



**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, December 8, 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

**iCollin**  
[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 Gomel  
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)

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

**DISCUSSION ITEMS**

- 1. Fall Enrollment Summary - Toni P. Jenkins, Ed.D., Senior VP of Campus Operations
- 2. Human Resources Statement of Work - Kim Davison, Chief of Staff, and Floyd Nickerson, Chief Human Resources Officer

**CONVENE REGULAR MONTHLY MEETING: Board Room 139, CHEC.**

**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, evaluations, and/or reassignment of college personnel

Section 551.071 - Consultations with Attorney

- a. Discuss and receive legal advice regarding pending or contemplated litigation
- b. Consultation with college's attorney on a matter in which the attorney has an ethical duty of confidentiality

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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**

Public comment cards are available and accepted on-site for one hour prior to the start of the meeting. Comment cards are not transferable to other speakers. Citizens may address agenda or non-agenda items in their public comments. 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. 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 Board Meeting. Speakers who submit public comment cards may have up to three minutes to address the Board. No

presentation shall exceed three minutes, unless a translator is required, in which case up to six minutes can be used. 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.

## **PRESENTATIONS**

1. Update on Current Construction Projects - H. Neil Matkin, Ed.D.

## **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 December 8, 2020 Consent Agenda Items**

2020-12-C1

Approval of the Minutes of the October 27, 2020 Regular Meeting

2020-12-C2

Approval of the Personnel Report for December 2020

C2a. Administrative Appointments

C2b. Staff Appointments

C2c. Promotions and Lateral Changes

C2d. Resignations and Terminations

2020-12-C3

Approval for an Interlocal Agreement with Texas Political Subdivision (TPS) for General Liability and Auto Insurance

2020-12-C4

Approval of a TSIA Remote Testing Fee Beginning May 2021

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

2020-12-1

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

2020-12-2

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

2020-12-3

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of a Contract to Purchase Services to Fabricate and Install Two Guardrails from QMF Steel, Inc. at the Technical Campus

2020-12-4

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of the Guaranteed Maximum Price #1 from Skanska USA Building, Inc. for the Construction of Parking Modifications and Building Renovations at the McKinney Campus

2020-12-5

Consideration of Approval of the Comprehensive Annual Financial Report (CAFR) and Related Report from Independent Auditor Whitley Penn for the 2019-2020 Fiscal Year

2020-12-6

Consideration of Approval of the Faculty Emeritus Distinction to be Bestowed Upon the Recommended Candidates

2020-12-7

Consideration of Approval for the Appointment of Election Secretary and Deputy Secretary

2020-12-8

Consideration of Approval of the Bid Report for December 8, 2020

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

**INFORMATION REPORTS**

Exercise of Grant of Authority by the District President

Collin College Diversity Data 2015 v. 2020

FY20 Annual Internal Audit Report

Statement of Net Position as of October 31, 2020

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

Monthly Investment Report as of October 31, 2020

Gifts-In-Kind as of October 31, 2020

AECOM Monthly Report as of October 2020

**PRESIDENT'S AND BOARD ANNOUNCEMENTS**

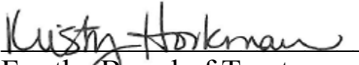
Comments on: Workshops, Seminars, and Conferences taking place at the College; Awards Received; Accomplishments, Appointments at the Local, State, and National Level; Published Articles and Newspaper Reports; and Upcoming Events.

**ANNOUNCEMENTS/ADJOURNMENT**

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

**AS REQUIRED BY STATE LAW, this meeting is open to the public, but please exercise public health precautions when considering whether to attend. The District may utilize social distancing efforts within the Board Room to reduce physical proximity of attendees. 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).**

I certify that the notice for this meeting and work session were posted on December 3, 2020 at 3:00 p.m., in compliance with the Texas Open Meetings Act.

  
For the Board of Trustees

**CONSENT AGENDA ITEMS TO BE CONSIDERED**

2020-12-C1	Approval of the Minutes of the October 27, 2020 Regular Meeting	pg. 6
2020-12-C2	Approval of the Personnel Report for December 2020	pg. 11
2020-12-C3	Approval for an Interlocal Agreement with Texas Political Subdivision (TPS) for General Liability and Auto Insurance	pg. 68
2020-12-C4	Approval of a TSIA Remote Testing Fee Beginning May 2021	pg. 75

December 8, 2020

**SUBJECT:**

Approval of the Minutes of the October 27, 2020 Regular Meeting

**RECOMMENDATION:**

The District President recommends approval of the minutes of the October 27, 2020 Regular Meeting.

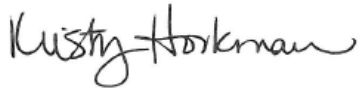
**RESOURCE PERSONNEL:**

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

**ATTACHMENTS:**

- A) October 27, 2020 Regular Meeting

Respectfully Submitted By:



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

**Minutes of Regular Meeting  
October 27, 2020**

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

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Collin County Community College District conducted a Work Session and its Regular Monthly Board of Trustees meeting on Tuesday, October 27, 2020, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC"), with Chairman Dr. Robert Collins presiding. Trustees in attendance were Dr. Robert Collins, Mr. Andy Hardin, Mr. Jim Orr, Dr. Raj Menon, Dr. Stacey Donald, Mr. Greg Gomel, Mr. Fred Moses, Mr. Jay Saad, and Ms. Stacy Arias.

**WORK SESSION**

With a quorum of the Board of Trustees present, Chairman Collins called the Work Session to order at 5:30 p.m. in Board Conference Room 135 at CHEC.

**DISCUSSION ITEMS**

1. Multi-Hazard Emergency Operations Plan - Sherry Schumann, Ph.D., Executive Vice President
2. SACSCOC Fifth-Year Interim Review of Off-Campus Instructional Sites - Sherry Schumann, Ph.D., Executive Vice President

**CONVENE REGULAR MEETING: Board Room 139, CHEC.**

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Chairman Collins adjourned the regular meeting to Board Conference Room 135 for Closed or Executive Session pursuant to the Texas Government Code Section 551.001 at 6:00 p.m.**

Section 551.074 - Personnel Matters

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

Section 551.071 - Consultations with Attorney

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

**RECONVENE REGULAR MEETING: 7:26 p.m., Board Room 139, CHEC.**

1. Pledges of Allegiance

**PUBLIC COMMENT**

Chris Vasquez spoke on the freedom of speech and COVID-19 issues.

**Approval of the October 27, 2020 Consent Agenda**

**2020-10-C1 Approval of the Minutes of the September 22, 2020 Regular Meeting**

**2020-10-C2 Approval of the Personnel Report for October 2020**

**2020-10-C3 Approval to Not Participate in the State Employee Charitable Contribution Program**

On motion of Trustee Gomel, and second of Trustee Menon, the October 27, 2020 Consent Agenda was unanimously approved.

**CONSIDERATION OF ACTION ON AGENDA ITEMS**

**2020-10-1 Report Out of the Organization, Education, and Policy Committee, First Reading of Local Board Policies: CAIA (Local) Ad Valorem Taxes - Exemptions and Payments; CAIC (Local) Ad Valorem Taxes - Selection and Duties of Chief Tax Officials (ADD); DHB (Local) Employee Standards of Conduct - Searches and Alcohol/Drug Testing; FI (Local) Solicitations; FKC (Local) Student Activities - Registered Student Organizations; FLBE (Local) Student Conduct - Alcohol and Drug Use; FM (Local) Discipline and Penalties**

Discussion: Trustee Orr, Chair of the Organization, Education, and Policy Committee, brought forth a first reading of local board policies.

No action was required.

**2020-10-2 Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policies: BD (Local) Board Meetings; CF (Local) Purchasing and Acquisition; CS (Local) Information Security; DHC (Local) Employee Standards of Conduct - Child Abuse and Neglect Reporting (ADD); GCB (Local) Public Information Program - Requests for Information**

Discussion: Trustee Orr, Chair of the Organization, Education, and Policy Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of the second reading and approval of Local Board policies.

The motion was unanimously approved as presented.

**2020-10-3 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval Authorizing the District President to Contract with The Gordian Group to Provide a Customized Job Order Contract (JOC) Complete Solution for the District**

Discussion: Trustee Hardin, Chair of the Campus Facilities and Construction Committee, brought forth, in the form of a motion and second, the Committee's consideration of

approval authorizing the District President to contract with The Gordian Group to provide a Customized Job Order Contract (JOC) Complete Solution for the District.

The motion was unanimously approved as presented.

**2020-10-4 Report Out of the Campus Facilities and Construction Committee and Consideration of Approval Authorizing the Construction Manager-at-Risk Contract with Skanska Building USA, Inc. ("Skanska") for the Construction of the Alumni Hall Fire Lane at the Frisco Campus**

Discussion: Trustee Hardin, Chair of the Campus Facilities and Construction Committee, brought forth, in the form of a motion and second, the Committee's consideration of approval authorizing the Construction Manager-at-Risk Contract with Skanska Building USA, Inc. ("Skanska") for the Construction of the Alumni Hall Fire Lane at the Frisco Campus.

The motion was unanimously approved as presented.

**2020-10-5 Report Out of the Finance and Audit Committee and Consideration of Approval of the Revised Audit Plan for FY 2021**

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 of the revised Audit Plan for FY 2021.

The motion was unanimously approved as presented.

**2020-10-6 Consideration of Approval of the Ad Valorem Property Tax Roll for the Tax Year 2020**

On motion of Trustee Moses, and second of Trustee Menon, this item was unanimously approved.

**2020-10-7 Consideration of Approval for the Nomination of Trustee Dr. Raj Menon to Serve on an Association of Community College Trustees' (ACCT) Committee and to Approve Related Travel Expenses to Attend Two Committee Meetings Per Year**

On motion of Trustee Moses, and second of Trustee Saad, this item was unanimously approved.

**2020-10-8 Consideration of Approval of the Bid Report for October 27, 2020**

Discussion: Melissa Irby, Chief Financial Officer, presented the Bid Report for October 27, 2020, which included three new solicitations, one contract renewal, and three contract revisions.

**I. NEW SOLICITATIONS**

Purchase Request #1		
Kitchen Electrical & Mechanical Upgrades	\$	130,000

Purchase Request #2		
Parking Lot Restriping		328,302
Purchase Request #3		
Managed Security Services		550,000
<b>TOTAL OF NEW SOLICITATIONS</b>	\$	<u>1,008,302</u>
<b>II.                    CONTRACT RENEWALS</b>		
Purchase Request #4		
Property & Liability Insurance	\$	938,676
<b>TOTAL OF CONTRACT RENEWALS</b>	\$	<u>938,676</u>
<b>III.                    CONTRACT REVISIONS</b>		
Purchase Request #5		
Elevator Maintenance and Repair	\$	175,000
Purchase Request #6		
Furniture		2,150,000
Purchase Request #7		
Library Services		200,000
<b>TOTAL OF CONTRACT REVISIONS</b>	\$	<u>2,525,000</u>
<b>GRAND TOTAL</b>	\$	<u><u>4,471,978</u></u>

On motion of Trustee Menon, and second of Trustee Orr, this item was unanimously approved.

**INFORMATION REPORTS**

- EFCD Local – Special Programs: High School Equivalency Testing Centers
- Exercise of Grant of Authority by the District President
- Gifts-In-Kind Report as of August 31, 2020
- Quarterly Foundation Report as of August 31, 2020
- Statement of Net Position as of September 30, 2020
- Summaries of Current Funds, Revenues, & Expenses as of September 30, 2020
- Monthly Investment Report as of September 30, 2020
- AECOM Monthly Report as of September 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; Upcoming Events; and Recent News.

**ADJOURNMENT**

Chairman Collins adjourned the October 27, 2020 meeting of the Board of Trustees of Collin County Community College District at 8:35 p.m.

December 8, 2020

**SUBJECT:**

Approval of the Personnel Report for December 2020

**RECOMMENDATION:**

The District President recommends approval of the Personnel Report for December 2020

6 Administrative Appointments  
31 Staff Appointments  
14 Promotions/Lateral Changes  
14 Resignations/Terminations

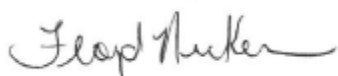
**RESOURCE PERSONNEL:**

Floyd Nickerson, Chief Human Resources Officer

**ATTACHMENTS:**

- A) Administrative Appointments
- B) Staff Appointments
- C) Promotions/Lateral Changes
- D) Resignations/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 December 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>
Mary Barnes-Tilley	N: Campus Provost, Plano O: Dean Academic Affairs	01/04/21	N: Academic Affairs O: Academic Affairs	Replacement Abe Johnson	N: \$161,109 O: \$111,856
Brenda Carter	N: Executive Dean, Celina O: Dean Academic Affairs	01/04/21	N: Academic Affairs O: Academic Affairs	New position	N: \$141,952 O: \$135,462
Diana Hopes	N: Executive Dean, Farmersville O: Dean Academic Services	11/02/20	N: Academic Affairs O: Curriculum	New position	N: \$118,370 O: \$104,318
Abe Johnson	N: Special Assistant to the District President O: Campus Provost	01/04/21	N: District President O: Academic Affairs	New position	N: \$190,389 O: \$190,389
David Tercero	N: Associate Dean, Academic Affairs/ Workforce O: Professor, Workforce	12/14/20	N: Academic Affairs/ Workforce O: Academic Affairs/ Workforce	Replacement Allison Venuto	N: \$97,368 O: \$64,646
Rachel Walker	N: Associate Dean, Academic Affairs/ Workforce O: Professor, Political Science	11/30/20	N: Academic Affairs O: Academic Affairs	New position	N: \$97,793 O: \$76,411

## BACK-UP INFORMATION

**NAME:** Mary Barnes-Tilley  
**ADDRESS:** Plano, TX  
**POSITION:** Campus Provost  
**DEPARTMENT:** Academic Affairs, Plano Campus

## SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	06/18 – 01/21	Dean, Academic Affairs
Collin College	07/17 – 06/18	Associate Dean, Academic Affairs
Blinn College	08/14 – 07/17	Assistant Instructional Dean, Social Sciences
Blinn College	08/95 – 07/17	Professor, Government
Blinn College	03/03 – 05/14	Division Chair

## EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas A&M University	2011	Ph.D., Political Science
Sam Houston State University	1997	M.A., Political Science
University of Texas at Austin	1995	B.A., Government
Harvard University	2016	Professional Certificate, Institute for Management and Leadership in Education

## BACK-UP INFORMATION

**NAME:** Brenda Carter  
**ADDRESS:** McKinney, TX  
**POSITION:** Executive Dean  
**DEPARTMENT:** Academic Affairs, Celina Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/06 – 12/20	Dean, Academic Affairs

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Mississippi State University	1998	M.S., Educational Psychology

## BACK-UP INFORMATION

**NAME:** Diana Hopes  
**ADDRESS:** McKinney, TX  
**POSITION:** Executive Dean  
**DEPARTMENT:** Academic Affairs, Farmersville Campus

## SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	04/18 – 10/20	Dean, Academic Services
Collin College	02/17 – 03/18	Director, Academic Planning
Global Languages Academy	06/16 – 12/16	Academy Partner, Curriculum and Instruction
Eastfield College	02/15 – 05/16	Director of College Programs
Independent Consultant	07/11 – 01/15	Program Development and Evaluation Consultant
United States Embassy in Guatemala	07/13 – 10/14	United States Fulbright Scholar
Southern Methodist University	06/10 – 06/11	Research Associate

## EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas A&M University, Commerce	2014	Ed.D., Supervision, Curriculum, and Instruction
Southern Methodist University	2004	M.B.E., Bilingual Education
Texas A&M International University	2000	B.A.A.S., English

**BACK-UP INFORMATION**

**NAME:** Abe Johnson  
**ADDRESS:** Plano, TX  
**POSITION:** Special Assistant to the District President  
**DEPARTMENT:** District President, CHEC

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	11/15 – 12/20	Campus Provost, Plano
Collin College	06/10 – 11/15	Dean, Academic Affairs, Health Sciences
Collin College	02/07 – 06/10	Director, Respiratory Care

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas Tech University	2015	Ed.D., Higher Education
Dallas Theological Seminary	2006	Th.M., Bible Exposition
Spring Arbor University	2000	B.A., Family Life Education
Houston Community College	1984	A.A.S., Respiratory Care

## BACK-UP INFORMATION

**NAME:** David Tercero  
**ADDRESS:** Denton, TX  
**POSITION:** Associate Dean, Academic Affairs/Workforce  
**DEPARTMENT:** Academic Affairs/Workforce, Plano Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	08/20 – 12/20	Professor, Music
Grayson College	01/13 – 05/20	Program Lead and Music Department Chair
Southeastern Oklahoma State University	08/12 – 05/20	Adjunct Professor, Music
Collin College	08/12 – 12/12	Adjunct Professor, Music
North Central Texas College	08/09 – 05/12	Adjunct Professor, Music

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of North Texas	2008	D.M., Musicology
University of North Texas	2005	M.A., Performance
Southern Methodist University	1997	B.A., Performance

## BACK-UP INFORMATION

**NAME:** Rachel Walker  
**ADDRESS:** Frisco, TX  
**POSITION:** Associate Dean, Academic Affairs/Workforce  
**DEPARTMENT:** Academic Affairs, Technical Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	09/15 – 11/20	Professor, Political Science
University of Texas at Tyler	09/10 – 08/15	Adjunct Professor, Political Science
California State University	09/06 – 08/10	Adjunct Professor, Political Science

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Louisiana State University	2005	Ph.D., Political Science
Hebrew University of Jerusalem	2000	M.A., Israeli Politics
Tulane University	1998	B.A., Political Science

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

Personnel Report: Staff Appointments

The following are Staff Appointments for December 2020.

<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>	<b>DEPARTMENT</b>	<b>REASON</b>	<b>SALARY</b>
Linda Akins	Accounts Payable Associate	10/19/20	Financial Services	New position	\$38,941
Kellie Benson	Accounts Receivable Associate	10/19/20	Financial Services	Replacement Ginny Song	\$35,339
Darrin Brindle	Plant Operations Worker	11/16/20	Physical Plant Support Services	Replacement Yevgeniy Slepov	\$29,239
Demetrius Brown	Buyer	11/16/20	Purchasing	Replacement Leslie Hooker	\$52,500
Jaquelina Cibran	Administrative Assistant	10/19/20	Dual Credit	Replacement Amanda Del Bosque	\$37,740
Colby Craddock	Coordinator, Welding Technology Labs	10/12/20	Welding	New position	\$46,780
Kim Cabbage	Administrative Assistant	11/02/20	Grant Management	Replacement Stacey Quesenberry	\$39,456
Mikhail Dragolich	Lab Assistant, Welding Technology	10/14/20	Welding	New position	\$32,691
Jason Elliston	Veterans Services Specialist	10/26/20	Financial Aid	Replacement Yolanda Patton	\$38,550
Lindsey Fields	College and Career Counselor	11/16/20	Dual Credit	Replacement Traci Howard Moore	\$53,982
Natarsha Hall	Supervisor, Testing Center	11/02/20	Testing and Assessment	Replacement Christy Cho	\$46,992
Eddie Hanna	Accounts Payable Associate	11/16/20	Financial Services	New position	\$39,456
Marcus Hjalber	Research Analyst	10/19/20	Institutional Research	Replacement Robert Schnitman	\$48,773
Toya Hunter	Human Resources Specialist	11/02/20	Human Resources	Replacement Mae Francis	\$44,332
Mark Huntsberry	Lab Instructor, Math	11/02/20	Math Lab	Replacement Bryan Valenzuela	\$50,194
Gary Johnson	Testing Center Assistant	11/02/20	Testing and Assessment	Replacement Bijon Sameri	\$31,687
Elizabeth Korb	Accounts Receivable Associate	10/19/20	Financial Services	New position	\$36,025
Arturo Silva Lozano	Campus Career Center Manager	12/07/20	Career Center	Replacement Deandre Branch	\$53,982
Julia Maddox	Financial Aid/Veterans Affairs Specialist	10/19/20	Financial Aid	Replacement Cindy Steltzlen	\$37,569
Rebekah Mansfield	Reference Librarian	11/16/20	Library	Replacement Mindy Tomlin	\$57,297
Taylor Oakes	Financial Aid/Veterans Affairs Specialist	11/02/20	Financial Aid	Replacement Marianne Grace	\$34,995

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

Petra Ochoa	eLearning Assistant	11/16/20	eLearning Centers	New position	\$34,633
Jennifer Osbourn	Financial Aid/Veterans Affairs Specialist	10/19/20	Financial Aid	Replacement Sandra Henderson	\$38,255
Diann Park	Veterans Services Specialist	10/26/20	Financial Aid	Replacement Michael Evans	\$40,368
Cherie Pook	Accounts Receivable Associate	10/19/20	Financial Services	Replacement Christina Eakle	\$39,456
Saranya Rajendran	Lab Instructor, Math	11/02/20	Math Lab	Replacement Mohammed Tehranian	\$50,904
Fabiola Resendiz	Student Enrollment Specialist	10/19/20	Admissions and Advising	Replacement David Turner	\$34,957
Monisa Rogers	Contract Administrator	10/19/20	Purchasing	Replacement Jennifer Wright	\$62,000
Angelica Ruiz	Bursar	10/19/20	Financial Services	Replacement Deanna Brown	\$80,091
Patrick Sheffield	Testing Center Assistant	11/30/20	Testing and Assessment	Replacement Willie Booker	\$30,823
Richard Smith	Manager, American Sign Language	11/09/20	American Sign Language Lab	New position	\$50,668

**BACK-UP INFORMATION**

**NAME:** Linda Akins  
**ADDRESS:** Allen, TX  
**POSITION:** Accounts Payable Associate  
**DEPARTMENT:** Financial Services, CHEC

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Temps of McKinney, Collin College	03/17 – 10/20	Accounts Payable Associate (Temporary)
Collin College	08/15 – 01/17	Call Center Assistant
InTouch Credit Union	04/08 – 08/12	Operations Support

## BACK-UP INFORMATION

**NAME:** Kellie Benson  
**ADDRESS:** The Colony, TX  
**POSITION:** Accounts Receivable Associate  
**DEPARTMENT:** Financial Services, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
University of Oklahoma	07/16 – 03/20	Site Director, Germany Extended Campus, Part-time
Americans Working Around the Globe	06/17 – 05/19	Treasurer, Part-time

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas A&M University	1990	B.B.A., Accounting

## BACK-UP INFORMATION

**NAME:** Darrin Brindle  
**ADDRESS:** McKinney, TX  
**POSITION:** Plant Operations Worker  
**DEPARTMENT:** Physical Plant Support Services, McKinney Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Temps of McKinney, Collin College	04/19 – 11/20	Plant Operations Worker

## BACK-UP INFORMATION

**NAME:** Demetrius Brown  
**ADDRESS:** Prosper, TX  
**POSITION:** Buyer  
**DEPARTMENT:** Purchasing, CHEC

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Applied Concepts Inc.	06/19 – 10/20	Buyer
Thyssenkrupp Elevator	10/14 – 04/19	Buyer
United States Army	10/12 – 05/14	Supply Management Officer
United States Army	11/11 – 09/12	Warehouse Manager

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Prairie View A&M University	2011	B.S., Criminal Justice

## BACK-UP INFORMATION

**NAME:** Jaquelina Cibran  
**ADDRESS:** Plano, TX  
**POSITION:** Administrative Assistant  
**DEPARTMENT:** Dual Credit, Technical Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Frisco ISD	08/14 – 08/20	Counseling Secretary
Barrios Financial Services	10/10 – 03/13	Office Manager

## BACK-UP INFORMATION

**NAME:** Colby Craddock  
**ADDRESS:** Rowlett, TX  
**POSITION:** Coordinator, Welding Technology Labs  
**DEPARTMENT:** Welding, Technical Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Lincoln College of Technology	12/19 – 10/20	Welding Instructor
University of Texas at Tyler	09/17 – 11/19	Adjunct Instructor
Nexstream Inc.	10/12 – 10/19	Head of Shipping and Receiving
University of Texas at Tyler	01/15 – 05/17	Graduate Research and Teaching Assistant
DeMousett Inspections	05/15 – 12/15	Assistant

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Tyler	2017	M.S., Kinesiology
University of Texas at Tyler	2014	B.S., Kinesiology

## BACK-UP INFORMATION

**NAME:** Kim Cubbage  
**ADDRESS:** Wylie, TX  
**POSITION:** Administrative Assistant  
**DEPARTMENT:** Grant Management, Courtyard Center

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
LeTourneau University	07/97 – 10/20	Registration Specialist

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	1989	B.A., Biology

## BACK-UP INFORMATION

**NAME:** Mikhail Dragolich  
**ADDRESS:** Richardson, TX  
**POSITION:** Lab Assistant, Welding Technology  
**DEPARTMENT:** Welding, Technical Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Walmart	07/20 – 10/20	Tire and Lube Technician, Part-time
Steel Cat	05/12 – 10/20	Welder
Cor-Tex Steel	05/19 – 12/19	Welding Intern

## BACK-UP INFORMATION

**NAME:** Jason Elliston  
**ADDRESS:** Anna, TX  
**POSITION:** Veterans Services Specialist  
**DEPARTMENT:** Financial Aid, McKinney Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Summit Industries, Inc.	01/19 – 04/20	Quality Control Inspector
Wells Fargo Advisors	03/16 – 12/18	Registered Client Associate
Northwestern Mutual	05/15 – 02/16	Associate Financial Advisor
Mathnasium	08/13 – 08/14	Franchise Owner
Scottrade	06/12 – 07/13	Investment Consultant

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
The University of Texas at Tyler	2012	B.B.A., Finance

## BACK-UP INFORMATION

**NAME:** Lindsey Fields  
**ADDRESS:** Little Elm, TX  
**POSITION:** College and Career Counselor  
**DEPARTMENT:** Dual Credit, Technical Campus

## SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	04/20 – 11/20	Continuing Education Instructor, Part-time
University of North Texas	07/16 – 07/19	Assistant Director, Resident Life
University of North Texas	04/14 – 07/16	Coordinator, Academic Initiatives and Assessment
University of North Texas	08/10 – 04/14	Academic Counselor

## EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas	2006	M.S., Development and Family Studies
University of North Texas	2004	B.A., Speech Language Pathology and Audiology

## BACK-UP INFORMATION

**NAME:** Natarsha Hall  
**ADDRESS:** Carrollton, TX  
**POSITION:** Supervisor, Testing Center  
**DEPARTMENT:** Testing and Assessment, Frisco Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Lewisville ISD	01/20 – 11/20	Substitute Teacher
University of North Texas	12/15 – 12/19	Administrative Coordinator III
Florida State College at Jacksonville	01/07 – 08/15	Assessment and Certification Specialist

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Florida State College at Jacksonville	2010	A.A.S., Office Administration

## BACK-UP INFORMATION

**NAME:** Eddie Hanna  
**ADDRESS:** McKinney, TX  
**POSITION:** Accounts Payable Associate  
**DEPARTMENT:** Financial Services, CHEC

### ***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Cyracom International	07/09 – 07/20	Quality Control Specialist

### ***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Damascus University	2000	B.S., Business Administration
Pima Community College	2013	A.S., Business and Accounting

**BACK-UP INFORMATION**

**NAME:** Marcus Hjalber  
**ADDRESS:** Plano, TX  
**POSITION:** Research Analyst  
**DEPARTMENT:** Institutional Research, CHEC

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Henry M. Jackson Foundation	08/16 – 05/18	Research Assistant

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2020	M.S., Psychological Sciences
University of Colorado at Boulder	2016	B.A., Psychology

## BACK-UP INFORMATION

**NAME:** Toya Hunter  
**ADDRESS:** Carrollton, TX  
**POSITION:** Human Resources Specialist  
**DEPARTMENT:** Human Resources, CHEC

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Texas Health and Human Services Commission	10/19 – 10/20	Texas Workers Advisor I
Waste Connections, Inc.	02/18 – 09/19	Dispatcher
Dallas ISD	03/13 – 01/18	Energy Analyst
Romulus Group, Inc.	08/11 – 02/13	Executive Administrative Assistant
Fossil, Inc.	04/08 – 06/11	Loss Prevention Officer

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of Phoenix	2019	B.S., Business

## BACK-UP INFORMATION

**NAME:** Mark Huntsberry  
**ADDRESS:** Plano, TX  
**POSITION:** Lab Instructor, Math  
**DEPARTMENT:** Math Lab, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	10/19 – 10/20	Tutor, Part-time
Baylor Tom Landry Center	10/17 – 06/20	Education Coordinator
City of Plano	05/13 – 05/17	Head LG Instructor, Part-time
Texas Instruments	06/12 – 11/12	Analog Design Instruments, Part-time
University of Texas at Dallas	08/11 – 05/12	Research Assistant, Part-time
University of Texas at Dallas	01/11 – 05/11	Tutor, Part-time

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2013	B.S., Electrical Engineering

## BACK-UP INFORMATION

**NAME:** Gary Johnson  
**ADDRESS:** Frisco, TX  
**POSITION:** Testing Center Assistant  
**DEPARTMENT:** Testing and Assessment, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Woodrow Wilson High School	01/18 – 01/19	Inclusion Teacher
Legacy Preparatory Charter Academy	02/16 – 01/17	Director
Legacy Preparatory Charter Academy	02/15 – 01/16	Assistant Director
Skyline High School	01/08 – 01/15	Inclusion Teacher

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Lamar University	2013	M.Ed., Education Administration
Bellevue University	2002	B.S., Human Resources Management

## BACK-UP INFORMATION

**NAME:** Elizabeth Korb  
**ADDRESS:** Allen, TX  
**POSITION:** Accounts Receivable Associate  
**DEPARTMENT:** Financial Services, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	10/19 – 10/20	Accounts Receivable Associate, Part-time
Collin College	06/19 – 09/19	Admissions and Records Assistant, Part-time
Bastrop ISD	12/14 – 03/15	Curriculum Instruction
Impetro Operating	01/11 – 10/11	Administrative Assistant

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas State University	2005	B.S., Interdisciplinary Studies

## BACK-UP INFORMATION

**NAME:** Arturo Silva Lozano  
**ADDRESS:** Plano, TX  
**POSITION:** Campus Career Center Manager  
**DEPARTMENT:** Career Services, Plano Campus

## SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
University of Texas at Dallas	07/17 – 10/20	Associate Director, Employer Relations
University of Texas at Dallas	03/17 – 06/17	Coordinator
Prospanica	08/15 – 10/16	Network Job Board Senior Specialist
Prospanica	06/08 – 07/15	Membership Marketing Specialist

## EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Wichita State University	2007	M.A., Spanish Literature and History
Wichita State University	2005	B.A., Spanish
Wichita State University	2005	B.B.A., International Business

## BACK-UP INFORMATION

**NAME:** Julia Maddox  
**ADDRESS:** Murphy, TX  
**POSITION:** Financial Aid/Veterans Affairs Specialist  
**DEPARTMENT:** Financial Aid, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
The University of Texas at Dallas	12/16 – 10/20	Graduate Admissions Coordinator
Mesquite Police Department	09/13 – 11/16	Administrative Law Enforcement Coordinator
Mesquite Police Department	05/11 – 09/13	Police Records Clerk

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of New Haven	2010	M.S., National Security and Public Safety
Sam Houston State University	2007	B.S., Criminal Justice

**BACK-UP INFORMATION**

**NAME:** Rebekah Mansfield  
**ADDRESS:** Lewisville, TX  
**POSITION:** Reference Librarian  
**DEPARTMENT:** Library, Plano Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Lewisville Public Library	02/16 – 10/20	Adult Services Librarian
Carrollton Public Library	04/14 – 02/16	Access Services Supervisor
Tarrant County College	08/11 – 04/14	Library Specialist
Tarrant County College, Upward Bound Program	10/10 – 08/11	Instructional Assistant, Part-time

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas	2015	M.S., Library Science
University of North Texas	2009	B.A., English

## BACK-UP INFORMATION

**NAME:** Taylor Oakes  
**ADDRESS:** Dallas, TX  
**POSITION:** Financial Aid/Veterans Affairs Specialist  
**DEPARTMENT:** Financial Aid, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Knox Heights Apartments	06/20 – 10/20	Leasing Agent
Jerry Jones Student Athlete Success Center	08/19 – 03/20	Study Hall Night Manager
Razorback Ticket Center	05/18 – 08/19	Student Assistant
University of Arkansas	05/17 – 12/17	Student Assistant
University of Arkansas	03/16 – 05/17	Student Assistant

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Arkansas	2020	B.S., Human Environmental Sciences

## BACK-UP INFORMATION

**NAME:** Petra Ochoa  
**ADDRESS:** Grapevine, TX  
**POSITION:** eLearning Assistant  
**DEPARTMENT:** eLearning Centers, McKinney Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	09/19 – 11/20	Instructional Design Assistant, Part-time
Southwest Airlines	05/19 – 08/19	Instructional Design Intern
Yes Prep Public Schools	07/14 – 07/16	AP Psychology Teacher and Course Facilitator

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas	2019	M.S., Learning Technologies
University of Houston	2013	B.S., Psychology

## BACK-UP INFORMATION

**NAME:** Jennifer Osbourn  
**ADDRESS:** McKinney, TX  
**POSITION:** Financial Aid/Veterans Affairs Specialist  
**DEPARTMENT:** Financial Aid, McKinney Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
VEB Solutions, Inc.	11/18 – 03/20	Sales Support Manager
Paul Mitchell The School	06/16 – 10/18	Executive Director, Compliance and Financial Aid
Mediatech Institute	10/08 – 05/16	Director, Finance

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
ATI Career Training Center	2003	Business and Accounting Certification

## BACK-UP INFORMATION

**NAME:** Diann Park  
**ADDRESS:** Frisco, TX  
**POSITION:** Veterans Services Specialist  
**DEPARTMENT:** Financial Aid, Frisco Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
University of North Texas	01/17 – 08/20	Student Assistant, Veterans Affairs, Part-time
Rent-A-Center	05/07 – 05/16	Recruiter

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas	2020	B.A., English
University of North Texas	2020	B.A., Interdisciplinary Art and Design

## BACK-UP INFORMATION

**NAME:** Cherie Pook  
**ADDRESS:** Irving, TX  
**POSITION:** Accounts Receivable Associate  
**DEPARTMENT:** Financial Services, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
American Airlines	04/17 – 06/20	Staff Assistant
Southern Methodist University	03/16 – 03/17	Coordinator
Southern Methodist University	02/14 – 03/16	Payroll Associate
University of Texas at Arlington	05/12 – 02/14	Support Specialist II
New York University	02/08 – 09/10	Budget Coordinator

## BACK-UP INFORMATION

**NAME:** Saranya Rajendran  
**ADDRESS:** Plano, TX  
**POSITION:** Lab Instructor, Math  
**DEPARTMENT:** Math Lab, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Shine Learning Center	06/18 – 10/20	Math Teacher, Part-time
Collin College	11/16 – 10/20	Math Lab Specialist, Part-time
Lewisville ISD	01/15 – 05/15	Pre-AP Geometry Student Teacher, Part-time
Garland ISD	01/14 – 06/14	AVID Tutor, Part-time

## *EDUCATION*

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

## BACK-UP INFORMATION

**NAME:** Fabiola Resendiz  
**ADDRESS:** Dallas, TX  
**POSITION:** Student Enrollment Specialist  
**DEPARTMENT:** Admissions and Advising, Courtyard Center

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Dallas ISD	10/19 – 08/20	Administrative Assistant
University of Texas at Dallas	01/18 – 09/19	Library Assistant Supervisor
University of Texas at Dallas	04/17 – 12/17	Library Assistant III
University of North Texas	09/16 – 03/17	Administrative Specialist
Department of Justice	02/16 – 10/16	Legal Assistant, Part-time
Eastfield College	05/12 – 06/16	Department Assistant

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Eastfield College	2015	A.A., Criminal Justice
Eastfield College	2015	A.A., Liberal Arts

## BACK-UP INFORMATION

**NAME:** Monisa Rogers  
**ADDRESS:** Fort Worth, TX  
**POSITION:** Contract Administrator  
**DEPARTMENT:** Purchasing, CHEC

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
City of Denton	05/19 – 05/20	Senior Buyer
City of Fort Worth	03/13 – 04/19	Senior Buyer
Express Pros	11/08 – 02/13	Accountant

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of Texas at Arlington	2014	M.P.A., Public Administration
University of Texas at Arlington	2015	Public Budgeting and Financial Management Certificate

## BACK-UP INFORMATION

**NAME:** Angelica Ruiz  
**ADDRESS:** Dallas, TX  
**POSITION:** Bursar  
**DEPARTMENT:** Financial Services, CHEC

### ***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Southern Methodist University	02/15 – 10/20	Associate Director, Student Financial Operations
Southern Methodist University	03/07 – 01/15	Assistant Director, Student Account Services

### ***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Southern Methodist University	2015	M.A., Dispute Resolution
Southern Methodist University	2010	B.A., Spanish

## BACK-UP INFORMATION

**NAME:** Patrick Sheffield  
**ADDRESS:** Dallas, TX  
**POSITION:** Testing Center Assistant  
**DEPARTMENT:** Testing and Assessment, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/20 – 11/20	Testing Center Assistant, Part-time
Northern Virginia Community College	09/13 – 09/19	Instructional Assistant
University of Houston	08/11 – 05/13	Teaching Assistant

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
The University of Houston	2020	M.A., History
The University of Texas	2009	B.A., History

## BACK-UP INFORMATION

**NAME:** Richard Smith  
**ADDRESS:** Frisco, TX  
**POSITION:** Manager, American Sign Language  
**DEPARTMENT:** American Sign Language Lab, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	12/19 – 11/20	American Sign Language Supervisor, Part-time
Collin College	01/18 – 12/19	American Sign Language Assistant III
Overland Park	07/10 – 07/11	Deaf Ministry
Mountain Creek Church of Christ	01/06 – 06/10	Deaf Ministry

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Sunset International Bible Institute	2006	B.A., Biblical Studies
Abilene Christian University	1990	B.A., Industrial Technology

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

Personnel Report: Promotions and Lateral Changes

The following are Promotions and Lateral Changes for December 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>
Russel Braga	N: Program Manager, Continuing Education O: Culinary Steward and Storeroom Assistant	11/30/20	N: Continuing Education O: Culinary Arts	Repurpose	N: \$58,599 O: \$32,027
Francis Choy	N: Senior Instructional Designer O: Instructional Designer	12/01/20	N: eLearning Centers O: eLearning Centers	Reclassification	N: \$79,411 O: \$75,472
Pamela Darling- Facio	N: Senior Instructional Designer O: Instructional Designer	12/01/20	N: eLearning Centers O: eLearning Centers	Reclassification	N: \$68,069 O: \$57,115
Jeanna Francis	N: Student Enrollment Specialist O: Admissions and Records Assistant	12/01/20	N: Admissions and Advising O: Admissions and Advising	Replacement Alyssa Vaughn	N: \$36,617 O: \$34,594
Edward Franklin	N: Collin Police Officer O: Collin College Police Cadet	11/01/20	N: Police O: Police	New position	N: \$51,102 O: \$46,832
Brad Hennigan	N: Senior Instructional Designer O: Instructional Designer	12/01/20	N: eLearning Centers O: eLearning Centers	Reclassification	N: \$69,644 O: \$62,813
Brittany Lemalu	N: Collin Police Officer O: Collin College Police Cadet	11/01/20	N: Police O: Police	New position	N: \$54,509 O: \$46,832
Pamela Minot	N: Collin College Police Cadet O: Financial Aid and Veteran Services Advisor	11/09/20	N: Police O: Financial Aid	Replacement Chris Mixon	N: \$51,250 O: \$48,380
Benjamin Miro	N: Senior Instructional Designer O: Instructional Designer	12/01/20	N: eLearning Centers O: eLearning Centers	Reclassification	N: \$68,699 O: \$62,197
Zachary Reagan	N: Collin Police Officer O: Collin College Police Cadet	11/01/20	N: Police O: Police	New position	N: \$49,885 O: \$46,832
Pamela Robinson	N: Supervisor, Circulation O: Circulation Assistant	11/01/20	N: Library O: Library	Replacement Nikhil Patel	N: \$44,614 O: \$42,205
Tiffany Taylor	N: Student Enrollment Specialist O: Admissions and Records Assistant	11/01/20	N: Admissions and Advising O: Admissions and Advising	Replacement Alicia Phillips	N: \$44,035 O: \$42,012
Mibrak Teklay	N: Supervisor, Testing Center O: Testing Center Assistant	10/12/20	N: Testing and Assessment O: Testing and Assessment	Replacement Scott Massey	N: \$43,723 O: \$36,169
Austin Walker	N: Collin Police Officer O: Collin College Police Cadet	11/01/20	N: Police O: Police	New position	N: \$53,292 O: \$46,832

## BACK-UP INFORMATION

**NAME:** Russel Braga  
**ADDRESS:** Dallas, TX  
**POSITION:** Program Manager, Continuing Education  
**DEPARTMENT:** Continuing Education, Courtyard Center

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	10/19 – 11/20	Culinary Steward and Storeroom Assistant
Allmigo Allergy Friendly Foods, LLC	03/16 – 09/19	Director of Quality and Culinary Development Chef
Texas Woman's University	08/15 – 02/16	Program Director, Health Studies
Dallas College	06/12 – 07/15	Coordinator, Continuing Education
Dallas College	01/12 – 05/12	Teaching Artist

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Texas Woman's University	2017	M.B.A., Business Administration
Southern Methodist University	2011	B.A., Spanish
Dallas College	2007	A.A., Music

## BACK-UP INFORMATION

**NAME:** Francis Choy  
**ADDRESS:** Frisco, TX  
**POSITION:** Senior Instructional Designer  
**DEPARTMENT:** eLearning Centers, Frisco Campus

### ***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	04/02 – 11/20	Instructional Designer

### ***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2001	M.S., Management and Administrative Science
University of Hong Kong	1976	B.S., Economics and Accounting

## BACK-UP INFORMATION

**NAME:** Pamela Darling-Facio  
**ADDRESS:** McKinney, TX  
**POSITION:** Senior Instructional Designer  
**DEPARTMENT:** eLearning Centers, Plano Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	03/20 – 11/20	Instructional Designer
Collin College	02/18 – 03/20	Instructional Design Assistant, Part-time
Santa Rosa Junior College	01/96 – 03/20	Adjunct Instructor
Collin College	01/14 – 01/17	Continuing Education Instructor, Part-time

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Western Governors University, Texas	2013	M.Ed., Learning Technology
California State University, Chino	1989	B.S., Business Administration

## BACK-UP INFORMATION

**NAME:** Jeanna Francis  
**ADDRESS:** Plano, TX  
**POSITION:** Student Enrollment Specialist  
**DEPARTMENT:** Admissions and Advising, Plano Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	08/19 – 11/20	Admissions and Records Assistant
Jet Blue Airways	02/12 – 07/19	Flight Attendant
Colgan Air Inc.	01/10 – 01/12	Flight Attendant

## BACK-UP INFORMATION

**NAME:** Edward Franklin  
**ADDRESS:** Fort Worth, TX  
**POSITION:** Collin Police Officer  
**DEPARTMENT:** Police, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	03/20 – 10/20	Collin College Police Cadet
Gateway Church	11/15 – 03/20	Lead Armed Security Officer
Gate Keeper	10/18 – 09/19	Armed Security Officer, Part-time
YMCA	05/13 – 06/16	Day Camp Counselor, Part-time

## BACK-UP INFORMATION

**NAME:** Brad Hennigan  
**ADDRESS:** Plano, TX  
**POSITION:** Senior Instructional Designer  
**DEPARTMENT:** eLearning Centers, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	07/17 – 11/20	Instructional Designer
University of Texas at Dallas	01/13 – 11/20	Lecturer, Part-time
University of Texas at Dallas	01/09 – 09/13	Digital Gamer Narrative Designer

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2012	M.F.A., Arts and Technology
University of Texas at Dallas	2008	B.A., Art and Performance

## BACK-UP INFORMATION

**NAME:** Brittany Lemalu  
**ADDRESS:** Plano, TX  
**POSITION:** Collin Police Officer  
**DEPARTMENT:** Police, Plano Campus

### ***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	03/20 – 10/20	Collin College Police Cadet
Genpact	02/18 – 02/20	Content Moderator
Lea County Sheriff Department	01/10 – 08/17	Deputy Sheriff

### ***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
New Mexico Junior College	2011	Law Enforcement Officer Certification
New Mexico Junior College	2007	New Mexico Correctional Certification

**BACK-UP INFORMATION**

**NAME:** Pamela Minot  
**ADDRESS:** Plano, TX  
**POSITION:** Collin College Police Cadet  
**DEPARTMENT:** Police, Plano Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	04/20 – 11/20	Financial Aid and Veterans Affairs Advisor
Collin College	12/17 – 03/20	Veterans Resources Specialist
Collin College	10/15 – 12/16	Financial Aid Specialist
United States Army	05/12 – 08/15	Unit Supply Specialist

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Dallas Baptist University	2018	B.A., Psychology
Collin College	2016	A.A., Liberal Arts

## BACK-UP INFORMATION

**NAME:** Benjamin Miro  
**ADDRESS:** McKinney, TX  
**POSITION:** Senior Instructional Designer  
**DEPARTMENT:** eLearning Centers, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	05/18 – 11/20	Instructional Designer
Collin College	05/15 – 05/18	Instructional Technologist
Collin College	12/13 – 05/15	eLearning Assistant, Part-time
University of Texas at Dallas	03/11 – 08/13	First Person Cultural Trainer

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2015	M.F.A., Arts and Technology
University of Texas at Dallas	2011	B.A., Arts and Humanities

## BACK-UP INFORMATION

**NAME:** Zachary Reagan  
**ADDRESS:** Royse City, TX  
**POSITION:** Collin Police Officer  
**DEPARTMENT:** Police, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	03/20 – 10/20	Collin College Police Cadet
Collin College	07/18 – 02/20	Dispatcher
Ray Scott State Farm Insurance	05/16 – 06/18	Customer Service Manager
Buffalo Wild Wings	07/16 – 11/16	Server
JCPenney Salon	11/14 – 06/16	Receptionist

## BACK-UP INFORMATION

**NAME:** Pamela Robinson  
**ADDRESS:** Dallas, TX  
**POSITION:** Supervisor, Circulation  
**DEPARTMENT:** Library, Plano Campus

### *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/12 – 10/20	Circulation Assistant
Art Institute of Dallas	01/06 – 01/11	Library Clerk

### *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas Woman's University	1992	B.A., Government

## BACK-UP INFORMATION

**NAME:** Tiffany Taylor  
**ADDRESS:** Prosper, TX  
**POSITION:** Student Enrollment Specialist  
**DEPARTMENT:** Admissions and Advising, Frisco Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	03/13 – 10/20	Admissions Assistant
Collin College	01/12 – 02/13	Admissions Assistant, Part-time
Denton ISD	08/10 – 08/12	Substitute Teacher, Part-time
Hilton Reservations	06/10 – 08/12	Reservation Agent, Part-time
Collin College	05/11 – 12/11	Student Assistant, Admissions and Advising

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas Woman's University	2019	B.S., Criminal Justice

## BACK-UP INFORMATION

**NAME:** Mibrak Teklay  
**ADDRESS:** Plano, TX  
**POSITION:** Supervisor, Testing Center  
**DEPARTMENT:** Testing and Assessment, Plano Campus

## *SELECTED EXPERIENCE*

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	12/12 – 10/20	Testing Center Assistant
Parallon HCA	04/12 – 10/20	Health Information Specialist, Part-time

## *EDUCATION*

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Western Governors University	2017	B.S., Health Informatics

**BACK-UP INFORMATION**

**NAME:** Austin Walker  
**ADDRESS:** Van Alstyne, TX  
**POSITION:** Collin Police Officer  
**DEPARTMENT:** Police, Plano Campus

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	04/20 – 10/20	Collin College Police Cadet
Allen Police Department	04/11 – 03/20	Evidence Technician

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2012	B.A., Criminology
Collin College	2009	A.A., Liberal Arts

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

Personnel Report: Resignations and Terminations

The following are Resignations and Terminations for December 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>
Kim O'Bryon Bridges	11/02/20	2	Executive Assistant	Public Relations	Position Eliminated
Lyndsey Caban	11/17/20	1	Manager, Construction Purchasing	Purchasing	Resignation
Teresa Danner	12/31/20	23	Manager, Campus Career Center	Career Services	Retirement
Priscilla Guzman	11/05/20	<1	Compensation Assistant	Human Resources	Resignation
Angelica Iraheta	10/23/20	1	Coordinator, Special Admissions and Advising	Dual Credit	Resignation
Randy Jackson	11/10/20	<1	Associate Dean, Academic Affairs	Academic Affairs	Separation
Kelly Martin	11/05/20	18	Professor, English	Academic Affairs	Resignation
Karen Murph	01/04/21	24	Coordinator, Curriculum	Curriculum	Retirement
Linda Muysson	12/30/20	24	Professor, Kinesiology	Academic Affairs	Retirement
Donna Okaro	01/04/21	29	Assistant Director, Student Engagement	Student Engagement	Retirement
Tamara Redic-Cottrell	11/06/20	<1	Project Manager, Grants	Grants and Contracts	Resignation
Zachary Stevens-Naas	11/07/20	<1	Facility Operations Assistant	Physical Plant Support Services	Resignation
Uremaydiyi Ukiri	11/20/20	<1	Employment and Professional Development Generalist	Human Resources	Position Eliminated
Earl Young	11/06/20	1	Professor, Collision Repair	Academic Affairs/ Workforce	Resignation

December 8, 2020

**SUBJECT:**

Approval for an Interlocal Agreement with Texas Political Subdivision (TPS) for General Liability and Auto Insurance

**RECOMMENDATION:**

The District President recommends ratification to approve an interlocal agreement with Texas Political Subdivision (TPS) for general liability and auto insurance.

The District purchases insurance to meet legal requirements and ensure protection and preservation of the District's human, physical, and financial assets. The District purchases the following insurance coverage types through this contract: general liability, school board legal liability, law enforcement, auto liability, auto uninsured motorists, and auto physical damage.

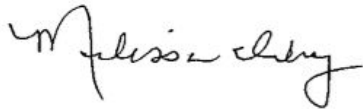
**RESOURCE PERSONNEL:**

Melissa Irby, Chief Financial Officer

**ATTACHMENTS:**

- A) Texas Political Subdivision Agreement

Respectfully Submitted By:

A handwritten signature in cursive script that reads "Melissa Irby".

Melissa Irby, Chief Financial Officer



**TEXAS POLITICAL SUBDIVISIONS  
PROPERTY/CASUALTY JOINT SELF-INSURANCE FUND  
INTERLOCAL AGREEMENT  
CONTRACT NUMBER F0745**

**(Guaranteed Cost Plan For Pooled Political Subdivisions)**

This Interlocal Agreement entered into by and between the Texas Political Subdivisions Property/Casualty Joint Self-Insurance Fund (hereinafter referred to as "Fund") and the undersigned political subdivision of the State of Texas (hereinafter referred to as "Fund Member") is for the purpose of providing liability, property, automobile physical damage, and crime and/or self-insurance funding; insurance; reinsurance; claims administration; loss control services; and other risk management services as needed for the "Fund Members" and their employees.

