature in cursive script that reads "Kristy Horkman".

Kristy Horkman, Executive Assistant to the District President/Secretary to the Board

**Minutes of Regular Meeting  
May 26, 2020**

**The Board of Trustees  
Collin County Community College**

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The Collin County Community College District (“Collin College,” “Collin,” or “District”) conducted a Work Session and its Regular Monthly Board of Trustees meeting on Tuesday, May 26, 2020, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 (“CHEC”), with Chairman Dr. Robert Collins presiding. Trustees attending in-person were Dr. Robert Collins, Mr. Jim Orr, Mr. Greg Gomel, Dr. Raj Menon, Mr. Jay Saad, and Mr. Fred Moses. Ms. Stacy Arias and Dr. Stacey Donald attended the Regular Monthly Board of Trustees meeting via Zoom. Mr. Andy Hardin was absent.

**WORK SESSION**

Chairman Collins called the Work Session to order at 5:30 p.m. in Board Conference Room 135 at CHEC. Kristy Horkman, Executive Assistant to the District President/Secretary to the Board of Trustees, certified that the meeting was posted according to Article 551.001 of the Texas Government Code.

**DISCUSSION ITEMS**

1. Racial Profiling Report - Neil Matkin, District President

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Chairman Collins adjourned the meeting to Board Conference Room 135 for Closed or Executive Session pursuant to the Texas Government Code Section 551.001 at 5:30 p.m.**

Section 551.074 Personnel Matters

- a. Discuss employment, duties, evaluations, or assessment of college personnel and administrative reporting requirements
- b. Discuss evaluation of District President

Section 551.071 Consultations with Attorney

- a. Discuss and receive legal advice regarding pending or contemplated litigation

Section 551.072 Deliberation about Real Property

- a. Discuss on-going college campus projects

Only Trustees attending in-person were in Executive Session. No formal action was taken.

**ADJOURNMENT OF CLOSED OR EXECUTIVE SESSION**

Chairman Collins adjourned the May 26, 2020, Closed or Executive Session of the Board of Trustees of Collin County Community College District at 7:15 p.m.

**RECONVENE, 7:23 p.m., Board Room 139**

1. Kristy Horkman, Executive Assistant to the District President/Secretary to the Board of Trustees, certified that the meeting was posted according to Article 551.001 of the Texas Government Code.
2. Pledges of Allegiance

## **PUBLIC COMMENT**

There were no public comments.

### **Approval of May Consent Agenda Items**

On motion of Trustee Orr, and second of Trustee Menon, the Board of Trustees of Collin County Community College District unanimously approved the May Consent Agenda Items.

### **2020-05-C1 Approval of the Minutes of the April 28, 2020 Regular Meeting**

By action stated above, the Board of Trustees of Collin County Community College District approved the minutes of the April 28, 2020 Regular Meeting.

### **2020-05-C2 Approval of Personnel Report for May 2020**

By action stated above, the Board of Trustees of Collin County Community College District approved the Personnel Report for May 2020 which included two administrative appointments, thirty-two faculty appointments, one staff appointment, and twelve resignations/terminations.

### **2020-05-C3 Approval of the Private Offer to Purchase Struck-off Property**

By action stated above, the Board of Trustees of Collin County Community College District approved the Private Offer to Purchase Struck-off Property.

### **2020-05-C4 Approval to Not Participate in the State Employee Charitable Contribution Program**

By action stated above, the Board of Trustees of Collin County Community College District approved to not participate in the State Employee Charitable Contribution Program.

## **CONSIDERATION OF ACTION ON AGENDA ITEMS**

### **2020-05-1 Report Out of the Organization, Education, and Policy Committee, First Reading of Local Board Policies**

Discussion: Trustee Orr, Chair of the Organization, Education, and Policy Committee, brought forth a first reading of local board policies. This being a first reading of local board policies, no action was required.

### **2020-05-2 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval to Proceed with Modifications to Master Plan Phase 3 and 4**

Discussion: Trustee Gomel, Member of the Campus Facilities and Construction Committee, brought forth, in the form of a motion and second, the Committee's consideration of approval to proceed with modifications to Master Plan Phase 3 and 4.

The motion was unanimously approved by the Board of Trustees of Collin County Community College District as presented.

**2020-05-3 Report out of the Finance and Audit Committee and Consideration for Approval of Authorization to Conduct a Request For Qualifications (RFQ) Solicitation Process and Execute an Engagement Letter with a Firm of Independent Certified Public Accountants to Serve as the External Audit Firm for the College for a Three-Year Period Commencing in 2020**

Discussion: Trustee Moses, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee’s consideration of approval for authorization to conduct a Request For Qualifications (RFQ) solicitation process and execute an engagement letter with a firm of independent certified public accountants to serve as the external audit firm for the College for a three-year period commencing in 2020.

The motion was unanimously approved by the Board of Trustees of Collin County Community College District as presented.

**2020-05-4 Consideration of Approval of a Board Resolution Expressing Heartfelt Appreciation and Gratitude for Governor Greg Abbott, Lt. Governor Dan Patrick, Speaker of the House Dennis Bonnen, and Local Legislators Serving the Collin College Service District for their Stalwart Leadership and Lasting Support of Texas Community Colleges, the Community College Mission, and Collin College Specifically During Both Normal and Challenging Times**

On motion by Trustee Moses, and second of Trustee Menon, the Board of Trustees of Collin County Community College District unanimously approved a Board Resolution expressing heartfelt appreciation and gratitude for Governor Greg Abbott, Lt. Governor Dan Patrick, Speaker of the House Dennis Bonnen, and local legislators serving the Collin College service district for their stalwart leadership and lasting support of Texas community colleges, the community college mission, and Collin College specifically during both normal and challenging times.

**2020-05-5 Consideration of Approval of the Bid Report for May 2020**

Discussion: Dr. H. Neil Matkin, District President, discussed the Bid Report for May 2020, which included three new solicitations and two contract revisions.

**I. NEW SOLICITATIONS**

Purchase Request #1		
Purchase of Cisco Networking Academy	\$	110,000
Purchase Request #2		
Purchase of Custodial Services for Technical Campus		2,201,280
Purchase Request #3		
Purchase of Forklifts		148,992
<b>TOTAL OF NEW SOLICITATIONS</b>	\$	<b>2,460,272</b>

**II. CONTRACT REVISIONS**

Purchase Request #4		
Purchase of Technology Products	\$	100,000

Purchase Request #5		
Purchase of Surveillance, Security, Monitoring Equip.		250,000
<b>TOTAL OF CONTRACT REVISIONS</b>		<u>350,000</u>
<b>GRAND TOTAL</b>	\$	<u>2,810,272</u>

On motion by Trustee Menon, and second of Trustee Gomel, the Board of Trustees of Collin County Community College District unanimously approved the Bid Report.

**INFORMATION REPORTS**

- Exercise of Grant of Authority by District President
- Statement of Net Position as of April 30, 2020
- Summaries of Current Funds, Revenues, & Expenses as of April 30, 2020
- Monthly Investment Report as of April 30, 2020
- AECOM Monthly Report as of April 2020

**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; and Upcoming Events.

**ADJOURNMENT**

Chairman Collins adjourned the May 26, 2020 meeting of the Board of Trustees of Collin County Community College District at 7:53 p.m.

June 23, 2020

**SUBJECT:**

Presentation of Personnel Report for June 2020

**RECOMMENDATION:**

The District President has approved the following Personnel Actions for June 2020

- 2 Administrative Appointments
- 15 Faculty Appointments
- 22 Staff Appointments
  - 9 Promotions and Lateral Changes
  - 8 Resignations and Terminations

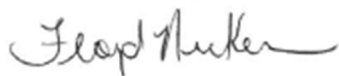
**RESOURCE PERSONNEL:**

Floyd Nickerson, Chief Human Resources Officer

**ATTACHMENTS:**

- A) Administrative Appointments
- B) Faculty Appointments
- C) Staff Appointments
- D) Promotions and Lateral Changes
- E) Resignations and Terminations

Respectfully Submitted By:



Floyd Nickerson  
Chief Human Resources Officer

**Collin County Community College District Board of Trustees**

Personnel Report: Administrative Appointments

The following are Administrative Appointments for June 2020.

<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>	<b><u>SALARY</u></b>
Chris Eyle	Vice President, Facilities and Construction	07/15/20	Facilities Administration	Replacement Jason Parry	\$162,000
Steve Matthews	Vice President, External Relations	06/01/20	Public Relations	New Position	\$180,000

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Chris Eyle  
**ADDRESS:** Aurora, CO  
**POSITION:** Vice President, Facilities and Construction  
**DEPARTMENT:** Facilities Administration, CHEC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
United States Air Force	06/18 – 06/20	Base Civil Engineer, Buckley Air Force Base
United States Air Force	05/16 – 06/18	Base Civil Engineer, Mountain Home Air Force Base
Secretariat of the Air Force	06/14 – 05/16	Legislative Liaison for Military Construction and Installations
United States Air Force	07/13 – 06/14	Military Construction Program Manager
United States Air Force	05/09 – 05/12	Director, Engineering Operations

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Naval War College	2013	M.A., Strategy and National Security Studies
Troy University	2008	M.S., International Relations
University of Arizona	1999	B.S., Civil Engineering

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Steve Matthews  
**ADDRESS:** Richardson, TX  
**POSITION:** Vice President, External Relations  
**DEPARTMENT:** Public Relations, CHEC

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Atmos Energy	10/90 – 02/19	Director, Governmental and Public Relations
Office of the Governor (Texas)	06/88 – 10/90	Director, Citizens Assistant

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2021	M.S., Leadership and Organizational Development
Southern Methodist University	1988	B.A., Political Science
Southern Methodist University	2004	Graduate Certificate in Negotiation and Dispute Resolution

**Collin County Community College District Board of Trustees**

Personnel Report: Faculty Appointments

The following are Faculty Appointments for June 2020.

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
Daniel Betti	Professor, Political Science	08/11/20	Academic Affairs	Replacement Tiffany Cartwright	\$61,847
Greg Carter	Professor, Supply Chain Management	08/11/20	Academic Affairs/ Workforce	Replacement John Zimmerman	\$53,550
Monica Cubberly	Professor, History	08/11/20	Academic Affairs	Replacement Joe Jaynes	\$53,550
Jennifer Davis	Professor, Health Professions (CNA)	08/11/20	Academic Affairs/ Workforce	New position	\$53,168
Bishnu Dhakal	Professor, Chemistry	08/11/20	Academic Affairs	New position	\$62,895
Matthew Hamilton	Professor, History	08/11/20	Academic Affairs	Replacement Frank Mayhew	\$62,895
Susmita Jyotishmati	Professor, Physics	08/11/20	Academic Affairs	Replacement Julia Wickett	\$61,098
Claire Landes	Professor, English	08/11/20	Academic Affairs	Replacement Ann Champion	\$56,313
Joyce Martinez-Gonzalez	Professor, Hospitality	08/11/20	Academic Affairs/ Workforce	New position	\$53,550
Robert Morphew	Professor, Networking	08/11/20	Academic Affairs/ Workforce	Replacement Cope Crisson	\$53,423
Lori Spors	Professor, Health Professions (CNA)	08/11/20	Academic Affairs/ Workforce	New position	\$53,550
Kevin Suber	Professor, Banking and Finance	08/11/20	Academic Affairs/ Workforce	New position	\$62,895
Divya Swaminathan	Professor, Biology	08/11/20	Academic Affairs	Replacement Mervat Karout	\$61,098
Hollie Teague	Professor, History	08/11/20	Academic Affairs	Replacement Krystal Humphries	\$57,003
Robert Whitaker	Professor, History	08/11/20	Academic Affairs	Replacement Melody Miyamoto-Walters	\$62,296

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Daniel Betti  
**ADDRESS:** Cypress, TX  
**POSITION:** Professor, Political Science  
**DEPARTMENT:** Academic Affairs, McKinney Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Morehead State University	08/18 – 05/19	Visiting Assistant Professor
Gannon University	08/17 – 05/18	Visiting Assistant Professor
Texas A&M University, Kingsville	08/16 – 05/17	Instructor
Blinn College	08/15 – 12/15	Adjunct Professor
Crowder College	01/15 – 05/15	Adjunct Instructor
Pittsburg State University	09/12 – 05/14	Full-time Instructor
Oklahoma Panhandle State University	09/11 – 05/12	Full-time Instructor
Wittenberg University	08/10 – 07/11	Visiting Assistant Professor

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas A&M University	2010	Ph.D., Political Science
Mary Washington College	2002	B.A., Political Science

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Greg Carter  
**ADDRESS:** Frisco, TX  
**POSITION:** Professor, Supply Chain Management  
**DEPARTMENT:** Academic Affairs/Workforce, Frisco Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	01/12 – 05/20	Adjunct Professor, Management/Marketing
Dallas Baptist University	01/11 – 05/20	Adjunct Professor, Management/Marketing
T3 Broadband	09/19 – 01/20	Director of Product Management
Soprano Design	05/16 – 07/19	Director of Business Development
AT&T	08/13 – 01/16	Product Manager
AudioCodes	06/12 – 05/13	Product Sales Manager

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of Texas at Dallas	1993	M.I.B., International Business
Texas State University	1990	B.B.A., Marketing

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Monica Cubberly  
**ADDRESS:** The Colony, TX  
**POSITION:** Professor, History  
**DEPARTMENT:** Academic Affairs, McKinney Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/19 – 05/20	Professor, History (Temporary)
Collin College	08/07 – 08/19	Adjunct Professor, History
Lewisville ISD	08/07 – 08/19	Educator

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at San Antonio	1994	M.A., History
University of Texas at San Antonio	1989	B.A., History

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Jennifer Davis  
**ADDRESS:** Celina, TX  
**POSITION:** Professor, Health Professions (CNA)  
**DEPARTMENT:** Academic Affairs/Workforce, McKinney Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	07/18 – 06/20	Adjunct Professor, Health Professions
Jordan Health Services	03/18 – 06/20	Clinical Team Manager
Aviator Home Health	04/17 – 01/18	Director of Nursing
Accel	08/16 – 01/17	RN Transitional Advocate
Accentra Home Healthcare	03/14 – 05/16	Registered Nurse
SSM Health Care	05/15 – 04/16	Intake Coordinator
Integrus Baptist Medical Center	05/11 – 02/14	Staff Registered Nurse

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of Oklahoma	2013	B.S., Nursing
State of Texas Board of Nursing	2016	Registered Nurse

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Bishnu Dhakal  
**ADDRESS:** Hot Springs, AR  
**POSITION:** Professor, Chemistry  
**DEPARTMENT:** Academic Affairs, Wylie Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
National Park College	08/15 – 05/20	Professor, Chemistry
New Mexico State University	08/09 – 05/14	Graduate Teaching Assistant

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
New Mexico State University	2006	Ph.D., Organic Chemistry
New Mexico State University	2012	M.S., Chemistry
Tribhuvan University	2006	M.S., Chemistry
Tribhuvan University	2003	B.S., Chemistry

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Matthew Hamilton  
**ADDRESS:** McKinney, TX  
**POSITION:** Professor, History  
**DEPARTMENT:** Academic Affairs, McKinney Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Grayson County College	01/13 – 05/20	Program Leader and Professor, History
Collin College	01/12 – 01/13	Adjunct Professor, History
Tarrant County College	01/11 – 01/13	Adjunct Instructor, History
Texas State Historical Association	01/10 – 01/13	Research Assistant
University of North Texas	01/10 – 01/13	Teaching Fellow
University of North Texas	01/07 – 01/13	Teaching Assistant

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of North Texas	2017	Ph.D., History
University of North Texas	2009	M.A., American History
University of North Texas	2005	B.A., American History

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Susmita Jyotishmati  
**ADDRESS:** Frisco, TX  
**POSITION:** Professor, Physics  
**DEPARTMENT:** Academic Affairs, McKinney Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	09/17 – 05/20	Adjunct Professor, Physics
Collin College	01/19 – 05/19	Professor, Physics (Temporary)
University of Texas at Dallas	01/13 – 05/17	Teaching Assistant
University of Texas at Dallas	05/12 – 01/13	Research Assistant

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2017	Ph.D., Physics
University of Texas at Dallas	2008	M.S., Physics
Patna University	2003	M.S., Physics
Patna University	1999	B.S., Physics

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Claire Landes  
**ADDRESS:** Dallas, TX  
**POSITION:** Professor, English  
**DEPARTMENT:** Academic Affairs, Frisco Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Texas Christian University	05/19 – 05/20	Graduate Assistant Advisor, English
Texas Christian University	08/18 – 04/19	Doctoral Lecturer, English
El Centro College	08/17 – 05/18	Adjunct Professor, English
Texas Christian University	08/15 – 05/17	Graduate Instructor, English
Mathmobile Tutorials	08/14 – 05/16	English Tutor
Butler Community College	01/14 – 05/14	Adjunct Professor, English

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Wichita State University	2013	M.A., English
Baylor University	2009	B.A., Professional Writing

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Joyce Martinez-Gonzalez  
**ADDRESS:** McKinney, TX  
**POSITION:** Professor, Hospitality  
**DEPARTMENT:** Academic Affairs/Workforce, Frisco Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
intodbox	06/17 – 05/20	Hospitality Consultant, Part-time
Collin College	01/15 – 05/20	Adjunct Professor, Hospitality
Meet Puerto Rico	11/13 – 05/17	Vice President, Business Development and Sales
University of Puerto Rico	01/10 – 05/13	Adjunct Professor, Marketing

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
George Mason University	1999	M.I.B., International Business/Commerce
George Mason University	1994	B.A., International Studies

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Robert Morphey  
**ADDRESS:** Dallas, TX  
**POSITION:** Professor, Networking  
**DEPARTMENT:** Academic Affairs/Workforce, Frisco Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
My Computer Career	06/18 – 05/20	Technical Instructor
Texas Woman's University	09/12 – 12/19	Adjunct Professor, Networking
Collin College	09/18 – 12/18	Adjunct Professor, Networking
Remington College	06/13 – 02/18	Network Instructor
ITT Technical Institute	08/11 – 06/13	Network Instructor

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Dallas Baptist University	2007	M.B.A., Information Systems
Dallas Baptist University	2001	B.A.A.S., Computer Science/Management

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Lori Spors  
**ADDRESS:** Wylie, TX  
**POSITION:** Professor, Health Professions (CNA)  
**DEPARTMENT:** Academic Affairs/Workforce, McKinney Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Pediatric Offices of Willow Bend	10/19 – 06/20	Family Nurse Practitioner
Community Health Clinic	10/19 – 06/20	Family Nurse Practitioner
Lovejoy ISD	06/17 – 06/20	Registered Nurse, Clinic Nurse Substitute
Lovejoy ISD	10/15 – 05/17	Health Sciences Teacher
Humana at Home	10/14 – 09/15	Registered Nurse, Case Manager
Enlivant	11/13 – 05/14	Registered Nurse, Director of Patient Care
Visiting Nurses Association	03/13 – 08/13	Hospice Registered Nurse Case Manager
United Health Group - UMR	06/08 – 02/13	Registered Nurse Medical Case Manager

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Arlington	2019	M.S.N., Family Nurse Practitioner
University of Texas at Arlington	1988	B.S., Nursing
Texas Board of Nursing	2019	Family Nurse Practitioner License
Texas Board of Nursing	1986	Registered Nurse

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Kevin Suber  
**ADDRESS:** Oak Park, CA  
**POSITION:** Professor, Banking and Finance  
**DEPARTMENT:** Academic Affairs/Workforce, Frisco Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
PKS Consulting and Coaching	01/11 – 06/20	Finance, Management & Business Consultant
California State University	01/08 – 05/20	Adjunct Professor, Finance and Management
Los Angeles Valley College	01/08 – 05/20	Adjunct Professor, Finance and Management
California Lutheran University	01/08 – 05/20	Adjunct Professor, Finance and Management
Chapman University System	01/08 – 05/20	Adjunct Professor, Finance and Management
University of Phoenix	01/08 – 05/20	Adjunct Professor, Finance and Management
Pierce College	01/08 – 05/20	Adjunct Professor, Finance and Management
International American University	01/08 – 05/20	Adjunct Professor, Finance and Management
Conejo Valley Adult School	01/08 – 05/20	Adjunct Professor, Finance and Management

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Northcentral University	2018	Ph.D., Business Administration/ Financial Management
Trinity College of the Bible and Theological Seminary	2017	M.A., Management and Leadership
California Lutheran University	2008	M.B.A., Financial Planning

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Divya Swaminathan  
**ADDRESS:** Frisco, TX  
**POSITION:** Professor, Biology  
**DEPARTMENT:** Academic Affairs, McKinney Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/17 – 05/20	Lab Instructor
Collin College	01/14 – 05/20	Adjunct Professor, Microbiology
Collin College	01/14 – 01/15	Lecture and Lab Instructor
Tagore Medical College and Hospital	08/11 – 05/12	Assistant Professor, Microbiology

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
LM Postgraduate Institute of Basic Medical Sciences	2003	Ph.D., Medical Science (Microbiology)
Stanley Medical College and Hospital	1998	B.S., Medicine and Surgery

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Hollie Teague  
**ADDRESS:** Denton, TX  
**POSITION:** Professor, History  
**DEPARTMENT:** Academic Affairs, McKinney Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
The Hockaday School	08/18 – 05/20	Upper School Teacher, History
Timber Creek High School	08/16 – 06/18	Dual Credit Instructor, History/Social Studies/Government
Sanger High School	08/05 – 06/16	Dual Credit Instructor/Teacher/Head of Social Studies Department
North Central Texas College	01/14 – 05/14	Adjunct Professor, History/Humanities/Philosophy

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas Woman's University	2013	M.A., History
California Baptist University	2003	B.A., History
Crafton Hills College	2000	A.A., History
University of Redlands	2005	Teaching Certification

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Robert Whitaker  
**ADDRESS:** Little Elm, TX  
**POSITION:** Professor, History  
**DEPARTMENT:** Academic Affairs, McKinney Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Louisiana Tech University	09/15 – 06/20	Assistant Professor, History
Tarrant County College	07/13 – 08/15	Adjunct Professor, History
University of Texas at Austin	08/07 – 07/13	Teaching Assistant, History

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Austin	2014	Ph.D., History
University of Texas at Austin	2009	M.A., History
University of Texas at Austin	2005	B.A., History

**Collin County Community College District Board of Trustees**

Personnel Report: Staff Appointments

The following are Staff Appointments for June 2020.

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
Carlos Contreras	Program Career Coach Workforce	06/29/20	Workforce	New position	\$58,339
Kellie Cowan	Administrative Assistant	06/15/20	Library Services	New position	\$39,119
Francesca Durant	Administrative Assistant/ Records Clerk	06/22/20	Police	New position	\$37,397
Michael Evans	Veterans Services Specialist	06/22/20	Financial Aid	Replacement Lynnette Diego	\$37,459
Richard Feemster	Collin Police Officer	06/22/20	Police	New position	\$55,969
Pete Hernandez III	Facility Operations Assistant	06/15/20	Physical Plant Support Services	Replacement Gregory Merritt	\$33,128
Holly Holloway	Administrative Assistant	06/01/20	Academic Affairs/ Workforce	New position	\$35,167
Joey King	Veterans Services Advisor	06/22/20	Financial Aid	Replacement Jaqueline Grayczyk	\$49,379
Tanja Kmecko	Lab Instructor, Chemistry	06/22/20	Chemistry	New position	\$52,562
Susan Lewis	Financial Aid/VA Specialist	06/22/20	Financial Aid	Replacement Susan Karlsen	\$37,740
Emily Loudon	Assistant Director, Student Engagement	07/27/20	Student and Enrollment Services	New position	\$57,037
Kasey McKee	District College and Career Counselor	07/13/20	Admissions and Advising	New position	\$53,982
Erika McInay	Coordinator, Music and Art Lab	06/22/20	Fine Arts	New position	\$43,315
Martha Pattie	Testing Center Assistant	08/03/20	Testing and Assessment	New position	\$29,671
Whusheane Perry	District College and Career Counselor	07/13/20	Admissions and Advising	New position	\$54,219
Anagha Phalsalkar	Lab Instructor, Biology	06/22/20	Biology	New position	\$52,088
Yasaman Rogers	Financial Aid/VA Specialist	06/22/20	Financial Aid	Replacement April Rice	\$37,226
Rebecka Scott	Manager, Writing Center	06/22/20	Writing Center	Replacement Joani Reese	\$55,734
Anthony Smith	Financial Aid/VA Specialist	06/22/20	Financial Aid	Replacement Susan Coker	\$35,167
Zahra Soleimani	Administrative Assistant/ Records Clerk	06/22/20	Police	New position	\$36,882
Tracy Warning	Reference Librarian	06/22/20	Library	Replacement Nichole Boone	\$57,037
Sean Whitt	Collin Police Officer	06/22/20	Police	New position	\$48,668

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Carlos Contreras  
**ADDRESS:** Plano, TX  
**POSITION:** Program Career Coach, Workforce  
**DEPARTMENT:** Workforce, Technical Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
The University of Texas at Dallas	11/18 – 03/20	Career Consultant
The University of Texas at Dallas	08/17 – 10/18	Employer Relations Coordinator
Workforce Solutions Greater Dallas	08/15 – 07/17	Talent Development and Retention Specialist
Workforce Alliance of South-Central Kansas	10/14 – 07/15	Workforce Professional
Workforce Professional	01/11 – 09/14	Market Manager
Urban League of Kansas	06/10 – 05/11	Middle School Coordinator
Hope Street Youth Development	08/08 – 05/10	Youth and Community Organizer

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Friends University	2011	B.S., Organizational Management and Leadership

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Kellie Cowan  
**ADDRESS:** Wylie, TX  
**POSITION:** Administrative Assistant  
**DEPARTMENT:** Library Services, Wylie Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Lake County Tribal Health Consortium	03/18 – 08/19	Accounting/Payroll Clerk
Zara Environmental LLC	05/07 – 03/17	Office Manager/Bookkeeper

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Stephen F. Austin University	1988	B.S., Social Work

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Francesca Durant  
**ADDRESS:** McKinney, TX  
**POSITION:** Administrative Assistant/Records Clerk  
**DEPARTMENT:** Police, Plano Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Allen ISD	07/17 – 05/20	Assistant Scheduler
McKinney ISD	04/13 – 08/16	Office Assistant/Crisis Aid
Collin College	01/13 – 05/14	Office Assistant/Testing Clerk
InTouch Credit Union	07/11 – 07/12	Personal Financial Advisor
Dollar Tree	09/08 – 10/10	Assistant Operations Manager

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Southern New Hampshire University	2015	B.A., General Studies

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Michael Evans  
**ADDRESS:** Providence Village, TX  
**POSITION:** Veterans Services Specialist  
**DEPARTMENT:** Financial Aid, Frisco Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
GardaWorld Federal Services Lab Support	01/17 – 09/19 10/12 – 10/13	Administration Logistics Supply Quality Control and Assurance

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2012	B.S., Neuroscience

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Richard Feemster  
**ADDRESS:** Richardson, TX  
**POSITION:** Collin Police Officer  
**DEPARTMENT:** Police, Plano

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
City of Murphy	10/98 – 06/20	Police Officer

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Fort Worth Police Academy	1995	TCOLE

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Pete Hernandez III  
**ADDRESS:** McKinney, TX  
**POSITION:** Facility Operations Assistant  
**DEPARTMENT:** Physical Plant Support Services, CHEC

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Mary Kay Inc.	04/02 – 09/19	Facilities Technician

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
VGA Training	2004	EPA Type Universal Certification

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Holly Holloway  
**ADDRESS:** Wylie, TX  
**POSITION:** Administrative Assistant  
**DEPARTMENT:** Academic Affairs/Workforce, Wylie Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
RBK Bank, SSB	09/18 – 07/19	Account and Sales Analyst
Bay Mark Health Services	04/17 – 08/18	Digital Marketing Coordinator

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas	2015	B.A., Digital Retailing, Marketing, and Technical Communications

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Joey King  
**ADDRESS:** Arlington, TX  
**POSITION:** Veterans Services Advisor  
**DEPARTMENT:** Financial Aid, Plano Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
El Centro College	11/17 – 06/20	Veteran Affairs Coordinator
Lone Star College	12/16 – 11/17	College Connections Advisor
Lone Star College	01/15 – 07/17	Staff Assistant II, Admissions and Outreach
The College of Healthcare Professionals	01/14 – 07/14	Admissions Advisor
The Art Institute of New York	08/08 – 04/11	Administrative Assistant, Admissions Office

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Metropolitan College of New York	2013	B.A., American Urban Studies

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Tanja Kmecko  
**ADDRESS:** Frisco, Texas  
**POSITION:** Lab Instructor, Chemistry  
**DEPARTMENT:** Chemistry, Wylie Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	06/18 – 05/20	Adjunct Professor, Chemistry
Collin College	08/17 – 05/18	Professor, Chemistry (Temporary)
Collin College	01/15 – 07/17	Adjunct Professor, Chemistry
Smart Nano Materials	01/11 – 07/14	Market Analyst
Lynntech Inc Technology Transfer Office	09/07 – 12/10	Research Chemist

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Southern Methodist University	2003	M.S., Chemistry

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Susan Lewis  
**ADDRESS:** Aubrey, TX  
**POSITION:** Financial Aid/VA Specialist  
**DEPARTMENT:** Financial Aid, Frisco Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
University of Texas at Dallas	07/18 – 05/20	Loan Coordinator
Arizona State University	04/15 – 06/18	Financial Aid Counselor
North Lake College	07/14 – 03/15	Financial Aid Advisor
Dallas County Community College District	01/14 – 06/14	Financial Aid Information Call Center Agent
University of North Texas	08/12 – 12/13	Administrative Specialist III
El Centro College	03/10 – 02/11	Financial Aid Assistant I

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
North Lake College	2015	A.A., General Education

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Emily Loudon  
**ADDRESS:** Salem, OH  
**POSITION:** Assistant Director, Student Engagement  
**DEPARTMENT:** Student and Enrollment Services, Wylie Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Urbana University	06/18 – 03/19	Director, Student Life
King University	08/12 – 05/18	Director, Student Life
King University	07/09 – 07/12	Director, Campus Life

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Akron	2009	M.A., Higher Education
University of Mount Union	2003	B.S., Exercise Science

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Kasey McKee  
**ADDRESS:** Richardson, TX  
**POSITION:** District College and Career Counselor  
**DEPARTMENT:** Admissions and Advising, Wylie Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Year Up Dallas	01/16 – 09/19	Associate Director of Programs, Program Manager
University of Houston	01/14 – 01/15	Academic Advisor III
Rice University	01/11 – 12/13	Clinical Counselor
Davis High School	01/06 – 12/10	School Social Worker: Site Coordinator, Case Manager and Graduate Level Intern

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of Houston	2007	M.S.W., Social Work
University of Texas at Dallas	2004	B.A., Interdisciplinary Studies

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Erika McInay  
**ADDRESS:** Dallas, TX  
**POSITION:** Coordinator, Music and Art Lab  
**DEPARTMENT:** Fine Arts, Wylie Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/20 – 05/20	Adjunct Faculty, Art
PGA Tour Superstore	07/16 – 01/19	Soft Goods Clothing and Shoes Supervisor
Collin College	01/16 – 06/16	Adjunct Professor, Art
Texas A&M	08/14 – 12/15	Fine Art Building Operations Supervisor
Texas A&M	08/12 – 05/14	Instructor of Record
Texas A&M	08/11 – 07/12	Graduate Gallery Assistant

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas A&M University	2014	M.F.A., Sculpture
Northern Illinois University	2010	B.F.A., Sculpture

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Martha Pattie  
**ADDRESS:** Houston, TX  
**POSITION:** Testing Center Assistant  
**DEPARTMENT:** Testing and Assessment, Wylie Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Lone Star College	01/16 – 05/20	Proctor
Texas A&M Engineering Extension Service	01/09 – 05/20	Adjunct Proctor

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas A&M University	1986	M.S., Physical Education
Angelo State University	1983	B.S., Biology

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Whusheane Perry  
**ADDRESS:** Dallas, TX  
**POSITION:** District College and Career Counselor  
**DEPARTMENT:** Admissions and Advising, Wylie Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Dallas ISD	02/19 – 02/20	Early College High School Coordinator
Lancaster ISD	08/13 – 07/17	College, Career and Military Readiness
Dallas Community College	07/14 – 08/15	Program Development Specialist
Arizona State University	07/02 – 12/11	Community Director
Southern Illinois University at Carbondale	08/09 – 06/10	Graduate Assistantship

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas at Dallas	2015	M.Ed., Curriculum and Instruction
Southern Illinois University at Carbondale	2010	M.S., Higher Education
Prairie View A&M	2007	B.S., Criminal Justice

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Anagha Phansalkar  
**ADDRESS:** Murphy, TX  
**POSITION:** Lab Instructor, Biology  
**DEPARTMENT:** Biology, Wylie Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/19 – 05/20	Adjunct Professor, Biology
Collin College	08/16 – 08/19	Professor, Biology
Collin College	01/06 – 07/16	Adjunct Professor, Biology

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Arlington	1998	M.S., Biomedical Engineering

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Yasaman Rogers  
**ADDRESS:** Groton, CT  
**POSITION:** Financial Aid/VA Specialist  
**DEPARTMENT:** Financial Aid, Plano Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Goodwin University	07/16 – 06/20	Financial Aid Counselor
Collin College	07/14 – 05/16	Financial Aid Call Center Specialist
Temps of McKinney	06/12 – 06/14	Financial Aid Call Center Specialist
Collin College	11/09 – 07/11	Student Assistant, Financial Aid

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of North Texas	2015	B.A.A.S., General Studies
Collin College	2011	A.A.S., General Studies

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Rebecka Scott  
**ADDRESS:** Abilene, TX  
**POSITION:** Manager, Writing Center  
**DEPARTMENT:** Writing Center, Plano Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Abilene Christian University	05/17 – 06/20	Managing Editor, ACE PRESS and Leafwood Publishers
Abilene Christian University	08/16 – 05/17	Assistant Director, Composition
Abilene Christian University	01/14 – 05/17	Professor, English
Abilene Christian University	08/14 – 12/16	Assistant Director, Writing Center
Brown Books Publishing Group	07/14 – 09/14	Editorial Intern, Part-time
Abilene Christian University	08/12 – 05/14	Writing Center Tutor, Part-time

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Abilene Christian University	2015	M.A., English
Ozark Christian College	2012	B.A., Christian Ministry

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Anthony Smith  
**ADDRESS:** Denton, TX  
**POSITION:** Financial Aid/VA Specialist  
**DEPARTMENT:** Financial Aid, Frisco Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Marriott International, Inc.	06/19 – 06/20	Administrative Coordinator and General Accountant
Tarrant County College	12/16 – 06/19	Administrative Assistant
United States Air Force	11/09 – 04/16	Aerospace Maintenance Supervisor

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas	2019	B.A., Communications and English

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Zahra Soleimani  
**ADDRESS:** Wylie, TX  
**POSITION:** Administrative Assistant/Records Clerk  
**DEPARTMENT:** Police, Plano Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/12 – 06/20	Secretary, Instructional Office
Collin College	04/06 – 07/12	Office Assistant, International Advising Office

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Collin College	2011	A.A.S., General Studies

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Tracy Warning  
**ADDRESS:** Lucas, TX  
**POSITION:** Reference Librarian  
**DEPARTMENT:** Library, Plano Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
City of Dallas	05/18 – 06/20	Librarian
Farmers Branch Manske Library	01/14 – 06/20	Library Associate, Part-time
Collin College	03/14 – 06/18	Reference Associate, Part-time
Plano Public Library	06/16 – 05/18	Public Services Librarian
City of Redondo Beach	09/13 – 12/13	Librarian, Part-time
City of Plano	09/09 – 08/12	Library Services Representative
City of Allen	01/08 – 08/12	Circulation Clerk

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of North Texas	2014	M.S., Library and Information Science
Trinity University	2007	B.A., History and Classical Studies

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Sean Whitt  
**ADDRESS:** Plano, TX  
**POSITION:** Collin Police Officer  
**DEPARTMENT:** Police, Plano Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Polk Mechanical Company	10/18 – 06/20	Apprentice Plumber, Part-time
Caddell Plumbing	11/17 – 06/20	Apprentice Plumber, Part-time

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Eastfield College	2019	TCOLE, Basic Peace Officer

**Collin County Community College District Board of Trustees**

Personnel Report: Promotions and Lateral Changes

The following are Promotions and Lateral Changes for June 2020.

<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>	<b><u>SALARY</u></b>
Jamie Brinkley	N: Manager, Accounts Receivable O: Accounts Receivable Associate	06/01/20	Financial Services	Promotion	N: \$63,600 O: \$43,838
Gregory Cox	N: Program Coordinator, EMS O: Interim Program Coordinator, EMS	06/01/20	N: Health Sciences O: Health Sciences	Replacement James Shiplet	N: \$72,481 O: \$72,481
Sheila Lokko	N: District College and Career Counselor O: Advisor	06/22/20	N: Admissions and Advising O: Admissions and Advising	Promotion	N: \$57,097 O: \$45,709
Calvin Maxwell	N: Interim Supervisor, Operator/Maintenance Tech O: Operator/Maintenance HVAC Tech	06/01/20	N: Physical Plant Support Services O: Physical Plant Support Services	Replacement Robert Cummings	N: \$52,088 O: \$48,844
Ernest Owens	N: Supervisor, Facilities Maintenance O: Electrician Journeyman	06/15/20	N: Physical Plant Support Services O: Facilities Operations	Promotion	N: \$59,901 O: \$49,948
Alicia Phillips	N: Assistant to the Dean O: Student Development Specialist	06/22/20	N: Student Enrollment Services O: Dean of Student and Enrollment Services	Promotion	N: \$43,522 O: \$41,112
Joshua Snyder	N: Clinical Coordinator, Health Professions O: Interim Clinical Coordinator Health Professions	06/01/20	N: Health Sciences O: Health Sciences	Replacement Jacki Aplingian	N: \$59,120 O: \$59,120
Sean Sweeden	N: Program Career Coach, Workforce O: Veterans Services Specialist	07/01/20	N: Workforce O: Financial Aid	Promotion	N: \$55,995 O: \$41,697
Justin Wolfe	N: Supervisor Operator/Maintenance Technician O: Operator/Maintenance Tech	06/22/20	N: Physical Plant Support Services O: Physical Plant Support Services	Replacement Erwin Whitlock	N: \$59,641 O: \$50,706

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Jamie Brinkley  
**ADDRESS:** McKinney, TX  
**POSITION:** Manager, Accounts Receivable  
**DEPARTMENT:** Financial Services, Plano Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	12/14 – 06/20	Accounts Receivable Associate
State Farm Insurance	12/13 – 11/14	Underwriter
Scott County Schools	04/09 – 07/13	Bookkeeper

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Kentucky	1985	B.S., Economics

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Gregory Cox  
**ADDRESS:** McKinney, TX  
**POSITION:** Program Coordinator, Emergency Medical Services/TDSH  
**DEPARTMENT:** Health Sciences, McKinney Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	01/20 – 05/20	Interim Program Coordinator, Emergency Medical Services
Collin College	09/16 – 12/19	Professor, EMS
Collin College	02/16 – 08/16	Instructor II, EMS
American Medical Response	07/14 – 08/16	Account Executive/Quality Care Coordinator
Acadian Ambulance	12/12 – 07/14	Business Development Coordinator
StarPlus EMS	08/11 – 12/12	Account Manager
Quest Care Urgent Care	05/11 – 08/11	Clinical Director
McKinney Fire Department	05/10 – 05/11	EMS Chief

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Collin College	2006	A.A.S., Fire Science
Texas Department of State Health Services	2019	Advanced Coordinator Certification
Texas Department of State Health Services	1999	Licensed Paramedic

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Sheila Lokko  
**ADDRESS:** McKinney, TX  
**POSITION:** District College and Career Counselor  
**DEPARTMENT:** Admissions and Advising, Wylie Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	10/16 – 06/20	Academic Advisor
West Virginia University	11/14 – 07/16	Developmental Advising Assistant
West Virginia University	06/14 – 11/14	Program Assistant II
West Virginia University	08/12 – 05/14	Graduate Assistantship/Academic Advisor
Ruby Memorial Hospital	08/13 – 04/14	Case Manager
Monongalia County Youth Services	01/12 – 05/12	Case Worker

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
West Virginia University	2014	M.S.W., Social Work
West Virginia University	2012	B.S.W., Social Work

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Calvin Maxwell  
**ADDRESS:** McKinney, TX  
**POSITION:** Interim Supervisor, Operator/Maintenance Technician  
**DEPARTMENT:** Physical Plant Support Services, Frisco Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/09 – 05/20	Operator/Maintenance HVAC Technician

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Collin College	2017	Operations and Supply Chain Management Certificate
Texas Department of Licensing and Regulation	2008	Certified Air Conditioning and Refrigeration Technician
VGI Training	1993	Universal Technician

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Ernest Owens  
**ADDRESS:** McKinney, TX  
**POSITION:** Supervisor, Facilities Maintenance  
**DEPARTMENT:** Facilities Operations, Plano Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	06/17 – 06/20	Electrician Journeyman
Melissa ISD	08/06 – 04/17	Lead Maintenance Technician

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas Department of Licensing and Regulation	2011	Backflow Assembly/Tester
Texas Department of Licensing and Regulation	2002	Journeyman Electrician
Texas Department of Licensing and Regulation	1993	Master HVAC Technician

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Alicia Phillips  
**ADDRESS:** Frisco, TX  
**POSITION:** Assistant to the Dean  
**DEPARTMENT:** Student Enrollment Services, Wylie Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	05/15 – 06/20	Student Enrollment Specialist
Tax Ease Acquisitions	05/13 – 04/15	Acquisitions Coordinator
Collin College	05/12 – 04/13	Clerk/Typist

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Collin College	2010	A.S., E-Business Media
Collin College	2008	Marketable Skills Award Interactive Web Programming Certificate

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Joshua Snyder  
**ADDRESS:** McKinney, TX  
**POSITION:** Clinical Coordinator, Health Professions  
**DEPARTMENT:** Health Sciences, McKinney Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	02/20 – 05/20	Interim Clinical Coordinator, Health Professions
Collin College	01/19 – 01/20	Adjunct Professor, Health Professions
Medical City Plano	07/15 – 01/20	EMS Medical Control Specialist
American Medical Response	02/08 – 01/16	Paramedic/Instructor

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Texas A&M Corpus Christi	2019	M.B.A., Business
Sam Houston State University	2018	B.B.A., General Business
Collin College	2015	A.A., General Studies

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Sean Sweeden  
**ADDRESS:** Garland, TX  
**POSITION:** Program Career Coach, Workforce  
**DEPARTMENT:** Workforce, Technical Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	02/18 – 03/20	Veteran Resource Specialist
Veteran Career Advisor	09/12 – 01/18	Veteran Employer Liaison

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
East Central University	2003	B.A., Criminal Justice

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Justin Wolfe  
**ADDRESS:** Anna, TX  
**POSITION:** Supervisor Operator/Maintenance Technician  
**DEPARTMENT:** Physical Plant Support Services, Public Safety Training Center

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	10/08 – 06/20	Operator/Maintenance Technician

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Lincoln College of Technology	2002	Heating, Air Conditioning and Refrigeration Certification

**Collin County Community College District Board of Trustees**

Personnel Report: Resignations and Terminations

The following are Resignations and Terminations for June 2020.

<b><u>EMPLOYEE</u></b>	<b><u>LAST DAY</u></b>	<b><u>SERVICE</u></b>	<b><u>TITLE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>REASON</u></b>
Craig Bennight	05/19/20	7	Collin Police Officer	Police	Separation
Frozina Goussak	07/31/20	25	External and Enrollment Reporting Analyst	Academic Affairs	Retirement
Jon Mark	05/19/20	10	Collin Police Officer	Police	Separation
Emily McKinney	06/30/20	3	College and Career Counselor	Education	Resignation
Nancy Megarity	06/30/20	9	Professor, ESL	Academic Affairs	Retirement
Gena Phillips	06/05/20	22	Administrative Assistant II	Academic Affairs	Retirement
Shannon South	06/05/20	3	Senior Director, Accounting	Finance and Budgeting	Resignation
Sammer Tekarli	06/03/20	5	Professor, Chemistry	Academic Affairs	Resignation

June 23, 2020

**SUBJECT:**

Approval of the Private Offer to Purchase Struck-Off Property

**RECOMMENDATION:**

The District President recommends approval of the purchase of struck-off property.

- Property Reference: 600 GRAHAM COURT, BEING LOT 14, BLOCK B OF POINTE NORTH #2 ADDITION OF THE CITY OF WYLIE, COLLIN COUNTY, TEXAS; TRACT 2: 601 GRAHAM COURT, BEING LOT 9, BLOCK B, OF THE POINTE NORTH #2 ADDITION OF THE CITY OF WYLIE, COLLIN COUNTY, TEXAS AS RECORDED IN VOL. N, BOTH TRACTS ON PAGE 732 ON BOTH TRACTS ON THE COLLIN COUNTY DEED RECORDS for \$0.00.
- Taxes due to Collin College = \$6,982.02. The proceeds from this sale = \$0.00.

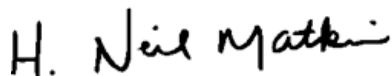
**RESOURCE PERSONNEL:**

Dr. H. Neil Matkin, District President

**ATTACHMENTS**

- A. Offer Email of Property Purchase 20-05-15
- B. Offer Letter
- C. Distribution of Proceeds Wylie
- D. Plat Map
- E. If approved, needs signature - Deed Without Warranty (Tax Foreclosed Property Resell)

Respectfully Submitted By:



H. Neil Matkin, Ed.D.  
District President

**From:** [Julie Bradley](#)  
**To:** [Irene Schubert](#)  
**Subject:** FW: 600 & 601 Graham - Struck Off - COLLEGE  
**Date:** Friday, May 15, 2020 4:51:23 PM  
**Attachments:** COLLEGE 600 & 601 Graham OFFER LETTER AND DEED.pdf  
Distribution of Proceeds Wylie.pdf  
600 & 601 Graham Ct Plat Map.pdf

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This will need to go to the June board meeting.

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**From:** Jennifer Williams <jwilliams@ABERNATHY-LAW.com>  
**Sent:** Friday, May 15, 2020 4:37 PM  
**To:** Julie Bradley <jbradley@collin.edu>; Barbara Johnston <bjohnston@collin.edu>  
**Cc:** Chad Timmons <ctimmons@ABERNATHY-LAW.com>; Ryan Pittman <rpittman@ABERNATHY-LAW.com>  
**Subject:** 600 & 601 Graham - Struck Off - COLLEGE

**WARNING:** The sender of this email could not be validated.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you validate the sender and know the content is safe.

Good afternoon Ms. Bradley,

The City of Wylie wants the above referenced struck off property. These 2 lots platted but never developed as they sit under a 150' electric line easement that doubles as a drainage easement. The City of Wylie's Parks Department wants to look at a trail in/through this area. Their bid amount is \$0.00. Please find offer letter deed, distribution of proceeds and plat map attached.

Please let me know if you have any questions.

Thanks!

Jennifer

*Jennifer Williams*, Legal Assistant

[jwilliams@abernathy-law.com](mailto:jwilliams@abernathy-law.com) / [Abernathy-Law](#)



Abernathy, Roeder, Boyd & Hullett, P.C.  
1700 Redbud Blvd. / Suite 300 / McKinney, TX. 75069  
Main 214.544.4000 / Direct 214.544.4066 / Fax 214.544.4044

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A | R | B | H  
ABERNATHY ROEDER  
BOYD HULLETT  
EST. 1876

1700 Redbud Boulevard, Suite 300 | McKinney, Texas 75069  
Main: 214.544.4000 | Fax: 214.544.4040

May 15, 2020

Ms. Julie Bradley  
3452 Spur 399  
McKinney, TX 75069

Re: Offer from City of Wylie to purchase  
600 & 601 Graham Court, Wylie, Texas

Dear Ms. Bradley:

City of Wylie has offered to purchase 600 & 601 Graham Court, Wylie, Collin County, Texas (TO-WIT: TRACT 1: 600 GRAHAM COURT, BEING LOT 14, BLOCK B OF POINTE NORTH #2 ADDITION OF THE CITY OF WYLIE, COLLIN COUNTY, TEXAS; TRACT 2: 601 GRAHAM COURT, BEING LOT 9, BLOCK B, OF THE POINTE NORTH #2 ADDITION OF THE CITY OF WYLIE, COLLIN COUNTY, TEXAS AS RECORDED IN VOL. N, BOTH TRACTS ON PAGE 732 ON BOTH TRACTS ON THE COLLIN COUNTY DEED RECORDS.) for \$0.00.

This property was sold at a Sheriff's Sale on February 5, 2013 pursuant to delinquent tax collection suit number 429-00428-2011. There were no bidders and the property was struck off to the College for itself and on behalf of the other taxing jurisdictions.

The property's most recent value according to the Appraisal District is \$110,000.00. The property was struck off for the minimum amount, \$55,018.82, which includes taxes, penalties and interest, costs of court, and costs of sale.

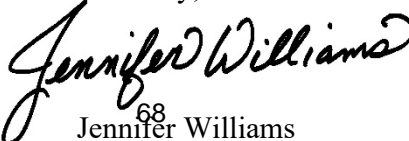
Pursuant to the Texas Property Tax Code the court costs and costs of sale must be paid first out of the proceeds of a resale. The remainder would be distributed to the taxing jurisdictions pro-rata. Those costs total \$1,189.00. A breakdown of amounts each taxing entity will receive is enclosed.

If all taxing jurisdictions agree to accept \$0.00 for the property, the property may be sold for that amount. Each jurisdiction must execute the deed.

If your entity decides to accept this offer, enclosed for execution is a Deed Without Warranty our office prepared for this resale. When the Deed is executed, please return it to me so that I may process the sale.

If you have any questions or need additional information, please do not hesitate to call me.

Sincerely,

  
Jennifer Williams

Distribution of Proceeds

600 & 601 Graham Court, Wylie, Texas  
R190100201401 & R190100200901  
Cause no.: 429-00428-2011  
Judgment date: December 12, 2011  
Sheriff's sale: February 5, 2013

Taxes in Judgment:	WISD	\$32,065.42
	City	11,086.78
	County	3,695.60
	CCCCD	<u>6,982.02</u>
	Total	<u>\$53,829.82</u>

Other Judgment Amounts:	District Clerk Fees	\$306.00
	Demolition Lien	0.00

Post Judgment Taxes/Costs:	883.00
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Minimum Bid at Sale:	\$55,018.82
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Current Appraised Value:	\$110,000.00
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Resale price:	\$0.00
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Settlement Costs:	
Constable Fee	\$183.00
Publication Fee	\$700.00
District Clerk Fees	\$306.00
Maintenance Fee	\$0.00
Lien Release Fee	<u>\$0.00</u>
Total Costs:	<u>\$1,189.00</u>

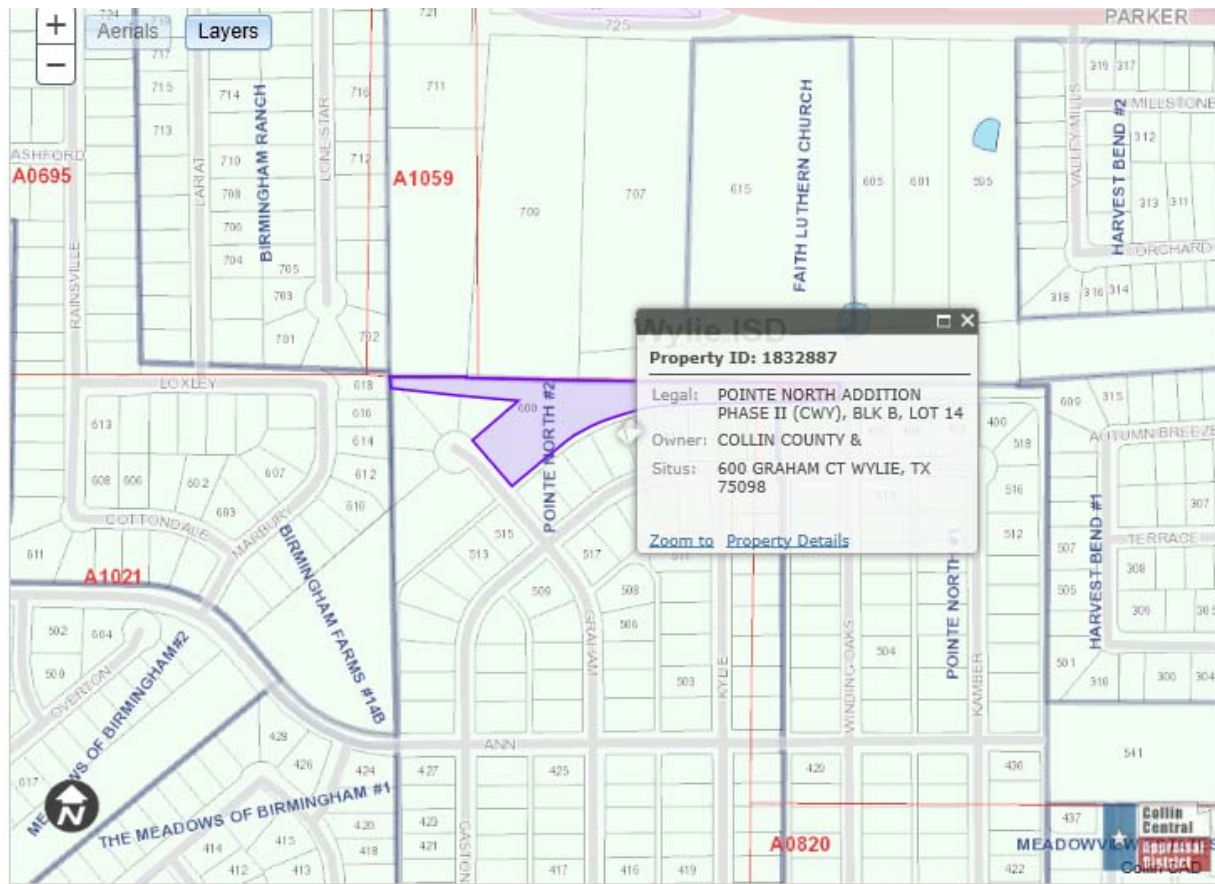
Proceeds to be Distributed:	<u>\$0.00</u>
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Percentage of Judgment Taxes:	0%
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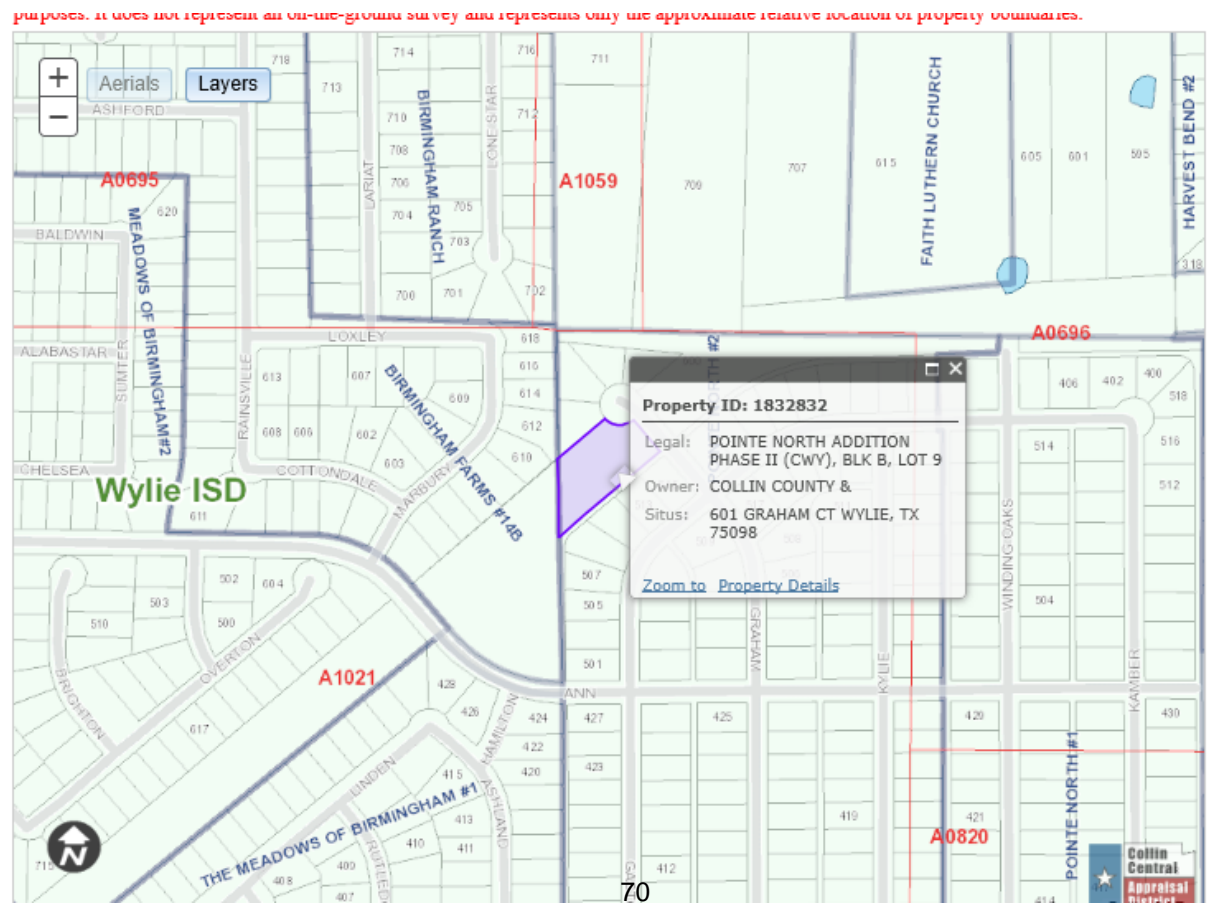
Distributed to Collin County Tax Assessor on Behalf of:

WISD	\$0.00
City	\$0.00
County	\$0.00
CCCCD	<u>\$0.00</u>
Total	<u>\$0.00</u>

# 600 Graham Court



# 601 Graham Court



**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER**

DEED WITHOUT WARRANTY  
(TAX FORECLOSED PROPERTY RESALE)

Date: \_\_\_\_\_, 2020

Grantor: WYLIE INDEPENDENT SCHOOL DISTRICT, COLLIN COUNTY AND COLLIN COUNTY COMMUNITY COLLEGE.

Grantor's Mailing Address (including county):

P.O. Box 517  
Wylie, Texas 75070  
Collin County

Grantee: City of Wylie

Grantee's Mailing Address (including county):

300 County Club Road Building 100  
Wylie, TX 75098  
Collin County

Consideration: TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration.

Property (including any improvements):

Property described in Exhibit "A" attached hereto and made a part hereof for all purposes.

Reservations from and Exceptions to Conveyance and Warranty:

1. Rights of the public to any portion of the above described property lying within the boundaries of dedicated or existing roadways or which may be used for road or street purposes.
2. Visible and apparent easements over or across subject property.
3. Rights of parties in possession.
4. Any and all easements, restrictions, covenants, conditions and reservations of record, if any, applicable to the herein conveyed property or any part hereof.
5. Any right of redemption as specified in Chapter 34, Subchapter B, Texas Property Tax Code.
6. All oil, gas, and other minerals reserved by prior grantors.

By acceptance of this Deed, Grantee acknowledges and agrees that the Property is being purchased and conveyed "AS IS" with all faults and defects whether patent or latent as of the closing. Grantors, on behalf of themselves and the other taxing entities on whose behalf it holds title to the Property, specifically negates and disclaims any representations, warranties or guaranties of any kind or character, whether express or implied, oral or written, past, present, future or otherwise, of, as to, concerning or with respect to the Property, including<sup>71</sup> without limitation (i) the nature and condition of

the Property and the suitability thereof for any and all activities and uses which Grantee may elect to conduct thereon, (ii) the nature and extent of any right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or any other matter relating in any way to the Property, (iii) the compliance of the Property or its operation with any laws, ordinances or regulations of any government or other authority or body, (iv) the existence of any toxic or hazardous substance or waste in, on, under the surface of or about the Property, (v) geological conditions, including, without limitation, subsidence, subsurface conditions, water table, underground water reservoirs, limitations regarding the withdrawal of water and faulting, (vi) whether or not and to the extent to which the Property or any portion thereof is affected by any stream (surface or underground), body of water, flood prone area, floodplain, floodway or special flood hazard, (vii) drainage, (viii) zoning or land use restrictions rules and regulations to which the Property or any portion thereof may be subject, (ix) the availability of any utilities to the Property or any portion thereof including, without limitation, water, sewage, gas and electric and including the utility availability capacities allocated to the Property by the relevant governmental or regulatory authority, (x) usages of adjoining property, (xi) access to the Property or any portion thereof, (xii) the value, compliance with the plans and specifications, size, location, age, use, design, quality, description, durability, structural integrity, operation, leasing, title to, or physical or financial condition of the Property or any portion thereof, or any income, expenses, charges, liens, encumbrances, rights or claims on or affecting or pertaining to the Property or any part thereof, (xiii) the potential for further development of the Property, or (xiv) the merchantability of the Property or fitness of the Property for any particular purpose (Grantee affirming that Grantee has not relied on Grantors' skill or judgment to select or furnish the Property for any particular purpose, and that Grantor makes no warranty that the Property is fit for any particular purpose).

Grantor, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grants, sells and conveys to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's successors, or assigns forever WITHOUT WARRANTY.

The intent of this Deed Without Warranty is to transfer the property foreclosed on by the Grantor taxing jurisdictions in Cause No. 429-00428-2011 in the 429th Judicial District Court, Collin County, Texas, and no more.

When the context requires, singular nouns and pronouns include the plural.

WYLIE INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

(Acknowledgment)

THE STATE OF TEXAS           §

COUNTY OF COLLIN           §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_, \_\_\_\_\_ of the Wylie Independent School District as the act and deed of said Wylie Independent School District.

\_\_\_\_\_  
Notary Public, State of Texas  
Notary's name, (printed):

Notary's commission expires: \_\_\_\_\_

COLLIN COUNTY, TEXAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

(Acknowledgment)

THE STATE OF TEXAS §

COUNTY OF COLLIN §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_, \_\_\_\_\_ of Collin County, Texas as the act and deed of said Collin County, Texas.

\_\_\_\_\_  
Notary Public, State of Texas  
Notary's name, (printed):

Notary's commission expires: \_\_\_\_\_

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

(Acknowledgment)

THE STATE OF TEXAS §

COUNTY OF COLLIN §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_,

\_\_\_\_\_ of the Collin County Community College District as the act and deed of said Collin County Community College District.

\_\_\_\_\_  
Notary Public, State of Texas

Notary's name, (printed):

Notary's commission expires: \_\_\_\_\_

EXHIBIT A

TO-WIT: TRACT 1: 600 GRAHAM COURT, BEING LOT 14, BLOCK B OF POINTE NORTH #2 ADDITION OF THE CITY OF WYLIE, COLLIN COUNTY, TEXAS; TRACT 2: 601 GRAHAM COURT, BEING LOT 9, BLOCK B, OF THE POINTE NORTH #2 ADDITION OF THE CITY OF WYLIE, COLLIN COUNTY, TEXAS AS RECORDED IN VOL. N, BOTH TRACTS ON PAGE 732 ON BOTH TRACTS ON THE COLLIN COUNTY DEED RECORDS.

June 23, 2020

**SUBJECT:**

Report Out of the Finance and Audit Committee of the Annual Review of CAK(Local) – Appropriations and Revenue Sources - Investments

**RECOMMENDATION**

The District President presents the Investment Policy CAK(Local) for review by the Board of Trustees.

**RATIONALE**

The Public Funds Investment Act Government Code 2256.005(e) requires the following:

(e) The governing body of an investing entity shall review its investment policy and investment strategies not less than annually. The governing body shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

The College’s investment advisory firm, Patterson & Associates, has conducted its annual review and does not recommend any changes this year.

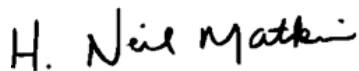
**RESOURCE PERSONNEL**

Julie Bradley, Associate Vice President Controller

**ATTACHMENTS**

A) CAK(Local)

Respectfully Submitted By:



H. Neil Matkin, Ed.D.  
District President

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

<b>Purpose Statement</b>	The College District is required under the Public Funds Investment Act (PFIA) Chapter 2256, Texas Government Code, to adopt a written investment policy. The College District is required to comply with the investment policy as approved by the Board in accordance with the standard of care as set forth in Chapter 2256.006, Texas Government Code.
<b>Statement of Intent</b>	The College District will invest public funds in a manner that provides the maximum security while meeting the daily cash flow demands of the College District, providing maximum potential interest earnings, and conforming to all state and local statutes governing the investment of public funds.
<b>Scope</b>	This investment policy applies to all financial assets of the College District. All funds are accounted for in the College District's Annual Financial and Compliance Report.
<b>Prudence</b>	<p>Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.</p> <p>The standard of prudence to be used by investment officers will be the "prudent person" standard and will be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.</p> <p>Prudent measures will be used to liquidate any investment that is downgraded to less than the required minimum rating.</p>
<b>Objectives</b>	<p>The primary objectives, in priority order, of the College District's investment activities will be:</p> <ol style="list-style-type: none"><li>1. Safety: Safety of principal is the foremost objective of the College District's investment program. Investments of the College District will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.</li><li>2. Liquidity: The College District's investment portfolio will remain sufficiently liquid to enable the College District to meet all operating requirements that might be reasonably anticipated.</li></ol>

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

3. Return on Investments: The College District's investment portfolio will be designed with the objective of attaining a reasonable market yield throughout budgetary and economic cycles commensurate with the College District's investment risk constraints and the cash flow characteristics of the portfolio.

**Designated Officers**

The College District's chief financial officer, the associate vice president of accounting and financial reporting, and the associate vice president/controller are expressly authorized by the Board to cause the investment of all available College District funds consistent with this policy and are therefore designated as the investment officers. Because of the various duties and responsibilities related to managing the investment portfolio, the College District's designated investment officers may delegate specific support duties and responsibilities to the revenues and receivables accountant. No person may engage in an investment transaction except as provided under the terms of this policy.

The College District may contract with a Securities and Exchange Commission (SEC)-registered investment adviser for non-discretionary management of the portfolio.

**Ethics and Conflicts of Interest**

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with proper execution of the College District's investment program or that could impair their ability to make impartial investment decisions. Investment officers who have a personal business relationship with a business organization seeking to sell investments to the College District will file a statement disclosing the relationship to the College District's Board. Any material financial interests in financial institutions that conduct business with the College District, as well as any personal financial/investment positions that could be related to or have an impact upon the performance of the College District's portfolio, will be disclosed.

Additionally, any investment officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the College District will file a statement disclosing that relationship to the Texas Ethics Commission. A personal business relationship for this disclosure is defined as:

1. Owning ten percent or more of the voting stock or shares of the business organization or owning \$5,000 or more of the fair market value of the business organization;
2. Receiving funds from the business organization exceeding ten percent of gross income for the previous year; or

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

3. Acquiring from the business organization during the previous year investments with a book value of \$2,500 or more for a personal account.

**Sellers of Investments**

Prior to authorization by the College District as a broker/dealer for the College District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.

The firm and representatives of brokers/dealers will be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).

**Authorized Financial Dealers and Institutions**

The College District will maintain a list of qualified brokers/dealers authorized to engage in investment transactions. The Board will annually review, revise, and adopt this list of qualified brokers.

All approved brokers must have completed a College District broker/dealer questionnaire and will be sent a copy of the investment policy for their records.

Approved brokers will have a current financial statement on file and, if applicable, will have executed a Master Repurchase Agreement.

Local government pools will be sent a copy of the policy and must certify that they have reviewed that policy.

**Authorized Investments**

The College District will pursue a conservative, proactive approach to investment activity and although other investments may be authorized by law, the College District may invest only in investments authorized by the Board as listed below:

1. Treasury bills, treasury notes, and treasury bonds of the United States and other direct obligations of the agencies and instrumentalities of the United States.
2. Federal Deposit Insurance Corporation (FDIC) insured or collateralized time or demand deposits issued by a state or national bank domiciled in this state that are:
  - a. Insured by the FDIC or its successor; or
  - b. Secured by obligations described by the Public Funds Collateral Act, Chapter 2257.
3. Fully collateralized repurchase agreements, as expressly defined in Section 2256.011, Texas Government Code.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

4. Local government investment pools approved by the College District's Board, by resolution, with a continuous rating of no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and striving to maintain a \$1 net asset value.
5. AAA-rated money market mutual funds meeting the following criteria:
  - a. The fund must be registered with and regulated by the SEC;
  - b. The fund must have a dollar-weighted average stated maturity of not more than 60 days;
  - c. An established objective of the fund must be to maintain a stable net asset value of \$1 for each share;
  - d. The fund must comply with SEC Rule 2a-7; and
  - e. The fund must meet all requirements of the Texas Public Funds Investment Act, as amended.
6. Domestic commercial paper rated A1/P1 or equivalent with a maximum maturity of 180 days.
7. Obligations of states, agencies, counties, cities, and other political subdivisions of any U.S. state rated A or equivalent by a nationally recognized investment rating agency.
8. FDIC-insured brokered certificates of deposit securities issued by any bank in the U.S. delivery-versus-payment (DVP) to the College District's safekeeping agent.
9. Share certificates of credit unions domiciled in the state insured by the National Credit Union Insurance Fund.

**Prohibited  
Investments**

The College District is strictly prohibited from investing in any of the following collateralized mortgage obligations (CMO):

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

4. Collateralized mortgage obligations that have interest rates determined by an index that adjusts opposite to the changes in a market index.

**Collateralization**

Collateralization will be required on all bank time or demand deposits and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102 percent of market value of principal and accrued interest. The custodian will be independent and outside the holding company of the pledging institution or repurchase agreement counter-party.

Acceptable collateral for depository time and demand deposits includes only:

- Obligations of the U.S. government, its agencies, and instrumentalities;
- Obligations of or guaranteed by state and local governmental entities if rated "A" or better; and
- FHLB letters of credit.

Acceptable collateral for repurchase agreements includes only:

- Obligations of the U.S. government, its agencies, and instrumentalities; and
- Obligations of or guaranteed by state and local governmental entities if rated "A" or better.

All these securities are authorized by the Public Funds Collateral Act, Chapter 2257, Texas Government Code.

Additional collateral may be pledged or purchased as required, released as it is not needed, and substituted, if necessary, with the written consent of the investment officer.