**WITNESSETH:**

The undersigned Fund Member, in accordance with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code and the interpretation thereof by the Attorney General of the State of Texas (Opinion #MW-347, May 29, 1981), and in consideration of other political subdivisions executing similar Interlocal Agreements, does hereby agree to become a Member of the Fund. The conditions of membership agreed upon by and between the parties are as follows:

1. Definitions of terms used in this Interlocal Agreement:

- a. **Allocated Loss Expense** -- the costs incurred in processing claims, including but not limited to court costs, expenses for investigation and adjustment of claims, legal expenses, cost containment services (such as PPO discounts, rehabilitation services, medical management services), costs in protection and pursuit of subrogation/recovery rights, and similar expenses chargeable to a particular claim (excluding ordinary overhead expenses of the Fund and/or its designee such as salaries and other fixed expenses which shall be deemed unallocated expenses).
- b. **Board** -- the Board of Trustees of the Texas Political Subdivisions Property/Casualty Joint Self-Insurance Fund.
- c. **Loss** -- the sums actually paid or payable by the Fund in the settlement or satisfaction of any claim or suit for which a Fund member is liable either by adjudication or settlement made with the written consent of the Fund.
- d. **TPS Joint Self-Insurance Fund Automobile Liability and Physical Damage Coverage** -- the automobile liability and physical damage coverage document of the Texas Political Subdivisions Property/Casualty Joint Self-Insurance Fund that sets forth in exact detail, the coverages, limits of self-insurance, deductibles, exclusions and conditions.
- e. **TPS Joint Self-Insurance Fund General Liability Coverage** -- the general liability coverage document of the Texas Political Subdivisions Property/Casualty Joint Self-Insurance Fund that sets forth in exact detail, the coverages, limits of selfinsurance, deductibles, exclusions and conditions.

- f. **TPS Joint Self-Insurance Fund Property Coverage** -- the property coverage document of the Texas Political Subdivisions Property/Casualty Joint Self-Insurance Fund that sets forth, in exact detail, the coverages, limits of self-insurance, deductibles, exclusions and conditions.
  - g. **TPS Joint Self-Insurance Fund Crime Coverage** -- the crime coverage document of the Texas Political Subdivisions Property/Casualty Joint Self-Insurance Fund that sets forth, in exact detail, the coverages, limits of self-insurance, deductibles, exclusions and conditions.
2. At the Fund's discretion, each Fund Member may adopt any or all of (1) the TPS Joint Self-Insurance Fund Automobile Liability and Physical Damage Coverage, (2) the TPS Joint Self-Insurance Fund General Liability Coverage, (3) the TPS Joint Self-Insurance Fund Property Coverage, or (4) the TPS Joint Self-Insurance Fund Crime Coverage selfinsurance plans. Whichever Self-Insurance Plan(s) the Fund Member accepts, the Fund Member agrees to adopt and accept the coverages, provisions, terms, conditions, exclusions and limitations of the applicable Self-Insurance Plan(s) Coverage Document(s). The limits of self-insurance, optional coverages and deductibles selected by the Fund Member will be shown on the Declarations of each coverage document.

The Fund Member should examine the deductible provisions of the coverage document(s) selected to determine the Fund Member's obligations to reimburse the Fund if the Fund pays part or all of any deductible in handling a loss, claim or suit. The Fund Member should also examine the deductible provisions to determine the expenditures that the Fund may make that apply to and may exhaust any deductible selected.

3. If the Fund Member adopts the TPS Joint Self-Insurance Fund Automobile Liability and Physical Damage Coverage, or the TPS Joint Self-Insurance Fund General Liability Coverage self-insurance plan(s) which cover liability exposures, it is understood that by participating in this Self-Insurance pool, the Fund Member does not intend to waive any of the immunities that its officers or employees now possess. The Fund Member recognizes the Texas Tort Claims Act and its limitations to certain governmental functions as well as its monetary limitations, and that by executing this Agreement does not agree to expand those limitations.
4. The Fund Member agrees to pay contributions to the Fund based on a rating system approved by the Board. Contributions are payable to the Fund on an annual basis in advance of the Fund Members' effective date, and subsequently, in advance of the anniversary of the Fund Member's effective date.
5. In the event the Fund Member fails or refuses to make payments of contributions on a timely basis as herein provided, the Fund reserves the right to terminate such Fund Member by giving ten (10) days written notice and to collect any and all contributions that are earned pro rata for the period(s) preceding contract termination. Any Fund Member that is terminated hereunder shall forfeit any of the refunds that have not been paid prior to the date of termination.
6. Prior to each anniversary of the effective date of this Agreement, the Fund shall obtain from the Fund Member data as requested by the Fund in the form of a self-audit that may be used to determine the final contribution for the previously ended coverage period unless otherwise waived by the Fund. Based on the data submitted, a final contribution by the Fund Member or return of contribution to the Fund Member will be calculated. The Fund reserves the right to audit the relevant records of any Fund Member.
7. The Fund Member agrees to execute the necessary authorization form(s) permitting the Fund and/or its designee to obtain from other providers experience rating information for the Fund Member.

8. Commensurate with the execution of this Agreement and annually thereafter, the Fund Member shall complete the appropriate exposure summary. Intentional or reckless misstatements on the exposure summary shall be grounds for cancellation.
9. Loss control services will be supplied by the Fund and/or its designee to Fund Members to assist them in following a plan of loss control that may result in reduced losses. The undersigned Fund Member agrees that it will cooperate in instituting any and all reasonable loss control recommendations for the purpose of eliminating or minimizing hazards that would contribute to losses. The Fund Member's failure to cooperate with reasonable loss control recommendations shall constitute a material breach of this Agreement. In the event that the recommendations submitted on behalf of the Fund seem unreasonable, the Fund Member shall have the right to appeal to the Board, and the decision of the Board shall be final.
10. Pursuant to the terms and conditions of the applicable Self-Insurance Plan(s) Coverage Documents, the Fund and/or its designee agrees to administer any and all claims after notice of claim has been given and to provide a defense where appropriate. The Fund Member hereby appoints the Fund and/or its designee as its agent to act in all matters pertaining to processing and handling of all claims and shall cooperate fully in supplying any information needed or helpful in the administration of those claims. The Fund and/or its designee shall carry on all negotiations with any third parties or their attorneys and negotiate within authority granted by the Fund. The Fund and/or its designee shall retain and supervise legal counsel on behalf of and at the expense of the Fund as necessary for the prosecution and defense of any litigation.
11. At the option of the Fund and/or its designee, a Fund Member may be allowed to choose the legal counsel it deems most appropriate for the handling of any individual claim. However, all decisions on individual claims shall be made by the Fund and/or its designee, which includes the decision to appeal or not to appeal a final adjudication at the trial court level. However, any Fund Member shall have the right to consult with the Fund and/or its designee on any claim and have the right to appeal any decision made by the Fund and/or its designee to the Board. Any suit brought or defended by the Fund shall be brought or defended only in the name of the Fund Member and/or its officers or employees.
12. Periodically each Fund Member will be provided a computer printout containing a statement of claims cumulative for said Fund Member by Effective Date of that Fund Member
13. If this Agreement is terminated as provided for in paragraph 5, those claims handling services provided by the Fund and/or its designee as described in paragraph 10 will continue on those claims occurring within the dates of this Interlocal Agreement until they are ultimately and finally disposed of and closed. All other obligations under this Interlocal Agreement will end on the date of termination or expiration.
14. The Fund shall maintain case reserves and supplemental reserves computed in accordance with the standard actuarial principles, taking into account historical and other data, designed to measure claims development and claims incurred but not yet reported, so that funds will be available to meet these claims as they become due.
15. Unencumbered monies of the Fund shall be available for excess contribution refunds as determined by the Board. The Fund shall invest such monies in accordance with the Board approved guidelines. All monies that are on deposit with the Fund, and the investment earnings from these particular monies, shall be used for the benefit of the Fund Members until such time as the Board deems that it is financially prudent to declare excess contribution refunds. Such determinations will be made annually.

16. The Fund shall at all times maintain adequate insurance or reinsurance to protect the financial integrity of the Fund. This insurance or reinsurance is provided so that Fund Members will have no joint or several liability other than their required contribution and to insure that the Fund Member shall at no time be on an assessable basis beyond the amount set forth in this Interlocal Agreement. The Board, however, reserves the right to adjust this insurance or reinsurance coverage.
17. The Fund agrees that all Fund transactions will be audited annually by a certified public accounting firm.
18. In order to have an orderly, complete, and well-understood basis for contributions to the Fund, the various rating mechanisms of the Texas Department of Insurance have been utilized as a guide. Said rating mechanisms do not apply to plans of self-insurance and there is no intention to bestow rating authority over this plan of self-insurance upon the Texas Department of Insurance or any other regulatory authorities. Any word or phrase used in this Interlocal Agreement, which is ordinarily used in the insurance context, but not in the self-insurance context, shall be construed as consistent with the self-insurance concept except where the context clearly indicates no other possible construction.
19. As the administrators of the Fund, the Board shall primarily and constantly keep foremost in its deliberations and decisions in operating the Fund that each of the participating Fund Members is a "self-insured." At least annually, the Fund and/or its designee shall carefully review, study and consider the actual claims or loss experience (including reserves for future claims payments) of each of the Fund Members in order to maintain as nearly as possible an equitable and reasonable administration of the Fund as applied to each Fund Member.
20. The Fund Member agrees that it will appoint a coordinator of department head rank or higher and that the Fund and/or its designee shall not be required to contact any other individual except this person. Any notice to or any agreements with the Coordinator shall be binding upon the Fund Member. The Fund Member may change the Coordinator by giving written notice to the Fund.
21. The Fund Member acknowledges that it has received a copy of the Bylaws of the Fund, and it agrees to abide by these Bylaws and any amendments thereto and any and all policies and procedures of the Fund.
22. The Fund Member agrees to timely provide all necessary information to the Fund and/or its designee and to timely execute all necessary documents as may be needed or required for the administration of the Fund.
23. The Fund Member shall have the right to appeal any decision or recommendation of the Fund and/or its designee to the Board whose determination will be final. Any appeal shall be made in writing to the Fund Secretary within 60 days of decision or recommendation of the Fund and/or its designee.
24. The Fund Member shall take no action to release, discharge or impair its right to seek recovery of any amounts paid under this Agreement from any person or entity legally responsible for the bodily injury, sickness or disease, or death for which such payment is made. Nor may the Fund Member assign such rights without the express, written approval of the Fund.
25. This Interlocal Agreement, together with all the Amendments, Supplements and other attachments hereto, constitutes the entire agreement between the parties and supersedes all previous Interlocal Agreements, promises, representations, understandings and negotiations, whether written or oral, between the parties with respect to subject matter hereof.

26. If any portion of this Interlocal Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions hereof shall continue in full force and effect.
27. It is the intent of the Parties that the Fund and/or its designee and the Fund Member each shall bear responsibility for any of its own negligence or its own error or omission, including, but not limited to claims alleging violations of the Texas Insurance Code, the Deceptive Trade Practices and Consumer Protection Act, and the common law duty of good faith.
28. The Fund and/or its designee shall not be held accountable for any increased cost or expense to the Fund Member involving payments of claims under any contention by the Fund Member that a claim service, risk management service, loss control service, or administrative service could have been handled differently.
29. **This Interlocal Agreement shall commence at 12:01 a.m. on the date shown as "effective date" on the signatory page of this Agreement, and shall remain in force and effect until terminated as hereinafter provided. This Agreement may be terminated by (a) mutual consent or by (b) either party by giving sixty (60) days prior written notice of termination to the other party or (c) as otherwise specified in this Interlocal Agreement or the Bylaws of the Fund.**

**TO BE COMPLETED BY FUND MEMEBER**

Collin County Community College District  
Fund Member Name

Signature of Authorized Official

Date

Type Name

Title

**THE PROPERTY CASUALTY COORDINATOR FOR THE FUND MEMBER IS:**

Coordinator Name & Title: Barbara Johnston  
Mailing Address: 342 Spur 399  
McKinney, TX 75069  
Telephone Nummer: 972-985-3732  
Fax Number: \_\_\_\_\_

**TO BE COMPLETED BY TPS FUND OFFICE**

November 01, 2020  
Effective Date of Agreement

F0745  
Contract Number



Signature of Fund Secretary

11/4/2020  
Date

December 8, 2020

**SUBJECT:**

Approval of a TSIA Remote Testing Fee beginning May 2021

**RECOMMENDATION:**

The District President recommends that the Board of Trustees approves the proposed TSIA Remote Testing Fee, effective May 3, 2021 and allow the District President to make the necessary adjustments to the fee in the event the third-party vendor raises the cost for online proctoring.

**RATIONALE:**

The TSI Assessment (TSIA) is part of the Texas Success Initiative enacted by the Texas State Legislature to assess a student's readiness for college-level coursework. The TSIA exam is administered through the College Board's Accuplacer digital platform. To take the assessment on campus, a \$29 testing fee is charged. During the campus closure due to COVID-19, the College Board approved the use of a third-party vendor for the remote, online administration of the TSIA. In order for students not to be charged any additional fees due to campus closure, students paid the third-party vendor the \$20.00 proctoring fee directly and Collin did not assess the additional charge for the testing units. The College Board is continuing to allow remote testing and the vendor has raised the cost to \$25.00. Although onsite testing has resumed, Collin is continuing to offer online testing as an option. As it is currently administered, CARES Act funds are covering the cost of each testing unit for every online test administered through the third-party vendor. Given the expectation of the College Board's approval to continue third-party proctoring for online testing, the College is requesting approval to implement a \$40.00 TSIA Remote Testing Fee which will be paid directly to the College by the student to cover the costs of the testing unit (\$15.00) and the additional \$25.00 third-party charge as a flow through fee. The College will be invoiced by the third party for the online proctoring portion of the fee. In the event our approved vendor raises the online proctoring fee, the College is requesting the ability to adjust the remote testing fee according to the change in proctoring fee. Students electing to test onsite will continue to pay the approved \$29.00 fee.

**BUDGETARY CONSIDERATION:**

Without the implementation of the TSIA Remote Testing fee, the College will incur a loss for each testing unit administered in the online environment. The budgetary impact will be significant if the College Board continues to authorize the use of online, third-party proctoring for remote testing and the College is no longer able to off-set the loss using CARES Act funds.

**RESOURCE PERSONNEL:**

Sherry Schumann, Ph.D., Executive Vice President  
Dr. Jay Corwin, Chief Student Success Officer

**ATTACHMENTS:**

A) TSIA Remote Testing Fee Request Form

Respectfully Submitted By:

A handwritten signature in cursive script, appearing to read "Sherry Schumann", is written over a light gray, dotted rectangular background.

Sherry Schumann, Ph.D.  
Executive Vice President

**Collin College**  
**Fee Request for Board Approval and/or Fee Modification**

Course Title or Program: Student Enrollment Services Testing

Fee Name: Texas Success Initiative (TSI) Assessment Remote Testing Fee

Fee Amount: \$40.00

Detail Code/FOAPAL: \_\_\_\_\_

Requested Implementation Date or Term: May 3, 2021

assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

The TSI Assessment (TSIA) is part of the Texas Success Initiative enacted by the Texas State Legislature to assess a student's readiness for college-level coursework. The TSIA exam is administered through the College Board's Accuplacer digital platform. To take the assessment on campus, a \$29 testing fee is charged. During the campus closure due to COVID-19, the College Board approved a third-party vendor for the remote, online administration of the TSIA. In order for students not to be charged any additional fees due to campus closure, students paid the third-party vendor the \$20 proctoring fee directly and Collin did not assess the additional charge for the testing units. The College Board is continuing to allow remote testing and the vendor has raised the cost to \$25. Collin College is continuing to offer online testing as an option, although onsite testing has resumed. Given the continuation of the College Board's approval to use a third-party vendor for online testing, the College is requesting approval to implement a \$40 TSIA Remote Testing Fee which will be paid directly to the College to cover the cost of the testing unit (\$15) and the additional \$25 third-party vendor fee. Students electing to test onsite will continue to pay the approved \$29 fee. Selecting "Other" as this fee encompasses both testing and flow through fees.

**Select one from each list below:**

Original approval request (requires VP and Board approval) :

Change to existing fee amount (requires VP Board approval) :

Course Designation Change (no fee change):

Fee Termination Notice:

**Select one from list below:**

This is a course lab fee (<\$24):

This is a course special fee (>\$24):

This is a flow through fee:

This is an administrative fee:

Other (explain in justification block) :

**Approvals:**

N/A  
 Requestor: Director or Associate Dean's Name/Signature

\_\_\_\_\_  
 Date

Dr. Alicia Huppe   
 Approver: Associate Vice President's Name/Signature

11-20-2020  
 Date

Dr. Albert Tezeno   
 Approver: Vice President's Name/Signature

11-19-2020  
 Date

Dr. Jay Corwin   
 Approver: Chief Student Success Officer's Name/Signature

11-20-2020  
 Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to [Bursar@collin.edu](mailto:Bursar@collin.edu) for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to SES for Banner catalog input and Public Relations for registration guide updates.

**Texas Education Code (TEC) Citations for assessing fees:**  
 TEC, Subchapter E.54.501: *Laboratory Fees...shall not be more the \$24...*  
 TEC, Subchapter B.54.0501(n): *Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...*  
 TEC, Subchapter E. 54.504: *Special fee, greater than \$24, reflecting actual cost to the university of the materials or services for which the fee is collected.*  
 TEC, Chapter 130.084(b): *Fees necessary for efficient operation of the college...*

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

2020-12-1

December 8, 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.

- **BBC(Local) Board Members – Vacancies and Removed from Office** – Updating a policy reference for the Board Members' Code of Conduct from BBC(Local) to BBF(Local).
- **BDB(Local) Board Members – Board Meetings – Public Participation** – Recommended revisions to address requirements under HB 2840 pertaining to public comment at Board meetings and other updates.
- **CGC(Local) Safety Program – Emergency Plans and Alerts** – Recommended revisions to this local policy address the SB 11 requirements for the College District's Emergency Plan to include adequate communications technology and infrastructure.
- **CHA(Local) Site Management - Security** – Recommended revisions to this local policy clarify authority of College District Peace Officers, including the enforcement of College District Rules and Regulations.
- **DBD(Local) Employment Requirements and Restrictions – Conflict of Interest** – Recommended revisions to this local policy to align Legal policy requirements regarding the holding of the office of a trustee on the College District's Board of Trustees.
- **EFCD(Local) Special Programs – High School Equivalency Testing Centers** – Recommended revisions to this local policy provide the Board the

option to charge fees related to the administration of high school equivalency tests if permitted by the Texas Education Agency and the test provider. Currently, a College District that offers the HiSET (High School Equivalency Test) test may charge a test center fee in addition to that required by the Educational Testing Service.

**SUGGESTED MOTION:**

This being a first reading of local board policies, no action is required.

**Accreditation Principles**

Institutional integrity is essential to the purpose of higher education. Integrity functions as the basic covenant defining the relationship between the College District and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), The College District's accreditation body requires that the governing board of the institution adopt appropriate and fair processes for the dismissal of a Board member. Therefore, Board members may be removed from office or sanctioned as provided in this policy. [See Southern Association of Colleges and Schools Commission on Colleges, Principle 4.2.e]

**Resignation by Board Member or Member-Elect**

A Board member may resign by providing written notice to the Chair or to the Secretary of the Board of Trustees.

A Board member-elect may submit a declination of office by submitting written notice to the Chair or to the Secretary of the Board of Trustees.

The Board may not refuse to accept a resignation or declination submitted under this policy.

**Effective Date**

If a Board member or member-elect submits a resignation or declination, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation or declination is accepted by the Board, or on the eighth calendar day after the date of its receipt by the Board Chair or Secretary, whichever date is earlier.

**Holdover Doctrine**

All public officers will continue to perform the duties of their offices until their successors will be duly qualified and sworn in. Until the vacancy created by a public officer's resignation is filled by a successor, the public officer continues to serve and have the duties and powers of office and continues to be subject to the nepotism rules and all Board policies. A holdover public officer may not vote on the appointment of the officer's successor. [See DBE]

**Immediate Removal for Lack of Residency**

A Board member is required to remain a resident of the College District throughout the term of elected office. A Board member who ceases to reside in the College District vacates his or her office immediately.

**Immediate Removal for Conviction**

A Board member who is convicted of official misconduct, including a purchasing offense under Education Code 44.032 [see CF(LEGAL), Impermissible Practices], is subject to immediate removal from office. *Local Gov't Code 87.031.*

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BBC  
(LOCAL)

**Involuntary Removal  
from Office under  
Quo Warranto**

A Board member who usurps, intrudes into, or unlawfully holds or executes a public office may be involuntarily removed by a quo warranto action as described in BBC(LEGAL). *Civ. Prac. and Rem. Code 66.001–.002.*

A Board member who engages in an act, or allows an action, that by law causes forfeiture of office may also be involuntarily removed by a quo warranto action as described in BBC(LEGAL). *Civ. Prac. and Rem. Code 66.001–.002.*

**Involuntary Removal  
from Office by  
Petition and Trial**

A Board member may be removed from office by a petition filed by any resident of this state who has lived for at least six months in the county in which the petition is to be filed and who is not currently under indictment in the county, under Local Government Code 87.015. [See BBC(LEGAL)]

Reasons for  
Removal from  
Office

A Board member may be removed by a quo warranto action or by petition and trial for:

1. Incompetency. “Incompetency” means:
  - a. Gross ignorance of official duties;
  - b. Gross carelessness in the discharge of those duties; or
  - c. Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of the officer’s election.
2. Official misconduct. “Official misconduct” means intentional, unlawful behavior relating to official duties by an officer entrusted with the administration of justice or the execution of the law. The term includes an intentional or corrupt failure, refusal, or neglect of an officer to perform a duty imposed on the officer by law.
3. Intoxication on or off duty caused by drinking an alcoholic beverage. Intoxication is not grounds for removal if it appears at the trial that the intoxication was caused by drinking an alcoholic beverage on the direction and prescription of a licensed physician practicing in this state.
4. The conviction of a Board member by a jury for any felony or for misdemeanor official misconduct, including a purchasing offense under Education Code 44.032.
5. Nonattendance of Board meetings if the member is absent from more than half of the regularly scheduled and posted

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Board meetings, including committee meetings, that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the Board.

*Tex. Const. Art. V, Sec. 24; Local Gov't Code 87.011(2)–(3), .013, .031; Education Code 44.032, 130.0845*

**Other Sanctions**

The Board has an interest in directly addressing ethical and other misconduct by a Board member. Board members will not engage in misconduct as defined in this policy.

Misconduct Defined

Under this policy, “misconduct” means:

1. Violating the Code of Ethics in ~~BBCBBF~~(LOCAL);
2. Failing to uphold Board member responsibilities as listed in ~~BBCBBF~~(LOCAL);
3. Violating applicable Board policies, including, but not limited to, conduct constituting criminal offenses and nepotism [see BBFB(LEGAL)] and conflicts of interest [see BBFA(LEGAL)];
4. Failing to file required conflict of interest disclosures [see BBFA(EXHIBIT)]; and/or
5. Engaging in other unethical or dishonest conduct, in fraud, or in making false or misleading representations during a term of office.

Each Board member has a duty to report misconduct. The Board may investigate misconduct reports and issue sanctions in accordance with this policy and applicable law.

Reporting  
Misconduct

Any community member or any Board member may file a written misconduct report with the Board Chair or with the Board Secretary if the report regards the Board Chair.

The report recipient must advise the Board in writing that a misconduct report was received. The recipient may request an investigation of the misconduct report. Upon a majority vote of the Board, an investigation of the misconduct report may be initiated.

Investigating  
Misconduct

An independent third party will conduct the investigation. Under this policy, “independent third party” means any person appointed by a majority vote of the Board to conduct this investigation.

During the investigation, the respondent Board member will be provided by the independent third party a list of the allegations lodged in the misconduct report. The respondent Board member has the

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opportunity to respond to the specific allegations, either in writing or by meeting with the independent third party.

The independent third party will prepare investigative findings or an investigative report for the Board's review.

Sanctions Upon a  
Finding of  
Misconduct

The Board will have the authority to sanction a Board member for misconduct. The Board may find that misconduct has occurred by a majority vote of the Board.

Upon such finding, the Board may sanction the Board member found to have engaged in misconduct. Sanctions may include, but are not limited to:

1. Removing the Board member from serving on any Board committee;
2. Limiting travel and fee reimbursement for the Board member;
3. Requiring the Board member to attend additional training at the Board member's expense to be completed within a specified period of time;
4. Censuring the Board member; and/or
5. Any other sanction or action allowed by applicable law.

For purposes of this policy, "censure" means a public reprimand by the Board of a person through means of a written order or resolution for specified conduct. Sanctions imposed are to be read at the next scheduled Board meeting.

**Filling a Vacancy**

Any vacancy occurring on the Board through death, resignation, or otherwise, will be filled by a special election ordered by the Board or by appointment by resolution or order of the Board.

By Special Election

A special election to fill a Board vacancy is conducted in the same manner as the College District's general election except as provided by the applicable provisions of the Election Code. [See BBB]

If a vacancy in an office is to be filled by special election, the election will be ordered as soon as practicable after the vacancy occurs. A special election to fill a vacancy will be held on the first authorized uniform election date occurring on or after the 46th day after the date the election is ordered. For a vacancy to be filled by a special election to be held on the date of the general election for state and county officers (November of even-numbered years), the election will be ordered not later than the 78th day before the election day.

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In all elections to fill vacancies of office in this state, it will be to fill the unexpired term only.

By Appointment

An appointment to the governing body of a local government will be made as required by the law applicable to that local government and may be made with the intent to ensure that the governing body is representative of the constituency served by the governing body. A local government that chooses to implement this provision will adopt procedures for the implementation. *Local Gov't Code 180.005(b)–(c)*

A vacancy on the Board may be filled by appointment through a resolution adopted by a majority of the remaining Board members. The Board may adopt procedures on a case-by-case basis, which may include an application process, or the Board may appoint a person who has expressed an interest in serving with or without an application process. Any person appointed must meet the qualifications set forth at Election Code 141.001(a) and Education Code 130.082(d).

The person appointed to fill the unexpired term will serve until the next regular election of members to the Board, at which time the position will be filled by election for a term appropriately shortened to conform with what regularly would have been the length of the term for that position. *Tex. Const. Art. XVI, Sec. 27; Education Code 130.082(d)*

**Temporary  
Replacement of  
Board Member on  
Military Active Duty**

An elected or appointed Board member who enters active duty in the Armed Forces of the United States as a result of being called to duty, drafted, or activated does not vacate the office held. In that case, the Board may, but is not required to, appoint a replacement to serve as a temporary active Board member as provided by Texas Constitution Article XVI, Section 72 if the elected or appointed Board member will be on active duty for longer than 30 days.

The Board member who is temporarily replaced may recommend to the Board the name of a person to temporarily fill the office. The Board will appoint the temporary acting Board member to begin service on the date specified in writing by the Board member being temporarily replaced as the date the Board member will enter active military service.

A temporary acting Board member under this policy has all the powers, privileges, and duties of the office. A temporary acting Board member will perform the duties of office for the shorter period of either:

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1. The term of the active military service of the Board member who is temporarily replaced; or
2. The term of office of the Board member who is temporarily replaced.

“Armed Forces of the United States” means the U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, the U.S. Coast Guard, any reserve or auxiliary component of any of those services, or the National Guard.

**Limit on  
Participation**

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during the Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the Board Chair or presiding officer.

**Public Comment at  
Posted Meetings**

At posted meetings, the Board will allot time within the meeting to hear persons who desire to make public comments to the Board. Persons who wish to participate in the e is portion of the meeting designated for public comment will sign up before the meeting begins and indicate the topic or agenda item(s) about which they wish to speak.

At regular Board meetings, citizens may address agenda or non-agenda items in their public comments.

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

**Procedures**

Public comment cards are available from and accepted by the Executive Assistant to the District President and Secretary to the Board of Trustees or designee for one hour prior to the start of the meeting. Citizens who wish to speak must complete the public comment cards and indicate the agenda item or topic on which they wish to address the Board.

Comment cards are not transferable to other speakers.

~~At regular Board meetings, citizens may address agenda or non-agenda items in their public comments.~~

~~At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.~~

No comments by an individual citizen will exceed 3 minutes, except when a speaker uses a translator, in which case, the comments cannot exceed 6 minutes. The Board encourages, but does not require, delegations of more than five persons to appoint one person to present their views before the Board

Comments addressing agenda items will be heard at the beginning of the Board meeting, in order of the corresponding agenda item, for the allotted total of 30 minutes or until all agenda-related comments have been heard.

If time remains within the comment period allotted ~~by the Board 30 minutes~~, comments addressing non-agenda items will then be heard.

All comments related to non-agenda items that are not heard during the comment period allotted by the Board ~~allotted 30 minutes~~ will be heard at the end of the regular Board meeting.

~~No presentation by an individual will exceed three minutes, except when a speaker uses a translator, in which case, the presentation cannot exceed six minutes. The Board encourages, but does not require, delegations of more than five persons to appoint one person to present their views before the Board.~~

### Meeting Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the Board Chair or presiding ~~Board~~-officer may make adjustments to public comment procedures, including:

- Adjusting when public comment will occur during the meeting;
- Reordering agenda items;
- Deferring public comment on non-agenda items; and
- Continuing agenda items to a later meeting.

However, public comment on agenda items shall not be moved after the agenda items have been heard. The Board Chair or presiding officer may also provide expanded opportunity for public comment, establish an overall time limit for public comment, and adjust the time allotted to each speaker. However, no individual shall be given less than 3 ~~three~~ minutes to make comments.

### Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board will not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

### Complaints and Concerns

The presiding officer or designee will determine whether an individual ~~a person~~ addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person-individual will be referred by the Board or appropriate administrator to the ~~appropriate~~ applicable policy (see list below) to seek resolution:

1. Employee complaints — DGBA
2. Student complaints — FLD
3. Public complaints — GB

**Disruption**

The Board will not allow disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any ~~person~~individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the ~~person~~individual removed from the meeting.

**Emergency  
Operations Plan**

In accordance with state requirements, the College District ~~shall~~will maintain a multihazard emergency operations plan that provides for appropriate employee training; adequate communications technology and infrastructure, including employee access to emergency communication devices; coordination with state and local entities; and implementation of a safety and security audit.

**Emergency  
Response and  
Evacuation  
Procedures**

In accordance with federal law, the College District ~~shall~~will maintain effective emergency response and evacuation procedures that can be implemented on short notice and that will ensure optimum safety for students and personnel.

**Emergency Alert  
System**

In accordance with state requirements, the College District ~~shall~~will maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College District or its students and employees.

**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 poli-  
cies, 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. Subject to limitations in law, 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, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies~~policy~~, rules, and regulations as requested by the District President or designee 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 law.

**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 [\[see Complaint Against Peace Officer at CHA\(LEGAL\)\]](#), 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.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

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**Note:** For conflicts of interest and gifts and gratuities related to federal grants and awards, see CAA and CAAB.

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**Disclosure General Standard**

An employee shall will disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.

**Specific Disclosures**  
Substantial Interest

The District President shall will file an affidavit with the Board Chair disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the District President or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 shall will file an affidavit with the District President; however, the employee shall will not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

The District President shall will be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

[See BBFA]

**Gifts**

An employee shall will not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA and CAAB]

**Endorsements**

An employee shall will not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the employee during nonschool hours, unless the product, material, or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

No employee shall will require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose.

**Sales**

An employee shall will not use his or her position with the College District to attempt to sell products or services, unless the product or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

**Solicitation of  
Resources**

The College District recognizes that appropriate gifts and grants of cash, equipment, real property, and other goods and effects are vital to the College District's growth and development and that seeking support from external sources is fully consistent with the College District's mission and purpose.

Through a letter of understanding between the College District and the Collin County Community College District Foundation, Inc., dated November 21, 1989, the Foundation has been charged with the rights and responsibilities of assisting the College District with the solicitation of external resources. The vice president of advancement or designee ~~shall~~will serve as the official liaison with the Foundation to ensure coordination of all College District fundraising activities and objectives.

The Foundation has been designated as the official repository for gifts from the private sector that are donated to advance the College District's mission and purpose. Assets administered by the Foundation ~~shall~~will be used exclusively for the benefit of the College District to include support for programs, employees, and students pursuing stated goals of the College District.

Grants and Other  
Sources of Funding

The College District's foundation office staff is responsible for soliciting and administering external funds for the College District. The foundation office staff also identifies, cultivates, and solicits grants and/or gifts from public and private agencies, individuals, corporations, and foundations. While each College District employee may, and should, play an important role in the process of expanding external support, such activities must be approved by the College District's Executive Leadership Team and be in compliance with College District procedures and guidelines. Foundation office staff ~~shall~~will work with employees to create scholarship and excellence funds or to acquire other appropriate gifts.

Fundraising

Fundraising ~~shall~~will mean any solicitation of any donation of anything of value from an external source by any officer, employee, agent, or volunteer acting on behalf of and for the benefit of the College District or any of its units or authorized affiliated organizations.

This policy ~~shall~~will not apply to an employee(s) participating in duly authorized student activities, programs, or other approved College District activities. Duly authorized student activities are those activities approved in advance by the director of student activities. Approved College District activities are those activities approved in writing in advance by the appropriate vice president, provost, or the District President.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

**Incompatible  
Positions**

The Texas Constitution prohibits the simultaneous holding of more than one civil office of emolument. [See DBD(LEGAL)]. Consistent with Texas law, College District employees may run for elected office to serve on the Board of Trustees or other elected positions. Since Trustees as public officials must avoid a position where private pecuniary interests or self-employment may conflict with the full exercise of public duties, if a College District employee is elected or appointed to the Board of Trustees the employee must relinquish the incompatible position that pays the employee a salary. Similarly, a Trustee may not accept employment with the College District until the first anniversary of the date the Trustee's membership on the Board ends. [See DC(LEGAL)].

SPECIAL PROGRAMS  
HIGH SCHOOL EQUIVALENCY TESTING CENTERS

EFCD  
(LOCAL)

An official high school equivalency testing center will be located at one or more College District facilities.

**Procedures**

The District President or designee will develop written procedures concerning the operation of the center and administration of the test. The procedures will:

1. Address the selection, requisition, and storage of test materials;
2. Address the provision of a suitable place for administering the test;
3. Address test security;
4. Include a written emergency plan; and
5. Address other operational matters as appropriate.

**Testing Information**

The District President or designee will publish information about the available testing opportunities on the College District's website and in appropriate College District publications.

**Fees**

If permitted by the Texas Education Agency (TEA) and the test provider, the Board may approve a fee for the administration of a test.

**Annual Report**

The District President or designee will report to the Board annually concerning the center(s).

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

2020-12-2

December 8, 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

- **CAIA(Local)** Ad Valorem Taxes – Exemptions and Payments
- **CAIC(Local)** Ad Valorem Taxes – Selection and Duties of Chief Tax Officials (ADD)
- **DHB(Local)** Employee Standards of Conduct – Searches and Alcohol/Drug Testing
- **FI(Local)** Solicitations
- **FKC(Local)** Student Activities – Registered Student Organizations
- **FLBE(Local)** Student Conduct – Alcohol and Drug Use
- **FM(Local)** Discipline and Penalties

**DISCUSSION:**

The Organization, Education, and Policy Committee reviewed all policies presented in this item. The Committee Chair will report out a recommendation at the December 8, 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.

- **CAIA(Local) Ad Valorem Taxes – Exemptions and Payments** – As part of a policy reorganization, the policy has been renamed. All previous content from this policy has been moved to CAIC.
- **CAIC(Local) Ad Valorem Taxes – Selection and Duties of Chief Tax Officials (ADD)** – All previous content from CAIA has been moved to this policy as part of a policy reorganization.
- **DHB(Local) Employee Standards of Conduct – Searches and Alcohol/Drug Testing** – Provisions addressing reasonable suspicion alcohol and drug testing are recommended for inclusion in the college district's policy manual. The new provisions also

address consequences for an employee's refusal to comply with testing and for violation of the college district's drug and alcohol policy. Other revisions are to clarify provisions applying to employees who are covered by federal Department of Transportation (DOT) rules.

- **FI(Local) Solicitations** – Revisions to this policy are recommended for consistency with policy style. An additional revision was made at Permitted Solicitation to update a cross reference.
- **FKC(Local) Student Activities – Registered Student Organizations** – Recommended revisions to this local policy address the SB 18 requirement to not deny the registration of a student organization based on its viewpoints.
- **FLBE(Local) Student Conduct – Alcohol and Drug Use** – At Exceptions, HB 1325 authorizes the use, possession, and transport of hemp on college district property. HB 1518 prohibits a college district from adopting or enforcing an order, regulation, rule, ordinance, or policy governing the possession, distribution, and sale of Dextromethorphan, a cough suppressant. Additionally, the exceptions for medications prescribed for a student or the student's child have been expanded.
- **FM(Local) Discipline and Penalties** – Recommended revisions to this local policy relate to the addition of the Educational Project Experience as one of penalties if a student commits an infraction or engages in misconduct.

**DISTRICT PRESIDENT'S RECOMMENDATION:**

The District President recommends approval of the seven (7) 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."

AD VALOREM TAXES

EXEMPTIONS AND PAYMENTS SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

CAIA  
(LOCAL)

No Discounts or Split Payments

Discount or split payment options will not be provided for the payment of property taxes in the College District. The College District shall have its taxes assessed by the Collin County Tax Appraisal District and collected by the Collin County Tax Assessor-Collector.

## NEW POLICY

The College District will have its taxes assessed by the Collin County Tax Appraisal District and collected by the Collin County Tax Assessor-Collector.

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHB  
(LOCAL)

**Reasonable  
Suspicion Searches**

The College District reserves the right to conduct searches when the College District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The College District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on College District premises or worksites or used in College District business. Searches that reveal a violation of the College District's standards of conduct may result in disciplinary action. [See DH]

**Reasonable  
Suspicion Alcohol  
and Drug Testing**

The College District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of College District policy. The determination of reasonable suspicion may be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired while on duty or other relevant information. Any employee who is asked to submit to drug or alcohol screening will be given the opportunity to provide relevant information about prescription or nonprescription medications that may affect the screening.

A College District employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion will be subject to disciplinary action, up to and including termination.

A College District employee confirmed to have violated the College District's policy pertaining to alcohol or drugs may be subject to disciplinary action. [See DM series and DH]

**Department of  
Transportation  
Testing Program**

~~In compliance with the federal Department of Transportation's (DOT) Omnibus Transportation Employee Testing Act of 1991, the College District requires that all College District employees who drive a College District vehicle designed to transport the driver and 15 or more passengers and are required to have a commercial driver's license be tested for drug/alcohol use as follows:~~

- ~~1. Preemployment Testing. Prior to the first time a covered employee performs a safety-sensitive function for the College District, such as driving the College District bus, the employee shall be tested for alcohol and controlled substances.~~
- ~~2. Random Testing. The College District's drug/alcohol testing contractor is required to conduct random tests for alcohol and controlled substances. The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method in which each covered employee has an equal chance of being tested each time selections are made.~~

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHB  
(LOCAL)

~~3. Post-accident Testing. It is the responsibility of any employee, as soon as practicable, but in no case later than six hours following an accident involving a commercial vehicle, to be tested for alcohol and/or controlled substances, if:~~

~~a. He or she was performing a safety-sensitive function with respect to the vehicle and the accident involved the loss of human life; or~~

~~b. He or she received a citation under state or local law for a moving traffic violation arising from the accident.~~

~~All testing shall be performed by a laboratory certified by and accepted under DOT guidelines and regulations. Covered College District employees are provided with the name, telephone number, and address of the College District's approved drug/alcohol testing contractor.~~

~~4. Reasonable Suspicion Testing. The College District requires a covered employee to submit to an alcohol/controlled substance test when reasonable suspicion exists that the employee has violated the prohibitions of DOT rules concerning the use of alcohol or a controlled substance.~~

~~In the event that a violation of this policy or related College District procedures is confirmed, the employee shall not be permitted to perform any safety-sensitive duty until he or she is cleared and in compliance with program guidelines. Violation of this policy or related College District procedures shall also result in disciplinary action as outlined in College District policy, which may include termination of employment.~~

~~Reasonable  
Suspicion Searches~~

~~In addition to employees covered by the DOT testing program, a College District employee whose job position has been designated as "safety sensitive" may be subject to mandatory pre-employment, reasonable suspicion, and random drug/alcohol testing.~~

~~Drug / Alcohol  
Testing as Part of  
Medical Examination~~

~~Employee drug/alcohol testing may also be required as part of a medical examination pursuant to Board policies CKE(LEGAL) and DBB(LOCAL).~~

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**Note:** The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

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**Federally Required  
DOT Testing  
Program**

In accordance with DOT rules, the College District will establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles.

The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The District President will designate a College District official who will be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

Drug-related  
Violations

The following constitute drug-related violations under the DOT rules:

Refusing to submit to a required test for alcohol or controlled substances.

1. Providing an adulterated, diluted, or substituted specimen on an alcohol or controlled substances test.
2. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
3. Testing positive for controlled substances in a post-accident test.
4. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
5. Testing positive for controlled substances in a random test.
6. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
7. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above may be reinstated as a driver if he or she successfully completes a return-to-duty test. The employee may also be subject to follow-up tests.

Alcohol Results  
Between 0.02 and  
0.04

In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will be suspended from driving duties for at least 24 hours.

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at College District-Imposed Consequences, below.]

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHB  
(LOCAL)

Reasonable  
Suspicion DOT  
Testing

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion will be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor will provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

College District-  
Imposed  
Consequences

In addition to the consequences established by federal law, a College District employee confirmed to have violated the College District's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, will be subject to College District-imposed discipline, as determined by his or her supervisor(s) and the District President. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment will.

In cases where a driver is also employed in a non-driving capacity by the College District, disciplinary action imposed for violation of alcohol and controlled substances policies will apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the College District may be considered.

**“Student  
Solicitation”**

~~“Student As used in this policy, “student solicitation” shall 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 a student or registered student organization.

**Permitted Limitations  
on Solicitation**

Student solicitation ~~shall will~~ be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the vice president for student development or designee for the conduct of such activity;
2. The sale or offer for sale of any merchandise, food, or non-alcoholic beverages~~drink item~~ in an area designated in advance by the vice president of for student and enrollment services development or designee ~~or a designated representative~~ for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at the organizations’ meetings ~~of such organizations~~ scheduled in accordance with the College District policy and procedures~~District’s regulations~~ on use of facilities; [See FLAGF]
4. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and ~~are~~ scheduled in accordance with College District policy and procedures on the use of facilities; [See FLA] regulations; or
5. The sale of raffle tickets by a registered student organization that can present to the vice president for student development or designee written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3); ~~Internal Revenue Code.~~
6. The collection of donations by a registered student organization;
7. The sale of personal items by students; or
8. The sale of items by a registered student organization to its members.

Any solicitations by a registered student organization must be on behalf of or for the benefit of a registered student organization or

an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).

Student solicitation must comply with law and College District policies and procedures. No solicitation ~~shall~~will be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the vice president ~~for of~~ student development and enrollment services or designee.

Time Limit No student or registered student No organization ~~shall~~will solicit under this policy for more than the time limit established by administrative regulations for a total of 14 days, whether continuous or intermittent, during each fiscal year.

Exception If approved by the vice president for student and enrollment services or designee, solicitations intended to raise funds to respond to a declared disaster or emergency are not subject to the established time limit.

Fundraising and Use of College District Name Only authorized students or registered student organizations ~~shall~~will be allowed to sponsor and engage in solicitation and/or fundraising~~fund-raising~~ activities under the name of the College District. All such activities ~~shall~~will be compatible with the mission and objectives of the College District and ~~shall~~will be approved by the vice president ~~for of~~ student development and enrollment services or designee in accordance with procedures developed for that purpose. [See GF(LOCAL)]

**Conduct During Solicitation** Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation ~~shall~~will not disrupt or disturb ~~or interfere with~~ the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation ~~shall~~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 ~~shall~~will not harass, threaten~~embarrass~~, or intimidate the person or persons being solicited.

**Sanctions** If, after a reasonable investigation, the campus ~~vice president~~/provost, vice president ~~for of~~ student and enrollment services~~development~~, or designee determines that a solicitation is being conducted in a manner that violates this policy, the campus ~~vice presi-~~

~~dent~~/provost, vice president ~~offer~~ student and enrollment ser-  
vices~~development~~, or designee may prohibit the offending student  
or registered organization from soliciting on the campus for such  
period or periods of time determined to be appropriate.

A student determined to be in violation of this policy ~~shall~~will be  
subject to disciplinary measures as described in policies FM and  
FMA. In the case of a registered student organization, the vice  
president ~~for of~~ student and enrollment services~~development~~ or  
designee may revoke the registered status of the organization in  
accordance with policy FKC.

**Student  
Organizations**

The College District ~~shall~~will provide means for students to organize and join associations to promote their common interests.

An organization whose membership is limited to College District students, staff, and faculty may become an approved student organization by complying with the registration procedures that are available from the College District's student ~~life~~engagement office.

Approved student organizations ~~shall~~will abide by College District rules, regulations, procedures, Board policies, the Student Code of Conduct, and applicable local, state, and federal laws, including but not limited to, those regarding discrimination and harassment.

Although student organizations may be approved by the College District, this ~~shall~~will not imply that the College District endorses student organization opinions and activities. Student organizations do not speak for the College District.

**Student Organization  
Requirements**

To achieve approved student organization status, each new and returning group ~~shall~~will meet the minimum guidelines, as established by the vice president of student ~~development and enrollment~~services or designee and outlined in the Student Organization Procedures Manual (SOPM) including, but not limited to fiscal procedures and monthly reports.

**Rights and Duties**

Approved student organizations may require members to maintain a higher cumulative grade point average (GPA), maintain enrollment in a specified number of credit hours, complete specific courses, or enroll in a specific program of study, as defined in their governing documents.

**Denial, Sanction, or  
Termination**

Approved student organization status may be canceled, denied, sanctioned, or terminated because of one or more of the following:

1. Failure to complete organizational registration requirements by stated deadlines.
2. Failure to comply with College District policies, procedures, or guidelines.
3. Sanctions imposed by the College District's administration.
4. Receipt of a written request for termination by the local, state, or national chartering organization.

The ~~assistant~~assistant director of student ~~engagement life~~engagement life ~~shall~~will notify the approved student organization's primary student contact and the primary ~~advisor~~advisor in writing of such action. Any appeal by the student organization ~~shall~~will be submitted in writing to the dean of students' office. [See FLD(LOCAL) for appeal process]

Regardless of the above criteria, the College District will not deny approval based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.

**Student Activity Fee  
Advisory Committee**

The student activity fee advisory committee (SAFAC) ~~shall~~will be charged with hearing funding requests and making funding allocations to approved student organizations and College District departments for programs, activities, and events that directly involve and benefit students. The committee ~~shall~~will be composed of five members appointed by the student government association and four members appointed by the ~~College District~~ President.

### Alcohol

The use of intoxicating beverages ~~shall~~will be prohibited in classroom buildings; laboratories; auditoriums; library buildings; faculty and administrative offices; intercollegiate and intramural athletic facilities; and all other public campus areas. The ~~College~~ District President is authorized by the Board to permit the serving and consumption of alcohol at special fundraising functions for the College District, at specially designated events in College District facilities, and as a part of specifically defined and approved academic curricular programs/classes (e.g., culinary arts). With the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution and/or the College District Foundation. State law ~~shall~~will be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

### Controlled Substances

When on College District property or while attending College District-sponsored activities on- or off-campus, a student ~~shall~~will not, or attempt to, possess, have under his or her control, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of:

1. Alcohol~~;~~:-
2. Any controlled substance as defined by the Texas Controlled Substances Act~~;~~:-
3. Abusable volatile chemicals in violation of the manufacturer's directions~~;~~:-
4. A dangerous drug, as defined by state or federal law~~;~~:-
5. Steroids~~;~~:-
6. Substances referred to as designer drugs~~;~~ or ~~;~~:-
7. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

In addition, a student ~~shall~~will not inappropriately or illegally use over-the-counter medications, prescription medications, inhalants, herb-al/natural euphoriant, and/or look-alike products or anything represented to be one of these substances.

### Paraphernalia

A student ~~shall~~will not possess any pipe, instrument of contrivance, hypodermic syringe, needle, or any instrument adapted for the use of smoking, injecting, or ingesting any narcotic or hallucinatory drug.

### Definition of Possession

Possession means actual care, custody, control, or management and includes the act of taking control or occupancy of property without regard to the ownership of the property. Possession is a voluntary act if the possessor knowingly obtains or receives the

item possessed or is aware of his or her control over the item for a sufficient time to permit the student to terminate his or her control. In addition, items in a car under the care, custody, control, or management of the student will be in the student's possession.

Exceptions

A It will not be considered a violation of this policy if the student:

1. Uses or possesses a controlled substance or ~~who uses a~~ drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan ~~shall not be considered to have violated this rule.~~

**Violation**

Students who violate this policy ~~shall~~will be subject to appropriate disciplinary action as defined in the College District's Student Code of Conduct (Code).

**Notice**

Disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution. Each student taking one or more classes for any type of academic credit, except for continuing education units, ~~shall~~will be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol; a description of the applicable legal sanctions under local, state, or federal law; and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol. [See FLBE(EXHIBIT)]

**Tobacco**

The College District is a smoke- and tobacco-free institution. The use of any tobacco product or other electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) ~~shall~~will be strictly prohibited anywhere on College District property or in College District facilities. A student who violates this policy may be issued a citation by the College District Police Department and may face legal fines. Violators of this policy are also subject to disciplinary action as defined in the Code.

[For more information and smoking cessation assistance, see the College District's Student Handbook or contact the College District's counseling services.]

**Drug\_-Testing**

Student participation in certain academic and extracurricular programs may require drug\_-testing. ~~A~~The student may be tested upon beginning participation in the identified programs and/or a random basis. The requirements are defined and available for review prior to a student enrolling in the College District or participating in the affected programs and activities.

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**Note:** For procedures related to student discipline, see FMA.

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**Penalties for Student Misconduct**

A student ~~shall~~will be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

1. Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Scholastic penalties - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including, but not limited to cheating, collusion, and plagiarism; committed by a student. The instructor ~~shall~~will submit a written report of the incident and of the planned action to the instructor's associate dean and/or dean.
4. Educational Project Experience (EPE) – An assignment or experience allowing the student to learn specific behaviors or lessons related to their conduct and the specifics of their disciplinary case. EPEs offered by the College District include, but are not limited to, awareness seminars, essay or written assignments, and online learning modules.
- 4.5. Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
- 5.6. Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension ~~shall~~will extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

~~6-7.~~ Expulsion - Permanent forced withdrawal from the College District. A student receiving ~~disciplinary~~ expulsion shall will have the action noted in the student's permanent record.

Suspended or  
Expelled Students

No former student who has been suspended or expelled from the College District for disciplinary reasons shall will be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the appropriate administrator (~~i.e., dean of students~~) or the Board.

**Disciplinary Record**

The College District shall will maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall will reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall will be separate from the student's academic record and shall will be treated as confidential; the contents shall will not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall will be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall will be maintained in accordance with the College District's record retention schedule.

**Publication**

Information regarding student discipline described in College District policies and accompanying procedures shall will be published in the student handbook.

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

2020-12-3

December 8, 2020

Resource: Christopher G. Eyle  
Vice President of Facilities & Construction

**AGENDA ITEM:** Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of a Contract to Purchase Services to Fabricate and Install Two Guardrails from QMF Steel, Inc. at the Technical Campus

**DISCUSSION:** As part of the Technical Campus construction, plans included the fabrication of a custom guardrail system throughout the campus. Upon project completion and subsequent occupation of the campus, the need for additional guardrails was discovered at two locations where it became evident pedestrian traffic had the possibility of occupying. The original design and plans are acceptable per code. Adding two additional guardrails will ensure the continued safety of students, faculty, staff, and neighboring communities while maintaining the integrity of the original design.

Invitation to Bid Number 4390 was issued to procure fabrication and installation services for guardrails that would match the existing guardrail system in material, shape, and quality. One response was received and subsequently reviewed by a team consisting of the project management staff at AECOM in conjunction with the VP of Facilities & Construction. The bid submitted by QMF Steel, Inc. was responsive to the solicitation requirements and is recommended as the District's best value.

The total bid for guardrails at the two locations is \$135,754.50 and is budgeted within the project's 2017 CIP funds.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval of QMF Steel, Inc.'s bid in the amount of \$135,754.50 for the services to fabricate and install two additional guardrails at the Technical 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 QMF Steel, Inc.'s bid in the amount of \$135,754.50 for the services to fabricate and install two additional guardrails at the Technical Campus.”