**Safekeeping**

All security transactions, including collateral for repurchase agreements, entered into by the College District will be conducted on a DVP basis. Securities owned by the College District will be held by a College District contracted third-party safekeeping institution. Safekeeping receipts and clearance documents will be required for all securities purchased or sold by the College District and held in safekeeping by an authorized third party.

**Diversification**

Diversification by investment maturity based on cash flow needs will reduce the impact of adverse market fluctuations.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

<b>Maximum Maturities</b>	<p>To the extent possible, the College District will attempt to match its investments with anticipated cash flow requirements except the College District will not invest in securities maturing more than 36 months from the date of purchase.</p> <p>The maximum dollar weighted average maturity of the total portfolio will not exceed 12 months.</p>
<b>Internal Controls</b>	<p>Duties related to investment activities will be delegated so that segregation of duties will be maintained with respect to purchasing, recording, authorizing, and reconciling investment accounts. The College District's designated investment officers will be responsible for all investment decisions. Written signature authorization of two of the aforementioned investment officers will be required to execute all investment purchases or sales.</p> <p>As part of the annual financial audit, the external auditors will perform a compliance audit of management controls on investments and adherence to investment policies and procedures.</p>
Delivery Versus Payment	<p>All security transactions (with the exception of pool or money funds) by the College District will be settled "delivery versus payment." That is, the College District authorizes the safekeeping institution to release its funds only after a purchased security has been received by the institution.</p>
Competitive Bidding Required	<p>All investments will be purchased or sold on a competitive basis with bids or offers from a minimum of three College District authorized brokers/dealers for the best yield and maturity. New issue agencies must be compared to comparable securities as a competitive bid.</p>
Monitoring Credit Ratings	<p>The investment officer or investment adviser will monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by policy, the investment officer or adviser will notify the CFO of the loss of rating, conditions affecting the rating, and possible loss of principal with liquidation options available, within five days after the loss of the required rating.</p>
Loss of Credit Rating	<p>The College District will monitor the credit ratings on securities that require minimum ratings. This may be accomplished through staff research or with the assistance of brokers/dealers, banks, safekeeping agents, advisers, or other independent sources. In the event that the credit rating of any security falls below the minimum required rating, the College District will take all prudent measures that are consistent with its policy to liquidate the investment.</p>

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

The College District is not required to liquidate investments that were authorized investments at the time of purchase. [See 2256.017]

**Monitoring FDIC Coverage**

The investment officer or investment adviser will monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College District based upon information from the FDIC. If any bank has been acquired, or merged with another bank in which brokered CDs are owned, the investment officer or adviser will immediately liquidate any brokered CD that places the College District above the FDIC insurance level.

**Reporting**

Not less than quarterly, a written report of investment transactions for all funds will be prepared and signed by the investment officers and will be submitted to the Board. Reports will be prepared in accordance with requirements as specified in Section 2256.023, Texas Government Code. The quarterly written reports will be reviewed annually during the compliance audit of an independent auditor with the results reported to the Board.

**Market Price**

The investment portfolio will be marked to market monthly. Pricing information will be obtained from sources deemed independent and comparable by the associate vice president of accounting and financial reporting or the associate vice president/controller. If the price of a security is not available, the price may be estimated by analyzing similar securities' market values (matrix pricing).

**Training**

The College District's chief financial officer, the associate vice president of accounting and financial reporting, and the associate vice president/controller, being designated by the Board as the investment officers for the College District, will receive ten hours of instruction in accordance with the PFIA of the State of Texas within the first 12 months of assuming the position. Every succeeding two years the officers will receive at least ten additional hours of training relating to investment responsibility from an independent source approved by the Board.

**Investment Policy Review and Adoption**

The College District's investment policy will be adopted by written resolution of the Board stating that the Board has reviewed the investment policy and strategy and will include any changes made to either. The investment policies and strategies will be reviewed by the Board not less than annually. All revisions will be formally approved by the Board.

**Investment Strategy**

The College District maintains portfolios that use four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolio(s).

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

The weighted average maturity of the overall portfolio will not exceed one year.

Strategies for the investment of College District funds will address:

1. Investment suitability as it relates to the financial requirements and credit concerns of the College District;
2. Preservation and safety of principal to ensure that capital losses are avoided whether they be from defaults or erosion of market value;
3. Liquidity to the extent needed to pay the College District's obligations as they become due;
4. Investment marketability provided the need arises for the College District to liquidate the investment prior to its maturity date, although securities of all types are purchased with the intention of holding until maturity;
5. Investment diversification by maturity and market sector; and
6. Yield to attain the best yield on investments, while considering risk constraints and cash flow needs; the basis or benchmark used to determine whether market yields are being achieved will be the one-year Treasury Bill chosen for its comparability to the portfolio's maximum weighted average maturity.

Operating Fund	The primary objective of the investment strategy for the operating fund will be to ensure that anticipated cash flows are matched with adequate investment liquidity. Maturities will be staggered to meet operating expenditures, based on known and projected cash flows and market conditions. Thirty-six months is the maximum maturity for the majority of securities in the portfolio.
Building Fund	The primary objective of the investment strategy for the building fund will be to ensure that maturities are matched with anticipated cash flows. Maturities will be staggered so that they coincide with estimated draw down dates based on construction schedules and estimated project completion dates.
Debt Service Fund	The primary objective of the investment strategy for the debt service fund will be to ensure that investment liquidity is adequate to cover each succeeding debt service obligation on the required payment date. No investments may be made that exceed the next unfunded debt service payment date.
Debt Service Reserve Funds	Debt service reserves have no anticipated expenditures. The funds are deposited to provide annual debt service payment protection to bond holders. Market conditions and arbitrage regulation compli-

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

ance determine the advantage of security diversification and liquidity. Generally, if investment rates exceed the applicable arbitrage yield for a specific bond issue, the College District is best served by locking in investment maturities and reducing liquidity. If the arbitrage yield cannot be exceeded, the concurrent market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields. Managing the portfolios maturities to not exceed the call provisions of the bond issue will reduce the investment's market risk if the College District's bonds are called and the reserve fund liquidated. No investment maturity will exceed three years. All portfolio investments will be in compliance with bond covenants and insurance requirements of all bond issues.

June 23, 2020

**SUBJECT:**

Report Out of the Finance and Audit Committee and Consideration of Approval of the Authorized Broker/Dealer List

**RECOMMENDATION:**

The District President recommends approval of the approved Broker/Dealers with which the College is authorized to transact investment activity.

Policy CAK (Local) requires that the Board of Trustees annually review and approve the list of approved Broker/Dealers with which the College is authorized to transact investment activity. At the regular meeting of the Board in March 2020, a contract was awarded to Patterson Capital Management to act as investment advisors to the College. In their capacity as investment advisors, Patterson Capital Management has recommended a list of primary dealers with which the College is authorized to execute securities transactions. Primary dealers are banks or securities broker-dealers who may trade directly with the Federal Reserve System of the United States. Primary dealers purchase the vast majority of US Treasury securities and resell them to the public and other brokerage firms. Due to the large volume of US Treasury securities they trade, they are often able to offer securities at an advantageous price.

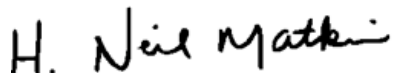
**RESOURCE PERSONNEL:**

Dr. H. Neil Matkin, District President

**ATTACHMENTS**

A. Resolution – Adopting Authorized Broker/Dealer List

Respectfully Submitted By:



H. Neil Matkin, Ed.D.  
District President

**RESOLUTION  
ADOPTING AUTHORIZED BROKER/DEALER LIST**

WHEREAS, the Public Funds Investment Act (Texas Government Code, Chapter 2256) governs local government investment; and

WHEREAS, the Public Fund Investment Act (Section 2256.025) requires the governing body or its designated investment committee, no less than annually, to review, revise and adopt a list of qualified broker/dealers authorized to engage in investment transactions; and

WHEREAS, the following broker/dealers are recommended for approval:

NOW, THEREFORE, BE IT RESOLVED that:

Broker/Dealers	
Cantor Fitzgerald	Piper Sandler & Co. *
FHN Financial	Raymond James
InCapital	RBC Capital Markets
Intl F.C. Stone	Robert W. Baird *
Bank of America/Merrill Lynch	Stifel Nicolaus
BOK Financial	UBS Financial Services *
Mizuho Securities	Vining Sparks
Morgan Stanley	Wells Fargo
Mutual Securities	Williams Capital Group
Oppenheimer	

are authorized as broker/dealers for the District. (\* New Broker for 2020-21)

In accordance with the Act and the Investment Policy, a copy of the Investment Policy will be sent to each broker/dealer on the list whenever a material change is made to the Policy, and each broker/dealer will be required to provide written certification of their review of the Investment Policy.

Any qualified Texas bank used for time or demand deposits may be approved by the investment officers as identified through the competitive process without Board action.

That the College has complied with the requirements of the Public Funds Investment Act, and the list of authorized broker/dealers is hereby adopted.

PASSED, ADOPTED, AND APPROVED by the Board this the 23rd day of June 2020.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Board Treasurer

June 23, 2020

**SUBJECT:**

Consideration of Approval for an Interagency Cooperation Agreement with the Texas Department of Information Resources (DIR) for Participation in the DIR Shared Technology Services Program

**RECOMMENDATION:**

The District President recommends approval of an Interagency Cooperation Agreement between Collin County Community College District and the Texas Department of Information Resources (DIR) for participation in the DIR Shared Technology Services Program.

DIR's Shared Technology Services Program objective is to enable organizations access to managed IT as a service, allowing Customers to focus resources on supporting their mission and business functions rather than directly managing IT services.

- Increase the level of IT maturity across the state by creating a consistent IT landscape with a robust service management framework.
- Continually develop and deploy Shared Technology Services solutions based on business needs and values.
- Provide improved customer relationships and operational efficiencies, optimized delivery of services, and integrated operations.

In accordance with Government Code 791.011 (c), authorization of this Interagency Cooperation Agreement is required by the governing body of the agency.

**RESOURCE PERSONNEL:**

Mike Dickson, Chief Innovation Officer

**ATTACHMENTS**

- A. Managed Security Services Terms and Conditions

Respectfully Submitted By:



Mike Dickson, Chief Innovation Officer

## **MANAGED SECURITY SERVICES TERMS AND CONDITIONS**

This agreement is part of and incorporated within the Interagency/Interlocal Contract ("Contract") that has been entered into by the contracting parties. DIR Customer acknowledges and agrees that this Contract is with DIR and, therefore, DIR Customer does not have privity of contract with the SCPs.

Capitalized terms not defined herein shall have the meaning set forth in the relevant DIR Shared Services Contract.

DIR Customer agrees to the following conditions for receiving Managed Security Services:

### **1. Conditions for Providing Security Services**

#### **1.1 Access**

DIR and/or Service Component Provider (SCP) shall use the Internet for primary access to DIR Customer's systems unless otherwise noted and agreed upon. DIR Customer shall not employ special access restrictions against DIR and/or Service Component Provider that it does not apply to the rest of the public network over the course of regular business.

#### **1.2 Network Control**

DIR Customer must inform DIR if DIR Customer does not control its network access and/or its Internet service is provided via a third party. DIR Customer is responsible for obtaining all necessary approvals. DIR Customer shall provide all necessary contact information for the third parties that control its network access, Internet service, and/or web applications. DIR Customer's emergency contact list shall include primary and secondary staff capable of administering DIR Customer computer systems specific to the type of services being requested or required.

#### **1.3 Disclosure of Objectionable Material**

In conducting the services authorized by DIR Customer, DIR may inadvertently uncover obscene, excessively violent, harassing, or otherwise objectionable material that may violate State or Federal law, including material that may infringe the intellectual property of a third party on DIR Customer devices or networks. DIR shall notify DIR Customer's Executive Director or highest level executive of the existence of all such objectionable and/or potentially illicit material so that DIR Customer may deal with the objectionable and/or potentially illicit material as it deems appropriate.

If DIR accesses child pornography, as defined in the Child Sexual Exploitation and Pornography Act, 18 U.S.C., Chapter 110, in conducting approved Services, DIR shall report such to DIR Customer's Executive Director or highest level executive and an appropriate law enforcement agency and provide the law enforcement agency access to the visual depictions of child pornography.

If DIR accesses information that they perceive as a serious threat to human life or safety in conducting the approved Services, DIR shall report such threat to an appropriate law enforcement agency and DIR Customer's Executive Director or highest-level executive.

#### **1.4 No Warranties and Limitation of Liability**

DIR makes no representation or warranty that its security services will disclose, identify, or prevent all vulnerabilities. DIR hereby disclaims all warranties, both express and implied, including without limitation, the implied warranties of merchantability and fitness for a particular purpose. In no event shall DIR be liable for damages of any kind or nature that may arise from the services provided by DIR or DIR's Service Component Provider or Service Provider.

## **1.5 Service Interruption**

DIR will endeavor not to disrupt DIR Customer's services and to adhere to best practices for all work performed. However, tools or services may affect the serviceability of poorly configured or overextended systems or services. It is possible that control of DIR Customer's system may be lost. For any testing that DIR may be conducting, DIR endeavors to use the safest methods to compromise DIR Customer's systems; however, DIR Customer should be prepared to restore a damaged system from a recent, acceptable backup within an acceptable time as determined by DIR Customer. During any testing DIR may conduct, DIR will NOT conduct any deliberate Denial-of-Service attack. DIR Customer agrees not to hold DIR liable in the event of any service interruption(s) that may arise as a result of performance of any Services. If either party becomes aware of a service interruption, that party will notify the other party's emergency contact.

## **1.6 Termination of Services**

If DIR Customer terminates certain Services, that it requested and approved, for convenience, DIR Customer shall pay the remaining requisite unrecovered costs that have already been incurred prior to the notice of termination, such unrecovered costs will be calculated in accordance with the relevant DIR Shared Services Contract, SMM, or other DIR Customer approved terms. DIR Customer understands that it may not be able to terminate services or receive any refund of a pre-payment after approving the relevant financial solution.

## **2. DIR and DIR Customer Responsibilities**

### **2.1 DIR Customer agrees as follows to the extent assessment Services are requested or required:**

- a) DIR Customer responses to information requests and artifacts gathering pertinent to this security and risk assessment will be timely;
- b) The artifacts data are reasonably available via interviews and documents review;
- c) DIR Customer will make available the necessary Subject Matter Expert (SME) with required expertise to work with the SCP Assessment Team and will remain available thru the duration of the assessment;
- d) DIR Customer SME will be available when required for interaction with the SCP Assessment Team and that all the interviews will be conducted over the number of consecutive days as established during the project planning and scheduling phase;
- e) DIR Customer is responsible for the coordination and scheduling of resources and providing meeting facilities as necessary;
- f) Deliverables will be complete when DIR Customer has approved in writing that the deliverable meets the acceptance criteria;
- g) All document deliverables must be in formats (hard copy and/or electronic) as specified by DIR Customer. At a minimum, the formats must be in industry-accepted standards (e.g., MS Word, MS PowerPoint MS Project);
- h) DIR Customer will assist with meeting coordination for meetings between DIR Customer Key Personnel and DIR and the Service Provider and other staff to gather requirements and other activities;
- i) DIR may receive final copies of reports if DIR is paying for the assessment.

## **2.2 Penetration Testing**

**2.2.1 DIR Customer agrees as follows to the extent penetration testing (“PT”) is requested or required:**

- a) SCP may conduct a passive scan to determine the number of live IPs within the Customer designated IP range.
- b) DIR Customer shall not intentionally place an unsecured system or device in the test scope.
- c) If DIR Customer detects SCP testing activities, DIR Customer technical staff shall follow standard operating procedures and policies.

## **2.3 DIR Customer Compliance**

DIR Customer shall comply with all policies, procedures, and processes in the relevant SMM(s) and as provided by DIR.

**Collin County Community College District Board of Trustees**

2020-06-1

June 23, 2020

Resource: Kim Davison  
Chief of Staff

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

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

- **DCA(Local) Employment Practices – Term Contracts** – Adds clarifying language regarding the multi-year contract approval by the District President and subsequent presentation to the Board of Trustees
- **DIAA(Local) Freedom from Discrimination, Harassment, and Retaliation-Sex Discrimination, Sexual Harassment, and Sexual Assault** – Adds proposed language to comply with pending Title IX regulations that have a narrow window of time for implementation of August 14, 2020 and mandatory reporting requirements under Texas Education Code 51.252
- **FFDA(Local) Freedom from Discrimination, Harassment, and Retaliation-Sex Discrimination, Sexual Harassment, and Sexual Assault** – Adds proposed language to comply with pending Title IX regulations that have a narrow window of time for implementation of August 14, 2020 and mandatory reporting requirements under Texas Education Code 51.252
- **FMA(Local) Discipline and Penalties-Discipline Procedure** – Adds proposed language to modify student expulsion procedures to mirror those in pending Title IX regulations

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

**Term of Contract**

Employment contracts for full-time faculty require approval by the District President.

No full-time faculty member will be placed on the College District's payroll in a regular full-time status without a fully executed contract on file with the human resources office, as well as appropriate documentation of credentials and other required personnel forms.

**Contract  
Renewal**

Unless a full-time faculty member on a multi-year contract is otherwise notified in writing by the District President or designee by January 31, the faculty member will be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources office.

Unless a full-time faculty member on an annual contract is otherwise notified in writing by the District President or designee by March 1, the faculty member will be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources office.

The position and terms of employment for the forthcoming contract period will be determined by the College District, in its sole discretion, in the written approved contract. In no event will any full-time faculty member have any property right to employment with the College District beyond the term of his or her contract. No right to an initial or additional multi-year contract will exist. Additionally, in no event will any full-time faculty member have any property right beyond the additional one-year contract period identified above.

Notification will be completed upon hand-delivery of notification to the employee or to the employee's division mailbox, by placement of notification in the U.S. mail at the employee's last address of record with the human resources office, or by verifiable electronic communication.

**Annual Contracts**

Beginning with appointment to a full-time faculty position, a College District faculty member will serve three one-year contracts before becoming eligible to be considered for a multi-year contract. If the appropriate vice president/provost and executive vice president do not recommend a multi-year contract at the end of the third year, the faculty member may be issued up to two additional one-year contracts. Following expiration of either or both of the two additional one-year contracts, if the employee is not recommended for a multi-year contract, nonrenewal may result. Nonrenewal may result at the end of any term contract.

### **Multi-Year Contracts**

In order for a faculty member to secure a multi-year contract, a self-evaluation form and Board report will be completed and submitted by the faculty member for consideration by the council on excellence, in addition to the requisite annual dean's evaluations, class visit forms, and student evaluations.

The council on excellence's written recommendation will be forwarded to the appropriate vice president/provost, who will prepare and present written recommendations to the District President for approval. ~~If Full-time faculty multi-year contracts approved by the District President, the vice president's/provost's and executive vice president's recommendations will be submitted~~ are presented to the Board ~~for consideration~~ during the spring semester as a part of the personnel report.

### **Multi-Year Contract Extension**

A faculty member completing a multi-year contract that was recommended through the council on excellence peer review process may be considered for one multi-year contract extension upon recommendation by the requisite dean, who will consider the faculty member's prior multi-year contract Board report, the annual evaluations and performance documentation, class visit forms, and student evaluations. The appropriate dean will prepare and present written recommendations to the appropriate vice president/provost and executive vice president, who will prepare and present written recommendations to the District President for approval. ~~If Full-time faculty multi-year contract extensions approved by the District President, the recommendations of the vice president/provost and executive vice president will be submitted~~ are presented to the Board ~~for consideration~~ during the spring semester as a part of the personnel report.

A faculty member must be considered through the council on excellence peer review process a minimum of every six years.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARRASMENT AND SEXUAL ~~VIOL-~~  
LENCE/ASSAULT

DIAA  
(LOCAL)

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**Note:** This policy only addresses employee complaints of sex and gender discrimination, sexual or gender-based harassment, sexual assault, stalking, violence, and retaliation. For legally referenced material relating to this subject matter, see DAA(LEGAL). For sex discrimination, sexual harassment, sexual violence, and retaliation targeting students, see FFDA. For other employee complaints not covered by Title VII or Title IX laws, see DIAB.

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**Definitions**

Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

**Statement of Nondiscrimination**

The College District prohibits discrimination, including harassment, against any employee on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy.

**Discrimination**

Discrimination against an employee is defined as conduct directed at an employee on the basis of sex or gender that adversely affects the employee’s employment.

**Sexual Harassment**

For purposes of this policy, Ssexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive-It is based on unwelcome conduct that a reasonable person would determine is so severe, persistent, pervasive, and objectively offensive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment; or
3. Any instance of sexual assault, as defined in the Jeanne Clery Disclosure of Campus Security Policy Campus Crime Statistics Act (Clery Act), and dating violence, domestic violence, or stalking, as defined in the Violence Against Women Act (VAWA).

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL VIOLENCE/ASSAULT

DIAA  
(LOCAL)

Note: Quid pro quo harassment, Clery Act, and VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because such misconduct is considered sufficiently serious to deprive a student of equal access.

Sexual  
Violence/Assault

Sexual violence/assault is a form of sexual harassment. Sexual violence/assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. For purposes of this policy, consent is defined as an informed, voluntary, affirmative, and mutual agreement between the participants to engage in a specific sexual act. Consent is further defined by the consent guidelines in FFDA(LOCAL).

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; offensive or derogatory language of a sexual nature directed at another person; and other sexually motivated conduct, communication, or contact.

Dating Violence, Domestic Violence, and Stalking

For purposes of this policy, the terms "dating violence," "domestic violence," and "stalking" are incorporated into this policy as defined in FFDA(LOCAL).

**Retaliation**

The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline. Charging an individual with a violation(s) for making a false claim, materially false statement, or refusing to cooperate during the course of an investigation regarding discrimination or harassment does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a false claim or a materially false statement.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARRASMENT AND SEXUAL ~~VIOL-~~  
LENCEASSAULT

DIAA  
(LOCAL)

threats, unjustified negative evaluations, unjustified negative refer-  
ences, or increased surveillance.

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes dating vio-  
lence, domestic violence, sexual assault, stalking, sex discrimina-  
tion, sexual or gender-based harassment, and retaliation as de-  
fined by this policy, even if the behavior does not rise to the level of  
unlawful conduct.

**Reporting  
Procedures**

An employee who believes that he or she has experienced prohib-  
ited conduct or believes that another employee has experienced  
prohibited conduct should immediately report the alleged acts. The  
employee may report the alleged acts to his or her immediate su-  
pervisor.

Alternatively, the employee may report the alleged acts to one of  
the College District officials below or electronically through the Col-  
lege District’s website online complaint form located on its website.

For the purposes of this policy, “College District officials” are the Ti-  
tle IX coordinators listed below and the District President.

**College District’s  
Mandatory Response  
Obligations**

The College District will respond promptly to sexual harassment,  
as defined in this policy, in a manner that is not deliberately indiffer-  
ent, which means a response that is not clearly unreasonable in  
light of known circumstances, or as otherwise required by applica-  
ble Title IX regulations. The College District’s response obligations  
are listed in FFDA(LOCAL).

**Definition of College  
District Officials**

Title IX Coordinator

Reports of discrimination based on sex, including sexual harass-  
ment as defined in this policy, may be directed to the Title IX coor-  
dinators. The College District designates the following persons to  
coordinate its efforts to comply with Title IX of the Education  
Amendments of 1972, as amended:

Name: Floyd Nickerson  
Position: Chief Human Resources Officer  
Address: 3452 Spur 399, McKinney, TX 75069  
Telephone: (972) 599-3159

Deputy Title IX  
Coordinator for  
Human Resources

Name: Tonya Jacobson  
Position: Manager HR/Employee Relations  
Address: 3452 Spur 399, McKinney, TX 75069

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARRASMENT AND SEXUAL ~~VIOL~~  
LENCE ASSAULT

DIAA  
(LOCAL)

Telephone: (972) 758-3856

Other Anti-discrimination Laws	The District President or designee will serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.
<b>Alternative Reporting Procedures</b>	<p>An employee will not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the District President or designee.</p> <p>A report <u>under this policy</u> against the District President may be made directly to the Board. If a report is made directly to the Board, the Board will appoint an appropriate person to conduct an investigation.</p>
<b>Timely Reporting</b>	<p><u>Employee R</u>eports of prohibited conduct will be made immediately after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.</p>
<b>Notice of Report</b>	Any College District supervisor who receives a report of prohibited conduct will immediately notify the appropriate College District official listed above and take any other steps required by this policy.
<b>Investigation of the Report</b>	<p>The College District may request, but will not insist upon, a written report <u>or formal complaint as defined in FFDA(LOCAL)</u>. If a report is made orally, the College District official <u>receiving the report</u> will reduce the report to written form.</p> <p>Upon receipt or notice of a report, the College District official will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official will immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official will refer the complaint for consideration under the appropriate policy.</p> <p>If appropriate, the College District will promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.</p> <p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District,</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX ~~DISCRIMINATION, SEXUAL HARRASMENT~~ AND SEXUAL ~~VIOL-~~  
~~LENCE~~ ASSAULT

DIAA  
(LOCAL)

such as an attorney. When appropriate, the supervisor will be involved in or informed of the investigation.

~~The investigation of prohibited conduct under this policy will be conducted in accordance with the investigation procedures and guidelines contained in FFDA(LOCAL). may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. The College District may dismiss complaints, as mandated or on a discretionary basis, under the procedures and guidelines listed in FFDA(LOCAL).~~

**Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within ~~ten~~ 60 College District business days from the date of the report; however, the investigator will take additional time if necessary to complete a thorough investigation.

The investigator will prepare a written report of the investigation. The report will be filed with the College District official overseeing the investigation. The written report will be prepared in accordance with the reporting procedures and guidelines contained in FFDA(LOCAL).

**Hearings**

Consistent with applicable Title IX regulations, the College District will provide for a live hearing of complaints arising under this policy. The live hearing will be conducted in accordance with the procedures and guidelines contained in FFDA(LOCAL).

**College District Action**

If the results of an investigation and live hearing indicate that prohibited conduct occurred using a preponderance of the evidence standard (i.e. more likely than not to have occurred), the College District will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation and live hearing, even if the conduct did not rise to the level of prohibited or unlawful conduct.

**Confidentiality**

To the greatest extent possible, the College District will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. Applicable federal Title IX regulations protect the privacy of a party's medical, psychological, and similar treatment records by

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARRASMENT AND SEXUAL VIOL-  
LENCE/ASSAULT

DIAA  
(LOCAL)

stating that the College District cannot access or use such records unless the College District obtains the party's voluntary, written consent to do so.

**Appeal**

A party who is dissatisfied with the outcome of the investigation may appeal on the grounds listed in FFDA(LOCAL) through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, ~~FLD(LOCAL) for students,~~ and GB(LOCAL) for community members]. Appeals under this policy will be submitted to the appeals officer or administrator designed by the College District. The applicable appeal deadlines and guidelines of DGBA(LOCAL) or GB(LOCAL) will be followed for appeals made under this policy.

**Informal Resolution**

After a formal complaint is filed, the College District may permit the voluntary use of an information resolution process at any time prior to a final determination. The parties must provide their voluntary consent in writing to participate in such a process. The informal resolution process will be handled in accordance with the procedures and guidelines contained in FFDA(LOCAL).

Informal resolution is prohibited in any case where a College District employee is accused of sexual harassment against a student.

The College District will not require the parties to waive their rights to a formal process and agree to information resolution as a condition of enrollment or employment.

The party may have a right to file a complaint with appropriate state or federal agencies.

**Records Retention**

Retention of records will be in accordance with the College District's records retention procedures. [See CIA]

Records of formal complaint resolutions and informal resolutions will be retained by the College District for a period of seven (7) years. The College District will retain all materials used to train institutional participants in the various phases of the resolution process, including the Title IX coordinators and decision-makers. All materials utilized to train Title IX coordinators, investigators, hearing panel participants, and decision-makers will be made available in accordance with applicable federal Title IX regulation requirements.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARRASMENT AND SEXUAL VIOL-  
LENCE ASSAULT

DIAA  
(LOCAL)

**Access to Policy,  
Procedures, and  
Related Materials**

In instances where the College District receives a report of sexual harassment but a formal complainant is not filed, the institution will maintain a record of all actions taken, including supportive measures, for a period of seven (7) years. In these instances, the College District will include a written rationale explaining why a formal complaint was not filed.

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, will be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials will also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures will be readily available at the College District's administrative offices and will be distributed to an employee who makes a report.

**Mandatory Reporting  
under State Law for  
Incidents of Dating  
Violence, Sexual  
Assault, Sexual  
Harassment, and  
Stalking**

In accordance with the Education Code Section 51.252, an employee who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment as defined in this policy, and is alleged to have been committed by or against a person who was a student enrolled at or an employee of the College District at the time of the incident, will promptly report the incident to Collin College's Title IX coordinator or deputy Title IX coordinator. The report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

An employee who is designated by the College District as a person with whom students may speak confidentially concerning sexual harassment as defined in this policy or who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law will, in making a report under this section, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. This requirement does not affect the employee's duty to report an incident under any other law.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARRASMENT AND SEXUAL VIOL-  
LENCE/ASSAULT

DIAA  
(LOCAL)

Exceptions

An employee is not required to make a report concerning:

1. An incident in which the employee was a victim of dating violence, sexual assault, sexual harassment, or stalking; or
2. An incident in which the employee received information due to a disclosure made at a dating violence, sexual assault, sexual harassment, or stalking public awareness event sponsored by the College District or by a student organization affiliated with the College District.

Anonymous  
Reports

In accordance with Education Code Section 51.9365, College District students and employees can report prohibited conduct anonymously as provided on the Dean of Students page on the College District's website. However, the submission of an anonymous report may impair the College District's ability to investigate and address the prohibited conduct.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIO-  
LENCE/ASSAULT

FFDA  
(LOCAL)

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**Note:** This policy addresses complaints dating violence, domestic violence, gender-based harassment, of sex discrimination, sexual assault, sexual harassment, and sexual assault/stalking, and retaliation targeting students participating in the College District's education program or activity. For legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL) and FFDB(LOCAL). For sex discrimination, sexual harassment, sexual assault, and retaliation targeting employees, see DIAA.

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**Statement of  
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**College District's  
Education Program  
or Activity**

The College District's education program or activity includes locations, events, or circumstances over which the institution exercises substantial control over both the respondent and the context in which the sexual harassment occurred. This policy applies to all of the College District's education programs and activities, whether such programs or activities occur on campus or off campus. The College District may address sexual harassment affecting its students that falls outside the jurisdiction of this policy in any manner it chooses, including, but not limited to, providing supportive measures or pursuing disciplinary action.

**Sex Discrimination**

Sex Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

**Sexual Harassment  
By an Employee**

For purposes of this policy, Ssexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school-College District program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct (i.e., quid pro quo harassment); or
2. TheIt is based on unwelcome conduct that a reasonable person would determine is so severe, persistent, or pervasive, and objectively offensive that it limits or denies the student's

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX ~~DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOL~~  
~~LENCE/ASSAULT~~

FFDA  
(LOCAL)

educational access and/or ability to participate in or benefit from the College District's educational program; or

2-3. Any instance of sexual assault, as defined in the Jeanne Clery Disclosure of Campus Security Policy Campus Crime Statistics Act (Clery Act), and dating violence, domestic violence, or stalking, as defined in the Violence Against Women Act (VAWA).

Note: Quid pro quo harassment, Clery Act, and VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because such misconduct is considered sufficiently serious to deprive a student of equal access.

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive, or objectively offensive that it limits or denies a student's ability to participate in or benefit from the College District's educational program. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Sexual  
Violence/Assault

Sexual ~~violence/assault~~ is a form of sexual harassment. Sexual ~~vi~~  
~~olence/assault~~ includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Examples

~~Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; dating violence, stalking, and other sexually motivated conduct, communications, or contact.~~

~~Physical contact not reasonably construed as sexual in nature is not sexual harassment.~~

College District's  
Definition of  
Consent to Sexual  
Activity

For purposes of this policy, sexual activity requires consent, which is defined as an informed, voluntary, affirmative, and mutual agreement between the participants to engage in a specific sexual act. The following guidelines will be used to determine whether consent was obtained:

1. Consent to sexual activity can be communicated in a variety of ways, but one should not presume consent has been given in

the absence of a clear, positive agreement.

2. Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. The absence of the word “no” or the like (e.g., “stop”) does not imply consent.
3. Although consent can be nonverbal, verbal communication is the most reliable form of asking for and obtaining consent. Discussing desires, needs, and limitations with sexual partners provides a basis for positive sexual experiences shaped by mutual willingness and respect.
4. Presumptions based upon contextual factors (e.g., provocative clothing or dancing, etc.) are unwarranted, and should not be considered grounds for consent.
5. As defined in the State of Texas Penal Code §22.011 Sexual Assault, the age of sexual consent is 17. Therefore, consent cannot be obtained from someone who is under the age of 17, as that person is legally considered to be a minor.
6. Consent cannot be obtained from someone who is asleep, unconscious, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition (e.g., an intellectual or other disability). A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual assault.
7. Consent to some sexual acts does not constitute consent to other sexual acts.
8. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. If you proceed despite your partner’s verbal and/or nonverbal communication to stop, you have committed sexual assault.
9. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.
10. A prior sexual encounter or pre-existing relationship does not indicate consent to current or future sexual activity.

**Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, ~~or pervasive,~~ or objectively offensive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Dating Violence**

The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship will be determined based on a consideration of the following factors:

1. The length of the relationship,
2. The type of relationship, and
3. The frequency of interaction between the persons involved in the relationship.

(Office on Violence Against Women, United States Department of Justice<sup>1</sup>)

**Domestic Violence**

The term "domestic violence" includes felony or misdemeanor crimes of violence committed ~~"in a relationship by one partner to gain or maintain power and control over another intimate partner"~~ (Office on Violence Against Women, United States Department of Justice<sup>1</sup>).

Examples

~~Examples of domestic violence may include abuse committed~~ by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with ~~cohabitates with~~ or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE  
ASSAULT

FFDA  
(LOCAL)

jurisdiction. (Office on Violence Against Women, United States Department of Justice<sup>2</sup>).

**Stalking**

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. (Office on Violence Against Women, United States Department of Justice<sup>3</sup>).

**Retaliation**

~~The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.~~

Examples

~~Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.~~

**False Claims**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding dating violence, domestic violence, gender-based harassment, sex discrimination, sexual assault, or sexual harassment, and/or stalking will be subject to appropriate disciplinary action.

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes dating violence, domestic violence, sexual or gender-based harassment, sex discrimination, sexual assault, harassment, and retaliation-stalking as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**College District’s  
Mandatory Response  
Obligations**

The College District will respond promptly to sexual harassment, as defined in this policy, in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of known circumstances, or as otherwise required by applicable Title IX regulations. The College District’s response obligations include, but are not limited to:

Deliberate  
Indifference  
Standard

1. The College District must offer supportive measures to the person making the allegations (hereafter referred to as the “complainant”).
2. The Title IX coordinator or designee must promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without filing of a formal

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIO-  
LENCE/ASSAULT

FFDA  
(LOCAL)

- complaint, and explain to the complainant the process for filing a formal complaint.
3. The College District must follow a grievance process that complies with applicable federal Title IX regulations before the imposition of any disciplinary sanctions (or other action that are not supportive measures) against a respondent.
  4. The College District must not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with applicable federal Title IX regulations and this policy.
  5. Under applicable federal Title IX regulations, the College District is required to investigate sexual harassment allegations as defined in this policy in any formal complaint, which can be filed by a complainant or submitted by a Title IX coordinator.
  6. The federal Title IX regulations affirm that a complainant's wishes with respect to whether the institution investigates the complaint should be respected, unless the Title IX coordinator determines that submitting a formal complaint to initiate an investigation against the wishes of the complainant is not clearly unreasonable in light of the known circumstances.
  7. The College District will dismiss the allegations in a formal complaint if such allegations do not meet the definitions of prohibited conduct outlined in this policy, or did not occur in the institution's education program or activity. However, the College District may still address the allegations in any manner it deems appropriate (e.g., general investigation for violation of the Student Code of Conduct in the Student Handbook).

Definitions

When responding to sexual harassment, applicable federal Title IX regulations provide clear definitions of a "complainant," "respondent," "formal complaint," and "supportive measures" so that recipients, students, and employees clearly understand how the College District must respond to sexual harassment incidents in a way that supports the alleged victim and treats both parties fairly. The College District adopts those definitions as outlined in applicable federal Title IX regulations.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOL-  
LENCE/ASSAULT

FFDA  
(LOCAL)

Formal Complaint

In accordance with applicable federal Title IX regulations, a “formal complaint” is a document filed by a complainant or submitted by the Title IX coordinator that alleges sexual harassment against a respondent and requests that the College District investigate the allegation of sexual harassment, and meets the following requirements:

1. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in a College District education program or activity as defined in this policy.
2. A formal complaint may be filed with the Title IX coordinator in person, by mail, or by email by using the contact information required to be listed for the Title IX coordinator and by any additional method designated by the College District.
3. The phrase “document filed by a complainant” means a document or electronic submission (e.g., by email or through an online portal provided by the College District specifically for this purpose) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
4. Where the Title IX coordinator submits a formal complaint, the Title IX coordinator is not a complainant or a party during the grievance process, and must comply with the requirements for Title IX personnel to be free from conflicts and bias.

**Reporting  
Procedures**

Responsible  
Employee

In accordance with applicable federal Title IX regulations, the College District utilizes a consistent, transparent grievance process for resolving formal complaints of sexual harassment. For purposes of this policy, a “responsible employee” is an employee:

Who has the authority to remedy prohibited conduct;

1. Who has been given the duty of reporting incidents of prohibited conduct; or
2. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined at Definition of College District Officials, below.

Student Report

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX ~~DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE~~  
ASSAULT

FFDA  
(LOCAL)

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the appropriate Title IX coordinator, deputy Title IX coordinator, or another responsible employee or submit the report electronically through the College District's website. ~~The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.~~

Employee Report

Any College District employee who suspects ~~or any responsible employee who~~ receives notice that a student or group of students has or may have experienced prohibited conduct will immediately notify the Title IX coordinator or deputy Title IX coordinator and appropriate College District official listed in this policy and will take any other steps required by this policy. ~~Additionally, An employee who does not meet the description of a responsible~~ an employee in accordance with this policy may ~~alternatively~~ submit the report electronically via the College District's website. or report it to the District President or designee.

*Exceptions*

~~A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person will not be required to disclose a report of prohibited conduct without the student's consent.~~

~~A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source will not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GCC].~~

**Mandatory Reporting under State Law for Incidents of Dating Violence, Sexual Assault, Sexual Harassment, and Stalking**

In accordance with the Education Code Section 51.252, an employee who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment as defined in this policy, and is alleged to have been committed by or against a person who was a student enrolled at or an employee of the College District at the time of the incident, will promptly report the incident to Collin College's Title IX coordinator or deputy Title IX coordinator. The report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOL-  
LENCE/ASSAULT

FFDA  
(LOCAL)

An employee who is designated by the College District as a person with whom students may speak confidentially concerning sexual harassment as defined in this policy, or who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law will, in making a report under this section, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. This requirement does not affect the employee's duty to report an incident under any other law.

Exceptions

An employee is not required to make a report concerning:

1. An incident in which the employee was a victim of dating violence, sexual assault, sexual harassment, or stalking; or
2. An incident in which the employee received information due to a disclosure made at a dating violence, sexual assault, sexual harassment, or stalking public awareness event sponsored by the College District or by a student organization affiliated with the College District.

Anonymous Reports

In accordance with Education Code Section 51.9365, College District students and employees can report prohibited conduct anonymously as provided on the Dean of Students page on the College District's website. However, the submission of an anonymous report may impair the College District's ability to investigate and address the prohibited conduct.

**Definition of College District Officials Designated Title IX Coordinators**

Title IX Coordinators

For the purposes of this policy, ~~College District officials are the Title IX coordinators and the District President~~ the following are designated as the College District's Title IX coordinators.

Reports of ~~dating violence, domestic violence, discrimination based on sex, including sexual harassment or gender-based harassment, sex discrimination, sexual assault, sexual or gender-based harassment, and stalking~~ may be directed to the Title IX coordinators. The College District designates the following persons to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Title IX Coordinator for Students

Name: Terrence Brennan  
Position: District Dean of Students

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE/ASSAULT

FFDA  
(LOCAL)

	Address:	3452 Spur 399, McKinney, TX 75069
	Telephone:	(972) 881-5734
Title IX Coordinator for Employees	Name:	Floyd Nickerson
	Position:	Chief Human Resources Officer
	Address:	3452 Spur 399, McKinney, TX 75069
	Telephone:	(972) 599-3159
Deputy Title IX Coordinator for Employees	Name:	Tonya Jacobson
	Position:	Manager, HR/Employee Relations
	Address:	3452 Spur 399, McKinney, TX 75069
	Telephone:	(972) 758-3856
Other Anti-discrimination Laws		The District President or designee will serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.
<b>Alternative Reporting Procedures</b>		<p>A student will not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the District President.</p> <p>A report <u>under this policy</u> against the District President may be made directly to the Board. If a report is made directly to the Board, the Board will appoint an appropriate person to conduct an investigation.</p>
<b>Timely Reporting</b>		Reports of prohibited conduct will be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.
<b><u>Amnesty</u></b>		<u>In accordance with the Education Code Section 51.9366, the College District will give amnesty to (i.e., not take disciplinary action against) a student who reports, in good faith, that the student was the victim of or a witness to an incident of prohibited conduct as defined by this policy. This amnesty policy applies regardless of the location at which the incident occurred or the outcome of the College District's disciplinary process regarding the incident, if any. This amnesty policy does not apply to a student who reports their own commission or assistance in the commission of prohibited conduct as defined by this policy.</u>
<b><u>Victim's Rights and Options</u></b>		<u>In accordance with requirements under federal law, the College District will provide victims with written notification of their rights</u>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE/ASSAULT

FFDA  
(LOCAL)

and options, which will outline appropriate on- and off-campus resources as well as steps a victim may want to take depending on the services the victim needs.

**Investigation of the Report**

The College District may request, but will not require, a written report. If a report is made orally, the College District official will reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official will immediately notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint in writing.

~~If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official will refer the complaint for consideration under the appropriate policy.~~

Informal Resolution

~~If the parties voluntarily agree to participate in informal resolution of the complaint, the College District official will determine if informal resolution is appropriate for the complaint. If the official determines that informal resolution is appropriate, then the official may facilitate that resolution. If the official does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.~~

Formal Resolution

If any of the parties decline to participate in informal resolution of the complaint or the College District official finds informal resolution of the complaint to be inappropriate, the College District official will authorize or undertake an investigation, except as provided below at Criminal Investigation.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District will promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

If, after engaging in an individualized safety and risk analysis, the College District determines that an immediate threat to the physical health or safety of any student or other individual, arising from the allegation of sexual harassment, justifies the removal of the re-

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOL-  
LENCE/ASSAULT

FFDA  
(LOCAL)

College District  
Investigation

spondent, the College District will provide the respondent with written notice of this interim action and afford the respondent an opportunity to challenge the decision immediately after the removal.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator will have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures. The investigator will conduct a prompt, fair, and impartial process from the initial investigation to the final result.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. Both the victim and student respondent may have an observer(s) present during any meeting with the investigator.

During the investigation:

1. The burden of gathering evidence and burden of proof must remain on the College District, not on the parties.
2. The College District must provide equal opportunity for the parties to present facts and expert witnesses and other inculpatory and exculpatory evidence.
3. The College District must not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no "gag orders").
4. The parties must have the same opportunity to select an advisor of the party's choice who may be, but need not be, an attorney.
5. The College District must send written notice of any investigative interviews, meetings, or hearings to the parties. This written notice must include a statement that the respondent is presumed not responsible and that a determination will not be made until the conclusion of the grievance process. If the scope of the investigation expands, the College District must issue a supplemental written notice to the parties providing additional details that also meet this standard.
6. The College District must send the parties and their advisors evidence directly related to the allegations, in electronic format or hard copy, and provide at least 10 days for the parties to inspect, review, and respond to the evidence.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE  
ASSAULT

FFDA  
(LOCAL)

7. The College District must dismiss allegations of conduct that do not meet the federal Title IX definition of sexual harassment or did not occur in the institution's education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes, and does not preclude the College District from addressing the conduct in any manner the institution deems appropriate (e.g., general discrimination or harassment complaint, Student Code of Conduct violation).
8. The College District may, at its discretion, dismiss a formal complaint or allegations contained therein, if:
  - a. the complainant informs the Title IX coordinator in writing that the complainant desired to withdraw the formal complaint or allegations contained therein,
  - b. the respondent is no longer enrolled at or employed by the College District, or
  - c. specific circumstances prevent the College District from gathering sufficient evidence to reach a determination.
9. The College District must give the parties written notice of a dismissal, whether mandatory or discretionary, and the reasons for the dismissal.

Mandatory dismissal provisions include the following:

- a. The alleged conduct is determined to not constitute sexual harassment, as defined in this policy;
- b. The alleged conduct is determined not to have occurred within a College District's education program or activity; or
- c. The alleged conduct is determined not to have occurred against a person in the United States.

Discretionary dismissal provisions include the following:

- a. The complainant would like to withdraw the complaint,
- b. The respondent is no longer enrolled at or employed by the College District; or
- c. Specific circumstances prevent the College District from gathering evidence sufficient to reach a determination.

10. The College District may, at its discretion, consolidate formal complaints.

Privacy  
Rights

Federal Title IX regulations protect the privacy of a party's medical, psychological, and similar treatment records by stating that the College District cannot access or use such records unless the College District obtains the party's voluntary, written consent to do so.

Criminal  
Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District will confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District will proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation and in compliance with applicable federal Title IX regulations. After the law enforcement or regulatory agency has completed gathering its evidence, the College District will promptly resume its investigation.

**Concluding the  
Investigation**

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within 60 College District business days from the date of the report; however, the investigator will take additional time if necessary to complete a thorough investigation.

The investigator will prepare a written report of the investigation. The report will be filed with the College District official overseeing the investigation. The investigation must result in an investigation report that fairly summarizes the investigation, and the report must be completed at least 10 College District business days prior to the hearing. Access to this report must be given so that the complainant and respondent can meaningfully respond to the evidence prior to the conclusion of the investigation. The College District must send the evidence to each party and their advisors in electronic form and provide at least 10 for them to submit a written response, which the investigator must consider before finalizing the investigation. The College District must make the evidence available again at any hearing, including for use in cross-examination.

Hearings

In accordance with applicable federal Title IX regulations, the College District will provide for a live hearing. During this live hearing:

1. A decision-maker must permit each party's advisor to ask the

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIO-  
LENCE/ASSAULT

FFDA  
(LOCAL)

other party and any witnesses all relevant questions and follow-up questions, including those bearing on credibility.

2. Cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice, and never by a party personally.
3. If a party is unable to obtain an advisor, the College District must provide one, free of charge, for the purpose of conducting cross-examination for the party. The advisor provided does not have to be, but may be, an attorney.
4. While the hearing must be "live," at either party's request, the College District must provide the parties with separate rooms and use technology so the decision-maker and parties may simultaneously see and hear the questions.
5. At the hearing, the decision-maker has the responsibility to determine the relevancy of questions and explain in real time any decision not to permit a certain line of questioning.
6. During the investigation or hearing, questioning concerning a complainant's sexual history is generally not permitted, unless allowed by Title IX regulations.
7. If a party or witness refuses to submit to cross-examination, the College District is required to ignore that person's statement and reach a decision based on the remaining body of relevant evidence. The College District is not, however, permitted to draw an adverse inference based on the mere fact that an individual refused to submit to cross-examination.
8. During the hearing, questions and evidence about the complainant's sexual predisposition or prior sexual behavior will be considered irrelevant, unless offered to prove that someone other than the respondent committed the alleged misconduct or to prove consent.
9. The College District must make an audio or video recording of the hearing, or a transcript, and make it available to the parties for inspection and review.
10. The decision-maker(s) facilitating the live hearing must not be the same person(s) as the Title IX coordinator or investigator(s).
11. After the hearing, the decision-maker(s) must issue a written determination of responsibility applying the preponderance of the evidence (i.e., more likely than not to have occurred) standard. The written determination must include the following elements:

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIO-  
LENCE/ASSAULT

FFDA  
(LOCAL)

- a. Identification of the allegations at issue.
- b. A description of the procedural steps taken throughout the case.
- c. Findings of fact supporting the determination.
- d. Conclusions regarding application of the College District's Title IX policy.
- e. A statement and rationale as to the determination for each allegation.
- f. A statement of any disciplinary sanction and whether any remedies will be provided to the complainant, and
- g. A description of the procedures and permissible ground for appeal.

12. The decision-maker's written determination must be sent simultaneously to the parties along with information about how to file an appeal.

Notification of the Outcome

The College District will provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed. The parties will be given the opportunity to respond to the report.

Upon written request, the College District will disclose to the alleged victim of a crime of violence, as defined in Title 18, § 16, United States Code, or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by the College District against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the College District will treat the victim's next of kin as the alleged victim.

**College District Action**

Prohibited Conduct

The College District will determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using a the preponderance of the evidence standard (i.e., more likely than not to have occurred). If the results of an investigation and live hearing indicate that prohibited conduct occurred, the College District will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. [See FM and FMA]

*Corrective Action*

Examples of corrective action may include, but are not limited to, the following:

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE/ASSAULT

FFDA  
(LOCAL)

1. Providing a training program for those involved in the complaint;
2. Providing a comprehensive education program for the College District community;
3. Providing counseling for the victim-complainant and ~~the student who engaged in prohibited conduct~~ respondent;
4. Permitting the victim-complainant or student engaged in the prohibited conduct respondent to drop a course in which they both are enrolled without penalty;
5. Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
6. Involving students in efforts to identify problems and improve the College District climate;
7. Increasing staff monitoring of areas where prohibited conduct has occurred; and
8. Reaffirming the College District's policy against dating violence, domestic violence, gender-based harassment, sex discrimination, sexual assault, and sexual harassment, and stalking.

Exception

The College District will minimize attempts to require a student who complains of sexual harassment prohibited conduct as defined by this policy to resolve the problem directly with the person who engaged in the harassment prohibited conduct; however, if that is the most appropriate resolution method, the College District will be involved in an appropriate manner.

Improper Conduct

If the College District determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District may take other appropriate disciplinary action in accordance with College District policy and procedures.

~~If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.~~

**Confidentiality**

To the greatest extent possible, the College District will respect the privacy of the complainant, ~~persons against whom a report is~~

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOL-  
LENCE/ASSAULT

FFDA  
(LOCAL)

~~filed respondent~~, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

### Appeal

~~A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FMA(LOCAL) for students, and GB(LOCAL) for community members] A party will be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.~~

Either the complainant or respondent may appeal the determination rendered as a result of the investigation and live hearing, or any discretionary dismissal of the complaint, on the following permissible grounds:

1. Procedural irregularity that affected the outcome,
2. New evidence not reasonable available that could affect the outcome, and/or
3. Conflict of interest or bias by the College District's participants that affected the outcome.

The College District will ensure that the following elements are present during the course of the appeal:

1. The non-appealing party will be notified of the appeal and allowed to submit a written statement in response.
2. The appeal decision maker(s) cannot be the same individuals as the hearing decision-maker(s). Nor can the appeal decision-maker(s) be the Title IX coordinator or the investigator(s) on the case.
3. The appeal must conclude with a written decision describing the appeal and the rationale for the result that is provided to the complainant and respondent simultaneously.

Appeals under this policy will be submitted to the appeals officer or administrator designed by the College District. The applicable appeal deadlines and guidelines of FMA(LOCAL) will be followed. The College District will provide written notice of the outcome of any appeal(s), within the extent permitted by FERPA or other law, to the ~~victim-complainant~~ and the ~~person against whom the complaint is filed~~ respondent. ~~The parties will be given the opportunity to respond to the report.~~

Upon written request, the College District will disclose to the alleged victim of a crime of violence, as defined in Title 18, § 16,

United States Code, or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by the College District against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the College District will treat the victim's next of kin as the alleged victim.

### **Informal Resolution**

After a formal complaint is filed, the College District may permit the voluntary use of an information resolution process at any time prior to a final determination. The parties must provide their voluntary consent in writing to participate in such a process.

Prior to commencing an information resolution process, the College District will provide the parties with the required written notice of the allegations and a description of the parameters of the information resolution process. The notice will include a statement that a party is permitted to withdraw from the information resolution process and resume the formal process at any time prior to a resolution being reached.

Informal resolution is prohibited in any case where a College District employee is accused of sexual harassment against a student.

The College District will not require the parties to waive their rights to a formal process and agree to information resolution as a condition of enrollment or employment.

### **Retaliation**

Retaliation against anyone involved in the complaint process is a violation of College District policy, and is prohibited. Neither the College District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by applicable federal Title IX regulation; this policy; or because the individual has made a report or complaint, testified, assisted with, participated in, or refused to participate in a Title IX investigation, proceeding, or hearing.

Charging an individual with a violation(s) that does not involve sexual harassment, but arises out of the same facts or circumstances as a formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by applicable federal Title IX regulations, constitutes retaliation.

In an effort to prevent acts of retaliation, the College District will keep confidential and not disclose the identities of complainants, respondent, and witnesses, except as permitted by the Family

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE/ASSAULT

FFDA  
(LOCAL)

Educational Rights and Privacy Act (FERPA), required by law, or necessary to investigate and resolve a Title IX complaint.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a violation(s) for making a materially false statement in bad faith during the course of a Title IX grievance proceeding does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

Complaints alleging retaliation may be filed in accordance with the College District's prompt and equitable grievance procedure. [See FFDB and FLD.]

**Records Retention**

Retention of records will be in accordance with the College District's records retention procedures. [See CIA]

Records of formal complaint resolutions and informal resolutions will be retained by the College District for a period of seven (7) years. The College District will retain all materials used to train institutional participants in the various phases of the resolution process, including the Title IX coordinators and decision-makers. All materials utilized to train Title IX coordinators, investigators, hearing panel participants, and decision-makers will be made available in accordance with applicable federal Title IX regulation requirements.

In instances where the College District receives a report of sexual harassment but a formal complainant is not filed, the institution will maintain a record of all actions taken, including supportive measures, for a period of seven (7) years. In these instances, the College District will include a written rationale explaining why a formal complaint was not filed.

**Access to Policy, Procedures, and Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, will be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials will also be prominently published on the College

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIO-  
LENCE/ASSAULT

FFDA  
(LOCAL)

District's website, taking into account applicable legal requirements. Copies of the policy and procedures will be readily available at the College District's administrative offices and will be distributed to a student who makes a report.

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<sup>1</sup> Office on Violence Against Women, United States Department of Justice: <https://www.justice.gov/ovw/dating-violence>

<sup>2</sup> Office on Violence Against Women, United States Department of Justice: <https://www.justice.gov/ovw/domestic-violence>

<sup>3</sup> Office on Violence Against Women, United States Department of Justice: <https://www.justice.gov/ovw/stalking>

**Reports of Alleged  
Misconduct**

College District faculty and staff ~~shall~~will submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB], committed by a student to the dean of students within a reasonable time following an alleged incident, not to exceed ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

The dean of students or designee ~~shall~~will investigate the matter as necessary. If an allegation is deemed to be unfounded, the dean of students or designee ~~shall~~will dismiss the allegation and ~~shall~~will provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

**Conference**

If, however, the dean of students or designee determines that the allegation warrants further consideration, the dean of students or designee ~~shall~~will summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the dean of students or designee ~~shall~~will notify the student of the allegation or allegations and provide the student an opportunity to respond.

Unfounded  
Allegations

After conferring with the student, if the dean of students or designee determines that the student did not commit a violation, the allegation or allegations ~~shall~~will be dismissed as unfounded. The student ~~shall~~will be provided written notice of the dismissal.

Misconduct  
Warranting a  
Penalty

If the dean of students or designee determines that the student committed misconduct that warrants a penalty ~~other than suspension or expulsion~~, the dean of students or designee ~~shall~~will provide the student a written administrative decision with written notice of the penalty and the student's right to appeal to the disciplinary appeals committee. A student who accepts the administrative decision rendered by the dean of students or designee will sign an acceptance statement indicating he or she understands the violation(s), penalty or penalties imposed and that by signing the acceptance statement he or she voluntarily waives the right to appeal.

Once the acceptance statement is signed or the deadline for filing an appeal has passed, the administrative decision of the dean of students or designee will be final, binding, and the student will not be allowed to appeal. at a later date.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

~~*Suspension*~~

~~If the dean of students or designee determines that the student committed misconduct that warrants a suspension, the dean of students or designee shall will inform the student in writing of the determination, and a hearing shall will be scheduled for consideration by the disciplinary appeals committee as described below.~~

~~*Expulsion*~~

~~If the dean of students or designee determines that the student committed misconduct that warrants expulsion, the official shall will inform the student in writing of the determination. The dean of students or designee shall will forward the determination and all evidence collected during the investigation and conference to the designated leadership team member in order to schedule an expulsion hearing before the Board [see Petition to Revoke Expulsion, below].~~

Interim Disciplinary  
Action

The dean of students or designee may take immediate interim disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

**Disciplinary Appeals  
Committee**

The disciplinary appeals committee will be convened on a request of a student appealing the penalty or penalties imposed by the dean of students or designee. The student's request must be submitted in writing within ten College District business days of the date of the dean of students or designee's written administrative decision.

~~The disciplinary appeals committee shall~~will be convened:

- ~~1. On request of a student appealing a penalty other than suspension or expulsion. The request must be filed in writing, on a form provided by the College District, within ten College District business days of the date of the administration's written notice.~~
- ~~2. Automatically, if the dean of students or designee determines that a student committed misconduct warranting suspension or expulsion.~~

Composition

The disciplinary appeals committee ~~shall~~will be composed of at least four College District employees and a minimum of one current College District student, when appropriate. The members of the disciplinary appeals committee and the committee chairperson ~~shall~~will be designated according to procedures developed by the designated leadership team member. All members of the disciplinary appeals committee ~~shall~~will be eligible to vote during the hearing.

Hearing Notice

The dean of students or designee ~~shall~~will notify the student by letter of the date, time, and place for the hearing. Unless the student and the dean of students or designee otherwise agree or unless there are unforeseeable circumstances beyond the College District's control, the hearing ~~shall~~will take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the hearing or the dean of students or designee's determination that the student should be suspended.

*Contents of  
Notice*

The notice ~~shall~~will:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
  - a. To have a private hearing.
  - b. To be assisted by an adviser or legal counsel at the hearing.
  - c. To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on his or her own behalf.
  - d. To make an audio recording of the proceedings, after first notifying the dean of students or designee in advance of the hearing, or, at the student's own expense,

to have a stenographer present at the hearing to make a stenographic transcript of the hearing.

- e. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

Failure to Appear  
for Hearing

The disciplinary appeals committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee may proceed with the hearing in the student's absence.

Hearing Procedure

The hearing ~~shall~~will proceed as follows:

1. The chairperson ~~shall~~will read the description of the misconduct.
2. The chairperson ~~shall~~will inform the student of his or her rights.
3. The designated official or representative ~~shall~~will present the College District's case.
4. The student or representative ~~shall~~will present the student's defense.
5. The designated College District official or representative ~~shall~~will present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The designated official or representative ~~shall~~will summarize and argue the College District's case.
8. The student or representative ~~shall~~will summarize and argue his or her case.
9. The designated official or representative ~~shall~~will have an opportunity for rebuttal argument.
10. The committee members ~~shall~~will deliberate in closed session. The committee members ~~shall~~will vote on the issue of

whether or not the student violated College District policies and procedures, including the rules for student conduct.

11. If the committee finds the student ~~did~~ committed misconduct, the committee ~~shall~~will determine whether the penalty assessed, or proposed in the case of suspension, by the dean of students or designee is appropriate and, if necessary, ~~shall~~will assess a different or additional penalty.
12. The committee chairperson ~~shall~~will communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten College District business days of the hearing. The notice ~~shall~~will include procedures for appealing the committee's decision to the designated leadership team member.

All hearings ~~shall~~will be recorded by the College District.

#### Evidence

Evidence ~~shall~~will be handled in accordance with the following:

1. Legal rules of evidence do not apply ~~unless otherwise required by applicable Title IX regulations~~; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the hearing, the College District ~~shall~~will be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The committee ~~shall~~will determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

#### Appeal to College District Administration

A student may, within ~~ten~~ ~~ten~~ College District business days of receiving notice of the disciplinary appeal committee's decision, petition in writing the designated leadership team member to review the decision. The student's petition ~~shall~~will state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the disciplinary appeals committee chairperson ~~shall~~will forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the designated leadership team member.

The designated leadership team member ~~shall~~will hold a conference within ~~ten~~ ~~ten~~ College District business days after the appeal notice is filed, ~~unless there are unforeseeable circumstances beyond the College District's control~~. At the conference, the student may provide information concerning any documents or information

relied on by the committee. The designated leadership team member may set reasonable time limits for the conference. The conference ~~shall~~will be audio recorded.

The designated leadership team member ~~shall~~will provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the designated leadership team member may consider the evidence included in the student's petition, provided during the conference, and forwarded by the committee chairperson. The designated leadership team member may act to affirm, modify, remand, or reverse the decision of the disciplinary appeals committee. The designated leadership team member's decision is final and non-appealable, except when expulsion is recommended by the dean of students or designee and/or the disciplinary appeals committee ~~and affirmed by the designated leadership team member.~~

**College District  
President Review of  
Recommendation for  
Expulsion Appeal to  
Board**

Solely in the case where expulsion is recommended and affirmed, a student may appeal to the District President or designee. An appeal to the District President or designee will be held on the request of a student appealing the designated leadership team member's decision and affirmation of expulsion. The request must be submitted in writing within ten College District business days of the designated leadership team member's decision. The College District President or designee may request a meeting with the student prior to issuing a final administrative decision.

The District President or designee will review all recommendations for expulsion, whether or not the student chooses to proceed through the disciplinary appeals process. The designated leadership team member will forward the recommendation for expulsion and evidence to the District President or designee for review and final consideration. The District President or designee may act to affirm, modify, or reverse the recommendation for expulsion. The student will be notified in writing of the District President or designee's decision within ten College District business days. The College District President or designee's decision is final and non-appealable. Unless otherwise specified in writing, expulsion shall have District-wide effect and an expelled student may not enroll for admission to any campus without the District President's approval unless the expulsion has expired by its own terms.

~~If the designated leadership team member affirmed the decision of the disciplinary appeals committee's recommendation for expulsion, the student may appeal the decision to the Board. The appeal~~

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

~~notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the written response from the designated leadership team member, or, if no response was received, within ten College District business days of the response deadline.~~

~~The designated leadership team member or designee shall~~will ~~inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.~~

~~The College District President or designee shall~~will ~~provide the Board the evidence presented to the designated leadership team member, as well as the audio recording of the designated leadership team member's conference with the student and~~with a copy of the student's appeal and any supporting documents provided by the student, ~~the written response provided by the designated leadership team member to the student, and a summary of the leadership team member's findings.~~

~~The College District shall~~will ~~determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]~~

~~The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall~~will ~~hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.~~

~~In addition to any other record of the Board meeting required by law, the Board shall~~will ~~prepare a separate record of the hearing. The hearing, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall~~will ~~be recorded by audio recording, video/audio recording, or court reporter.~~

~~The Board shall~~will ~~then consider the evidence. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the dean of students or designee, disciplinary appeals committee, and/or the designated leadership team member's decision. The Board's decision is final and non-appealable, except when considering expulsion revocation requests [see Petition to Revoke Expulsion].~~

**Petition to Revoke  
Expulsion**

Once five calendar years from the date of the College District President or designee's Board's final decision has lapsed, the student may petition to revoke the expulsion.

**Collin County Community College District Board of Trustees**

2020-06-2

June 23, 2020

Resource: Kim Davison  
Chief of Staff

**AGENDA ITEM:**

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

- **BE(Local)** Policy and Bylaw Development
- **CAA(Local)** Appropriations and Revenue Sources (Grants and Awards)
- **CHA(Local)** Site Management-Security
- **CR (Local)** Technology Resources
- **CS (Local)** Information Security
- **DEB(Local)** Compensation and Benefits
- **DEC(Local)** Compensation and Benefits – Leaves of Absence
- **DEE(Local)** Expense Reimbursement (International Travel)
- **DGC (Local)** Employee Rights and Privileges – Employee Expression and Use of College Facilities
- **DGD (Local)** – Employee Rights and Privileges – Employee Expression and Employee Use of College District Facilities
- **FKA(Local)** – College-Sponsored Publications
- **FLA (Local)** Student Rights and Responsibilities – Student Expression and Use of College District Facilities
- **FLAA (Local)** Student Expression – Student Use of College District Facilities
- **FLB (Local)** Student Rights and Responsibilities – Student Conduct
- **GD (Local)** Community Expression and Use of College District Facilities

**DISCUSSION:**

The Organization, Education, and Policy Committee reviewed all policies presented in this item. The Committee Chair will report out a recommendation at the June 2020 regular meeting of the Board of Trustees.

**PROPOSED CHANGES:**

As a part of the college's comprehensive review of all policies and with input from the Texas Association of School Boards' Legal and Policy Service, the local policies outlined below are being presented for your approval.

- **BE(Local) Policy and Bylaw Development** - Adds language providing for a designee to act on perfunctory policy changes, as defined in the policy, in the absence of the District President.
- **CAA(Local) Appropriations and Revenue Sources (Grants and Awards)** – Adds language providing for a designee to take action related to grants in the absence of the District President.
- **CHA(Local) Site Management-Security** – Adds language that requires an original copy of all dash cam and body camera recordings be archived by the IT Department as outlined.
- **CR (Local) Technology Resources** – Adds language providing for a designee to approve the college's information security program in the absence of the District President and defines ownership of data created and stored in college-owned and leased equipment and videos captured through cameras on campus.
- **CS (Local) Information Security** – Establishes that the College may work with third parties to research and resolve security breaches.
- **DEB(Local) Compensation and Benefits** – Deletes outdated language related to penalties under the ACA.
- **DEC(Local) Compensation and Benefits – Leaves of Absence** – Adds a definition of catastrophic illness and eligibility for using the college's sick leave bank.
- **DEE(Local) Expense Reimbursement (International Travel)** - Adds language providing for a designee to approve international travel requests in the absence of the District President.
- **DGC (Local) Employee Rights and Privileges – Employee Expression and Use of College Facilities**

– Updates will address an employee’s use of college common outdoor areas for expressive activities.

- **DGD (Local) – Employee Rights and Privileges – Employee Expression and Employee Use of College District Facilities** – Updates will provide additional guidance related to an employee’s use of college facilities for expressive activities.
- **FKA(Local) – College-Sponsored Publications** – Adds language providing for a designee to approve usage of the college’s name or logo for publications.
- **FLA (Local) Student Rights and Responsibilities – Student Expression and Use of College Facilities** – Updates will address a student’s use of college common outdoor areas for expressive activities.
- **FLAA (Local) Student Expression – Student Use of College District Facilities** - Updates will provide additional guidance related to a student’s use of college facilities for expressive activities.
- **FLB (Local) Student Rights and Responsibilities – Student Conduct** – Adds required language prohibiting sexual assault, committing dating violence, engaging in bullying; adds a restriction against using brass knuckles; and prohibits interfering with expressive activities in common outdoor areas.
- **GD (Local) Community Expression and Use of College District Facilities** – Updates will address the general public’s use of the College’s common outdoor areas for expressive activities. Adds language providing for a designee to act in the absence of the District President on issues related to the use of college facilities by the community.

**DISTRICT PRESIDENT’S RECOMMENDATION:**

The District President recommends approval of the fifteen (15) Local Board Policies as outlined above.

**SUGGESTED MOTION:**

This item may come as a motion and second out of committee. A suggested motion would be, “Mr. Chairman, I make the motion that the Board of Trustees of Collin County Community College District approves the Local Board Policies.”

Within the context of current law, the College District ~~shall~~will be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

**Organization**

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the College District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

At each policy code, the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

**Terms**

The terms “Trustee” and “Board member” are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for College District name terminology]

**Harmony with Law**

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, ~~shall~~will be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity ~~shall~~will not affect other provisions or applications of policy that can be given effect without the invalid provision or application. To this end, the provisions of this policy manual are declared to be severable.

**Policy Development**

Policies and policy amendments may be initiated by the District President, Board members, College District personnel, students, or community citizens but generally ~~shall~~will be recommended for the Board’s consideration by the District President.

**Adoption and Amendment**

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

Local policies ~~shall~~will become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

**Official Policy Manual**

The Board ~~shall~~will designate one copy of the local policy manual as the official policy manual of the College District. The official copy ~~shall~~will be kept in the District President’s office, and the District President or designee ~~shall~~will be responsible for its accuracy and

integrity and ~~shall~~will maintain a historical record of the College District's policy manual.

TASB Localized  
Updates

After Board review of legally referenced policies and adoption of local policies, the new material ~~shall~~will be incorporated into the official policy manual and into the online policy site maintained by the College District. If discrepancies occur between different copies of the policies, the version contained in the official policy manual ~~shall~~will be regarded as authoritative.

**Perfunctory Changes**

The District President, or designee, may approve perfunctory or insignificant changes to any portion of a (LOCAL) policy, so long as such change does not alter the purpose, intent, or application of the policy. Perfunctory changes ~~shall~~will be limited to changes made to correct spelling or grammatical errors, and to update titles, names, or other contact information for individuals or departments assigned to carry out the responsibilities of a particular policy.

**Grants and Awards**

The District President, or designee, shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the College District's operations;
2. Approve commitment of College District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the College District budget approved by the Board; ~~and~~
3. Approve grant and award amendments as necessary; and
- ~~3-4. Receive funds on behalf of the College District related to completion of such authorized grant activities, if required.~~

The College District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The District President, or designee, shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the College District is complying with requirements for state and federal grants and awards.

[See CAAA, CAAB]

**Federal Awards**

Conflict of Interest

Each employee, Board member, or agent of the College District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award, and who has a potential conflict of interest as defined at 2 C.F.R. 200.318, shall disclose to the College District in writing any conflict that meets the disclosure threshold in Local Government Code Chapter 176. [See CAAB]

In addition, each employee, Board member, or agent of the College District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" has the same meaning as "family member" as described in Local Government Code Chapter 176. [See BBFA]

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the College District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

APPROPRIATIONS AND REVENUE SOURCES  
STATE AND FEDERAL REVENUE SOURCES

CAA  
(LOCAL)

Gifts and Gratuities Employees, Board members, and agents of the College District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above \$50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFA, BBFB, CAAB, and DBD. In the event of a violation of these requirements, see CDE and DH.]