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

2020-12-4

December 8, 2020

Resource: Christopher G. Eyle  
Vice President of Facilities & Construction

**AGENDA ITEM:** Report Out of the Campus Facilities and Construction Committee and Consideration of Approval of the Guaranteed Maximum Price #1 from Skanska USA Building, Inc. for the Construction of Parking Modifications and Building Renovations at the McKinney Campus

**DISCUSSION:** The Phase 3 McKinney Campus scope of work includes a new welcome center, parking modifications, renovations to the existing dental hygiene areas, and conversion of existing support spaces to a new kitchen/dining area.

The Construction Manager-at-Risk was selected as the delivery method for this project at the regularly scheduled Board of Trustees meeting on October 22, 2019. Upon completion of a solicitation process, the Board of Trustees at the regularly scheduled meeting on March 24, 2020 authorized the District President to negotiate and enter into a Construction Manager-at-Risk contract with Skanska.

Skanska has been providing pre-construction services as defined by the executed contract. Part of these services includes providing estimates of the design being completed by PBK Architects, the project architect. Skanska has provided a proposal for GMP #1 that is within the established project budget and timeline parameters. GMP #1 scope of work includes site grading and paving for the parking lot modifications, grading and soil preparation for new Welcome Center building pad, MEP utilities running through the site, and select demolition for the kitchen/dining and dental hygiene renovations (GMP #2 will be for the new Welcome Center and the balance of the renovation work). Upon approval of GMP #1, the previously executed contract will be amended allowing for the issuance of a Notice to Proceed to commence the construction phase of the contract.

The amount of GMP #1 is \$10,802,241, which includes \$10,538,820 for construction costs and \$263,421 of owner's contingency. The substantial completion date for GMP #1 scope of work is December 17, 2021.

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends approval of the GMP #1 in the amount of \$10,802,241 for the construction of parking lot modifications and select demolition for the renovations at the McKinney 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 District President or designee to execute pre-approved contract forms and other documents to approve Skanska USA Building, Inc.'s Guaranteed Maximum Price #1 in the amount of \$10,802,241 for the construction of parking lot modifications and select demolition for the renovations at the McKinney Campus."

**DRAFT GMP TIMELINE – MCKINNEY CAMPUS PROJECTS – As of December 2020**

<u>EVENT</u>	<u>DATE</u>	<u>STATUS</u>
100% CD (Site/Civil/Interior Demo - GMP#1) issued to Skanska	10/02/2020	COMPLETED
75% CD (Kitchen/Dining/Dental Hyg.) issued to Skanska	10/30/2020	COMPLETED
Skanska submits GMP#1 proposal to Collin College	11/17/2020	COMPLETED
75% CD (Welcome Center) issued to Skanska	11/20/2020	COMPLETED
GMP #1 proposal review with Facilities & Construction Comm.	12/01/2020	PENDING
GMP #1 presented to Collin College Board of Trustees for approval	12/08/2020	PENDING
Notice to Proceed issued to Skanska for GMP #1	12/14/2020	PENDING
Mobilization/start GMP #1 work	01/18/2021	PENDING
Skanska submits GMP #2 proposal to Collin College - new Welcome Center, Renovations for Kitchen / Dining and Dental Hygiene	02/12/2021	PENDING
GMP #2 proposal review with Facilities & Construction Comm.	02/16/2021	PENDING
GMP #2 presented to Collin College Board of Trustees for approval	02/23/2021	PENDING
Notice to Proceed issued to Skanska for GMP#2	03/05/2021	PENDING
Substantial Completion Welcome Center	04/30/2022	PENDING

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

2020-12-5

December 8, 2020

Resource: Melissa Irby  
Chief Financial Officer

- AGENDA ITEM:** Consideration of Approval of the Comprehensive Annual Financial Report (CAFR) and Related Report from Independent Auditor Whitley Penn for the 2019-2020 Fiscal Year
- DISCUSSION:** The Comprehensive Annual Financial Report and the related report was provided to the Board of Trustees under separate cover to provide for timely review. Representatives from the audit firm of Whitley Penn will be present at the regular meeting to discuss their findings and answer the Board's questions regarding the 2019-2020 Comprehensive Annual Financial Report and related report
- DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval of the Comprehensive Annual Financial Report (CAFR) and related report from independent auditor Whitley Penn for the 2019-2020 fiscal year.
- SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Comprehensive Annual Financial Report (CAFR) and related report from independent auditor Whitley Penn for the 2019-2020 fiscal year."

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

2020-12-6

December 8, 2020

Sherry Schumann, Ph.D.  
Executive Vice President

**AGENDA ITEM:** Consideration of Approval of the Faculty Emeritus Distinction to be Bestowed Upon the Recommended Candidates

**DISCUSSION:** The Faculty Emeritus Program honors the exceptional contributions of faculty members who have committed a significant portion of their career to Collin College and its students, and it provides an avenue to continue benefiting from their expertise.

Faculty members have specific criteria they must meet in order to be eligible to be considered, including employment as full-time faculty at Collin for a minimum of ten years, retirement from Collin, demonstrable accomplishments of excellence in teaching, service, professional development, and/or leadership while employed at Collin, the most recent contract with Collin was a multi-year contract, and the faculty member consistently upheld Collin's Core Values. Nominations for Faculty Emeritus are evaluated by the faculty emeritus committee, the Campus Provosts, the Executive Vice President, and the District President.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval of the Faculty Emeritus distinction for the recommended candidates.

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Faculty Emeritus distinction for the recommended candidates."

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

2020-12-7

December 8, 2020

Resource: Steve Matthews  
Vice President External Affairs

**AGENDA ITEM:** Consideration of Approval for the Appointment of Election Secretary and Deputy Secretary

**DISCUSSION:** The next regularly scheduled election of Collin College Board of Trustees, Places 7, 8, and 9, will be held on May 1, 2021. The Board must appoint an Election Secretary and Deputy Secretary to help facilitate the College's election processes. It is, therefore, recommended that Steve Matthews be appointed to serve as the Election Secretary and Carol Harber be appointed as the Deputy Secretary for the May 1, 2021 election.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends the appointment of Steve Matthews as Election Secretary and Carol Harber as Deputy Secretary for the May 1, 2021 election.

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the appointment of Steve Matthews as Election Secretary and Carol Harber as Deputy Secretary for the May 1, 2021 election."

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

2020-12-8

December 8, 2020

Resource: Melissa Irby  
Chief Financial Officer

**AGENDA ITEM:** Consideration of Approval of the Bid Report for December 8, 2020

**DISCUSSION:** The Bid Report for December:

3 New Solicitations  
1 Contract Renewal  
5 Contract Revisions

**DISTRICT PRESIDENT’S RECOMMENDATION:** The District President recommends approval of the Bid Report for December 8, 2020 as presented.

**SUGGESTED MOTION:** “Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Bid Report for December 8, 2020 as presented.”

**I. NEW SOLICITATIONS**

Purchase Request #1 – Page 135		
Custodial Services for Farmersville Campus	\$	570,000
Purchase Request #2 – Page 136		
Custodial Services for Plano Campus		2,590,000
Purchase Request #3 – Page 137		
Microsoft Campus Agreement		<u>725,000</u>
<b>TOTAL OF NEW SOLICITATIONS</b>	<b>\$</b>	<b><u>3,885,000</u></b>

**II. CONTRACT RENEWAL**

Purchase Request #4 – Page 138		
Printed T-shirts and Embroidered Polo Shirts	\$	<u>160,000</u>
<b>TOTAL OF CONTRACT RENEWAL</b>	<b>\$</b>	<b><u>160,000</u></b>

**III. CONTRACT REVISIONS**

Purchase Request #5 – Page 139		
Science Lab Supplies and Equipment – Misc.	\$	200,000
Purchase Request #6 – Page 140		
Science Lab Supplies and Equipment - VWR		700,000
Purchase Request #7 – Page 141		
Custodial Services for Plano Campus		150,000
Purchase Request #8 – Page 142		
Audiovisual Equipment		600,000

Purchase Request #9 – Page 143

Video Conferencing Systems

1,500,000

**TOTAL OF CONTRACT REVISIONS**

\$

**3,150,000**

**GRAND TOTAL**

\$

**7,195,000**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase custodial services for the Farmersville Campus from JK Janitorial Services.

**BACKGROUND**

This contract will provide all labor, equipment, and materials needed to perform custodial services at the Farmersville Campus.

Request for proposal (RFP) Number 4384 was issued to procure custodial services for the Farmersville Campus. Nine (9) responses were received and evaluated by a team consisting of District Facility Managers and the Facilities Director. The proposal submitted by JK Janitorial Services is recommended as the District's best value, based upon evaluation scores.

**IMPACT OF THIS ACTION**

Contracting for custodial services at the campuses provides a safe, functional, and clean working/learning environment for the students, faculty, staff, and guests assisting in preventing illness and accidents.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$570,000 for three (3) years, which is budgeted in the Farmersville Facility Plant Operations departments' FY21 operating budget and subsequent year's budgets subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The contract term will be three (3) years beginning January 1, 2021 through December 31, 2023.

**RESOURCE PERSONNEL**

Christopher G. Eyle, Vice President of Facilities & Construction  
972-758-3891

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase custodial services for the Plano Campus from D&A Building Services.

### **BACKGROUND**

This contract will provide all labor, equipment, and materials needed to perform custodial services at the Plano Campus and Student Housing Clubhouse. D&A Building Services has been providing custodial services for over three years at this campus.

Request for proposal (RFP) Number 4385 was issued to procure custodial services for the Plano Campus. Twelve (12) responses were received and evaluated by a team consisting of District Facility Managers. The proposal submitted by D&A Building Services is recommended as the District's best value, based upon evaluation scores.

### **IMPACT OF THIS ACTION**

Contracting for custodial services at the campuses provides a safe, functional, and clean working/learning environment for the students, faculty, staff, and guests to prevent illness and accidents.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$2,590,000 for three (3) years, which is budgeted in the Plano Campus Facility Plant Operations and Student Housing departments' FY21 operating budget and subsequent years' budgets subject to Board approval.

### **MONITORING AND REPORTING TIMELINE**

The contract term will be three (3) years beginning January 1, 2021 through December 31, 2023.

### **RESOURCE PERSONNEL**

Christopher G. Eyle, Vice President of Facilities & Construction  
972-758-3891

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase a Microsoft campus agreement from Dell Marketing LP.

### **BACKGROUND**

The Microsoft campus agreement provides on-premise and cloud-based services, which includes operating systems, software, authentication services, and Office 365 with associated applications. This contract provides the Collin.edu email system and various Microsoft products for instruction and software used by faculty and staff.

Request for proposal (RFP) Number 4356 was issued to contract the purchase of a Microsoft campus agreement. Seven (7) responses were received and evaluated by a team consisting of Technology Services staff. The proposal submitted by Dell Marketing LP is recommended as the District's best value, based upon evaluation scores.

### **IMPACT OF THIS ACTION**

This contract will ensure campus-wide licensing compliance for desktop and server products, upgrades to the Windows operating system, and the use of the most current Microsoft software versions.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$725,000 for three (3) years, which is budgeted in the Technology Services FY21 operating budget and subsequent years' budgets subject to Board approval.

### **MONITORING AND REPORTING TIMELINE**

The contract term will be three (3) years beginning January 1, 2021 through December 31, 2023.

### **RESOURCE PERSONNEL**

Mike Dickson, Chief Innovation Officer  
972-758-3832

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a renewal of the contract for printed t-shirts and embroidered polo shirts from Ad-Wear & Specialty of Texas, Inc. for the District.

**BACKGROUND**

Ad-Wear & Specialty of Texas, Inc. was awarded the contract for printed t-shirts and embroidered polo shirts under Invitation to bid (ITB) Number 4202 in October 2018.

**IMPACT OF THIS ACTION**

The contract for printed t-shirts and embroidered polo shirts is utilized district-wide for special events and promotion of the District for students, faculty, staff, and prospective students.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$160,000, which is budgeted in various departments' FY21 operating budget and subsequent year's budgets subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The contract term is January 1, 2021 through December 31, 2021.

**RESOURCE PERSONNEL**

Sherry Schumann, Ph.D., Executive Vice President  
972-758-3880

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve additional funds to purchase science lab supplies and equipment from Carolina Biological Supply Co, Frey Scientific, Flinn Scientific Inc, and Fisher Scientific for the science department.

### **BACKGROUND**

Vendors on this contract currently provide 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.

Reference number (REF) 3033 was issued to track the volume of spend on science lab equipment and supplies. Carolina Biological Supply Co, Frey Scientific, Flinn Scientific Inc have a contract through the BuyBoard cooperative contracts program, Contract Number 573-18, and Fisher Scientific, OMNIA Partners contract number C15-JL-12 to provide science lab equipment and supplies. 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 provide science lab supplies and equipment to support lab start-up programs at the Farmersville and Celina campuses.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board has approved a total spend authorization of \$400,000. This purchasing request is for spend authorization of an additional \$200,000, which is budgeted in the Science Department's FY21 operating budget and 2017 CIP FF&E budgets.

### **MONITORING AND REPORTING TIMELINE**

The contract term is September 1, 2020, through August 31, 2021.

### **RESOURCE PERSONNEL**

Toni P. Jenkins, Ed.D., Senior VP of Campus Operations  
972-758-3804

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve additional funds for the purchase of supplies and equipment for district science labs from VWR International Inc.

### **BACKGROUND**

VWR currently provides supplies and equipment for district science labs. Items purchased from this vendor range from refrigerators and incubators to common lab consumables such as dissection specimens, microbiological media, and different chemicals.

Reference number (REF) 3013 was issued to track the volume of spend on district science labs' supplies and equipment.

VWR International has a contract through the E&I Cooperative Services cooperative contracts program to provide supplies and equipment for district science labs, (Contract Number CNR-01459). It 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**

The additional funding will provide supplies and equipment for district science labs to support lab start-up programs at the Farmersville and Celina campuses.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board has approved a total spend authorization of \$300,000. This purchasing request is for spend authorization for an additional \$700,000, which is budgeted in the Science Department's FY21 operating budget and 2017 CIP FF&E budgets.

### **MONITORING AND REPORTING TIMELINE**

The contract term is September 1, 2020, through August 31, 2021.

### **RESOURCE PERSONNEL**

Toni P. Jenkins, Ed.D., Senior VP of Campus Operations  
972-758-3804

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve additional funds for custodial services at the Plano Campus from D&A Building Services.

**BACKGROUND**

This contract provides all labor, equipment, and materials needed to perform custodial services at the Plano Campus. A request for proposals (RFP) Number 4090 was issued and awarded to procure custodial services for the Plano Campus.

**IMPACT OF THIS ACTION**

The requested increase is due to the use of unscheduled labor for assistance with extra cleaning measures due to the COVID-19 pandemic and the student housing clubhouse's addition to the contract in 2019. Contracting for custodial services at the campuses provides a safe, functional, and clean working/learning environment for the students, faculty, staff, and guests, as well as preventing the spread of illness and prevention of accidents

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board has approved a total spend authorization of \$2,539,800. This purchasing request is for spend authorization of an additional \$150,000, which is budgeted in the Plano Campus Facility Plant Operations Department's FY21 operating budget and subsequent year's budgets subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The contract term is November 1, 2017 through December 31, 2020.

**RESOURCE PERSONNEL**

Christopher G. Eyle, Vice President of Facilities & Construction  
972-758-3891

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve additional funds to purchase audiovisual equipment, media supplies, installation, and repair services from Digital Resources, Lantek Audio, Video and Communications, and Videotex Systems, Inc. for the District.

**BACKGROUND**

These vendors provide full and partial media solutions in district classrooms and audiovisual solutions in small and large conference centers on existing campuses and new construction. Bid Number 4092 was issued and awarded to procure audiovisual equipment, media supplies, installation, and repair services for the District.

**IMPACT OF THIS ACTION**

These additional funds are needed to purchase and install audiovisual equipment in the Frisco Campus IT Center, the Celina Campus, and the Farmersville Campus. The equipment and services purchased through this contract aid and enhance classroom instruction using various types of media and digital signage in common areas.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board has approved a total spend authorization of \$2,500,000. This purchasing request is for spend authorization for an additional \$600,000, which is budgeted in the 2017 CIP technology budget and various departments' FY21 operating budgets.

**MONITORING AND REPORTING TIMELINE**

The contract term is September 1, 2017 through August 31, 2022

**RESOURCE PERSONNEL**

Mike Dickson, Chief Innovation Officer  
972-758-3832

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds to purchase video conferencing systems from Taurus Technologies for the District.

### **BACKGROUND**

This contract provides video conferencing systems, technology solutions, products, and services for new and existing campuses.

Reference number (REF) 4074 was issued to track the volume of spend for video conferencing systems.

Taurus Technologies has a contract through The Interlocal Purchasing System (TIPS) cooperative contracts program to provide technology solutions products and services (Contract Number 200105) 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**

These additional funds are needed to purchase and install video conferencing systems and interactive presentation systems at the Frisco Campus IT Center, the Celina Campus, and the Farmersville Campus. Audio/visual and video conferencing technology enhances instruction, improves communications, aids in presentations, and professionally streams Board meetings.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board has approved a total spend authorization of \$1,100,000. This purchasing request is for spend authorization for an additional \$1,500,000, which is budgeted in the 2017 CIP technology budget and various departments' FY21 operating budgets.

### **MONITORING AND REPORTING TIMELINE**

The contract term is September 1, 2020 through August 31, 2021.

### **RESOURCE PERSONNEL**

Mike Dickson, Chief Innovation Officer  
972-758-3832

## **INFORMATION REPORTS**

Exercise of Grant of Authority by the District President

Collin College Diversity Data 2015 v. 2020

FY20 Annual Internal Audit Report

Statement of Net Position as of October 31, 2020

Summaries of Current Funds, Revenue, & Expenses as of October 31, 2020

Monthly Investment Report as of October 31, 2020

Gifts-In-Kind as of October 31, 2020

AECOM Monthly Report as of October 2020

## Follow-Up to July 23, 2020 Emergency Meeting

### *Exercise of Grant of Authority by the 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.

On July 23, 2020, the Board of Trustees held another emergency board meeting pursuant to Texas Government Code §551.045. Upon motion and vote, the Board extended the grant of authority to the District President to once again implement measures as needed in light of the continuing COVID-19 pandemic. The grant of authority to the District President extends through **January 31, 2021**.

#### **Authority Granted**

To continue responding in a timely manner to meet the unexpected needs of the College during the COVID-19 pandemic and to prepare for any future state actions, the District President was granted authority to take actions within the existing Board-approved budget to address business and academic continuity priorities while responding to the pandemic emergency, including to:

- In the event another shelter-in-place state order is issued, or similar government measures are implemented, examine and ensure continuity of pay on a temporary basis until the next regularly scheduled or emergency board meeting 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 nor working on campus are viable options, or similar personnel actions are warranted;
- Authorize the modification of class schedules, academic calendars, events such as graduations, pinnings, and other gatherings, and related matters as needed;
- Authorize the purchase of additional licenses, as required, for vendors such as Zoom, Proctor-U, Canvas, and other resources necessary;
- 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;
- 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; and

- Authorize the purchase of additional Personal Protective Equipment and sanitization supplies, as needed to maintain the college facilities.

**Question:** How has the District President continued to exercise 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.
Personnel	June 1 and ongoing	Lifted temporary hiring freeze for positions already budgeted.
Personnel	September 1, 2020	2020-2021 Budget change for general pay adjustments for full-time staff and faculty, part-time staff, adjunct faculty, and student employees.
<b>Personnel</b>	<b>December 2020</b>	<b>Change to college's Master Calendar, without changing the Academic Calendar. Designation of remote work period between 12/14/20 and 1/11/21 for specified categories of staff. Additional paid holidays for full-time staff between 12/21-12/23/20.</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.
Operations / Administrative	June 1, 2020	Student housing application process commenced with online submissions starting June 15, 2020.
Operations / Administrative	July 2020	Conference services and facilities rentals to remain closed until January 26, 2021, and employee travel restrictions to remain in place until January 2021.

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	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.
Technology	September 2020	Approval of purchase of 50 laptops to be made available per semester for student use, through CARES Act funding.

**Resource:**

*H. Neil Matkin, Ed.D., District President*

*nmatkin@collin.edu*

Tel. 972-758-3801

## Information Report

### Collin College Diversity Data 2015 v. 2020

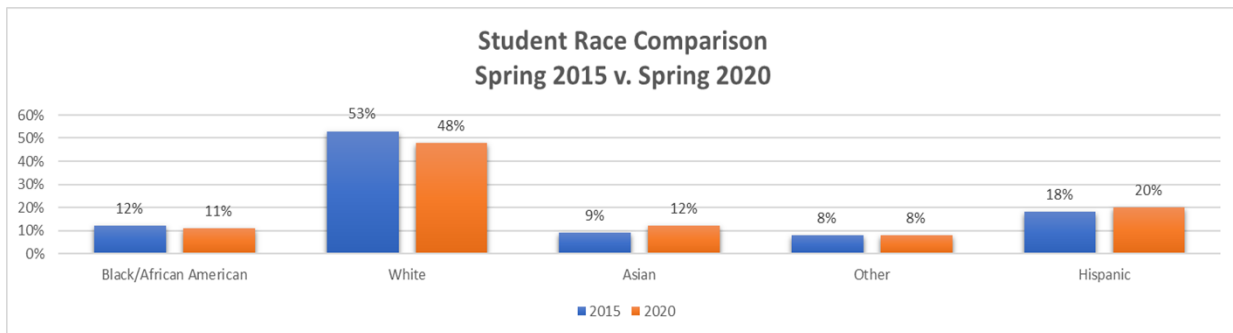
Over the last five years, Collin College has experienced significant growth in its physical footprint and the population of its students and employees. Data is provided below that charts the changes in race and ethnicity over the last five years, along with benchmark comparisons from the U.S. Census Bureau and the Bureau of Labor Statistics.

### Student Race Comparisons

The [Texas State Demographic Center](#) reports that Collin County’s 2019 population (ages 18-64) is comprised of the following:

Non-Hispanic Black	10.6%
Non-Hispanic White	56.4%
Non-Hispanic Asian	15.3%
Non-Hispanic Other	2.7%
Hispanic	15.0%

Collin College’s student data is provided in the chart below and reflects that the student population is **generally more diverse in 2020 than in 2015**. However, the percentage of the college’s white and Asian students is lower than in the county’s population, with white students at 48% vs. 56.4% in the county and Asian students at 12% vs. 15.3% in the county.

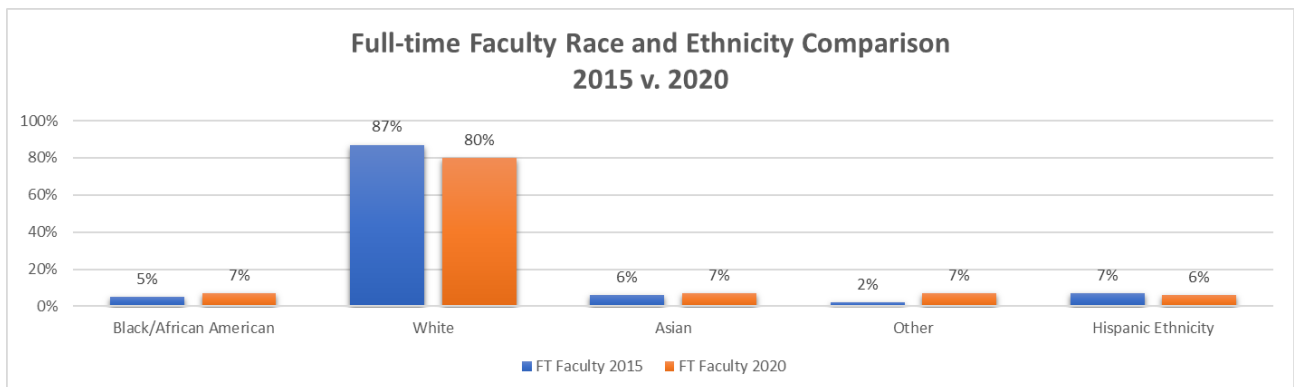
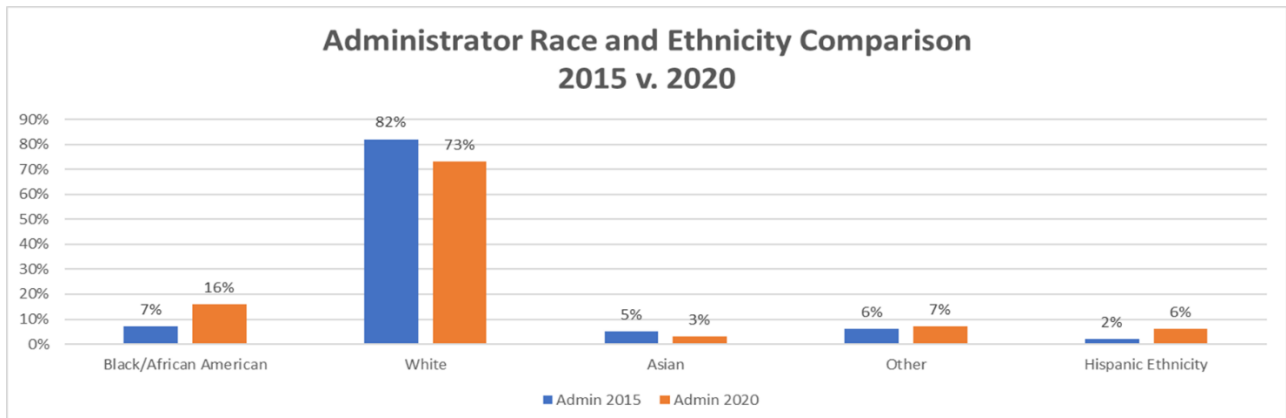
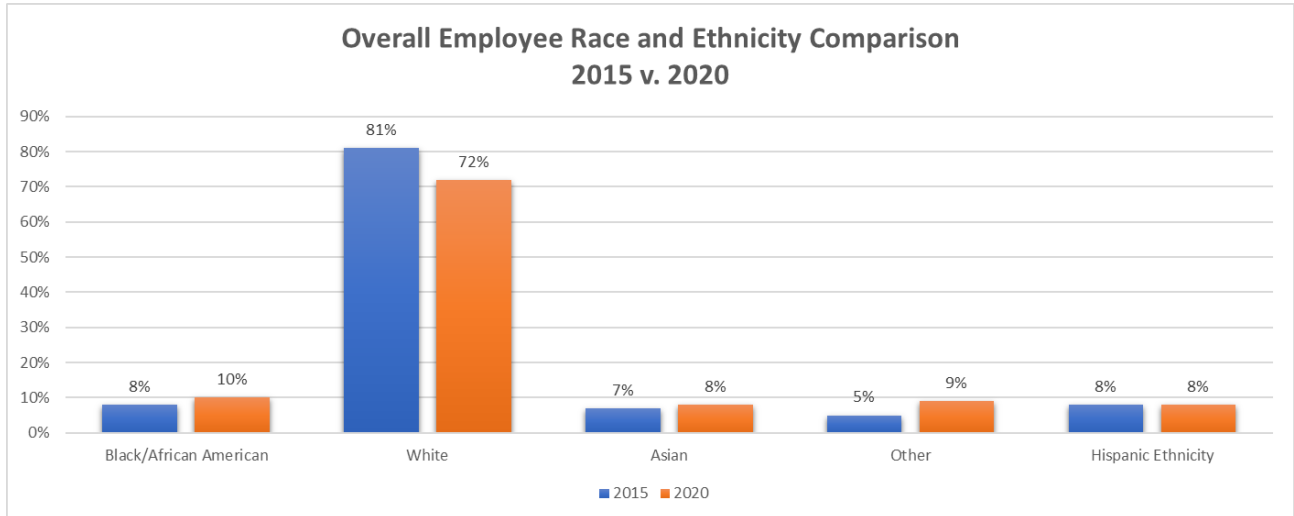


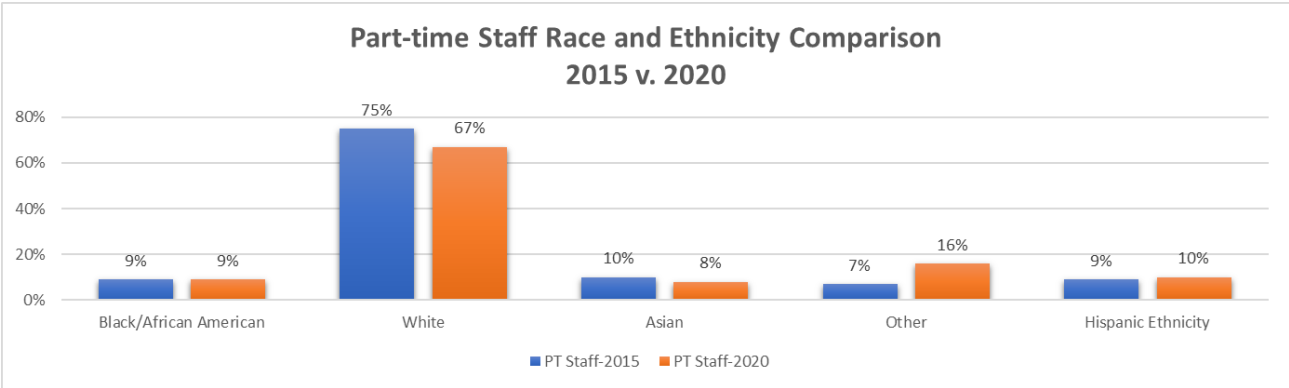
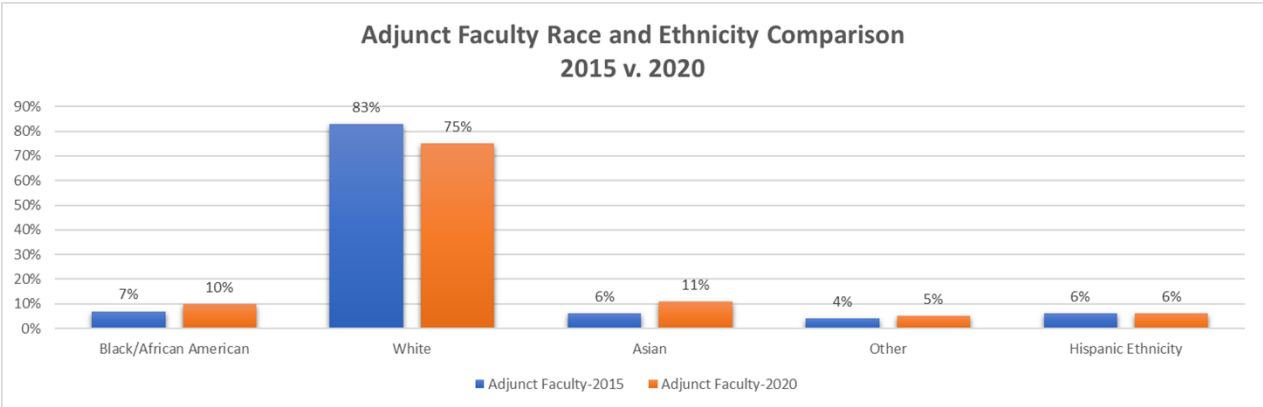
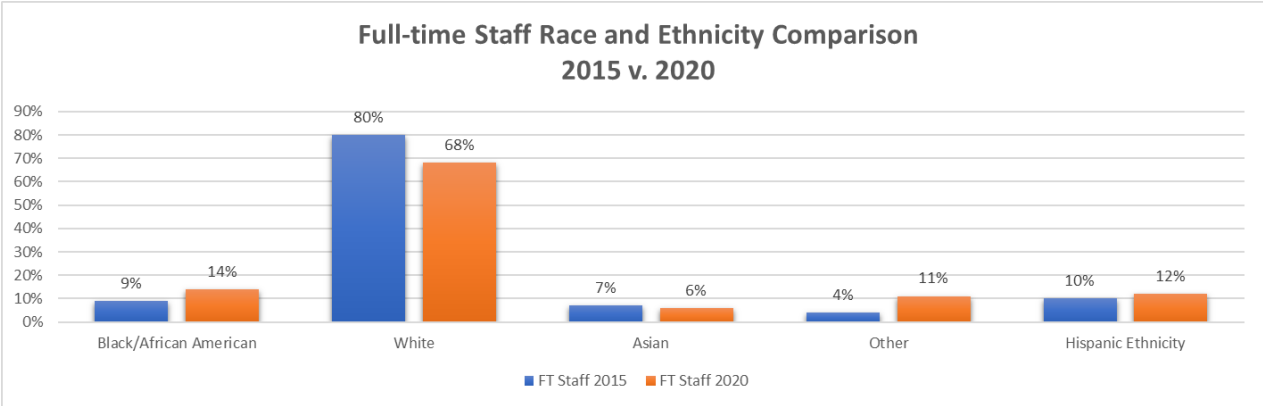
*Note: The data related to Collin College’s Hispanic students incorporate all students of any race who identify as Hispanic. Those students are not duplicated in the other racial categories. See [District Statistics](#)*

### Employee Race and Ethnicity Comparisons

The remaining charts provide a snapshot of the Collin College employee population on April 2, 2015, with April 2, 2020, including an overall view and breakout categories for administrators, full-time faculty, full-time staff, adjunct faculty, and part-time staff. Employee data are reported using the federal definition that considers “Hispanic” not as a race but as an ethnicity. Therefore, Hispanics can be of any race and are duplicated in other categories, such as White and Hispanic, Black and Hispanic, etc.

**Overall, the college's employee population is more diverse in 2020 than in 2015 in many categories.** Due to the differences in data collection regarding Hispanic ethnicity, the college's employee data is not directly comparable to the Texas State Demographic Center Data. The college continues its efforts to diversify both its recruitment initiatives and applicant pools for open positions across the college.





**Resource:**  
 Kim Davison, Chief of Staff  
 972-985-3781  
[kdavison@collin.edu](mailto:kdavison@collin.edu)



# COLLIN COLLEGE

## INTERNAL AUDIT

ANNUAL REPORT

**FOR FISCAL YEAR ENDED**

**AUGUST 31, 2020**

**OFFICE OF INTERNAL AUDIT**



OFFICE OF

# Internal Audit

**December 1, 2020**

Dr. Neil Matkin, District President  
Members of the Board of Trustees:

Attached is the annual report for the Office of Internal for fiscal year (FY) ended August 31, 2020. This report is required by the Texas Government Code, Section 2102.015 and provides information on the activities of the internal audit function.

As of August 31, 2020, the department has completed the two projects that were approved by the Board of Trustees in fiscal year 2020.

If you have any questions about the contents of this report, please do not hesitate to contact me.

Director of Internal Audit

**Report Distribution:**

**Members of the Board of Trustees:**

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- |                              |                            |
|------------------------------|----------------------------|
| Dr. J. Robert Collins, Chair | Dr. Stacey Donald, Trustee |
| Andrew Hardin, Vice Chair    | Greg Gomel, Trustee        |
| Jim Orr, Secretary           | Fred Moses, Trustee        |
| Dr. Raj Menon, Treasurer     | Jay Saad, Trustee          |
| Stacy Anne Arias, Trustee    |                            |



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## PURPOSE

The purpose of this annual report is to provide information on the assurance services, consulting services, and other activities of the internal audit function. In addition, the annual internal audit report assists oversight agencies in their planning and coordination efforts.

## I. COMPLIANCE WITH TEXAS GOVERNMENT CODE, SECTION 2102.015

Texas Government Code, [Section 2102.015](#) requires that the internal audit plan and the internal audit annual report be posted on the institution’s website. Accordingly, the Office of Internal Audit has posted the FY 2020 Annual Internal Audit Report and the approved FY 2021 Audit Plan on the [departmental website](#).

## II. INTERNAL AUDIT PLAN FOR FY 2020

Audit	Report Number	Status / Report Date
1. Property & Surplus	20-01	Final Report issued on October 20, 2020
2. TAC 202	20-02	Final Report issued on August 25, 2020

As required by the State Auditor’s Office FY 2020 guidelines for submitting this report, there were no deviations from the audit plan that was approved by the Board of Trustees.

## III. CONSULTING SERVICES AND NON-AUDIT SERVICES COMPLETED

In FY 2020, as defined in the IIA International Standards for the Professional Practice of Internal Auditing, there were no consulting services that were completed. Consulting services are advisory in nature and are generally performed at the specific request of an engagement client.

## IV. EXTERNAL QUALITY ASSURANCE REVIEW

The department was reestablished with the hiring of the new Director in January 2020. An external quality assurance review will be completed in accordance with IIA Standards at a future date.

## V. INTERNAL AUDIT PLAN FOR FY 2021

The FY 2021 Internal Audit Plan was approved by the college's Board of Trustees on October 27, 2020. Updates provided to the Finance and Audit Committee can be obtained by reviewing [status reports](#) that are publicly accessible. A copy of the plan is included in Appendix 1.

## VI. EXTERNAL AUDIT SERVICES PROCURED IN FY 2020

The following external audit services, including financial and performance audits and attestation engagements, reviews, and agreed-upon procedures, were procured or in process during FY 2020 by management :

- D. STAFFORD & ASSOCIATES, LLC - Assessment of the Police Department
- GRANT THORNTON LLP - Annual audit of the financial statements
- MATSON DRISCOLL & DAMICO LLP - Professional services for capital improvement projects

## VII. REPORTING SUSPECT FRAUD AND ABUSE

Actions taken to implement the requirements of Article IX, Section 7.09, page IX-37, Fraud Reporting, General Appropriations Act (84th Legislature, Conference Committee Report) are noted below:

- The college has placed a link on the the institution's homepage that states "Fraud, Waste, or Abuse." The link offers guidance for directly reporting fraud, waste, and abuse to the State Auditor's Office.
- A policy on how to report suspected fraud will be developed in FY 2021.

## APPENDIX 1: FY 2021 AUDIT PLAN

The FY 2021 audit plan was prepared using risk assessment techniques that identify the individual audits to be conducted during the year. The risk factors utilized by the department during the risk assessment process included:

- Criticality of the Unit
- Financial Impact
- Regulatory Compliance
- Public Sensitivity
- Control Environment
- Changes in the Unit
- Complexity of Monitoring Activities
- Audit History

The list of audits detailed on page 7 were approved by the college's Board of Trustees on October 27, 2020.

Texas Administrative Code (TAC) 202 is audited periodically as required by statute and the last TAC 202 audit was performed in FY 2020.



OFFICE OF

# Internal Audit

## APPENDIX 1: FY 2021 AUDIT PLAN

**Date:** October 27 2020

**To:** Members of the Finance and Audit Committee  
Dr. Neil Matkin, District President

**From:** Ali Subhani, CIA, CISA, GSNA  
Director, Office of Internal Audit

A handwritten signature in black ink that reads 'Ali Subhani'.

**Subject:** 2021 Revised Audit Plan

The Internal Audit Charter requires that the Board of Trustees approve the annual audit plan.

Based on the risk assessment process, the following audits are recommended for approval:

- Return to Title IV
- Purchasing
- Payroll
- Vulnerability Management

## APPENDIX 2: STATUS OF AUDIT RECOMMENDATIONS

Texas Government Code, Section 2102.015, also requires entities to include the following on their website:

- A “detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns, if any raised by the audit plan or annual report.”
- A “summary of the action taken by the agency to address the concerns, if any, that are raised by the audit plan or annual report.”

To address these requirements, an entity can summarize fiscal year 2020 internal audit recommendations and report on its action and progress toward implementing those recommendations. The status of implementation of recommendations from the previous fiscal year is noted on the following page.

# APPENDIX 2: STATUS OF AUDIT RECOMMENDATIONS

Report Number	Report Date	Title	Recommendation	Status SAO	Responsible Vice President
20-01	October 20, 2020	Property & Surplus	Strengthen tracking of college-owned assets	Incomplete/Ongoing	Chief Financial Officer
20-01	October 20, 2020	Property & Surplus	Designate a property manager	Incomplete/Ongoing	Chief Financial Officer
20-01	October 20, 2020	Property & Surplus	Limit user access in line with job responsibilities	Incomplete/Ongoing	Chief Financial Officer
20-01	October 20, 2020	Property & Surplus	Update policies and procedures	Incomplete/Ongoing	Chief Financial Officer
20-02	August 25, 2020	TAC 202	Develop Policies to Facilitate Full Compliance with TAC Requirements	Incomplete/Ongoing	Chief Innovation Officer
20-02	August 25, 2020	TAC 202	Develop Framework to Implement Separation of Duties	Incomplete/Ongoing	Chief Innovation Officer
20-02	August 25, 2020	TAC 202	Strengthen Governance of Shared Accounts	Incomplete/Ongoing	Chief Innovation Officer
20-02	August 25, 2020	TAC 202	Enhance User Management	Incomplete/Ongoing	Chief Innovation Officer
20-02	August 25, 2020	TAC 202	Deploy Logon Banners on Technology Resources	Incomplete/Ongoing	Chief Innovation Officer

Collin College  
Statement of Net Position  
October 31

	2021	2020
<b>Assets</b>		
Current assets		
Cash and cash equivalents	\$ 453,264,737	\$ 300,450,622
Short term investments	57,313,496	68,850,007
Accounts receivable (net of allowance for bad debt)	9,305,731	6,301,407
Tax receivable (net of allowance for bad debt)	1,405,810	978,757
Inventories	15,423	4,379
Prepaid expenses	209,783	50,719
<b>Total current assets</b>	<b>521,514,980</b>	<b>376,635,890</b>
Noncurrent assets		
Long term investments	27,144,163	10,000,000
Capital assets, net		
Not subject to depreciation	138,129,170	240,982,324
Subject to depreciation	588,868,621	274,213,767
<b>Total noncurrent assets</b>	<b>754,141,954</b>	<b>525,196,092</b>
<b>Total assets</b>	<b>\$ 1,275,656,934</b>	<b>\$ 901,831,982</b>
<b>Deferred outflows related to pensions</b>	<b>\$ 22,543,879</b>	<b>\$ 17,383,822</b>
<b>Deferred outflows related to OPEB</b>	<b>\$ 41,406,030</b>	<b>\$ 44,757,743</b>
<b>Liabilities</b>		
Current liabilities		
Accounts payable	\$ 19,637,747	\$ 9,259,412
Accrued liabilities	8,573,145	2,083,902
Funds held for others	81,599	473,568
Unearned revenue	6,710,587	4,046,377
Accrued compensable absences payable	102,025	127,152
Bonds payable - current portion	10,120,000	10,520,000
OPEB liability - current portion	2,612,800	963,647
<b>Total current liabilities</b>	<b>47,837,903</b>	<b>27,474,057</b>
Noncurrent liabilities		
Accrued compensable absences payable	1,658,761	1,157,375
Pension liability	36,646,040	35,204,032
OPEB liability	79,824,497	64,546,843
Bonds payable	579,191,827	245,967,832
<b>Total noncurrent liabilities</b>	<b>697,321,125</b>	<b>346,876,083</b>
<b>Total liabilities</b>	<b>\$ 745,159,027</b>	<b>\$ 374,350,140</b>
<b>Deferred inflows related to pensions</b>	<b>\$ 10,647,490</b>	<b>\$ 3,335,757</b>
<b>Deferred inflows related to OPEB</b>	<b>\$ 15,184,510</b>	<b>\$ 25,356,761</b>
<b>Net position</b>		
Net investment in capital assets	\$ 284,810,810	\$ 276,859,121
Restricted for:		
Expendable		
Student aid/non-governmental grants and contracts	1,397,737	1,627,924
Reserve debt service	959,262	9,237,407
Unrestricted	281,448,007	273,206,436
<b>Total net position</b>	<b>\$ 568,615,815</b>	<b>\$ 560,930,889</b>

Collin County Community College District  
All Funds  
Revenues and Expenses  
For the Period Ending  
October 31

	2021 (17% Elapsed)			2020 (17% Elapsed)		
	FY 2021 Budget	YTD Actuals	Percent Budget	FY 2020 Budget	YTD Actuals	Percent Budget
<b>Revenues</b>						
<b>Unrestricted</b>						
State Appropriations-General Revenue	\$ 39,834,020	\$ 9,562,438	24.0 %	\$ 39,834,020	\$ 9,562,899	24.0 %
Tuition and Fees	53,658,563	21,244,375	39.6 %	48,788,991	21,561,390	44.2 %
Scholarship allowances	(8,000,000)	(1,333,333)	16.7 %	(7,700,000)	(1,283,333)	16.7 %
Taxes for Current Operations	130,982,990	1,887,649	1.4 %	118,601,066	2,304,502	1.9 %
Investment Income-Unrestricted Fund	2,350,000	123,090	5.2 %	4,070,000	696,632	17.1 %
Investment Income-Stabilization Fund	655,000	17,717	2.7 %	1,200,000	162,446	13.5 %
Investment Income-Building Fund	1,200,000	26,882	2.2 %	2,300,000	410,009	17.8 %
Miscellaneous - Unrestricted Fund	2,239,075	146,196	6.5 %	2,214,142	296,452	13.4 %
Auxiliary Fund	4,867,483	956,736	19.7 %	2,408,455	869,216	36.1 %
<b>Total Unrestricted</b>	<b>227,787,131</b>	<b>32,631,749</b>	<b>14.3 %</b>	<b>211,716,674</b>	<b>34,580,214</b>	<b>16.3 %</b>
<b>Restricted</b>						
Grants and Contracts	40,012,729	12,952,145	32.4 %	47,957,608	12,698,949	26.5 %
State Allocation-On-Behalf Benefits	8,984,595	1,533,658	17.1 %	8,641,239	1,450,048	16.8 %
Debt Service- General Obligation Bonds	4,788,309	99,873	2.1 %	4,896,142	207,382	4.2 %
<b>Total Restricted</b>	<b>53,785,633</b>	<b>14,585,677</b>	<b>27.1 %</b>	<b>61,494,989</b>	<b>14,356,378</b>	<b>23.3 %</b>
<b>Transfers</b>						
Transfer in - Unrestricted to Stabilization and Startup Fd	25,000,000	4,166,667	16.7 %	30,300,000	5,050,000	16.7 %
Transfer in - Unrestricted (SAFAC) to Athletics	250,000	-	0.0 %	220,000	36,286	16.5 %
Transfer in - Unrestricted to Grant Fund - Matching	118,706	17,352	14.6 %	158,971	10,956	6.9 %
Transfer in - Unrestricted to Debt Service Fund	25,907,990	4,359,665	16.8 %	15,803,626	2,629,344	16.6 %
Transfer in - Stabilization and Startup to Debt Srvc Fd	9,960,545	1,660,091	16.7 %	1,600,523	266,754	16.7 %
Transfer in - Bdg Fd to 2020 Limited Tax Series Bonds	-	-	-	233,064,645	-	0.0 %
<b>Total Transfers</b>	<b>61,237,241</b>	<b>10,203,774</b>	<b>16.7 %</b>	<b>281,147,765</b>	<b>7,993,340</b>	<b>2.8 %</b>
<b>Total Revenues and Transfers</b>	<b>\$ 342,810,005</b>	<b>\$ 57,421,200</b>	<b>16.8 %</b>	<b>\$ 554,359,428</b>	<b>\$ 56,929,933</b>	<b>10.3 %</b>
<b>Expenses</b>						
<b>Unrestricted</b>						
Instruction	\$ 96,108,709	\$ 15,824,887	16.5 %	\$ 85,393,516	\$ 13,739,303	16.1 %
Public Service	58,859	7,250	12.3 %	56,413	9,697	17.2 %
Academic Support	26,368,993	3,448,259	13.1 %	23,481,950	2,781,004	11.8 %
Student Services	23,981,555	2,621,120	10.9 %	19,410,242	2,685,268	13.8 %
Institutional Support	53,838,520	7,578,644	14.1 %	51,264,344	6,111,696	11.9 %
Operation and Maintenance of Plant	26,853,741	2,047,091	7.6 %	18,316,970	1,889,515	10.3 %
Scholarship allowances	(8,000,000)	(1,333,333)	16.7 %	(7,700,000)	(1,283,333)	16.7 %
Auxiliary Enterprises	4,354,811	732,867	16.8 %	3,887,432	703,233	18.1 %
Reserve for Supplemental Requests - Unrestricted Fd	-	-	-	312,500	-	0.0 %
Reserve for Supplemental Requests - Aux Fd	-	-	-	61,664	-	0.0 %
Building Fund	-	-	-	3,500,000	232,855	6.7 %
<b>Total Unrestricted Expenses</b>	<b>223,565,188</b>	<b>30,926,786</b>	<b>13.8 %</b>	<b>197,985,031</b>	<b>26,869,237</b>	<b>13.6 %</b>
<b>Restricted</b>						
Grants and Contracts-Scholarships	43,626,949	12,994,976	29.8 %	50,529,853	12,939,694	25.6 %
Debt Service - General Obligation	35,165,533	10,764,676	30.6 %	23,522,732	1,667,122	7.1 %
State Allocation-On-Behalf Benefits	8,984,595	1,533,658	17.1 %	8,641,239	1,450,048	16.8 %
Limited Tax Series Bonds	133,128,987	8,934,597	6.7 %	27,693,363	14,629,702	52.8 %
<b>Total Restricted Expenses</b>	<b>220,906,064</b>	<b>34,227,907</b>	<b>15.5 %</b>	<b>110,387,187</b>	<b>30,686,566</b>	<b>27.8 %</b>
<b>Transfers</b>						
Transfer out - Unrestricted to Stabilization and Startup Fd	25,000,000	4,166,667	16.7 %	30,300,000	5,050,000	16.7 %
Transfer out - Unrestricted (SAFAC) to Athletics	250,000	-	0.0 %	116,749,081	36,286	0.0 %
Transfer out - Unrestricted to Grant Fund - Matching	118,706	17,352	14.6 %	158,971	10,956	6.9 %
Transfer out - Unrestricted to Debt Service Fund	25,907,990	4,359,665	16.8 %	15,803,626	2,629,344	16.6 %
Transfer out - Stabilization and Startup to Debt Service Fd	9,960,545	1,660,091	16.7 %	1,600,523	266,754	16.7 %
Transfer out - Bdg Fd to 2020 Limited Tax Series Bonds	-	-	-	233,064,645	-	0.0 %
<b>Total Transfers</b>	<b>61,237,241</b>	<b>10,203,774</b>	<b>16.7 %</b>	<b>397,676,846</b>	<b>7,993,340</b>	<b>2.0 %</b>
<b>Other Adjustments</b>						
Depreciation	16,630,452	3,031,839	18.2 %	12,354,681	2,051,090	16.6 %
Bond Principal-General Obligation Bonds	(23,681,777)	(7,000,000)	29.6 %	(10,520,000)	-	0.0 %
Capitalized Expenses-Operating/Aux/Restricted	(7,763,073)	(704,548)	9.1 %	(10,215,344)	(109,526)	1.1 %
Capitalized Expenses-Building Fund	-	-	-	(4,450,794)	-	0.0 %
Capitalized Expenses-Limited Tax Bond Series	(133,011,365)	(8,934,597)	6.7 %	(234,242,558)	(14,600,445)	6.2 %
<b>Total Other Expenses</b>	<b>(147,825,763)</b>	<b>(13,607,306)</b>	<b>9.2 %</b>	<b>(247,074,015)</b>	<b>(12,658,882)</b>	<b>5.1 %</b>
<b>Total Expenses, Transfers and Adjustments</b>	<b>357,882,730</b>	<b>61,751,161</b>	<b>17.3 %</b>	<b>458,975,050</b>	<b>52,890,262</b>	<b>11.5 %</b>
<b>Excess (Deficit) of Revenues Over Expenses</b>	<b>(15,072,725)</b>	<b>(4,329,961)</b>	<b>28.7 %</b>	<b>95,384,379</b>	<b>4,039,671</b>	<b>4.2 %</b>
<b>Total Expenses and Change to Net Position</b>	<b>\$ 342,810,005</b>	<b>\$ 57,421,200</b>	<b>16.8 %</b>	<b>\$ 554,359,428</b>	<b>\$ 56,929,933</b>	<b>10.3 %</b>