**Purpose and Mission** As authorized by the Texas Education Code, the Board of Trustees has chosen to employ and commission peace officers to maintain law and order. The Collin College Police Department will strive to provide a safe environment in which all members of the College District community may work, teach, study, and learn. The police department in the daily performance of its functions will stress public safety and service and the protection of life and property.

**Jurisdiction** The primary jurisdiction of College District peace officers will include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

**Authority** Within a peace officer's primary jurisdiction, he or she:

1. Is vested with all the powers, privileges, and immunities of peace officers; and
2. May, in accordance with Chapter 14, Code of Criminal Procedure, arrest without a warrant any person who violates a law of the state; and
3. May enforce all traffic laws on streets and highways.

Outside a peace officer's primary jurisdiction, he or she is vested with all the powers, privileges, and immunities of peace officers and may arrest any person who violates any law of the state if the peace officer is:

1. Summoned by another law enforcement agency to provide assistance; or
2. Assisting another law enforcement agency; or
3. Otherwise performing duties as a peace officer for the College District.

Additionally, as provided by Section 51.210 of the Texas Education Code, the College's peace officers are authorized to enforce rules and regulations promulgated by the Board and the administration.

Any person commissioned by the College District must be a certified peace officer who satisfies the requirements of the Texas Commission on Law Enforcement (TCOLE). Peace officers will discharge the responsibilities provided in Section 51.203 of the Texas Education Code and Articles 2.12 and 2.13 of the Code of Criminal Procedure. All certified peace officers will possess a valid Texas driver's license at all times.

**Appointing a Chief** The Chief of Police is appointed by the Board of Trustees upon the recommendation of the District President. The Chief of Police is subject to state and federal law, the policies of the Collin College

Board of Trustees, and the regulations, guidelines, and directives implemented by the District President or designee.

The Chief of Police will, as a condition of employment, complete the course of training prescribed for Chiefs of Police by the TCOLE.

Subject to pertinent state and federal laws, Board policy, and administrative regulations and directives, the Chief of Police has authority to manage the members of the police department. The Chief of Police will promote the discipline, training, efficiency, and morale of the department. The Chief of Police is authorized to establish the schedule of work for all department personnel.

Subject to review and approval by the District President or designee, the Chief of Police will prepare a handbook or manual of procedures, guidelines, and regulations to implement Board policy and to guide officers in the discharge of their responsibilities. The handbook or manual will address arrests, search and seizure, use of force, evidence handling, use of vehicles and equipment, protection of criminal history information and other confidential information, use of firearms and qualifications, officer standards of conduct and training, interaction with other law enforcement agencies, interaction with mentally impaired individuals, traffic control, compliance with state and federal mandates, and other subjects as may be determined by the Chief of Police. The handbook or manual will address communication and cooperation between the police department and Collin College campus administrators with authority for the administration of student discipline.

The Chief of Police may promulgate oral and written orders, commands, directives, and verbal instructions that are not inconsistent with the law, Board policy, or orders and instructions from the District President or designee.

### **Security Authority and Powers**

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District will have all the powers, privileges, and immunities of peace officers. College District peace officers will have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District peace officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.

3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies on College District property or at College District functions.
6. Investigate violations of College District policy, rules, and regulations as requested by the District President and participate in administrative hearings concerning the alleged violations.
7. Carry weapons as directed by the Chief of Police and approved by the District President.
8. Carry out all other duties as directed by the Chief of Police or District President.

**Limitations on  
Outside Employment**

No officer commissioned under this policy will provide law enforcement or security services for an outside employer without prior written approval from the Chief of Police.

[See DBF(LOCAL) for additional requirements related to non-school employment.]

**Relationship with  
Outside Agencies**

The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction will enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The Chief of Police and the District President or designee will review the memorandum of understanding at least once every year. The memorandum of understanding will be approved by the Board.

**Use of Force**

The use of force, including deadly force, will be authorized only when reasonable and necessary, as outlined in the department regulations manual.

**Guiding Principles**

The use of force by police officers is a matter of critical concern to the Board, the public, and the law enforcement community. The Board recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties. Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

Duty to Intervene  
and Report

Any College police officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances will, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law will promptly report these observations to a supervisor.

Standards for Using  
Force

Officers will use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officers at the time of the event to accomplish a legitimate law enforcement purpose.

An officer may use reasonable force to effect an arrest, search, prevent escape, or overcome resistance. If it is not reasonably apparent to the person being arrested, or it is not reasonably impracticable to do so, officers should make clear their intent to arrest or search the person and identify themselves as peace officers before using force.

When determining whether to apply force and evaluating whether an officer has used reasonable force, officers will take the following factors into consideration, as time and circumstances permit. These factors include, but are not limited to:

1. Immediacy and severity of the threat to officers or others;
2. The conduct of the individual being confronted as reasonably perceived by the officer at the time;
3. The officer's personal circumstances (e.g., age, size, relative strength, prior training and skill level, injuries sustained, level of exhaustion or fatigue, the number of other officers available);
4. The effect of drugs or alcohol on the subject;
5. The subject's mental state or capacity;
6. Proximity of weapons or dangerous improvised devices;
7. The degree to which the subject has been effectively restrained and his or her ability to resist despite being restrained;

8. The availability of other options and their possible effectiveness;
9. Nature of the offense or reason for contact with the individual;
10. Likelihood of injury to officers, suspects, and others;
11. Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the officer;
12. The risk and reasonably foreseeable consequences of escape;
13. The apparent need for immediate control of the subject or a prompt resolution of the situation;
14. Whether the conduct of the individual being confronted reasonably appears to pose an imminent threat to the officer or others or whether the risk of imminent threat has subsided;
15. Prior contacts with the subject or awareness of any propensity for violence; or
16. Any other exigent circumstances.

Use of deadly force is justified only in the following circumstances:

1. An officer may use deadly force to protect himself or herself or other persons from what the officer reasonably believes would be an imminent threat of death or serious bodily injury.
2. An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended.

Reporting and  
Analysis

Officers are discouraged from discharging a firearm at a moving vehicle. An officer may discharge a firearm at a moving vehicle only when there is an imminent threat of death or serious bodily injury, and the officer reasonably believes that use of deadly force is necessary to defend the life of the officer or any other person. Any use of force by a College police officer will be documented promptly, completely, and accurately in an appropriate report, and a copy will be sent to the District President. To collect data for purposes of training, resource allocation, analysis, policy development, and related purposes, the Chief of Police or designee may require the completion of additional report forms, as specified in department procedure or law. The Chief of Police will objectively evaluate the

use of force by the department's officers to ensure that their authority is used lawfully, appropriately, and consistently with training and policy.

Annual Report

Each year, the Chief of Police or designee will submit to the District President a written report summarizing and analyzing the use of force incidents in the preceding year that resulted in death, visible injury, or unconsciousness; that would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort; that used methods of restraint other than handcuffs or approved devices; that involved individuals who were struck or kicked; or that involved claims by individuals that the officer used excessive force or caused injury. The District President or designee will evaluate the need for additional training or policy modifications.

Training

In addition to initial and supplementary training on use of force, all College police officers will participate no less than annually in regular and periodic department training addressing this policy and protecting the public.

**Emergency Driving  
in Pursuit and Non-  
Pursuit Situations**

Vehicle pursuits expose innocent citizens, law enforcement officers, and fleeing violators to the risk of serious injury or death. The College District's police officers will make every reasonable effort to apprehend a fleeing suspect and to respond to emergency calls quickly and safely. The pursuit or call response should never be carried to such an extent as to endanger the lives or property of innocent users of the street, the highway, the violator, or the officer.

Emergency, non-pursuit driving is the operation of an authorized emergency vehicle with emergency lights and sirens in operation by a police officer in response to a life-threatening or a violent crime in progress, using due regard for the safety of others.

Emergency driving in a pursuit situation is an active attempt by a police officer, operating an emergency vehicle and utilizing simultaneously all emergency equipment, to apprehend one or more occupants of another moving vehicle and the driver of the fleeing vehicle is aware of that attempt and is resisting apprehension. Officers' conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances.

Emergency Driving  
in General

The operation of a Collin College police vehicle, when utilized as an authorized emergency vehicle, is governed by the Texas Transportation Code Chapter 546. College police officers may operate College police vehicles as emergency vehicles in compliance with this policy in non-pursuit and pursuit emergency situations. When operating a department vehicle as an authorized emergency

vehicle, the officer will immediately activate all emergency lights and sirens and will immediately notify the dispatcher. Officers will not operate a police vehicle in emergency status if it is occupied by any passenger other than another police officer.

Unmarked vehicles and police vehicles and College-owned vehicles without emergency lights and sirens will not be operated as emergency vehicles.

Non-Pursuit  
Situations

Emergency responses will be made only when the incident involves a life-threatening situation or a violent crime in progress. Emergency responses must be approved by a supervisor. When deciding to initiate or continue driving under emergency conditions, officers will consider such factors as traffic volume, time of day, weather conditions, and potential hazard or liability to themselves and the public. Officers will have sufficient information to justify the decision to drive under emergency situations. Officers responding to a call from another officer needing assistance will remember that one must arrive at the scene safely in order to be of assistance.

Pursuit Situations

Probable cause must exist for the belief that a felony offense has been committed and failure to apprehend a suspect immediately may result in loss of life or serious bodily injury to another. A crime against property, by itself, will not justify pursuit.

Pursuits will be utilized only in instances necessary to pursue suspected perpetrators of felony crimes, which occurred on property owned, operated, or controlled by the College District. No pursuit will be initiated or continued on or off property owned, operated, or controlled by the College District by any officer unless a supervisor approves such pursuit. The supervisor will control the pursuit and have the authority to terminate the pursuit at any time. Supervisors should be within radio contact at all times and continually assess the advisability of commencing and continuing the pursuit. The supervisor will determine whether a back-up police vehicle is necessary and appropriate. The supervisor will notify other jurisdictions if the pursuit is likely to enter or cross into another jurisdiction.

The pursuing officer will consider the following factors before initiating a pursuit:

1. Nature of the offense;
2. The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists, and others;
3. Performance capabilities of the pursuit vehicle;

4. Vehicle speeds, road, traffic, and pedestrian conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape;
5. Weather and environmental factors such as rain, fog, ice, snow, or darkness that could substantially increase the danger of pursuit;
6. Age of offender, whether the identity is known, and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time;
7. Officer's familiarity of area and his or her ability to accurately describe location and direction of travel;
8. Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors; and
9. Availability of other resources and back-up assistance.

When the suspect's identity has been established at a point where later apprehension can be accomplished, and there is no logical need for immediate apprehension, the pursuit will be terminated.

Officers should not continue an emergency response or pursuit when conditions escalate to a degree that places the safety of the officers or others in an unacceptable level of jeopardy. All officers involved in vehicular pursuits will be held accountable for the continuation of a pursuit when traffic hazards and other circumstances indicate, by danger level, that it should have been discontinued.

Officers will not use their vehicle as a ramming device, to box in or surround a suspect vehicle, to overtake or force a suspect vehicle off the roadway, or to create roadblocks.

Pursuits Initiated by  
Other Law  
Enforcement  
Agencies

College police officers will discontinue the pursuit when another agency has assumed the pursuit, unless continued assistance of the Collin College Police Department is requested by the agency assuming the pursuit.

When a pursuit begins within another agency's jurisdiction and passes or ends within the College District's primary geographical jurisdiction, the originating agency will have arrest responsibility.

Reporting and  
Analysis

After a pursuit, the pursuing officer and supervisor monitoring the pursuit will each prepare a written report detailing the factual circumstances surrounding the pursuit. The report will be evaluated by the Chief of Police or his or her designee to ensure compliance with this policy and other department procedures. Each year, the

Chief of Police will submit to the District President or designee a report summarizing and analyzing the pursuits taken in the previous year. The District President or designee will evaluate the need for additional training or policy modifications.

Training

In addition to initial and supplementary training on pursuits, all police officers of the department will participate no less than annually in regular and periodic department training addressing this policy and the importance of vehicle safety and protecting the public.

**Video Monitoring**

Video equipment will be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.

Access to  
Recordings

Recordings will be considered law enforcement records, will remain in the custody of the Chief of Police, and will be maintained as required by the department regulations manual and in accordance with applicable law. An original complete copy of all dash cam and body camera recordings will be archived by the Information Technology Department in accordance with records retention guidelines. See CR(Local) for additional information.

**Training**

All College District officers will receive at least the minimum amount of education and training as required by law.

**Racial Profiling**

Officers will actively enforce state and federal laws in a responsible and professional manner, without regard to race, ethnicity, or national origin. Officers are prohibited from engaging in bias-based profiling when making traffic stops, field interview stops, or initiating asset seizure and forfeiture efforts. This policy is applicable to all persons, whether drivers, passengers, or pedestrians. Officers will conduct themselves in a dignified and respectful manner at all times when dealing with the public. Two of the fundamental rights guaranteed by the United States and Texas constitutions are equal protection under the law and freedom from unreasonable searches and seizures by governmental agents. The right of all persons to be treated equally and to be free from unreasonable searches and seizures must be respected. Bias-based profiling is an unacceptable patrol tactic and will not be condoned.

The District President or designee will provide a complaint process so that students, employees, and other citizens may report violations of this policy. The District President or designee will provide public education regarding the complaint process in the form of bulletin board notices, website postings, student handbook notices, public presentations, and/or other forms of communication designed to promote public awareness.

The Chief of Police will disseminate written regulations to all members of the police department that strictly prohibit racial profiling;

define acts constituting racial profiling; describe the complaint process by which an individual may file a complaint if the individual believes that he or she has been subjected to racial profiling; and require appropriate corrective action to be taken against a peace officer who, after an investigation, is shown to have engaged in racial profiling in violation of this policy. The written regulations will comply with state law requirements regarding the collection of data regarding arrests and the annual reporting to TCOLE and the Board regarding the data.

The Chief of Police or designee will provide periodic training regarding this policy and the department's procedures regarding racial profiling.

### **Complaints**

Complaints against police officers must be in writing and signed by the person making the complaint. A copy of the complaint will be given to the officer within a reasonable time after it is filed, and no disciplinary action will be taken against the officer as a result of the complaint unless a copy is given to the officer and the matter has been investigated. A signed letter from a supervisor or other employee with knowledge of the facts may fulfill the requirements of a complaint.

Complaints involving allegations of misuse of force, brutality, felony misconduct, misdemeanors involving moral turpitude, corruption, or police conduct involving serious injury or death will be investigated by an impartial supervisor who did not have involvement in the underlying matter. However, the District President or designee, in his or her sole discretion, may appoint an investigator outside the department when circumstances warrant such action.

Grievances and concerns by police department employees concerning wages, promotions, hours of work, working conditions, workplace conflict, discrimination, performance evaluations, assignments, reprimands, or disciplinary action will be processed in accordance with the Board's personnel policies located in DAA of the Board's policy manual.

Appeals regarding this complaint process will be filed in accordance with DGBA, FLD, or GB, as appropriate.

Complaints against the Chief of Police will be submitted to the District President or designee who will appoint an appropriate investigator.

### **Assistance in College Hearings**

As employees of the College, the College's police officers have a duty to assist the College administration in College disciplinary hearings or other College hearings when the officer has information pertinent to the hearing, regardless of whether the hearing involves

criminal or noncriminal charges and regardless of whether criminal charges are pending. Officers may be called to provide expertise, information, records, or testimony that may be pertinent to the matter pending. In extenuating circumstances, the District President or his or her designee may excuse an officer's participation.

**School Marshal  
Program**

Purpose and  
Responsibilities

The sole purpose of a school marshal is to prevent the act of murder or serious bodily injury on the College's premises, acting only within the authority granted in this policy and applicable law.

A school marshal may only act as necessary to prevent or abate the commission of an offense that threatens serious bodily injury or death of students, faculty, staff, or visitors on school premises.

A school marshal may not issue a traffic citation.

Appointment

An individual who is employed by the College District and is interested in serving as a school marshal will express such interest by completing a designated application form available in the District President's Office.

In addition to holding a current and valid License to Carry (LTC), to be eligible for appointment as a school marshal at the College, an applicant must:

1. Successfully complete all prerequisite commission training;
2. Pass the state licensing exam;
3. Be currently employed by the College District;
4. Be appointed by the Board; and
5. Meet all statutory requirements and TCOLE requirements, including psychological fitness established through a psychological examination.

To be eligible for an appointment, an employee must also meet all additional requirements as outlined in Occupations Code 1701.260 and 37 Administrative Code 227.3.

The College District is not obligated to appoint any individual as a school marshal, and the selection or removal of a school marshal will be at the sole discretion of the College District, subject to applicable laws. An applicant who is appointed as a school marshal must continue to meet all relevant statutory, commission, and College District requirements at all times.

Once appointed, a school marshal will:

1. Immediately report to the TCOLE and the College through the Chief of Police, any circumstance which would render him or

her unqualified and unauthorized to act as a school marshal by virtue of his or her employment with the College, failure to meet the standards of the commission, another state agency, or under law;

2. Immediately report to the TCOLE any violation of applicable commission standards, including any discharge of a firearm carried under the authorization of this chapter outside of the training environment on College premises; and
3. Comply with all requirements under law, including Texas Higher Education Code Section 51.220.

Possession and  
Use of Handgun

Individuals appointed as school marshals are authorized to carry or possess a handgun on the physical premises of the College and access such handgun only under circumstances that would justify the use of deadly force under Section 9.32 or 9.33, Penal Code and subject to the requirements found in "Use of Force" outlined herein and in the police department operating procedures, insofar as the Use of Force guidelines and police department procedures are more restrictive.

Individuals appointed as school marshals may only possess or carry the handgun in a concealed manner; however, if the primary duty of the school marshal involves regular, direct contact with students, the marshal may not carry a concealed handgun but may possess a handgun on the physical premises of a public junior college campus in a locked and secured safe within the marshal's immediate reach when conducting the marshal's primary duty.

School marshals will be designated as school marshals only for specific campuses, and such designation will be made by the Board in closed Executive Session.

Training

Training is required on an annual basis that meets or exceeds the state's training requirements for school marshals. Training will be facilitated and monitored through the College's police department, as authorized by the Chief of Police.

Equipment

Appointed school marshals will carry their personal firearms and are responsible for maintaining them appropriately. Firearms and ammunition of school marshals must be approved by the Chief of Police or designee and are subject to periodic inspection by the Chief of Police or designee for safety purposes. The only ammunition a marshal may carry and use is frangible duty ammunition approved by the TCOLE.

Renewal of  
Appointment

An individual serving as an appointed school marshal is reviewed and considered for reappointment annually by the Chief of Police.

Individuals recommended for appointment and renewal are then considered by the Board in closed Executive Session.

Appointments may be withdrawn at any time for any reason or no reason by action of the Board in its sole discretion taken in executive session, without the right to appeal.

If a school marshal's status becomes inactive for a reason spelled out in Texas Higher Education Code Section 51.220(g) or other law, that school marshal will cease being a marshal for the College and will notify the Chief of Police immediately of the change in status.

Confidentiality

Except as provided in Section 1701.260(j) of the Texas Occupations Code, the identity of a school marshal is confidential. The identity of a school marshal will not be disclosed by the College District in response to a request under the Texas Public Information Act.

However, if the College District receives an inquiry in writing from a parent or guardian of a student enrolled at the College District, the Board will provide the parent or guardian written notice indicating whether any employee of the public junior college is currently appointed as a school marshal. Such notice will not disclose any information confidential under this section, including the identity of any particular school marshal.

**Definition**

Technological and information resources are defined to include electronic data and records; software; networking tools; remote access devices; electronically recorded voice, video, and multimedia communications; and other electronic devices used primarily for the transmission, storage, or utilization of electronically communicated information.

**Use of College District Technological and Information Resources**

College District technological and information resources are provided to allow faculty, staff, and students to pursue the central educational mission of the College District and are to be used to the extent that they promote that mission either directly in teaching and research or indirectly in supporting the offices that maintain College District operations. Incidental personal use that does not otherwise violate this policy or have an adverse effect on College District resources will be permitted. Technological and information resources will be accessed and used in an ethical manner consistent with the institution's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. All users of technological and information resources are to adhere to legal and professional standards, to support the mission, and to act in the best interests of the College District.

All users of technological and information resources are responsible for the protection of College District assets to which they are assigned and for not compromising the accuracy, integrity, and confidentiality of the information to which they have access. Resources are not to be abused or employed in such a way as to interfere with, or cause harm or damage to, another person, institution, or company within or outside the College District. While the College District encourages the exploration of educational and scholarly interests through the use of its technological resources, respect for the rights and privacy of others will be observed. Those who are authorized to access confidential files will respect the privacy rights of others and use data only for legitimate academic or administrative purposes.

All users of College District technology resources will comply with the following policies, procedures, and security controls.

**Access**

Many of the technological and information resources of the College District may be accessed by all employees and students of the College District and by the public as well. However, access to some resources is restricted. The appropriate administrators will determine and authorize the appropriate degree of access.

Users will implement best practices in taking precautions to prevent the unauthorized use of their access codes. In choosing access codes, users will avoid the use of common words, proper

names, readily associated nicknames or initials, and any other letter or number sequences that might easily be guessed. Users will be held accountable for their own actions performed under their access codes and will be subject to appropriate disciplinary action if violations occur from the actions of other individuals as a result of user negligence in protecting the codes. Users are responsible for changing access codes on a regular basis. If an access code becomes compromised, users will change it immediately upon becoming aware that said code has been compromised.

Users will not attempt to access, search, or copy technological and information resources without the proper authorization. No one will use another individual's account without permission, and active sessions will not be left unattended. Providing or using false or misleading information in order to gain access to technological and information resources will be prohibited. Users will not test or attempt to compromise internal controls, even for purposes of systems improvement. Such actions require the advance, written approval of the authorized administrator or must be included among the security evaluation responsibilities of one's position. Violations will be reported to the chief information systems officer in the office of information technology.

**Protecting  
Confidentiality**

Unless disclosure is a normal requirement of a user's position and has been so authorized, no user will disclose:

1. Confidential information that is protected by the Family Educational Rights and Privacy Act (FERPA);
2. Personnel records; or
3. Other materials commonly recognized or considered as sensitive or confidential.

All users with access to confidential data will safeguard the accuracy, integrity, and confidentiality of that data by taking precautions and performing office procedures necessary to ensure that no unauthorized disclosure of confidential data occurs. Such precautions and procedures include, but are not limited to, avoiding the use of portable storage devices (i.e., thumb drives), protecting sensitive data with access codes, and only storing sensitive materials on the College District's network, including College District-approved or College District-contracted external sites such as publisher websites for a course being offered by the College District. If portable storage devices that contain confidential information must be used, the device must be encrypted. A justification must also be provided to the Chief Information Security Officer.

Information regarding the confidentiality of student educational records may be found in the student handbook or by contacting the registrar.

### **Privacy**

For purposes of this policy, privacy is defined as the right of an individual or an organization to create, maintain, send, and receive electronic data, software, and communications files that are safe from examination and disclosure by unauthorized parties. The College District recognizes that individuals have a substantial interest in and reasonable expectation of privacy. Accordingly, the College District respects the privacy rights of all users of the College District's technology resources.

The College District will not monitor users' private electronic data, software, and communications files as a routine matter. Users should note that some electronic files are copied to backups and stored for indefinite periods in centralized locations. In such instances, user deletion of an electronic file, such as an email message, may not delete a previously archived copy of that file.

It is a violation of College District policy for any member of the College District community to access College District databases to engage in electronic "snooping," or to use College District technological resources for the purpose of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to such files.

The College District reserves the right to access and to disclose the contents of an individual's electronic data, software, and communications files; however, the College District will do so after obtaining the proper approvals only when a legitimate need exists and the urgency of the need is sufficiently strong to offset the College District's commitment to honor the individual's privacy. Such grounds include, but are not limited to:

1. Maintaining system integrity, for example, tracking viruses;
2. Protecting system security;
3. Investigating indications of impropriety;
4. Protecting the College District's property rights; and
5. Meeting legal obligations, for example, subpoenas and open records requests.

### **Copyright Issues**

Copyright is a form of protection the law provides to the authors of "original works of authorship" for their intellectual works that are "fixed in any tangible medium of expression," both published and unpublished (Title 17, United States Code). It is illegal to violate

any of the rights provided by the law to the owner of a copyright. The College District respects the ownership of intellectual material governed by copyright laws. All users of the College District technology resources will not knowingly fail to comply with the copyright laws and the provisions of the licensing agreements that apply to software; printed and electronic materials, including documentation, graphics, photographs, multimedia, including musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed or purchased by the College District or accessible over network resources provided by the College District. The user will be responsible for reviewing individual author, publisher, patent holder, and manufacturer agreements for software, programs, and applications loaded by the user onto College District hardware, equipment, and web resources.

In compliance with the requirements of the Digital Millennium Copyright Act of 1998 (DMCA), any user of the College District's technology resources who violates the digital copyright laws for the first time will be reminded of the laws, and the software or licensing violations will be removed. A second violation will result in removing the software or licensing violations, retraining of the user in copyright procedures, and taking appropriate disciplinary action. A third violation will require the College District to remove the user's network and internet access and take further disciplinary action, which may include termination from College District employment or student status. In addition, any violation of digital copyright laws by a student or by a College District employee that results in demonstrable harm to the College District's network or disruption of classroom activities will be addressed as a formal disciplinary matter.

All technological resources developed by the College District employees, students, and contractors for use by the College District or as part of their normal employment activities are considered "works for hire." As such, the College District is considered the "author" and owner of these resources. Information regarding intellectual property rights may be found in the faculty and staff handbook.

[See CT]

**DMCA-Designated Agent**

Title II of the DMCA enables internet service providers (ISPs), such as the College District, to limit liability for monetary damages related to copyright infringing activities of their users. Provisions within the legislation further protect educational institutions and limit liability for monetary damages caused by copyright infringing activities of their users. In order to comply with Title II of the DMCA, the College District designates the following individual as the DMCA-designated agent to receive notices and claims from copyright owners about infringements:

Name: David Hoyt  
Position: Chief Information Officer  
Address: 3452 Spur 339, McKinney, TX 75069  
Telephone: (972) 599-3133  
Email: dhoyt@collin.edu

Additionally, the College District will maintain a prominent link on the information technology page of the College District website that provides access to this policy and a link to report DMCA notices or claims to the DMCA-designated agent.

### **Viruses**

It is the responsibility of the user, to the best of his or her knowledge and ability, to ensure that any imported or exported executable code or data are free of any destructive code, such as a virus. To this end, best practices regarding safety precautions will be taken by the user. The office of information technology will be consulted for questions related to such precautions or information and protective software.

### **Backups**

It is the responsibility of the appropriate administrator or network administrator to ensure that appropriate procedures and resources are in place to backup data on a regular basis. Backups are to be stored in a location that is physically secure to protect the confidentiality of the data. It is the responsibility of the individual user to perform any actions necessary to comply with these procedures.

### **Physical Security**

Each user will be responsible for the physical security of the technological and information resources to which he or she has been assigned (e.g., desktop computer, laptop computer, pager, cell phone, bar code, scanner, and the like). Administrators will help to ensure physical security by instituting procedures for the use of locked doors and/or for the use of security devices made available by the College District for the protection of equipment. To avoid loss by fire or theft, backups of important data will not be stored in the same location as the originals. Certain electronic information will only be stored on the College District's network, including College District-approved and College District-contracted external sites such as publisher websites for a course offered by the College District. This electronic information includes:

1. Confidential information that is protected by FERPA;
2. Personnel records; and
3. Other materials commonly recognized or considered as sensitive or confidential.

Adequate power regulators and surge suppressors will be used.

**Ownership of  
College Data**

Collin College owns all data created and stored in college-owned and college-leased equipment, including cloud-based applications. Videos captured through cameras on campus are owned and managed by the Information Technology Department in compliance with college policies and records retention requirements.

See CHA(Local) for Vehicle Dash Camera and Police Body Camera video requirements.

**College District  
Property**

Technology and information resources that are the property of the College District will not be copied, altered, manipulated, transferred, retained, or removed from campus without written authorization from the appropriate administrator. The location of each physical resource will be entered in the College District's capital equipment inventory system and updated as necessary.

**Personal Use of  
College District  
Technological  
Resources**

Authorization for the personal use of College District technological resources by employees will be determined on an individual basis by, and at the discretion of, the appropriate administrator. The use of the College District's technological resources, including the network, for a revenue-generating activity that benefits an individual employee will be strictly prohibited. Personal telephones and data connections in student housing are considered to be part of the private residence. Student use of these and other College District technological resources that intrudes on general College District use or that uses significant resources is prohibited.

**Misuse of  
Technological and  
Information  
Resources**

The use of College District technological and information resources and the resources themselves will not be abused in any way. Users will not attempt to alter the restrictions associated with their accounts or to attempt to breach internal or external security systems. Moreover, users will not impersonate other individuals or misrepresent themselves in any way when using College District technological resources.

Users of network resources are prohibited from engaging in any activity that is proscribed by federal and/or state law. In addition, the network will not be used for criminal purposes such as posting another individual's credit card numbers or personal access codes. External networks, for example, NEXUS, the internet, and bulletin boards will also be used in an ethical, responsible, and courteous manner, and all users will adhere to the policies of these services.

College District technological and information resources will not be used in a manner that is invasive or that diminishes their efficiency. One example of such use involves the broadcast function. Although current technology enables users to broadcast messages to

all members of the College District community simultaneously, the use of this technology is restricted to official College District activities. Notices involving monetary transactions or those that are inappropriate or illegal will not be posted using College District technological or information resources as defined in this policy.

### **Inappropriate Material**

Users are to comply with the College District's Core Values and exercise caution and good judgment in accessing material using College District network resources. Material that includes language and actions that would constitute a hate crime (such as language that is racist or anti-Semitic, and the like), fighting language, or visual material that creates a hostile working environment will be accessed only for legitimate academic and administrative purposes. This material will not be accessed in an environment and in a manner that will negatively affect third parties (including printing such information on public printers or forwarding it to others without their consent).

Communications from users of College District technology resources will reflect civility and the College District's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. Therefore, the use of College District technological resources for creating or sending nuisance, harassing, or pornographic materials or messages is prohibited. For the purpose of applying the College District's disciplinary policy, the determination of what is pornographic or what constitutes a hate crime, fighting words, or visual material that creates a hostile working environment is within the sole discretion of the College District.

### **Reporting Violations**

Violations of this policy, including any violations of the DMCA, will be reported to the appropriate supervisor, director, dean, DMCA-designated agent, or other responsible person. DMCA notices or claims of infringements will be immediately sent to the DMCA-designated agent listed in this policy.

Depending on the nature of the violation, the appropriate administrator may include the responsible vice president, chief information officer, human resources officer, or internal auditor.

Alleged violations will be investigated and, if substantiated, addressed in accordance with appropriate College District disciplinary processes for students and employees.

The College District will consider the intent, effect, and seriousness of the incident in levying sanctions for violations of this policy. Any person who engages in any kind of computer or systems misuse as described in this policy may be subject to disciplinary action, in-

cluding the loss of computer privileges, suspension, and/or termination from the College District, and appropriate criminal prosecution, if warranted, under the applicable state and/or federal laws. Whenever the College District deems it appropriate, restitution may be sought for any financial losses sustained by the College District or by others as a direct result of the misuse.

**HEOA / Digital  
Copyright  
Compliance**

The Higher Education Opportunity Act of 2008 (HEOA) addresses, in part, unauthorized file-sharing, including, but not limited to, music, streaming, video, images, and other electronic data, using College District networks. To deter unauthorized file-sharing on its networks, the College District will:

1. Disclose annually to all users information that explains unauthorized distribution, including file-sharing, of copyrighted materials may subject the individual to civil and criminal liabilities; an explanation of federal copyright law, including a summary of penalties for related violations; and the College District's policies and procedures regarding unauthorized file-sharing, including disciplinary actions that may be taken against students who engage in unauthorized distribution or illegal downloading using the College District's information technology systems.
2. Follow a plan to effectively combat unauthorized distribution using a variety of technology-based deterrents.
3. Offer and provide access to alternatives to illegal file-sharing and downloading.

**Copyright  
Compliance Annual  
Disclosure**

The College District will require each user of its technology resources to annually read the copyright disclosure [see CR(EX-HIBIT)] and submit an online affirmation that he or she has reviewed the disclosure and is aware of and familiar with the College District's policies and procedures regarding illegal distribution of copyrighted materials.

Additionally, during orientation activities, the College District will provide all students a copy of the copyright disclosure [see CR(EX-HIBIT)] and information regarding the legalities associated with peer-to-peer file-sharing.

**Plan to Combat  
Unauthorized  
Distribution**

The College District will use a variety of capabilities and products from commercial vendors in order to:

1. Perform bandwidth shaping;
2. Conduct traffic monitoring to identify the largest bandwidth users; and

3. Reduce or block illegal file-sharing.

The College District will investigate and respond to all submitted complaints of violations of the DMCA according to the reporting procedures noted above.

**Alternatives to Illegal File-Sharing and Downloading**

The College District encourages all users of its technology resources to utilize free or commercial services that provide the user with a legal way to copy and use various types of digital content and ensures the use of electronic media is in compliance with federal copyright law.

EDUCAUSE, an information technology consortium in higher education, maintains a [website of links](#)<sup>1</sup> to legal sources of online content.

**Access by Individuals with Disabilities**

The District President or designee will develop procedures to ensure that individuals with disabilities have access to the College District's electronic and information resources similar to individuals without disabilities.

**Drones**

The flying of drones over or from sites on College District property or as part of the College District's administrative, academic, or research program is permitted only in accordance with law and College District regulations.

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<sup>1</sup> EDUCAUSE: <http://www.educause.edu/legalcontent>

**Information Security Program**

The District President ~~or designee shall~~will approve an information security program designed to address the security of the College District's information resources against unauthorized or accidental modification, destruction, or disclosure. This program ~~shall~~will also address accessibility, privacy, and security of the College District's website.

**Security Breach Notification**

Upon discovering or receiving notification of a breach of system security, the College District ~~shall~~will disclose the breach to affected persons or entities in accordance with the time frames established by law.

The College District ~~will~~shall give notice by using one or more of the following methods:

1. Written notice
2. Electronic mail, if the College District has electronic mail addresses for the affected persons
3. Conspicuous posting on the College District's website
4. Publication through broadcast media

The College District may also work with United States Computer Emergency Readiness Team (US-CERT), Information Sharing and Analysis Center (ISAC) or other trusted third party broker to help research and resolve the issue.

<b>Insurance Benefits</b>	The rules and regulations of the Employees Retirement System Benefits (ERS) of Texas, the Group Benefits Program, and the Affordable Care Act (ACA) <del>shall</del> <u>will</u> be followed in providing basic group life, accident, health, and dental insurance coverage for all active full-time employees.
<b>ACA Summary</b>	The ACA is federal legislation passed in 2010. The employer-mandate provisions of the ACA became effective in 2015. The ACA rules are complex and multi-faceted, and impact both employers and individual employees.
Employee Impact	The ACA requires most Americans to have medical insurance by January 1, 2014, and attempts to ensure that Americans have access to medical insurance they can afford, whether they get it from an employer, directly from an insurance company, or from an insurance company offering coverage through a government-sponsored exchange (i.e., a state exchange or, in states that don't have their own exchanges, like Texas, the Healthcare.gov website). <del>Persons not having medical insurance in 2014 may have to pay a tax penalty called an "individual shared responsibility payment."</del>
Employer Impact	In general, the ACA requires that any employer that has 50 or more full-time equivalent employees offer to at least 95 percent of its full-time employees and their dependents up to age 26 medical insurance coverage meeting certain minimum standards. Employers that do not offer such coverage must pay a monetary penalty each year to the federal government, known as the "shared responsibility payment." The ACA's definition of a full-time employee is an employee whose actual average monthly hours of service are 130 or more.
Measurement Periods	The Standard Measurement Period is the "look back" period during which the College District must measure the hours of service of its ongoing employees in order to determine who qualifies as full-time under the ACA. Ongoing employees are those who joined the College District before the beginning of the Standard Measurement Period, so that they are employed for all 12 months of the Standard Measurement Period. The College District has selected the period of July 1 of each year through June 30 of the following year as the 12-month period for its Standard Measurement Period.
<i>Standard Measurement Period</i>	
<i>Standard Administrative Period</i>	The Standard Administrative Period is the period after the end of the Standard Measurement Period during which the College District must evaluate each ongoing employee's work record to determine whether he or she averaged 130 hours or more of service per month during the Standard Measurement Period. During the Standard Administrative Period, the College District will make an offer of health insurance coverage to those ongoing employees de-

terminated to be full-time based on their hours worked during the immediately preceding Standard Measurement Period. The College District has selected July 1 through August 31 of each year as the two-month Standard Administrative Period, which coincides with the College District's existing open enrollment period.

*Standard Stability Period*

The Standard Stability Period is the period during which ongoing employees who were determined to be full-time based on their hours worked during the Standard Measurement Period must continue to be treated as full-time and therefore eligible for coverage during the Standard Stability Period, regardless of their actual hours worked. [See Rehired Employees, below, for employees treated as having been terminated and rehired] The College District's Standard Stability Period coincides with the plan year of its medical plan and is the 12-month period from September 1 of each year through August 31 of the next year.

New Employees

The ACA does not permit an employer to wait until a new employee has completed a Standard Measurement Period to determine whether the employee is full-time. Thus, procedures are required to determine the full-time status of new employees under the ACA. These rules are similar to, but separate from, the rules for determining the full-time status of ongoing employees.

*Full-Time*

A new employee who, at commencement of employment, is reasonably expected to be full-time (i.e., averaging 30 or more hours per week), and who is not a seasonal employee, must be considered full-time for purposes of the ACA, beginning on his or her employment commencement date. (Note that for purposes of determining whether a new employee is full-time based on work expectation, the standard is 30 or more hours per week, not 130 per month.)

Once a new full-time employee has been employed for an entire Standard Measurement Period, the employee becomes an ongoing employee, and his or her status as full-time for purposes of the ACA is governed by the provisions of this policy regarding ongoing employees.

*Non-Full-Time*

A new employee who is hired as a part-time, seasonal, or variable-hour (i.e., who may reasonably be expected to sometimes work 30 or more hours per week and sometimes less) employee is not initially considered full-time, but his or her hours of service must be tracked during an Initial Measurement Period, as follows:

- New employees who are part-time, seasonal, or variable hour (hereinafter, "new non-full-time employees") are tested for ACA full-time status based on an Initial Measurement Period that begins on the first day of the first month following their

COMPENSATION AND BENEFITS  
FRINGE BENEFITS

DEB  
(LOCAL)

hire date and ends a year later. Immediately following the end of a new non-full-time employees' Initial Measurement Period, there is a one-calendar-month Initial Administrative Period during which the new non-full-time employees' status as full-time or part-time is determined and during which any new non-full-time employees who are determined to have averaged 130 or more hours per month are offered coverage.

- A new non-full-time employee who averages 130 hours or more of service per month during his or her Initial Measurement Period and who is therefore determined to be full-time under the ACA will continue to be full-time for purposes of the ACA during his or her 12-month Initial Stability Period, which is the 12-month period immediately following his or her Initial Administrative Period, regardless of his or her actual hours of service during the Initial Stability Period. [See Rehired Employees, below, for employees treated as having been terminated and rehired]

Note that unless a new non-full-time employee is hired in June (other than June 1st) or on July 1st, his or her Initial Measurement Period will partially overlap his or her first Standard Measurement Period. A new non-full-time employee who does not average 130 hours or more of service per month during his or her Initial Measurement Period, but who does average 130 hours or more of service per month during the Standard Measurement Period that starts during his or her Initial Measurement Period, will be considered full-time under the ACA during the Standard Stability Period following such Standard Measurement Period, even though the first months of such Standard Measurement Period would otherwise include the last months of the employee's Initial Stability Period. In such a case, the employee's Initial Stability Period is effectively cut short.

Change of Status to Full-Time

If a new employee who is a non-full-time employee experiences a change in employment status before the end of his or her Initial Measurement Period, such that if the employee had begun employment in that new status, he or she would reasonably have been expected to be full-time under the 30-hour week standard [see New Employees – Full-Time, above], the employee will be considered full-time, and thus eligible for the College District's medical insurance plan, beginning on the first day of the calendar month after the change in employment status to full-time.

Rehired Employees

An employee who is terminated and rehired will be treated as a new employee upon rehire only if he or she was not credited with an hour of service with the College District for a period of at least 13 consecutive weeks immediately preceding the date of rehire.

COMPENSATION AND BENEFITS  
FRINGE BENEFITS

DEB  
(LOCAL)

	<p>For purposes of applying this rule, whether an employee has an hour of service is determined after application of the rules for special unpaid leave. [See Rules for Special Unpaid Leave, below]</p>
Definition of Hours or Service	<p>Under the ACA, “hours of service” is a term that generally includes actual hours worked, determined from payroll records, and hours for which the employee is paid, but does not work, such as paid vacation, holiday, illness, or disability.</p>
Rules for Special Unpaid Leave	<p>Under a special ACA rule, adjunct faculty members must be treated as having 2.25 hours for each contact hour, plus their hours performing other required duties, such as attendance at meetings.</p>
<b>Employee / Retiree Benefits Reserve Fund</b>	<p>The College District’s Employee/Retiree’s Benefits Reserve Fund is established with the general intent to provide funding toward employee/retiree health insurance in the event of a reduction or elimination of state funding that would lower the benefit to less than 100 percent funded for employee-only coverage, and less than 50 percent funding for eligible-dependent coverage. Should the state impose a reduction in health insurance funding, the District President <del>shall</del><u>will</u> present a plan to the Board for utilizing the fund to help offset the cost of health insurance formerly paid by the state for benefits-eligible employees and retirees of the College District.</p>
Tax-Sheltered Annuity	<p>Tax-sheltered annuities are available to all benefits-eligible employees.</p>
Supplemental Retirement Account	<p>Full-time, benefits-eligible employees may elect to participate in a College District-sponsored supplemental tax-sheltered retirement plan that includes a dollar-for-dollar match of an employee’s contributions to an individual tax-sheltered retirement account (up to a maximum of three percent of the employee’s full-time salary).</p> <p>Employer contributions are subject to budget availability.</p> <p>Contributions to a State of Texas sponsored retirement plan (e.g., the Teacher Retirement System or the Optional Retirement Plan) do not qualify for the employer match. [See the plan document for the “Collin Invests” Enhanced Retirement Savings Plan for requirements and terms]</p>
<b>Educational Benefits</b>	<p>The Board <del>shall</del><u>will</u> provide educational benefits for full-time College District employees through a tuition reimbursement program described in the College District’s procedures and guidelines for faculty and staff.</p>
Tuition Waiver Policy	<p>A full-time employee who reside(s) outside Collin County <del>shall</del><u>will</u>, upon submission of a written request and appropriate documentation to the College District’s financial aid office, receive a waiver of</p>

COMPENSATION AND BENEFITS  
FRINGE BENEFITS

DEB  
(LOCAL)

the difference between the out-of-county or out-of-state and in-county resident tuition.

**Relocation**

Full-time employees who must relocate to accept a position with the College District may be eligible for a relocation allowance. In no case ~~shall~~will the relocation allowance exceed actual documented expenses. Employees who received a relocation allowance reimbursement and who voluntarily terminate prior to completion of one year of employment ~~shall~~will reimburse the College District for all relocation monies received, in accordance with the relocation agreement signed by the employee. The amount ~~shall~~will be deducted from the final payroll check.

**Wellness**

Full-time faculty and staff may participate in any of the College District's wellness programs and receive matched time for their exercise efforts to a maximum of 30 minutes of paid time per day to a maximum of one and one-half hours per week. Employees ~~shall~~will request approval from their supervisor prior to participation in a wellness program.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

<b>Comprehensive Leave Program</b>	The Board provides a comprehensive program of leave benefits for full-time employees of the College District.
<b>Accrual of Leave</b>	Leave hours accrue on the last day of each month. An employee who is in a paid status (at work or on paid leave) on the last day of the month earns leave hours for that month.
<b>Reporting Absences</b>	Employee absences are reported through a time and attendance reporting system. Supervisors ensure appropriate documentation and use of leave and take action, as needed, if an employee does not accurately report his or her absences. [See DMAA(LOCAL)]
<b>Family and Medical Leave</b>	<p>For purposes of the Family and Medical Leave Act (FMLA), the following eligible conditions apply:</p> <ol style="list-style-type: none"><li>1. For the birth of a son or daughter, and to care for the newborn child;</li><li>2. For placement with the employee of a son or daughter for adoption or foster care [For the rules regarding leave for “adoption” and “foster care,” see 29 C.F.R. 825.121];</li><li>3. To care for the employee's spouse, son, daughter, or parent with a serious health condition;</li><li>4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;</li><li>5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status); and</li><li>6. To care for a covered servicemember with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.</li></ol>
<b>Immediate Family</b>	For purposes of this policy, “immediate family” is defined as a dependent son or daughter, including a biological, adopted, or foster child; a stepchild; a legal ward, or a child for whom the employee stands <i>in loco parentis</i> who is under the age of 18, or someone 18 years or older who is incapable of self-care because of a mental or physical disability; and a spouse.
<b>Family Emergency</b>	The term “family emergency” <del>shall</del> <u>will</u> be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

**Leave Day**

A “leave day” for purposes of earning, use, or recording of leave ~~shall~~will mean the number of hours per day equivalent to the employee’s usual assignment.

**Catastrophic Illness or Injury**

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family. A catastrophic illness or injury is one that is expected to incapacitate the employee for an extended period of time (usually longer than 5 days) and that requires inpatient care in a hospital, hospice, or residential medical facility, or a regimen of continuing treatment of the employee by a health care provider that requires absences from work for treatment. Catastrophic leave is only available for those employees who have exhausted all that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee, ~~and to lose compensation from the College District.~~ Such conditions typically require prolonged inpatient hospitalization or recovery, or are expected to result in disability or death. Conditions relating to pregnancy or childbirth ~~shall~~will be considered catastrophic if they meet the requirements of this paragraph. The College District may require a second or third medical opinion, at its cost, to confirm that the illness or injury qualifies for catastrophic leave.

**Earning Leave**

An employee ~~shall~~will not earn any form of paid leave when he or she is in unpaid status. An employee using full or proportionate paid leave ~~shall~~will be considered to be in paid status.

**Deductions**

Leave Without Pay

The College District ~~shall~~will not approve paid leave for more leave days than have been carried over from prior years plus leave currently available. Any unapproved absences or absences beyond available paid leave ~~shall~~will result in deductions from the employee’s pay. An employee’s final paycheck ~~shall~~will be reduced for paid leave the employee used, but had not earned, as of the date of separation.

Leave Proration

Paid leave ~~shall~~will be prorated based on the actual time employed within an academic year.

**Order of Use**

Earned compensatory time ~~shall~~will be used before any available paid leave. [See DEA]

Use of the sick leave bank ~~shall~~will be permitted only after all available local leave has been exhausted.

Concurrent Use of Leave

When an absent employee is eligible for FMLA leave, the College District ~~shall~~will designate the absence as FMLA leave.

The College District ~~shall~~will require the employee to use paid leave, including compensatory time, concurrently with FMLA leave.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall will be designated as FMLA leave.

### **Sick Leave**

Full-time employees shall will earn eight hours of paid sick leave per month in accordance with administrative regulations.

Sick leave shall will accumulate to a maximum of 720 hours.

Sick leave shall will only be used for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family [see Immediate Family, above].
3. Up to three days (24 hours) of accrued sick leave each fiscal year for medical or dental appointments or to help care for an extended family member who is ill. Extended family members include parents, grandparents, adult children, grandchildren, siblings and in-laws, and step and foster relationships of the preceding.
4. Family emergency.
5. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
6. Contribution to the sick leave bank.

### **Sick Leave Bank**

The College District shall will establish a sick leave bank to which all full-time employees may contribute up to 24 hours of earned but unused sick leave per year.

A full-time employee may request leave from the bank if the employee experiences a catastrophic illness or injury as defined in this policy and has exhausted all paid leave.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

#### Eligibility

Only full-time benefits-eligible employees may apply for use of the Sick Leave Bank.

Adjunct faculty and part time employees are not eligible to apply for Sick Leave Bank benefits.

Eligible employees may only draw from the Sick Leave Bank for a single diagnosis code for a period not to exceed the maximum allowable hours consistent with plan operating procedures.

The District President or designee shall/will develop regulations procedures for the operation of the sick leave bank that address the following:

1. Procedures to request leave from the sick leave bank;
2. The maximum number of days per academic year a member employee may receive from the sick leave bank;
3. The administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
4. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

All decisions regarding the sick leave bank may be appealed in accordance with DGBA(LOCAL).

#### **Family and Medical Leave**

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall/will be measured forward from the date an individual employee's first FMLA leave begins.

Combined Leave for Spouses

If both spouses are employed by the College District, the College District provides a combined total of 12 weeks (in any combination) of FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition. The College District shall/will limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]

Intermittent or Reduced Schedule Leave

The College District shall/will permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

Certification of Leave

If an employee requests leave, the employee shall/will provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]

Fitness-For-Duty Certification

If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall/will provide, before resuming work, a fitness-for-duty certification. If the College District will require certification of the employee's ability to perform essential job functions, the College District shall/will provide a list of essential job functions to the employee with the FMLA designation notice.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Failure to Return** If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]

**Parental Leave** Employees who have been employed in a benefits-eligible position for at least twelve months are eligible to use ten (10) days of paid parental leave at the time of the birth or adoption of a child. Parental leave must be coordinated with the employee's concurrent leave under the Family Medical Leave Act (FMLA) and is available for use from the time of birth or placement of the child only. Parental leave must be used while the employee is on the related FMLA leave and does not accrue or remain available for use at a later date. Adjunct faculty, part-time employees, and employees on leave without pay status, are not eligible for paid Parental Leave as outlined in this policy, but may be eligible for unpaid FMLA leave.

**Personal Leave** Full-time employees ~~shall~~will earn 24 hours of paid leave each fiscal year to conduct personal business in accordance with administrative regulations. Personal leave ~~shall~~will be noncumulative.

**Request for Personal Leave** The employee ~~shall~~will submit a request for use of personal leave in advance in accordance with leave of absence procedures and guidelines. In deciding whether to approve or deny personal leave, the supervisor or designee ~~shall~~will not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee ~~shall~~will, however, consider the effect of the employee's absence on the educational program or College District operations.

**Vacation Leave** All full-time, 12-month staff and administrative employees ~~shall~~will earn paid vacation in accordance with the schedule published in administrative regulations.

Upon successful completion of the new employee 90-day (calendar day) probationary period, eligible employees ~~shall~~will receive vacation credit retroactive to the original service date, in accordance with the published vacation plan. Employees who terminate employment prior to completion of the new employee probationary period ~~shall~~will have no accrued vacation credit.

Use of vacation leave ~~shall~~will not exceed 15 consecutive work-days.

Carryover of earned but unused vacation hours ~~shall~~will be permitted within the guidelines established by the District President or designee.

Employees beyond the initial 90-day probationary period, who terminate eligible employment with the College District, ~~shall~~will be paid for the current fiscal year's earned but unused vacation hours and up to a maximum of 80 hours of earned but unused carryover vacation hours from prior fiscal years.

Request for  
Vacation Leave

The employee ~~shall~~will submit a request for use of vacation leave in advance in accordance with leave of absence procedures and guidelines. In deciding whether to approve or deny vacation leave, the supervisor or designee ~~shall~~will consider the effect of the employee's absence on the educational program or College District operations.

**Sabbatical Leave**

Sabbatical leaves are available to provide College District employees with a significant opportunity for professional growth. Sabbatical leaves are granted based on a review and recommendation by the sabbatical committee in response to the published priorities for the year, with subsequent review, recommendation, and consideration by the executive vice president, District President, and the Board. Sabbatical leaves are not granted on the basis of longevity and are not an entitlement.

Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes such as completing a degree, improving skills, and maintaining currency in the employee's discipline or field.

Eligible employees [see definition at DEC(LEGAL) Development Leaves of Absence] may apply for a sabbatical upon completion of five years of continuous full-time service. Six years of continuous full-time service must be completed before a sabbatical can commence.

The leave ~~shall~~will be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary. Failure to return for all or part of the one-year period will make the person liable for the return of all, or part, of the sabbatical stipend in proportion to the percent of time not completed.

An otherwise eligible employee who has received a sabbatical leave within the past five years, whose position is funded by an external grant or contract, or who is in his or her last year of full-time employment with the College District is ineligible for sabbatical leave.

The chief human resources officer and the chair of the sabbatical leave committee are available to answer questions concerning the sabbatical leave policy and procedures.

**Bereavement Leave**

A full-time benefits-eligible employee ~~shall~~will be granted up to 40 hours of paid bereavement leave upon the death of an employee's spouse, child, parent, or other person who occupies a position of similar importance in the employee's family in accordance with administrative regulations.

A full-time benefits-eligible employee ~~shall~~will be granted up to 24 hours of paid bereavement leave upon the death of other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family in accordance with administrative regulations, including an employee's step and foster relationships of the above.

Bereavement leave ~~shall~~will be noncumulative.

**Critical Illness Leave**

Definition

"Critical illness" is defined as a life-threatening condition.

Benefit

A full-time employee ~~shall~~will be granted up to 24 hours of paid critical illness leave for absences associated with the critical illness of an immediate family member or other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family, in accordance with administrative regulations.

Critical illness leave ~~shall~~will be noncumulative.

**Workers' Compensation**

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**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance. [See CKD(LOCAL) regarding payment of insurance contribution during employee absences.]

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An absence due to a work-related injury or illness ~~shall~~will be designated as FMLA leave.

An employee eligible for workers' compensation income benefits may elect in writing to use paid leave.

**Extraordinary Circumstances**

Up to 40 hours of leave without pay may be granted to an employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the College District, in accordance with administrative procedures and guidelines for faculty and staff. An employee who has been employed more than 12 months may request leave without pay of up to 720 hours after he or she has exhausted all eligible leave, including paid, unpaid, and

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

FMLA leave for his or her own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee. Upon return from the leave of absence, the employee will be eligible for the same or similar position, upon release from his or her physician, if applicable, consistent with the College District's procedures and guidelines for faculty and staff.

**Employees not Eligible for FMLA Leave**

A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA leave may take a maximum of 160 hours of leave without pay for his or her own serious health condition or for the serious health condition of the employee's spouse and dependent children of the employee.

**Expiration of Available Leave and Attendance Policy**

When an employee is close to using all earned paid and unpaid approved leave, the College District will send a letter to the employee at the home address on file explaining that his or her leave is almost exhausted and the notification requirements for returning to work. If the employee's absence is due to his or her own medical condition, the employee must present a written medical clearance form, a health-care professional who verifies the employee is able to perform the essential functions of his or her position, and a description of any requested job-related accommodations provided by the deadline to the College District.

[See DMAA]

If an employee is not medically released to return to work, with or without reasonable accommodations, when all available paid and unpaid leave has been exhausted, the employee's employment with the College District will end, absent a request by the employee for a reasonable accommodation. Communications with the employee ~~shall~~will be consistent with administrative procedures and guidelines.

**Voting in Public Elections**

An employee is expected to vote before or after his or her scheduled working hours unless voting at a polling location on a College District campus. In the rare instance that this is not possible, the employee may request prior approval from his or her supervisor for time off, not to exceed two hours, to vote.

**Court Appearances**

Absences due to compliance with a valid subpoena for College District-related business or for jury duty ~~shall~~will be fully compensated by the College District and ~~shall~~will not be deducted from the employee's pay or leave balance.

Absences due to compliance with a valid subpoena for personal business ~~shall~~will be deducted from the employee's personal leave or vacation leave or result in loss of pay at the employee's daily rate for each day of work missed.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Other Absences and  
Leave Without Pay**

Any other absences or granted leaves of absence will result in an appropriate deduction from pay or deduction from eligible leave balances, consistent with the College District's procedures and guidelines for faculty and staff.

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

Employees are encouraged to keep abreast of the latest trends in education, to grow professionally, and to work cooperatively with other professionals both inside and outside the College. To this end, employees may make professional trips from time to time. Reimbursement for such trips will be made within established guidelines and budget constraints.

Employees whose duties require travel within the College will also be entitled to reimbursement consistent with the College's procedures and guidelines for faculty and staff.

**Professional Trips**

Employees will be allowed to attend professional meetings that pertain to their respective areas of responsibility, subject to the following criteria:

1. The money to be expended falls within the budget amounts previously approved by the Board. Funds will be provided in the budget for the purpose of underwriting the cost of travel and per diem expenses on a departmental basis.
2. The trip is approved by the immediate supervisor, appropriate vice president, provost, or the District President.

**Reimbursement**

Employees will be reimbursed for reasonable travel expenses in accordance with the College's business procedures.

**In-District Travel**

For purposes of the in-College travel policy, the following definitions will apply:

1. Employees will be defined as full-time employees of the College.
2. Multiple assignments will be defined as assignments that in any one day require the employee to start the workday at one location and travel to a subsequent location(s) to meet the College's needs. The concept of multiple assignments refers to a full-time assignment only and specifically excludes the part-time overload or extra service assignment that may be worked by full-time employees.
3. Committee and special assignments will be defined as being integral to the operation of the College. These assignments are established by the vice president, provost, or District President; examples are curriculum advisory board, all College council meetings, and search committees.

Employees who serve on College committees or serve on special College assignments will be reimbursed at the standard approved rate per mile in accordance with the College's business procedures.

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

Travel for employees for specially funded programs will be governed by the terms of that program contract but will not exceed the approved travel rate for the College.

**International Travel**

Purpose

International travel will be authorized for the primary purpose of increasing the academic and/or civic experience offered to College students and enhancing the value of the faculty and staff's contribution to the College's strategic goals.

Definition

International travel must have a College benefit. International travel is defined as any approved College-related trip during or outside of usual working hours taking place anywhere outside of North America. College employees may be approved to travel with the College for a variety of reasons provided they are effectively tied to the strategic goals of the College. International travel will be an authorized expenditure under the College's annual operating budget. [See CC(LEGAL)]

Behavior

All employees will adhere to the Employee Standards of Conduct. [See DH(LOCAL)]

Conflicts of Interest

All College employees will adhere to the conflicts of interest provisions found in Board policies. [See DBD]

Eligibility

For the purposes of international travel, only full-time employees will be eligible. An otherwise eligible employee, whose position is funded by an external grant or contract, will be ineligible for international travel unless such travel is required and funded by the grant or contract.

International travel will not be considered as an individual professional development right or deferred compensation.

Frequency

With the exception of travel for performance, competition, or in support of student activities, international travel will be restricted to once every three years for an individual.

Funding

Any employee who voluntarily terminates full-time employment with the College prior to 12 months following the completion of the international travel will have a prorated portion of the travel expenses (including registration fees, hotel, meals, and transportation costs) deducted from his or her final payroll check to the extent permitted by law. If insufficient funds exist to repay the amount due through payroll deduction, the prorated amount due to the College must be repaid through a personal check or equivalent.

Risk Assessments

Country risk assessment reports are required for all countries to be visited regardless of security ratings. A State Department risk assessment must be provided with the application and resubmitted within 30 days of departure.

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

Employees or any other individuals authorized to travel, including students, will not be allowed to travel to countries for which a travel advisory has been issued by the State Department of the United States of America. Information regarding current State Department advisories can be found at: <http://travel.state.gov/travel/warnings.html>.

Release	In consideration of the College authorizing international travel for a College employee and other consideration, the College employee will execute a written release prior to beginning the travel, releasing the College and its trustees, officers, employees, and agents from any liability, claims, causes of action, and damages, known or unknown, in connection with or related to the international travel authorized by the College. The form of the release will be approved by the College.
Limitations	Requests for international travel will be within budget and will reflect a direct benefit to the College's students.
Application	<p>Applications will be submitted a minimum of three months prior to the planned travel dates; exceptions to the application period will require approval from the appropriate leadership team member.</p> <p>All proposals will be submitted to the appropriate dean, director, or immediate supervisor, using the International Travel form. Applications recommended for approval will be submitted by the appropriate dean, director or immediate supervisor to be evaluated by a review committee consisting of one academic dean on each campus and at least two other administrators within the College. Applications recommended for approval by the review committee will be submitted to the appropriate leadership team member.</p>
Approval	Subject to the limitations specified in this policy, and upon the recommendation of the review committee and the appropriate leadership team member, the District President <u>or designee</u> may authorize international travel. The decision of the District President <u>or designee</u> is final.

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES  
ACADEMIC FREEDOM AND RESPONSIBILITIES

DGC  
(LOCAL)

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**Note:** For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA and FLAA. For use of the College District's internal mail system, see CHE.

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### Academic Freedom

All faculty members (full-time and associate) shall be entitled to academic freedom and bear a concomitant dedication to academic responsibility. (The faculty subscribes to the principles expressed in the Statement of Academic Freedom and Responsibility adopted February 19, 1982, by the Texas Junior College Teachers' Association, the text of which is appended to and made an integral part of this document.) [See STATEMENT OF PURPOSE, below]

All faculty members enjoy the constitutional freedoms guaranteed to all citizens by the United States' Constitution and the Constitution of the State of Texas. In the classroom, teaching faculty members have the freedom to discuss any controversial matter and to voice opinions within areas of their professional competence. At the same time, they have an obligation to acquaint students with other scholarly opinions on the subject. Outside the classroom, faculty members are free from institutional censorship or discipline for exercising their rights as private citizens to express themselves freely on matters of public concern, to associate with persons or groups as they so choose, and to participate in political or other kinds of activities. When faculty and support staff speak or write as private citizens, however, they must bear in mind that their actions will inevitably be judged by the public and reflect upon their profession and institution. Therefore, faculty and support staff shall strive for accuracy, exercise appropriate restraint, exhibit tolerance for differing opinions, and indicate clearly that they are not an official spokesperson for the College District.

The College District accepts the responsibility to foster and to encourage faculty and support staff to exercise their freedoms and to protect against acts that deny freedom of speech and the related freedoms to be heard, to study, to teach, to administer and to pursue scholarly activity.

Faculty members acknowledge their responsibility to maintain professional competence in their fields of specialization and to be committed to effective teaching and student service.

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES  
ACADEMIC FREEDOM AND RESPONSIBILITIES

DGC  
(LOCAL)

**Statement of  
Purpose on  
Academic Freedom  
and Responsibility**

The Board believes that it is essential that the faculty have freedom in teaching, research, and publication. Faculty members ~~shall~~ must be free from the fear that others might threaten their professional careers because of differences of opinion regarding such scholarly matters. To this end, the College District has adopted the following statement of purpose on academic freedom and responsibility.

The College District, like all other institutions of higher education, serves the common good, which depends upon uninhibited search for truth and its open expression. The points enumerated below constitute its position on academic freedom:

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities that should reside primarily with the faculty, with the advice and consent of the appropriate dean of instruction: planning and revising curricula, selecting textbooks and readings, selecting classroom films and other teaching materials, choosing instructional methodologies, assigning grades, and maintaining classroom discipline.
3. Faculty members are citizens, and, therefore, possess the rights of citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.
4. Prior restraint or sanctions ~~shall~~ will not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor ~~shall~~ will faculty members fear reprisals for exercising their civic rights and academic freedom.
5. Faculty members have a right to expect the Board and the College District's administrators to uphold vigorously the principles of academic freedom and to protect the faculty from harassment, censorship, or interference from outside groups and individuals.

The academic freedom of the College District faculty members ~~shall~~ will be accompanied by equally compelling obligations and responsibilities to their profession, their students, the College District, and their community. Faculty members ~~shall~~ will defend the rights of

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES  
ACADEMIC FREEDOM AND RESPONSIBILITIES

DGC  
(LOCAL)

academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members shall will be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, shall will attempt to force on his or her students a personal viewpoint intolerant of the rights of others to hold or express diverse opinions. Faculty members shall will not act in a manner that is perceived as being abusive, either physically or verbally, by their students.
3. Faculty members shall will recognize their responsibility to maintain competence in their disciplines through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.
4. Faculty members shall will recognize that the public will judge their institution and their profession by their public conduct. Therefore, faculty members shall will always make clear that the views they express are their own and shall will avoid creating the impression that they speak or act on behalf of the College District or of their profession.
5. Faculty members shall will recognize their responsibility to adhere to the policies and procedures of the institution. Therefore, faculty members who have differences of opinion with existing or proposed policies or procedures shall will express these views through the standing committee structure of the College District or their supervising administrators.

Expressive Activities  
by Employees in  
Common Outdoor  
Areas

Common outdoor areas are designated by state law as traditional public forums.

For purposes of this policy, the terms "expressive activities" and "common outdoor areas" are defined in GD(LOCAL).

All College District employees may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES  
ACADEMIC FREEDOM AND RESPONSIBILITIES

DGC  
(LOCAL)

2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

Employees do not need a College District permit or a prior reservation for the exercise of expressive activities in common outdoor areas of the College District. Expressive activity may occur in those common outdoor areas of the College District that are not in use by others.

However, employees may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.

In addition, when outdoor space is being used, even on a temporary basis, for College District business, operations, events, an educational function or a research function, it is not part of the common outdoor area available for use for others' expressive activities.

Reservations for assembly or expressive activities in the common outdoor areas of the College District may be made through the Conference Services Department on a form prescribed by them or through a request sent to reserveCOA@collin.edu. If the expected attendance at an assembly or expressive activity is fifteen or more people, advance notice and a reservation of no less than two weeks is recommended. Persons and organizations are encouraged to seek a reservation of a space that is suited to their assembly's anticipated size.

Time, Place, and Manner Rules for Common Outdoor Areas

In addition to the specific rules addressed in this policy and in DGD, expressive activities by employees in common outdoor areas are subject to the time, place, and manner rules listed in GD(LOCAL).

**Identification**

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES  
ACADEMIC FREEDOM AND RESPONSIBILITIES

DGC  
(LOCAL)

Employees distributing materials on campus or using College District facilities will provide identification when requested to do so by a College District representative or College District police officer.

**Violations of Policy**

Failure to comply with this policy and procedures regarding use of College District common outdoor areas, College District facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and/or the confiscation or discarding of nonconforming materials. An employee who fails to comply with or violates this policy may be disciplined under applicable procedures provided by other College District policies and rules, and may referred to a supervisor, dean, or the Human Resources Department for disciplinary action. Community members or off-campus organizations who violate the rules in this policy may also be subject to criminal trespass charges, or other lawful measures.

**Interference with Expressive Activities in Common Outdoor Areas**

Employees that interfere with the expressive activities permitted by this policy will be subject to disciplinary action in accordance with the College District's discipline policies and procedures [See DH, FM, and FMA].

**Appeals**

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

**Publication**

This policy and associated procedures must be posted on the College District's website and distributed to employees in appropriate publications.

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND  
EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES

DGD  
(LOCAL)

~~Other than the use of common outdoor areas, The grounds and the~~ facilities of the College District ~~shall~~will be made available to employees or employee organizations, when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization ~~shall~~will pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the District President or designee.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

The distribution of materials by employees or employee organizations in College District common outdoor areas is subject to the same policies set out in GD.

**Requests**

To request permission to meet ~~on~~ in College District ~~premises~~facilities, interested employees or employee organizations ~~shall~~will file a written request with the Facilities Scheduling Coordinator in accordance with administrative procedures.

The employees or the employee organization making the request ~~shall~~will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Employees may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time. See GD.

**Approval**

~~Other than the use of common outdoor areas, The Vice President/Provost of each campus~~vice president of administrative services and CEO shall will approve or reject the request for use of College District facilities in accordance with provisions and deadlines set out in this policy, GF(LOCAL), and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND  
EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES

DGD  
(LOCAL)

Approval ~~shall~~will not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation;
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The ~~Vice President/Provost, Facilities Scheduling Coordinator~~Director of Auxiliary Services, or a designee shallwill provide the applicant a written statement of the grounds for rejection if a request for use of the facilities is denied.

**Announcements and Publicity**

In accordance with administrative procedures, all employees and employee organizations ~~shall~~will be given access on the same basis for making announcements and publicizing their meetings and activities.

**Identification**

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative or College District police officer.

**Violations**

Failure to comply with the policy and procedures regarding employee use of College District facilities ~~shall~~will result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's policies and procedures. ~~and the employee handbook.~~

EMPLOYEE RIGHTS AND PRIVILEGES

DGD

EMPLOYEE EXPRESSION AND

EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES

(LOCAL)

**Appeals**

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL).

STUDENT ACTIVITIES  
COLLEGE-SPONSORED PUBLICATIONS

FKA  
(LOCAL)

- Student Publications** All College District-published and -financed student publications are required to conform explicitly to the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, harassment, and innuendo.
- The College District reserves the right to ensure and maintain free and responsible media operations through the educational process.
- Use of College District Name or Symbol** The name of the College District, emblem/logo of the College District, or other recognizable symbol representing the College District ~~shall~~will not be used as a part of the name or masthead of any publication without the express written approval of the College President or designee.
- Identification of Funding Source** Any publication, developed wholly or in part from funds received from a grant, ~~shall~~will have the funding source clearly identified on the document.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE DISTRICT FACILITIES

FLA  
(LOCAL)

**Distribution of Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District ~~shall~~will not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District ~~shall~~will not be responsible for, nor ~~shall~~will the College District endorse, the contents of any ~~nonschool literature materials or literature~~ distributed by students or registered student organizations that are not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities ~~shall not be considered nonschool literature and shall~~will not be governed by this policy.

[For distribution of ~~nonschool literature materials in College District facilities and common outdoor areas~~ by nonstudents and organizations that are not registered student organizations, see GD]

Limitations on Content

Nonschool materials or literature ~~shall~~will not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and Manner ~~Restrictions~~  
Rules

The ~~vice president for student development vice president for student and enrollment services or designee~~ shall~~will~~ designate times, locations, and means by which ~~nonschool literature materials or literature~~ that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.

Distribution of the nonschool literature ~~shall~~will be conducted in a manner that:

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE DISTRICT FACILITIES

FLA  
(LOCAL)

1. Is not disruptive; [See FLB]
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor will clean the area around which the literature was distributed of any materials that were discarded or leftover.

Petitions, Handbills,  
and Literature

This section is covered in the provost's office at each campus.

Each petition, handbill, or piece of literature submitted for approval for distribution shall will include the name of the person or organization wanting to distribute it.

A person or organization shall will be prohibited from publicly distributing on College District property any nonschool literature that is obscene or libelous or that contains nonpermissible solicitation. Distribution of nonschool literature shall will be conducted so as not to interfere with the free and unimpeded flow of pedestrian and vehicular traffic or disturb or interfere with academic or institutional activities.

A person or organization shall will not distribute nonschool literature by accosting individuals or by hawking or shouting. The distributor shall will ensure the area around which the nonschool literature was distributed is clean and free of discarded or leftover materials.

Signs

For the purposes of this policy, "sign" shall will be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall will be defined as any means used for displaying a sign.

"Nonpermissible sign" shall will mean a sign that contains material that is obscene, libelous, or includes nonpermissible solicitation and/or is larger than 11 inches by 17 inches, unless authorized by the director of student life.

A person or organization shall will not post a nonpermissible sign. [See FI and GD]

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE DISTRICT FACILITIES

FLA  
(LOCAL)

A student, registered student organization, department, or community member may publicly post a sign on College District property in areas or locations designated by the assistant director of student engagement~~life~~ in conjunction with the campus provost/vice president and the campus manager of facilities~~director of plant operations or in common outdoor areas as allowed by policy GD~~. No object other than a sign may be posted on College District property.

Before publicly posting a sign on College facilities (outside of common outdoor areas), a student or registered student organization ~~shall~~will:

1. Deliver a copy, photograph, or description of the sign to be posted.
2. Provide pertinent information including:
  - a. The name and phone number of the student, registered student organization, department, or community member;
  - b. The proposed general location for posting the sign;
  - c. The length of time the sign will be posted; and
  - d. The signature of the student, authorized representative, and/or adviser.

Restrictions  
Rules

Upon receipt, the appropriate student ~~life engagement~~ office staff ~~shall~~will ensure that the pertinent information listed above is included and that the following guidelines are applied:

1. Approved items, with a maximum size of 11 inches by 17 inches ~~shall~~will be posted neatly on appropriate bulletin boards by student engagement ~~life~~ office personnel, subject to space availability;
2. Each item to be posted ~~shall~~will receive an approval stamp dated and signed by student engagement~~life~~ office personnel;
3. Materials ~~shall~~will generally be approved for a maximum period of four weeks; and
4. Materials that do not conform to these posting guidelines ~~shall~~will be subject to immediate removal.

A sign ~~shall~~will not be:

1. Attached to:
  - a. A shrub or plant;
  - b. A tree, except by string to its trunk;

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE DISTRICT FACILITIES

FLA  
(LOCAL)

- c. A permanent sign installed for another purpose;
  - d. A fence or chain or its supporting structure;
  - e. A brick, concrete, or masonry structure; or
  - f. A statue, monument, or similar structure.
2. Posted:
- a. On or adjacent to a fire hydrant;
  - b. Outside of a common outdoor area ~~On or between a curb and sidewalk;~~ or
  - c. In a College District building, except on a bulletin board designated for that purpose.

*Removal*

The student life office ~~shall~~will remove all signs no later than one week after the expired approval stamp date. A sign posted or attached in accordance with the provisions of this policy ~~shall~~will not be removed by anyone without permission from the director of student life.

Classroom Bulletin Boards

Bulletin boards located inside and directly outside each classroom ~~shall~~will be under the jurisdiction of the provost on each individual campus or designee.

Expressive Activities by Students or Student Organizations in Common Outdoor Areas

Common outdoor areas are designated by state law as traditional public forums.

For purposes of this policy, the terms “expressive activities” and “common outdoor areas” are defined in GD(LOCAL).

Students and student organizations may engage in expressive activities in common outdoor areas, unless:

1. The person’s conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE DISTRICT FACILITIES

FLA  
(LOCAL)

Students or student organizations do not need a College District permit or reservation for the exercise of expressive activities in common outdoor areas of the College District. Expressive activity may occur in those common outdoor areas of the College District that are not in use by others.

However, students and student organizations may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.

In addition, when outdoor space is being used, even on a temporary basis, for College District business, operations, events, an educational function or a research function, it is not part of the common outdoor area available for use for others' expressive activities.

Reservations for assembly or expressive activities in the common outdoor areas of the College District may be made through the Conference Services Department on a form prescribed by them or through a request sent to reserveCOA@collin.edu. If the expected attendance at an assembly or expressive activity is fifteen or more people, advance notice and a reservation of no less than two weeks is recommended. Persons and organizations are encouraged to seek a reservation of a space that is suited to their assembly's anticipated size.

Time, Place, and Manner Rules for Common Outdoor Areas

In addition to the specific rules addressed in this policy for Distribution of Literature, expressive activities by students or student organizations in common outdoor areas are subject to the time, place, and manner rules listed in GD(LOCAL).

Identification

Students or registered student organizations distributing materials on campus or using College District facilities will provide identification when requested to do so by a College District representative or College District police officer.

Violations of Policy

Failure to comply with this policy and procedures regarding use of College District common outdoor areas, College District facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and/or the

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE DISTRICT FACILITIES

FLA  
(LOCAL)

confiscation or discarding of nonconforming materials. A student or student organization who fails to comply with or violates this policy may be disciplined under applicable procedures provided by other College District policies and rules, including the Student Handbook, and may referred to the Dean of Students Office for disciplinary action.

**Interference with Expressive Activities in Common Outdoor Areas**

Students or student organizations that interfere with the expressive activities permitted by this policy will be subject to disciplinary action in accordance with the College District's discipline policies and procedures [See DH, FM, and FMA].

**Appeals**

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

**Publication**

This policy and associated procedures must be posted on the College District's website and distributed in the student handbook. They must also be distributed to students at orientation.

STUDENT EXPRESSION  
STUDENT USE OF COLLEGE DISTRICT FACILITIES

FLAA  
(LOCAL)

~~Other than the use of common outdoor areas, The grounds and the~~ facilities of the College District ~~shall~~will be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization ~~shall~~will pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.

~~The use of and the distribution of materials in College District common outdoor areas are subject to the policies set out in GD.~~

**Requests**

To request permission to meet ~~in~~ College District ~~premises~~facilities, interested students or registered student organizations ~~shall~~will submit a request through ~~OrgSync~~ Cougar Connect with the Office of Student Engagement in accordance with administrative procedures.

The students or the registered student organization making the request ~~shall~~will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

~~Students and student organizations may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time. See FLA.~~

**Approval**

The assistant director of student engagement ~~shall~~will approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval ~~shall~~will not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;

STUDENT EXPRESSION  
STUDENT USE OF COLLEGE DISTRICT FACILITIES

FLAA  
(LOCAL)

2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes non-permissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The assistant director of student engagement shall will provide the applicant a written statement of the grounds for rejection if a request is denied.

**Announcements and  
Publicity**

In accordance with administrative procedures, all students and registered student organizations shall will be given access on the same basis for making announcements and publicizing their meetings and activities.

**Identification**

Students or registered student organizations using College District facilities shall will provide identification when requested to do so by a College District representative or College District police officer.

**Violations**

Failure to comply with the policy and procedures regarding student use of College District facilities shall will result in appropriate administrative action, including but not limited to, suspension of a student's or a registered student organization's use of College District facilities and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA] and student handbook.

**Appeals**

Decisions made by the administration under this policy may be appealed in accordance with FLD(LOCAL).

[For distribution of literature, see FLA]

**Student Code of  
Conduct**

College District students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

The College District expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students:

1. They will adhere to College District policies and municipal, county, state, and federal laws; and
2. They will not interfere with or disrupt the orderly educational processes of the College District.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. In the event any provision of this policy conflicts with the laws of the State of Texas or the United States of America, the state or federal law will prevail.

**Scholastic  
Dishonesty**

Every member of the College District community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. The College District may initiate disciplinary proceedings against a student or program applicants accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty ~~will include~~s, but is not limited to, one or more of the following acts:

1. Cheating;
2. Collusion;
- ~~3. General Scholastic Dishonesty;~~ and/or
- ~~4.3.~~ Plagiarism.

Definitions of the scholastic dishonesty terms listed above are located in the current *Student Code of Conduct*.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member will delay posting a grade for the academic work in question until the case is final. A student found responsible for a scholastic dishonesty offense(s) will receive an appropriate disciplinary penalty or penalties from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took

place. The faculty member will determine the appropriate academic penalty, which may range from a grade of zero (0) on the assignment to failing the course.

**Other  
Offenses Student  
Code of Conduct  
Violations**

The College District may initiate disciplinary proceedings for a student or program applicants who commits an offense as provided below. This list is not exhaustive but provides examples of the types of violations that may result in discipline:

1. Committing an act of scholastic dishonesty including, but not limited to, cheating, collusion, and/or plagiarism.
2. Conducting himself or herself in a manner that interferes with or disrupts the educational environment, orderly process of the College District, or lawful rights of others.
3. Committing any offense that violates the College District's Core Values.
- ~~1. Forging, altering, or misusing College District documents or records.~~
- ~~2. Disrupting the orderly process of the College District (e.g., classes, events, or meetings) or interfering with the lawful rights of others.~~
- ~~3. Conducting himself or herself in a manner that interferes with College District teaching, research, administration, disciplinary procedures, or other activities and public service functions.~~
4. Damaging, stealing, defacing, or destroying College District property, property belonging to a third party on a College District-sponsored trip, or property belonging to a College District student, faculty or staff member, or a campus visitor.
5. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
6. Knowingly giving false information in response to reasonable requests from College District officials.
7. Assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at the College District, on College District property, or at a College District-sponsored event.
8. Violating the College District Student Code of Conduct; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking, guidelines for student events, registration

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

- of meetings and activities, use of College District facilities or the time, place, and manner of public expression).
9. Failing to comply with directions of College District officials and/or police acting in the performance of their duties.
  10. Failing to notify College District officials of a change in residency status or current address.
  11. Being convicted of an indictable offense under either municipal, state, or federal law that occurred on College District property or at an off-campus, College District-sponsored event.
  12. Attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of, alcoholic beverages, illegal controlled substances (as defined in the Texas Controlled Substance Act), steroids, substances referred to as “designer drugs,” and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphoriant, and/or look-alike products (i.e., what is represented to be any of the above-listed substances) at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBE]
  13. Retaliating against another student, campus visitor, or staff or faculty member.
  14. Discriminating against, harassing, committing sexual assault, committing dating violence, committing domestic violence, engaging in bullying, and/or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability discrimination or harassment; ~~and/or creating an intimidating, hostile, or offensive educational environment.~~
  - ~~14-15.~~ Creating an intimidating, hostile, or offensive educational environment.
  - ~~15-16.~~ Using, possessing, or displaying any location-restricted knife, club, brass knuckles, or prohibited weapon, in violation of the law or College District policies and procedures, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the District President or designee. [See CHF]
  - ~~16-17.~~ Engaging in gang-related activity and/or organized criminal activity at any College District facility or grounds. Such actions will subject a student to disciplinary penalties, while a student

involved in illegal acts may be arrested and face criminal prosecution.

- ~~17. Releasing restricted course call numbers to other students.~~
18. Failing to secure, mMisusing or sharing College-Wide Identification (CWID) numbers ~~(CWID), CougarMail e-mail Collin Email~~ accounts, restricted course registration numbers (CRNs), or other restricted access codes or passwords.
  19. Repeatedly violating College District policies, procedures, or guidelines and/or repeating less serious breaches of conduct.
  20. Misusing College District technology and/or using computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, and forging mail messages, ~~sending chain letters, and the like~~), and/or any violation of digital copyright laws resulting in demonstrable harm to the College District's network or disruption of classroom activities. These violations may result in the suspension of College District technology resource privileges and will be addressed as a formal disciplinary matter.
  21. Gambling illegally in any form, at the College District, on College District property, or at any College District-sponsored activity.
  22. Engaging in the disruptive use of electronic, digital media, or telecommunications, and/or wearable devices (e.g., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during classes, labs, or other College District learning environments. In addition, all electronic, digital media, ~~or~~ telecommunication and/or wearable devices must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering the College District's Testing Centers.
  23. Failing to demonstrate respect for the privacy rights of employees, other students, and visitors, not complying with all regulations and laws regarding the protection of confidential information, and not complying with all College District regulations regarding the use of cameras and recording devices.
  24. Engaging in hazing at the College District, on College District property, or at any College District-sponsored activity.
  - ~~25.~~ Smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on all College District property. [See ~~FLBE~~]

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

~~26. Forging, altering, or misusing College District documents or records.~~

~~25-27. Unlawfully interfering with the exercise of expressive activities in common outdoor areas by others as permitted by Board policies.~~

~~26. Committing any other offense that violates the College District's core values or that disrupts the educational processes of the College District.~~

**Hazing**

Section 51.936 of the Texas Higher Education Code and Texas Education Code Chapter 37, Subchapter F, prohibits hazing at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBC(LEGAL)] The ~~office of the dean of students at the~~ College District Dean of Students Office will publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on- or off-campus during the previous three years.

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**Note:** For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA and FLAA. For expression and use of College District facilities by employees and employee organizations, see DGC and DGD. For use of the College District's internal mail system, see CHE.

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**Use of College  
District Facilities**

The College District's facilities and property are intended primarily for the support of the instructional programs of the College District and for the support of programs conducted or sponsored by the College District's academic and administrative departments or organizations affiliated with those departments.

~~[For use of the College District's facilities by employees or employee organizations, see DGD. For use by students and registered student organizations, see FLAA.]~~

**Definitions**

As used within this policy, the terms "disrupt," "disruptive," "disturb," and "disturbances" are defined as activities or actions that cause disorder or turmoil in the College District's classes, programs and services or that interfere with or interrupt planned activities, or other operations of the College District by noise or movement.

As used within this policy, the term "expressive activities" means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and which includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech such as advertisements for products or services.

As used within this policy, the term "amplified sound" means sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means, such as by a megaphone. The use of a single microphone for a guest speaker, shouting, chanting, and acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound, but are subject to the general rules on disruption.

As used within this policy, the term "guest speaker" means an individual speaker or performer who is not a student, faculty member, employee, or Board member of the College District.

**Limited Public  
Forum and Public  
Assembly Use**

The buildings, classrooms, libraries, facilities, grounds, and property owned or controlled by the College District are not a traditional public forum open for assembly, debate, demonstrations, or similar

activities by members of the general public, subject to some exceptions, and applicable state law concerning common outdoor areas.  
[See GD(LEGAL)]

**For-Profit Use**

The College District does not permit individuals or for-profit organizations to use its facilities for their own financial gain, including for marketing, promotional, course instruction, or other profit-generating activities, activities; ~~The College District does not nor does the College District~~ permit third-party private academic instruction, courses, or student recruitment by individuals or by for-profit organizations at its facilities. This does not exclude institutions of higher education or third-party organizations from participating in College District-approved or -sponsored transfer and recruitment fairs.

The College District does permit the rental of College District facilities for third-party corporate or employee training programs and educational testing, as well as for public meetings, performances, and presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

**Nonprofit Use**

The College District may permit 501(c)(3) nonprofit organizations to rent space and host events on College District property when these activities do not conflict with College District use or with this policy.

**Private Use**

College District facilities are not available for use or for rental to individuals for private gatherings sponsored by private individuals.

**Fundraising Use**

Only civic, educational, and student organizations and individuals authorized by the College District are allowed to sponsor and engage in fundraising activities using College District facilities. All external requests must be submitted for approval to Conference Services.

**Campaign-Related Use**

The College District permits open forums and town hall events scheduled through Conference Services or hosted by the College District for elected officials and those who have filed to run for elected office, based on space availability and adherence to the College District's standard room reservation approval process. However, except to the extent a College District facility is used as an official polling place, College District facilities are not available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law. [See Election/Campaign Signs and Tents, below]

In accordance with the Texas Election Code, the following definitions will apply:

1. "Political Advertising" means a communication supporting or opposing a candidate for nomination or election to a public office or office of a political party, a political party, a public officer, or a measure that:
  - a. In return for consideration, is published in a newspaper, magazine, or other periodical or is broadcast by radio or television; or
  - b. Appears:
    - (1) In a pamphlet, circular, flier, billboard or other sign, bumper sticker, or similar form of written communication; or
    - (2) On an internet website.
2. "Campaign communication" means a written or oral communication relating to a campaign for nomination or election to public office or office of a political party or to a campaign on a measure.
3. "Electioneering" includes the posting, using, or distributing political signs or literature:
  - a. During the time an early voting polling place is open for the conduct of early voting, a person may not electioneer for or against any candidate, measure, or political party in or within 100 feet of an outside door through which a voter may enter the building or structure in which the early voting polling place is located.
  - b. The entity that owns or controls a public building being used as an early voting polling place may not, at any time during the early voting period, prohibit electioneering on the building's premises outside of the area described in 1.b, above, but may enact reasonable regulations concerning the time, place, and manner of electioneering.

The College District does not permit external individuals or groups to use College District facilities to access students, faculty, or staff for private purposes, including gathering signatures for petitions. Limited public forum areas are designated at each campus for this purpose. [See GD(LEGAL)]

### **Recreational Use**

Approval from the Conference Services Department is required for use of the College District's indoor and outdoor recreational facilities, such as the gym, tennis courts, and the like when the facilities

are not in use by the College District or for another scheduled purpose.

**Emergency Use**

In case of emergencies or disasters, the District President or designee may authorize the use of College District facilities by civil defense, health, or emergency service authorities.

**Expressive Activities  
in Common  
Outdoor Areas**

Community members may only engage in expressive activities in common outdoor areas (as defined in this policy) of the College District, as long as the conduct is not unlawful and does not materially and substantially disrupt the functioning and operations of the College District. Common outdoor areas are designated by state law as traditional public forums.

To preserve the functions and operations of the College District, expressive activities in common outdoor areas are subject to the time, place, and manner rules listed in this policy.

The “common outdoor areas” of the College District mean outdoor space that is not used, on either a permanent or temporary basis, for the College District’s: (1) business or operations; (2) a sponsored event; (3) an educational function; (4) a research function; and that is at least 75 feet from any College District building entrance or window. Common outdoor areas do not include the buildings, classrooms, libraries, facilities, student housing or residential outdoor spaces managed by the College District, outdoor surfaces of college buildings, surfaces associated with or connected to a college building, a college structure, spaces dedicated to temporary outdoor banners, spaces dedicated to temporary outdoor exhibits, or any other space within the College District’s limited public forum.

**Requests for Use of  
Facilities**

To request permission to meet ~~in~~ College District ~~facilities, premises, or limited public forums~~, interested community members or organizations will file a written application with the Conference Services Department in accordance with administrative procedures.

The community members or organization making the request will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules. The application will be submitted at least ten business days prior to the proposed use but not more than four months prior to the proposed use for all spaces other than conference centers. Conference centers may be booked no more than 12 months in advance. Requests for exceptions to the timeline may be approved by the Conference Services Department. Use of College District facilities may not commence until it is approved, in writing, by the Conference Services Department.

Requests for community use of College District facilities will be considered on a first-come, first-served basis. However, requests received on the same day will be prioritized as follows:

1. Classroom instruction and other official College District functions and programs;
2. Requests by recognized student organizations and employee organizations;
3. Activities sponsored by non-College District, nonprofit organizations that are open to the public; and
4. Authorized activities that do not fall within the above categories.

Organizations from within the College District's service area will be given priority over requests from organizations located outside the College District's service area.

Events that directly benefit the citizens of the College District will be given priority over events that specifically target larger groups or groups from outside the College District.

Programs offered through the facilities rental program [see items 3 and 4, above] will be made through a signed facilities use agreement between the College District and the renter. The College District name and its trademarked logo may not be used by the requestor or approved user. The College District's name is only authorized for use in marketing materials as it relates to providing the location and directional information for the event.

The College District reserves the right to modify these priorities without notice as deemed necessary to accomplish its objectives.

### **Approval**

The Conference Services Department will approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with use of the facility by community members or organizations. The request will be approved or denied in writing within ten business days of receiving the application.

Approval of requests for the use of facilities will not be based upon the applicant's race, religion, age, disability, color, sex, national origin, veteran status, or other legally protected class.

College District facilities will not be available for long-term use. Long-term use will be defined as use of the facility for more than five days per month or for more than three weekends per month.

Facilities use requests will be considered for a time period not to exceed four calendar months, coinciding with the fall, spring, and summer College District semesters.

Failure to comply with the conditions outlined in this policy and the facilities use agreement may result in penalties, including but not limited to, restrictions on future rental of College District facilities and/or an additional damage/cleaning fee as provided for in the facilities use agreement. The amount should be included in the contract and/or in procedures.

Approval will not be granted when the Conference Services Department has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a prior sanction [see Violations of Policy, below];
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District as determined by the College District, including the sole discretion of the District President or designee;
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program, other planned activities, or other operations of the College District;
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property at an event;
7. The applicant failed to supply the requested information on the application;
8. The application contains a material misrepresentation of fact as determined at the sole discretion of the College District; or
9. The proposed use is not at a suitable location because the design or dimensions of the event will substantially interfere with pedestrian access, traffic flow, or public safety in or near the same area as the proposed event.

**Written Notice If  
Request  
Rejected**

The Associate Vice President of Financial Services and Reporting or designee will review any recommendations to deny the use of

College District facilities to an external group and communicate with the requestor if a request to rent facilities is denied.

Use of Common  
Outdoor Areas by  
Community  
Members

A community member does not need a College District permit or reservation for the exercise of expressive activities in common outdoor areas. Expressive activity may occur in those common outdoor areas of the College District that are not in use by others. Community members may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

However, community members may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.

In addition, when outdoor space is being used, even on a temporary basis, for College District business, operations, events, an educational function or a research function, it is not part of the common outdoor area available for use for others' expressive activities.

Reservations for assembly or expressive activities in the common outdoor areas of the College District may be made through the Conference Services Department on a form prescribed by them or through a request sent to reserveCOA@collin.edu. If the expected attendance at an assembly or expressive activity is fifteen or more people, advance notice and a reservation of no less than two weeks is recommended. Persons and organizations are encouraged to seek a reservation of a space that is suited to their assembly's anticipated size.

**Time, Place, and Manner Rules for Common Outdoor Areas**

In addition to the specific rules addressed in this policy for Required Conduct, Distribution of Literature, and Permissible Solicitation, the following rules will also apply to the use of common outdoor areas:

1. Expressive activities may not be disruptive.
2. Expressive activities may not include statements directed to inciting or producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law, including but not limited to, violence or threats of violence.
3. Literature may be distributed, but not sold.
4. Any person who uses common outdoor areas or distributes literature or materials in common outdoor areas, is responsible for cleaning up any literature, materials, or other trash that was discarded or leftover.
5. Signs may not be larger than 24" x 24". Signs may be held or carried by hand. However, signs may not be attached to sticks, poles, wooden or metal handles, or other similar assembled items.
6. Signs constructed of rigid materials, including sticks, poles, wood, metal, hard plastic, or other materials that could be construed as a hazard are not permitted.
7. Any person holding or carrying a sign will exercise due care to avoid bumping, hitting, or injuring any other person.
8. Banners on poles may not be carried by individuals.
9. Hand-held banners carried by two or more individuals (without poles) are permitted in temporary banner spaces designated by the College District.
10. Tables may not be set up in common outdoor areas, unless it is requested by a student or student organization in advance through a request submitted to the Conference Services Department. Otherwise, community members may not set up any tables in common outdoor areas of the College District.

11. Amplified sound may not be used in common outdoor areas, particularly when it disrupts College District business, operations, meetings, events, an educational function or a research function.
12. Guest speakers are allowed in common outdoor areas.
13. Guest speakers may not distribute literature that violates the rules in this policy.
14. Guest speakers may not accost bystanders or others who have chosen not to attend the speech or discussion.
15. Guest speakers may not set up exhibits or tables outside of the common outdoor areas, or inside College District buildings or facilities.
16. For any assembly, with or without a guest speaker, that has an expected attendance of fifteen or more participants (including counter-demonstrators), advance notice and a reservation are encouraged to help the Conference Services Department improve the safety and success of expressive activity.

If there is uncertainty about applicable rules, the appropriateness of the planned location, or possible conflict with other events, persons and organizations are encouraged to consult the dean of students. Should the size of the assembly exceed the maximum number of participants that is safe for a given location, participants will be directed by campus authorities to relocate to a space that is better suited to the size of the assembly

**Written Agreement  
Required for Use of  
Facilities**

Any community member or organization approved for use of College District facilities not related to the College District will be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations prior to a facilities use agreement being approved. This includes an acknowledgment that the College District is not liable for any personal injury or damages to personal property occurring during the use by the community member or organization.

**Fees for Use**

A community member or organization authorized to use College District facilities will be charged a fee for the use of designated facilities.

The Board delegates to the District President or designee the responsibility to establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, media, and technology services. All fees must be paid in advance (or an authorized purchase order) in accordance with the College District's facilities use agreement.

Fees will not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.

The Board delegates to the District President or designee the authority to waive the facility use rental fee if the requested use serves an appropriate College District or public purpose.

**On-Site Personnel**

When a College District facility is being used, an employee of the College District will be on the premises and will be fully in charge of the facility being used.

The College District's representative is responsible for ensuring compliance with the requirements of this policy during the event.

**Required Conduct**

Community members and organizations using College District facilities will:

1. Conduct business in an orderly manner;
2. Abide by all laws, policies, and procedures, including, but not limited to, those regulating the use, sale, or possession of alcoholic beverages, illegal drugs, tobacco products, and firearms on College District property, and the requirements in the facilities use agreement; [See CHF and GDA]
3. Make no alteration, temporary or permanent, to College District property without prior written consent from the District President or designee; and
4. Be responsible for the cost of repairing any damages incurred during use and will be required to indemnify the College District for the cost of any such repairs.

Additionally, community members and organizations using College District facilities (outside of common outdoor areas) may request table space for students to visit and learn about the table sponsor's activities and may distribute literature, subject to the reasonable time, place, and manner restrictions designated by the College District.

Distribution of literature not published by the College District and activities of the organizations and individuals using College District facilities will be conducted in a manner that:

1. Is not disruptive;
2. Does not impede reasonable access to College District facilities or deny the use of offices or other facilities to students, faculty, staff, or guests of the College District;
3. Does not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress or egress to and from property, buildings, or facilities;
4. Does not threaten or endanger the safety of any person on College District premises;
5. Does not harass, badger, coerce, or intimidate another person or force material on an unwilling participant or accost or approach individuals not in the immediate vicinity of the assigned table space or use areas designated by the College District;
6. Does not involve conduct that is likely to result in damage to or destruction of property or cause disruption in utilities;
7. Does not create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen;
8. Does not attempt to prevent a College District event or other lawful assembly by the threat or use of force or violence;
9. Does not interfere with the rights of others as determined by the College District; and
10. Does not violate local, state, or federal laws or College District policies and procedures.

Location and placement of assigned tables and chairs will be made at the discretion of the Conference Services Department, based on availability, and the Conference Services Department will ensure that such external events do not interfere with the conduct of any student or College District event.

The consumption of food and beverages will be restricted in accordance with the facilities use agreement.

Groups or organizations using College District facilities will conform to all federal and state statutes, county and municipal ordinances, and fire regulations.

Decorations must be flame retardant and will be erected and taken down in a manner not destructive to College District property or facilities. The use of any material or device that constitutes a hazard to people, equipment, property, and/or facilities is expressly prohibited.

The renter is responsible for clean-up of the space and for clearing the area of discarded or leftover literature.

In addition to the rental fee for use of the facility, the renter will be billed for any cleanup expenses that may result if materials are not removed in a timely manner or if storage of renter-owned materials is required.

Events that include attendance of or participation by minors will require adult supervision by the sponsoring organization.

College District apparatus, furniture, or equipment will not be removed, altered, or displaced without permission from an authorized College District official. Renters are not authorized to bring in their own furniture or fixtures.

The renter is liable for the care and protection of College District property and/or facilities and will be charged for any damages sustained by the premises, furniture, or equipment because of the occupancy.

At the sole discretion of the Conference Services Department, rental agreements for use of any College District facility will be revoked when facilities are misused or when the foregoing rules are violated. Facilities use agreements may not be renewed when revoked for misuse.

The renter is responsible for any and all loss, accidents, neglect, injury, or damage to person, life, property, or facilities that may be the result of, or caused by, the renter's occupancy of the facilities or premises for which the College District might be held liable. The renter will protect and indemnify the College District, the Board, and any officer, agent, or employee of the College District and save them harmless in every way from all suits or actions at law for damage or injury to person, life, property, or facilities that may arise, or be occasioned in any way, because of the occupancy of the facilities or premises, regardless of responsibility or negligence.

The College District may require each renter to provide a valid certificate of insurance in a type and in an amount specified by the College District.

## Identification

A community member or organization leasing campus facilities and/or distributing materials on campus will provide identification when requested to do so by a College District representative.

Any student who refuses to identify himself or herself fully may be subject to College District discipline, which may include suspension.

### **Distribution of Literature**

Any written or printed materials, handbills, photographs, pictures, films, tapes, giveaways, handouts, or other visual or auditory materials not sponsored by the College District must comply with this policy. Such materials will not be sold, circulated, distributed, or posted on any College District ~~premises~~ facilities or common outdoor areas by any community member or organization, including a College District-support organization, except in accordance with this policy.

Approved individuals renting or using College District facilities may distribute handouts associated with the event to its members and guests.

The College District is not responsible for, nor does the College District endorse, the contents of any materials or literature distributed by a community member or organization.

[See CHE regarding use of the College District's internal mail system and FLA regarding distribution of literature by students and registered student organizations]

Materials or ~~L~~iterature will not be distributed by a community member or organization on College District property if, in the sole discretion of the College District:

1. The materials are obscene;
2. The materials contain defamatory statements;
3. The materials advocate illegal conduct, imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Solicitation Requirements, below]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

**Time, Place, and  
Manner  
Restrictions for  
Distribution of  
Literature**

A community member or organization that has been approved to rent a campus facility, has signed the required written facilities use agreement, and has paid any required fees may distribute literature to its members and guests during the time period covered by the written agreement and in the location covered in the written agreement.

**Permissible  
Solicitation**

As used in this policy, the word “solicitation” will mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by an entity.

The only solicitation permitted in or on any property or facilities either owned or controlled by the College District will be in accordance with the following:

1. The sale or offer for sale of any food or drink item by authorized student organizations in an area designated in advance by the appropriate College District representative.
2. The collection of membership fees or dues by approved student organizations at meetings of such organizations scheduled in accordance with College District regulations on the use of facilities.
3. The collection of admission fees for the exhibition of movies or other programs scheduled in accordance with College District policies and procedures.

**Solicitation  
Requirements**

Such approved solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation will not disturb or interfere with the regular academic or institutional programs and activities being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation will not harass, embarrass, or intimidate the person or persons being solicited.
4. Violations will be addressed through the appropriate College District policy and may result in the organization being prohibited from further solicitation for a designated period of time.  
[See FKC(LOCAL)]

For the purposes of this policy, “sign” will be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; “posting” will be defined as any means used for displaying a sign. Requirements for election signs are described below at Election/Campaign Signs and Tents.

No person or organization may post a sign that is obscene, incites illegal activity, is libelous, or contains nonpermissible solicitation. [See FI(LOCAL) or FKA(LOCAL)]

Except for nonpermissible signs, as defined herein, an entity may publicly post a sign on College District property or facilities only in designated areas or display a sign in common outdoor areas subject to the procedures in this policy. No object other than a sign may be posted on College District property or facilities.

Before publicly posting a sign, an entity will:

1. Submit the proposed sign to the student engagement office staff or a designated representative for review and consideration.
2. Provide pertinent information including the:
  - a. Name and phone number of the student, approved student organization, department, or community member, which must be included on all items to be posted;
  - b. Proposed general location for posting the sign; and
  - c. Length of time the sign will be posted.

Upon receipt, the student engagement office staff or designated representative will ensure that the pertinent information listed above is included and that the following guidelines are applied:

1. Approved items, with a maximum size of 24” x 24”, will be posted neatly on appropriate bulletin boards by student engagement office personnel or a designated representative, subject to space availability.
2. Items will receive an approval stamp dated and signed by student engagement office personnel or a designated representative for each item to be posted.
3. Materials generally will be approved for a maximum period of four weeks.
4. Materials that do not conform to these posting procedures and guidelines will be subject to immediate removal.

A sign may not be:

1. Attached to:
  - a. A shrub or plant.
  - b. A College District vehicle.
  - c. A permanent sign installed for another purpose.
  - d. A fence or chain or its supporting structure.
  - e. A brick, concrete, or masonry structure.
  - f. A statue, monument, or similar structure.
2. Posted:
  - a. On or adjacent to a fire hydrant.
  - b. On or between a curb and sidewalk.
  - c. In a College District building or facility except on a bulletin board designated for that purpose.

The student engagement office staff or designated representative will remove all signs no later than one week after the expired approval stamp date. No person will remove a sign posted or attached in accordance with this section without permission from the student engagement office or designated representative.

**Nonpermissible Signs**

No entity will post or carry a sign that:

1. Involves nonpermissible solicitation;
2. Contains material that is obscene or libelous; or
3. Is larger than 24" x 24", unless authorized by the associate dean of student and enrollment services.

**Election / Campaign Signs and Tents**

Election campaign signs will be limited to five signs per candidate at each College District polling site, at a location designated by the appropriate campus vice president/provost, during the period of early voting and on Election Day when the campus is a voting site. Such signs will be limited to a size not to exceed 24" x 24" and must be either hand-held or staked into the ground. However, use of t-posts will not be allowed.

Signs placed outside of the designated location will be removed by the facilities/plant manager or designee and held for pick up in the plant facility for not longer than five days from removal. If not picked up within five days, the College District will dispose of the signs.

Issues-based campaign signs are limited to three signs per political action committee per issue, either supporting or opposing the issue.

Tents, awnings, and shelters will not be permitted on College District property. Megaphones-Amplified sound will not be permitted within 1,000 feet of the polling location.

All electioneering must comply with applicable election laws.

**Classroom Bulletin Boards**

Bulletin boards located both inside and directly outside each classroom will be under the jurisdiction of the appropriate vice president/provost or designated representative.

**Violations of Policy**

Failure to comply with the policy and procedures regarding community use of College District common outdoor areas, College District facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation or discarding of nonconforming materials. Community members or off-campus organizations who violate the rules in this policy may also be subject to criminal trespass charges, or other lawful measures.

**Publication**

This policy and associated procedures must be posted on the College District's website and will also be distributed to students and employees. [See DGC and FLA]

**Alcohol and Drug Use Prohibited**

The use of alcohol and intoxicating beverages is prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas.

Any person who appears to be under the influence of intoxicating liquor or drugs will be denied access to and/or the use of College District property or facilities.

Alcohol and Drug Use Exception

With the prior consent and approval of the District President or designee, the provisions herein may be waived for specified culinary instructional programs or with respect to any specific event that is sponsored by the College District and/or the Collin College Foundation. State law will be strictly enforced at all times on all property or facilities controlled by the College District in regard to the possession and consumption of alcoholic beverages.

**Children on Campus**

Unattended children will not be allowed in College District facilities at any time. For the purpose of this policy, children are defined as minors who are not currently enrolled in College District classes, meeting with College District personnel, or participating in approved programs with the College District.

Students may not bring children to orientations, classes, labs, testing centers, or other academic programs. The parent or guardian who violates this policy will be interrupted from his or her campus activity and be required to supervise the child or make other suitable arrangements.

College District employees are prohibited from bringing children to work other than for approved programs with the College District.

### **Animals on Campus**

The College District will allow certain animals to accompany a student or visitor on campus, in accordance with the following:

1. Instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission will be obtained from the appropriate academic dean. The permission statement will clearly designate the date, location, and purpose for the animal's presence on campus. Each animal will be on a leash or equivalent and fully under the control of the handler. The handler will have documentation of current vaccinations for the animal. The care and supervision of the animal will be the sole responsibility of the handler.
2. Service animals as defined by the Americans with Disabilities Act (ADA) and used as guide dogs or signal dogs or other dogs individually trained to provide assistance to an individual with a disability. Service animals are working animals, not pets. Animals that meet this definition will be considered service animals regardless of whether they have been licensed or certified by a state or local government. Service animals will be on a leash at all times and/or under the control of the individual with a disability. The care and supervision of the animal will be the sole responsibility of the handler. Students with allergies to a service animal may request reasonable accommodations under the ADA.

All other animals will not be permitted on any College District campus or in any College District facility.

**Collin County Community College District Board of Trustees**

2020-06-3

June 23, 2020

Resource: Dr. Bill King

Vice President Provost, Technical Campus

**AGENDA ITEM:** Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of the Selection of an Architect for the Renovations and Additions at the Frisco Campus

**DISCUSSION:** Over the past few months, District staff with assistance from AECOM, have engaged in a procurement process to select an Architectural Firm to provide design services for the Renovations and Additions at the Frisco Campus, which is a Phase 3 project.

In order to select the best value firm, a two-step procurement process was followed. The first step included posting a public advertisement for the project and collecting information from interested firms that indicated their qualifications to design such a project. The qualifications were reviewed by a selection panel consisting of Collin and AECOM staff and a shortlist of the best qualified firms was developed using a pre-established qualitative scoring process.

The second step involved formal interviews with the shortlisted firms. During these interviews, each firm presented to the selection panel their overall design vision for the project and presented their plan for the overall design phase of the project. Each firm was scored using a pre-established process developed for the interview process. Upon completion of the interviews, the firm having the highest score using the totals of the step one and two processes was selected as the best qualified firm.

**Recommended Firm**

- RFQ 4324 – Page Southerland Page

**DISTRICT PRESIDENT’S RECOMMENDATION:** The District President recommends approval of the the recommended architectural firm, Page Southerland Page, for the renovations and additions at the Frisco Campus.

**SUGGESTED MOTION:**

This item comes as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the architectural firm of Page Southerland Page for the renovations and additions at the Frisco Campus."

**Collin County Community College District Board of Trustees**

2020-06-4

June 23, 2020

Resource: Dr. Bill King

Vice President Provost, Technical Campus

**AGENDA ITEM:**

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of the District President, or his Designee, to Monitor Pricing Offered by Certain Retail Electric Providers and Execute an Electricity Supply Contract Deemed in the Best Interest of the District

**DISCUSSION:**

On January 1, 2002, the deregulation of the electricity markets in the State of Texas became effective. Since that time, residential and commercial electricity consumers have had the right to choose their electricity supplier (known as Retail Electricity Providers or REPs) based on the economics of the contract offer. The REP's generate or procure electricity that energizes the transmission and distribution system (the "grid") that is managed and controlled by the Electric Reliability Council of Texas ("ERCOT").

Collin College has engaged the services of an electricity consultant, Energy Edge, to assist in the evaluation of open-market electricity offers. Currently, the College contracts with the Texas General Land Office ("GLO") for the purchase of electricity to supply electricity for all of the College campuses. The contract with the GLO expires on April 30, 2022.

At this time, it appears that forward contract pricing for fixed-price electricity deliveries to begin May 1, 2022, is very favorable compared to the current contract price of \$0.03884 per kWh.

Because of the constant change in electricity pricing, contracts offered by the REPs have a very short window for acceptance. For that reason, this request is to authorize the District President, or designee, in consultation with Energy Edge, to monitor electricity pricing and execute an electricity supply contract beginning May 1, 2022, if such a contract is deemed to be in the best interest of the District.

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends approval of the authorization for the District President, or his designee, to monitor pricing offered by certain Retail Electric Providers and execute an electricity supply contract deemed in the best interest of the District.

**SUGGESTED MOTION:**

This item comes as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves authorization for the District President, or his designee, to monitor pricing offered by certain Retail Electric Providers and execute an electricity supply contract deemed in the best interest of the District."

***Collin County Community College District Board of Trustees***

2020-06-5

June 23, 2020

Resource: Dr. H. Neil Matkin  
District President

**AGENDA ITEM:**

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of Change Order #2 for the Construction Manager-at-Risk Contract with McCarthy Building Companies, Inc. ("McCarthy") for the Construction of the Technical Campus

**DISCUSSION:**

McCarthy's original Guaranteed Maximum Price ("GMP") contract in the amount of \$141,999,801 for the Construction of the Technical Campus was approved at the regularly scheduled meeting on June 26, 2018. McCarthy was issued a Notice to Proceed to commencement the construction phase of the project on August 2, 2018. Change Order #2, which was deductive in the amount of \$5,400,000 was approved at the regularly scheduled meeting on January 28, 2020, resulting in a current contract amount of \$136,599,801.

In order to open the Technical Campus by Fall 2020, the project went to contract using Design Developments documents, therefore the usage of contract contingencies as the documents were finalized was to be expected. In addition, the contract contingency has been utilized to fund unforeseen conditions related to City requirements and enhancements to the project to accommodate the new programs that will be at the campus.

The District staff recommends an additional \$400,000 be added to the contract contingency to ensure any unforeseen items encountered prior to completion can be funded within the construction contract. This change order will be funded from the project's program contingency and will not increase the project's program budget. This change order will update the GMP amount to \$136,999,801 and will not change the project completion date.

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends approval of Change Order #2 in the amount of \$400,000, which will result in an updated GMP contract amount of \$136,999,801, for the Technical Campus.

**SUGGESTED MOTION:**

“Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District authorizes the District President, or designee, to execute pre-approved contract forms and all other documents to approve McCarthy Building Companies, Inc.’s Change Order #2 in the amount of \$400,000, which will result in an updated GMP contract of \$136,999,801 for the construction of the Technical Campus.”

**Collin County Community College District Board of Trustees**

2020-06-6

June 23, 2020

Resource: Dr. H. Neil Matkin  
District President

**AGENDA ITEM:** Report Out of the Campus Facilities and Construction Committee for Consideration of Approval of the District President to Finalize Negotiations and Execute a Final Distributed Network Agreement for a Fully Managed In-Building Wireless Solution at the Plano Campus

**DISCUSSION:** The District has varying levels of cellular service throughout its campus buildings. Some campuses have minimal or non-existent coverage throughout a large percentage of the campus buildings, while other buildings have much better coverage. In times of emergency, the service may not be reliable.

To address this issue, the District issued a Request for Proposal (RFP 4251) for a Fully Managed In-Building Wireless Solution that would be carrier-neutral. Three (3) proposals were received, and Connectivity Wireless Solutions formally Connectivity Venues, LLC (CWS) was selected as the best-evaluated proposal.

The Plano Campus will be the first campus to have the distributed network solution installed. Other campuses may be added if the Plano Campus solution proves to be successful in providing better cell coverage. CWS will be responsible for constructing, maintaining, repairing, insuring, upgrading, and 24/7/365 monitoring of the distributed network system. CWS will market the distributed network and contract directly with wireless service carriers to expand coverage throughout the Plano Campus.

The District and CWS are in on-going discussions to finalize the terms of a formal Distributed Network Agreement, which are expected to be finalized in the coming weeks. CWS will provide all equipment, labor, and services at no cost to the District. The proposed 20-year contract will include a fee to be paid by CWS for the exclusive license.

It is estimated that the cost of the equipment alone would be \$800,000 to \$1,000,000 for the District to install the system itself, not including the labor, maintenance, repairs, and

administrative costs involved with marketing to and contracting with the wireless service providers.

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends finalizing negotiations and execution of a final distributed network agreement for a Fully Managed In-Building Wireless Solution at the Plano Campus.

**SUGGESTED MOTION:**

This item comes as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves finalizing negotiations and execution of a final distributed network agreement for a Fully Managed In-Building Wireless Solution at the Plano Campus."

**Collin County Community College District Board of Trustees**

2020-06-7

June 23, 2020

Resource: Dr. H. Neil Matkin  
District President

**AGENDA ITEM:** Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of the District President to Negotiate and Execute a Contract for Consulting and Professional Services with RWB Consulting Engineers for Professional Mechanical and Electrical Engineering Services for the Design of Air Cleaning Systems at All Ten (10) Collin College Campuses and Centers

**DISCUSSION:** RWB Consulting Engineers proposes to provide Engineering Services for the design of air cleaning systems based on a lump sum fee of One Hundred Forty Thousand Dollars (\$140,000.00). This is based on an estimate of overall construction cost scope of up to \$3 million.

Activities will include performing mechanical and electrical engineering design services required to determine the potential air cleaning technology that can be incorporated into the college's existing system, which will consist of either Ultraviolet (UV) type light technology installed in the air handler or Bi-Polar Ionizers installed downstream or upstream of the air handler. Services will continue throughout the construction process if construction is approved.

Upon implementation, these technologies will provide important benefits on our campuses such as abating allergens, odors, bacteria, viruses, mold, fungus, dust mites, and/or static electricity in a treated air space at all ten (10) Collin College Campuses and Centers which include Technical Campus, Celina Campus, Farmersville Campus, Frisco Campus, McKinney Campus, Plano Campus, Wylie Campus, Collin Higher Education Center, Courtyard Center, and the Public Safety Training Center.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President requests authorization to negotiate and execute a contract for consulting and professional services with RWB Consulting Engineers for professional mechanical and electrical engineering services.

**SUGGESTED MOTION:**

This item comes as a motion and second out of committee. A suggested motion would be, “Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District authorizes the District President to negotiate and execute a contract for consulting and professional services with RWB Consulting Engineers for professional mechanical and electrical engineering services for the design of air cleaning systems at all ten (10) Collin College campuses and centers.”



June 10, 2020

Dr. Bill King  
Interim Director of Facilities  
Technical Campus, Provost  
Collin College  
2550 Bending Branch Way  
Allen, TX 75013

Re: All Campuses  
Collin College  
Air Cleaning Systems  
Collin County, Texas

Dear Bill:

We are pleased to submit this proposal for Professional Mechanical and Electrical Engineering Services for the design of air cleaning systems at all ten (10) major campuses which include Allen Technical Campus, Celina Campus, Farmersville Campus, Frisco Campus, McKinney Campus, Plano Campus, Wyle Campus, Center for Higher Education, Courtyard Center, and the Public Safety Training Center, as further outlined below.

**SERVICES WOULD INCLUDE:**

1. Perform Mechanical and Electrical Engineering Design Services as follows:
  - a. Review the existing location, quantity and type of air handling equipment serving each space at each building at each campus that is an occupied (i.e. non-equipment only) space.
  - b. Based on a review of the type of equipment, determine the potential air cleaning technology that can be incorporated into the existing system, which will consist of either Ultraviolet (UV) type light technology installed in the air handler or Bi-Polar Ionizers installed downstream or upstream of the air handler.
  - c. Prepare drawings to identify the location, approximate size, type of air cleaning technology, airflow capacity, and location of air cleaning technology to be installed for all air handlers and fan coil units at all campuses and buildings. This may involve the use at some campuses of existing PDF files to help identify on drawings the locations of existing equipment.
  - d. Design for the associated electrical infrastructure to provide the required 24V, 120/1 or 208/1 power to all air cleaners at all units. This will include confirmation of panel capacity space, electrical panel location and electrical wiring and conduit sizing and breaker or disconnect sizing for all units.
  - e. Design for any associated electrical upgrades required to accommodate new power requirements for the air cleaners which would may include the need for new panels and transformers for additional power to serve the air cleaners at the units.
  - f. Design for new building Energy Management System (EMS) integration to some or all of the air cleaners to identify alarm inputs to the system when air cleaners are not properly functioning.
  - g. Design for new access door interlocks to de-energize any UV light systems installed upon openings the associated access doors at the air cleaners.
  - h. Design will be based on the assumption that all new air handling equipment is installed at the new campuses and buildings which include the IT Center at Frisco Campus, Celian Campus and

RWB Consulting Engineers Texas Firm #F-2176  
12001 N. Central Expressway, Suite 1100, Dallas, Texas 75243  
Tel: 972.788.4222 Fax: 972.788.0002 [www.rwb.net](http://www.rwb.net)

- Farmersville Campus.
- i. Design does not include the current projects under design at the McKinney Campus for the new Welcome Center or the Alumni Hall Addition at the Frisco Campus. As part of the design for these projects air cleaning technology will be incorporated into the design of any new HVAC Systems at these campuses associated with these projects.
2. Field verify existing conditions as reasonably as possible as they pertain to the Scope of Work as defined herein. We include a minimum of two (2) site visits per campus for this purpose. It is possible additional site visits at some of the larger campuses may be required and this is included in this fee as well.
  3. Prepare one (1) copy of finalized drawings for bidding package which will include drawings and separate technical typed Mechanical and Electrical Specifications to identify this work for bidding by Sub-Contractors directly to the District. It is our understanding that the District Purchasing Department will provide front end (General Contract Conditions).
  4. Work with purchasing to develop a bid form that will allow for individual bid pricing per campus and one aggregate price for all campuses to be provided by bidding contractors. The bid form may also incorporate alternates for expedited delivery, shipping and installation of equipment.
  5. Review design documents with you prior to issuance to incorporate any review comments.
  6. It is our understanding that we will provide one set of the half size drawings and associated specifications to the campus for their use. We will also provide a FTP file site link with all Specifications and Drawings in .PDF format to the Purchasing Department and Facilities Department for their use and upload to their web site for distribution to bidders.
  7. Answer questions and interpret Drawings and Specifications during the bidding process and construction phase.
  8. Attend and conduct a mandatory Pre-Bid Conference to assist pre-qualified Bidders in clearly identifying their scope of work. Prepare Addenda as required during the Bidding Period.
  9. Review and comment on Construction Bids received, and make recommendations on award of a contract.
  10. Attend and conduct up to Three (3) Pre-Construction Conferences to assist the successful Bidder(s) in answering any scope questions and to help coordinate building availability and work schedule with the District. It is understood that the associated work could be broken-out and awarded to multiple contractors so we have included the potential to conduct multiple pre-bid conferences.
  11. Review submittals and Shop Drawings for conformance to the Contract Documents.
  12. Conducts and attend bi-weekly (every two weeks) construction meetings for the project throughout the construction period. It is anticipated that the construction period will take approximately three (3) months which equates to six (6) regular construction meetings. Since this could be broken out we have included up to twelve (12) construction meetings to accommodate multiple contractors.
  13. Visit the site to observe all work installed and report on discrepancies with respect to the Construction

Dr. Bill King  
Interim Director of Facilities  
Technical Campus, Provost  
Collin College – All Campuses  
June 10, 2020  
Page 3

Document requirements, as follows:

- a. Concurrent with bi-weekly construction meetings
  - b. Approximately half way through Construction.
  - c. At substantial Completion of all Construction.
  - d. Others as necessary to resolve other Construction issues that cannot be resolved through normal construction administration procedures, as outlined above.
14. It is our understanding that the District will provide copies of Asbestos, or other hazardous material, reports, that are on file for this facility to the contractor.
  15. Review contractor pay applications, as required, for completeness and correctness and send to the college for processing.
  16. Provide a General Order of Magnitude Cost Estimate for initial budget estimating purposes.
  17. We understand that the District will provide copies of existing drawings for the Allen Technical Campus and electronic AutoCAD or Revit files for the Center for Higher Education, IT Center of Excellence at the Frisco Campus, and the Allen Technical Campus for us to use in preparing bid documents to identify locations of existing air handling equipment.

**SERVICES WOULD NOT INCLUDE:**

1. Commissioning of electrical systems.
2. Testing, Adjusting, Balancing, and Commissioning of mechanical air conditioning systems. This is to be performed under a separate contract between the Owner and an independent Test and Balance Firm and Commissioning Agent, or incorporated into the Construction Contract work, preferably paid through an Allowance in the General Contract. Our fee is based on this work being performed in one of these manners. If this work is not performed as such, then, we cannot expend extraordinary amounts of time assisting in resolving related issues, as such issues become items beyond our control, unless reimbursed on an hourly basis for such work
3. Plumbing Engineering Services.
4. Civil Engineering or Site Surveying Services.
5. Detailed Studies or analysis beyond the normal design of the MPE Systems, accept as Additional Services.
6. Landscape irrigation system design services.
7. Special Audio-Visual or Acoustical Systems design.
8. Data and Telephone Cabling System design.
9. Security, Closed-Circuit Television, Cable and Access Control Systems design.

Dr. Bill King  
Interim Director of Facilities  
Technical Campus, Provost  
Collin College – All Campuses  
June 10, 2020  
Page 4

10. Leadership in Energy and Environment Design (LEED) or similar Sustainable Design related work, except as an additional service.
11. Negotiation with bidders. The project will be competitively bid or negotiated directly by you under and open contract. We will offer advice, as requested, in regard to pricing received.
12. Services pertaining to Asbestos Containing Materials (ACM) or other hazardous materials discover or removal.
13. Architectural Services.
14. Structural Services.
15. Texas Accessibility Standards (TAS) and Americans with Disabilities Act (ADA) related work. As these are electrical modifications only, it is our understanding that we will not design any modifications that will require submission for ADA.
16. Preparation of the successful bidder's contract with the College. It is our understanding that the College will perform this work.
17. Attend any board meetings related to this project.
18. Multiple copies of the Bid Documents.
19. Any increased costs related to Professional Liability Insurance. Our Basic services includes Professional Liability and other standard insurance coverages up to \$1,000,000 per occurrence with \$2,000,000 aggregate. We understand that this is satisfactory to meet the contract requirements. Any limits above this would be an additional service and would be priced per such a specific request.

**RWB Consulting Engineers proposes to provide the Engineering Services described above based on a lump sum fee of One Hundred Forty Thousand Dollars (\$140,000.00).** This is based on a current general order of magnitude estimate of overall construction cost scope in the range of \$2,500,000.00 to \$3,000,000.00.

Reimbursable expenses for courier services, Postage, plotting costs and other reproduction costs incurred for deliverables, are included in this amount

For the purposes of allocations of fee based on progress of work performed the proportion of the fee for each customary phase is broken out as follows:

Design Development	15%
Construction Documents	50%
Bidding and Negotiation	5%
Construction Services	30%

Any additional scope of work not noted in the proposal would be done on an hourly basis in keeping with the attached bill rates or as an additional lump sum proposal at a future point in time. However, any additional work would not be pursued or designed until direction in writing from the college is received and either additional proposal or hourly bill rates are agreed to for compensation.

Dr. Bill King  
Interim Director of Facilities  
Technical Campus, Provost  
Collin College – All Campuses  
June 10, 2020  
Page 5

We appreciate the opportunity to provide this proposal for your consideration. Should this be acceptable to you, please indicate your approval by signing the enclosed copy where indicated below and returning it to us for our records.

Very truly yours,

RWB Consulting Engineers



Nathan P. Hart, P.E.  
Principal

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**APPROVED**

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**DATE**

Dr. Bill King  
Interim Director of Facilities  
Technical Campus, Provost  
Collin College – All Campuses  
June 10, 2020  
Page 6

June 10, 2020

**AIR CLEANING SYSTEMS  
FOR  
ALL TEN CAMPUSES  
COLLIN COLLEGE**

**BILLING RATES FOR PERSONNEL BY CLASSIFICATION**

PRINCIPALS	@	\$215.00 PER MAN HOUR
PROJECT MANAGER	@	\$178.00 PER MAN HOUR
SENIOR ENGINEER	@	\$168.00 PER MAN HOUR
PROJECT ENGINEER	@	\$158.00 PER MAN HOUR
ENGINEER	@	\$147.00 PER MAN HOUR
SENIOR DESIGNER	@	\$126.00 PER MAN HOUR
ENGINEER INTERN	@	\$105.00 PER MAN HOUR
DESIGNER	@	\$100.00 PER MAN HOUR
CADD DESIGNER	@	\$90.00 PER MAN HOUR
TECHNICAL TYPIST	@	\$75.00 PER MAN HOUR

**Collin County Community College District Board of Trustees**

2020-06-8

June 23, 2020

Resource: Dr. H. Neil Matkin  
District President

**AGENDA ITEM:** Consideration of Approval of the Bid Report for June 2020

**DISCUSSION:** The Bid Report for June:  
  
2 New Solicitations  
9 Contract Revisions

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval of the Bid Report for June 2020 as presented.

**MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Bid Report for June 2020 as presented."

**I. NEW SOLICITATIONS**

Purchase Request #1, pg. 238 Automotive Tools and Equipment	\$	400,000
Purchase Request #2, pg. 239 Physics Equipment		160,000
<b>TOTAL OF NEW SOLICITATIONS</b>	\$	<u>560,000</u>

**II. CONTRACT REVISIONS**

Purchase Request #3, pg. 240 Digital Radio Communication Products	\$	150,000
Purchase Request #4, pg. 241 General Hardware, Tools, Appliances, and Supplies		500,000
Purchase Request #5, pg. 242 Snap-On Equipment, Tools, and Hardware		300,000
Purchase Request #6, pg. 243 Science Lab Supplies and Equipment		100,000
Purchase Request #7, pg. 244 Cisco Hardware, Software, and Related Services		400,000
Purchase Request #8, pg. 245 Electronic Access Software, Equipment, Supplies, etc.		400,000
Purchase Request #9, pg. 246 Help Desk Services		35,000

Purchase Request #10, pg. 247	
Apple-Branded Computer Systems, Accessories, etc.	100,000
Purchase Request #11, pg. 248	
Disinfectant, Paper Towels, Addl. Labor, Supplies, etc.	200,000
<b>TOTAL OF CONTRACT REVISIONS</b>	\$ <u>2,185,000</u>
<b>GRAND TOTAL</b>	\$ <u><u>2,745,000</u></u>

**Purchase Request #1  
Regular Board Meeting June 23, 2020  
Consideration of Approval of Contract for  
Automotive Tools and Equipment**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the purchase of automotive tools and equipment from Texas Pride Marketing for the Automotive Services and Collision Repair department at the Technical Campus.

**BACKGROUND**

Class offerings at the Technical Campus include a variety of new programs, including Automotive Services and Collision Repair. The curriculum for these students requires hands-on lab experience with tools that are relevant in the industry today.

Reference number (REF) 4328 was issued to track the volume of spend for automotive tools and equipment provided by Texas Pride Marketing.

Texas Pride Marketing has a contract through the Choice Partners cooperative purchasing program to provide automotive tools and equipment, Contract Number #19/038KC-07. It complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

Approval of this contract will provide competitive pricing on a variety of brand name tools that are relevant in the automotive services and collision repair industries. Texas Pride Marketing specializes in supplying a variety of tools and equipment required to achieve the learning outcomes for these students.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$400,000, which is budgeted in the 2017 CIP budget, specifically the FF&E allocation for the Technical Campus.

**RESOURCE PERSONNEL**

Toni Jenkins	SVP Campus Operations Officer	972-758-3804
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## **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase physics equipment from Pasco Scientific for the science department.

### **BACKGROUND**

Equipment for the physics department will be added to the Wylie Campus. Pasco currently provides the supplies and equipment used in lab exercises across all-natural science disciplines. Items purchased from Pasco provide hands-on physics education tools and technology, including wireless sensors (pH, CO<sub>2</sub>, conductivity) spectrometers, multimeters, optics systems, ripple generators, and tanks, as well as smaller equipment and replacement parts.

Reference (REF) Number 3905, has been issued to track the volume of spend for Physics Equipment procured on behalf of the science department.

Pasco has a contract through the BuyBoard cooperative purchasing program to provide digital radio communication products, Contract Number 573-18, and is compliant with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

### **IMPACT OF THIS ACTION**

Pasco has been the primary supplier of physics lab equipment at Collin for many years. They provide an excellent product and customer service. The PASCO computer interface has been standardized in the physics labs throughout the District to conduct experiments. Pasco is the only vendor able to supply the interface and the sensors that work with their interface.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$160,000 for one year, which is budgeted in various departments' FY20 operating budget, 2017 CIP FF&E budget, and subsequent year's budgets subject to Board approval.

### **MONITORING AND REPORTING TIMELINE**

The term of the contract is December 1, 2019, through November 30, 2020.

### **RESOURCE PERSONNEL**

Toni Jenkins

SVP Campus Operations Officer

972-758-3804

**Purchase Request #3**  
**Regular Board Meeting June 23, 2020**  
**Consideration of Approval of Additional Funds for**  
**Digital Radio Communication Products**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the purchase of digital radio communication products from Crosspoint Communications.

**BACKGROUND**

Crosspoint Communications currently provides digital radio communication products utilized by the Collin College First Responders (fire, police) and Facilities personnel. Recent purchases of radio equipment for the new campuses and the Collin College Fire Academy have increased the anticipated contract spend to require Board approval.

Reference number (REF) 4026 was issued to track the volume of spend for digital radio communication products.

Crosspoint Communications has a contract through the BuyBoard cooperative purchasing program to provide digital radio communication products, Contract Number 604-20, and is compliant with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

In both emergencies and daily life, updated communication systems are mission-critical to save lives, protect property, and assist inefficient operations. First responders and facilities personnel rely on reliable communications. As technology continues to advance in both public safety and beyond, the importance of updated emergency communication equipment becomes even more clear. Two-way radios, particularly “digital” two-way radios, will continue to serve as the backbone of emergency communications. Continued use of updated communication systems allows first responders to continue monitoring campus environments and safety issues while protecting students, faculty, and staff.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$150,000, which is budgeted in the various departments’ FY20 operating budget and 2017 CIP FF&E budgets.

**MONITORING AND REPORTING TIMELINE**

The term of the contract is September 1, 2019, through August 31, 2020.

**RESOURCE PERSONNEL**

Toni Jenkins	SVP Campus Operations Officer	972-758-3804
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**Purchase Request #4**  
**Regular Board Meeting June 23, 2020**  
**Consideration of Approval of Additional Funds for**  
**General Hardware, Tools, Appliances, and Supplies**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of general hardware, tools, appliances, and miscellaneous supplies from Lowe's, Fastenal, The Home Depot, HD Supply, and Grainger.

**BACKGROUND**

The District utilizes these vendors to procure miscellaneous operational supplies, such as hardware, tools, and appliances. An increase in spending is due to the purchase of owner furnished equipment at the new Wylie and Technical campuses, such as metal shelving and breakroom appliances, as well as supplies required at all campuses for Personal Protective Equipment (PPE) to be used primarily for campus restart plans related to COVID-19.

Reference number (REF) 3121 was issued to track the volume of spend. The vendors listed have contracts through Omnia Partners (contract number R142101 and R142104), E&I (contract number CNR01248), and US Communities (contract number 16154) cooperative contracts program to provide general hardware, carpentry, tools, electrical, lighting, lumber, plumbing, lawn and garden, paint, and miscellaneous operational supplies. Each contract complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

Additional spend authorization on these contracts will allow the continued timely procurement of necessary supplies for the Technical Campus, Wylie Campus, and remaining District renewal/replacement projects, as well as daily operational items.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board approved a total spend authorization of \$525,000 for the above categories for this fiscal year. This purchasing request is for spend authorization for up to an additional \$700,000, which is budgeted in various departments for the FY20 operating budgets, as well as the 2017 Capital Improvement Program (CIP) Fixtures, Furniture, and Equipment (FF&E) budgets. The portion of funds already expended and planned expenditures for personal protective equipment (PPE) will be submitted for reimbursement through CARES Act funds.

**MONITORING AND REPORTING TIMELINE**

The term of the contract is September 1, 2019, through August 31, 2020.

**RESOURCE PERSONNEL**

Toni Jenkins

SVP Campus Operations Officer

972-758-3804

**Purchase Request #5**  
**Regular Board Meeting June 23, 2020**  
**Consideration of Approval of Additional Funds for**  
**Snap-On Equipment, Tools, and Hardware**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of Snap-On equipment, tools, and hardware from Snap-On Industrial for the Automotive Repair and Collision department.

**BACKGROUND**

The new Technical Campus will begin offering courses in the Fall of 2020, including automotive and collision repair. Additional funding is requested to purchase the remaining tools requested for accreditation of the program, per the student tool ratio provided.

Reference number (REF) 4294 was issued to track the volume of spend for the purchase of Snap-On equipment, tools, and hardware.

Snap-On Industrial has contracts through the State of Texas, Texas Multiple Award Schedule cooperative purchasing program to provide Snap-On equipment, tools, and hardware, Contract Number TXMAS-17-51V02 and the Sourcewell cooperative purchasing programs, Contract Number 013020-SNP. Both contracts are compliant with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

Course curriculum requires the procurement of a variety of top-tier automotive equipment, tools, and hardware to equip lab spaces for these new programs. The use of Snap-On products will enable the College's automotive repair and collision program to provide use of the quality of tools they will most likely encounter in their future work environments.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board approved the original contract in January 2020 for a total amount of \$150,000. This purchasing request is for spend authorization for an additional \$300,000, which is budgeted in the 2017 CIP FF&E budget.

**MONITORING AND REPORTING TIMELINE**

The term of the contract is January 29, 2020, through August 31, 2020.

**RESOURCE PERSONNEL**

Toni Jenkins	SVP Campus Operations Officer	972-758-3804
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**Purchase Request #6**  
**Regular Board Meeting June 23, 2020**  
**Consideration of Approval of Additional Funds for**  
**Science Lab Supplies and Equipment**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the science department purchase of science lab supplies and equipment from Carolina Biological Supply Co, Frey Scientific, Flinn Scientific Inc, and Thermo Fisher Scientific.

**BACKGROUND**

Vendors on this contract currently provide the supplies and equipment used in lab exercises across all natural science disciplines. Items purchased from these vendors range from refrigerators and incubators to common lab consumables such as dissection specimens, microbiological media, and different chemicals. Additional funding is requested to provide other equipment and supplies needed for the start-up of the Wylie and Technical campuses.

Reference number (REF) 3033 was issued to track the volume of spend for science lab equipment and supplies.

Carolina Biological, Flinn Scientific, Frey Scientific have a contract through the BuyBoard cooperative contracts program to provide science lab equipment and supplies, Contract Number 573-18, and Thermo Fisher Scientific, US Communities contract number C15-JL-12. Both contracts comply with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code

**IMPACT OF THIS ACTION**

The additional funding will be used to provide science lab supplies and equipment to support lab start-up programs at the Wylie Campus and Technical Center.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board approved the original contract in August 2019 for a total amount of \$510,000. This purchasing request is for spend authorization for an additional \$100,000, which is budgeted in the Science Department's FY20 operating budget and 2017 CIP FF&E budgets.

**MONITORING AND REPORTING TIMELINE**

The term of the contract is September 1, 2019, through August 31, 2020.

**RESOURCE PERSONNEL**

Toni Jenkins                      SVP Campus Operations Officer                      972-758-3804

**Purchase Request #7**  
**Regular Board Meeting June 23, 2020**  
**Consideration of Approval of Additional Funds for**  
**Cisco Hardware, Software, and Related Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for Technology Services for the purchase of Cisco hardware, software and related services from SHI Government Solutions, CMS Communications, and Flair Data Systems.

**BACKGROUND**

SHI Government Solutions, CMS Communications, and Flair Data Systems provide Cisco branded hardware, software, and related services for the District. The cost estimates of the additional equipment and supplies needed for the start-up of the Farmersville Campus will cause the contract expenditures to exceed the previously approved spend authorization.

Reference number (REF) 2691 was issued to track the volume of spend for Cisco hardware, software, and related services.

SHI Government Solutions and Flair Data Systems have contracts through the Department of Information Resources (DIR) cooperative contracts program to provide Cisco hardware, software, and related services, Contract Number DIR-TSO-4167, and complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

CMS Communications has a contract through the US General Services Administration (GSA) cooperative contracts program to provide Cisco hardware, software and related services, Contract Number GSA number GS-35F-0295N, and complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

This equipment provides the District with connectivity to internal servers and software, external internet connectivity, and telephone service. Included in this request are funds for network equipment for the Farmersville Campus.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board approved the original contract in August 2019 for a total amount of \$2,800,000. This purchasing request is for spend authorization for an additional \$400,000, which is budgeted in the various departments' FY20 operating budgets and the 2017 CIP FF&E budgets.

**MONITORING AND REPORTING TIMELINE**

The term of the contract is September 1, 2019, through August 31, 2020.

**RESOURCE PERSONNEL**

Mike Dickson

Chief Innovation Officer

972 758-3832

**Purchase Request #8**  
**Regular Board Meeting June 23, 2020**  
**Consideration of Approval of Additional Funds for**  
**Electronic Access Software, Equipment, Supplies, Maintenance, and Service**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of electronic access software, equipment, supplies, maintenance, and service from CBORD for the District.

**BACKGROUND**

The Board approved the Campus Safety Plan on November 14, 2017, which included \$3.6 million for an access control system. The plan was developed to help support safety issues and identified areas that needed to be upgraded, updated, or expanded. A scoping analysis was conducted, which determined that necessary entrances and egresses would need to be updated or modified so that all external doors could be locked in an automated fashion through the CBORD system.

Reference number (REF) 4240 was issued to track the volume of spend for electronic access software, equipment, supplies, maintenance, and service.

CBORD is a sole source provider of CBORD electronic access software, equipment, supplies, maintenance, and service and is exempt from competitive bidding per Section 44.031 of the Texas Education Code.

**IMPACT OF THIS ACTION**

CBORD provides state-of-the-art access control solutions that can be managed remotely or on-site. This contract is used to purchase electronic access software, equipment, supplies, and maintenance and service to the equipment. Approval of this change order will allow for the continued support of the access control systems and any needed supplies.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board approved the original contract in March 2019 for a total amount of \$2,500,000. This purchasing request is for spend authorization for an additional \$400,000, which is budgeted in the various department's FY20 operating budgets.

**MONITORING AND REPORTING TIMELINE**

The term of the contract is April 1, 2019, through August 31, 2020

**RESOURCE PERSONNEL**

Mike Dickson

Chief Innovation Officer

972-758-3832

**Purchase Request #9**  
**Regular Board Meeting June 23, 2020**  
**Consideration of Approval of Additional Funds for**  
**Help Desk Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of help desk services from Campus EAI Consortium, a non-profit education association, for the Campus Technology department.

**BACKGROUND**

CampusEAI has historically provided the District with help desk support services, aiding in the student navigation of multiple integral systems. This contract provides technical support and student help desk services for these students.

A request for proposal RFP Number 3980 was issued to procure help desk services for the Campus Technology department.

**IMPACT OF THIS ACTION**

CampusEAI included a provision to charge a 7% price increase in their original proposal submittal, which was not included in the original contract approval request. The technical support and student help desk services provided by CampusEAI support Collin College students on a 24/7/365 basis. These services include student support for essential systems, including CougarWeb, Canvas, and Org Sync. Approval of this change order will allow the continued support of our students through the remainder of the contract.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board approved the original contract in August 2016 for a total amount of \$329,995. This purchasing request is for spend authorization for an additional \$35,000, which is budgeted in the Campus Technology department's FY20 operating budget and subsequent year's budgets subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The term of the contract is September 1, 2016, through August 31, 2021.