Collin County Community College District  
 Current Unrestricted Funds  
 Revenues and Expenses  
 For the Period Ending  
 October 31

	2021 (17% Elapsed)			2020 (17% Elapsed)		
	FY 2021 Budget	YTD Actuals	Percent Budget	FY 2020 Budget	YTD Actuals	Percent Budget
<b>Revenues and Transfers In</b>						
State Appropriations	\$ 39,834,020	\$ 9,562,438	24.0 %	\$ 39,834,020	\$ 9,562,899	24.0 %
Tuition and Fees (net of discounts)	53,658,563	21,244,375	39.6 %	48,788,991	21,561,390	44.2 %
Scholarship Allowances	(8,000,000)	(1,333,333)	16.7 %	(7,700,000)	(1,283,333)	16.7 %
Taxes for Current Operations	130,982,990	1,887,649	1.4 %	118,601,066	2,304,502	1.9 %
Investment Income	2,350,000	123,090	5.2 %	4,070,000	696,632	17.1 %
Miscellaneous	2,239,075	146,196	6.5 %	2,214,142	296,452	13.4 %
<b>Total Revenues</b>	<u>\$ 221,064,648</u>	<u>\$ 31,630,414</u>	14.3 %	<u>\$ 205,808,219</u>	<u>\$ 33,138,543</u>	16.1 %
<b>Expenses</b>						
Instruction	\$ 94,906,649	\$ 15,805,791	16.7 %	\$ 83,609,026	\$ 13,711,844	16.4 %
Public Service	58,859	7,250	12.3 %	56,413	9,697	17.2 %
Academic Support	24,550,081	3,318,533	13.5 %	16,727,086	2,522,516	15.1 %
Student Services	22,966,595	2,619,024	11.4 %	18,826,788	2,685,268	14.3 %
Institutional Support	53,198,030	7,580,527	14.2 %	50,253,756	6,078,401	12.1 %
Plant Operations & Maintenance	25,299,633	2,107,657	8.3 %	17,322,455	1,889,515	10.9 %
Scholarship Allowances	(8,000,000)	(1,333,333)	16.7 %	(7,700,000)	(1,283,333)	16.7 %
<b>Total Unrestricted Expenses</b>	<u>212,979,847</u>	<u>30,105,450</u>	14.1 %	<u>179,095,524</u>	<u>25,613,907</u>	14.3 %
<b>Transfers</b>						
Non-Mandatory:						
Unrestricted to Stabilization and Startup	25,000,000	4,166,667	16.7 %	30,300,000	5,050,000	16.7 %
Unrestricted (SAFAC) to Athletics	250,000	-	0.0 %	116,749,081	36,286	0.0 %
Mandatory:						
Unrestricted to Grant Fund (Matching)	118,706	17,352	14.6 %	158,971	10,956	6.9 %
Unrestricted to Debt Service	25,907,990	4,359,665	16.8 %	15,803,626	2,629,344	16.6 %
<b>Total Transfers</b>	<u>51,276,696</u>	<u>8,543,684</u>	16.7 %	<u>163,011,678</u>	<u>7,726,586</u>	4.7 %
<b>Reserves</b>						
Reserves for Supplemental	-	-	-	312,500	-	0.0 %
<b>Total Reserves</b>	<u>-</u>	<u>-</u>	-	<u>312,500</u>	<u>-</u>	0.0 %
<b>Other Expenses and adjustments</b>						
Depreciation	16,630,452	3,031,839	18.2 %	12,354,681	2,051,090	16.6 %
Capitalized Expenses	(7,119,497)	(704,548)	9.9 %	(9,651,182)	(72,609)	0.8 %
<b>Total Other Expenses</b>	<u>9,510,955</u>	<u>2,327,291</u>	24.5 %	<u>2,703,500</u>	<u>1,978,481</u>	73.2 %
<b>Total Expenses, Transfers, and Reserves</b>	<u>273,767,498</u>	<u>40,976,424</u>	15.0 %	<u>345,123,202</u>	<u>35,318,975</u>	10.2 %
<b>Excess (Deficit) of Revenues Over Expenses</b>	<u>(52,702,850)</u>	<u>(9,346,010)</u>	17.7 %	<u>(139,314,983)</u>	<u>(2,180,432)</u>	1.6 %
<b>Total Expenses and Change to Net Position</b>	<u>\$ 221,064,648</u>	<u>\$ 31,630,414</u>	14.3 %	<u>\$ 205,808,219</u>	<u>\$ 33,138,543</u>	16.1 %

Collin County Community College District  
 Stabilization and Startup Fund  
 Revenues and Expenses  
 For the Period Ending  
 October 31

	2021 (17% Elapsed)			2020 (17% Elapsed)		
	FY 2021 Budget	YTD Actuals	Percent Budget	FY 2020 Budget	YTD Actuals	Percent Budget
<b>Revenues and Transfers</b>						
Investment Income	\$ 655,000	\$ 17,717	2.7 %	\$ 1,200,000	\$ 162,446	13.5 %
Transfer In - from Unrestricted	25,000,000	4,166,667	16.7 %	30,300,000	5,050,000	16.7 %
<b>Total Revenues and Transfers</b>	<b>\$ 25,655,000</b>	<b>\$ 4,184,384</b>	<b>16.3 %</b>	<b>\$ 31,500,000</b>	<b>\$ 5,212,446</b>	<b>16.5 %</b>
<b>Expenses and Transfers</b>						
Instruction	\$ 1,202,060	\$ 19,096	1.6 %	\$ 1,784,490	\$ 27,458	1.5 %
Academic Support	1,818,912	129,726	7.1 %	6,754,864	258,488	3.8 %
Student Services	1,014,960	2,096	0.2 %	583,454	-	0.0 %
Institutional Support	640,490	(1,883)	(0.3)%	1,010,588	33,295	3.3 %
Plant Operations & Maintenance	1,554,108	(60,566)	(3.9)%	994,515	-	0.0 %
Transfer out - to Debt Service	9,960,545	1,660,091	16.7 %	1,600,523	266,754	16.7 %
<b>Total Expenses and Transfers</b>	<b>16,191,075</b>	<b>1,748,560</b>	<b>10.8 %</b>	<b>12,728,434</b>	<b>585,995</b>	<b>4.6 %</b>
<b>Excess (Deficit)Revenues over Expenses</b>	<b>9,463,925</b>	<b>2,435,824</b>	<b>25.7 %</b>	<b>18,771,566</b>	<b>4,626,450</b>	<b>24.6 %</b>
<b>Total Expenses and Change to Net Position</b>	<b>\$ 25,655,000</b>	<b>\$ 4,184,384</b>	<b>16.3 %</b>	<b>\$ 31,500,000</b>	<b>\$ 5,212,446</b>	<b>16.5 %</b>

Collin County Community College District  
 Auxiliary Funds  
 Revenues and Expenses  
 For the Period Ending  
 October 31

	2021 (17% Elapsed)			2020 (17% Elapsed)		
	FY 2021 Budget	YTD Actuals	Percent Budget	FY 2020 Budget	YTD Actuals	Percent Budget
<b>Revenues</b>						
Bookstore	\$ 850,000	\$ 327,773	38.6 %	\$ 925,000	\$ 404,368	43.7 %
Food Services/Vending	1,725,590	148,101	8.6 %	737,000	226,854	30.8 %
Catering Services	250,000	6,995	2.8 %	310,000	58,592	18.9 %
Facilities Rental	188,000	(1,990)	(1.1)%	186,000	29,087	15.6 %
Print Shop	123,000	6,166	5.0 %	124,500	24,376	19.6 %
Miscellaneous	10,000	2,050	20.5 %	10,000	1,950	19.5 %
Athletics	4,000	-	0.0 %	4,000	-	0.0 %
Student Housing	1,604,938	448,177	27.9 %	-	105,330	-
Cell Tower	111,955	19,463	17.4 %	111,955	18,659	16.7 %
<b>Total</b>	4,867,483	956,736	19.7 %	2,408,455	869,216	36.1 %
<b>Transfers</b>						
Transfer in - Unrestricted (SAFAC) to Athletics	250,000	-	0.0 %	220,000	36,286	16.5 %
<b>Total Revenues and Transfers</b>	\$ 5,117,483	\$ 956,736	18.7 %	\$ 2,628,455	\$ 905,502	34.4 %
<b>Expenses</b>						
Auxiliary Services Administration	\$ 489,300	\$ 32,922	6.7 %	\$ 186,386	\$ 34,136	18.3 %
Food Services/Vending	1,401,379	300,958	21.5 %	1,028,861	210,848	20.5 %
Catering Services	213,515	15,178	7.1 %	282,618	47,629	16.9 %
Facilities Rental	230,685	24,972	10.8 %	160,703	25,530	15.9 %
Print Shop	123,040	11,075	9.0 %	131,782	18,732	14.2 %
Athletics	854,674	176,168	20.6 %	854,674	232,222	27.2 %
Student Housing	870,718	115,881	13.3 %	1,015,070	62,117	6.1 %
Scholarships	132,500	53,062	40.0 %	132,500	68,977	52.1 %
Refund Petition	39,000	2,650	6.8 %	27,000	3,044	11.3 %
Reserve for Supplemental - Auxliary Fund	-	-	-	61,664	-	0.0 %
<b>Total Expenses</b>	4,354,811	732,867	16.8 %	3,881,258	703,233	18.1 %
<b>Other Adjustments</b>						
Capitalized expenses	(1,000)	-	0.0 %	(54,100)	-	0.0 %
<b>Total Expenses and Adjustments</b>	4,353,811	732,867	16.8 %	3,827,158	703,233	18.4 %
<b>Excess (Deficit) of Revenues Over Expenses</b>	763,672	223,869	29.3 %	(1,198,703)	202,269	(16.9)%
<b>Total Expenses and Change in Net Position</b>	\$ 5,117,483	\$ 956,736	18.7 %	\$ 2,628,455	\$ 905,502	34.4 %

Collin County Community College District  
 Building Fund  
 Revenues and Expenses  
 For the Period Ending  
 October 31

	2021 (17% Elapsed)			2020 (17% Elapsed)		
	FY 2021 Budget	YTD Actuals	Percent Budget	FY 2020 Budget	YTD Actuals	Percent Budget
<b>Revenues and Transfers</b>						
Investment Income	\$ 1,200,000	\$ 26,882	2.2 %	\$ 2,300,000	\$ 410,009	17.8 %
Transfer in - Limited Tax Series Bonds	-	-	-	117,435,564	-	0.0 %
<b>Total Revenues and Transfers</b>	<u>\$ 1,200,000</u>	<u>\$ 26,882</u>	2.2 %	<u>\$ 119,735,564</u>	<u>\$ 410,009</u>	0.3 %
<b>Expenses and Transfers</b>						
Student Housing Expenses	\$ -	\$ -	-	\$ 4,450,794	\$ 232,855	5.2 %
Transfer out - Limited Tax Series Bonds	-	-	-	-	-	-
<b>Total Expenses and Transfers</b>	<u>-</u>	<u>-</u>	-	<u>4,450,794</u>	<u>232,855</u>	5.2 %
<b>Other Adjustments</b>						
Student Housing Expenses to be capitalized	-	-	-	(4,450,794)	-	0.0 %
<b>Total Expenses, Transfers and Adjustments</b>	<u>-</u>	<u>-</u>	-	<u>-</u>	<u>232,855</u>	-
<b>Excess (Deficit) Revenues over Expenses</b>	<u>1,200,000</u>	<u>26,882</u>	2.2 %	<u>119,735,564</u>	<u>177,154</u>	0.1 %
<b>Total Expenses and Change to Net Position</b>	<u>\$ 1,200,000</u>	<u>\$ 26,882</u>	2.2 %	<u>\$ 119,735,564</u>	<u>\$ 410,009</u>	0.3 %

Collin County Community College District  
 Restricted Fund  
 Revenues and Expenses  
 For the Period Ending  
 October 31

	2021 (17% Elapsed)			2020 (17% Elapsed)		
	FY 2021 Budget	YTD Actuals	Percent Budget	FY 2020 Budget	YTD Actuals	Percent Budget
<b>Revenues</b>						
Federal	\$ 34,256,793	\$ 11,356,534	33.2 %	\$ 41,171,116	\$ 11,110,338	27.0 %
State	12,303,088	2,233,755	18.2 %	12,843,131	2,101,458	16.4 %
Local/Private	2,437,443	895,516	36.7 %	2,714,513	937,200	34.5 %
<b>Total Restricted Revenues</b>	<u>48,997,324</u>	<u>14,485,804</u>	29.6 %	<u>56,728,760</u>	<u>14,148,996</u>	24.9 %
<b>Matching</b>	118,706	17,352	14.6 %	158,971	10,956	6.9 %
<b>Total Revenues and Matching</b>	<u>\$ 49,116,030</u>	<u>\$ 14,503,156</u>	29.5 %	<u>\$ 56,887,731</u>	<u>\$ 14,159,952</u>	24.9 %
<b>Expenses</b>						
Instruction	\$ 4,878,833	\$ 803,019	16.5 %	\$ 6,220,616	\$ 748,900	12.0 %
Public Service	753,042	88,596	11.8 %	844,582	105,833	12.5 %
Academic Support	5,549,942	263,027	4.7 %	3,819,245	280,777	7.4 %
Student Services	2,729,409	261,202	9.6 %	2,106,668	282,710	13.4 %
Institutional Support	2,785,499	714,989	25.7 %	4,069,065	417,899	10.3 %
Scholarships and Fellowships	28,538,115	12,397,801	43.4 %	33,966,699	12,553,623	37.0 %
<b>Total Restricted Expenses</b>	<u>45,234,840</u>	<u>14,528,634</u>	32.1 %	<u>51,026,875</u>	<u>14,389,742</u>	28.2 %
<b>Other Expenses and Adjustments</b>						
Capitalized expenses	(642,576)	-	0.0 %	(510,062)	(36,918)	7.2 %
<b>Excess Revenue (Deficit) over Expenses</b>	<u>4,523,766</u>	<u>(25,478)</u>	(0.6)%	<u>6,370,918</u>	<u>(192,872)</u>	(3.0)%
<b>Total Expenses and Change to Net Position</b>	<u>\$ 49,758,606</u>	<u>\$ 14,503,156</u>	29.1 %	<u>\$ 57,397,793</u>	<u>\$ 14,196,870</u>	24.7 %

Collin County Community College District  
Debt Service  
Revenues and Expenses  
For the Period Ending  
October 31

	2021 (17% Elapsed)			2020 (17% Elapsed)		
	FY 2021 Budget	YTD Actuals	Percent Budget	FY 2020 Budget	YTD Actuals	Percent Budget
<b>Revenues</b>						
Ad Valorem Taxes	\$ 3,528,309	\$ 52,974	1.5 %	\$ 3,196,142	\$ 61,822	1.9 %
Investment Income	1,260,000	46,899	3.7 %	1,700,000	145,560	8.6 %
Transfer In - Unrestricted to DS* Fund	25,907,990	4,359,665	16.8 %	15,803,626	2,629,344	16.6 %
Transfer In - Stabilization & Start Up to DS*	9,960,545	1,660,091	16.7 %	1,600,523	266,754	16.7 %
<b>Total Revenue</b>	<u>40,656,844</u>	<u>6,119,629</u>	15.1 %	<u>22,300,291</u>	<u>3,103,480</u>	13.9 %
<b>Expenses</b>						
Bond Principal-Series 2010	\$ 2,760,000	\$ 7,000,000	253.6 %	\$ 2,635,000	\$ -	0.0 %
Bond Interest-Series 2010	323,100	8,078	2.5 %	441,675	73,613	16.7 %
Bond Principal-Series 2018	8,205,000	-	0.0 %	7,885,000	-	0.0 %
Bond Interest-Series 2018	9,245,656	1,540,943	16.7 %	9,561,057	1,593,509	16.7 %
Bond Principal-Series 2020	1,915,000	-	0.0 %	-	-	-
Bond Interest-Series 2020	12,716,777	2,215,655	17.4 %	3,000,000	-	0.0 %
<b>Total Expenses</b>	<u>20,533,756</u>	<u>10,764,676</u>	52.4 %	<u>20,522,732</u>	<u>1,667,122</u>	8.1 %
Add back: Principal payment	(10,965,000)	(7,000,000)	63.8 %	(10,520,000)	-	0.0 %
<b>Excess (Deficit) Revenues over Expenses</b>	<u>31,088,088</u>	<u>2,354,953</u>	7.6 %	<u>12,297,559</u>	<u>1,436,358</u>	11.7 %
<b>Total Expenses and Change to Net Position</b>	<u>\$ 40,656,844</u>	<u>\$ 6,119,629</u>	15.1 %	<u>\$ 22,300,291</u>	<u>\$ 3,103,480</u>	13.9 %

\*DS=Debt Service



**Monthly Investment Report**  
**October 31, 2020**

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

# Hold On, Here Comes November...

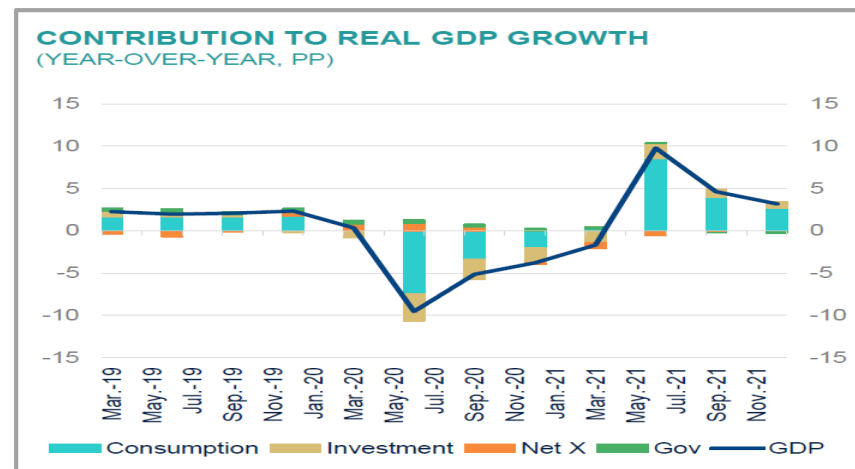
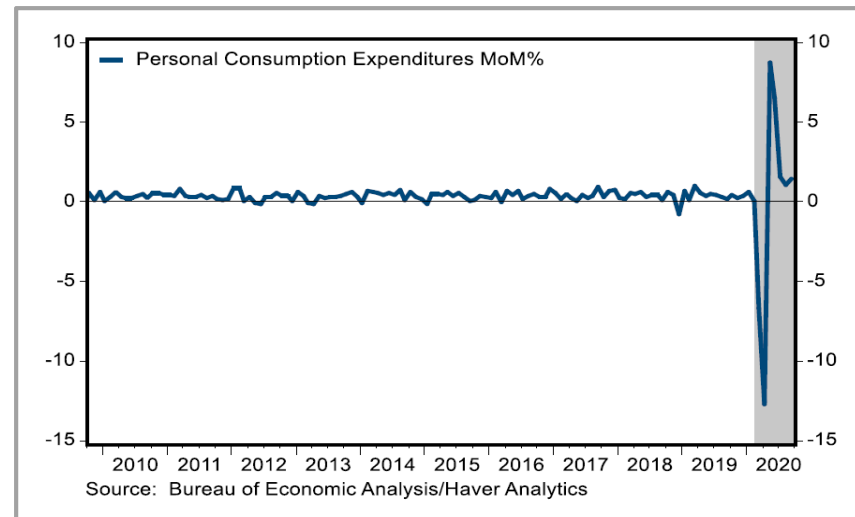
As October closes it is difficult to not cheer. A resurgence of coronavirus infections and a failed attempt to settle on the much needed next stimulus package during a highly contentious election season weighed heavily on investors worldwide.

Due to record high insolvencies and debt defaults which rival the 2009 levels, national debts around the world have risen dramatically. Switzerland's debt to GDP is 48.8% and France and the UK are 118.7% and 108% respectively. Globally, S&P Global projects a jump to 265% this year! Not only is Covid staying around for awhile but the resulting debt will remain probably for decades.

The pandemic and the election surely add noise to the short-term outlook but medium term prospects are definitely improving. The indices are all up on:

- Consumer spending,
- Personal income
- Personal, goods and services consumption
- Gross private investment
- Non-residential investment

GDP rose a record 33.1% in the third quarter. With this kind of momentum, deflation risks are surely giving way to potential upside in the medium term. But, this does follow a record drop in the second quarter which reflects a major jump from the non-activity of Q2. It will all come down to the virus as #1 risk. Resurgence of the virus could put the GDP on a very volatile quarterly risk path. Without the new stimulus package GDP could fall back. Consumers riding this tide will continue to move from savings to immediate consumption mode again.





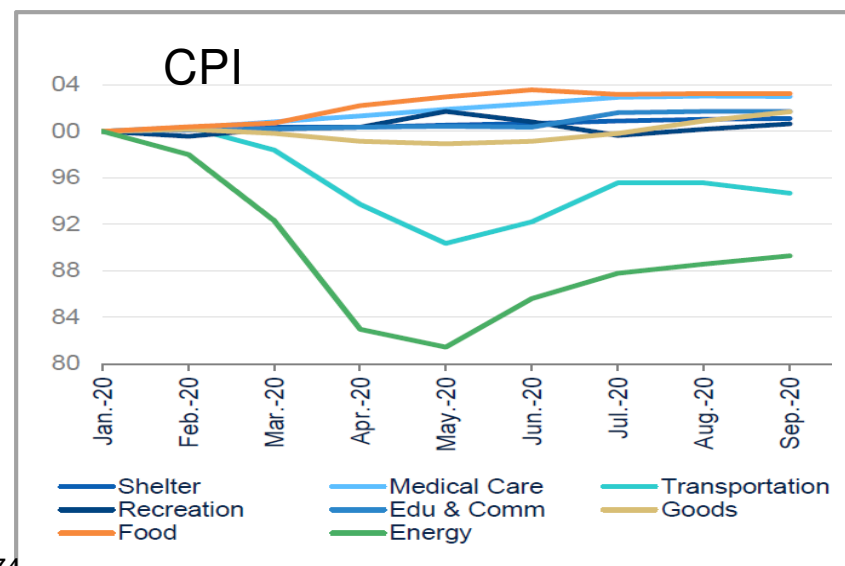
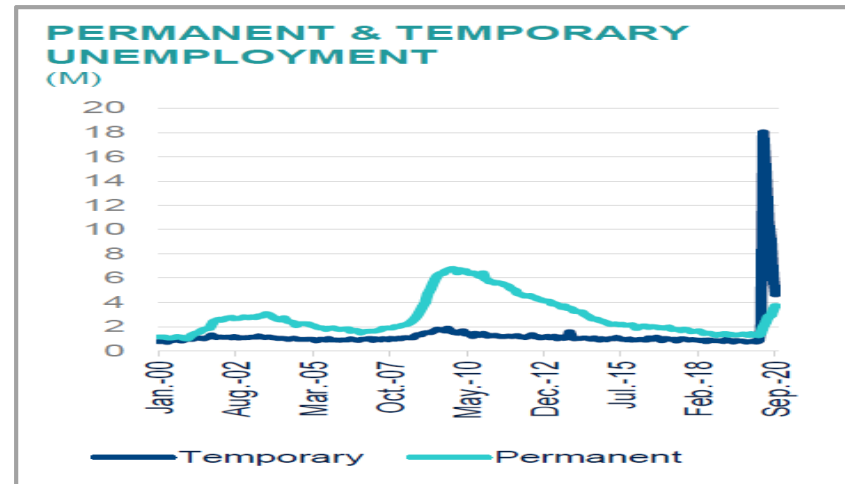
# Financial Tensions Remain

Financial tensions are broadly stable – at least temporarily - around the world but certainly have not disappeared. Tied to this are major domestic conflicts both here in the US and in several hot spots.

The contentious nature of negotiations on the next stimulus program was a major drag on not only people in need of relief but on all the markets. Again another *will they- won't they politically motivated delay* in Washington.

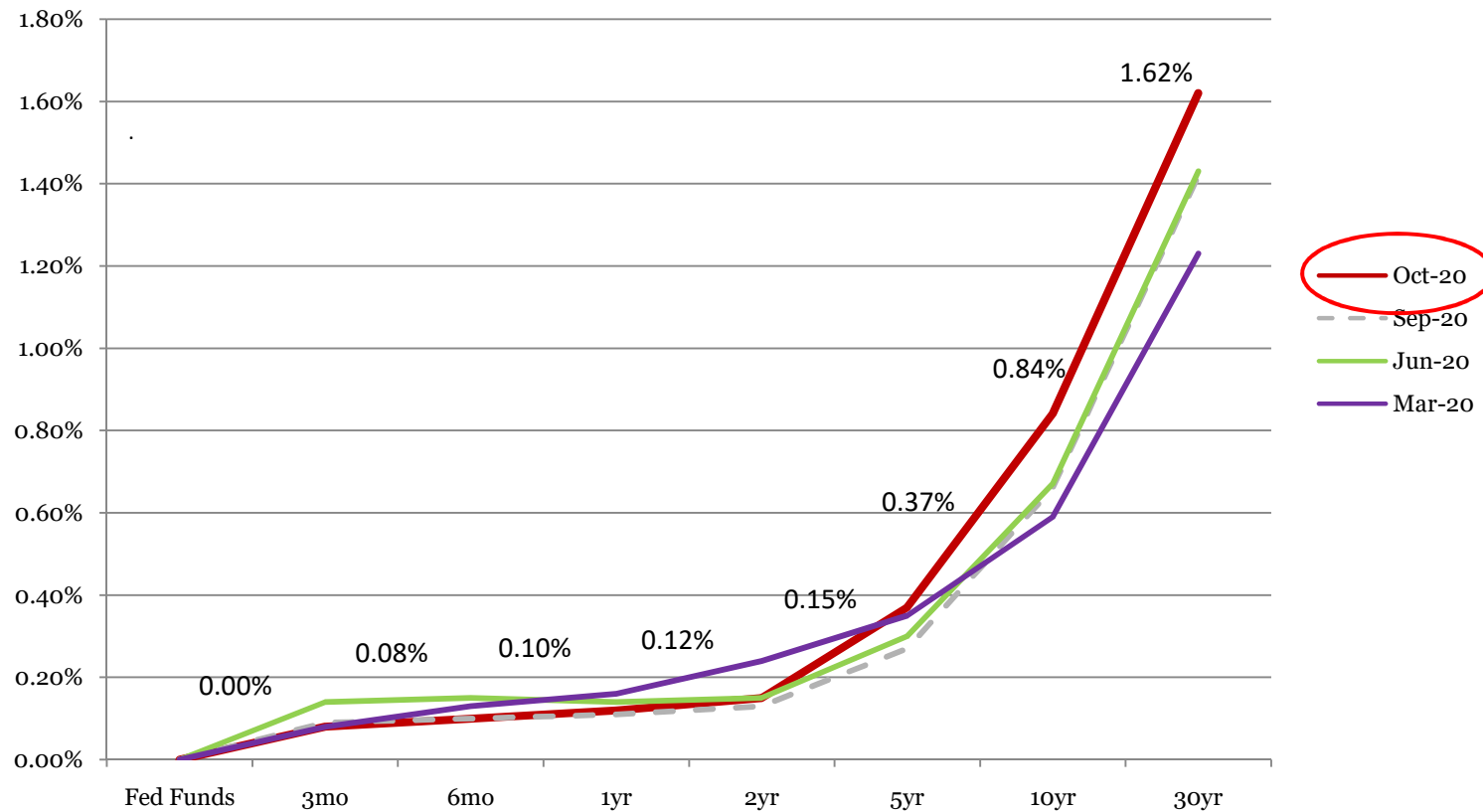
The epidemiological context and the geopolitical tensions worldwide are fueling a global risk aversion. This drives volatility on news blips in the markets as well as a general investor goal of safety and short term investments – which of course lower our US rates. This will undoubtedly calm slightly when a vaccine or treatment is achieved but there is no real timeline for that occurrence.