**RESOURCE PERSONNEL**

Mike Dickson

Chief Innovation Officer

972-758-3832

**Purchase Request #10**  
**Regular Board Meeting June 23, 2020**  
**Consideration of Approval of Additional Funds for**  
**Apple-Branded Computer Systems, Accessories, and Related Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of Apple-branded computer systems, software, accessories, and related services from Apple Inc. for the District.

**BACKGROUND**

The equipment purchased through this contract consists of Apple desktop and laptop computers, software, accessories, and other Apple hardware, such as Apple TV and iPads.

Reference number (REF) 2777 was issued to track the volume of spend for Apple computer systems, accessories, and related services for the District.

Apple Inc. is the sole provider of a Collegiate Purchasing Program to provide educational discounts for Apple software and hardware. Apple Inc. has a contract through the Texas Department of Information Resources purchasing program, Contract Number DIR-TSO-3789, Apple Branded Products, and complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

The additional funding is needed to provide Apple-branded products at the new campuses. Apple hardware and software are used for instruction, student support, and energy management, as well as other areas of the District. This contract provides equipment, support, and software that provides students with the knowledge, skills, and experience to use the equipment they will encounter in the workforce.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board approved the original contract in August 2019 for a total amount of \$425,000. This purchasing request is for spend authorization for an additional \$100,000, which is budgeted in various departments' FY20 operating budget and the 2017 CIP FF&E budgets.

**MONITORING AND REPORTING TIMELINE**

The term of the contract is September 1, 2019, through August 31, 2020.

**RESOURCE PERSONNEL**

Mike Dickson

Chief Innovation Officer

972-758-3832

**Purchase Request #11**  
**Regular Board Meeting June 23, 2020**  
**Consideration of Approval to Purchase**  
**Disinfectant, Paper Towels, Additional Labor, Supplies, and Equipment**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the purchase of disinfectant, paper towels, additional labor, supplies, and equipment from UBM Enterprise, Inc. [UBM] and D&A Building Services, Inc. [D&A], for the District.

**BACKGROUND**

The District has custodial contracts in place with both UBM and D&A. As part of these custodial contracts, UBM and D&A are required to provide cleaning supplies, paper products, and equipment to provide daily cleaning at the campuses. Additional Personal Protective Equipment (PPE) supplies will be purchased through the Emergency Management Department for various departments to ensure the safety of students, faculty, staff, and community members.

Reference (REF) Number 4335, has been issued to track the volume of spend for disinfectant, paper towels, additional labor and equipment procured on behalf of the District.

**IMPACT OF THIS ACTION**

Approval of these purchases will ensure that the supplies and services are in place to ensure a safe environment for students, faculty, staff, and community members at all campuses and will allow for quick deployment of additional cleaning staff should the need arise for emergency disinfection.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$200,000, which is budgeted in the Emergency Management departments' FY20 operating budget and subsequent year's budgets subject to Board approval.

**RESOURCE PERSONNEL**

Toni Jenkins	SVP Campus Operations Officer	972-758-3804
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## **FOLLOW UP QUESTIONS FROM BOARD MEMBERS**

Trustee Saad requested copies of the racial profiling reports of nearby cities

**Follow Up to May Board Meeting Question  
From Trustee Saad**

**Re: Racial Profiling of Nearby Cities**

**Question:**

Trustee Saad requested copies of the racial profiling reports of nearby cities

**Answer:**

The Plano and McKinney 2019 reports are attached. Frisco has not posted their 2019 report yet; however, a copy of their 2018 report is also attached.

**Resource:**

Monica Velazquez

General Counsel


972-758-3144

[mvelazquez@collin.edu](mailto:mvelazquez@collin.edu)



## MEMORANDUM

**TO:** John W. Bruce, Chief of Police

**FROM:** Shawn Marthiljohni, Lieutenant 

**SUBJECT:** 2018 Biased Based Profiling Report

**DATE:** February 11<sup>th</sup>, 2019

### Introduction

The Frisco Police Department, in accordance with the Texas Racial Profiling Law (S.B. No. 1074), has been collecting police contact data for the purpose of identifying and responding (if necessary) to concerns regarding biased based profiling practices. The law also requires that the police department submit to the governing body (city council) an annual report of the information collected. The purpose of this annual report is to provide statistical data and analysis for a year's worth of traffic stop data covering the period of January 1, 2018 through December 31, 2018. To accomplish this, this report will focus upon the following topics:

1. How the traffic stop data was collected
2. An overview of the racial/ethnic data collected
3. An analysis of what the Department believes the statistics mean, as well as what the Department has learned from the data
4. Problems Identified when Analyzing the Data
5. Recommendations Addressing Issues of Concern

### How the Traffic Stop Data Was Collected

The Texas Racial Profiling Law (SB 1074) mandated collection of information relating to motor vehicle stops in which a citation is issued or there are arrests resulting from those stops. The data (called Tier 1 data) would include:

1. The race or ethnicity of the individual detained

2. Whether a search was conducted
3. Whether the search was consensual

### An Overview of the Racial/Ethnicity Data Collected

Table 2 contains the information collected from traffic stops in 2018 where a citation or warning was issued, or an arrest was made. This is the first year the department is required to report the number of warnings. The number of contacts in Table 2 increased as a result of this change. Table 1 contains the information collected from motor vehicle stops in 2017 where a citation was issued, or an arrest was made. Table 1 is provided for comparison purposes. Assignment of race and/or ethnicity to a category is either as stated by the stopped person or as determined by the officer to best of his ability. In 2010, officers were required to collect data as to whether they knew a person's race or ethnicity prior to a stop being made. A consensual search is determined by a request from the officer to conduct a search. The person stopped is under no obligation to consent to the search. If they do not consent, then the officer must have probable cause for the search. This would include search incident to an arrest, inventory of vehicle after arrest, or other probable cause for searches without a warrant.

For example, Table 1 reads that in 2017 we stopped 8316 Caucasians and either issued a citation or made an arrest. This accounted for 56.41% of all traffic stops. Of all the Caucasians stopped 6.72% of them were searched. 22.9% of the searches were consensual and the rest non-consensual. 1.83% of Caucasians stopped were arrested for the traffic violation or other charges.

Table 1. General Demographics of Contacts and Searches 2017

Race/Ethnicity *	Contacts		Searches		Consensual Searches		Non-Consensual Searches		Custody Arrest	
	N	%	N	%	N	%	N	%	N	%
Caucasian	8316	56.41	559	6.72	128	22.90	431	77.10	447	1.83
African American	2363	16.03	312	13.2	54	17.31	258	82.69	339	4.86
Hispanic	2492	16.91	218	8.75	64	29.36	154	70.64	203	3.36
Asian	967	6.56	27	2.79	1	3.70	26	96.30	21	.65
Middle Eastern	599	4.06	10	1.67	5	50	5	50	10	.64
Native American	6	.04	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>14739</b>	<b>100</b>	<b>1125</b>	<b>7.63</b>	<b>252</b>	<b>22.4</b>	<b>873</b>	<b>77.6</b>	<b>1017</b>	<b>2.41</b>

\*Race/Ethnicity are defined by SB 1074 as being of a "particular descent, including Caucasian, African, Hispanic, Asian, or Native America"

Table 2 reads that in 2018 we stopped 26,445 Caucasians and either issued a citation or made an arrest or gave them a warning. This accounted for 54.17% of all traffic stops. Of all the Caucasians stopped and cited or arrested, 3.83% of them were searched. 47.93% of the searches were consensual and the rest non-consensual. 2% of Caucasians stopped were arrested for the traffic violation or other charges.

Table 2. General Demographics of Contacts and Searches 2018

Race/Ethnicity *	Contacts		Searches		Consensual Searches		Non- Consensual Searches		Custody Arrest	
	N	%	N	%	N	%	N	%	N	%
Caucasian	26445	54.17	1014	3.83	486	47.93	528	52.07	531	2
African American	9468	19.39	811	8.57	214	26.39	597	73.61	545	5.76
Hispanic	7189	14.72	441	6.13	173	39.23	268	60.77	310	4.31
Asian / Pacific Islander	5440	11.14	68	1.25	30	44.12	38	55.88	45	.83
Alaskan Native / American Indian	280	.58	2	.71	2	100	0	0	4	1.43
<b>Total</b>	<b>48822</b>	<b>100</b>	<b>2336</b>	<b>4.78</b>	<b>905</b>	<b>38.74</b>	<b>1431</b>	<b>61.26</b>	<b>1435</b>	<b>2.94</b>

\*Race/Ethnicity are defined by SB 1074 as being of a "particular descent, including Caucasian, African, Hispanic, Asian, or Native American".

### Department's Analysis of the Data/Lessons Learned

This is the fifteenth year that this report is required. Agencies across the state are still determining the best and most accurate means of capturing, reporting, and comparing data to achieve meaningful analysis. The data presented in this report contains valuable information regarding police contacts with the public between 1/1/18 and 12/31/18. Despite its value, the raw data does not present much information relevant to racial profiling trends. Although further analysis of the data is warranted, it is problematic. The experts in this field identify two sources. One is census data for our community and the second is DPS data for licensed drivers in our community. Both sources present challenges to any effort made at establishing a fair and accurate analysis. Census data contains information of all residents of a particular community, regardless of the fact they may or may not be among the driving population. DPS data is only available sorted by zip code and 75033/75034/75035/75036 contains driver information for persons living outside the city. DPS data, at least, identifies those persons who ought to be driving in Frisco, but certainly cannot account for drivers coming here to work, shop or just passing through. Both of these data integrity issues have a tendency of inflating the overall figures; thus, providing an inaccurate representation of police contacts with the public.

Without the ability to confirm the demographic makeup of every person driving in and about the City of Frisco throughout the year and accounting for each incident of said driving, the previous two data sources are the primary avenues of information. Having said that, experts agree that you should compare it to something.

A comparison of city residents who were cited, warned, or arrested during a traffic stop during 2018 with those who, according to DPS, were residents of 75033/75034/75035/75036 during that time and held a valid driver's license was completed.

The DPS data showed that 63.4% of Frisco residents with a driver's license were Caucasian. 9.1% were African-American, .4% Native American, 19.6% Asian, 5.2% Hispanic, and 2.3% were listed as "Other". According to DPS, "Other" is to be used for those of "mixed" races/backgrounds who refuse to accept any of these classifications, or for other unusual situations. Note, this is the third year DPS has divided the Hispanic and Caucasian category. It will take another two years before they are divided fully due to the driver's license renewal cycle.

Our data showed that of the persons warned, cited, or arrested, approximately 39.3% (19,184) were Frisco residents. Caucasians accounted for 56%, African-American 17%, Native American .2%, Asian 15.2%, and Hispanic 11.6%.

Unfortunately, the data doesn't tell the full picture. Currently there is no way to include inflow of traffic and the demographic changes that occur with those. With all the surges that occur due to sporting events, concerts, the mall, general shopping spillover from surrounding cities, and people who work here, but don't live here, there is no effective way to measure the demographics of all drivers in Frisco. Until methods of capturing this data can be compiled, the data is going to continue to be a partial snapshot every year.

**Profiling Complaints Received**

	Complaints	Sustained	Unfounded	Exonerated	Not Sustained
2014	2	0	2	0	0
2015	4	0	4	0	0
2016	8	0	3	4	1
2017	12	0	8	4	0
2018	15	0	15	0	0

In 2018, the department received fifteen complaints alleging racial profiling. All fifteen complaints received were investigated by the Professional Standards Unit. During this past year the department continued its effort to encourage citizens to report/complain of any incident where they felt officers of the department may have been participating in biased based practices. All of the complaints received in 2018 have an unfounded disposition.

In conclusion, the findings suggest that the Department does not currently experience a problem regarding biased based profiling practices. The continuing effort to collect police contact data will

enable an on-going evaluation of police practices. Thus, allowing for the citizens of the community to benefit from professional and courteous service from their police department.

### **Recommendations Addressing Issues of Concern**

Beyond the collection of data, the Department will continue to publish information about the Bias Based Profiling Policy to its personnel and the public. Complaints of bias based profiling will be investigated. I have attached a copy of the Racial Profiling Report as reported to TCOLE (Attachment A). I have attached a copy of our Bias Based Profiling Policy (Attachment B). If you have any questions or comments, feel free to contact me.

**Appendix A**

**Frisco Police Department Racial Profiling Report as reported to TCOLE**

# Racial Profiling Report | Full report

<b>Agency Name:</b>	Frisco Police Department
<b>Reporting Date:</b>	02/26/2019
<b>TCOLE Agency Number:</b>	85210
<b>Chief Administrator:</b>	Chief John W. Bruce
<b>Agency Contact Information:</b>	
<b>Phone:</b>	972-292-6100
<b>Email:</b>	jbruce@friscotexas.gov
<b>Mailing Address:</b>	7200 Stonebrook Parkway

This Agency filed a full report

Frisco Police Department has adopted a detailed written policy on racial profiling. Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibit peace officers employed by the Frisco Police Department from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the Frisco Police Department if the individual believes that a peace officer employed by the Frisco Police Department has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the Frisco Police Department who, after an investigation, is shown to have engaged in racial profiling in violation of the Frisco Police Department's policy adopted under this article;
- 6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
  - a.) the race or ethnicity of the individual detained;
  - b.) whether a search was conducted and, if so, whether the individual detained consented to the search; and
  - c.) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:

a.) the Commission on Law Enforcement; and

b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

**Executed by:** Chief John W. Bruce

Chief Administrator

**Frisco Police Department**

**Date:** 02/26/2019

Total stops: 48822

Gender

**Female:** 19818

**Male:** 29004

Race or ethnicity

**Black:** 9468

**Asian/Pacific Islander:** 5440

**White:** 26445

**Hispanic/Latino:** 7189

**Alaska Native/American Indian:** 280

Was race or ethnicity known prior to stop?

**Yes:** 597

**No:** 48225

Reason for stop?

**Violation of law:** 1100

**Pre existing knowledge:** 333

**Moving traffic violation:** 30446

**Vehicle traffic violation:** 16943

Street address or approximate location of the stop

**City street:** 46694

**US highway:** 1158

**State highway:** 58

**County road:** 184

**Private property or other:** 128

Was a search conducted?

**Yes:** 2336

**No:** 46486

Reason for Search?

**Consent:** 912

**Contraband:** 109

**Probable cause:** 1038

**Inventory:** 175

**Incident to arrest:** 102

## Was Contraband discovered?

**Yes:** 1026

**No:** 1310

## Description of contraband

**Drugs:** 750

**Currency:** 1

**Weapons:** 9

**Alcohol:** 53

**Stolen property:** 5

**Other:** 208

## Result of the stop

**Verbal warning:** 16930

**Written warning:** 15260

**Citation:** 15217

**Written warning and arrest:** 0

**Citation and arrest:** 2

**Arrest:** 1413

## Arrest based on

**Violation of Penal Code:** 731

**Violation of Traffic Law:** 384

**Violation of City Ordinance:** 2

**Outstanding Warrant** 298

## Was physical force resulting in bodily injury used during stop

**Yes:** 38

**No:** 48784

Submitted electronically to the



The Texas Commission on Law Enforcement

**Appendix B**

**Frisco Police Department Biased Based Profiling Policy**



**GENERAL ORDER 6.20**

**ISSUED:** December 1, 2001

**REVISED:** August 19, 2016

**EFFECTIVE:** August 19, 2016

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**BIAS BASED PROFILING**

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**Standards:** 1.2.9a, 1.2.9b, 1.2.9c, 1.2.9d

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**6.20.01 PURPOSE.**

The purpose of the policy is to reaffirm the Frisco Police Department's commitment to unbiased policing in all its encounters between an officer and any person; to reinforce procedures that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictates of departmental policy and the law.

**6.20.02 POLICY.**

It is the policy of this department to police in a proactive manner and to aggressively investigate suspected violations of law. Officers shall actively enforce state and local laws in a responsible and professional manner, without bias. Officers are strictly prohibited from engaging in bias based profiling as defined in this policy. This policy shall be applicable to all persons, whether drivers, passengers or pedestrians; traffic contacts, field contacts, and in asset seizure and forfeiture efforts. [1.2.9a]

Officers shall conduct themselves in a dignified and respectful manner at all times when dealing with the public. Two of the fundamental rights guaranteed by both the United States and Texas constitutions are equal protection under the law and freedom from unreasonable searches and seizures by government agents. The right of all persons to be treated equally and to be free from unreasonable searches and seizures must be respected. Racial profiling is an unacceptable patrol tactic and will not be condoned.

This policy shall not preclude officers from offering assistance, such as upon observing a substance leaking from a vehicle, a flat tire, or someone who appears to be ill, lost or confused. Nor does this policy prohibit stopping someone suspected of a crime based upon observed actions and/or information received about the person.

**6.20.03 DEFINITIONS.**

A. **BIAS BASED PROFILING** – A law enforcement-initiated action based solely on a trait common to a group.

1. The Frisco Police Department is prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted by the City of Frisco. Remedies and complaint filing deadlines vary by

program or incident.

2. Bias based profiling pertains to persons who are viewed as suspects or potential suspects of criminal behavior. The term is not relevant as it pertains to witnesses, complainants or other citizen contacts.

3. The prohibition against bias based profiling does not preclude the use of race, ethnicity or national origin as factors in a detention decision. Race, ethnicity or national origin may be legitimate factors in a detention decision when used as part of an actual description of a specific suspect for whom an officer is searching. Detaining an individual and conducting an inquiry into that person's activities simply because of that individual's race, ethnicity or national origin is racial profiling.

4. Examples of bias based profiling include but are not limited to the following:

- a. Citing a driver who is speeding in a stream of traffic where most other drivers are speeding because of the cited driver's race, ethnicity or national origin.
- b. Detaining the driver of a vehicle based on the determination that a person of that race, ethnicity or national origin is unlikely to own or possess that specific make or model of vehicle.
- c. Detaining an individual based upon the determination that a person of that race, ethnicity or national origin does not belong in a specific part of town or a specific place.

5. A law enforcement agency can derive two principles from the adoption of this definition of bias based profiling:

- a. Police may not use bias as a factor in selecting whom to stop and search, while police may use race in conjunction with other known factors of the suspect.
- b. Law enforcement officers may not use bias as a factor in selecting whom to stop and search. Bias based profiling is not relevant as it pertains to witnesses, etc.

B. RACE OR ETHNICITY – Of a particular descent, including but not limited to Caucasian, African, Hispanic, Asian, Native American, or Middle Eastern.

C. MOTOR VEHICLE STOP – A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance regulating traffic.

#### **6.20.04 TRAINING.**

- A. Officers are responsible to adhere to all Texas Commission on Law Enforcement (TCOLE) training and the Law Enforcement Management Institute of Texas (LEMIT) requirements as mandated by law.
- B. Officers will attend and successfully complete any training as required by the department regarding bias based profiling. The department will offer training on bias based profiling that includes field contacts, traffic stops, search issues, asset seizure and forfeiture, interview techniques, cultural diversity, discrimination, and community support. [1.2.9b]

#### **6.20.05 COMPLAINT INVESTIGATION.**

- A. The department shall accept complaints from any person who believes he or she has been stopped or searched based on racial, ethnic or national origin profiling. No person shall be discouraged, intimidated or coerced from filing a complaint, nor discriminated against because he or she filed such a complaint.
- B. Any employee who receives an allegation of bias based profiling, including the officer who initiated the stop, shall record the person's name, address and telephone number, and forward the complaint through the appropriate channel or direct the individual(s) to a supervisor. Any employee contacted shall provide to that person a copy of a complaint form or the department process for filing a complaint. All employees will report any allegation of bias based to their superior before the end of their shift.
- C. Investigation of a complaint shall be conducted in a thorough and timely manner and in accordance with G. O. 3.05 Professional Standards. [1.2.9c]
- D. If there is a departmental video or audio recording of the events upon which a complaint of bias based profiling is related to, upon commencement of an investigation by this department into the complaint and written request of the officer made the subject of the complaint, this department shall promptly provide a copy of the recording to that officer.

**6.20.06 PUBLIC EDUCATION.**

This department will inform the public of its policy against bias based profiling and the complaint process. Methods that may be utilized to inform the public are the news media, radio, service or civic presentations, the Internet, Department Social Media, as well as governing board meetings. Additionally, information will be made available as appropriate in languages other than English.

**6.20.07 USE OF VIDEO AND AUDIO EQUIPMENT.**

- A. Each motor vehicle regularly used by this department to make traffic and pedestrian stops is equipped with a video camera and transmitter-activated equipment, and each motorcycle regularly used by this department to make traffic and pedestrian stops is equipped with recording equipment; and
- B. Each motor vehicle and pedestrian stop made by an officer of this department that is capable of being recorded by video and audio, is recorded.
- C. This department shall retain the video of each motor vehicle and pedestrian stop for at least ninety (90) days after the date of the stop. If a complaint is filed with this department alleging that one of our officers has engaged in bias based profiling with respect to a traffic or pedestrian stop, this department shall retain the video of the stop until final disposition of the complaint.
- D. Supervisors will ensure officers of this department are recording their motor vehicle and pedestrian stops. A recording of each officer will be reviewed at least once every ninety (90) days.
- E. If the equipment used to record audio and/or video of motor vehicle or pedestrian stops is malfunctioning or otherwise not operable, the officer making the stop may properly record and report the information as required in 6.20.08.
- F. In circumstances where an Officer's video and audio equipment is not functioning or not available officers are still required to collect the required bias based profiling data. This can be accomplished by communicating the data to dispatch at a later time, filling out a motor vehicle data collection form and submitting it, or the officer himself enters the required data via the MDC as soon as practical after the stop is completed.



## McKinney Police Department – Racial Profiling Report

# 2019

### **Findings**

In comparing 2018 data to the new data requirements the following was found. There were a total of 24,284 motor vehicle stops with captured data in 2018. During 2019 there were a total of 23,627 stops recorded and of those, 47% resulted in a verbal warning, 38% resulted in a citation, 13% resulted in a written warning and the remaining 2% resulted in an arrest or an arrest and citation.

In reviewing the data for 2019 it was found that the officer did not know the race of the driver prior to the stop in 97% of all motor vehicle stops. In addition, 95% of the motor vehicle stops did not result in a search. Of the 5% of stops resulting in a search being conducted, 69% of the searches that took place were non-discretionary. These consist of searches where circumstances dictate that the officer shall or should conduct a search. An example would be an officer searching someone following an arrest or observing contraband or smelling obvious contraband (marijuana for example). Of the searches conducted, 42% resulted in contraband being discovered, the majority of which involved drugs. Of the consent searches that took place, 22% yielded contraband. Of the arrests made following a motor vehicle stop the most common reason was due to violation of state law (driving while intoxicated, possession of drugs/paraphernalia, etc) followed by an outstanding warrant. The chart below demonstrates the hit rate percentage. This is defined as the percentage of consent searches in which some form of illegal contraband was located.

<b>Discretionary Searches (Consent)</b>					
<b>2. Race or ethnicity</b>	<b>N</b>	<b>Searched</b>	<b>Contraband Located</b>	<b>% Searched</b>	<b>Hit Rate %</b>
Alaska Native / American Indian	293	1	0	0.00%	0.00%
Asian / Pacific Islander	995	7	2	0.70%	28.57%
Black	4532	84	18	1.85%	21.43%
Hispanic / Latino	3392	79	19	2.33%	24.05%
White	14415	218	48	1.51%	22.02%

There were a total of six motor vehicle stops which resulted in bodily injury. In all of these incidents the suspect was treated at the hospital and deemed fit for confinement. None of the suspects were hospitalized as a result of the Use of Force. Three of these incidents involved deployment of a police canine and a subsequent bite. One incident involved contusions or bruises to the subject, one experienced a Taser application and the last received cuts or lacerations as a result of the encounter.

***Allegations of Bias<sup>1</sup>***

The Texas Racial Profiling Law requires that agencies provide the public with information regarding ‘the agency’s compliment and complaint process, including providing the telephone number, mailing address and e-mail address to make a compliment or complaint with respect to each ticket, citation, or warning issued by a peace officer’. This must also include ‘a process by which an individual may file a complaint with the agency if the individual believes the peace officer employed by the agency has engaged in racial profiling with respect to the individual’.

The McKinney Police Department provides contact information for the filing of a compliment or complaint on each citation and warning. In addition, information regarding the filing of a compliment or complaint is available online at <https://www.mckinneytexas.org/166/Police>.

There were three complaints of bias related to a traffic contact in 2019. Following an investigation of these complaints the complaints were unfounded. In one instance, the complainant never contacted Internal Affairs to make a formal complaint. There was one complaint of bias related to a traffic contact in 2018 and the same in 2017 as displayed in figure 6 below.

Figure 1: Bias based profiling

Biased Based Profiling			
Complaints from:	2017	2018	2019
Traffic Contacts	1	1	3
Field Contacts	0	0	0
Asset Forfeiture	0	0	0

<sup>1</sup> CALEA Standard 1.2.9.d requires a documented annual administrative review of agency practices including citizen concerns related to bias based profiling.

Comparison - Census Data, Suspects, Total Arrests, Traffic Stop Arrests and Citations					
	African American	Asian	Caucasian	Hispanic	Native American
2019 Census Estimate	11.61%	6.89%	60.94%	17.41%	0.23%
Total Contacts					
2018	19.18%	4.21%	61.01%	14.36%	1.24%
Traffic Stop Arrests					
2018	30.82%	0.67%	40.80%	27.72%	0.0%
Citations					
2018	16.30%	4.04%	60.97%	16.37%	2.33%
Written Warnings					
2018	16.65%	2.92%	69.56%	9.50%	1.37%
Verbal Warnings					
2018	21.69%	4.87%	59.53%	13.53%	0.38%

\*Note: 5,580 persons (2.91%) reported two or more races or some other race for census reporting.

In reviewing citations issued in 2019 in comparison to the 2019 census estimate, violators were issued citations consistent with the percentages of the biographical makeup of the city. Of the arrests made in 2019, 59% of those arrests were made for warrants or no driver license / fraudulent driver license violations and another 30% were made for violation of state law (such as Driving Under the Influence and Possession of Drugs or Paraphernalia). These arrests are considered non-discretionary actions meaning the officers decision is either limited or specifically directed. Of these arrests, 31% were African American, 41% were Caucasian, and 28% were Hispanic. In looking at the reported offenses including suspect / offender information, enforcement activity falls within the percentages reported. Following a review of various data sets, non-discretionary actions as well as complaints received, no indications of bias in traffic contacts, field contacts or asset forfeiture was detected. Supervisors are performing quarterly Bias Based profiling reviews of motor vehicle stops. These are performed randomly and include a review of five traffic stops per officer based on a random date selected during the quarter. These are documented in RMS and captured in a quarterly report which is submitted to the Office of the Chief of Police. No indications of bias were detected in the quarterly reviews.

# Racial Profiling Report | Full

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Reporting Date: 01/27/2020

Agency Name: MCKINNEY POLICE DEPT.

TCOLE Agency Number: 085214

Chief Administrator: GREGORY A. CONLEY

Agency Contact Information:

Phone: (972) 547-2700

Email: gconley@mckinneytexas.org

Mailing Address:

2200 TAYLOR-BURK DRIVE

MCKINNEY, TX 75071

This Agency filed a full report

MCKINNEY POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibit peace officers employed by the MCKINNEY POLICE DEPT. from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the MCKINNEY POLICE DEPT. if the individual believes that a peace officer employed by the MCKINNEY POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the MCKINNEY POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the MCKINNEY POLICE DEPT. policy adopted under this article;
- 6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
  - a.) the race or ethnicity of the individual detained;
  - b.) whether a search was conducted and, if so, whether the individual detained consented to the search; and
  - c.) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- 7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:
  - a.) the Commission on Law Enforcement; and
  - b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Executed by: Josel Harrison, Accreditation and Reporting Supervisor

Date: 01/27/2020

Total stops: 23627

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**Gender**

<b>Female</b>	<b>10078</b>
<b>Male</b>	<b>13549</b>

**Race / Ethnicity**

<b>Black</b>	<b>4532</b>
<b>Asian / Pacific Islander</b>	<b>995</b>
<b>Hispanic / Latino</b>	<b>14415</b>
<b>White</b>	<b>3392</b>
<b>Alaska Native / American</b>	<b>293</b>

**Was race or ethnicity known prior to stop?**

<b>Yes</b>	<b>22963</b>
<b>No</b>	<b>664</b>

**Reason for stop?**

<b>Violation of law</b>	<b>1218</b>
<b>Preexisting knowledge</b>	<b>388</b>
<b>Moving traffic violation</b>	<b>16206</b>
<b>Vehicle traffic violation</b>	<b>5815</b>

**Street address or approximate location of the stop**

<b>City street</b>	<b>19467</b>
<b>US highway</b>	<b>3641</b>
<b>County road</b>	<b>39</b>
<b>State highway</b>	<b>410</b>
<b>Private property or other</b>	<b>70</b>

**Was a search conducted?**

<b>Yes</b>	<b>1247</b>
<b>No</b>	<b>22380</b>

**Reason for Search?**

<b>consent</b>	<b>389</b>
<b>contraband</b>	<b>28</b>
<b>probable</b>	<b>479</b>
<b>inventory</b>	<b>79</b>

270

<b>ncident to arrest</b>	272
<b>Was Contraband discovered?</b>	
<b>Yes</b>	527
<b>No</b>	720
<b>Description of contraband</b>	
<b>Drugs</b>	397
<b>Currency</b>	0
<b>Weapons</b>	14
<b>Alcohol</b>	41
<b>Stolen property</b>	8
<b>Other</b>	67
<b>Result of the stop</b>	
<b>Verbal warning</b>	11059
<b>Written warning</b>	3147
<b>Citation</b>	8921
<b>Written warning and arrest</b>	0
<b>Citation and arrest</b>	49
<b>Arrest</b>	451
<b>Arrest based on</b>	
<b>Violation of Penal Code</b>	234
<b>Violation of Traffic Law</b>	72
<b>Violation of City Ordinance</b>	0
<b>Outstanding Warrant</b>	194
<b>Was physical force resulting in bodily injury used during stop?</b>	
<b>Yes</b>	6
<b>No</b>	23621

Submitted electronically to the



The Texas Commission on Law  
Enforcement

Plano Police Department

*...in partnership with the community...*



REPORT  
RACIAL  
PROFILING

TWO THOUSAND NINETEEN



## Executive Summary

The Plano Police Department is pleased to present the following information to the Plano City Council regarding our compliance with the State of Texas Racial Profiling Law. For the past 18 years, this report has been required and provided in accordance with Texas law. This report contains motor vehicle stop data for the 2019 calendar year. During this year, Plano officers made a total of 94,478 motor vehicle stops.

This report is an analysis of the 2019 motor vehicle stop data completed in order to determine if officers engaged in any form of bias-based policing. Officers are provided with in-depth instruction, both in our academy and during continuing training, on the importance of not engaging in bias-based policing. We also engage the community through numerous outreach efforts to ensure citizens know how to raise issues of concern or file complaints if necessary. In addition to our training efforts, police supervisors are required to conduct random video reviews of traffic stops each quarter in an effort to identify concerns. There have not been any indications of bias-based policing during this period.

This report indicates that officers are stopping drivers of different races at approximately the same percentage as their presence in the Plano driving pool. The driving pool is determined by the race of not-at-fault drivers in collisions in Plano. This has shown to be the most accurate sample of Plano drivers.

Arrests for warrants are higher for African Americans but this can be explained due to a greater population of African Americans in some of our neighboring cities and an increased number of warrants being issued for traffic violations in those cities. Arrests based on warrants for Hispanics were much less than warrant arrests for African Americans. While there is not a clear reason for this difference, government policies on immigration may contribute to the lower warrant arrest rate for Hispanics. Citations and warnings, both written and verbal, are issued at approximately the same percentage for the different racial groups. The exception was citations issued to Hispanics which showed a higher rate.

Both African Americans and Hispanics were searched at rates twice the number of Caucasian drivers. This can be explained based on a higher arrest rate due to outstanding warrants and arrests for offenses such as no driver license and fraudulent identification. A higher arrest rate, for these reasons, will increase the number of searches since officers are required to search each person arrested.

Officers are allowed to search vehicles when they have probable cause to believe there is evidence of a crime present. However, officers occasionally ask drivers for consent to search their vehicle when they have some suspicion that there is contraband or evidence of a crime in the vehicle. Drivers are free to deny consent for these types of searches. During 2019, there were a total of 792 consent searches requested and approved by drivers. This number is down from the 872 requests we saw in 2018. In this Department, officers requested a consent search averaging slightly more than two times a day. While African American and Hispanic drivers were asked for consent to search at twice the rate of Caucasians, the "hit" rate (actually finding contraband or other evidence of a crime) was similar regardless of the race. This indicates officers are not randomly selecting minority drivers at a higher rate for searches.

During 2019, the Department received nine citizen complaints regarding some type of bias-based policing. All were thoroughly investigated which included reviewing all video evidence. Two complaints were Exonerated (the actions were appropriate but misinterpreted by the complainant.) One complaint was Not

Sustained (investigators were unable to prove the incident occurred.) And six complaints were Unfounded (proven to not have occurred.)

This analysis indicates that Plano police officers are working diligently to reduce traffic fatalities and intercede in criminal activity in a manner consistent with non-biased policing practices. The Department is committed to continuing our training, outreach activities, and continue studying our policies and procedures to ensure we continue to practice non-biased policing.

## Background

Traffic Safety is one of the primary responsibilities of a police department. In 2018, Texas experienced 3,639 traffic fatalities compared to 1,324 homicides. Reducing these unnecessary deaths is the primary reason police engage in traffic enforcement. However, traffic stops are not just about enforcing traffic laws. Stopping vehicles for traffic violations is one of the primary methods officers use to reduce other crimes as well. Criminals who engage in criminal activity will often travel around Plano in vehicles. Stopping vehicles for a traffic offense allows officers to investigate, and often intercede, in deterring other criminal activities or capture wanted persons. Active traffic enforcement is one of the reasons Plano remains one of the safest cities in America.

With the understanding that traffic enforcement is a primary function of the police, it is also imperative that we ensure our enforcement efforts are bias-free. The Plano Police Department has always complied with state law prohibiting racial profiling. Article 2.132 of the Texas Code of Criminal Procedure prohibits police agencies in Texas from practicing any form of Racial Profiling. The law requires police departments to:

- Have a policy prohibiting Racial Profiling,
- Provide training to their officers in prohibiting Racial Profiling, and
- Report motor vehicle stop statistics each year to both the Texas Commission on Law Enforcement and the governing body that oversees the local law enforcement agency (Plano City Council).

This statute requires departments to report motor vehicle stop statistics including; the number of motor vehicle stops by racial group, the number of warnings, citations, arrests, and searches conducted. There is no direction on how to analyze or interpret this data. Without analyzing the data, these numbers are of questionable value. The true purpose of this analysis and reporting is to determine if Plano police officers are treating minority drivers differently than the rest of the population.

The Plano Police Department has always complied with the law and has been committed to the prevention of any form of bias-based policing. In all our prior reports, the Department has provided comparison data for easy analysis and review by our governing body. This year's report continues to provide an in-depth analysis and for the second year, and includes documenting verbal warnings based on recent changes in the law. In prior years, only written warnings were analyzed.

Over the years, various agencies and organizations have advocated for the use of different comparison data, including city or region population data, vehicle availability data, driver's license data, and other forms of

data. Each of these methods or datasets have significant problems. Plano, however, is very fortunate to have accurate comparison data.

The following table analyzes the number of motor vehicle stops by racial group and compares them to the percentage of those drivers on Plano streets and highways. This analysis also presents the percentages of each group arrested, cited, given a written or verbal warning, or searched.

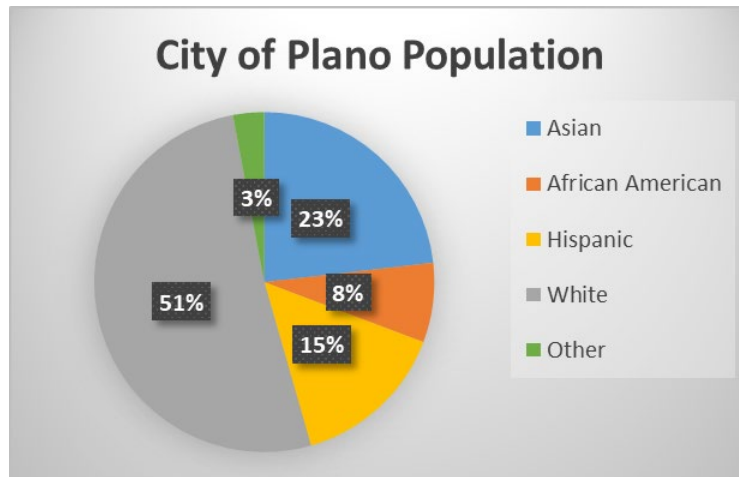
The State also requires officers to indicate whether they were aware of the driver's race before the stop. Data collected this year indicates that only 1.1 percent of the time did officers know the race of the driver before the stop. Officers most often stop vehicles for an observed traffic violation and are unable to tell the race or ethnicity of the driver until they approach the vehicle on foot.

<b>Motor Vehicle Stops</b>						
	<b>African American</b>	<b>Asian</b>	<b>Caucasian</b>	<b>Hispanic</b>	<b>Native American</b>	<b>Total</b>
<b>2019 Motor Vehicle Stops</b>	17875	14490	47226	14733	154	94478
% of Motor Vehicle Stops	18.9%	15.3%	50.0%	15.6%	0.2%	100.0%
<b>Plano Not at Fault Driver Crash Data</b>						
Plano Drivers Not at Fault %	15.3%	18.2%	52.8%	13.6%	0.1%	100.0%
<b>Arrests, Citations, and Warnings</b>						
<b>All Arrests</b>	782	66	766	537	5	2156
Arrest %	4.4%	0.5%	1.6%	3.6%	3.2%	2.3%
<b>Warrant Arrests (Required)</b>	364	15	241	158	3	781
Warrant %	46.5%	22.7%	31.5%	29.4%	60.0%	36.2%
<b>No/False Id Arrests (Required)</b>	40	0	17	35	0	92
No/False ID %	5.1%	0.0%	2.2%	6.5%	0.0%	4.3%
<b>Arrests for Discovered Offenses</b>	216	40	371	249	1	877
Discovered %	1.2%	0.3%	0.8%	1.7%	0.6%	0.9%
<b>Citations</b>	6771	5483	18273	6566	78	37171
Citation %	37.9%	37.8%	38.7%	44.6%	50.6%	39.3%
<b>Written Warnings</b>	4020	3752	13463	2769	62	24066
Written %	22.5%	25.9%	28.5%	18.8%	40.3%	25.5%
<b>Verbal Warnings</b>	6302	5189	14724	4861	9	31085
Verbal %	35.3%	35.8%	31.2%	33.0%	5.8%	32.9%
<b>All Warnings</b>	10322	8941	28187	7630	71	55151
All Warning %	57.7%	61.7%	59.7%	51.8%	46.1%	58.4%
<b>Searches</b>						
<b>All Searches</b>	1195	97	1166	804	5	3267
All Search %	6.7%	0.7%	2.5%	5.5%	3.2%	3.5%
<b>Consent Searches</b>	217	24	342	209	0	792
Consent Search %	1.2%	0.2%	0.7%	1.4%	0.0%	0.8%
<b>Race / Ethnicity Known Prior to Stop</b>						
<b>Known Race/Ethnicity</b>	270	112	457	160	0	999
Pct of Stops	1.5%	0.8%	1.0%	1.1%	0.0%	1.1%

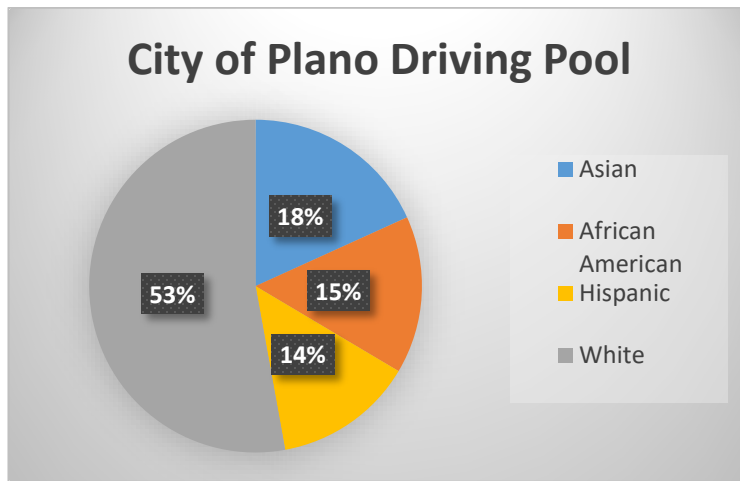
## Analysis and Interpretation

### **Choosing the Correct Comparison Data**

The Texas Commission on Law Enforcement requires agencies to report comparative analysis between motor vehicle stops and the population of the jurisdiction. Population percentages are provided below for that purpose. The required State Report is included as Attachment B.



However, in cities that adjoin other major metropolitan areas, where population percentages differ greatly, using the agency's population data may distort the true picture. Plano officers normally stop vehicles driving within the city limits. The data shows that 79 percent of the traffic stops are of drivers living outside the city of Plano. So the best comparative data is the percentage of actual drivers in the city of Plano and not relying on Plano's demographic data. This data is determined by examining the percentage of each racial group involved in accidents classified as the "not-at-fault" driver. This percentage, derived from 5,448 crash reports, represents a true random sample of the driving pool in Plano because each driver has an equal chance of being the victim of a traffic accident.



In 2001, the Department of Civil Engineering at the University of Kentucky completed a study for the United States Department of Transportation. The University of Kentucky study found that estimates from a distribution of “not-at-fault” drivers involved in crashes closely mirrors the accurate driving population. The chart above uses the more accurate Plano driving pool for comparison.

**Total Motor Vehicle Stops**

The total motor vehicle stops by race approximate the percentage of drivers by race in the Plano driving pool data. All racial groups are within four percentage points of their presence in the driving pool. African Americans and Hispanics were stopped approximately 3.6 and 2.0 percentage points greater than their respective driving pool. Asians and Caucasians were stopped 3 percentage points lower than their driving pools. During the analysis of 2019 racial profile data, it was discovered there are 2,307 (approximately 0.02 percent of the total) traffic stop calls for service in which there is no required racial profile documentation via a citation, written warning, verbal warning, or arrest. It is possible some of these calls for service were mislabeled. For example, the officer marked out on a traffic stop, but the vehicle was parked and unoccupied, or the call was supposed to be a traffic hazard and it was never corrected. Other examples could have been when an officer attempted to stop a vehicle, but it fled so there was not actual stop. There is no video to verify the information and the Department’s video system purges videos after 180 days unless the video is evidence in an investigation. The issues have been corrected and we anticipate complete data collection next year.

**Arrests**

When officers make a motor vehicle stop, they often check the driver for warrants. If the person is wanted on a warrant from another city, does not have identification, or presents fictitious identification, an arrest is required by either law or policy. If other offenses are discovered during the stop, such as possession of narcotics, stolen property, or the individual is intoxicated, an arrest may also be required.

Since Plano is part of the North Texas Regional Wanted Persons Database, we often arrest individuals for warrants issued in other cities. If the surrounding cities have a higher minority population, this may result in a higher percentage of warrants issued for minority violators. This also may result in a higher arrest rate,

compared to our resident population or Plano driving pool, since the arrest is based on a warrant. In 2019, there were 877 arrests for offenses discovered after a motor vehicle stop, such as possession of drugs, driving while intoxicated, or driving with license suspended. While this is a small portion of the total motor vehicle stops, it amounts to approximately 41 percent of the arrests from motor vehicle stops made by Plano Police in 2019.

### ***Citations and Warnings***

When officers stop a vehicle for a traffic violation, and no other violation is observed or detected, the officer has the discretion to issue a citation for the violation or issue a written or verbal warning. Even if the officer gives only a verbal warning, the officer must submit motor vehicle stop data required for the State Report. Officers often use the seriousness or magnitude of the violation and the danger created by the violation in making the decision to issue a citation.

Citations were issued in approximately the same percentages to all races, with the exception of Hispanics. In this data, Hispanics received citations in an approximately 6-7 percentage points greater number than African Americans, Asians and Caucasians. Hispanics were issued written warnings at a lower percentage than other races. African Americans were issued written warnings approximately 10 percentage points less than Caucasians. Verbal Warnings were issued in approximately the same percentages to all races.

### ***Searches***

Because officers are required to search anyone that may be arrested or who the officer believes presents a danger to the officer or others, some searches are “Non-Discretionary”. If an arrest is made, officers must conduct a search of the person before taking them to jail. Officers are required to search a suspect in these situations.

Discretionary searches, usually requiring the consent of the person being searched, are most likely subject to abuse. The discretionary (Consent Requested) searches make up only a small portion (less than one percent) of all motor vehicle stops. While the chart shows African American and Hispanic drivers are asked for Consent to Search more often than Caucasians, the “hit” rate on these searches is approximately equal among the races.

One of the most significant methodologies for evaluating bias in policing is the use of Consent Search “hit” rates. This is looking at the number of consent searches that result in finding something of significance during the search that was unrelated to the original stop. If the “hit” rate is significantly lower for minorities than for Caucasians, it could mean that the officers were using some other factor other than legal suspicion. These factors could include race or ethnicity. The “hit” rate would be the number of consent searches conducted where additional evidence or contraband is found. Using this methodology, a significantly lower “hit” rate for minorities might indicate officers are making decisions based on some form of bias.

<b>Hit Rate Analysis</b>					
	<b>African American</b>	<b>Asian</b>	<b>Caucasian</b>	<b>Hispanic</b>	<b>Total</b>
Consent Searches Requested	217	24	342	209	792
Consent Search Hits	68	10	117	60	255
Hit Rate	31%	42%	34%	29%	32%

This “hit” rate data above is all within three percent of the average with exception of Asians which is 10 percentage points of the average. This number may be impacted by the low number of consent searches requested from Asian drivers. In total, the overall hit rate data indicates officers are making decisions using approximately the same rationale or criteria for all groups when requesting Consent Searches and not on some arbitrary factor such as race.

***Training and Community Engagement***

The Plano Police Department provides significant training to officers both in our Academy and during in-service. During our Academy training, officers receive a total of 22 hours of training on cultural diversity, multiculturalism and racial profiling. This past year, all officers received a training update on racial profiling and a review of our Department Administrative Directive regarding Professional Police Contacts (Attachment A.) In addition, officers were required to undergo additional “Citizen Interaction Training” during our annual in-service training. This new course designed by the Texas Commission on Law Enforcement was designed to improve citizen interactions on traffic stops. This department also engages the community frequently through the UNIDOS program and numerous other initiatives to ensure citizens know both how to respond to police during traffic stops and how to make a complaint if they feel an officer engaged in misconduct.

***Citizen Complaints***

During 2019, the Plano Police Department received nine citizen complaints regarding inappropriate profiling or bias. These complaints were investigated by the Professional Standards Unit to include reviewing all in-car and body camera video and examining the officer’s actions. Two complaints were Exonerated (the actions occurred but were justified.) One complaint was Not Sustained (Investigators were unable to prove the incident occurred.) And six complaints were Unfounded (proven to not have occurred.) See Attachment C.

***Summary***

The Plano Police Department continues to strive for bias-free enforcement of the laws. This report shows that during 2019, we were successful in doing so. We are committed to working with our community groups, scientists, and other professionals to ensure continued appropriate policing. Persons who have questions regarding this report should contact the Plano Police Department Public Information Office.

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**ADMINISTRATIVE DIRECTIVE – 112.032  
PROFESSIONAL POLICE CONTACTS**

**EFFECTIVE DATE: August 31, 2001**  
**AFFECTS: Sworn Personnel**

**REVISION DATE: January 22, 2019**

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**I. PURPOSE**

The purpose of this administrative directive is to unequivocally state that racial or bias-based profiling in the Plano Police Department is totally unacceptable. This directive also provides guidelines for officers to prevent such occurrences, and to protect our officers when they act within the law and from unwarranted accusations. This directive strictly prohibits the use of racial or bias based profiling by employees of the Plano Police Department.

**II. POLICY**

It is the policy of this department to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the statutes, laws, and ordinances while insisting that individuals will only be stopped or detained when there exists reasonable suspicion to believe they have committed, are committing, or are about to commit, an infraction of the law. Employees of the Plano Police Department are prohibited from engaging in practices of racial or bias-based profiling. Any employee found, after thorough investigation and review, to have engaged in racial or bias-based profiling shall be subject to disciplinary action, which may include indefinite suspension. In accordance with Administrative Directive 108.003, any person or persons alleging racial or bias-based profiling may file a complaint against any employee(s) of the department. For purposes of this directive, an employee refers to both non-sworn and sworn employees of the Plano Police Department unless otherwise stated.

**III. DEFINITIONS**

- A. Bias-based Profiling – The detention, interdiction, search or seizure of any person based upon the person's age, gender, sexual orientation, race, color, creed, ethnicity, national origin, or similar personal characteristic.
- B. Racial Profiling – A law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.
  - 1. Examples of racial profiling include but are not limited to the following:
    - a. Detaining a driver who is speeding in a stream of traffic, where most other drivers are speeding, because of the driver's race, ethnicity, or national origin.
    - b. Detaining the driver of a vehicle based on the determination that a person of that race, ethnicity, or national origin is unlikely to own or possess that specific make or model of vehicle.
    - c. Detaining an individual based on the determination that a person of that race, ethnicity or national origin does not belong in a specific part of town or a specific place.
- C. Race or Ethnicity – Means of a particular descent, including Caucasian, African, Hispanic, Asian, Native American or Middle Eastern descent.
- D. Motor Vehicle Stop – An occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.
- E. Reasonable Suspicion – Also known as articulable suspicion. Specific, articulable facts and circumstances, and reasonable inferences from those facts and circumstances, that would lead a person of reasonable prudence to believe that some type of criminal activity is afoot, and the person(s) detained are somehow involved.
- F. Detention – Any restriction upon a person's liberty imposed by a peace officer.

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---

- G. Seizure – any taking of property from an individual without the individual's consent or any restriction of an individual's liberty without the individual's consent. A detention will be considered a seizure, as will an arrest.

**IV. PROCEDURES**

A. Training

1. Officers will receive initial and ongoing training in proactive enforcement tactics, including training in officer safety, courtesy, cultural diversity, the laws governing search and seizure, racial profiling, and interpersonal communication skills. Training will also cover bias based profiling issues including legal aspects.
2. Training programs will emphasize the need to respect the rights of all persons to be free from unreasonable government intrusion or police action.
3. The Professional Standards Unit shall make available to the public information describing the process by which a complaint may be filed. The information will be readily accessible to the public in the police department lobby and other City facilities open to the public, including but not limited to the Municipal Center and public libraries.

B. Stops / Detentions

1. Individuals shall only be subjected to stops, seizures or detentions based upon reasonable suspicion that they have committed, are committing, or are about to commit an infraction.
2. In the absence of a specific, credible report containing a physical description, a person's gender, gender identity, sexual orientation, race, color, creed, ethnicity, national origin, age, disability status, or similar personal characteristic or any combination of these shall not be a factor in determining probable cause for an arrest or reasonable suspicion for a stop.

C. Oversight

1. Enforcement of statutes, laws, and ordinances will be accompanied by consistent, ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness in conducting such activities.
2. Supervisors shall randomly review the Mobile Digital Video Recording (MDVR) recordings of each of their subordinates.
3. The supervisor shall determine compliance with this and other applicable directives.
4. The supervisor shall discuss their assessment with the respective employee.
5. The supervisor shall report their assessment each calendar quarter, via chain of command, to the Division Commander. The reports shall be uniformly structured and contain:
  - a. The name of the employee under review
  - b. The date and time stamp of each contact reviewed
  - c. A written assessment of each contact reviewed, which shall include:
    - (1) The race/ethnicity of the person detained
    - (2) Whether a search was conducted
    - (3) If a search was conducted, whether consent was provided by the person
    - (4) The quality of the video recording
    - (5) The quality of the audio recording

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**ADMINISTRATIVE DIRECTIVE – 112.032**  
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- (6) Whether employee actions were in accordance with department policy and procedures
  - (7) A summary of the feedback provided to the employee
  - d. The Division Commander shall review the supervisor's reports.
- D. Seven Point Violator Contact
1. Absent some articulable reason for deviation, officers shall utilize the following seven-step action, in the order specified, when conducting motor vehicle stops.
    - a. Greeting and identifying the police officer and the Police Department. The greeting is accomplished in the most natural way for the officer. The officer will introduce their self as Officer Doe with the Plano Police Department. This is a courtesy we owe every person stopped. The objectives in the greeting are to employ business courtesy, to help make the person feel at ease, and to establish a common ground free of superiority or deference.
    - b. Example: "Hello. I'm Officer Doe, with the Plano Police Department."
    - c. Stating the reason for the stop. This will be done upon initial contact as a basic courtesy. The officer should ascertain whether extenuating circumstances might morally justify the infraction to a normal, prudent person. This offers the individual stopped an opportunity to justify their actions if a reason exists and, if none, places them in the position of admitting the violation. Listen politely and allow the person ample opportunity to explain their perspective. However, with the above exception, one should refrain from asking questions concerning the person's knowledge of the violation committed. Remarks made by the officer should be in the form of a statement rather than a question. Example: "The reason your vehicle was stopped was for speeding, 55 in a 40 mph zone. Do you have an emergency?"
    - d. Identifying the individual detained and checking their condition as well as the vehicle. The officer should identify every individual stopped by requesting their driver license. If the person has no license, the officer should ask for other forms of identification, preferably one that carries the person's description. The officer should not accept an identification document if offered in a wallet, case or purse – ask the person to remove the document and accept that only. The officer, after identifying the person, should call him by name for the remainder of the interview.
    - e. State the action being taken. The officer should make a clear statement, in a firm but calm manner that will leave no doubt as to the action being taken. For example, "You are receiving a citation for the offense of speeding. Officers should refrain from using the word "I" during the interview. Place emphasis on the person and the violation committed by using the word "you". This technique keeps the person from shifting blame onto the officer. Officers have the option of informing the person of the action being taken during the first or second contact.
    - f. Taking the action. Issue the citation, take the person into custody, or call their attention to the seriousness of the violation and possible consequences (warning).
    - g. Explaining what the person is to do. Explain to the person exactly what action he must take. That is, he is to sign the citation and contact the court within a certain time frame, or, he is under arrest and will be required to post a cash bond, etc. In some cases a short explanation helps to dispel much of the uncertainty in the mind of the person detained. Make the explanation clear and be sure that the person understands. Example: "You will need to contact the Municipal Court within fifteen (15) days to arrange

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for a court date and/or pay the fine. This information is on the back of your copy.”

- h. Leaving. Closing the contact with the person is awkward for many officers. It is an opportunity to create feelings of friendliness if the proper technique is used. An expression of helpfulness and service is desired. The leave-taking should be as firm and impersonal as the approach. A “take care” or “drive carefully” spoken in a sincere, yet business-like tone is sufficient. Do not use the trite expression, “have a nice day” or “good afternoon”, which would be inappropriate in these circumstances. When the contact with the person has been broken, make sure the driver is able to merge safely back into the traffic stream.

**E. Enforcement Action**

1. Appropriate enforcement action should always be completed. A written warning, citation, juvenile notice/warning, or arrest should be made when probable cause exists. Verbal warnings may be issued when appropriate. Field Contact Cards shall be completed when the stop or detention was made based on reasonable suspicion and no other enforcement action will be taken.
2. No person, once cited or warned, shall be detained beyond the point where there exists no reasonable suspicion of further criminal activity, and no person or vehicle shall be searched in the absence of a warrant, a legally recognized exception to the warrant requirement, or the person’s voluntary consent.
3. An officer shall not use a person’s gender, gender identity, sexual orientation, race, color, creed, ethnicity, national origin, age, disability status, or similar personal characteristics or any combination of these factors as a basis to take any law enforcement action against the person.
4. Officers are prohibited from contacting the person’s employer regarding the violation or enforcement action unless the officer receives permission from a lieutenant or above to do so.

**F. Mobile Digital Vehicle Recording (MDVR) Equipment**

1. Officers shall ensure the MDVR is activated to record both, video and sound before the stop, to document the behavior of the person and the vehicle’s actions, and shall remain activated until the person is released to resume their journey (refer to AD 112.024).
2. Officers are responsible for ensuring the vehicle’s recording equipment is fully operational throughout their tour of duty. Any equipment failures or repairs needed should be immediately reported to the on-duty shift supervisor.
3. Vehicles with non-functioning MDVRs are to be placed out of service and not driven as operational vehicles.
4. Should a MDVR fail during a motor vehicle stop or a stop is not recorded, the officer shall note such on the citation, the juvenile warning/notice, the written warning, arrest report, or Field Information card.
5. MDVR Recordings shall be retained for a period of ninety (90) days, in accordance with Administrative Directive 112.024. However, if a complaint is filed alleging an employee engaged in racial profiling with respect to a motor vehicle or pedestrian stop, the video and audio or audio record of the stop shall be retained until final disposition of the complaint. Upon the commencement of such a complaint, and pursuant to their written request, the officer who is the subject of the complaint shall be provided a copy of the recording.

**G. Consent to Search**

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1. It is not necessary for a consent search to be supported by reasonable suspicion or probable cause. Voluntary consent to search may be utilized by officers for the search of both persons and property, and may be used at any point during the detention.
  2. The officer should ask for consent to search a vehicle before the person detained is released and the initial detention is completed. However, any further detention or consent to search at this point must be completely voluntary by the driver or owner of the vehicle, or the person being detained.
  3. It is strongly recommended that consent searches only be conducted with consent documented in writing.
- H. City of Plano Equal Rights Ordinance Complaint Process
1. When responding to a complaint regarding a potential violation of Plano's Equal Rights Ordinance, officers shall:
    - a. Contact a supervisor.
    - b. Document all pertinent information in an information report.
    - c. Inform the alleged victim to submit an Equal Rights Ordinance Violation Complaint Form to the Director of Human Resources within ninety (90) days.
    - d. Direct the alleged victim to the City of Plano website for information on the complaint process and form.
- I. Reporting (Effective January 1, 2018)
1. When completing a citation, a written warning, a juvenile notice/warning, an adult or juvenile arrest report or a field information card, officers shall report the following information:
    - a. The street address or approximate location of the stop;
    - b. The initial reason for the stop;
    - c. The person's gender;
    - d. The race and ethnicity of the individual detained as listed on their government issued identification, if the individual does not have any form of government issued identification, the officer may ask the individual to self-identify or determine the individuals race or ethnicity to the best of their ability.
    - e. Whether the officer knew the race or ethnicity of the individual detained before detaining that individual.
    - f. Whether a search was conducted as a result of the stop, and, if so
    - g. Whether the individual detained consented to the search, or
      - (1) Whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;
    - h. The reason for the search, including whether:
      - (1) Any contraband or other evidence was in plain view;
      - (2) Any probable cause or reasonable suspicion existed to perform the search; or
      - (3) The search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;

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- i. Whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;
  - j. Whether the officer issued a verbal or written warning or a ticket or citation as a result of the stop, and
  - k. Whether the officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Texas Penal Code, during the stop.
2. The Planning and Research Division Manager will submit a cumulative report to the Office of the Chief of Police concerning citation and arrest data described in section IV.
  3. The Planning and Research Division Manager will perform a comparative analysis of the data collected in accordance with section IV. in this directive.
    - a. Analysis will be based on a calendar year.
    - b. Summary reports of the analysis must be submitted to the Office of the Chief of Police
    - c. The report must:
      - (1) Evaluate and compare the number of motor vehicle stops, in Plano, of persons who are recognized as racial or ethnic minorities;
      - (2) Examine the disposition of motor vehicle stops, categorized according to the race or ethnicity of affected persons including any searches resulting from stops in Plano.
      - (3) Contact information relating to each complaint within the department alleging bias or racial profiling.
      - (4) The report may not include identifying information about an officer or about the person stopped.
  4. The Professional Standards Sergeant shall have supervisory oversight of all MDVR recordings.
  5. The Office of the Chief of Police shall submit to the Texas Commission on Law Enforcement and to the Office of the City Manager, no later than March 1 of each year an annual report concerning citation and arrest data recorded in the preceding year.

# Racial Profiling Report | Full

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Reporting Date: 02/23/2020

Agency Name: PLANO POLICE DEPT.  
TCOLE Agency Number: 085218

Chief Administrator: DANIEL H. CURTIS

Agency Contact Information:  
Phone: (972) 941-2410  
Email: dancu@plano.gov

Mailing Address:  
P. O. BOX 860358  
PLANO, TX 75086-0358

This Agency filed a full report

PLANO POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibit peace officers employed by the PLANO POLICE DEPT. from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the PLANO POLICE DEPT. if the individual believes that a peace officer employed by the PLANO POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the PLANO POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the PLANO POLICE DEPT. policy adopted under this article;
- 6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
  - a.) the race or ethnicity of the individual detained;
  - b.) whether a search was conducted and, if so, whether the individual detained consented to the search; and
  - c.) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- 7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:
  - a.) the Commission on Law Enforcement; and
  - b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Executed by: DANNY R. ALEXANDER, Planning and Research Manager

Date: 02/23/2020

Total stops: 94478

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<b>Gender</b>	
Female	39706
Male	54772

<b>Race / Ethnicity</b>	
Black	17875
Asian / Pacific Islander	14490
Hispanic / Latino	47226
White	14733
Alaska Native / American	154

<b>Was race or ethnicity known prior to stop?</b>	
Yes	999
No	93479

<b>Reason for stop?</b>	
Violation of law	711
Preexisting knowledge	104
Moving traffic violation	77714
Vehicle traffic violation	15949

<b>Street address or approximate location of the stop</b>	
City street	62754
US highway	1522
County road	0
State highway	2055
Private property or other	28147

<b>Was a search conducted?</b>	
Yes	3267
No	91211

<b>Reason for Search?</b>	
consent	792
contraband	103
probable	900
inventory	22

incident to arrest	1450
<b>Was Contraband discovered?</b>	
Yes	1220
No	2047
<b>Description of contraband</b>	
Drugs	604
Currency	3
Weapons	16
Alcohol	125
Stolen property	21
Other	451
<b>Result of the stop</b>	
Verbal warning	31085
Written warning	24066
Citation	37171
Written warning and arrest	175
Citation and arrest	419
Arrest	1562
<b>Arrest based on</b>	
Violation of Penal Code	693
Violation of Traffic Law	214
Violation of City Ordinance	2
Outstanding Warrant	977
<b>Was physical force resulting in bodily injury used during stop?</b>	
Yes	8
No	94470

Submitted electronically to the



The Texas Commission on Law  
Enforcement

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## *2019 Racial Profile/Bias Based Policing Complainants*

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- Complaint #1
  - An Asian officer was investigating a traffic crash that involved an African American male in one vehicle and two Caucasian parties in the other vehicle. During the investigation, the Asian officer came in contact with the parties to get more details. The African American male stated that the Asian officer only allowed him to speak for "15 seconds" because he was African American. He continued on saying the other two involved parties were Caucasian and the Asian officer spent 15-20 minutes speaking with them. The African American male alleged the Asian Officer did not listen to him and placed him at fault after speaking with the other involved parties. He also alleged the Asian Officer's report narrative was incorrect. The allegation of racial bias was **Unfounded**.
- Complaint #2
  - An African American male felt he was wrongfully trespassed from the Fiesta Market due to his race. He was arrested by a Caucasian officer for outstanding warrants. The African American male said unnecessary force was used on him to place him in his jail cell. Once the officer arrived at the jail the suspect refused to comply with jail staff by not answering intake questions and by refusing to change clothing. Jail staff escorted the suspect to his cell by standing on both sides of him and holding his arms and walking him to his cell. The allegation of racial bias was **Unfounded**.
- Complaint #3
  - A Caucasian officer responded to a parking lot accident at Sam's Club involving a female of unknown race and another driver near the entrance of the store. The female informed the officer upon his arrival that she had already exchanged information with the other driver, but added that she felt intimidated by the other driver, and wanted to file a report because he had grabbed her arm. The officer contacted store personnel who were able to play the camera footage that captured the encounter. The officer re-connects with the female and explains to her that what occurred was not an offense, therefore he would not be creating a report. After confirming that both parties had each other's information with regards to the accident, the officer left the scene. Later that day the female came to the main station and completed a report. She claimed the officer failed to document an offense and "discriminated" against her. In her written complaint she gives no explanation or basis for her allegation of discrimination. She stated that she believed the officer "favored" the other party and did not want to upset him because he was black. The allegation of racial bias was **Unfounded**.

- Complaint #4
  - A Caucasian officer stopped a motorist of Asian descent due to the motorist not maintaining his lane prior to the traffic stop. The motorist submitted a complaint stating the officer “abused my human rights, misused the power, and racially discriminated against me.” It was also noted in the complaint that in order to stop the crime of the officer which was, abusing human rights and racial discriminating against minorities, he had to call the Plano Police Department to report the crime. The allegation of racial bias was **Unfounded**.
- Complaint #5
  - A Caucasian officer came in contact with a female of unknown descent in the office of Child Protective Services. The female alerted CPS and the Plano Police Department about her granddaughter stating she had been touched by her daycare teacher. The female decided to file a complaint against the way the Caucasian officer handled the investigation into the alleged sex crime. She stated in her complaint that it was a joke and waste of our tax dollars to pay the Caucasian officer to display racism and hatred toward a child. The allegation of racial bias was **Unfounded**.
- Complaint #6
  - A Caucasian officer conducted a traffic stop on a motorist of Hispanic descent due to the fact that he was speeding. The motorist requested to see the radar to prove that he was speeding, however the officer denied his request. The motorist decided to file a complaint stating when he asked the officer to see the radar the officer said, “YOU are not going to get into my car!” the motorist believes that was a racist comment because he is Hispanic. The allegation of racial bias was **Unfounded**.
- Complaint #7
  - A Caucasian officer conducted a traffic stop on a motorist of African American descent. The stop was made because the officer ran the license plate while she was at a red light and observed that the plate came back canceled. The complainant believes the officer stopped her because she was black and discovered her registration was invalid only after the stop was made. The allegation of racial bias was **Not Sustained**.
- Complaint #8
  - A Caucasian officer arrested an African American suspect for a criminal trespass. While being booked into the jail a Hispanic Detention Officer responded to assist with the intake. During the process the detention officer asked the complainant if she was transgender and the complainant took offense and stated, “No”. She decided to file a written complaint alleging sexual harassment and demanded an apology. The allegation of racial bias was **Exonerated**.

➤ Complaint #9

- A Caucasian officer conducted a traffic stop on a vehicle with a Hispanic driver and Native American passenger due to the vehicles expired registration. The officer greeted the two individuals and when the driver asked how the officer was doing he stated, “good, as long as you don’t call your friends to come shoot us up.” The complainant filed a written complaint which stated the officer’s comments were inappropriate and if two white women were in the car instead he might not have made that comment. The allegation of racial bias was **Exonerated**.

**Comparative Analysis of Motor Vehicle Stops by Race / Ethnicity**

<b>Plano Demographics - Race / Ethnicity</b>						
<b>Race / Ethnicity</b>	<b>African American</b>	<b>Asian</b>	<b>Caucasian</b>	<b>Hispanic</b>	<b>Native American</b>	<b>** Other</b>
* <b>Race / Ethnicity Percent</b>	8.2%	20.4%	53.1%	15.2%	0.3%	2.7%
<b>Motor Vehicle Stops by Race / Ethnicity</b>						
<b>Race / Ethnicity</b>	<b>African American</b>	<b>Asian</b>	<b>Caucasian</b>	<b>Hispanic</b>	<b>Native American</b>	<b>*** Other</b>
<b>2019 Motor Vehicle Stops</b>	17,875	14,490	47,226	14,733	154	N/A
<b>Percent of Motor Vehicle Stops</b>	18.9%	15.3%	50.0%	15.6%	0.2%	N/A
<b>Race / Ethnicity Known Prior to Stop by Race / Ethnicity</b>						
<b>Race / Ethnicity</b>	<b>African American</b>	<b>Asian</b>	<b>Caucasian</b>	<b>Hispanic</b>	<b>Native American</b>	<b>*** Other</b>
<b>2019 Known Race/Ethnicity</b>	270	112	457	160	0	N/A
<b>Percent of Motor Vehicle Stops</b>	1.5%	0.8%	1.0%	1.1%	0.0%	N/A

\* Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

\*\* The Race / Ethnicity category "Other" is composed of persons identifying as some other race alone and two or more races according to U.S. Census Bureau.

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**Comparative Analysis of Motor Vehicle Stops by Gender**

Plano Demographics - Gender													
Race / Ethnicity	African American		Asian		Caucasian		Hispanic		Native American		** Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
* Plano Gender	11,322	12,536	27,877	30,446	74,844	76,254	22,017	21,293	604	704	7,093	7,208	148,441
Plano Gender by Percent	3.87%	4.29%	9.54%	10.42%	25.61%	26.10%	7.53%	7.29%	0.21%	0.24%	2.43%	2.47%	50.80%
Motor Vehicle Stops By Gender													
Race / Ethnicity	African American		Asian		Caucasian		Hispanic		Native American		***Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
2019 Motor Vehicle Stops	9,752	8,123	8,912	5,578	26,503	20,723	9,511	5,222	94	60	N/A	N/A	39,706
Percent of Motor Vehicle Stops	17.80%	20.46%	16.27%	14.05%	48.39%	52.19%	17.36%	13.15%	0.17%	0.15%	N/A	N/A	42.03%
Race / Ethnicity Known Prior to Stop By Gender													
Race / Ethnicity	African American		Asian		Caucasian		Hispanic		Native American		***Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Known Race/Ethnicity	168	102	72	40	289	168	115	45	0	0	N/A	N/A	355
Percent of Motor Vehicle Stops	1.72%	1.26%	0.81%	0.72%	1.09%	0.81%	1.21%	0.86%	0.00%	0.00%	N/A	N/A	0.89%

\* Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

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**Comparative Analysis of Motor Vehicle Stop Results by Race / Ethnicity**

Plano Demographics - Race / Ethnicity							
Race / Ethnicity	African American	Asian	Caucasian	Hispanic	Native American	** Other	Total
* Race / Ethnicity Percent	8.2%	20.4%	53.1%	15.2%	0.3%	2.7%	100%
Arrests, Citations, and Warnings by Race / Ethnicity							
Race / Ethnicity	African American	Asian	Caucasian	Hispanic	Native American	*** Other	Total
<b>All Arrests</b>	782	66	766	537	5	N/A	2,156
Percent of 2019 Motor Vehicle Stops	4.37%	0.46%	1.62%	3.64%	3.25%	N/A	2.28%
<b>Arrests Only</b>	527	52	574	405	4	N/A	1,562
Percent of 2019 Motor Vehicle Stops	2.95%	0.36%	1.22%	2.75%	2.60%	N/A	1.65%
<b>Arrests with Citation Issued</b>	180	11	132	96	0	N/A	419
Percent of 2019 Motor Vehicle Stops	1.01%	0.08%	0.28%	0.65%	0.00%	N/A	0.44%
<b>Arrests and Written Warning Issued</b>	75	3	60	36	1	N/A	175
Percent of 2019 Motor Vehicle Stops	0.42%	0.02%	0.13%	0.24%	0.65%	N/A	0.19%
<b>Citations Issued</b>	6,771	5,483	18,273	6,566	78	N/A	37,171
Percent of 2019 Motor Vehicle Stops	37.9%	37.8%	38.7%	44.6%	50.6%	N/A	39.3%
<b>Written Warnings Issued</b>	4,020	3,752	13,463	2,769	62	N/A	24,066
Percent of 2019 Motor Vehicle Stops	22.5%	25.9%	28.5%	18.8%	40.3%	N/A	25.5%
<b>Verbal Warnings Issued</b>	6,302	5,189	14,724	4,861	9	N/A	31,085
Percent of 2019 Motor Vehicle Stops	35.3%	35.8%	31.2%	33.0%	5.8%	N/A	32.9%

\* Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

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**Comparative Analysis of Motor Vehicle Stop Results by Gender**

Plano Demographics - Gender														
Race / Ethnicity	African American		Asian		Caucasian		Hispanic		Native American		** Other		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Gender</b>														
* Plano Gender	11,322	12,536	27,877	30,446	74,844	76,254	22,017	21,293	604	704	7,093	7,208	143,757	148,441
Plano Gender by Percent	3.87%	4.29%	9.54%	10.42%	25.61%	26.10%	7.53%	7.29%	0.21%	0.24%	2.43%	2.47%	49.20%	50.80%
<b>Arrests, Citations, and Warnings By Gender</b>														
Race / Ethnicity	African American		Asian		Caucasian		Hispanic		Native American		*** Other		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Gender</b>														
<b>All Arrests</b>	563	219	53	13	539	227	455	82	5	0	N/A	N/A	1615	541
Percent of 2019 Motor Vehicle Stops	5.77%	2.70%	0.59%	0.23%	2.03%	1.10%	4.78%	1.57%	5.32%	5.00%	N/A	N/A	2.95%	1.36%
<b>Arrests Only</b>	389	138	42	10	389	185	349	56	4	0	N/A	N/A	1,173	389
Percent of 2019 Motor Vehicle Stops	3.99%	1.70%	0.47%	0.18%	1.47%	0.89%	3.67%	1.07%	4.26%	0.00%	N/A	N/A	2.14%	0.98%
<b>Arrests and Citation Issued</b>	123	57	9	2	105	27	81	15	0	0	N/A	N/A	318	101
Percent of 2019 Motor Vehicle Stops	1.26%	0.70%	0.10%	0.04%	0.40%	0.13%	0.85%	0.29%	0.00%	0.00%	N/A	N/A	0.58%	0.25%
<b>Arrests and Written Warning Issued</b>	51	24	2	1	45	15	25	11	1	0	N/A	N/A	124	51
Percent of 2019 Motor Vehicle Stops	0.52%	0.30%	0.02%	0.02%	0.17%	0.07%	0.26%	0.21%	1.06%	0.00%	N/A	N/A	0.23%	0.13%
<b>Citation Issued</b>	3,614	3,157	3,278	2,205	10,259	8,014	4,223	2,343	46	32	N/A	N/A	21,420	15,751
Percent of 2019 Motor Vehicle Stops	37.06%	38.86%	36.78%	39.53%	38.71%	38.67%	44.40%	44.87%	48.94%	53.33%	N/A	N/A	39.11%	39.67%
<b>Written Warnings Issued</b>	2,029	1,991	2,174	1,578	6,952	6,511	1,649	1,120	37	25	N/A	N/A	12,841	11,225
Percent of 2019 Motor Vehicle Stops	20.81%	24.51%	24.39%	28.29%	26.23%	31.42%	17.34%	21.45%	39.36%	41.67%	N/A	N/A	23.44%	28.27%
<b>Verbal Warnings Issued</b>	3,546	2,756	3,407	1,782	8,753	5,971	3,184	1,677	6	3	N/A	N/A	18,896	12,189
Percent of 2019 Motor Vehicle Stops	36.36%	33.93%	38.23%	31.95%	33.03%	28.81%	33.48%	32.11%	6.38%	5.00%	N/A	N/A	34.50%	30.70%

\* Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

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**Comparative Analysis of Contraband Found During Search by Race / Ethnicity**

Plano Demographics - Race / Ethnicity						
Race / Ethnicity	African American	Asian	Caucasian	Hispanic	Native American	** Other
* Race / Ethnicity Percent	8.2%	20.4%	53.1%	15.2%	0.3%	2.7%
<b>Contraband Found During Search by Race / Ethnicity</b>						
Race / Ethnicity	African American	Asian	Caucasian	Hispanic	Native American	*** Other
<b>Searches Resulting in Contraband</b>	421	34	462	303	0	N/A
Contraband Found Percent	35.2%	35.1%	39.5%	37.7%	0.0%	N/A
<b>Consent Searches</b>	217	24	342	209	0	N/A
Contraband Found Percent	31.3%	41.7%	34.2%	28.7%	0.00%	N/A
<b>Contraband/Evidence in Plain View</b>	41	1	41	20	0	N/A
Contraband Found Percent	100.0%	100.0%	100.0%	100.0%	0.0%	N/A
<b>Incident to Arrest</b>	539	44	498	364	5	N/A
Contraband Found Percent	11.50%	4.55%	16.67%	18.96%	0.00%	N/A
<b>Probable Cause/Reasonable Suspicion</b>	390	27	277	206	0	N/A
Contraband Found Percent	63.08%	77.78%	78.34%	73.79%	0.00%	N/A
<b>Towing Inventory</b>	8	1	8	5	0	N/A
Contraband Found Percent	50.00%	0.00%	50.00%	40.00%	0.00%	N/A
<b>Total</b>	<b>1220</b>	<b>103</b>	<b>1450</b>	<b>1490</b>	<b>22</b>	<b>45.45%</b>

\* Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

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**Comparative Analysis of Contraband Found During Search by Gender**

Plano Demographics - Gender														
Race / Ethnicity	African American		Asian		Caucasian		Hispanic		Native American		** Other		Total	
Gender	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
* Plano Gender	11,322	12,536	27,877	30,446	74,844	76,254	22,017	21,293	604	704	7,093	7,208	143,757	148,441
Plano Gender by Percent	3.87%	4.29%	9.54%	10.42%	25.61%	26.10%	7.53%	7.29%	0.21%	0.24%	2.43%	2.47%	49.20%	50.80%
Contraband Found During Search By Gender														
Race / Ethnicity	African American		Asian		Caucasian		Hispanic		Native American		***Other		Total	
Gender	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Consent Searches	184	33	23	1	255	87	188	21	0	0	N/A	N/A	650	142
Contraband Found Percent	29.89%	39.39%	43.48%	0.00%	34.51%	33.33%	27.66%	38.10%	0.00%	0.00%	N/A	N/A	31.54%	35.21%
Contraband/Evidence in Plain View	32	9	1	0	29	12	16	4	0	0	N/A	N/A	78	25
Contraband Found Percent	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	0.0%	0.0%	N/A	N/A	100.0%	100.0%
Incident to Arrest	368	171	32	12	335	163	298	66	5	0	N/A	N/A	1038	412
Contraband Found Percent	9.78%	15.20%	3.13%	8.33%	16.42%	17.18%	20.47%	12.12%	0.00%	0.00%	N/A	N/A	14.74%	15.29%
Probable Cause/Reasonable Suspicion	287	103	24	3	204	73	175	31	0	0	N/A	N/A	690	210
Contraband Found Percent	62.72%	64.08%	79.17%	66.67%	78.43%	78.08%	74.29%	70.97%	0.00%	0.00%	N/A	N/A	70.87%	70.00%
Towing Inventory	7	1	1	0	4	4	4	1	0	0	N/A	N/A	16	6
Contraband Found Percent	57.14%	0.00%	0.00%	0.00%	50.00%	50.00%	25.00%	100.00%	0.00%	0.00%	N/A	N/A	43.75%	50.00%

\* Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

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**Comparative Analysis of Searches by Race / Ethnicity**

Race / Ethnicity	Plano Demographics - Race / Ethnicity						Total
	African American	Asian	Caucasian	Hispanic	Native American	** Other	
* Race / Ethnicity Percent	8.2%	20.4%	53.1%	15.2%	0.3%	2.7%	100%
	Searches by Race / Ethnicity						
Race / Ethnicity	African American	Asian	Caucasian	Hispanic	Native American	*** Other	Total
<b>All Searches</b>							
Percent of 2019 Motor Vehicle Stops	1,195 6.69%	97 0.67%	1,166 2.47%	804 5.46%	5 3.25%	N/A N/A	3,267 3.46%
<b>Consent Searches</b>							
Percent of 2019 Motor Vehicle Stops	217 1.21%	24 0.17%	342 0.72%	209 1.42%	0 0.00%	N/A N/A	792 0.84%
<b>Contraband/Evidence in Plain View</b>							
Percent of 2019 Motor Vehicle Stops	41 0.229%	1 0.007%	41 0.087%	20 0.136%	0 0.000%	N/A N/A	103 0.109%
<b>Incident to Arrest</b>							
Percent of 2019 Motor Vehicle Stops	539 3.02%	44 0.30%	498 1.05%	364 2.47%	5 3.25%	N/A N/A	1,450 1.53%
<b>Probable Cause/Reasonable Suspicion</b>							
Percent of 2019 Motor Vehicle Stops	390 2.18%	27 0.19%	277 0.59%	206 1.40%	0 0.00%	N/A N/A	900 0.95%
<b>Towing Inventory</b>							
Percent of 2019 Motor Vehicle Stops	8 0.045%	1 0.007%	8 0.017%	5 0.034%	0 0.000%	N/A N/A	22 0.023%

\* Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

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**Comparative Analysis of Searches by Gender**

Plano Demographics - Gender														
Race / Ethnicity	African American		Asian		Caucasian		Hispanic		Native American		** Other		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Gender</b>														
* Plano Gender	11,322	12,536	27,877	30,446	74,844	76,254	22,017	21,293	604	704	7,093	7,208	143,757	148,441
Plano Gender by Percent	3.87%	4.29%	9.54%	10.42%	25.61%	26.10%	7.53%	7.29%	0.21%	0.24%	2.43%	2.47%	49.20%	50.80%
<b>Searches By Gender</b>														
Race / Ethnicity	African American		Asian		Caucasian		Hispanic		Native American		***Other		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Gender</b>														
<b>All Searches</b>														
Percent of 2019 Motor Vehicle Stops	9.00%	3.90%	0.91%	0.29%	3.12%	1.64%	7.16%	2.36%	5.32%	0.00%	N/A	N/A	4.51%	2.00%
<b>Consent Searches</b>														
Percent of 2019 Motor Vehicle Stops	1.89%	0.41%	0.26%	0.02%	0.96%	0.42%	1.98%	0.40%	0.00%	0.00%	N/A	N/A	1.19%	0.36%
<b>Contraband/Evidence in Plain View</b>														
Percent of 2019 Motor Vehicle Stops	0.33%	0.11%	0.01%	0.00%	0.11%	0.06%	0.17%	0.08%	0.00%	0.00%	N/A	N/A	0.14%	0.06%
<b>Incident to Arrest</b>														
Percent of 2019 Motor Vehicle Stops	3.77%	2.11%	0.36%	0.22%	1.26%	0.79%	3.13%	1.26%	5.32%	0.00%	N/A	N/A	1.90%	1.04%
<b>Probable Cause/Reasonable Suspicion</b>														
Percent of 2019 Motor Vehicle Stops	2.94%	1.27%	0.27%	0.05%	0.77%	0.35%	1.84%	0.59%	0.00%	0.00%	N/A	N/A	1.26%	0.53%
<b>Towing Inventory</b>														
Percent of 2019 Motor Vehicle Stops	0.072%	0.012%	0.011%	0.000%	0.015%	0.019%	0.042%	0.019%	0.000%	0.000%	N/A	N/A	0.029%	0.015%

\* Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

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## **INFORMATION REPORTS**

Exercise of Grant of Authority by District President

Human Resources Update

Collin Central Appraisal District 2020 Certified Estimate of Taxable Value

Collin Central Appraisal District 2020 Planning Calendar

Statement of Net Position as of May 31, 2020

Summaries of Current Funds, Revenues, & Expenses as of May 31, 2020

Monthly Investment Report as of May 31, 2020

Quarterly Investment Report as of May 31, 2020

Quarterly Grant Budget Amendments as of May 31, 2020

Quarterly Purchasing Report as of May 31, 2020

AECOM Capital Improvement Program as of May 31, 2020

AECOM Monthly Report as of May 31, 2020

## **Follow-Up to March 17, 2020 Emergency Meeting**

### ***Exercise of Grant of Authority by District President***

#### **Background:**

On March 17, 2020, the Board of Trustees held an emergency board meeting pursuant to Texas Government Code § 551.045. Upon motion and vote, the Board granted authority to the District President to implement measures as needed for the health, safety, and well-being of Collin College students and employees, secure the College's academic integrity, and support the ongoing operations and workforce of the College, in light of the COVID-19 pandemic. The grant of authority was provided to the District President through June 30, 2020.

#### **Authority Granted**

The specific emergency authority granted to the District President encompassed the following actions:

- Examine and ensure continuity of pay for all College employees for regularly scheduled work hours at the normal rate of pay, when it is determined that employees should not be present on campus and when neither telecommuting or working on campus are viable options;
- Authorize the modification of class schedules, academic calendars, events such as graduations, pinnings, and other gatherings, and related matters as needed to ensure the integrity and continuity of academic and workforce education programs;
- Authorize the purchase of licenses, as required, for online vendors such as Zoom, Proctor-U, Canvas, and other resources necessary to take the bulk of instruction online;
- Authorize the implementation of other academic and administrative measures clearly related to continuing operations of the College and ensure that the College may expend necessary funds in connection with the implementation of those measures;
- Modify the bond order approved at the February 25, 2020, regularly scheduled Board Meeting to include flexibility to consider and execute a "taxable" option in addition to the existing "tax-exempt" option when selling bonds if required to maximize value to the college;
- Add \$50M to the bond reimbursement resolution in the event the college chooses to postpone the transaction based on market conditions; and
- To issue certain refunds of fees or other expenses, as deemed appropriate in response to emergency declarations within Collin County and the College's service area.

**Question:** How has the District President exercised the grant of emergency authority?

**Answer:** The District President has exercised the grant of emergency authority through the development or implementation of the following **additional** actions (**noted in bold font**):

Area	Date(s)	Action
Academic	March 18, 2020	Transfer of a significant majority of courses to online/distance learning format. Submitted and received approval verification from SACSCOC on March 23, 2020.
Academic	March 19, 2020	Revised 2019-2020 Academic Calendar, with appropriate notification to SACSCOC.
Academic	March 18, 2020 and ongoing	Directed the creation of comprehensive plan to ensure that all students complete spring 2020 courses.
Academic	April 2, 2020	Extension of course withdrawal date (to April 17).
Academic	May 22, 2020	Postpone spring graduation ceremony and implement alternative plan to celebrate our graduates in June 2020.
Academic	April 2, 2020	Resisted external influences to change grading system. Collin College continues to use the normal grading system for all classes.
Academic	April 2, 2020	Directed process for moving Maymester and early Summer semester courses to an online format.
Academic	April 10, 2020 and ongoing	Collaborated to petition Congress to reauthorize and provide increased funding for the National Science Foundation's (NSF's) Advanced Technological Education (ATE) program in order to position the college to respond to the effects of the COVID-19 pandemic on the economy and workforce.
Academic	April 8, 2020 and May 2020	Implemented plan for completion of CTE/workforce courses/and certain healthcare programs in accordance with TACC guidance.
Academic	May 15, 2020	Implemented plan to have two summer sessions conducted in online/distance learning format. The second five-week summer session will be offered

		as a combination of both in-person and online classes, with continued safety conditions in place.
Academic	May 15, 2020	Developing plan to conduct a Fall semester under more “normal” operations with expanded online course offerings.
Financial	April 7, 2020	Bond sale of \$350 million cash at 2.657% for a debt of \$302.7 million over 20 years, with a premium of \$49.4 million.
Financial	March 18, 2020 and ongoing	Directed tracking of emergency expenditures and coordination for seeking stimulus funding under the Higher Education Emergency Relief Fund of the federal CARES Act. Estimated total funding for the College is anticipated to be \$10.7 million.
Financial	April 17, 2020 and May 5, 2020	Grant submission for Collin College for the Higher Education Emergency Relief Fund validated and retrieved by Grants.gov for Emergency Grant Assistance for Collin College students in the amount of \$5,395,456.00. Process developed to be administered through Financial Aid, Student and Enrollment Services, and the Business Office. Email notices with instructions for students to obtain relief grants sent to eligible students on May 5, 2020.
Financial	May 6, 2020	Grant submission for Collin College for the Higher Education Emergency Relief Fund validated and retrieved by Grants.gov for Emergency Grant Institutional Funding to defray costs associated with changes to the delivery of instruction due to COVID-19 pandemic and other expenses.
Personnel	March 18, 2020	Continuity of pay for all faculty, staff, and student employees.
Personnel	March 18, 2020	Granted supervisors authority to allow telecommuting/work-from-home, as appropriate.
Personnel	March 18, 2020	Suspension of staff travel and conference attendance.

Personnel	March 24-26, 2020	Provided designation letters to essential staff to allow them to work on campuses or work sites.
Personnel	March 27, 2020 and ongoing	Allowed supervisors to adopt modified work schedules for essential facilities, police, and other staff to work on-site, while observing social distancing.
Personnel	April 2, 2020	Extended campus closure through May 4, 2020, with continuity of pay.
Personnel	March 23, 2020 and ongoing	Continued search committees and hiring of essential administrators, staff, and faculty for new campuses, while delaying other college-wide hiring.
Personnel	May 15, 2020	Implemented phased Recovery Plan for Employee Operations with resources for a planned reopening of campus operations and the return of full-time staff to onsite work no later than June 1, 2020.
<b>Personnel</b>	<b>June 1 and ongoing</b>	<b>Lifted temporary hiring freeze for positions already budgeted.</b>
Operations / Administrative	March 18, 2020 and ongoing	Collaborated with AECOM and construction managers to continue essential infrastructure construction work during COVID-19 pandemic crisis on Phase 1 and 2 projects (currently on schedule), student housing remediation (to be completed by mid-July), and Phase 3 and 4 projects.
Operations / Administrative	March 18, 2020	Declared libraries, math, and computer labs to remain temporarily operational.
Operations / Administrative	March 19, 2020	Declared campuses closed effective March 19 at 3:00 p.m. through March 22, 2020; extended closure of the campuses through April 6, 2020 based on the Governor's executive order.
Operations / Administrative	March 19, 2020 and ongoing	Allowed students the option to remain in campus housing.
Operations / Administrative	March 19, 2020 and ongoing	Continued meals for students who remained in campus housing.

Operations / Administrative	March 23, 2020 and ongoing	Donation of PPE supplies to hospital clinical partners.
Operations / Administrative	March 23, 2020 and ongoing	Loaning ventilator equipment to hospital clinical partners under agreements.
Operations / Administrative	April 2, 2020 and ongoing	Implementation of mitigation plan to address COVID-19 reported cases.
Operations / Administrative	April 2, 2020	Extended work from home and campus closure through May 4, 2020.
Operations / Administrative	May 15, 2020	In conjunction with phased Recovery Plan for Employee Operations, travel restrictions to remain in place until September 1, 2020.
Operations / Administrative	May 15, 2020	Conference services and facilities rentals to remain closed until September 1, 2020.
<b>Operations / Administrative</b>	<b>June 1, 2020</b>	<b>Student housing application process commenced with online submissions starting June 15, 2020.</b>
Technology	March 18, 2020 and ongoing	Invested in new online resources, including procurement of VPNs, and T-Mobile hotspots (some of which were delivered to our dual credit high schools).
Technology	March 20, 2020 and ongoing	Set up hotline for students who needed help with technology needs and Internet access.
Technology	March 27, 2020 and ongoing	Established “Wi-Fi Drive-Ins” at Frisco and McKinney campuses.
Technology	March 30, 2020 and ongoing	Implementation of test proctoring system through Honorlock and other software.

**Resource:** *H. Neil Matkin, Ed.D. District President 972-758-3801 nmatkin@collin.edu*

## Information Item

### Collin College Human Resources Update

The Collin College Human Resources Department has seen a significant increase in activity this fiscal year. In addition to regular HR services in supporting benefits, professional development, compensation, records, and recruitment, the HR team has supported staffing of the Wylie and Technical Campuses and working on the implementation of the HR and Payroll components of Workday.

As the chart below shows, 312 employees were hired this fiscal year through March 2020. That compares to 201 new hires for the same period a year ago. This number will increase through the summer as we continue to hire faculty for our new campuses and backfill positions at existing campuses. Recruitment and hiring activities will be an essential focus for the HR department as we open the new campuses.

<b>New Hires</b>	<b>FYTD</b>
Total as of March 2020	312
Full-time Staff	124
Part-time Staff	119
Full-time Faculty	16
Part-time Faculty	45
Full-time Administrators	8

Turnover has remained relatively consistent since FY2016-2017 and is lower than the previous five years. Turnover at the end of the last fiscal year was 6.18%, which was down slightly from FY2017-2018. Faculty accounted for most of the improvement, going from 4.44% turnover in FY2017-2018 to 1.83% last year. Retirement was the reason for nearly one-third of the total turnover.

<b>FULL-TIME TURNOVER RATES</b>								
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Administrators	3.57%	7.27%	1.87%	3.67%	11.11%	9.33%	8.70%	10.39%
Staff	11.34%	9.83%	10.13%	11.04%	12.52%	8.16%	8.57%	8.66%
Faculty	4.96%	5.23%	6.53%	2.25%	5.16%	3.51%	4.44%	1.83%
<b>Turnover Rate Voluntary</b>	7.18%	6.65%	7.29%	6.38%	6.37%	5.94%	6.66%	5.22%
<b>Turnover Rate Involuntary</b>	1.31%	1.27%	1.03%	0.87%	0.58%	0.53%	0.37%	0.96%
Overall Turnover	8.48%	7.92%	8.32%	7.25%	9.56%	6.48%	7.03%	6.18%

The HR Department has taken some significant steps this past year to improve the effectiveness of operations. Its focus has been on improving consistency of communications and accuracy in HR processes, expanding the college's recruitment and outreach efforts, improving the onboarding experience for new hires, and expanding leadership and professional development programs that strengthen skills and build capacity across the college. Targeted activities include:

- **Standard Operating Procedures (SOPs)** have been updated to ensure each member of the HR team is operating from the same playbook for Onboarding, Hiring, and New Employee Orientation processes.

HR business processes are also being reengineered as a result of the Workday project. Workday is known for its use of best practices and industry standards. As the college moves forward in its implementation efforts, we are modifying current processes and practices to conform with those in Workday.

Workday also provides a level of functional integration that the College has never achieved. It seamlessly connects the HR (Human Capital Management), Payroll and Finance modules, eliminating manual paper-based processes. Even revenue projections and modeling will be integrated. Workday will improve the efficiency of Collin College at all levels.

- **The Onboarding process** has been revamped to support a more favorable new employee experience.
  - Each New Hire Orientation session is kicked-off by Floyd Nickerson, Chief Human Resources Officer, and the HR Leadership Team. Other members of the Collin Leadership Team will be engaged in the New Hire Orientation program beginning this fall.
  - New employees now receive new hire paperwork electronically for completion before their first day on-site, which improves efficiency. The HR team is also available for 30 minutes before the start of each orientation session to assist employees, which results in more time for the HR team to respond to individual questions.
  - HR works closely with IT to ensure the needed electronic resources (e.g., email and network access) and equipment are ready to go, and the employee's workstation is prepared on the first day of employment.
  - Every new hire is provided a Collin College swag bag, including their first Collin College shirt. This helps give our new employees a sense of "belonging" and a warm Collin College welcome.
  - HR has moved its E-Verify and I-9 processing from Equifax to HireRight. HireRight currently processes the background checks for all new employees. Having all three processes with the same vendor is cost-effective and provides one point of contact if concerns arise.

Additionally, a fourth component called HireRight Work History Checks is being tested. This additional part of the background check will verify each candidate's relevant work experience and employment history, thus providing the college with greater assurance that the candidate hasn't

elaborated or falsified their previous roles. The HireRight Work History Check process will be a great new tool to ensure quality hires.

- **A new Leadership Academy** was launched this year with 127 individual participants in different workshops throughout the year. While COVID-19 created a delay in some of the programs, the planned curriculum is recommended as a 6- to 8-month professional development program with workshops on several key topics, including:
  - Walking in the Supervisor's Shoes
  - Nuts and Bolts of Daily Business at Collin College
  - Creating an Effective Team
  - Conflict and Difficult Conversations
  - Fostering a Healthy and Inclusive Workplace
  - Effective Communications
  - Managing Performance: Rewarding, Coaching, and Disciplining
  - Delegation and Motivation
  - Finding and Onboarding Talent
  - Managing Change and Challenges
  - Addressing Employee Relations Issues
  - Your Leadership Legacy (capstone)

Reviews have been excellent, with 96% of the participants agreeing that they would recommend the program to their colleagues. The Leadership Academy is a positive step toward developing capacity among our leaders throughout the college—both new and seasoned—along with other professional development opportunities offered by the college.

Other available programs include the Collin Employee Scholars program that offers scholarships of up to \$7,500 per year for employees to complete their master's degree, the UTD Doctoral Scholarship program that provides an opportunity for faculty and staff to complete a doctoral program without tuition, the tuition reimbursement program that provides up to \$800 per year for employees to pursue additional education, and the Administrative Immersion Program that provides a formalized opportunity for an employee to temporarily serve in an administrative position under the guidance of an experienced mentor to gain first-hand administrative experience.

The HR Team, working closely with the college's leadership, will need to perform at a high level over the next two years as we bring on new campuses and beyond. The actions mentioned above, along with the implementation of Workday, will allow HR to provide improved levels of services across the college's campuses and centers while serving students, faculty, and staff.

**COLLIN CENTRAL APPRAISAL DISTRICT  
2020 CERTIFIED ESTIMATE OF TAXABLE VALUE**

TAXING ENTITY NAME	2019 CERTIFIED TAXABLE VALUE, AS OF SUPP#17, APRIL 9, 2020	2020 ESTIMATED NEW PROPERTY TAXABLE VALUE (NEW CONSTRUCTION & NEW BPP)	2020 ANNEXATIONS TAXABLE VALUE	2020 CERTIFIED ESTIMATE OF TAXABLE VALUE	2020 ESTIMATE OF TAXABLE VALUE COMPARED TO 2019 TAXABLE VALUE	2020 ESTIMATED NEW PROPERTY VALUE, STATED AS A % OF 2019 TAXABLE VALUE	2020 ESTIMATED % INCREASE OF EXISTING PROPERTY, YEAR-OVER-YEAR	2020 ESTIMATED FREEZE TAXABLE VALUE LOSS	2020 ESTIMATED FREEZE ADJUSTED TAXABLE	2020 ESTIMATED AVERAGE HOME MARKET VALUE
<b>SCHOOLS</b>										
ALLEN ISD	\$15,203,740,934	\$635,508,833	\$0	\$16,000,000,000	5.24%	4.18%	1.06%	\$1,311,595,062	\$14,688,405,000	\$371,000
ANNA ISD	\$1,551,389,903	\$111,874,788	\$0	\$1,685,000,000	8.61%	7.21%	1.40%	\$165,408,134	\$1,519,592,000	\$239,000
BLAND ISD	\$15,498,629	\$2,794,237	\$0	\$18,500,000	19.37%	18.03%	1.34%	\$2,757,915	\$15,742,000	\$215,000
BLUE RIDGE ISD	\$302,788,316	\$10,891,284	\$0	\$318,000,000	5.02%	3.60%	1.43%	\$40,501,105	\$277,499,000	\$223,000
CELINA ISD	\$1,583,650,467	\$110,075,333	\$0	\$1,725,000,000	8.93%	6.95%	1.97%	\$203,724,607	\$1,521,275,000	\$347,000
COMMUNITY ISD	\$1,089,969,746	\$59,566,921	\$0	\$1,175,000,000	7.80%	5.47%	2.34%	\$150,604,081	\$1,024,396,000	\$238,000
FARMERSVILLE ISD	\$724,880,708	\$46,970,095	\$0	\$789,000,000	8.85%	6.48%	2.37%	\$107,129,935	\$681,870,000	\$217,000
FRISCO ISD	\$31,311,150,676	\$1,541,133,021	\$0	\$32,900,000,000	5.07%	4.92%	0.15%	\$1,820,853,354	\$31,079,147,000	\$416,000
GUNTER ISD	\$678,663	\$0	\$0	\$680,000	0.20%	0.00%	0.20%	\$399,902	\$280,000	N/A
LEONARD ISD	\$18,033,909	\$653,236	\$0	\$19,300,000	7.02%	3.62%	3.40%	\$2,541,630	\$16,758,000	\$209,000
LOVEJOY ISD	\$3,020,890,727	\$57,525,126	\$0	\$3,080,000,000	1.96%	1.90%	0.05%	\$700,640,754	\$2,379,359,000	\$599,000
MCKINNEY ISD	\$17,030,726,613	\$355,358,361	\$0	\$17,575,000,000	3.20%	2.09%	1.11%	\$2,171,659,576	\$15,403,340,000	\$352,000
MELISSA ISD	\$1,516,391,775	\$172,264,939	\$0	\$1,730,000,000	14.09%	11.36%	2.73%	\$162,007,322	\$1,567,993,000	\$304,000
PLANO ISD	\$58,701,988,528	\$931,766,675	\$0	\$60,260,000,000	2.65%	1.59%	1.07%	\$7,676,608,537	\$52,583,391,000	\$388,000
PRINCETON ISD	\$1,527,212,831	\$126,988,036	\$0	\$1,690,000,000	10.66%	8.32%	2.34%	\$159,336,055	\$1,530,664,000	\$209,000
PROSPER ISD	\$8,611,232,755	\$591,307,209	\$0	\$9,200,000,000	6.84%	6.87%	-0.03%	\$716,600,730	\$8,483,399,000	\$442,000
ROCKWALL ISD	\$894,620	\$0	\$0	\$937,000	4.74%	0.00%	4.74%	\$328,857	\$608,000	\$507,000
ROYSE CITY ISD	\$210,027,416	\$6,127,775	\$0	\$217,000,000	3.32%	2.92%	0.40%	\$24,200,112	\$192,800,000	\$227,000
TRENTON ISD	\$16,045,233	\$310,831	\$0	\$16,500,000	2.83%	1.94%	0.90%	\$1,767,253	\$14,733,000	\$322,000
VAN ALSTYNE ISD	\$59,083,003	\$2,018,353	\$0	\$62,000,000	4.94%	3.42%	1.52%	\$9,795,696	\$52,204,000	\$307,000
WHITEWRIGHT ISD	\$6,497,296	\$513,415	\$0	\$7,000,000	7.74%	7.90%	-0.16%	\$1,897,956	\$5,102,000	\$235,000
WYLIE ISD	\$7,145,177,104	\$225,223,503	\$0	\$7,460,000,000	4.41%	3.15%	1.25%	\$750,513,587	\$6,709,486,000	\$298,000

**COLLIN CENTRAL APPRAISAL DISTRICT  
2020 CERTIFIED ESTIMATE OF TAXABLE VALUE**

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<b>CITIES &amp; TOWNS</b>										
CITY OF ALLEN	\$14,493,259,034	\$407,820,722	\$0	\$15,120,000,000	4.32%	2.81%	1.51%	N/A	N/A	\$367,000
CITY OF ANNA	\$1,317,276,982	\$104,703,635	\$69,038	\$1,450,000,000	10.08%	7.95%	2.13%	N/A	N/A	\$229,000
CITY OF BLUE RIDGE	\$54,275,945	\$150,413	\$0	\$55,800,000	2.81%	0.28%	2.53%	N/A	N/A	\$132,000
CITY OF CARROLLTON	\$120,962,961	\$0	\$0	\$125,000,000	3.34%	0.00%	3.34%	N/A	N/A	N/A
CITY OF CELINA	\$1,754,024,047	\$179,440,586	\$2,824,224	\$1,990,000,000	13.45%	10.23%	3.22%	\$160,028,013	\$1,829,972,000	\$387,000
CITY OF DALLAS	\$5,666,940,987	\$82,537,661	\$0	\$5,800,000,000	2.35%	1.46%	0.89%	N/A	N/A	\$433,000
TOWN OF FAIRVIEW	\$2,036,642,735	\$53,392,281	\$0	\$2,080,000,000	2.13%	2.62%	-0.49%	N/A	N/A	\$530,000
CITY OF FARMERSVILLE	\$263,097,127	\$26,794,798	\$725,290	\$295,000,000	12.13%	10.18%	1.94%	N/A	N/A	\$169,000
CITY OF FRISCO	\$19,841,149,028	\$1,180,706,682	\$32,664	\$21,100,000,000	6.34%	5.95%	0.39%	N/A	N/A	\$446,000
CITY OF GARLAND	\$29,634,188	\$0	\$0	\$30,100,000	1.57%	0.00%	1.57%	N/A	N/A	\$360,000
CITY OF JOSEPHINE	\$122,427,527	\$4,894,941	\$0	\$127,000,000	3.73%	4.00%	-0.26%	\$14,515,788	\$112,484,000	\$193,000
CITY OF LAVON	\$384,763,820	\$5,798,784	\$2,198,780	\$395,000,000	2.66%	1.51%	1.15%	\$48,451,452	\$346,549,000	\$266,000
LOWRY CROSSING	\$168,996,751	\$1,223,824	\$0	\$173,000,000	2.37%	0.72%	1.64%	\$37,241,895	\$135,758,000	\$278,000
CITY OF LUCAS	\$1,432,800,177	\$36,476,252	\$0	\$1,477,000,000	3.08%	2.55%	0.54%	\$188,813,631	\$1,288,186,000	\$639,000
CITY OF MCKINNEY	\$23,861,232,776	\$773,504,745	\$0	\$24,700,000,000	3.52%	3.24%	0.27%	N/A	N/A	\$350,000
CITY OF MELISSA	\$1,217,448,853	\$133,317,656	\$1,340,280	\$1,377,000,000	13.11%	10.95%	2.15%	N/A	N/A	\$296,000
CITY OF MURPHY	\$2,602,463,121	\$29,032,974	\$0	\$2,625,000,000	0.87%	1.12%	-0.25%	N/A	N/A	\$392,000
CITY OF NEVADA	\$114,456,084	\$2,447,532	\$0	\$119,200,000	4.14%	2.14%	2.01%	N/A	N/A	\$246,000
TOWN OF NEW HOPE	\$61,926,980	\$399,863	\$0	\$64,250,000	3.75%	0.65%	3.11%	N/A	N/A	\$278,000
CITY OF PARKER	\$1,040,680,787	\$58,794,280	\$0	\$1,100,000,000	5.70%	5.65%	0.05%	N/A	N/A	\$654,000
CITY OF PLANO	\$43,784,958,896	\$751,272,235	\$0	\$45,240,000,000	3.32%	1.72%	1.61%	\$4,239,911,743	\$41,000,088,000	\$375,000

**COLLIN CENTRAL APPRAISAL DISTRICT  
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<b>CITIES &amp; TOWNS</b>										
CITY OF PRINCETON	\$1,105,979,799	\$113,353,706	\$0	\$1,254,000,000	13.38%	10.25%	3.13%	\$83,250,657	\$1,170,749,000	\$216,000
TOWN OF PROSPER	\$3,873,579,929	\$202,201,770	\$0	\$4,107,000,000	6.03%	5.22%	0.81%	\$352,726,680	\$3,754,273,000	\$539,000
CITY OF RICHARDSON	\$7,692,451,870	\$280,138,439	\$0	\$8,200,000,000	6.60%	3.64%	2.96%	N/A	N/A	\$390,000
CITY OF ROYSE CITY	\$205,074,912	\$5,848,587	\$0	\$210,000,000	2.40%	2.85%	-0.45%	\$24,442,293	\$185,558,000	\$236,000
CITY OF SACHSE	\$1,038,907,448	\$4,017,442	\$0	\$1,042,000,000	0.30%	0.39%	-0.09%	\$104,299,889	\$937,700,000	\$327,000
CITY OF ST. PAUL	\$121,929,902	\$1,012,173	\$0	\$125,000,000	2.52%	0.83%	1.69%	N/A	N/A	\$333,000
CITY OF VAN ALSTYNE	\$1,113	\$0	\$0	\$1,133	1.80%	0.00%	1.80%	N/A	N/A	N/A
CITY OF WESTON	\$36,095,665	\$1,544,644	\$0	\$38,000,000	5.28%	4.28%	1.00%	\$5,506,644	\$32,493,000	\$178,000
CITY OF WYLIE	\$4,910,022,545	\$160,727,214	\$0	\$5,127,000,000	4.42%	3.27%	1.15%	\$429,321,689	\$4,697,678,000	\$277,000
<b>COUNTY &amp; COLLEGE</b>										
COLLIN COUNTY	\$149,236,263,043	\$4,949,294,452	\$0	\$156,000,000,000	4.53%	3.32%	1.22%	\$15,568,765,551	\$140,431,234,000	\$373,000
COLLIN CO. COLLEGE	\$152,352,913,312	\$4,965,857,745	\$0	\$158,700,000,000	4.17%	3.26%	0.91%	\$16,219,878,021	\$142,480,122,000	\$373,000
<b>SPECIAL DISTRICTS</b>										
COLLIN COUNTY MUD#1	\$661,585,582	\$59,303,095	\$0	\$714,500,000	8.00%	8.96%	-0.97%	N/A	N/A	\$415,000
COLLIN COUNTY MUD#2	\$2,669,302	\$0	\$0	\$5,000,000	87.31%	0.00%	87.31%	N/A	N/A	N/A
MAGNOLIA POINTE MUD#1	\$21,955,786	\$24,265,660	\$0	\$63,000,000	186.94%	110.52%	76.42%	N/A	N/A	\$196,000
MCKINNEY MUD#1	\$391,314,627	\$63,836,600	\$0	\$462,000,000	18.06%	16.31%	1.75%	N/A	N/A	\$372,000
MCKINNEY MUD#2	\$43,141,361	\$12,597,235	\$0	\$53,350,000	23.66%	29.20%	-5.54%	N/A	N/A	\$305,000
COLLIN COUNTY WCID#3	\$296,220,464	\$37,758,968	\$0	\$342,000,000	15.45%	12.75%	2.71%	N/A	N/A	\$374,000
SEIS LAGOS UTILITY DIST	\$252,173,229	\$9,007,141	\$0	\$259,000,000	2.71%	3.57%	-0.86%	N/A	N/A	\$505,000

# COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

## 2020 PLANNING CALENDAR



<u>May</u>	Mailing of "Notices of Appraised Value" by Chief Appraiser.
<u>April 30</u>	The Chief Appraiser prepares and certifies to the Tax Assessor an estimate of the taxable value.
<u>June</u>	Deadline for submitting Appraisal Records to ARB.
<u>July 20, 2020</u>	Deadline for ARB to approve Appraisal Records.
<u>July 25</u>	Deadline for Chief Appraiser to certify Appraisal Rolls to each Taxing Unit.
<u>July</u>	Certification of anticipated collection rate by Tax Assessor Collector.
<u>July 25 - Aug.</u>	Calculation of No-New-Revenue Tax Rate and Voter-Approval Tax Rate.
<u>July 25 - Aug.</u>	Submission of No-New-Revenue and Voter-Approval Tax Rates to governing body from Tax Office.
<u>07/31/20</u>	72 Hour Notice for Meeting (Open Meetings Notice).
<u>08/04/20</u>	<b>Meeting of Governing Body to Discuss Tax Rates.</b> If proposed tax rate will exceed the No-New Revenue or Voter-Approval Tax Rate (whichever is lower), take record vote and schedule Public Hearing on the Tax Rate. Document record vote for "Notice of Public Hearing" (See "Governing Body Vote" Tab).
<u>08/13/20</u>	<b>Publish the "Notice of Public Hearing"</b> <ul style="list-style-type: none"><li>- Notice must be published in newspaper at least <b>five (5) days</b> before Public Hearing.</li><li>- Notice must be posted on the Central Appraisal District's taxpayer database at least five (5) days before Public Hearing.</li><li>- Notice must be posted prominently on the homepage of the entity's website at least seven (7) days before Public Hearing.</li></ul>
<u>08/13/20</u>	Post " <b>Notice of Tax Rates</b> " prominently on the homepage of the entity's internet website.
<u>08/14/20</u>	72 Hour Notice for Meeting (Open Meetings Notice).
<u>08/18/20</u>	<b>Public Hearing</b> At least five (5) days after publication of "Notice of Public Hearing." Tax rate can be adopted at this meeting. If not adopted at this meeting, announce the date and time of the meeting to vote to be held within <b><u>seven (7) days of Public Hearing.</u></b>
<u>08/21/20</u>	72 Hour Notice for Public Hearing (Open Meetings Notice).
<u>08/25/20</u>	<b>Meeting to Vote on Tax Rate</b> if tax rate is not adopted at the Public Hearing. Meeting to vote can be no later than <b>seven (7) days</b> after Public Hearing on tax rate. If tax rate is not adopted at the Public Hearing, it must be adopted at this meeting.
<u>Noon on September 16</u>	<b>Deadline to submit the Tax Rate Ordinance to the Collin County Tax Office.</b>

A taxing unit with a population of 30,000 or more that adopts a tax rate that exceeds the Voter-Approval Tax Rate must hold an election to vote on the tax rate. The request for election must be submitted to Elections no later than the 78th date before the election date.

Election must occur on the uniform election date in November.

Collin College  
Statement of Net Position  
May 31

	2020	2019
<b>Assets</b>		
Current assets		
Cash and cash equivalents	\$ 587,083,332	\$ 248,257,541
Short term investments	87,009,783	204,966,916
Accounts receivable (net of allowance for bad debt)	8,953,065	9,028,024
Tax receivable (net of allowance for bad debt)	680,915	683,688
Inventories	4,616	5,051
Prepaid expenses	664,609	519,296
<b>Total current assets</b>	<b>684,396,320</b>	<b>463,460,516</b>
Noncurrent assets		
Long term investments	9,050,201	35,000,000
Capital assets, net		
Not subject to depreciation	360,072,354	152,379,467
Subject to depreciation	270,243,411	277,746,874
<b>Total noncurrent assets</b>	<b>639,365,966</b>	<b>465,126,341</b>
<b>Total assets</b>	<b>\$ 1,323,762,286</b>	<b>\$ 928,586,857</b>
<b>Deferred outflows related to pensions</b>	<b>\$ 17,383,822</b>	<b>\$ 7,977,836</b>
<b>Deferred outflows related to OPEB</b>	<b>\$ 44,757,743</b>	<b>\$ 977,187</b>
<b>Liabilities</b>		
Current liabilities		
Accounts payable	\$ 16,292,355	\$ 5,448,094
Accrued liabilities	4,025,291	2,985,830
Funds held for others	469,070	477,351
Unearned revenue	16,363,073	14,828,824
Accrued compensable absences payable	127,152	119,639
Bonds payable - current portion	12,435,000	6,970,000
OPEB liability - current portion	963,647	158,917
<b>Total current liabilities</b>	<b>50,675,587</b>	<b>30,988,655</b>
Noncurrent liabilities		
Accrued compensable absences payable	1,157,375	1,096,283
Pension liability	35,204,032	19,684,288
OPEB liability	64,546,843	31,160,303
Bonds payable	596,137,709	257,418,553
<b>Total noncurrent liabilities</b>	<b>697,045,960</b>	<b>309,359,427</b>
<b>Total liabilities</b>	<b>\$ 747,721,547</b>	<b>\$ 340,348,083</b>
<b>Deferred inflows related to pensions</b>	<b>\$ 3,335,757</b>	<b>\$ 7,845,059</b>
<b>Deferred inflows related to OPEB</b>	<b>\$ 25,356,761</b>	<b>\$ 6,924,831</b>
<b>Net position</b>		
Net investment in capital assets	\$ 392,272,552	\$ 353,374,826
Restricted for:		
Expendable		
Student aid/non-governmental grants and contracts	1,276,260	1,485,356
Reserve debt service	16,089,130	11,715,766
Unrestricted	199,851,844	215,847,960
<b>Total net position</b>	<b>\$ 609,489,786</b>	<b>\$ 582,423,907</b>

Collin County Community College District  
All Funds  
Revenues and Expenses  
For the Period Ending  
May 31

	2020 (75% Elapsed)			2019 (75% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
<b>Revenues</b>						
<b>Unrestricted</b>						
State Appropriations-General Revenue	\$ 39,834,020	\$ 28,489,469	71.5 %	\$ 35,500,001	\$ 25,390,646	71.5 %
Tuition and Fees	48,788,991	41,200,857	84.4 %	46,479,146	39,678,562	85.4 %
Scholarship allowances	(7,700,000)	(5,775,000)	75.0 %	(5,500,000)	(4,125,000)	75.0 %
Taxes for Current Operations	118,601,066	116,758,748	98.4 %	109,470,284	107,821,288	98.5 %
Investment Income-Unrestricted Fund	4,070,000	2,645,475	65.0 %	2,585,000	3,933,692	152.2 %
Investment Income-Stabilization Fund	1,200,000	565,000	47.1 %	950,000	510,541	53.7 %
Investment Income-Building Fund	2,300,000	1,114,776	48.5 %	1,500,000	2,204,714	147.0 %
Miscellaneous - Unrestricted Fund	2,214,142	1,051,543	47.5 %	1,847,864	2,098,596	113.6 %
Auxiliary Fund	2,963,877	2,034,865	68.7 %	1,952,480	1,888,462	96.7 %
<b>Total Unrestricted</b>	<b>212,272,096</b>	<b>188,085,733</b>	<b>88.6 %</b>	<b>194,784,775</b>	<b>179,401,500</b>	<b>92.1 %</b>
<b>Restricted</b>						
Grants and Contracts	46,328,352	32,153,259	69.4 %	33,896,178	25,690,704	75.8 %
State Allocation-On-Behalf Benefits	8,641,239	6,617,994	76.6 %	7,834,106	5,997,782	76.6 %
Debt Service- General Obligation Bonds	4,896,142	3,470,216	70.9 %	7,038,351	7,114,123	101.1 %
<b>Total Restricted</b>	<b>59,865,733</b>	<b>42,241,469</b>	<b>70.6 %</b>	<b>48,768,635</b>	<b>38,802,608</b>	<b>79.6 %</b>
<b>Transfers</b>						
Transfer in - Unrestricted to Stabilization and Startup Fd	30,300,000	22,725,000	75.0 %	30,429,899	22,725,000	74.7 %
Transfer in - Unrestricted (SAFAC) to Athletics	220,000	176,715	80.3 %	220,000	151,621	68.9 %
Transfer in - Unrestricted to Grant Fund - Matching	158,971	115,184	72.5 %	119,882	70,381	58.7 %
Transfer in - Unrestricted to Debt Service Fund	15,803,626	11,832,050	74.9 %	10,477,050	7,852,713	75.0 %
Transfer in - Stabilization and Startup to Debt Srvc Fd	1,600,523	1,200,392	75.0 %	5,871,365	4,403,524	75.0 %
Transfer in - Bdg Fd to 2020 Limited Tax Series Bonds	115,629,081	73,204,239	63.3 %	-	-	-
<b>Total Transfers</b>	<b>163,712,201</b>	<b>109,253,580</b>	<b>66.7 %</b>	<b>47,118,196</b>	<b>35,203,239</b>	<b>74.7 %</b>
<b>Total Revenues and Transfers</b>	<b>\$ 435,850,030</b>	<b>\$ 339,580,782</b>	<b>77.9 %</b>	<b>\$ 290,671,606</b>	<b>\$ 253,407,347</b>	<b>87.2 %</b>
<b>Expenses</b>						
<b>Unrestricted</b>						
Instruction	\$ 84,994,312	\$ 60,372,789	71.0 %	\$ 77,059,542	\$ 56,853,108	73.8 %
Public Service	56,375	28,210	50.0 %	53,360	35,913	67.3 %
Academic Support	23,512,073	12,542,128	53.3 %	15,501,967	10,337,525	66.7 %
Student Services	19,356,662	11,754,271	60.7 %	17,479,642	10,822,851	61.9 %
Institutional Support	51,945,621	29,782,515	57.3 %	54,110,811	24,147,930	44.6 %
Operation and Maintenance of Plant	18,813,205	10,519,527	55.9 %	16,931,815	9,906,452	58.5 %
Scholarship allowances	(7,700,000)	(5,775,000)	75.0 %	(5,500,000)	(4,125,000)	75.0 %
Auxiliary Enterprises	3,938,740	2,611,987	66.3 %	2,602,578	1,933,794	74.3 %
Reserve for Supplemental Requests - Unrestricted Fd	312,500	-	0.0 %	83,000	-	0.0 %
Reserve for Supplemental Requests - Aux Fd	61,664	-	0.0 %	-	-	-
Building Fund	5,306,483	3,189,192	60.1 %	7,584,713	-	0.0 %
<b>Total Unrestricted Expenses</b>	<b>200,597,635</b>	<b>125,025,620</b>	<b>62.3 %</b>	<b>185,907,428</b>	<b>109,912,574</b>	<b>59.1 %</b>
<b>Restricted</b>						
Grants and Contracts-Scholarships	49,501,059	32,658,043	66.0 %	36,056,491	25,526,431	70.8 %
Debt Service - General Obligation	23,522,732	8,609,876	36.6 %	20,519,336	7,722,280	37.6 %
State Allocation-On-Behalf Benefits	8,641,239	6,617,994	76.6 %	7,834,106	5,997,782	76.6 %
Limited Tax Series Bonds	235,569,298	132,595,660	56.3 %	145,462,594	92,086,149	63.3 %
<b>Total Restricted Expenses</b>	<b>317,234,328</b>	<b>180,481,573</b>	<b>56.9 %</b>	<b>209,872,527</b>	<b>131,332,643</b>	<b>62.6 %</b>
<b>Transfers</b>						
Transfer out - Unrestricted to Stabilization and Startup Fd	30,300,000	22,725,000	75.0 %	30,429,899	22,725,000	74.7 %
Transfer out - Unrestricted (SAFAC) to Athletics	220,000	176,715	80.3 %	220,000	151,621	68.9 %
Transfer out - Unrestricted to Grant Fund - Matching	158,971	115,184	72.5 %	119,882	70,381	58.7 %
Transfer out - Unrestricted to Debt Service Fund	15,803,626	11,832,050	74.9 %	10,477,050	7,852,713	75.0 %
Transfer out - Stabilization and Startup to Debt Service Fd	1,600,523	1,200,392	75.0 %	5,871,365	4,403,524	75.0 %
Transfer out - Bdg Fd to 2020 Limited Tax Series Bonds	115,629,081	73,204,239	63.3 %	-	-	-
<b>Total Transfers</b>	<b>163,712,201</b>	<b>109,253,580</b>	<b>66.7 %</b>	<b>47,118,196</b>	<b>35,203,239</b>	<b>74.7 %</b>
<b>Other Adjustments</b>						
Depreciation	12,354,681	9,229,903	74.7 %	9,456,453	7,064,860	74.7 %
Bond Principal-General Obligation Bonds	(10,520,000)	-	0.0 %	(6,970,000)	-	0.0 %
Capitalized Expenses-Operating/Aux/Restricted	(10,138,314)	(3,317,984)	32.7 %	(3,598,114)	(1,919,539)	53.3 %
Capitalized Expenses-Building Fund	(3,500,000)	(3,189,192)	91.1 %	(7,329,939)	-	0.0 %
Capitalized Expenses-Limited Tax Bond Series	(235,538,926)	(130,501,282)	55.4 %	(145,400,976)	(91,827,975)	63.2 %
<b>Total Other Expenses</b>	<b>(247,342,559)</b>	<b>(127,778,556)</b>	<b>51.7 %</b>	<b>(153,842,576)</b>	<b>(86,682,655)</b>	<b>56.3 %</b>
<b>Total Expenses, Transfers and Adjustments</b>	<b>434,201,605</b>	<b>286,982,217</b>	<b>66.1 %</b>	<b>289,055,575</b>	<b>189,765,800</b>	<b>65.7 %</b>
<b>Excess (Deficit) of Revenues Over Expenses</b>	<b>1,648,425</b>	<b>52,598,565</b>	<b>3190.8 %</b>	<b>1,616,031</b>	<b>63,641,547</b>	<b>3938.1 %</b>
<b>Total Expenses and Change to Net Position</b>	<b>\$ 435,850,030</b>	<b>\$ 339,580,782</b>	<b>77.9 %</b>	<b>\$ 290,671,606</b>	<b>\$ 253,407,347</b>	<b>87.2 %</b>

Collin County Community College District  
 Current Unrestricted Funds  
 Revenues and Expenses  
 For the Period Ending  
 May 31

	2020 (75% Elapsed)			2019 (75% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
<b>Revenues and Transfers In</b>						
State Appropriations	\$ 39,834,020	\$ 28,489,469	71.5 %	\$ 35,500,001	\$ 25,390,646	71.5 %
Tuition and Fees (net of discounts)	48,788,991	41,200,857	84.4 %	46,479,146	39,678,562	85.4 %
Scholarship Allowances	(7,700,000)	(5,775,000)	75.0 %	(5,500,000)	(4,125,000)	75.0 %
Taxes for Current Operations	118,601,066	116,758,748	98.4 %	109,470,284	107,821,288	98.5 %
Investment Income	4,070,000	2,645,475	65.0 %	2,585,000	3,933,692	152.2 %
Miscellaneous	2,214,142	1,051,543	47.5 %	1,847,864	2,098,596	113.6 %
<b>Total Revenues</b>	<u>\$ 205,808,219</u>	<u>\$ 184,371,092</u>	89.6 %	<u>\$ 190,382,295</u>	<u>\$ 174,797,784</u>	91.8 %
<b>Expenses</b>						
Instruction	\$ 83,717,779	\$ 59,733,027	71.4 %	\$ 77,059,542	\$ 56,853,108	73.8 %
Public Service	56,375	28,210	50.0 %	53,360	35,913	67.3 %
Academic Support	16,645,084	10,856,762	65.2 %	15,051,640	10,048,954	66.8 %
Student Services	18,789,565	11,550,912	61.5 %	17,479,642	10,822,851	61.9 %
Institutional Support	50,282,925	29,271,931	58.2 %	54,075,784	24,128,885	44.6 %
Plant Operations & Maintenance	17,957,388	10,351,060	57.6 %	16,931,815	9,906,452	58.5 %
Scholarship Allowances	(7,700,000)	(5,775,000)	75.0 %	(5,500,000)	(4,125,000)	75.0 %
<b>Total Unrestricted Expenses</b>	<u>179,749,116</u>	<u>116,016,903</u>	64.5 %	<u>175,151,783</u>	<u>107,671,164</u>	61.5 %
<b>Transfers</b>						
Non-Mandatory:						
Unrestricted to Stabilization and Startup	30,300,000	22,725,000	75.0 %	30,429,899	22,725,000	74.7 %
Unrestricted (SAFAC) to Athletics	220,000	176,715	80.3 %	220,000	151,621	68.9 %
Mandatory:						
Unrestricted to Grant Fund (Matching)	158,971	115,184	72.5 %	119,882	70,381	58.7 %
Unrestricted to Debt Service	15,803,626	11,832,050	74.9 %	10,477,050	7,852,713	75.0 %
<b>Total Transfers</b>	<u>46,482,597</u>	<u>34,848,948</u>	75.0 %	<u>41,246,831</u>	<u>30,799,715</u>	74.7 %
<b>Reserves</b>						
Reserves for Supplemental	312,500	-	0.0 %	83,000	-	0.0 %
<b>Total Reserves</b>	<u>312,500</u>	<u>-</u>	0.0 %	<u>83,000</u>	<u>-</u>	0.0 %
<b>Other Expenses and adjustments</b>						
Depreciation	12,354,681	9,229,903	74.7 %	9,456,453	7,064,860	74.7 %
Capitalized Expenses	(9,587,694)	(3,118,285)	32.5 %	(2,953,695)	(1,727,214)	58.5 %
<b>Total Other Expenses</b>	<u>2,766,987</u>	<u>6,111,619</u>	220.9 %	<u>6,502,758</u>	<u>5,337,645</u>	82.1 %
<b>Total Expenses, Transfers, and Reserves</b>	<u>229,311,200</u>	<u>156,977,470</u>	68.5 %	<u>222,984,372</u>	<u>143,808,525</u>	64.5 %
<b>Excess (Deficit) of Revenues Over Expenses</b>	<u>(23,502,981)</u>	<u>27,393,622</u>	(116.6)%	<u>(32,602,077)</u>	<u>30,989,260</u>	(95.1)%
<b>Total Expenses and Change to Net Position</b>	<u>\$ 205,808,219</u>	<u>\$ 184,371,092</u>	89.6 %	<u>\$ 190,382,295</u>	<u>\$ 174,797,784</u>	91.8 %

Collin County Community College District  
 Stabilization and Startup Fund  
 Revenues and Expenses  
 For the Period Ending  
 May 31

	2020 (75% Elapsed)			2019 (75% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
<b>Revenues and Transfers</b>						
Investment Income	\$ 1,200,000	\$ 565,000	47.1 %	\$ 950,000	\$ 510,541	53.7 %
Transfer In - from Unrestricted	30,300,000	22,725,000	75.0 %	30,429,899	22,725,000	74.7 %
<b>Total Revenues and Transfers</b>	<u>\$ 31,500,000</u>	<u>\$ 23,290,000</u>	73.9 %	<u>\$ 31,379,899</u>	<u>\$ 23,235,541</u>	74.0 %
<b>Expenses and Transfers</b>						
Instruction	\$ 1,276,533	\$ 639,762	50.1 %	\$ -	\$ -	-
Academic Support	6,866,989	1,685,366	24.5 %	450,327	288,571	64.1 %
Student Services	567,097	203,359	35.9 %	-	-	-
Institutional Support	1,662,696	510,584	30.7 %	35,027	19,045	54.4 %
Plant Operations & Maintenance	855,817	168,467	19.7 %	-	-	-
Transfer out - to Debt Service	1,600,523	1,200,392	75.0 %	5,871,365	4,403,524	75.0 %
<b>Total Expenses and Transfers</b>	<u>12,829,655</u>	<u>4,407,930</u>	34.4 %	<u>6,356,719</u>	<u>4,711,139</u>	74.1 %
<b>Excess (Deficit)Revenues over Expenses</b>	<u>18,670,345</u>	<u>18,882,070</u>	101.1 %	<u>25,023,180</u>	<u>18,524,401</u>	74.0 %
<b>Total Expenses and Change to Net Position</b>	<u>\$ 31,500,000</u>	<u>\$ 23,290,000</u>	73.9 %	<u>\$ 31,379,899</u>	<u>\$ 23,235,541</u>	74.0 %

Collin County Community College District  
 Auxiliary Funds  
 Revenues and Expenses  
 For the Period Ending  
 May 31

	2020 (75% Elapsed)			2019 (75% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
<b>Revenues</b>						
Bookstore	\$ 925,000	\$ 725,361	78.4 %	\$ 840,000	\$ 757,191	90.1 %
Food Services/Vending	627,000	566,695	90.4 %	646,600	602,030	93.1 %
Catering Services	310,000	233,679	75.4 %	50,000	209,104	418.2 %
Facilities Rental	186,000	91,336	49.1 %	180,000	130,684	72.6 %
Print Shop	124,500	80,508	64.7 %	119,900	96,048	80.1 %
Miscellaneous	10,000	7,125	71.3 %	6,000	7,193	119.9 %
Athletics	4,000	2,693	67.3 %	4,500	2,245	49.9 %
Student Housing	665,422	243,502	36.6 %	-	-	-
Cell Tower	111,955	83,967	75.0 %	105,480	83,967	79.6 %
<b>Total</b>	<b>2,963,877</b>	<b>2,034,865</b>	<b>68.7 %</b>	<b>1,952,480</b>	<b>1,888,462</b>	<b>96.7 %</b>
<b>Transfers</b>						
Transfer in - Unrestricted (SAFAC) to Athletics	220,000	176,715	80.3 %	220,000	151,621	68.9 %
<b>Total Revenues and Transfers</b>	<b>\$ 3,183,877</b>	<b>\$ 2,211,581</b>	<b>69.5 %</b>	<b>\$ 2,172,480</b>	<b>\$ 2,040,083</b>	<b>93.9 %</b>
<b>Expenses</b>						
Auxiliary Services Administration	\$ 372,550	\$ 152,224	40.9 %	\$ 191,485	\$ 137,103	71.6 %
Food Services/Vending	1,026,861	795,720	77.5 %	1,021,962	819,952	80.2 %
Catering Services	252,618	231,318	91.6 %	259,976	115,817	44.5 %
Facilities Rental	160,703	114,127	71.0 %	211,040	58,842	27.9 %
Print Shop	131,782	73,398	55.7 %	147,235	87,042	59.1 %
Athletics	802,512	625,876	78.0 %	802,512	593,370	73.9 %
Student Housing	1,015,114	507,480	50.0 %	63,283	20,195	31.9 %
Scholarships	149,600	88,480	59.1 %	149,600	78,728	52.6 %
Refund Petition	27,000	23,365	86.5 %	25,000	22,746	91.0 %
Reserve for Supplemental - Auxiliary Fund	61,664	-	0.0 %	-	-	-
<b>Total Expenses</b>	<b>4,000,404</b>	<b>2,611,987</b>	<b>65.3 %</b>	<b>2,872,093</b>	<b>1,933,794</b>	<b>67.3 %</b>
<b>Other Adjustments</b>						
Capitalized expenses	(28,100)	-	0.0 %	(49,733)	-	0.0 %
<b>Total Expenses and Adjustments</b>	<b>3,972,304</b>	<b>2,611,987</b>	<b>65.8 %</b>	<b>2,822,360</b>	<b>1,933,794</b>	<b>68.5 %</b>
<b>Excess (Deficit) of Revenues Over Expenses</b>	<b>(788,427)</b>	<b>(400,406)</b>	<b>50.8 %</b>	<b>(649,880)</b>	<b>106,289</b>	<b>(16.4)%</b>
<b>Total Expenses and Change in Net Position</b>	<b>\$ 3,183,877</b>	<b>\$ 2,211,581</b>	<b>69.5 %</b>	<b>\$ 2,172,480</b>	<b>\$ 2,040,083</b>	<b>93.9 %</b>

Collin County Community College District  
 Building Fund  
 Revenues and Expenses  
 For the Period Ending  
 May 31

	2020 (75% Elapsed)			2019 (75% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
<b>Revenues and Transfers</b>						
Investment Income	\$ 2,300,000	\$ 1,114,776	48.5 %	\$ 1,500,000	\$ 1,954,674	130.3 %
Transfer in - Limited Tax Series Bonds	117,435,564	-	0.0 %	60,000,000	-	0.0 %
<b>Total Revenues and Transfers</b>	<u>\$ 119,735,564</u>	<u>\$ 1,114,776</u>	0.9 %	<u>\$ 61,500,000</u>	<u>\$ 2,204,714</u>	3.6 %
<b>Expenses and Transfers</b>						
Student Housing Expenses	\$ 5,306,483	\$ 3,189,192	60.1 %	\$ -	\$ -	-
Transfer out - Limited Tax Series Bonds	117,435,564	73,204,239	62.3 %	-	-	-
<b>Total Expenses and Transfers</b>	<u>122,742,047</u>	<u>76,393,432</u>	62.2 %	<u>-</u>	<u>-</u>	-
<b>Other Adjustments</b>						
Student Housing Expenses to be capitalized	(5,306,483)	(3,189,192)	60.1 %	-	-	-
<b>Total Expenses, Transfers and Adjustments</b>	<u>117,435,564</u>	<u>73,204,239</u>	62.3 %	<u>-</u>	<u>-</u>	-
<b>Excess (Deficit) Revenues over Expenses</b>	<u>2,300,000</u>	<u>(72,089,464)</u>	(3134.3)%	<u>61,500,000</u>	<u>2,204,714</u>	3.6 %
<b>Total Expenses and Change to Net Position</b>	<u>\$ 119,735,564</u>	<u>\$ 1,114,776</u>	0.9 %	<u>\$ 61,500,000</u>	<u>\$ 2,204,714</u>	3.6 %

Collin County Community College District  
 Restricted Fund  
 Revenues and Expenses  
 For the Period Ending  
 May 31

	2020 (75% Elapsed)			2019 (75% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
<b>Revenues</b>						
Federal	\$ 39,954,823	\$ 28,626,219	71.6 %	\$ 28,052,499	\$ 22,285,353	79.4 %
State	12,534,416	8,171,022	65.2 %	11,427,327	7,503,132	65.7 %
Local/Private	2,480,352	1,974,012	79.6 %	2,424,881	1,900,000	78.4 %
<b>Total Restricted Revenues</b>	<u>54,969,591</u>	<u>38,771,253</u>	70.5 %	<u>41,904,707</u>	<u>31,688,486</u>	75.6 %
<b>Matching</b>	158,971	115,184	72.5 %	119,882	70,381	58.7 %
<b>Total Revenues and Matching</b>	<u>\$ 55,128,562</u>	<u>\$ 38,886,437</u>	70.5 %	<u>\$ 42,024,589</u>	<u>\$ 31,758,867</u>	75.6 %
<b>Expenses</b>						
Instruction	\$ 5,734,723	\$ 3,605,086	62.9 %	\$ 5,069,020	\$ 3,316,225	65.4 %
Public Service	795,824	411,163	51.7 %	586,870	255,332	43.5 %
Academic Support	4,761,681	1,379,849	29.0 %	2,956,453	1,439,735	48.7 %
Student Services	2,580,591	1,534,286	59.5 %	1,028,828	1,296,324	126.0 %
Institutional Support	1,746,205	1,908,186	109.3 %	9,418	1,752,663	18609.7 %
Scholarships and Fellowships	32,467,630	30,437,467	93.7 %	27,137,693	23,463,934	86.5 %
<b>Total Restricted Expenses</b>	<u>48,086,654</u>	<u>39,276,037</u>	81.7 %	<u>36,788,282</u>	<u>31,524,213</u>	85.7 %
<b>Other Expenses and Adjustments</b>						
Capitalized expenses	(522,520)	(199,699)	38.2 %	(594,686)	(192,325)	32.3 %
<b>Excess Revenue (Deficit) over Expenses</b>	<u>7,564,428</u>	<u>(189,901)</u>	(2.5)%	<u>5,830,993</u>	<u>426,979</u>	7.3 %
<b>Total Expenses and Change to Net Position</b>	<u>\$ 55,651,082</u>	<u>\$ 39,086,136</u>	70.2 %	<u>\$ 42,619,275</u>	<u>\$ 31,951,192</u>	75.0 %

Collin County Community College District  
Debt Service  
Revenues and Expenses  
For the Period Ending  
May 31

	2020 (75% Elapsed)			2019 (75% Elapsed)		
	FY 2020 Budget	YTD Actuals	Percent Budget	FY 2019 Budget	YTD Actuals	Percent Budget
<b>Revenues</b>						
Ad Valorem Taxes	\$ 3,196,142	\$ 3,132,514	98.0 %	\$ 4,238,351	\$ 4,180,595	98.6 %
Investment Income	1,700,000	337,702	19.9 %	2,800,000	2,933,527	104.8 %
Transfer In - Unrestricted to DS* Fund	15,803,626	11,832,050	74.9 %	10,477,050	7,852,713	75.0 %
Transfer In - Stabilization & Start Up to DS*	1,600,523	1,200,392	75.0 %	5,871,365	4,403,524	75.0 %
<b>Total Revenue</b>	<u>22,300,291</u>	<u>16,502,658</u>	74.0 %	<u>23,386,766</u>	<u>19,370,359</u>	82.8 %
<b>Expenses</b>						
Bond Principal-Series 2010	\$ 2,635,000	\$ -	0.0 %	\$ 2,530,000	\$ -	0.0 %
Bond Interest-Series 2010	441,675	331,256	75.0 %	542,875	407,156	75.0 %
Bond Principal-Series 2018	7,885,000	-	0.0 %	4,440,000	-	0.0 %
Bond Interest-Series 2018	9,561,057	8,278,620	86.6 %	13,006,461	7,315,124	56.2 %
<b>Total Expenses</b>	<u>20,522,732</u>	<u>8,609,876</u>	42.0 %	<u>20,519,336</u>	<u>7,722,280</u>	37.6 %
Add back: Principal payment	(10,520,000)	-	0.0 %	(6,970,000)	-	0.0 %
<b>Excess (Deficit)Revenues over Expenses</b>	<u>12,297,559</u>	<u>7,892,782</u>	64.2 %	<u>9,837,430</u>	<u>11,648,079</u>	118.4 %
<b>Total Expenses and Change to Net Position</b>	<u>\$ 22,300,291</u>	<u>\$ 16,502,658</u>	74.0 %	<u>\$ 23,386,766</u>	<u>\$ 19,370,359</u>	82.8 %

\*DS=Debt Service



# Monthly Investment Report

May 31, 2020

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

# Re-Opening Brings New Concerns

The gates of the global shutdown – both socially and economically – are slowly opening and with that opening comes optimism that the worst is past, but also concerns for a resurgence of the virus and of what we will see economically when the gates open.

The first and second quarters of 2020 are proving to be one of the worst ever for global growth. GDP indexes have fallen off a cliff with the US plummeting 5%. The US, however, still looks stronger than other major economies like France's GDP at -5.8%.

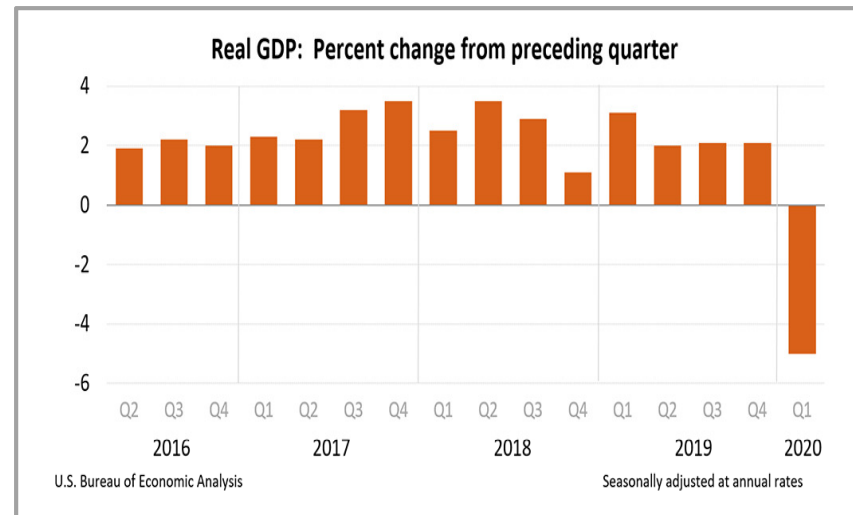
Every indicator has been not so slowly trending down, although manufacturing has started showing some life in May as businesses tentatively open. Also, new home sales have been rising unexpectedly as people are lured by the very low mortgage rates. Still, personal income is down and personal saving is difficult when many folks need their savings to pay ongoing bills. Without consumer spending (retail down 8.7%), small businesses continue to be decimated and business investment remains stagnant. With over 40.8 million people unemployed, it is difficult to get the engines running again. The only remedy is to get the economies open.

Re-opening efforts, though at a lower level and with severe restrictions, are occurring globally. China and Europe are opening despite some resurgence of the virus. The results, with altered behaviors and crippling finances, remain to be seen.

What is not in question is the result of the much needed stimuli. The massive monetary and fiscal stimuli to key sectors were necessary and probably will continue in various forms, but the debt incurred with them could be a barrier to growth going forward – not to mention the moral hazard of *free* money.

The EU and Japan have both initiated new sovereign bond programs to pay for future stimulus programs. EU's better-late-than-never bond program of €750 billion will be in the form of loans and grants. It is planned, but not approved by the members, which may show some further cracks in the EU structure. Another status quo altered.

Every change brings uncertainty and that contributes to more market volatility. The *fear factor* index appears to be moderating.



The VIX index measures volatility borne of uncertainty!

# Monetary and Fiscal Efforts

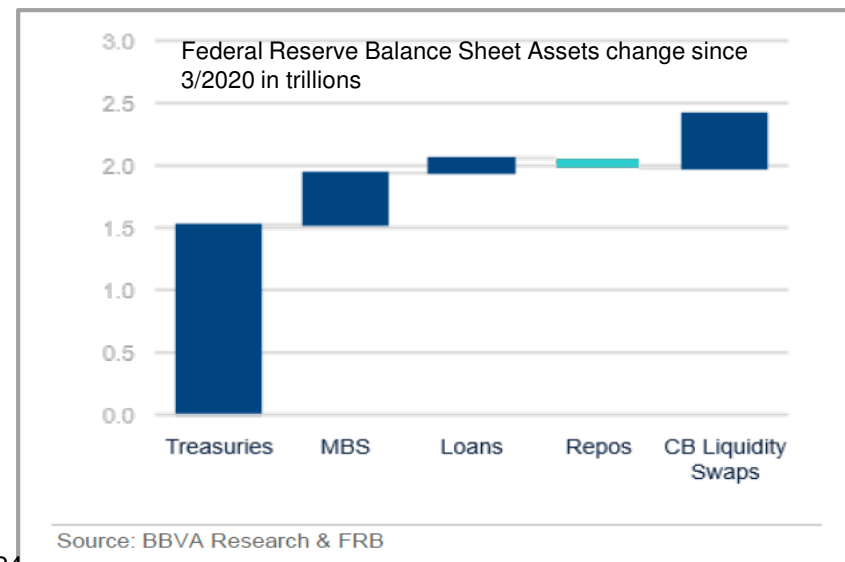
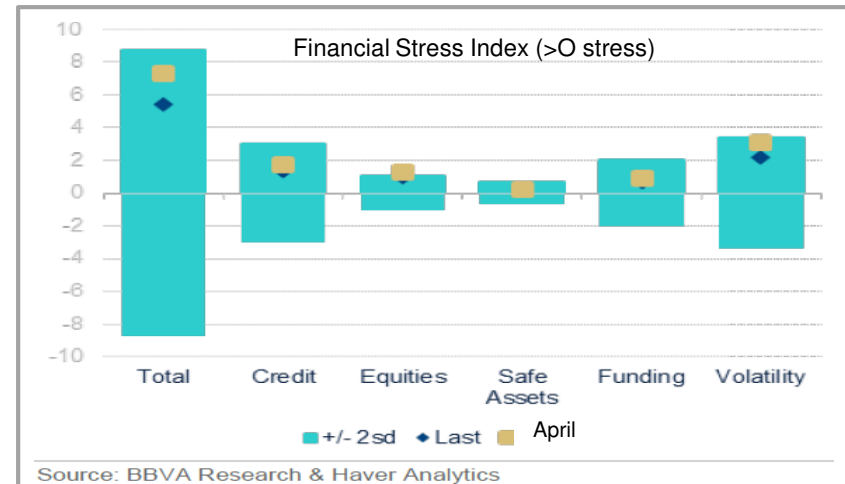
The stimulus programs' effectiveness can only be judged over time. But the efforts have been monumental. The Congressional CARES Act and PPP programs have been primary supports for workers and business. Liquidity facilities for companies and local governments are helping a recovery for a post-Covid world. The pace however remains highly uncertain. Massive increases in the Fed's balance sheet, fiscal deficits and public debt reduce policy flexibility for the next downturn. A government acting as borrower, lender, payer and insurer is costly and inefficient. The efficiency will determine whether we see a V, U or L recovery as well as paint the future. Governments cannot use the pandemic as an excuse for ongoing inefficient policies or protectionism (which has been growing around the world).

- The Federal Reserve has been a primary economic and psychological support and the Chairman's recent comments indicate they are not done. The Chair, known for his candor, has said *"it may not be the final chapter given that the path ahead is both highly uncertain and subject to significant downside risk."* The Fed has implemented multiple programs and continues to improvise.

- The Treasury is to borrow \$3T in the 2Q to support the rescue on top of the \$477B in the 1Q and an anticipated \$677B in the 2Q.

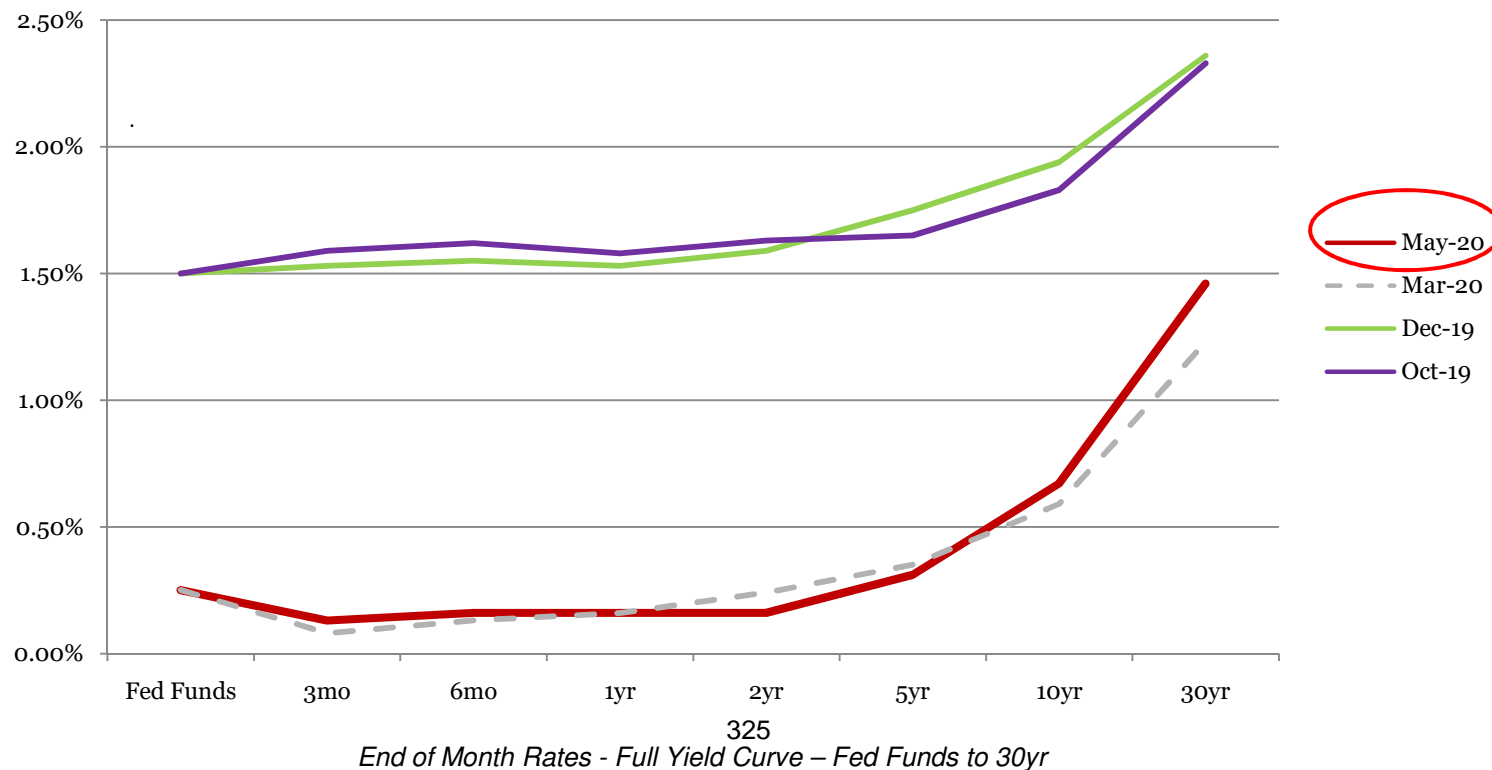
- Expanded overnight and term repo to provide market liquidity.
- Lowered the discount window rate for banks borrowing.
- Reduces the cost of swap lines to major banks to support liquidity.
- Created a CP funding facility for corporations and governments.
- Created a main street lending – municipal facility program.

But the balance sheet has exploded as a result. Monetarily, the Fed could set rates below zero. Many economists believe this could happen although the Chair has clearly indicated otherwise. It is unlikely because of the distortions effected in other countries like EU and Japan. The programs there have not been seen as successful. The Fed Funds rate will likely remain at its current level until the pandemic is behind us. The market may, however, continue its nascent optimism and move to a greater *risk-on* stance raising short-end rates slightly. One can only watch, see and hope.



# A Tale of Two Curves

- Fed actions and market fears around the world have caused Treasury and agency rates to remain at the levels seen for the last two months.
- Fear increases the demand for safe havens and the safest are the U.S. Treasury and the USD dollar. The purchasing of short-term securities to wait out the virus has driven prices up and rates down. Without any change in outlook this will not change.
- The market remains slightly optimistic as seen in the longer end of the curve (higher rates), but the curve is very flat out to the two year.
- Expect rates to stay low for at least the next several months as the globe fights – and destroys – this virus. Since it may last a long while, the value beyond the two year is worthwhile considering.



*Collin County Community College District*  
 Monthly Investment Report  
 May 1, 2020 – May 31, 2020

**Portfolio Summary Management Report**

<b><u>Portfolio as of 04/30/20:</u></b>		<b><u>Portfolio as of 05/31/20:</u></b>	
Beginning Book Value	\$ 705,367,457	Ending Book Value	\$ 694,652,746
Beginning Market Value	\$ 705,316,125	Ending Market Value	\$ 694,684,732
		Unrealized Gain/Loss	\$ 31,986
WAM at Beginning Period Date <sup>1</sup>	21 days	WAM at Ending Period Date <sup>1</sup>	42 days
<i>(Decrease in market value is due to seasonal cash outflows)</i>		Change in Market Value <sup>2</sup>	\$ (10,631,393)
<b>Average Yield to Maturity for period</b>		<b>0.403%</b>	
<b>Average Yield 3 Month Treasury Bill for period</b>		<b>0.130%</b>	

*Julie Bradley*

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Julie Bradley, Associate V.P. - Controller  
 Collin County Community College District

*Barbara Johnston*

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Barbara Johnston, Associate V.P.  
 Collin County Community College District

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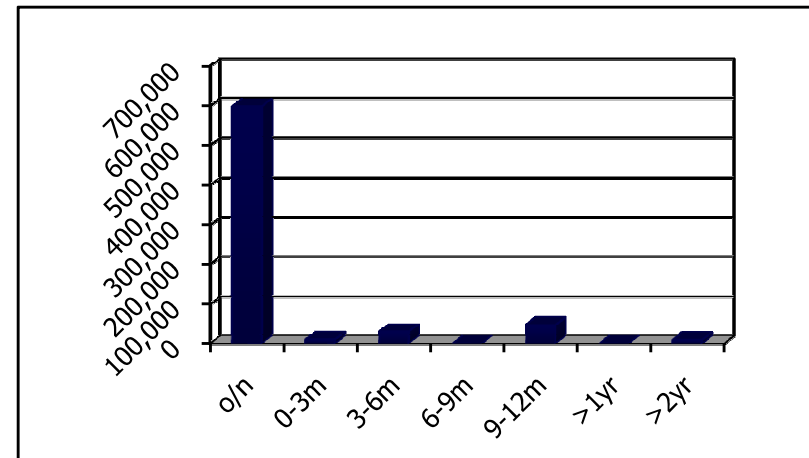
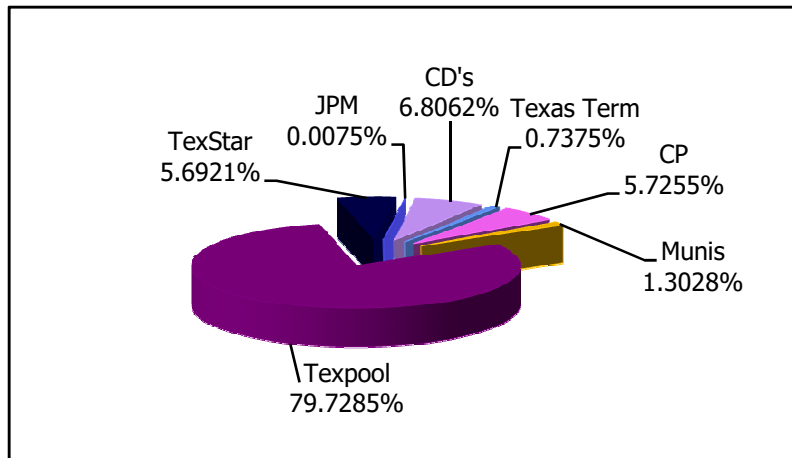
<sup>1</sup> WAM – weighted average maturity

<sup>2</sup> “Change in Market Value” is required data, but will primarily reflect the receipt and expenditure of the District’s funds from month to month. *Patterson & Associates* has assisted in the preparation of this consolidated investment report, with additional input provided by CCCCDC.

# Your Portfolio

As of May 31, 2020

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity in your portfolio. They do reflect our expectation of continuing low rates but also our attempts to use all authorized maturities to capture yields available. As Fed actions are introduced some normalcy will return as different market sectors respond. This is what we are watching for and acting on.
- The non-cash portion of your portfolio is yielding 1.24%.





**Collin Co Comm College Dist.  
Portfolio Management  
Portfolio Summary  
May 31, 2020**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746

<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM 365 Equiv.</b>
Commercial Paper Disc. -Amortizing	40,000,000.00	39,772,291.67	39,772,291.67	5.73	170	104	1.932
Municipal Bonds	8,865,000.00	9,082,186.50	9,050,200.68	1.30	900	858	1.474
TexStar	39,540,446.61	39,540,446.61	39,540,446.61	5.69	1	1	0.244
Texpool	553,834,987.86	553,834,987.86	553,834,987.86	79.73	1	1	0.269
JPMorgan Chase	52,215.07	52,215.07	52,215.07	0.01	1	1	0.000
CD's - Interest Monthly/Quarterly	47,279,113.04	47,279,113.04	47,279,113.04	6.81	365	353	0.620
Texas Term	5,123,491.31	5,123,491.31	5,123,491.31	0.74	1	1	0.410
<b>Investments</b>	<b>694,695,253.89</b>	<b>694,684,732.06</b>	<b>694,652,746.24</b>	<b>100.00%</b>	<b>47</b>	<b>42</b>	<b>0.403</b>

<b>Cash and Accrued Interest</b>						
Accrued Interest at Purchase		45,061.79	45,061.79			
Subtotal		45,061.79	45,061.79			
<b>Total Cash and Investments</b>	<b>694,695,253.89</b>	<b>694,729,793.85</b>	<b>694,697,808.03</b>		<b>47</b>	<b>42</b>

<b>Total Earnings</b>	<b>May 31 Month Ending</b>	<b>Fiscal Year To Date</b>
Current Year	284,797.25	4,756,945.13

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**Collin Co Comm College Dist.  
Summary by Type  
May 31, 2020  
Grouped by Fund**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Building</b>						
Texpool	1	90,554,819.80	90,554,819.80	13.04	0.269	1
TexStar	1	28,233,159.63	28,233,159.63	4.06	0.244	1
<b>Subtotal</b>	<b>2</b>	<b>118,787,979.43</b>	<b>118,787,979.43</b>	<b>17.10</b>	<b>0.263</b>	<b>1</b>
<b>Fund: 2018 Bond Series</b>						
Texpool	1	0.00	0.00	0.00	0.000	0
<b>Subtotal</b>	<b>1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.000</b>	<b>0</b>
<b>Fund: 2020 Bond Series</b>						
Texpool	1	253,284,843.65	253,284,843.65	36.46	0.268	1
<b>Subtotal</b>	<b>1</b>	<b>253,284,843.65</b>	<b>253,284,843.65</b>	<b>36.46</b>	<b>0.268</b>	<b>1</b>
<b>Fund: Debt Service</b>						
Texas Term	1	20.50	20.50	0.00	0.410	1
Texpool	1	18,342,842.24	18,342,842.24	2.64	0.268	1
<b>Subtotal</b>	<b>2</b>	<b>18,342,862.74</b>	<b>18,342,862.74</b>	<b>2.64</b>	<b>0.269</b>	<b>1</b>
<b>Fund: Operating</b>						
Commercial Paper Disc. -Amortizing	4	40,000,000.00	39,772,291.67	5.73	1.932	104
Municipal Bonds	2	8,865,000.00	9,050,200.68	1.30	1.474	858
CD's - Interest Monthly/Quarterly	1	47,279,113.04	47,279,113.04	6.81	0.620	353
JPMorgan Chase	1	52,215.07	52,215.07	0.01	0.000	1
Texas Term	1	5,123,470.81	5,123,470.81	0.74	0.410	1
Texpool	1	124,030,134.73	124,030,134.73	17.85	0.269	1
TexStar	1	11,307,286.98	11,307,286.98	1.63	0.244	1
<b>Subtotal</b>	<b>11</b>	<b>236,657,220.63</b>	<b>236,614,712.98</b>	<b>34.07</b>	<b>0.666</b>	<b>121</b>
<b>Fund: Stabilization</b>						
Texpool	1	67,622,347.44	67,622,347.44	9.73	0.269	1
<b>Subtotal</b>	<b>1</b>	<b>67,622,347.44</b>	<b>67,622,347.44</b>	<b>9.73</b>	<b>0.269</b>	<b>1</b>

Total and Average	18	694,695,253.89	694,652,746.24	100.00	0.403	42
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**Collin Co Comm College Dist.  
Fund BLDG - Building  
Investments by Fund  
May 31, 2020**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>TexStar</b>										
2450	10007	TexStar	02/01/2016	28,233,159.63	28,233,159.63	28,233,159.63	0.244	0.241	0.244	1
<b>Subtotal and Average</b>				<b>28,233,159.63</b>	<b>28,233,159.63</b>	<b>28,233,159.63</b>		<b>0.241</b>	<b>0.244</b>	<b>1</b>
<b>Texpool</b>										
700001	10009	Texpool	02/01/2016	90,554,819.80	90,554,819.80	90,554,819.80	0.269	0.264	0.268	1
<b>Subtotal and Average</b>				<b>90,554,819.80</b>	<b>90,554,819.80</b>	<b>90,554,819.80</b>		<b>0.265</b>	<b>0.269</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>118,787,979.43</b>	<b>118,787,979.43</b>	<b>118,787,979.43</b>		<b>0.259</b>	<b>0.263</b>	<b>1</b>

**Fund BOND18 - 2018 Bond Series  
Investments by Fund  
May 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700006	10067	Texpool	04/12/2018	0.00	0.00	0.00				1
<b>Subtotal and Average</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.000</b>	<b>0.000</b>	<b>0</b>
<b>Total Investments and Average</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.000</b>	<b>0.000</b>	<b>0</b>

**Fund BOND20 - 2020 Bond Series  
Investments by Fund  
May 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700006A	10164	Texpool	04/29/2020	253,284,843.65	253,284,843.65	253,284,843.65	0.269	0.264	0.268	1
<b>Subtotal and Average</b>				<b>253,284,843.65</b>	<b>253,284,843.65</b>	<b>253,284,843.65</b>	<b>0.265</b>	<b>0.269</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>253,284,843.65</b>	<b>253,284,843.65</b>	<b>253,284,843.65</b>	<b>0.265</b>	<b>0.269</b>		<b>1</b>

**Fund DS - Debt Service  
Investments by Fund  
May 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700004	10010	Texpool	02/01/2016	18,342,842.24	18,342,842.24	18,342,842.24	0.269	0.264	0.268	1
<b>Subtotal and Average</b>				<b>18,342,842.24</b>	<b>18,342,842.24</b>	<b>18,342,842.24</b>		<b>0.265</b>	<b>0.269</b>	<b>1</b>
<b>Texas Term</b>										
1291-01	10141	TexasDAILY	02/04/2019	20.50	20.50	20.50	0.410	0.404	0.410	1
<b>Subtotal and Average</b>				<b>20.50</b>	<b>20.50</b>	<b>20.50</b>		<b>0.404</b>	<b>0.410</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>18,342,862.74</b>	<b>18,342,862.74</b>	<b>18,342,862.74</b>		<b>0.265</b>	<b>0.269</b>	<b>1</b>

**Fund OPER - Operating  
Investments by Fund  
May 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Commercial Paper Disc. -Amortizing</b>											
03785DHE9	10159	Apple Inc CP	03/26/2020	9,978,416.67	10,000,000.00	9,978,416.67		1.054	1.068	08/14/2020	74
16677JJV9	10161	Chevron Corp CP	04/02/2020	9,925,000.00	10,000,000.00	9,925,000.00		2.275	2.307	09/29/2020	120
19121AJJ1	10158	Coca Cola CP	03/24/2020	9,937,930.56	10,000,000.00	9,937,930.56		2.070	2.099	09/18/2020	109
71344TJN3	10160	Pepsico CP	03/26/2020	9,930,944.44	10,000,000.00	9,930,944.44		2.224	2.255	09/22/2020	113
<b>Subtotal and Average</b>				<b>39,772,291.67</b>	<b>40,000,000.00</b>	<b>39,772,291.67</b>		<b>1.905</b>	<b>1.932</b>		<b>103</b>
<b>Municipal Bonds</b>											
20772J3G5	10162	State of Connecticut	04/20/2020	5,935,828.13	5,865,000.00	5,959,426.50	2.020	1.440	1.460	08/15/2022	805
20772KAE9	10163	State of Connecticut	04/20/2020	3,114,372.55	3,000,000.00	3,122,760.00	2.990	1.479	1.500	01/15/2023	958
<b>Subtotal and Average</b>				<b>9,050,200.68</b>	<b>8,865,000.00</b>	<b>9,082,186.50</b>		<b>1.454</b>	<b>1.474</b>		<b>857</b>
<b>TexStar</b>											
5450	10008	TexStar	02/01/2016	11,307,286.98	11,307,286.98	11,307,286.98	0.244	0.241	0.244		1
<b>Subtotal and Average</b>				<b>11,307,286.98</b>	<b>11,307,286.98</b>	<b>11,307,286.98</b>		<b>0.241</b>	<b>0.244</b>		<b>1</b>
<b>Texpool</b>											
700003	10011	Texpool	02/01/2016	124,030,134.73	124,030,134.73	124,030,134.73	0.269	0.264	0.268		1
<b>Subtotal and Average</b>				<b>124,030,134.73</b>	<b>124,030,134.73</b>	<b>124,030,134.73</b>		<b>0.265</b>	<b>0.269</b>		<b>1</b>
<b>JPMorgan Chase</b>											
7828	10012	JPMorgan Chase Commercial Chkg	02/01/2016	52,215.07	52,215.07	52,215.07					1
<b>Subtotal and Average</b>				<b>52,215.07</b>	<b>52,215.07</b>	<b>52,215.07</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>CD's - Interest Monthly/Quarterly</b>											
172128542A	10165	East West Bank	05/20/2020	47,279,113.04	47,279,113.04	47,279,113.04	0.620	0.611	0.620	05/20/2021	353
<b>Subtotal and Average</b>				<b>47,279,113.04</b>	<b>47,279,113.04</b>	<b>47,279,113.04</b>		<b>0.612</b>	<b>0.620</b>		<b>353</b>
<b>Texas Term</b>											
1291-00	10142	TexasDAILY	02/06/2019	5,123,470.81	5,123,470.81	5,123,470.81	0.410	0.404	0.410		1
<b>Subtotal and Average</b>				<b>5,123,470.81</b>	<b>5,123,470.81</b>	<b>5,123,470.81</b>		<b>0.404</b>	<b>0.410</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>236,614,712.98</b>	<b>236,657,220.63</b>	<b>236,646,698.80</b>		<b>0.657</b>	<b>0.666</b>		<b>121</b>

**Fund STABL - Stabilization  
Investments by Fund  
May 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700005	10050	Texpool	01/24/2018	67,622,347.44	67,622,347.44	67,622,347.44	0.269	0.264	0.268	1
<b>Subtotal and Average</b>				<b>67,622,347.44</b>	<b>67,622,347.44</b>	<b>67,622,347.44</b>		<b>0.265</b>	<b>0.269</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>67,622,347.44</b>	<b>67,622,347.44</b>	<b>67,622,347.44</b>		<b>0.265</b>	<b>0.269</b>	<b>1</b>



**Collin Co Comm College Dist.  
Cash Reconciliation Report  
For the Period May 1, 2020 - May 31, 2020  
Grouped by Fund**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

Trans. Date	Investment #	Fund	Trans. Type	Security ID	Par Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash
<b>Operating</b>											
05/20/2020	10157	OPER	Interest	172128542	46,117,763.39	EWB 46.1M 2.46% Mat. 05/20/2020	05/20/2020	0.00	60,490.09	0.00	60,490.09
05/20/2020	10157	OPER	Interest	172128542	46,117,763.39	EWB 46.1M 2.46% Mat. 05/20/2020	05/20/2020	-60,490.09	0.00	0.00	-60,490.09
05/20/2020	10165	OPER	Purchase	172128542A	47,269,476.94	EWB 47.3M 0.62% Mat. 05/20/2021	05/20/2021	-47,269,476.94	0.00	0.00	-47,269,476.94
05/31/2020	10165	OPER	Interest	172128542A	47,269,476.94	EWB 47.3M 0.62% Mat. 05/20/2021	05/20/2021	0.00	9,636.10	0.00	9,636.10
05/31/2020	10165	OPER	Interest	172128542A	47,269,476.94	EWB 47.3M 0.62% Mat. 05/20/2021	05/20/2021	-9,636.10	0.00	0.00	-9,636.10
<b>Subtotal</b>								<b>-47,339,603.13</b>	<b>70,126.19</b>	<b>0.00</b>	<b>-47,269,476.94</b>
<b>Total</b>								<b>-47,339,603.13</b>	<b>70,126.19</b>	<b>0.00</b>	<b>-47,269,476.94</b>



**Collin Co Comm College Dist.  
Purchases Report  
Sorted by Fund - Fund  
May 1, 2020 - May 31, 2020**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
<b>Operating</b>													
172128542A	10165	OPER	RR4	EWB	47,269,476.94	05/20/2020	/ - Monthly	47,269,476.94		0.620	05/20/2021	0.620	47,279,113.04
				<b>Subtotal</b>	<b>47,269,476.94</b>			<b>47,269,476.94</b>	<b>0.00</b>				<b>47,279,113.04</b>
				<b>Total Purchases</b>	<b>47,269,476.94</b>			<b>47,269,476.94</b>	<b>0.00</b>				<b>47,279,113.04</b>



**Collin Co Comm College Dist.**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**May 1, 2020 - May 31, 2020**  
**Yield on Average Book Value**

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Adjusted Interest Earnings			
									Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Building</b>												
2450	10007	BLDG	RRP	28,233,159.63	28,227,301.44	28,227,868.36		0.244	0.244	5,858.19	0.00	5,858.19
700001	10009	BLDG	RR2	90,554,819.80	11,349,458.57	19,014,493.53		0.269	0.254	4,105.31	0.00	4,105.31
			<b>Subtotal</b>	<b>118,787,979.43</b>	<b>39,576,760.01</b>	<b>47,242,361.89</b>			<b>0.248</b>	<b>9,963.50</b>	<b>0.00</b>	<b>9,963.50</b>
<b>Fund: 2020 Bond Series</b>												
700006A	10164	BOND20	RR2	253,284,843.65	350,006,727.00	340,646,544.74		0.269	0.269	77,956.13	0.00	77,956.13
			<b>Subtotal</b>	<b>253,284,843.65</b>	<b>350,006,727.00</b>	<b>340,646,544.74</b>			<b>0.269</b>	<b>77,956.13</b>	<b>0.00</b>	<b>77,956.13</b>
<b>Fund: Debt Service</b>												
700004	10010	DS	RR2	18,342,842.24	16,871,570.14	17,490,760.89		0.269	0.267	3,970.76	0.00	3,970.76
1291-01	10141	DS	RR5	20.50	20.49	20.49		0.410	0.575	0.01	0.00	0.01
			<b>Subtotal</b>	<b>18,342,862.74</b>	<b>16,871,590.63</b>	<b>17,490,781.38</b>			<b>0.267</b>	<b>3,970.77</b>	<b>0.00</b>	<b>3,970.77</b>
<b>Fund: Operating</b>												
5450	10008	OPER	RRP	11,307,286.98	11,304,940.83	11,305,167.88		0.244	0.244	2,346.15	0.00	2,346.15
700003	10011	OPER	RR2	124,030,134.73	121,236,130.34	120,641,437.21		0.269	0.269	27,553.63	0.00	27,553.63
7828	10012	OPER	RR3	52,215.07	61,166.50	60,300.23				0.00	0.00	0.00
172128542	10157	OPER	RR4	0.00	47,208,986.85	28,934,540.33	05/20/2020	2.460	2.461	60,490.09	0.00	60,490.09
172128542A	10165	OPER	RR4	47,279,113.04	0.00	18,298,172.88	05/20/2021	0.620	0.620	9,636.10	0.00	9,636.10
1291-00	10142	OPER	RR5	5,123,470.81	5,121,711.59	5,121,881.84		0.410	0.404	1,759.22	0.00	1,759.22
19121AJJ1	10158	OPER	ACP	10,000,000.00	9,920,277.78	9,929,388.89	09/18/2020		2.093	0.00	17,652.78	17,652.78
03785DHE9	10159	OPER	ACP	10,000,000.00	9,969,375.00	9,974,041.67	08/14/2020		1.067	0.00	9,041.67	9,041.67
71344TJN3	10160	OPER	ACP	10,000,000.00	9,912,000.00	9,921,777.78	09/22/2020		2.248	0.00	18,944.44	18,944.44
16677JJV9	10161	OPER	ACP	10,000,000.00	9,905,625.00	9,915,625.00	09/29/2020		2.301	0.00	19,375.00	19,375.00
20772KAE9	10163	OPER	MC1	3,000,000.00	3,118,007.27	3,116,072.66	01/15/2023	2.990	1.451	7,475.00	-3,634.72	3,840.28
20772J3G5	10162	OPER	MC1	5,865,000.00	5,938,504.25	5,937,079.86	08/15/2022	2.020	1.427	9,872.75	-2,676.12	7,196.63
			<b>Subtotal</b>	<b>236,657,220.63</b>	<b>233,696,725.41</b>	<b>233,155,486.22</b>			<b>0.898</b>	<b>119,132.94</b>	<b>58,703.05</b>	<b>177,835.99</b>
<b>Fund: Stabilization</b>												
700005	10050	STABL	RR2	67,622,347.44	65,215,653.50	66,220,050.68		0.269	0.268	15,070.86	0.00	15,070.86
			<b>Subtotal</b>	<b>67,622,347.44</b>	<b>65,215,653.50</b>	<b>66,220,050.68</b>			<b>0.268</b>	<b>15,070.86</b>	<b>0.00</b>	<b>15,070.86</b>

Collin Co Comm College Dist.

Interest Earnings

May 1, 2020 - May 31, 2020

Adjusted Interest Earnings

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
			Total	694,695,253.89	705,367,456.55	704,755,224.91			0.476	226,094.20	58,703.05	284,797.25



**Collin Co Comm College Dist.  
Amortization Schedule  
May 1, 2020 - May 31, 2020  
Sorted By Fund - Fund**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

Investment #	Maturity Date	Beginning Par Value				Amounts Amortized				
Issuer	Fund	Amort. Date	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	And Unamortized As of 05/01/2020	Amount Amortized This Period	Amt Amortized Through 05/31/2020	Amount Unamortized Through 05/31/2020
<b>Operating</b>										
10159 Apple Inc CP	OPER	08/14/2020	10,000,000.00	9,958,875.00	-41,125.00	9,978,416.67	10,500.00 -30,625.00	9,041.67	19,541.67	-21,583.33
10161 Chevron Corp CP	OPER	09/29/2020	10,000,000.00	9,887,500.00	-112,500.00	9,925,000.00	18,125.00 -94,375.00	19,375.00	37,500.00	-75,000.00
10158 Coca Cola CP	OPER	09/18/2020	10,000,000.00	9,898,638.89	-101,361.11	9,937,930.56	21,638.89 -79,722.22	17,652.78	39,291.67	-62,069.44
10162 State of Connecticut	OPER	08/15/2022	5,865,000.00 2.020	5,939,485.50	74,485.50	5,935,828.13	-981.25 73,504.25	-2,676.12	-3,657.37	70,828.13
10163 State of Connecticut	OPER	01/15/2023	3,000,000.00 2.990	3,119,340.00	119,340.00	3,114,372.55	-1,332.73 118,007.27	-3,634.72	-4,967.45	114,372.55
10160 Pepsico CP	OPER	09/22/2020	10,000,000.00	9,890,000.00	-110,000.00	9,930,944.44	22,000.00 -88,000.00	18,944.44	40,944.44	-69,055.56
			<b>Subtotal</b>	<b>48,693,839.39</b>	<b>-171,160.61</b>	<b>48,822,492.35</b>	<b>69,949.91</b> <b>-101,210.70</b>	<b>58,703.05</b>	<b>128,652.96</b>	<b>-42,507.65</b>
			<b>Total</b>	<b>48,693,839.39</b>	<b>-171,160.61</b>	<b>48,822,492.35</b>	<b>69,949.91</b> <b>-101,210.70</b>	<b>58,703.05</b>	<b>128,652.96</b>	<b>-42,507.65</b>



**Collin Co Comm College Dist.  
Projected Cashflow Report  
Sorted by Monthly  
For the Period June 1, 2020 - December 31, 2020**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
<b>July 2020</b>										
07/15/2020	10163	OPER	20772KAE9	Interest	State of Connecticut	0.00	0.00	0.00	44,850.00	44,850.00
<b>Total for July 2020</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,850.00</b>	<b>44,850.00</b>
<b>August 2020</b>										
08/14/2020	10159	OPER	03785DHE9	Maturity	Apple Inc CP	10,000,000.00	9,958,875.00	10,000,000.00	0.00	10,000,000.00
08/15/2020	10162	OPER	20772J3G5	Interest	State of Connecticut	0.00	0.00	0.00	59,236.50	59,236.50
<b>Total for August 2020</b>						<b>10,000,000.00</b>	<b>9,958,875.00</b>	<b>10,000,000.00</b>	<b>59,236.50</b>	<b>10,059,236.50</b>
<b>September 2020</b>										
09/18/2020	10158	OPER	19121AJJ1	Maturity	Coca Cola CP	10,000,000.00	9,898,638.89	10,000,000.00	0.00	10,000,000.00
09/22/2020	10160	OPER	71344TJN3	Maturity	Pepsico CP	10,000,000.00	9,890,000.00	10,000,000.00	0.00	10,000,000.00
09/29/2020	10161	OPER	16677JJV9	Maturity	Chevron Corp CP	10,000,000.00	9,887,500.00	10,000,000.00	0.00	10,000,000.00
<b>Total for September 2020</b>						<b>30,000,000.00</b>	<b>29,676,138.89</b>	<b>30,000,000.00</b>	<b>0.00</b>	<b>30,000,000.00</b>
<b>GRAND TOTALS:</b>						<b>40,000,000.00</b>	<b>39,635,013.89</b>	<b>40,000,000.00</b>	<b>104,086.50</b>	<b>40,104,086.50</b>



**Quarterly Investment Report**  
**Ending May 31, 2020**

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

## Re-Opening Brings New Concerns

The gates of the global shutdown – both socially and economically – are slowly opening and with that opening comes optimism that the worst is past, but also concerns for a resurgence of the virus and of what we will see economically when the gates open.

The first and second quarters of 2020 are proving to be one of the worst ever for global growth. GDP indexes have fallen off a cliff with the US plummeting 5%. The US, however, still looks stronger than other major economies like France's GDP at -5.8%.

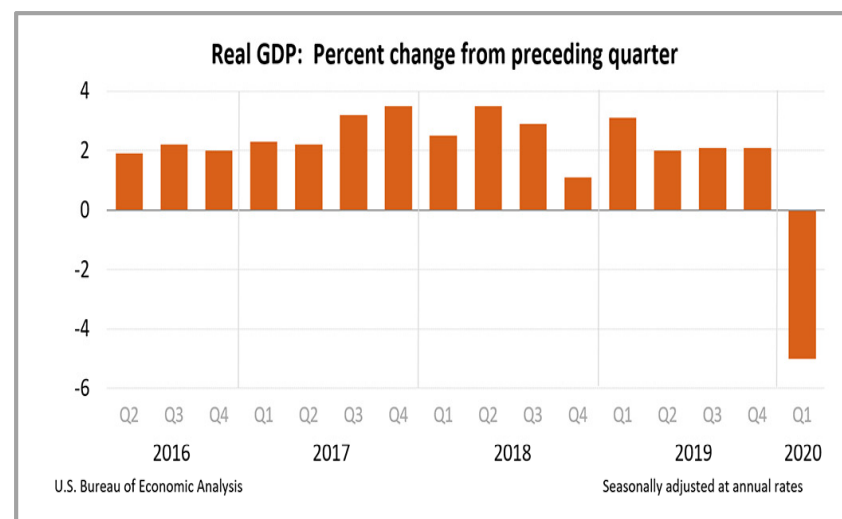
Every indicator has been not so slowly trending down, although manufacturing has started showing some life in May as businesses tentatively open. Also, new home sales have been rising unexpectedly as people are lured by the very low mortgage rates. Still, personal income is down and personal saving is difficult when many folks need their savings to pay ongoing bills. Without consumer spending (retail down 8.7%), small businesses continue to be decimated and business investment remains stagnant. With over 40.8 million people unemployed, it is difficult to get the engines running again. The only remedy is to get the economies open.

Re-opening efforts, though at a lower level and with severe restrictions, are occurring globally. China and Europe are opening despite some resurgence of the virus. The results, with altered behaviors and crippling finances, remain to be seen.

What is not in question is the result of the much needed stimuli. The massive monetary and fiscal stimuli to key sectors were necessary and probably will continue in various forms, but the debt incurred with them could be a barrier to growth going forward – not to mention the moral hazard of *free* money.

The EU and Japan have both initiated new sovereign bond programs to pay for future stimulus programs. EU's better-late-than-never bond program of €750 billion will be in the form of loans and grants. It is planned, but not approved by the members, which may show some further cracks in the EU structure. Another status quo altered.

Every change brings uncertainty and that contributes to more market volatility. The *fear factor* index appears to be moderating.



The VIX index measures volatility borne of uncertainty!

# Monetary and Fiscal Efforts

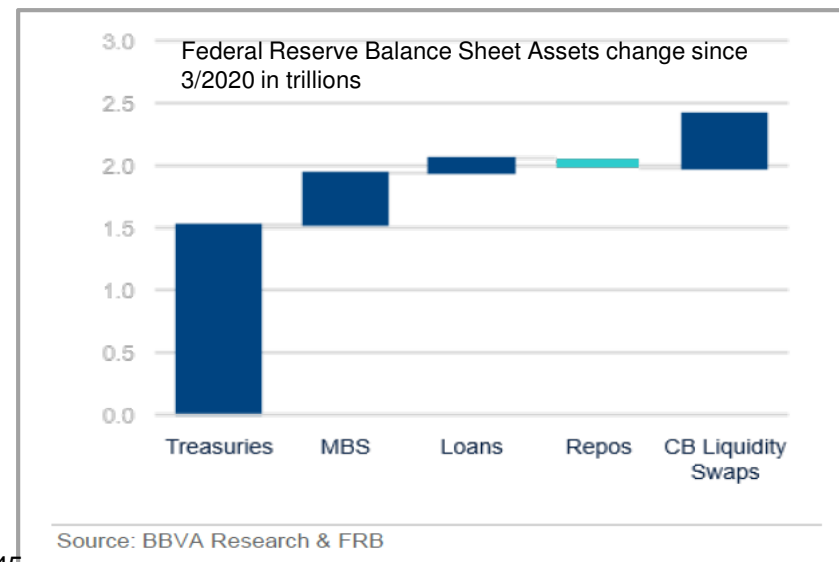
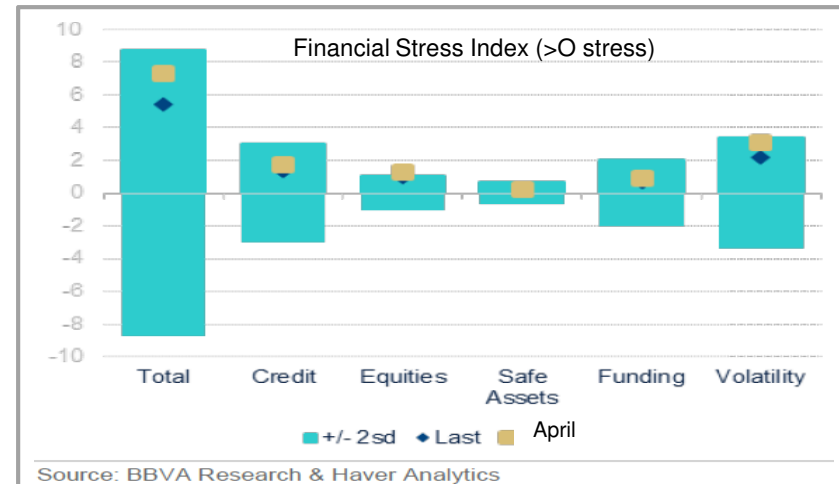
The stimulus programs' effectiveness can only be judged over time. But the efforts have been monumental. The Congressional CARES Act and PPP programs have been primary supports for workers and business. Liquidity facilities for companies and local governments are helping a recovery for a post-Covid world. The pace however remains highly uncertain. Massive increases in the Fed's balance sheet, fiscal deficits and public debt reduce policy flexibility for the next downturn. A government acting as borrower, lender, payer and insurer is costly and inefficient. The efficiency will determine whether we see a V, U or L recovery as well as paint the future. Governments cannot use the pandemic as an excuse for ongoing inefficient policies or protectionism (which has been growing around the world).

- The Federal Reserve has been a primary economic and psychological support and the Chairman's recent comments indicate they are not done. The Chair, known for his candor, has said *"it may not be the final chapter given that the path ahead is both highly uncertain and subject to significant downside risk."* The Fed has implemented multiple programs and continues to improvise.

- The Treasury is to borrow \$3T in the 2Q to support the rescue on top of the \$477B in the 1Q and an anticipated \$677B in the 2Q.

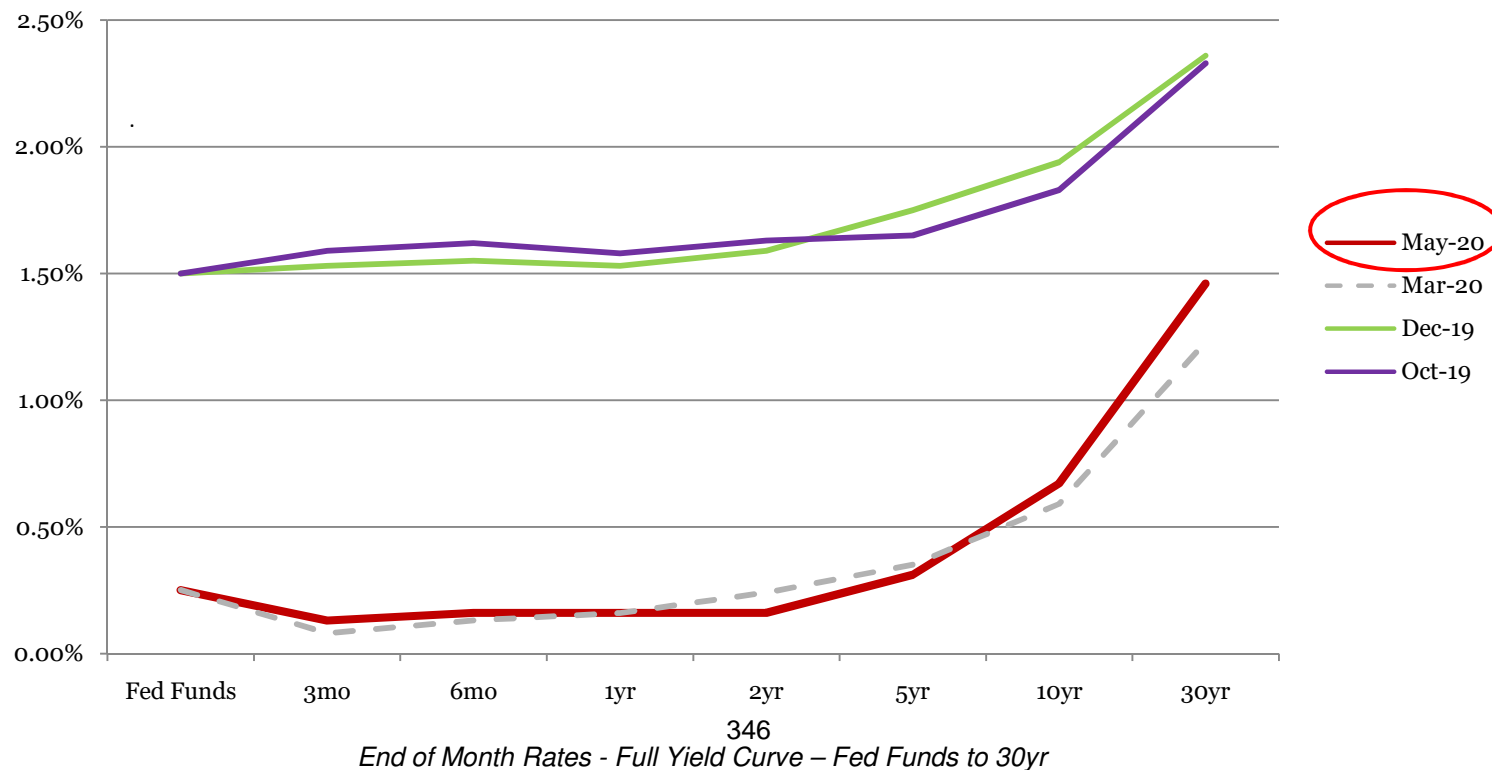
- Expanded overnight and term repo to provide market liquidity.
- Lowered the discount window rate for banks borrowing.
- Reduces the cost of swap lines to major banks to support liquidity.
- Created a CP funding facility for corporations and governments.
- Created a main street lending – municipal facility program.

But the balance sheet has exploded as a result. Monetarily, the Fed could set rates below zero. Many economists believe this could happen although the Chair has clearly indicated otherwise. It is unlikely because of the distortions effected in other countries like EU and Japan. The programs there have not been seen as successful. The Fed Funds rate will likely remain at its current level until the pandemic is behind us. The market may, however, continue its nascent optimism and move to a greater *risk-on* stance raising short-end rates slightly. One can only watch, see and hope.



# A Tale of Two Curves

- Fed actions and market fears around the world have caused Treasury and agency rates to remain at the levels seen for the last two months.
- Fear increases the demand for safe havens and the safest are the U.S. Treasury and the USD dollar. The purchasing of short-term securities to wait out the virus has driven prices up and rates down. Without any change in outlook this will not change.
- The market remains slightly optimistic as seen in the longer end of the curve (higher rates), but the curve is very flat out to the two year.
- Expect rates to stay low for at least the next several months as the globe fights – and destroys – this virus. Since it may last a long while, the value beyond the two year is worthwhile considering.



*Collin County Community College District*  
 Quarterly Investment Report  
 March 1, 2020 – May 31, 2020

**Portfolio Summary Management Report**

This quarterly report is prepared in compliance with the Investment Policy and Strategy of the District and the Public Funds Investment Act (Chapter 2256., Texas Government Code).

<u>Portfolio as of 02/29/20:</u>		<u>Portfolio as of 5/31/20:</u>	
Beginning Book Value	\$ 416,333,318	Ending Book Value	\$694,652,746
Beginning Market Value	\$ 416,336,981	Ending Market Value	\$694,684,732
		Investment Income for the period	\$ 977,151
		Unrealized Gain/Loss	\$ 31,986
WAM at Beginning Period Date <sup>1</sup>	108 days	WAM at Ending Period Date <sup>1</sup>	42 days
<i>(Increase in market value is due to seasonal cash inflows)</i>		Change in Market Value <sup>2</sup>	\$ 278,347,751
<b>Average Yield to Maturity for period</b>		<b>0.702%</b>	
<b>Average Yield 3 Month Treasury Bill for period</b>		<b>0.210%</b>	

*Julie Bradley*

Julie Bradley, Associate V.P. - Controller  
 Collin County Community College District

*Barbara Johnston*

Barbara Johnston, Associate V.P.  
 Collin County Community College District

*Linda Patterson*

Linda T. Patterson, President  
 Patterson & Associates as Investment Advisor, CCCC

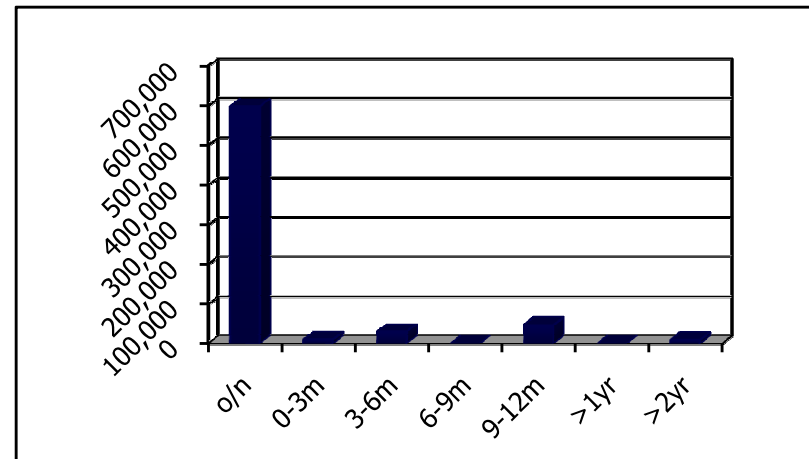
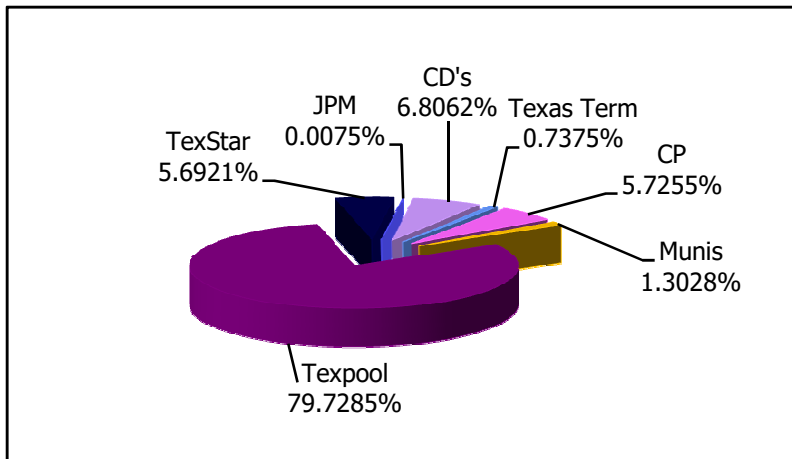
<sup>1</sup> WAM – weighted average maturity

<sup>2</sup> “Change in Market Value” is required data, but will primarily reflect the receipt and expenditure of the District’s funds from quarter to quarter. Patterson & Associates has assisted in the preparation of this consolidated investment report, with additional input provided by CCCC.

# Your Portfolio

As of May 31, 2020

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity in your portfolio. They do reflect our expectation of continuing low rates but also our attempts to use all authorized maturities to capture yields available. As Fed actions are introduced some normalcy will return as different market sectors respond. This is what we are watching for and acting on.
- The non-cash portion of your portfolio is yielding 1.24%.





**Collin Co Comm College Dist.  
Portfolio Management  
Portfolio Summary  
May 31, 2020**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746

<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM 365 Equiv.</b>
Commercial Paper Disc. -Amortizing	40,000,000.00	39,772,291.67	39,772,291.67	5.73	170	104	1.932
Municipal Bonds	8,865,000.00	9,082,186.50	9,050,200.68	1.30	900	858	1.474
TexStar	39,540,446.61	39,540,446.61	39,540,446.61	5.69	1	1	0.244
Texpool	553,834,987.86	553,834,987.86	553,834,987.86	79.73	1	1	0.269
JPMorgan Chase	52,215.07	52,215.07	52,215.07	0.01	1	1	0.000
CD's - Interest Monthly/Quarterly	47,279,113.04	47,279,113.04	47,279,113.04	6.81	365	353	0.620
Texas Term	5,123,491.31	5,123,491.31	5,123,491.31	0.74	1	1	0.410
<b>Investments</b>	<b>694,695,253.89</b>	<b>694,684,732.06</b>	<b>694,652,746.24</b>	<b>100.00%</b>	<b>47</b>	<b>42</b>	<b>0.403</b>

<b>Cash and Accrued Interest</b>							
Accrued Interest at Purchase		45,061.79	45,061.79				
Subtotal		45,061.79	45,061.79				
<b>Total Cash and Investments</b>	<b>694,695,253.89</b>	<b>694,729,793.85</b>	<b>694,697,808.03</b>		<b>47</b>	<b>42</b>	<b>0.403</b>

<b>Total Earnings</b>	<b>May 31 Month Ending</b>	<b>Fiscal Year To Date</b>
Current Year	284,797.25	4,756,945.13

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**Collin Co Comm College Dist.**  
**Summary by Type**  
**May 31, 2020**  
**Grouped by Fund**

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746  
 -

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Building</b>						
Texpool	1	90,554,819.80	90,554,819.80	13.04	0.269	1
TexStar	1	28,233,159.63	28,233,159.63	4.06	0.244	1
<b>Subtotal</b>	<b>2</b>	<b>118,787,979.43</b>	<b>118,787,979.43</b>	<b>17.10</b>	<b>0.263</b>	<b>1</b>
<b>Fund: 2018 Bond Series</b>						
Texpool	1	0.00	0.00	0.00	0.000	0
<b>Subtotal</b>	<b>1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.000</b>	<b>0</b>
<b>Fund: 2020 Bond Series</b>						
Texpool	1	253,284,843.65	253,284,843.65	36.46	0.268	1
<b>Subtotal</b>	<b>1</b>	<b>253,284,843.65</b>	<b>253,284,843.65</b>	<b>36.46</b>	<b>0.268</b>	<b>1</b>
<b>Fund: Debt Service</b>						
Texas Term	1	20.50	20.50	0.00	0.410	1
Texpool	1	18,342,842.24	18,342,842.24	2.64	0.268	1
<b>Subtotal</b>	<b>2</b>	<b>18,342,862.74</b>	<b>18,342,862.74</b>	<b>2.64</b>	<b>0.269</b>	<b>1</b>
<b>Fund: Operating</b>						
Commercial Paper Disc. -Amortizing	4	40,000,000.00	39,772,291.67	5.73	1.932	104
Municipal Bonds	2	8,865,000.00	9,050,200.68	1.30	1.474	858
CD's - Interest Monthly/Quarterly	1	47,279,113.04	47,279,113.04	6.81	0.620	353
JPMorgan Chase	1	52,215.07	52,215.07	0.01	0.000	1
Texas Term	1	5,123,470.81	5,123,470.81	0.74	0.410	1
Texpool	1	124,030,134.73	124,030,134.73	17.85	0.269	1
TexStar	1	11,307,286.98	11,307,286.98	1.63	0.244	1
<b>Subtotal</b>	<b>11</b>	<b>236,657,220.63</b>	<b>236,614,712.98</b>	<b>34.07</b>	<b>0.666</b>	<b>121</b>
<b>Fund: Stabilization</b>						
Texpool	1	67,622,347.44	67,622,347.44	9.73	0.269	1
<b>Subtotal</b>	<b>1</b>	<b>67,622,347.44</b>	<b>67,622,347.44</b>	<b>9.73</b>	<b>0.269</b>	<b>1</b>

Total and Average	18	694,695,253.89	694,652,746.24	100.00	0.403	42
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**Collin Co Comm College Dist.  
Fund BLDG - Building  
Investments by Fund  
May 31, 2020**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>TexStar</b>										
2450	10007	TexStar	02/01/2016	28,233,159.63	28,233,159.63	28,233,159.63	0.244	0.241	0.244	1
<b>Subtotal and Average</b>				<b>28,233,159.63</b>	<b>28,233,159.63</b>	<b>28,233,159.63</b>		<b>0.241</b>	<b>0.244</b>	<b>1</b>
<b>Texpool</b>										
700001	10009	Texpool	02/01/2016	90,554,819.80	90,554,819.80	90,554,819.80	0.269	0.264	0.268	1
<b>Subtotal and Average</b>				<b>90,554,819.80</b>	<b>90,554,819.80</b>	<b>90,554,819.80</b>		<b>0.265</b>	<b>0.269</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>118,787,979.43</b>	<b>118,787,979.43</b>	<b>118,787,979.43</b>		<b>0.259</b>	<b>0.263</b>	<b>1</b>

**Fund BOND18 - 2018 Bond Series  
Investments by Fund  
May 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700006	10067	Texpool	04/12/2018	0.00	0.00	0.00				1
<b>Subtotal and Average</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.000</b>	<b>0.000</b>	<b>0</b>
<b>Total Investments and Average</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.000</b>	<b>0.000</b>	<b>0</b>

**Fund BOND20 - 2020 Bond Series  
Investments by Fund  
May 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700006A	10164	Texpool	04/29/2020	253,284,843.65	253,284,843.65	253,284,843.65	0.269	0.264	0.268	1
<b>Subtotal and Average</b>				<b>253,284,843.65</b>	<b>253,284,843.65</b>	<b>253,284,843.65</b>	<b>0.265</b>	<b>0.269</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>253,284,843.65</b>	<b>253,284,843.65</b>	<b>253,284,843.65</b>	<b>0.265</b>	<b>0.269</b>		<b>1</b>

**Fund DS - Debt Service  
Investments by Fund  
May 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700004	10010	Texpool	02/01/2016	18,342,842.24	18,342,842.24	18,342,842.24	0.269	0.264	0.268	1
<b>Subtotal and Average</b>				<b>18,342,842.24</b>	<b>18,342,842.24</b>	<b>18,342,842.24</b>		<b>0.265</b>	<b>0.269</b>	<b>1</b>
<b>Texas Term</b>										
1291-01	10141	TexasDAILY	02/04/2019	20.50	20.50	20.50	0.410	0.404	0.410	1
<b>Subtotal and Average</b>				<b>20.50</b>	<b>20.50</b>	<b>20.50</b>		<b>0.404</b>	<b>0.410</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>18,342,862.74</b>	<b>18,342,862.74</b>	<b>18,342,862.74</b>		<b>0.265</b>	<b>0.269</b>	<b>1</b>

**Fund OPER - Operating  
Investments by Fund  
May 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Commercial Paper Disc. -Amortizing</b>											
03785DHE9	10159	Apple Inc CP	03/26/2020	9,978,416.67	10,000,000.00	9,978,416.67		1.054	1.068	08/14/2020	74
16677JJV9	10161	Chevron Corp CP	04/02/2020	9,925,000.00	10,000,000.00	9,925,000.00		2.275	2.307	09/29/2020	120
19121AJJ1	10158	Coca Cola CP	03/24/2020	9,937,930.56	10,000,000.00	9,937,930.56		2.070	2.099	09/18/2020	109
71344TJN3	10160	Pepsico CP	03/26/2020	9,930,944.44	10,000,000.00	9,930,944.44		2.224	2.255	09/22/2020	113
<b>Subtotal and Average</b>				<b>39,772,291.67</b>	<b>40,000,000.00</b>	<b>39,772,291.67</b>		<b>1.905</b>	<b>1.932</b>		<b>103</b>
<b>Municipal Bonds</b>											
20772J3G5	10162	State of Connecticut	04/20/2020	5,935,828.13	5,865,000.00	5,959,426.50	2.020	1.440	1.460	08/15/2022	805
20772KAE9	10163	State of Connecticut	04/20/2020	3,114,372.55	3,000,000.00	3,122,760.00	2.990	1.479	1.500	01/15/2023	958
<b>Subtotal and Average</b>				<b>9,050,200.68</b>	<b>8,865,000.00</b>	<b>9,082,186.50</b>		<b>1.454</b>	<b>1.474</b>		<b>857</b>
<b>TexStar</b>											
5450	10008	TexStar	02/01/2016	11,307,286.98	11,307,286.98	11,307,286.98	0.244	0.241	0.244		1
<b>Subtotal and Average</b>				<b>11,307,286.98</b>	<b>11,307,286.98</b>	<b>11,307,286.98</b>		<b>0.241</b>	<b>0.244</b>		<b>1</b>
<b>Texpool</b>											
700003	10011	Texpool	02/01/2016	124,030,134.73	124,030,134.73	124,030,134.73	0.269	0.264	0.268		1
<b>Subtotal and Average</b>				<b>124,030,134.73</b>	<b>124,030,134.73</b>	<b>124,030,134.73</b>		<b>0.265</b>	<b>0.269</b>		<b>1</b>
<b>JPMorgan Chase</b>											
7828	10012	JPMorgan Chase Commercial Chkg	02/01/2016	52,215.07	52,215.07	52,215.07					1
<b>Subtotal and Average</b>				<b>52,215.07</b>	<b>52,215.07</b>	<b>52,215.07</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>CD's - Interest Monthly/Quarterly</b>											
172128542A	10165	East West Bank	05/20/2020	47,279,113.04	47,279,113.04	47,279,113.04	0.620	0.611	0.620	05/20/2021	353
<b>Subtotal and Average</b>				<b>47,279,113.04</b>	<b>47,279,113.04</b>	<b>47,279,113.04</b>		<b>0.612</b>	<b>0.620</b>		<b>353</b>
<b>Texas Term</b>											
1291-00	10142	TexasDAILY	02/06/2019	5,123,470.81	5,123,470.81	5,123,470.81	0.410	0.404	0.410		1
<b>Subtotal and Average</b>				<b>5,123,470.81</b>	<b>5,123,470.81</b>	<b>5,123,470.81</b>		<b>0.404</b>	<b>0.410</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>236,614,712.98</b>	<b>236,657,220.63</b>	<b>236,646,698.80</b>		<b>0.657</b>	<b>0.666</b>		<b>121</b>

**Fund STABL - Stabilization  
Investments by Fund  
May 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool</b>										
700005	10050	Texpool	01/24/2018	67,622,347.44	67,622,347.44	67,622,347.44	0.269	0.264	0.268	1
<b>Subtotal and Average</b>				<b>67,622,347.44</b>	<b>67,622,347.44</b>	<b>67,622,347.44</b>		<b>0.265</b>	<b>0.269</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>67,622,347.44</b>	<b>67,622,347.44</b>	<b>67,622,347.44</b>		<b>0.265</b>	<b>0.269</b>	<b>1</b>



**Collin Co Comm College Dist.**  
**Cash Reconciliation Report**  
**For the Period March 1, 2020 - May 31, 2020**  
**Grouped by Fund**

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746  
 -

Trans. Date	Investment #	Fund	Trans. Type	Security ID	Par Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash
<b>Operating</b>											
03/24/2020	10158	OPER	Purchase	19121AJJ1	10,000,000.00	COCA 10.0M 0.00% Mat. 09/18/2020	09/18/2020	-9,898,638.89	0.00	0.00	-9,898,638.89
03/26/2020	10159	OPER	Purchase	03785DHE9	10,000,000.00	APPLE 10.0M 0.00% Mat.	08/14/2020	-9,958,875.00	0.00	0.00	-9,958,875.00
03/26/2020	10160	OPER	Purchase	71344TJN3	10,000,000.00	PEPSI 10.0M 0.00% Mat. 09/22/2020	09/22/2020	-9,890,000.00	0.00	0.00	-9,890,000.00
03/31/2020	10157	OPER	Interest	172128542	46,117,763.39	EWB 46.1M 2.46% Mat. 05/20/2020	05/20/2020	0.00	98,329.22	0.00	98,329.22
03/31/2020	10157	OPER	Interest	172128542	46,117,763.39	EWB 46.1M 2.46% Mat. 05/20/2020	05/20/2020	-98,329.22	0.00	0.00	-98,329.22
04/02/2020	10161	OPER	Purchase	16677JJV9	10,000,000.00	CHEVCP 10.0M 0.00% Mat.	09/29/2020	-9,887,500.00	0.00	0.00	-9,887,500.00
04/20/2020	10162	OPER	Purchase	20772J3G5	5,865,000.00	CONNST 5.9M 2.02% Mat.	08/15/2022	-5,939,485.50	-21,390.96	0.00	-5,960,876.46
04/20/2020	10163	OPER	Purchase	20772KAE9	3,000,000.00	CONNST 3.0M 2.99% Mat.	01/15/2023	-3,119,340.00	-23,670.83	0.00	-3,143,010.83
04/30/2020	10157	OPER	Interest	172128542	46,117,763.39	EWB 46.1M 2.46% Mat. 05/20/2020	05/20/2020	0.00	95,353.10	0.00	95,353.10
04/30/2020	10157	OPER	Interest	172128542	46,117,763.39	EWB 46.1M 2.46% Mat. 05/20/2020	05/20/2020	-95,353.10	0.00	0.00	-95,353.10
05/20/2020	10157	OPER	Interest	172128542	46,117,763.39	EWB 46.1M 2.46% Mat. 05/20/2020	05/20/2020	0.00	60,490.09	0.00	60,490.09
05/20/2020	10157	OPER	Interest	172128542	46,117,763.39	EWB 46.1M 2.46% Mat. 05/20/2020	05/20/2020	-60,490.09	0.00	0.00	-60,490.09
05/20/2020	10165	OPER	Purchase	172128542A	47,269,476.94	EWB 47.3M 0.62% Mat. 05/20/2021	05/20/2021	-47,269,476.94	0.00	0.00	-47,269,476.94
05/31/2020	10165	OPER	Interest	172128542A	47,269,476.94	EWB 47.3M 0.62% Mat. 05/20/2021	05/20/2021	0.00	9,636.10	0.00	9,636.10
05/31/2020	10165	OPER	Interest	172128542A	47,269,476.94	EWB 47.3M 0.62% Mat. 05/20/2021	05/20/2021	-9,636.10	0.00	0.00	-9,636.10
<b>Subtotal</b>								<b>-96,227,124.84</b>	<b>218,746.72</b>	<b>0.00</b>	<b>-96,008,378.12</b>
<b>Stabilization</b>											
03/31/2020	10146	STABL	Interest	912828J84	4,750,000.00	TNOTE 4.8M 1.38% Mat. 03/31/2020	03/31/2020	0.00	32,656.25	0.00	32,656.25
03/31/2020	10146	STABL	Maturity	912828J84	4,750,000.00	TNOTE 4.8M 1.38% Mat. 03/31/2020	03/31/2020	0.00	0.00	4,750,000.00	4,750,000.00
<b>Subtotal</b>								<b>0.00</b>	<b>32,656.25</b>	<b>4,750,000.00</b>	<b>4,782,656.25</b>
<b>Total</b>								<b>-96,227,124.84</b>	<b>251,402.97</b>	<b>4,750,000.00</b>	<b>-91,225,721.87</b>



**Collin Co Comm College Dist.**  
**Purchases Report**  
**Sorted by Fund - Fund**  
**March 1, 2020 - May 31, 2020**

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746  
 -

CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
<b>2020 Bond Series</b>													
700006A	10164	BOND20	RR2	TXPOOL	350,000,000.00	04/29/2020	/ - Monthly	350,000,000.00		0.455		0.455	253,284,843.65
				<b>Subtotal</b>	<b>350,000,000.00</b>			<b>350,000,000.00</b>	<b>0.00</b>				<b>253,284,843.65</b>
<b>Operating</b>													
19121AJJ1	10158	OPER	ACP	COCA	10,000,000.00	03/24/2020	09/18 - At Maturity	9,898,638.89			09/18/2020	2.071	9,937,930.56
03785DHE9	10159	OPER	ACP	APPLE	10,000,000.00	03/26/2020	08/14 - At Maturity	9,958,875.00			08/14/2020	1.054	9,978,416.67
71344TJN3	10160	OPER	ACP	PEPSI	10,000,000.00	03/26/2020	09/22 - At Maturity	9,890,000.00			09/22/2020	2.224	9,930,944.44
16677JJV9	10161	OPER	ACP	CHEVCP	10,000,000.00	04/02/2020	09/29 - At Maturity	9,887,500.00			09/29/2020	2.276	9,925,000.00
20772J3G5	10162	OPER	MC1	CONNST	5,865,000.00	04/20/2020	08/15 - 02/15	5,939,485.50	21,390.96	2.020	08/15/2022	1.461	5,935,828.13
20772KAE9	10163	OPER	MC1	CONNST	3,000,000.00	04/20/2020	07/15 - 01/15	3,119,340.00	23,670.83	2.990	01/15/2023	1.500	3,114,372.55
172128542A	10165	OPER	RR4	EWB	47,269,476.94	05/20/2020	/ - Monthly	47,269,476.94		0.620	05/20/2021	0.620	47,279,113.04
				<b>Subtotal</b>	<b>96,134,476.94</b>			<b>95,963,316.33</b>	<b>45,061.79</b>				<b>96,101,605.39</b>
				<b>Total Purchases</b>	<b>446,134,476.94</b>			<b>445,963,316.33</b>	<b>45,061.79</b>				<b>349,386,449.04</b>



INVESTMENT PROFESSIONALS

**Collin Co Comm College Dist.  
Maturity Report  
Sorted by Maturity Date  
Receipts during March 1, 2020 - May 31, 2020**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

CUSIP	Investment #	Fund	Sec. Type	Issuer	Par Value	Maturity Date	Purchase Date	Rate at Maturity	Book Value at Maturity	Interest	Maturity Proceeds	Net Income
912828J84	10146	STABL	TRC	TNOTE	4,750,000.00	03/31/2020	05/01/2019	1.375	4,750,000.00	32,656.25	4,782,656.25	32,656.25
<b>Total Maturities</b>					<b>4,750,000.00</b>				<b>4,750,000.00</b>	<b>32,656.25</b>	<b>4,782,656.25</b>	<b>32,656.25</b>



**Collin Co Comm College Dist.**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**March 1, 2020 - May 31, 2020**  
**Yield on Average Book Value**

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746  
 -

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Adjusted Interest Earnings			
									Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Building</b>												
2450	10007	BLDG	RRP	28,233,159.63	28,194,073.15	28,213,293.99		0.244	0.550	39,086.48	0.00	39,086.48
700001	10009	BLDG	RR2	90,554,819.80	54,797,394.47	34,973,618.43		0.269	0.708	62,396.65	0.00	62,396.65
			<b>Subtotal</b>	<b>118,787,979.43</b>	<b>82,991,467.62</b>	<b>63,186,912.42</b>			<b>0.637</b>	<b>101,483.13</b>	<b>0.00</b>	<b>101,483.13</b>
<b>Fund: 2020 Bond Series</b>												
700006A	10164	BOND20	RR2	253,284,843.65	0.00	122,391,843.63		0.269	0.275	84,683.13	0.00	84,683.13
			<b>Subtotal</b>	<b>253,284,843.65</b>	<b>0.00</b>	<b>122,391,843.63</b>			<b>0.275</b>	<b>84,683.13</b>	<b>0.00</b>	<b>84,683.13</b>
<b>Fund: Debt Service</b>												
700004	10010	DS	RR2	18,342,842.24	13,928,009.53	16,118,150.32		0.269	0.548	22,246.79	0.00	22,246.79
1291-01	10141	DS	RR5	20.50	20.46	20.48		0.410	0.775	0.04	0.00	0.04
			<b>Subtotal</b>	<b>18,342,862.74</b>	<b>13,928,029.99</b>	<b>16,118,170.79</b>			<b>0.548</b>	<b>22,246.83</b>	<b>0.00</b>	<b>22,246.83</b>
<b>Fund: Operating</b>												
5450	10008	OPER	RRP	11,307,286.98	11,291,633.03	11,299,330.90		0.244	0.550	15,653.95	0.00	15,653.95
700003	10011	OPER	RR2	124,030,134.73	195,625,669.71	142,322,589.15		0.269	0.642	230,129.76	0.00	230,129.76
7828	10012	OPER	RR3	52,215.07	44,351.38	52,647.26				0.00	0.00	0.00
172128542	10157	OPER	RR4	0.00	47,015,304.53	40,957,042.23	05/20/2020	2.460	2.462	254,172.41	0.00	254,172.41
172128542A	10165	OPER	RR4	47,279,113.04	0.00	6,165,688.69	05/20/2021	0.620	0.620	9,636.10	0.00	9,636.10
1291-00	10142	OPER	RR5	5,123,470.81	5,113,033.11	5,117,809.95		0.410	0.809	10,437.70	0.00	10,437.70
19121AJJ1	10158	OPER	ACP	10,000,000.00	0.00	7,438,927.08	09/18/2020		2.096	0.00	39,291.67	39,291.67
03785DHE9	10159	OPER	ACP	10,000,000.00	0.00	7,259,880.89	08/14/2020		1.068	0.00	19,541.67	19,541.67
71344TJN3	10160	OPER	ACP	10,000,000.00	0.00	7,217,631.64	09/22/2020		2.251	0.00	40,944.44	40,944.44
16677JJV9	10161	OPER	ACP	10,000,000.00	0.00	6,460,801.63	09/29/2020		2.303	0.00	37,500.00	37,500.00
20772KAE9	10163	OPER	MC1	3,000,000.00	0.00	1,422,858.65	01/15/2023	2.990	1.463	10,215.84	-4,967.45	5,248.39
20772J3G5	10162	OPER	MC1	5,865,000.00	0.00	2,710,629.66	08/15/2022	2.020	1.440	13,492.76	-3,657.37	9,835.39
			<b>Subtotal</b>	<b>236,657,220.63</b>	<b>259,089,991.76</b>	<b>238,425,837.74</b>			<b>1.119</b>	<b>543,738.52</b>	<b>128,652.96</b>	<b>672,391.48</b>
<b>Fund: Stabilization</b>												
912828J84	10146	STABL	TRC	0.00	4,746,061.98	1,548,292.38	03/31/2020	1.375	2.381	5,353.48	3,938.02	9,291.50
700005	10050	STABL	RR2	67,622,347.44	55,577,767.02	62,403,480.87		0.269	0.553	87,054.93	0.00	87,054.93

Collin Co Comm College Dist.  
 Interest Earnings  
 March 1, 2020 - May 31, 2020

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Adjusted Interest Earnings			
									Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
			Subtotal	67,622,347.44	60,323,829.00	63,951,773.25			0.598	92,408.41	3,938.02	96,346.43
			Total	694,695,253.89	416,333,318.37	504,074,537.84			0.769	844,560.02	132,590.98	977,151.00



**Collin Co Comm College Dist.  
Amortization Schedule  
March 1, 2020 - May 31, 2020  
Sorted By Fund - Fund**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
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Investment #	Maturity Date	Beginning Par Value				Amounts Amortized				
Issuer	Fund	Amort. Date	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	And Unamortized As of 03/01/2020	Amount Amortized This Period	Amt Amortized Through 05/31/2020	Amount Unamortized Through 05/31/2020
<b>Operating</b>										
10159 Apple Inc CP	OPER	08/14/2020	10,000,000.00	9,958,875.00	-41,125.00	9,978,416.67	0.00 -41,125.00	19,541.67	19,541.67	-21,583.33
10161 Chevron Corp CP	OPER	09/29/2020	10,000,000.00	9,887,500.00	-112,500.00	9,925,000.00	0.00 -112,500.00	37,500.00	37,500.00	-75,000.00
10158 Coca Cola CP	OPER	09/18/2020	10,000,000.00	9,898,638.89	-101,361.11	9,937,930.56	0.00 -101,361.11	39,291.67	39,291.67	-62,069.44
10162 State of Connecticut	OPER	08/15/2022	5,865,000.00 2.020	5,939,485.50	74,485.50	5,935,828.13	0.00 74,485.50	-3,657.37	-3,657.37	70,828.13
10163 State of Connecticut	OPER	01/15/2023	3,000,000.00 2.990	3,119,340.00	119,340.00	3,114,372.55	0.00 119,340.00	-4,967.45	-4,967.45	114,372.55
10160 Pepsico CP	OPER	09/22/2020	10,000,000.00	9,890,000.00	-110,000.00	9,930,944.44	0.00 -110,000.00	40,944.44	40,944.44	-69,055.56
			<b>Subtotal</b>	<b>48,693,839.39</b>	<b>-171,160.61</b>	<b>48,822,492.35</b>	<b>0.00 -171,160.61</b>	<b>128,652.96</b>	<b>128,652.96</b>	<b>-42,507.65</b>
<b>Stabilization</b>										
10146 T Note	STABL	03/31/2020	4,750,000.00 1.375	4,706,025.39	-43,974.61	0.00	40,036.59 -3,938.02	3,938.02	43,974.61	0.00
			<b>Subtotal</b>	<b>4,706,025.39</b>	<b>-43,974.61</b>	<b>0.00</b>	<b>40,036.59 -3,938.02</b>	<b>3,938.02</b>	<b>43,974.61</b>	<b>0.00</b>
			<b>Total</b>	<b>53,399,864.78</b>	<b>-215,135.22</b>	<b>48,822,492.35</b>	<b>40,036.59 -175,098.63</b>	<b>132,590.98</b>	<b>172,627.57</b>	<b>-42,507.65</b>



**Collin Co Comm College Dist.  
Projected Cashflow Report  
Sorted by Monthly  
For the Period June 1, 2020 - December 31, 2020**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
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Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
<b>July 2020</b>										
07/15/2020	10163	OPER	20772KAE9	Interest	State of Connecticut	0.00	0.00	0.00	44,850.00	44,850.00
<b>Total for July 2020</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,850.00</b>	<b>44,850.00</b>
<b>August 2020</b>										
08/14/2020	10159	OPER	03785DHE9	Maturity	Apple Inc CP	10,000,000.00	9,958,875.00	10,000,000.00	0.00	10,000,000.00
08/15/2020	10162	OPER	20772J3G5	Interest	State of Connecticut	0.00	0.00	0.00	59,236.50	59,236.50
<b>Total for August 2020</b>						<b>10,000,000.00</b>	<b>9,958,875.00</b>	<b>10,000,000.00</b>	<b>59,236.50</b>	<b>10,059,236.50</b>
<b>September 2020</b>										
09/18/2020	10158	OPER	19121AJJ1	Maturity	Coca Cola CP	10,000,000.00	9,898,638.89	10,000,000.00	0.00	10,000,000.00
09/22/2020	10160	OPER	71344TJN3	Maturity	Pepsico CP	10,000,000.00	9,890,000.00	10,000,000.00	0.00	10,000,000.00
09/29/2020	10161	OPER	16677JJV9	Maturity	Chevron Corp CP	10,000,000.00	9,887,500.00	10,000,000.00	0.00	10,000,000.00
<b>Total for September 2020</b>						<b>30,000,000.00</b>	<b>29,676,138.89</b>	<b>30,000,000.00</b>	<b>0.00</b>	<b>30,000,000.00</b>
<b>GRAND TOTALS:</b>						<b>40,000,000.00</b>	<b>39,635,013.89</b>	<b>40,000,000.00</b>	<b>104,086.50</b>	<b>40,104,086.50</b>



**Collin Co Comm College Dist.  
Texas Compliance Change in Val Report  
Sorted by Fund  
March 1, 2020 - May 31, 2020**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
-

Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
<b>Fund: Building</b>									
10007	TXSTAR	BLDG	02/01/2016	39,086.48	28,194,073.15	39,086.48	0.00	39,086.48	28,233,159.63
2450	28,233,159.63	0.244	/ /	39,086.48	28,194,073.15	39,086.48	0.00	39,086.48	28,233,159.63
10009	TXPOOL	BLDG	02/01/2016	62,396.65	54,797,394.47	79,263,652.57	43,506,227.24	35,757,425.33	90,554,819.80
700001	90,554,819.80	0.268	/ /	62,396.65	54,797,394.47	79,263,652.57	43,506,227.24	35,757,425.33	90,554,819.80
<b>Sub Totals For: Fund: Building</b>				101,483.13	82,991,467.62	79,302,739.05	43,506,227.24	35,796,511.81	118,787,979.43
				101,483.13	82,991,467.62	79,302,739.05	43,506,227.24	35,796,511.81	118,787,979.43
<b>Fund: 2018 Bond Series</b>									
10067	TXPOOL	BOND18	04/12/2018	0.00	0.00	0.00	0.00	0.00	0.00
700006	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
<b>Sub Totals For: Fund: 2018 Bond Series</b>				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 2020 Bond Series</b>									
10164	TXPOOL	BOND20	04/29/2020	84,683.13	0.00	350,084,683.13	96,799,839.48	253,284,843.65	253,284,843.65
700006A	253,284,843.65	0.268	/ /	84,683.13	0.00	350,084,683.13	96,799,839.48	253,284,843.65	253,284,843.65
<b>Sub Totals For: Fund: 2020 Bond Series</b>				84,683.13	0.00	350,084,683.13	96,799,839.48	253,284,843.65	253,284,843.65
				84,683.13	0.00	350,084,683.13	96,799,839.48	253,284,843.65	253,284,843.65
<b>Fund: Debt Service</b>									
10010	TXPOOL	DS	02/01/2016	22,246.79	13,928,009.53	4,414,832.71	0.00	4,414,832.71	18,342,842.24
700004	18,342,842.24	0.268	/ /	22,246.79	13,928,009.53	4,414,832.71	0.00	4,414,832.71	18,342,842.24
10141	TXDAIL	DS	02/04/2019	0.04	20.46	0.04	0.00	0.04	20.50
1291-01	20.50	0.410	/ /	0.04	20.46	0.04	0.00	0.04	20.50
<b>Sub Totals For: Fund: Debt Service</b>				22,246.83	13,928,029.99	4,414,832.75	0.00	4,414,832.75	18,342,862.74
				22,246.83	13,928,029.99	4,414,832.75	0.00	4,414,832.75	18,342,862.74

**Collin Co Comm College Dist.**  
**Texas Compliance Change in Val Report**  
**March 1, 2020 - May 31, 2020**

Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
<b>Fund: Operating</b>									
10008	TXSTAR	OPER	02/01/2016	15,653.95	11,291,633.03	15,653.95	0.00	15,653.95	11,307,286.98
5450	11,307,286.98	0.244	/ /	15,653.95	11,291,633.03	15,653.95	0.00	15,653.95	11,307,286.98
10011	TXPOOL	OPER	02/01/2016	230,129.76	195,625,669.71	86,549,750.61	158,145,285.59	-71,595,534.98	124,030,134.73
700003	124,030,134.73	0.268	/ /	230,129.76	195,625,669.71	86,549,750.61	158,145,285.59	-71,595,534.98	124,030,134.73
10012	JPMCC	OPER	02/01/2016	0.00	44,351.38	109,657,596.92	109,649,733.23	7,863.69	52,215.07
7828	52,215.07	0.000	/ /	0.00	44,351.38	109,657,596.92	109,649,733.23	7,863.69	52,215.07
10142	TXDAIL	OPER	02/06/2019	10,437.70	5,113,033.11	10,437.70	0.00	10,437.70	5,123,470.81
1291-00	5,123,470.81	0.410	/ /	10,437.70	5,113,033.11	10,437.70	0.00	10,437.70	5,123,470.81
10157	EWB	OPER	05/20/2019	254,172.41	47,015,304.53	254,172.41	47,269,476.94	-47,015,304.53	0.00
172128542	0.00	0.000	05/20/2020	254,172.41	47,015,304.53	254,172.41	47,269,476.94	-47,015,304.53	0.00
10158	COCA	OPER	03/24/2020	0.00	0.00	9,898,638.89	0.00	9,937,930.56	9,937,930.56
19121AJJ1	10,000,000.00	2.070	09/18/2020	0.00	0.00	9,898,638.89	0.00	9,937,930.56	9,937,930.56
10159	APPLE	OPER	03/26/2020	0.00	0.00	9,958,875.00	0.00	9,978,416.67	9,978,416.67
03785DHE9	10,000,000.00	1.054	08/14/2020	0.00	0.00	9,958,875.00	0.00	9,978,416.67	9,978,416.67
10160	PEPSI	OPER	03/26/2020	0.00	0.00	9,890,000.00	0.00	9,930,944.44	9,930,944.44
71344TJN3	10,000,000.00	2.224	09/22/2020	0.00	0.00	9,890,000.00	0.00	9,930,944.44	9,930,944.44
10161	CHEVCP	OPER	04/02/2020	0.00	0.00	9,887,500.00	0.00	9,925,000.00	9,925,000.00
16677JJV9	10,000,000.00	2.275	09/29/2020	0.00	0.00	9,887,500.00	0.00	9,925,000.00	9,925,000.00
10162	CONNST	OPER	04/20/2020	13,492.76	0.00	5,939,485.50	0.00	5,935,828.13	5,935,828.13
20772J3G5	5,865,000.00	1.460	08/15/2022	0.00	0.00	5,939,485.50	0.00	5,959,426.50	5,959,426.50
10163	CONNST	OPER	04/20/2020	10,215.84	0.00	3,119,340.00	0.00	3,114,372.55	3,114,372.55
20772KAE9	3,000,000.00	1.500	01/15/2023	0.00	0.00	3,119,340.00	0.00	3,122,760.00	3,122,760.00
10165	EWB	OPER	05/20/2020	9,636.10	0.00	47,279,113.04	0.00	47,279,113.04	47,279,113.04
172128542A	47,279,113.04	0.620	05/20/2021	9,636.10	0.00	47,279,113.04	0.00	47,279,113.04	47,279,113.04
<b>Sub Totals For: Fund: Operating</b>				543,738.52	259,089,991.76	292,460,564.02	315,064,495.76	-22,475,278.78	236,614,712.98
				520,029.92	259,089,991.76	292,460,564.02	315,064,495.76	-22,443,292.96	236,646,698.80

**Collin Co Comm College Dist.**  
**Texas Compliance Change in Val Report**  
**March 1, 2020 - May 31, 2020**

Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value				Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value	Purchases/ Additions	Redemptions	Change in Value	Ending Market Value
<b>Fund: Stabilization</b>									
10050	TXPOOL	STABL	01/24/2018	87,054.93	55,577,767.02	12,444,711.18	400,130.76	12,044,580.42	67,622,347.44
700005	67,622,347.44	0.268	/ /	87,054.93	55,577,767.02	12,444,711.18	400,130.76	12,044,580.42	67,622,347.44
10146	TNOTE	STABL	05/01/2019	5,353.48	4,746,061.98	0.00	4,750,000.00	-4,746,061.98	0.00
912828J84	0.00	0.000	03/31/2020	32,656.25	4,749,724.50	0.00	4,750,000.00	-4,749,724.50	0.00
<b>Sub Totals For: Fund: Stabilization</b>				92,408.41	60,323,829.00	12,444,711.18	5,150,130.76	7,298,518.44	67,622,347.44
				119,711.18	60,327,491.52	12,444,711.18	5,150,130.76	7,294,855.92	67,622,347.44
<b>Report Grand Totals:</b>				844,560.02	416,333,318.37	738,707,530.13	460,520,693.24	278,319,427.87	694,652,746.24
				848,154.19	416,336,980.89	738,707,530.13	460,520,693.24	278,347,751.17	694,684,732.06

Collin College  
Grant Budget Amendments  
Quarter Ending May 31, 2020

Federal (F), State (S), Private (P)	New (N), Renewal (R), Modification (M), Carryforward (C)	Agency	Effective Date	Length of New Award	Grant Name	Amount	Purpose of Grant
F	N	Dept of Ed	Apr-20	1 Year	CARES Act Education Stabilization Fund	\$ 5,395,456	Emergency grant assistance for Collin College Students
F	N	Dept of Ed	May-20	1 Year	CARES Act Education Stabilization Fund	\$ 5,395,456	Emergency grant relief for Collin College - Institution
F	N	SBA/ DCCCD	Apr-20	1 Year	Small Business Development Centers CARES Act	\$ 100,000	In support of COVID-19 business recovery efforts
S	M	THECB	May-20		CRSM-2018 Completions	\$ 95,700	College Readiness and Success Models for 60x30TX - Fall 21019 completions award
S	N	TWC	May-20	1 Year	Collin CCCD in Partnership with A Manufacturing Consortium	\$ 736,422	Amphenol, BBM, Blount, Emerson, Hisun, Sandan - to provide training to employees per TWC skills development contract
P	M	State Farm	Apr-20		Veterans Resource Center	\$ 15,000	to continue activities to inform, educate, recognize and support student veterans
P	M	State Farm	Apr-20		Summer Camp	\$ 15,000	to continue camps - Summer 2020 coding camp for girls targeting students in K-12 institutions
P	M	State Farm	Apr-20		Career Center	\$ 24,750	to continue Career Center support for development of career discovery opportunities, career assessment and job search skills training
P	M	THECB	Mar-30		CRSM-2018 Match	\$ 86	Additional transfer to match fund
P	N	DOL	Apr-20	1 Year	Columbus State Community College FLEXTech	\$ 49,390	Match requirement for the DOL FLEXTech subaward
						<b>\$ 11,827,260</b>	

QUARTERLY PURCHASE ORDER REPORT

In accordance with CF (Local), all purchases contracted for between the values of \$50,000 and \$100,000 will be reported to the board quarterly.

For the last quarter, April 14, 2020 through June 9, 2020 there were nine (9) vendor contracts with total purchases within that dollar range.

Vendor	Total Dollar	Item Descriptions	Purpose	Contracting Method
Innovative Interfaces	\$50,658.16	Polaris Integrated Library System	Cloud based integrated library system	Sole Source
Team Marathon Fitness	\$56,748	Fitness Equipment	Wylie Campus Fitness Center	BuyBoard Cooperative Contract Number 583-19
Setcan Corporation	\$58,261.71	Firearms training vests and accessories	Law Enforcement Academy	Sole Source
Concur Technologies, Inc.	\$58,531.72	Travel & Expense Management software	Business Services	E&I Cooperative Contract Number CNR1355
AdInstruments, Inc.	\$58,617	Science Lab Equipment	Wylie Campus	Sole Source
Lone Star Furnishings LLC	\$59,104	Conference room stages and accessories	Wylie and Technical Campuses	BuyBoard Cooperative Contract Number 584-19
Monarch Office Furniture	\$63,804	Office Cubicles	Plano Campus	TIPS Cooperative Contract #17032

QUARTERLY PURCHASE ORDER REPORT

Michael's Keys	\$65,816.49	Electronic locks, keys and door hardware	Various campuses	BuyBoard Cooperative Contract Number 577-18
Reliable Chevrolet	\$66,385	Vehicles for new campuses	Wylie and Technical Campus	Tarrant County Cooperative Contract Number 2019-041

Collin County Community College District  
 2017 Capital Improvement Program  
 For Period Ending  
 May 31, 2020

Project Name	Group Description	Project Budget	Project-to-Date Actuals	Percent Budget
Technical Campus	1.0 Management, Design & Pre-Construction	13,792,895	12,818,320	92.9 %
	2.0 Investigation, Testing & Verification	1,694,355	846,848	50.0 %
	3.0 Construction, Equipment & Furnishings	161,006,800	132,510,348	82.3 %
	4.0 Misc	23,377	23,377	100.0 %
	5.0 Contingency	605,380	-	0.0 %
	Allen ISD and Allen EDC Reimbursement	(12,400,000)		
	<b>Total</b>	<b>164,722,807</b>	<b>146,198,893</b>	<b>88.8 %</b>
Wylie Campus	1.0 Management, Design & Pre-Construction	13,498,844	12,587,517	93.2 %
	2.0 Investigation, Testing & Verification	2,294,678	1,457,349	63.5 %
	3.0 Construction, Equipment & Furnishings	149,874,427	132,691,554	88.5 %
	4.0 Misc	175,066	58,394	33.4 %
	5.0 Contingency	241,774	-	0.0 %
	<b>Total</b>	<b>166,084,789</b>	<b>146,794,814</b>	<b>88.4 %</b>
Farmersville Campus	1.0 Management, Design & Pre-Construction	2,185,319	1,648,635	75.4 %
	2.0 Investigation, Testing & Verification	529,567	151,808	28.7 %
	3.0 Construction, Equipment & Furnishings	25,178,752	7,319,227	29.1 %
	4.0 Misc	26,716	5,911	22.1 %
	5.0 Contingency	585,779	-	0.0 %
	<b>Total</b>	<b>28,506,132</b>	<b>9,125,580</b>	<b>32.0 %</b>
Frisco Campus (IT Center)	1.0 Management, Design & Pre-Construction	4,858,074	3,002,517	61.8 %
	2.0 Investigation, Testing & Verification	1,155,213	255,162	22.1 %
	3.0 Construction, Equipment & Furnishings	50,312,373	3,447,996	6.9 %
	4.0 Misc	52,919	5,409	10.2 %
	5.0 Contingency	8,076,424	-	0.0 %
	<b>Total</b>	<b>64,455,003</b>	<b>6,711,083</b>	<b>10.4 %</b>
Celina Campus	1.0 Management, Design & Pre-Construction	3,988,794	2,775,801	69.6 %
	2.0 Investigation, Testing & Verification	936,908	178,442	19.0 %
	3.0 Construction, Equipment & Furnishings	47,376,432	10,920,091	23.0 %
	4.0 Misc	62,092	19,124	30.8 %
	5.0 Contingency	2,748,037	-	0.0 %
	<b>Total</b>	<b>55,112,263</b>	<b>13,893,457</b>	<b>25.2 %</b>
McKinney Campus Projects	1.0 Management, Design & Pre-Construction	4,375,520	339,660	7.8 %
	2.0 Investigation, Testing & Verification	472,163	-	0.0 %
	3.0 Construction, Equipment & Furnishings	30,179,816	-	0.0 %
	4.0 Misc	31,435	-	0.0 %
	5.0 Contingency	3,505,791	-	0.0 %
	<b>Total</b>	<b>38,564,725</b>	<b>339,660</b>	<b>0.9 %</b>
Frisco Campus (Addtl Projects)	1.0 Management, Design & Pre-Construction	2,883,468	-	0.0 %
	2.0 Investigation, Testing & Verification	347,015	-	0.0 %
	3.0 Construction, Equipment & Furnishings	16,724,000	-	0.0 %

Collin County Community College District  
 2017 Capital Improvement Program  
 For Period Ending  
 May 31, 2020

Project Name	Group Description	Project Budget	Project-to-Date Actuals	Percent Budget
	4.0 Misc	70,820	-	0.0 %
	5.0 Contingency	1,094,995	-	0.0 %
	<b>Total</b>	<b>21,120,298</b>	<b>-</b>	<b>0.0 %</b>
Plano Campus (Addtl Projects)	1.0 Management, Design & Pre-Construction	-	-	#DIV/0!
	2.0 Investigation, Testing & Verification	-	-	#DIV/0!
	3.0 Construction, Equipment & Furnishings	-	-	#DIV/0!
	4.0 Misc	-	-	#DIV/0!
	5.0 Contingency	4,677,541	-	0.0 %
	<b>Total</b>	<b>4,677,541</b>	<b>-</b>	<b>0.0 %</b>
Public Safety Training Center	Construction Costs	31,068,022	31,068,022	100.0 %
	<b>Total</b>	<b>31,068,022</b>	<b>31,068,022</b>	<b>100.0 %</b>
Trane Energy PACT	Frisco Campus	9,725,336	4,354,072	44.8 %
	Plano Campus	6,797,834	3,282,425	48.3 %
	McKinney Campus	4,044,983	2,063,418	51.0 %
	Courtyard Center	548,720	476,207	86.8 %
	Collin Higher Education Center	720,659	355,806	49.4 %
	<b>Total</b>	<b>21,837,531</b>	<b>10,531,927</b>	<b>48.2 %</b>
Program Level	Building Fund Reimbursement	-	-	-
	Program Contingency	3,381,389	-	0.0 %
	Program Wide Traffic Study	370,000	351,500	95.0 %
	Trane PACT Program Management	99,500	-	0.0 %
	<b>Total</b>	<b>3,850,889</b>	<b>351,500</b>	<b>9.1 %</b>
	<b>Grand Total</b>	<b>\$ 600,000,000</b>	<b>\$ 365,014,937</b>	<b>60.8 %</b>
Police Headquarters	1.0 Management, Design & Pre-Construction	\$ 635,980	\$ 82,134	12.9 %
	2.0 Investigation, Testing & Verification	140,000	12,403	8.9 %
	3.0 Construction, Equipment & Furnishings	6,800,000	-	0.0 %
	4.0 Misc	6,081	1,681	27.6 %
	5.0 Contingency	507,940	-	0.0 %
	<b>Total</b>	<b>\$ 8,090,000</b>	<b>\$ 96,217</b>	<b>1.2 %</b>



# Collin College

2017 Capital Improvement Program  
Monthly Report  
May 2020


Collin County Community College District

Project Reference: 60541060  
Project Number: 60541060

June 8, 2020

### Quality information

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### Revision History

Revision	Revision date	Details	Authorized	Name	Position
First Publication	June 08, 2020	May '20 Report	Yes	Adrian Grimes	Program Director

### Distribution List

# Hard Copies	PDF Required	Association / Company Name
1		Dr. Neil Matkin / Collin College
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# Table of Contents

- 1. Introduction..... 5
- 2. Executive Summary ..... 5
- 3. Scope..... 6
  - 3.1 Phase 1 ..... 6
  - 3.2 Phase 2 ..... 6
  - 3.3 Phase 3 ..... 7
- 4. Community ..... 7
  - 4.1 Project Teams ..... 7
    - 4.1.1 Phase 1 ..... 7
    - 4.1.2 Phase 2 ..... 8
    - 4.1.3 Phase 3 ..... 9
  - 4.2 Current Personnel Estimate..... 9
  - 4.3 Community Outreach..... 10
- 5. Schedule ..... 10
  - 5.1 Program..... 10
  - 5.2 Phase 1 .....11
  - 5.3 Phase 2 ..... 12
  - 5.4 Phase 3 ..... 13
- 6. Budget..... 14
  - 6.1 Program Summary ..... 14
  - 6.2 Phase 1 ..... 14
  - 6.3 Phase 2 ..... 15
  - 6.4 Phase 3 ..... 16
  - 6.5 Phase A ..... 17
  - 6.6 Additional Program Budgets ..... 18
- 7. Completed Items..... 18
  - 7.1 General Program..... 18
  - 7.2 Procurement ..... 18
  - 7.3 Design ..... 18
  - 7.4 Pre-Construction ..... 18
  - 7.5 Construction..... 18
  - 7.6 Acceptance and Close-Out..... 19
- 8. Pending Items..... 19
  - 8.1 General Program..... 19
  - 8.2 Procurement ..... 19
  - 8.3 Design ..... 19
  - 8.4 Pre-Construction ..... 19
  - 8.5 Construction..... 19
  - 8.6 Acceptance and Close-Out..... 19
- Appendix A – Construction Progress Photos ..... 20

## 1. Introduction

On May 6, 2017, voters approved Collin College's \$600 million bond proposal to facilitate a long-range plan to accommodate the projected population growth in Collin County over the next two decades. The program consists of 4 new campuses and 2 new facilities.

On May 16, 2017, in a special session, the Board of Trustees granted the District President authority to enter and negotiate into contract with AECOM Technical Services, Inc. (AECOM) to provide Program Management Services to the Collin College 2017 Capital Improvement Program. On May 25, 2017, Collin College issued a Notice to Proceed to AECOM. As part of these services, AECOM will deliver a monthly report to provide status and progress of key aspects of the Program.

## 2. Executive Summary

The Program is progressing as planned with no major issues to report at this time.

### Completed and Pending Items

- **Technical Campus – Building A** final clean, final inspections and punchlists are on-going. Building B final inspections are on-going and final finishes are nearing completion. Metal panel trim installations are on-going on the bridges within the bioswell. Drywall finishes, MEP final installations, and finish installations are on-going in Trade Bar C and Trade Bar D. Elevator inspections are on-going in the Academic Building, and elevator installation is nearing completion in Trade Bar B. Landscaping is on-going throughout the site including the bioswale.
- **Wylie Campus –** All concrete paving and flat work is complete on-site. All irrigation and planting is on-going and nearing completion. For the Library, furniture installation on the 2nd floor is on-going. All subs are correcting any final punch list items. Campus Commons punchlist walks were completed in May, all punch list items are on-going and nearing completion. For the Student Center, final punchlist walk for 2<sup>nd</sup> floor was completed in May, with the 1st floor and 2<sup>nd</sup> floor to be completed in June. Building has passed all inspections by the City and the Fire Marshall and is pending issuance of official paperwork for TCO. TCO paperwork for the Conference Center is pending. CUP is complete except for fence at equipment yard.

### Items of close attention

- Construction schedules are being closely monitored to ensure completion of the Phase 1 projects by Fall 2020. Acceleration plans have been discussed with CMAR's and will be implemented if needed to address COVID-19 delays.

### Budget Summary

- \$498,488,750 of the \$600,000,000 has been committed to-date in the form of contracts with various vendors. This represents 83.08% of the overall program budget committed.
- \$365,014,937 of the \$498,488,750 committed amount has been expended to-date. This represents 73.22% of the commitments to date and 60.84% of the program budget.

### 3. Scope

#### 3.1 Phase 1

- Wylie Campus
  - Construction of a campus on a new approximately 97-acre site
  - The campus includes:
    - Campus Commons
    - Learning Resource Center / Library
    - Student Center
    - Central Utility Plant
- Technical Campus
  - Construction of a Technical Campus on a new 32-acre site in Allen, Texas
  - The campus includes:
    - 500 space underground parking garage
    - Academic Building (includes space for dual credit students)
    - 3 Trade Bar Buildings to support CTE programs
  - Programs planned for inclusion include:
    - Advanced Manufacturing, Automotive, Construction, and Health Science

#### 3.2 Phase 2

- Celina Campus
  - Construction of a campus on a new approximately 75-acre site
  - The campus includes:
    - Student Union / Workforce / Instructional Building
- Farmersville Campus
  - Construction of a campus on a new approximately 76-acre site
  - The campus includes:
    - Student Union / Workforce / Instructional Building
- Frisco Campus
  - Construction of a new IT Center building on an existing campus

### 3.3 Phase 3

- Frisco Campus
  - Construction of a new fire lane, parking lot, and loop road on the existing campus
- McKinney Campus
  - Construction of a new Welcome Center on the existing campus
- Additional McKinney Campus Projects
  - Trane Upgrades
  - New Entry Drive and Parking
  - Pistol Range Demo
  - Classroom Building and Dining Renovations
  - Dental Hygiene Renovations
  - Wayfinding
- Additional Frisco Campus Projects
  - Trane Upgrades
  - Alumni Hall Renovations and Additions
  - Lawler Hall Renovations
  - Heritage Hall Upgrades
  - Founders Hall Renovations
  - Wayfinding
- Additional Plano Campus Projects
  - Trane Upgrades
  - Wayfinding
- Additional Courtyard Center Projects
  - Trane Upgrades
- Additional CHEC Projects
  - Trane Upgrades

## 4. Community

### 4.1 Project Teams

#### 4.1.1 Phase 1

- Wylie Campus
  - Program Manager: AECOM Technical Services, Inc. (under contract)
  - A/E: Page Southerland Page, Inc. (under contract)
    - MEP: Reed, Wells, Benson & Co.
    - Civil Engineer: Pacheco Koch Consulting Engineers, Inc.

- Cost Consulting: Vermeulens
- Construction Manager-at-Risk: Skanska USA Building, Inc. (under contract)
- Commissioning Agent: Bath Group, Inc. (under contract)
- Technical Campus
  - Program Manager: AECOM Technical Services, Inc. (under contract)
  - A/E: Perkins+Will, Inc. (under contract)
    - Associate Architect: Hoefer Wysocki Architecture
    - MEP: Purdy McGuire
    - Civil Engineer: Pacheco Koch Consulting Engineers, Inc.
    - Structural Engineer: L.A. Fuess Partners, Inc.
    - Cost Consulting: Vermeulens
  - Construction Manager-at-Risk: McCarthy Building Companies, Inc. (under contract)
  - Commissioning Agent: Farnsworth (under contract)

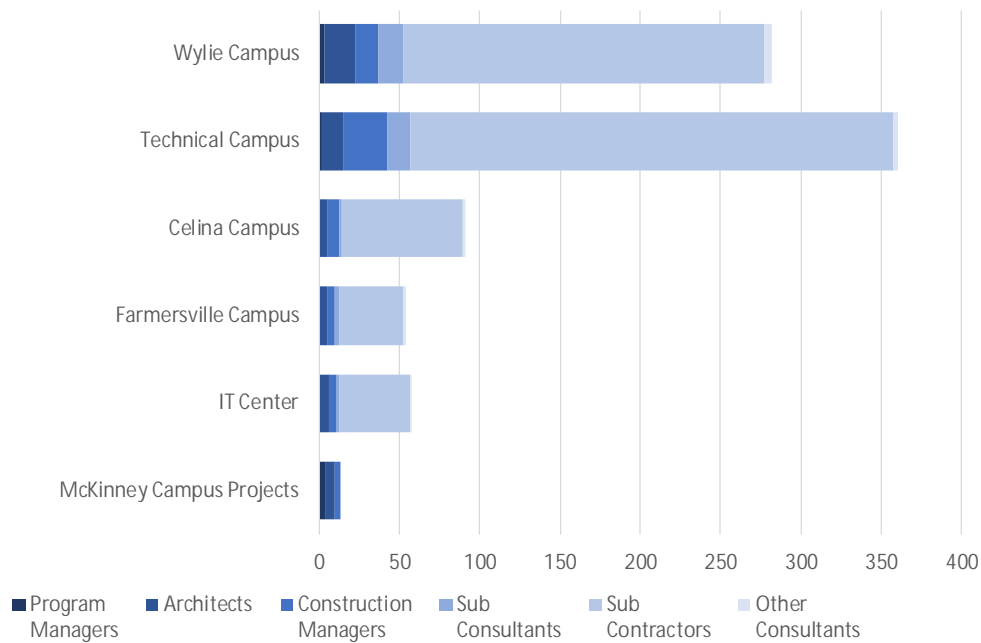
#### 4.1.2 Phase 2

- Celina Campus
  - Program Manager: AECOM (under contract)
  - A/E: Beck Architecture, LLC (under contract)
    - Structural Engineer: L.A. Fuess Partners, Inc.
    - MEP: Reed, Wells, Benson & Co.
    - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: JT Vaughn Construction (under contract)
- Farmersville Campus
  - Program Manager: AECOM (under contract)
  - A/E: Beck Architecture, LLC (under contract)
    - Structural Engineer: L.A. Fuess Partners, Inc.
    - MEP: Reed, Wells, Benson & Co.
    - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: JT Vaughn Construction (under contract)
- IT Center
  - Program Manager: AECOM (under contract)
  - A/E: Beck Architecture, LLC (under contract)
    - Structural Engineer: L.A. Fuess Partners, Inc.
    - MEP: ME Engineers
    - Civil Engineer: RLK Engineering
  - Construction Manager-at-Risk: JE Dunn Construction (under contract)

### 4.1.3 Phase 3

- Welcome Center at the McKinney Campus
  - Program Manager: AECOM Technical Service, Inc. (under contract)
  - A/E: PBK (contract pending)
  - Construction Manager-at-Risk: Skanska (contract pending)
- Fire Lane and Loop Road/Parking at Frisco Campus
  - Program Manager: AECOM Technical Service, Inc. (under contract)
  - Civil Engineer: RLK Engineering (under contract)
  - Construction Manager-at-Risk: JE Dunn (under contract)

## 4.2 Current Personnel Estimate



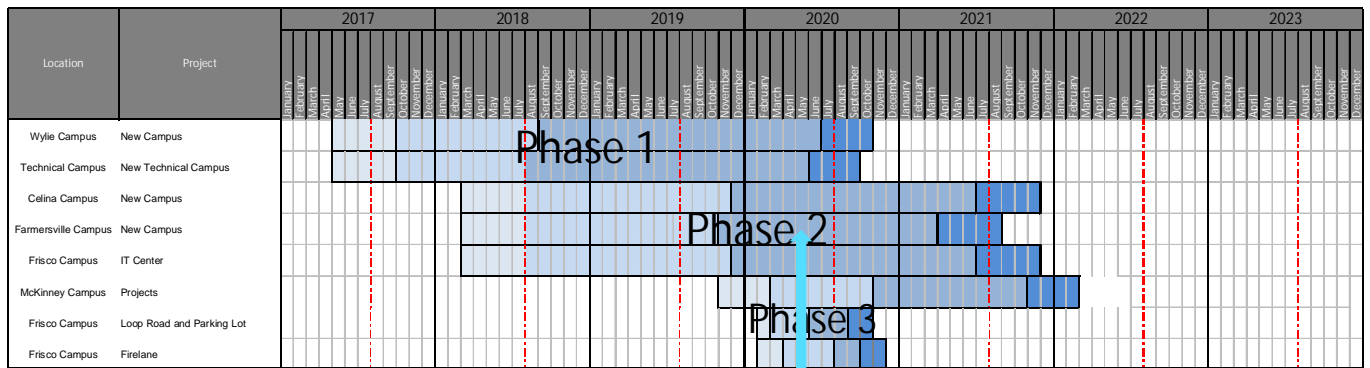
It is estimated that the Program Managers, Architects, Construction Managers, Sub-Consultants, and Sub-Contractors, under contract with Collin College for the 2017 Capital Improvement Program, have 765 employees contributing to the program's progress.

### 4.3 Community Outreach

- Collin College 2017 Capital Improvement Program Website
  - o <https://CollinCollege2017CIP.com>
  - o Includes the following features:
    - Program Overview
    - Project Scopes
    - Project Schedules
    - Project Budgets
    - Progress Photos/Renderings
    - Live On-Site Camera Feeds

## 5. Schedule

### 5.1 Program



- Planning & Team Selection
- Programming & Design
- Construction
- Final Completion & Close-Out

We Are Here

## 5.2 Phase 1

### Wylie Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	May 16, 2017	May 16, 2017	↑	May 16, 2017	✓
BOT Approval of A/E Procurement Method	May 23, 2017	May 23, 2017	↑	May 23, 2017	✓
BOT Approval of Construction Delivery Method	May 23, 2017	May 23, 2017	↑	May 23, 2017	✓
BOT Approval of Recommended Firms	August 22, 2017	August 22, 2017	↑	August 22, 2017	✓
Architect Mobilized	September 12, 2017	September 29, 2017	↓	September 28, 2017	✓
GMP Construction Documents Submittal	June 26, 2018	June 26, 2018	↑	June 26, 2018	✓
BOT Approval of GMP	August 28, 2018	August 28, 2018	↑	August 28, 2018	✓
Contractor Mobilized	September 10, 2018	September 12, 2018	↔	September 12, 2018	✓
Foundations Complete	May 18, 2019	April 30, 2019	↑	April 23, 2019	✓
Structures Complete	June 28, 2019	June 28, 2019	↑	May 23, 2019	✓
Dry-In of Buildings Complete	October 26, 2019	October 26, 2019	↑	October 29, 2019	✓
Permanent Power Complete	September 17, 2019	September 17, 2019	↑	September 21, 2019	✓
Interior Finish-Out Complete	May 1, 2020	June 10, 2020	↓	-	
Substantial Completion	June 25, 2020	June 25, 2020	↑	-	
Final Completion	August 23, 2020	August 23, 2020	↑	-	
Student Occupancy	August 2020	August 2020	↑	-	

### Technical Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	May 16, 2017	May 16, 2017	↑	May 16, 2017	✓
BOT Approval of A/E Procurement Method	May 23, 2017	May 23, 2017	↑	May 23, 2017	✓
BOT Approval of Construction Delivery Method	May 23, 2017	May 23, 2017	↑	May 23, 2017	✓
BOT Approval of Recommended Firms	August 22, 2017	August 22, 2017	↑	August 22, 2017	✓
Architect Mobilized	September 12, 2017	September 29, 2017	↓	September 28, 2017	✓
GMP Construction Documents Submittal	April 16, 2018	April 16, 2018	↑	April 19, 2018	✓
BOT Approval of GMP	June 26, 2018	June 26, 2018	↑	June 26, 2018	✓
Contractor Mobilized	July 6, 2018	July 20, 2018	↔	July 26, 2018	✓
Foundations Complete	September 23, 2019	September 23, 2019	↑	July 29, 2019	✓
Structures Complete	November 18, 2019	November 18, 2019	↑	November 13, 2019	✓
Roofing of Buildings Complete	December 20, 2019	December 20, 2019	↑	December 20, 2019	✓
Permanent Power Complete	December 15, 2019	January 10, 2020	↓	January 15, 2020	✓
Building A Punchlist Generated	June 5, 2020	June 12, 2020	↔	-	
Building B Punchlist Generated	June 12, 2020	June 19, 2020	↔	-	
Building C Punchlist Generated	June 30, 2020	June 30, 2020	↑	-	
Building D Punchlist Generated	July 6, 2020	July 13, 2020	↔	-	
Substantial Completion	July 6, 2020	July 13, 2020	↔	-	
Final Completion	July 30, 2020	July 30, 2020	↑	-	
Student Occupancy	August 2020	August 2020	↑	-	

## 5.3 Phase 2

### Celina Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	September 25, 2018	February 14, 2018	↑	February 14, 2018	✓
BOT Approval of A/E Procurement Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Construction Delivery Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Recommended A/E Firm	June 26, 2018	June 26, 2018	↑	June 26, 2018	✓
BOT Approval of Recommended CM Firm	August 2018	August 2018	↑	August 28, 2018	✓
Architect Mobilized	July 24, 2018	July 24, 2018	↑	July 31, 2018	✓
Schematic Design Submittal	January 8, 2019	January 15, 2019	↘	January 16, 2019	✓
Design Development Submittal	April 30, 2019	April 30, 2019	↑	April 26, 2019	✓
Construction Document Submittal	September 20, 2019	September 20, 2019	↑	September 3, 2019	✓
Contractor Mobilized	December 2019	December 2019	↑	November 25, 2019	✓
Foundations Complete	April 9, 2020	April 14, 2020	↘	April 21, 2020	✓
Structures Complete	July 7, 2020	July 7, 2020	↑	-	
Roofing of Buildings Complete	December 2, 2020	December 2, 2020	↑	-	
Permanent Power Complete	October 7, 2020	October 7, 2020	↑	-	
Interior Finish-Out Complete	May 18, 2021	May 18, 2021	↑	-	
Substantial Completion	July 15, 2021	June 30, 2021	↑	-	
Final Completion	August 12, 2021	July 29, 2021	↑	-	
Student Occupancy	August 2021	August 2021	↑	-	

### Farmersville Campus

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	September 25, 2018	February 14, 2018	↑	February 14, 2018	✓
BOT Approval of A/E Procurement Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Construction Delivery Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Recommended A/E Firm	June 26, 2018	June 26, 2018	↑	June 26, 2018	✓
BOT Approval of Recommended CM Firm	August 2018	August 2018	↑	August 28, 2018	✓
Architect Mobilized	July 24, 2018	July 24, 2018	↑	July 31, 2018	✓
Schematic Design Submittal	December 20, 2018	December 18, 2018	↑	December 18, 2018	✓
Design Development Submittal	April 2, 2019	April 19, 2019	↓	April 26, 2019	✓
Construction Document Submittal	July 25, 2019	August 9, 2019	↓	August 9, 2019	✓
Contractor Mobilized	November 2019	November 2019	↑	October 21, 2019	✓
Foundations Complete	March 5, 2020	March 13, 2020	↘	April 2, 2020	✓
Structures Complete	April 13, 2020	April 13, 2020	↑	April 30, 2020	✓
Roofing of Buildings Complete	June 29, 2020	June 29, 2020	↑	-	
Permanent Power Complete	June 30, 2020	July 7, 2020	↘	May 4, 2020	✓
Interior Finish-Out Complete	November 30, 2020	November 30, 2020	↑	-	
Substantial Completion	January 5, 2021	January 5, 2021	↑	-	
Final Completion	February 2, 2021	February 2, 2021	↑	-	
Student Occupancy	August 2021	August 2021	↑	-	

## IT Center

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	September 25, 2018	February 14, 2018	↑	February 14, 2018	✓
BOT Approval of A/E Procurement Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Construction Delivery Method	September 25, 2018	March 27, 2018	↑	March 27, 2018	✓
BOT Approval of Recommended A/E Firm	June 26, 2018	June 26, 2018	↑	June 26, 2018	✓
BOT Approval of Recommended CM Firm	August 2018	August 2018	↑	August 28, 2018	✓
Architect Mobilized	July 24, 2018	July 24, 2018	↑	July 31, 2018	✓
Schematic Design Submittal	May 24, 2019	May 24, 2019	↑	May 24, 2019	✓
Design Development Submittal	August 23, 2019	August 23, 2019	↑	August 23, 2019	✓
Construction Document Submittal	December 9, 2019	December 9, 2019	↑	December 9, 2019	✓
Contractor Mobilized	December 2019	January 6, 2020	↓	January 20, 2020	✓
Construction Start for Loop Road/Parking	June 1, 2020	June 1, 2020	↑	-	
Foundations Complete	June 22, 2020	June 22, 2020	↑	April 3, 2020	✓
Structures Complete	August 14, 2020	August 14, 2020	↑	-	
Construction Complete for Loop Road/Parking	August 15, 2020	August 15, 2020	↑	-	
Roofing of Buildings Complete	November 3, 2020	November 3, 2020	↑	-	
Permanent Power Complete	January 4, 2021	January 4, 2021	↑	-	
Interior Finish-Out Complete	May 13, 2021	May 13, 2021	↑	-	
Substantial Completion	June 30, 2021	June 30, 2021	↑	-	
Final Completion	August 26, 2021	August 26, 2021	↑	-	
Student Occupancy	August 2021	August 2021	↑	-	

\* Phase 3 (Loop Road, Fire Lane, and Parking Lot) at Frisco Campus is included in this schedule

## 5.4 Phase 3

## McKinney Campus Projects

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	August 27, 2019	August 27, 2019	↑	August 27, 2019	✓
BOT Approval of A/E Procurement Method	October 22, 2019	October 22, 2019	↑	October 22, 2019	✓
BOT Approval of Construction Delivery Method	February 2020	February 2020	↑	October 22, 2019	✓
BOT Approval of Recommended A/E Firm	March 24, 2020	March 24, 2020	↑	April 28, 2020	✓
BOT Approval of Recommended CM Firm	March 24, 2020	March 24, 2020	↑	April 28, 2020	✓
Student Occupancy	January 2022	January 2022	↑	-	

## 6. Budget

### 6.1 Program Summary

#### Program Wide Budget Summary

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$47,226,570	\$43,069,445	\$39,964,547	\$33,523,950	93%	84%
Investigation, Testing & Verification	\$8,185,410	\$7,082,883	\$5,246,201	\$2,889,608	74%	55%
Construction, Equipment & Furnishings	\$486,561,069	\$504,434,153	\$453,165,787	\$328,489,164	90%	72%
Misc.	\$394,411	\$371,604	\$112,214	\$112,214	30%	100%
Contingency	\$61,621,273	\$19,144,575	\$0	\$0	0%	0%
<b>Total Program Budget</b>	<b>\$600,000,000</b>	<b>\$600,000,000</b>	<b>\$498,488,750</b>	<b>\$365,014,937</b>		
% of Total Program Budget Committed	83.08%					
% of Total Commitments Expended	73.22%					
% of Total Program Budget Expended	60.84%					

### 6.2 Phase 1

#### Wylie Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$15,051,440	\$13,498,844	\$13,498,844	\$12,587,517	100%	93%
Investigation, Testing & Verification	\$2,679,247	\$2,294,678	\$1,792,096	\$1,457,349	78%	81%
Construction, Equipment & Furnishings	\$133,174,284	\$149,874,427	\$149,284,996	\$132,691,554	100%	89%
Misc.	\$126,082	\$175,066	\$58,394	\$58,394	33%	100%
Contingency	\$6,571,649	\$241,774	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$157,602,702</b>	<b>\$166,084,789</b>	<b>\$164,634,330</b>	<b>\$146,794,814</b>		
% of Total Project Budget Committed	99.13%					
% of Total Commitments Expended	89.16%					
% of Total Project Budget Expended	88.39%					

## Technical Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$14,713,206	\$13,792,895	\$13,740,617	\$12,818,320	100%	93%
Investigation, Testing & Verification	\$2,619,039	\$1,694,355	\$1,633,265	\$846,848	96%	52%
* Construction, Equipment & Furnishings	\$130,181,602	\$161,006,800	\$158,745,804	\$132,510,348	99%	83%
Misc.	\$123,249	\$23,377	\$23,377	\$23,377	100%	100%
Contingency	\$6,423,972	\$605,380	\$0	\$0	0%	0%
Allen ISD Reimbursement	-	(\$12,000,000)	(\$12,000,000)	-		
Allen EDC Grant	-	(\$400,000)	(\$400,000)	-		
<b>Total Project Budget</b>	<b>\$154,061,068</b>	<b>\$164,722,807</b>	<b>\$161,743,063</b>	<b>\$146,198,893</b>		
% of Total Project Budget Committed	98.19%					
% of Total Commitments Expended	90.39%					
% of Total Project Budget Expended	88.75%					

\* Actual Budget from bond funds is \$148,606,800 (\$161,006,800 less \$12,000,000 Allen ISD Reimbursement and \$400,000 Allen EDC Grant)

## 6.3 Phase 2

### Celina Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$5,078,807	\$3,988,794	\$3,955,842	\$2,775,801	99%	70%
Investigation, Testing & Verification	\$936,908	\$936,908	\$568,423	\$178,442	61%	31%
Construction, Equipment & Furnishings	\$46,569,862	\$47,376,432	\$42,145,072	\$10,920,091	89%	26%
Misc.	\$44,090	\$62,092	\$19,124	\$19,124	31%	100%
Contingency	\$2,482,596	\$2,748,037	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$55,112,263</b>	<b>\$55,112,263</b>	<b>\$46,688,461</b>	<b>\$13,893,457</b>		
% of Total Project Budget Committed	84.72%					
% of Total Commitments Expended	29.76%					
% of Total Project Budget Expended	25.21%					

## Farmersville Campus

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$2,539,404	\$2,185,319	\$2,171,319	\$1,648,635	99%	76%
Investigation, Testing & Verification	\$468,453	\$529,567	\$436,795	\$151,808	82%	35%
Construction, Equipment & Furnishings	\$23,284,932	\$25,178,752	\$22,660,919	\$7,319,227	90%	32%
Misc.	\$22,045	\$26,716	\$5,911	\$5,911	22%	100%
Contingency	\$1,241,298	\$585,779	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$27,556,132</b>	<b>\$28,506,132</b>	<b>\$25,274,943</b>	<b>\$9,125,580</b>		
% of Total Project Budget Committed	88.66%					
% of Total Commitments Expended	36.11%					
% of Total Project Budget Expended	32.01%					

## IT Center

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$5,472,853	\$4,858,074	\$4,823,265	\$3,002,517	99%	62%
Investigation, Testing & Verification	\$1,009,600	\$1,155,213	\$806,422	\$255,162	70%	32%
Construction, Equipment & Furnishings	\$50,183,042	\$50,312,373	\$39,823,443	\$3,447,996	79%	9%
Misc.	\$47,510	\$52,919	\$5,409	\$5,409	10%	100%
Contingency	\$2,675,210	\$8,076,424	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$59,388,215</b>	<b>\$64,455,003</b>	<b>\$45,458,539</b>	<b>\$6,711,083</b>		
% of Total Project Budget Committed	70.53%					
% of Total Commitments Expended	14.76%					
% of Total Project Budget Expended	10.41%					

\* Project Budget contains funds for Phase 3 (Loop Road, Fire Lane, and Parking Lot) at Frisco Campus

## 6.4 Phase 3

## McKinney Campus Projects

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$4,370,860	\$4,375,520	\$1,404,660	\$339,660	32%	24%
Investigation, Testing & Verification	\$472,163	\$472,163	\$9,200	\$0	2%	0%
Construction, Equipment & Furnishings	\$30,179,816	\$30,179,816	\$0	\$0	0%	0%
Misc.	\$31,435	\$31,435	\$0	\$0	0%	0%
Contingency	\$2,833,454	\$3,505,791	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$37,887,728</b>	<b>\$38,564,725</b>	<b>\$1,413,860</b>	<b>\$339,660</b>		
% of Total Project Budget Committed	3.67%					
% of Total Commitments Expended	24.02%					
% of Total Project Budget Expended	0.88%					

Frisco Campus (Additional Projects)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$2,883,468	\$2,883,468	\$0	\$0	0%	0%
Investigation, Testing & Verification	\$347,015	\$347,015	\$0	\$0	0%	0%
Construction, Equipment & Furnishings	\$16,724,000	\$16,724,000	\$0	\$0	0%	0%
Misc.	\$70,820	\$70,820	\$0	\$0	0%	0%
Contingency	\$1,094,995	\$1,094,995	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$21,120,298</b>	<b>\$21,120,298</b>	<b>\$0</b>	<b>\$0</b>		
% of Total Project Budget Committed	0.00%					
% of Total Commitments Expended	0.00%					
% of Total Project Budget Expended	0.00%					

Plano Campus (Additional Projects)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
<b>Total Project Budget</b>	<b>\$0</b>	<b>\$4,677,541</b>	<b>\$0</b>	<b>\$0</b>		
% of Total Project Budget Committed	0.00%					
% of Total Commitments Expended	0.00%					
% of Total Project Budget Expended	0.00%					

6.5 Phase A

Public Safety Training Center

Budget Group	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Construction Costs	\$31,068,022	\$31,068,022	\$31,068,022	100%	100%
<b>Total Project Budget</b>	<b>\$31,068,022</b>	<b>\$31,068,022</b>	<b>\$31,068,022</b>		

Trane Energy PACT

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Frisco Campus	\$9,725,336	\$9,725,336	\$9,725,336	\$4,354,072	100%	45%
Plano Campus	\$6,797,834	\$6,797,834	\$6,797,834	\$3,282,425	100%	48%
McKinney Campus	\$4,044,983	\$4,044,983	\$4,044,983	\$2,063,418	100%	51%
Courtyard Center	\$548,720	\$548,720	\$548,720	\$476,207	100%	87%
Collin Higher Education Center	\$720,659	\$720,659	\$720,659	\$355,806	100%	49%
<b>Total Program Budget</b>	<b>\$21,837,531</b>	<b>\$21,837,531</b>	<b>\$21,837,531</b>	<b>\$10,531,927</b>		
% of Total Project Budget Committed	100.00%					
% of Total Commitments Expended	48.23%					

## 6.6 Additional Program Budgets

### Program Level

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Building Fund Reimbursement	\$51,150,000	\$0	\$0	\$0	0%	0%
Program Wide Traffic Study	\$0	\$370,000	\$370,000	\$351,500	100%	95%
Program Contingency	\$39,393,094	\$3,381,389	\$0	\$0	0%	0%
Trane PACT Program Management		\$99,500	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$90,543,094</b>	<b>\$3,850,889</b>	<b>\$370,000</b>	<b>\$351,500</b>		

## 7. Completed Items

### 7.1 General Program

- [AECOM issued the Monthly Program Report for April '20 to Collin College on May 7<sup>th</sup>](#)
- [AECOM conducted coordination meetings with the Executive Committee on May 4<sup>th</sup> and May 18<sup>th</sup>](#)

### 7.2 Procurement

- No Procurement Items have been completed at this time

### 7.3 Design

- [AECOM, PBK and Skanska USA Building, Inc. participated in the McKinney Campus Welcome Center Design Review Meetings on May 6<sup>th</sup>, 13<sup>th</sup>, and 28<sup>th</sup>](#)

### 7.4 Pre-Construction

- No Pre-Construction Items have been completed at this time

### 7.5 Construction

- [Collin College, AECOM, Perkins+Will, Inc. and McCarthy Building Companies, Inc. conducted Weekly OAC meetings on May 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup> for the Technical Campus](#)
- [Collin College, AECOM, Page Southerland Page, Inc. and Skanska USA Building, Inc. conducted Weekly OAC meetings on May 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup> for the Wylie Campus](#)
- [Collin College, AECOM, Page Southerland Page, Inc., Skanska USA Building, Inc. and Bath Commissioning conducted Weekly MEP/Commissioning meetings on May 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup> for the Wylie Campus](#)
- [Collin College, AECOM, Beck Architecture, LLC, and JT Vaughn Construction conducted Weekly OAC meetings on May 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup> for the Celina Campus](#)
- [Collin College, AECOM, Beck Architecture, LLC, and JT Vaughn Construction conducted Weekly OAC meetings on May 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup> for the Farmersville Campus](#)
- [Collin College, AECOM, Beck Architecture, LLC, and JE Dunn Construction conducted an OAC meeting on May 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup> for the IT Center at the Frisco Campus](#)
- [Collin College held a meeting to discuss classroom furniture move-in with McCarthy Building Companies, Inc., AECOM, KI, and TX Office Install on May 5<sup>th</sup> for the Technical Campus](#)

- [AECOM held a Food Service Walkthrough with Collin College and McCarthy Building Companies, Inc. on May 8<sup>th</sup> for the Technical Campus](#)
- [Skanska USA Building, Inc. held a Campus Commons Level 2 Punchlist Walk with Collin College, AECOM, and Page Southerland Page, Inc. on May 11<sup>th</sup> for the Wylie Campus](#)
- [Skanska USA Building, Inc. held a Campus Commons Level 1 Punchlist Walk with Collin College, AECOM, and Page Southerland Page, Inc. on May 18<sup>th</sup> for the Wylie Campus](#)
- [McCarthy Building Companies, Inc. held a Academic Building Level 00 Punchlist Walk with AECOM and Perkins & Will, Inc. on May 20<sup>th</sup> for the Technical Campus](#)
- [Skanska USA Building, Inc. held a Campus Commons Level 3 Punchlist Walk with Collin College, AECOM, and Page Southerland Page, Inc. on May 21<sup>st</sup> for the Wylie Campus](#)
- [Skanska USA Building, Inc. held a Student Center Level 2 Punchlist Walk with Collin College, AECOM, and Page Southerland Page, Inc. on May 27<sup>th</sup> for the Wylie Campus](#)

[See Appendix A for Construction Progress Photos](#)

## 7.6 Acceptance and Close-Out

- No Acceptance and Close-Out Phase Items have been completed at this time

## 8. Pending Items

### 8.1 General Program

- No General Program items are pending at this time

### 8.2 Procurement

- Architect and CMAR Pre-Construction contract execution for the McKinney Campus Welcome Center
- [RFQ issuance for Architect services for the Frisco Campus projects](#)

### 8.3 Design

- Revised easement locations at Celina Campus due to changes in new roadway alignment

### 8.4 Pre-Construction

- Coordination with the City of Frisco on the permitting/zoning requirements for the work on the Frisco Campus

### 8.5 Construction

- Building envelope, MEP installation, sitework, and interior and exterior finish work at the Technical Campus
- Exterior building envelope and interior finish work at the Wylie Campus.

[See Appendix A for Construction Progress Photos](#)

## 8.6 Acceptance and Close-Out

- No Acceptance and Close-Out activities are underway at this time

# Appendix A – Construction Progress Photos

## Technical Campus



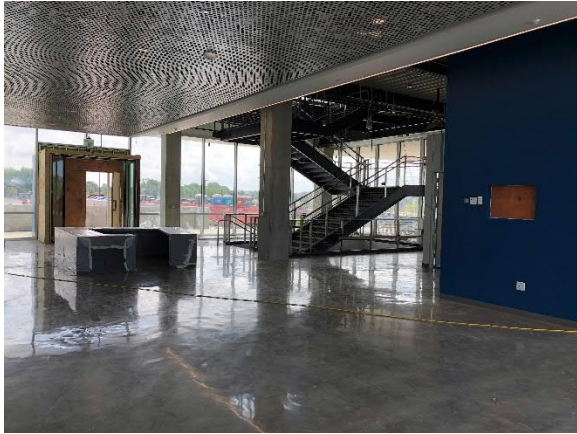
May '20 Aerial



NW View of Academic Building from Bending Branch Way



Trees Being Installed at South Garage Entry



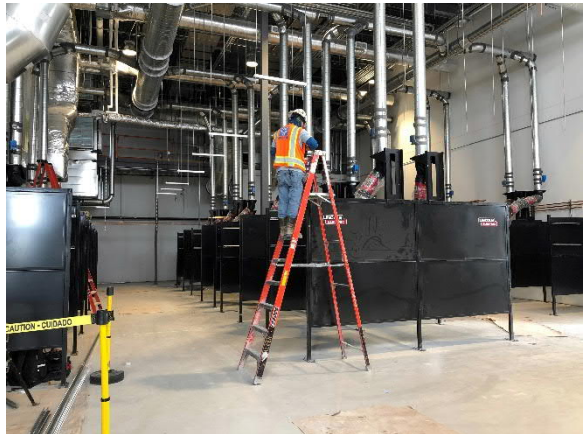
Level 1 Entry Lobby to Academic Building



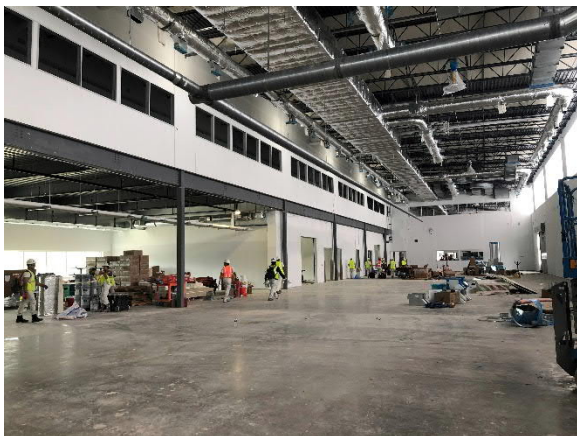
Library at Academic Building



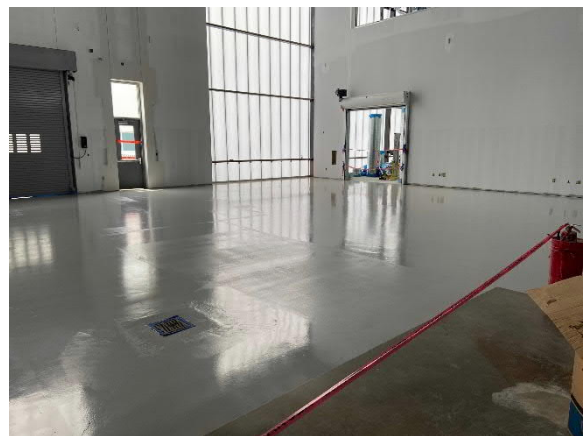
Kitchen in Academic Building



Welding Booths Installed in Trade Bar B



Trade Bar D Bay Area



Epoxy Placed on Floors in Trade Bar D

## Wylie Campus



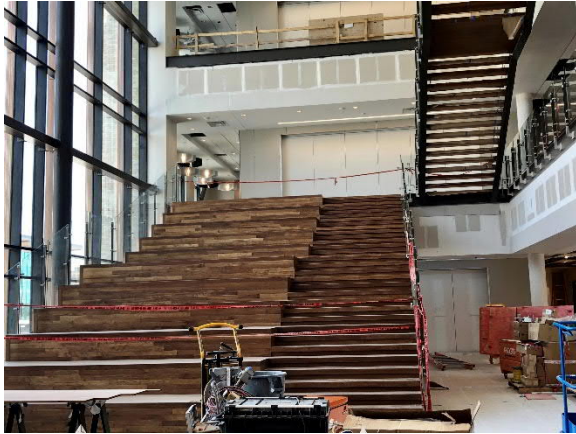
May '20 Aerial



South View Aerial of Library Main Entrance



North Entrance Monument Signage



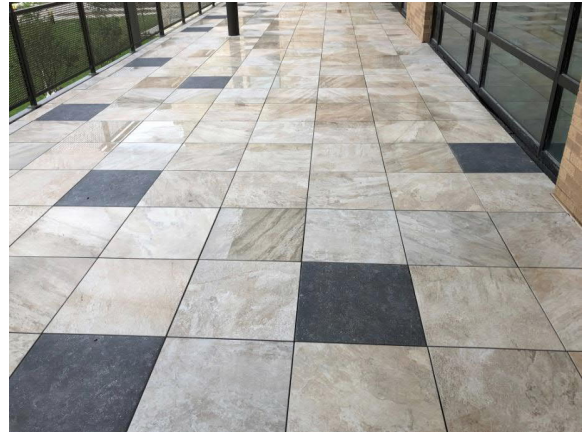
Grand Stairs at Student Center



Partition Installed in Conference Center Room



Campus Commons One-Stop Shop



Flooring at Library Terrace



Sod Installed on South Side of Library



North View of Campus Quad Area

# Celina Campus



May '20 Aerial



South View of North Building

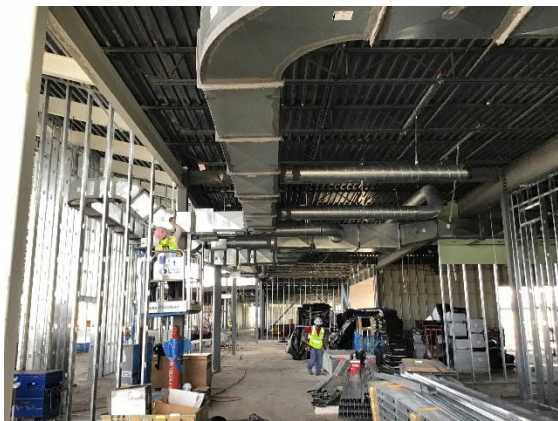


South View of 2<sup>nd</sup> Floor of North Building

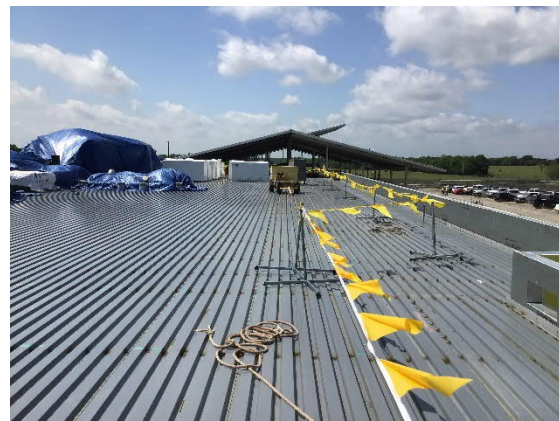
# Farmersville Campus



May '20 Aerial



North View of Corridor



South View of Building's Roof

# IT Center at Frisco Campus



May '20 Aerial



Concrete Poured in Area A



Firelane Poured in Quad Aea