What may also change is the job situation. Workers may have to adjust to a new pandemic reality which could bring a rise in permanent unemployment. There is tremendous ground to recapture on jobs even though continuing jobless claims are trending down. Jobless claims appear to be staying below 1 million on a weekly basis and the participation rate on jobs has been rising. However, as business adapts to at-home work and service jobs continue to evolve as business automates, this lessened need for jobs may be more than a temporary change.



# Range Bound

- The curve continues to fight the virus and during October the upcoming election drove investors to safety. The long end of the curve rose slightly but the short and medium terms sank.
- Market fears and volatility have caused Treasury and agency rates to remain at the lower (dismal) levels seen for the last eight months.
- The Fed has stated its intention to stay at 0.0% Fed Funds through 2022.
- The absence of agreement on the next stimulus package remains a major drag on all markets.



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End of Month Rates - Full Yield Curve - Fed Funds to 30yr

*Collin County Community College District*  
 Monthly Investment Report  
 October 1, 2020 – October 31, 2020

**Portfolio Summary Management Report**

<b><u>Portfolio as of 09/30/20:</u></b>		<b><u>Portfolio as of 10/31/20:</u></b>	
Beginning Book Value	\$ 558,396,168	Ending Book Value	\$ 545,799,382
Beginning Market Value	\$ 558,559,552	Ending Market Value	\$ 545,931,867
		Unrealized Gain/Loss	\$ 132,485
WAM at Beginning Period Date <sup>1</sup>	64 days	WAM at Ending Period Date <sup>1</sup>	64 days
<i>(Decrease in market value is due to seasonal cash outflows)</i>		Change in Market Value <sup>2</sup>	\$(12,627,685)
<b>Average Yield to Maturity for period</b>		<b>0.207%</b>	
<b>Average Yield 3 Month Treasury Bill for period</b>		<b>0.100%</b>	




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Julie Bradley, Associate V.P. - Controller  
 Collin County Community College District




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Barbara Johnston, Associate V.P.  
 Collin County Community College District

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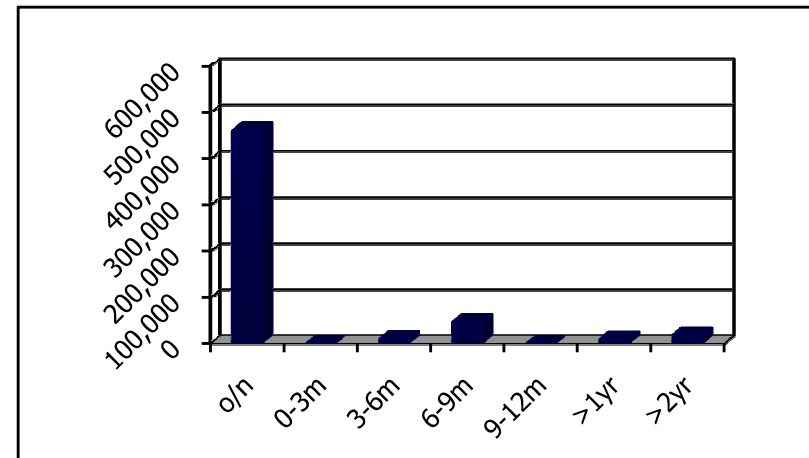
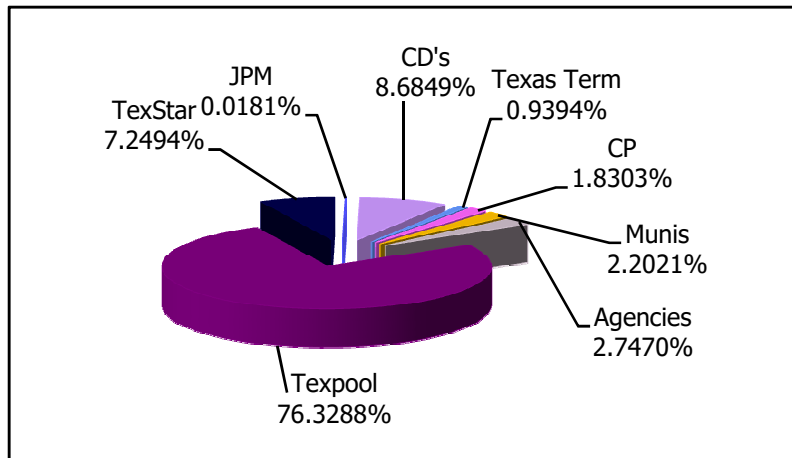
<sup>1</sup> WAM – weighted average maturity

<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 October 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. These are unusual times and where extensions can be made it is important to make them for any value in the markets.
- The graphs below show asset allocations by market sector and by maturity in your portfolio. Liquidity will not be attractive but as the curve flattens it also is sometimes the only sector available as year end expenditures loom. Our expectation is of continuing low rates but we will attempt to find value in all authorized sectors to capture yield available.
- Hopefully Fed actions will return us to some normalcy and a vaccine will be found. This is what we are watching for and acting on.
- The non-cash portion of your portfolio is yielding 0.61%.





**Collin Co Comm College Dist.  
Portfolio Management  
Portfolio Summary  
October 31, 2020**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Commercial Paper Disc. -Amortizing	10,000,000.00	9,989,925.00	9,989,925.00	1.83	179	117	0.315
Federal Agency Coupon Securities	15,000,000.00	14,985,988.60	14,993,031.99	2.75	1,087	1,041	0.314
Municipal Bonds	11,865,000.00	12,158,174.70	12,018,646.44	2.20	850	703	1.213
TexStar	39,567,336.54	39,567,336.54	39,567,336.54	7.25	1	1	0.128
Texpool	416,601,790.67	416,601,790.67	416,601,790.67	76.33	1	1	0.134
JPMorgan Chase	99,324.34	99,324.34	99,324.34	0.02	1	1	0.000
CD's - Interest Monthly/Quarterly	47,402,145.67	47,402,145.67	47,402,145.67	8.68	365	200	0.620
Texas Term	5,127,181.45	5,127,181.45	5,127,181.45	0.94	1	1	0.120
<b>Investments</b>	<b>545,662,778.67</b>	<b>545,931,866.97</b>	<b>545,799,382.10</b>	<b>100.00%</b>	<b>84</b>	<b>64</b>	<b>0.207</b>

Cash and Accrued Interest						
Accrued Interest at Purchase		1,041.67	1,041.67			
Subtotal		1,041.67	1,041.67			
<b>Total Cash and Investments</b>	<b>545,662,778.67</b>	<b>545,932,908.64</b>	<b>545,800,423.77</b>		<b>84</b>	<b>64</b>

Total Earnings	October 31 Month Ending	Fiscal Year To Date
Current Year	96,186.71	234,701.68

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**Collin Co Comm College Dist.**  
**Summary by Type**  
**October 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>						
Municipal Bonds	1	3,000,000.00	3,000,000.00	0.55	0.429	699
Texpool	1	87,621,756.65	87,621,756.65	16.05	0.133	1
TexStar	1	28,252,359.91	28,252,359.91	5.18	0.134	1
<b>Subtotal</b>	<b>3</b>	<b>118,874,116.56</b>	<b>118,874,116.56</b>	<b>21.78</b>	<b>0.141</b>	<b>19</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	193,354,749.21	193,354,749.21	35.43	0.134	1
<b>Subtotal</b>	<b>1</b>	<b>193,354,749.21</b>	<b>193,354,749.21</b>	<b>35.43</b>	<b>0.134</b>	<b>1</b>
<b>Fund: Debt Service</b>						
Texas Term	1	20.50	20.50	0.00	0.000	1
Texpool	1	13,455,227.22	13,455,227.22	2.47	0.133	1
<b>Subtotal</b>	<b>2</b>	<b>13,455,247.72</b>	<b>13,455,247.72</b>	<b>2.47</b>	<b>0.133</b>	<b>1</b>
<b>Fund: Operating</b>						
Commercial Paper Disc. -Amortizing	1	10,000,000.00	9,989,925.00	1.83	0.315	117
Municipal Bonds	2	8,865,000.00	9,018,646.44	1.65	1.474	705
CD's - Interest Monthly/Quarterly	1	47,402,145.67	47,402,145.67	8.68	0.620	200
Federal Agency Coupon Securities	3	15,000,000.00	14,993,031.99	2.75	0.314	1,041
JPMorgan Chase	1	99,324.34	99,324.34	0.02	0.000	1
Texas Term	1	5,127,160.95	5,127,160.95	0.94	0.120	1
Texpool	1	44,812,916.82	44,812,916.82	8.21	0.134	1
TexStar	1	11,314,976.63	11,314,976.63	2.07	0.115	1
<b>Subtotal</b>	<b>11</b>	<b>142,621,524.41</b>	<b>142,758,127.84</b>	<b>26.15</b>	<b>0.409</b>	<b>229</b>
<b>Fund: Stabilization</b>						
Texpool	1	77,357,140.77	77,357,140.77	14.17	0.133	1

Collin Co Comm College Dist.

Summary by Type

October 31, 2020

Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity	
	Subtotal	1	77,357,140.77	77,357,140.77	14.17	0.133	1
	<b>Total and Average</b>	<b>19</b>	<b>545,662,778.67</b>	<b>545,799,382.10</b>	<b>100.00</b>	<b>0.207</b>	<b>64</b>



**Collin Co Comm College Dist.  
Fund BLDG - Building  
Investments by Fund  
October 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 Date	Days To Maturity
<b>Municipal Bonds</b>											
419792ZH2	10170	State of Hawaii	10/29/2020	3,000,000.00	3,000,000.00	2,999,730.00	0.429	0.422	0.428	10/01/2022	699
<b>Subtotal and Average</b>				<b>3,000,000.00</b>	<b>3,000,000.00</b>	<b>2,999,730.00</b>		<b>0.423</b>	<b>0.429</b>		<b>699</b>
<b>TexStar</b>											
2450	10007	TexStar	02/01/2016	28,252,359.91	28,252,359.91	28,252,359.91	0.134	0.132	0.133		1
<b>Subtotal and Average</b>				<b>28,252,359.91</b>	<b>28,252,359.91</b>	<b>28,252,359.91</b>		<b>0.132</b>	<b>0.134</b>		<b>1</b>
<b>Texpool</b>											
700001	10009	Texpool	02/01/2016	87,621,756.65	87,621,756.65	87,621,756.65	0.134	0.131	0.133		1
<b>Subtotal and Average</b>				<b>87,621,756.65</b>	<b>87,621,756.65</b>	<b>87,621,756.65</b>		<b>0.132</b>	<b>0.134</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>118,874,116.56</b>	<b>118,874,116.56</b>	<b>118,873,846.56</b>		<b>0.139</b>	<b>0.141</b>		<b>18</b>

**Fund BOND18 - 2018 Bond Series  
Investments by Fund  
October 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  
October 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	193,354,749.21	193,354,749.21	193,354,749.21	0.134	0.131	0.133	1
<b>Subtotal and Average</b>				<b>193,354,749.21</b>	<b>193,354,749.21</b>	<b>193,354,749.21</b>	<b>0.132</b>	<b>0.134</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>193,354,749.21</b>	<b>193,354,749.21</b>	<b>193,354,749.21</b>	<b>0.132</b>	<b>0.134</b>		<b>1</b>

**Fund DS - Debt Service  
Investments by Fund  
October 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	13,455,227.22	13,455,227.22	13,455,227.22	0.134	0.131	0.133	1
<b>Subtotal and Average</b>				<b>13,455,227.22</b>	<b>13,455,227.22</b>	<b>13,455,227.22</b>		<b>0.132</b>	<b>0.134</b>	<b>1</b>
<b>Texas Term</b>										
1291-01	10141	TexasDAILY	02/04/2019	20.50	20.50	20.50				1
<b>Subtotal and Average</b>				<b>20.50</b>	<b>20.50</b>	<b>20.50</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>13,455,247.72</b>	<b>13,455,247.72</b>	<b>13,455,247.72</b>		<b>0.132</b>	<b>0.133</b>	<b>1</b>

**Fund OPER - Operating  
Investments by Fund  
October 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>											
06742VVE8	10166	Barclays Bank CP	08/31/2020	9,989,925.00	10,000,000.00	9,989,925.00		0.310	0.314	02/26/2021	117
<b>Subtotal and Average</b>				<b>9,989,925.00</b>	<b>10,000,000.00</b>	<b>9,989,925.00</b>		<b>0.310</b>	<b>0.315</b>		<b>117</b>
<b>Federal Agency Coupon Securities</b>											
3133EL5J9	10167	FFCB Call Note	09/16/2020	4,998,695.65	5,000,000.00	4,998,599.40	0.300	0.305	0.310	09/01/2023	1,034
3133EL6U3	10169	FFCB Call Note	09/16/2020	4,995,628.49	5,000,000.00	4,996,239.60	0.280	0.309	0.313	09/14/2023	1,047
3134GWK47	10168	FHLMC Call Note	09/16/2020	4,998,707.85	5,000,000.00	4,991,149.60	0.305	0.312	0.316	09/08/2023	1,041
<b>Subtotal and Average</b>				<b>14,993,031.99</b>	<b>15,000,000.00</b>	<b>14,985,988.60</b>		<b>0.309</b>	<b>0.314</b>		<b>1,040</b>
<b>Municipal Bonds</b>											
20772J3G5	10162	State of Connecticut	04/20/2020	5,922,447.50	5,865,000.00	6,010,334.70	2.020	1.440	1.460	08/15/2022	652
20772KAE9	10163	State of Connecticut	04/20/2020	3,096,198.94	3,000,000.00	3,148,110.00	2.990	1.479	1.500	01/15/2023	805
<b>Subtotal and Average</b>				<b>9,018,646.44</b>	<b>8,865,000.00</b>	<b>9,158,444.70</b>		<b>1.454</b>	<b>1.474</b>		<b>704</b>
<b>TexStar</b>											
5450	10008	TexStar	02/01/2016	11,314,976.63	11,314,976.63	11,314,976.63	0.115	0.113	0.115		1
<b>Subtotal and Average</b>				<b>11,314,976.63</b>	<b>11,314,976.63</b>	<b>11,314,976.63</b>		<b>0.113</b>	<b>0.115</b>		<b>1</b>
<b>Texpool</b>											
700003	10011	Texpool	02/01/2016	44,812,916.82	44,812,916.82	44,812,916.82	0.134	0.131	0.133		1
<b>Subtotal and Average</b>				<b>44,812,916.82</b>	<b>44,812,916.82</b>	<b>44,812,916.82</b>		<b>0.132</b>	<b>0.134</b>		<b>1</b>
<b>JPMorgan Chase</b>											
7828	10012	JPMorgan Chase Commercial Chkg	02/01/2016	99,324.34	99,324.34	99,324.34					1
<b>Subtotal and Average</b>				<b>99,324.34</b>	<b>99,324.34</b>	<b>99,324.34</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	47,402,145.67	47,402,145.67	47,402,145.67	0.620	0.611	0.620	05/20/2021	200
<b>Subtotal and Average</b>				<b>47,402,145.67</b>	<b>47,402,145.67</b>	<b>47,402,145.67</b>		<b>0.612</b>	<b>0.620</b>		<b>200</b>
<b>Texas Term</b>											
1291-00	10142	TexasDAILY	02/06/2019	5,127,160.95	5,127,160.95	5,127,160.95	0.120	0.118	0.120		1
<b>Subtotal and Average</b>				<b>5,127,160.95</b>	<b>5,127,160.95</b>	<b>5,127,160.95</b>		<b>0.118</b>	<b>0.120</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>142,758,127.84</b>	<b>142,621,524.41</b>	<b>142,890,882.71</b>		<b>0.404</b>	<b>0.409</b>		<b>228</b>

**Fund STABL - Stabilization  
Investments by Fund  
October 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	77,357,140.77	77,357,140.77	77,357,140.77	0.134	0.131	0.133	1
<b>Subtotal and Average</b>				<b>77,357,140.77</b>	<b>77,357,140.77</b>	<b>77,357,140.77</b>		<b>0.132</b>	<b>0.134</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>77,357,140.77</b>	<b>77,357,140.77</b>	<b>77,357,140.77</b>		<b>0.132</b>	<b>0.134</b>	<b>1</b>



**Collin Co Comm College Dist.  
Cash Reconciliation Report  
For the Period October 1, 2020 - October 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>Building</b>											
10/29/2020	10170	BLDG	Purchase	419792ZH2	3,000,000.00	HAWAII 3.0M 0.43% Mat.	10/01/2022	-3,000,000.00	0.00	0.00	-3,000,000.00
<b>Subtotal</b>								<b>-3,000,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,000,000.00</b>
<b>Operating</b>											
10/31/2020	10165	OPER	Interest	172128542A	47,269,476.94	EWB 47.3M 0.62% Mat. 05/20/2021	05/20/2021	0.00	24,954.01	0.00	24,954.01
10/31/2020	10165	OPER	Interest	172128542A	47,269,476.94	EWB 47.3M 0.62% Mat. 05/20/2021	05/20/2021	-24,954.01	0.00	0.00	-24,954.01
<b>Subtotal</b>								<b>-24,954.01</b>	<b>24,954.01</b>	<b>0.00</b>	<b>0.00</b>
<b>Total</b>								<b>-3,024,954.01</b>	<b>24,954.01</b>	<b>0.00</b>	<b>-3,000,000.00</b>



**Collin Co Comm College Dist.  
Purchases Report  
Sorted by Fund - Fund  
October 1, 2020 - October 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>Building</b>													
419792ZH2	10170	BLDG	MC1	HAWAII	3,000,000.00	10/29/2020	10/01 - 04/01	3,000,000.00		0.429	10/01/2022	0.429	3,000,000.00
				<b>Subtotal</b>	<b>3,000,000.00</b>			<b>3,000,000.00</b>	<b>0.00</b>				<b>3,000,000.00</b>
				<b>Total Purchases</b>	<b>3,000,000.00</b>			<b>3,000,000.00</b>	<b>0.00</b>				<b>3,000,000.00</b>



**Collin Co Comm College Dist.  
Interest Earnings  
Sorted by Fund - Fund  
October 1, 2020 - October 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	28,252,359.91	28,249,600.26	28,249,778.30		0.134	0.115	2,759.65	0.00	2,759.65
700001	10009	BLDG	RR2	87,621,756.65	90,611,519.17	90,321,857.07		0.134	0.133	10,237.48	0.00	10,237.48
419792ZH2	10170	BLDG	MC1	3,000,000.00	0.00	290,322.58	10/01/2022	0.429	0.290	71.50	0.00	71.50
			<b>Subtotal</b>	<b>118,874,116.56</b>	<b>118,861,119.43</b>	<b>118,861,957.95</b>			<b>0.129</b>	<b>13,068.63</b>	<b>0.00</b>	<b>13,068.63</b>
<b>Fund: 2020 Bond Series</b>												
700006A	10164	BOND20	RR2	193,354,749.21	193,388,111.92	193,355,645.59		0.134	0.133	21,915.58	0.00	21,915.58
			<b>Subtotal</b>	<b>193,354,749.21</b>	<b>193,388,111.92</b>	<b>193,355,645.59</b>			<b>0.133</b>	<b>21,915.58</b>	<b>0.00</b>	<b>21,915.58</b>
<b>Fund: Debt Service</b>												
700004	10010	DS	RR2	13,455,227.22	7,378,942.80	11,102,431.48		0.134	0.133	1,250.29	0.00	1,250.29
1291-01	10141	DS	RR5	20.50	20.50	20.50				0.00	0.00	0.00
			<b>Subtotal</b>	<b>13,455,247.72</b>	<b>7,378,963.30</b>	<b>11,102,451.98</b>			<b>0.133</b>	<b>1,250.29</b>	<b>0.00</b>	<b>1,250.29</b>
<b>Fund: Operating</b>												
5450	10008	OPER	RRP	11,314,976.63	11,313,871.41	11,313,942.71		0.115	0.115	1,105.22	0.00	1,105.22
700003	10011	OPER	RR2	44,812,916.82	65,898,266.82	57,193,311.30		0.134	0.134	6,488.03	0.00	6,488.03
7828	10012	OPER	RR3	99,324.34	205,683.47	198,821.59				0.00	0.00	0.00
3134GWK47	10168	OPER	FAC	5,000,000.00	4,998,402.62	4,998,565.08	09/08/2023	0.305	0.371	1,270.83	305.23	1,576.06
172128542A	10165	OPER	RR4	47,402,145.67	47,377,191.66	47,377,996.63	05/20/2021	0.620	0.620	24,954.01	0.00	24,954.01
3133EL5J9	10167	OPER	FAC	5,000,000.00	4,998,565.22	4,998,634.64	09/01/2023	0.300	0.325	1,250.00	130.43	1,380.43
3133EL6U3	10169	OPER	FAC	5,000,000.00	4,995,432.51	4,995,432.51	09/14/2023	0.280	0.374	1,166.67	418.99	1,585.66
1291-00	10142	OPER	RR5	5,127,160.95	5,126,658.13	5,126,690.57		0.120	0.115	502.82	0.00	502.82
06742VVE8	10166	OPER	ACP	10,000,000.00	9,987,255.55	9,988,633.33	02/26/2021		0.315	0.00	2,669.45	2,669.45
20772J3G5	10162	OPER	MC1	5,865,000.00	5,925,123.63	5,923,699.24	08/15/2022	2.020	1.430	9,872.75	-2,676.13	7,196.62
20772KAE9	10163	OPER	MC1	3,000,000.00	3,099,833.66	3,097,899.06	01/15/2023	2.990	1.460	7,475.00	-3,634.72	3,840.28
			<b>Subtotal</b>	<b>142,621,524.41</b>	<b>163,926,061.67</b>	<b>155,213,626.65</b>			<b>0.389</b>	<b>54,085.33</b>	<b>-2,786.75</b>	<b>51,298.58</b>
<b>Fund: Stabilization</b>												
700005	10050	STABL	RR2	77,357,140.77	74,841,911.32	76,378,758.02		0.134	0.133	8,653.63	0.00	8,653.63
			<b>Subtotal</b>	<b>77,357,140.77</b>	<b>74,841,911.32</b>	<b>76,378,758.02</b>			<b>0.133</b>	<b>8,653.63</b>	<b>0.00</b>	<b>8,653.63</b>

Collin Co Comm College Dist.  
 Interest Earnings  
 October 1, 2020 - October 31, 2020

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
			Total	545,662,778.67	558,396,167.64	554,912,440.20			0.204	98,973.46	-2,786.75	96,186.71



**Collin Co Comm College Dist.  
Amortization Schedule  
October 1, 2020 - October 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 10/01/2020	Amount Amortized This Period	Amt Amortized Through 10/31/2020	Amount Unamortized Through 10/31/2020
<b>Operating</b>										
10166 Barclays Bank CP	OPER	02/26/2021	10,000,000.00	9,984,586.11	-15,413.89	9,989,925.00	2,669.44 -12,744.45	2,669.45	5,338.89	-10,075.00
10162 State of Connecticut	OPER	08/15/2022	5,865,000.00 2.020	5,939,485.50	74,485.50	5,922,447.50	-14,361.87 60,123.63	-2,676.13	-17,038.00	57,447.50
10163 State of Connecticut	OPER	01/15/2023	3,000,000.00 2.990	3,119,340.00	119,340.00	3,096,198.94	-19,506.34 99,833.66	-3,634.72	-23,141.06	96,198.94
10167 FFCB Call Note	OPER	09/01/2023 09/01/2021	5,000,000.00 0.300	4,998,500.00	-1,500.00	4,998,695.65	65.22 -1,434.78	130.43	195.65	-1,304.35
10169 FFCB Call Note	OPER	09/14/2023 09/14/2021	5,000,000.00 0.280	4,995,000.00	-5,000.00	4,995,628.49	209.50 -4,790.50	418.99	628.49	-4,371.51
10168 FHLMC Call Note	OPER	09/08/2023 03/08/2021	5,000,000.00 0.305	4,998,250.00	-1,750.00	4,998,707.85	152.62 -1,597.38	305.23	457.85	-1,292.15
			<b>Subtotal</b>	<b>34,035,161.61</b>	<b>170,161.61</b>	<b>34,001,603.43</b>	<b>-30,771.43 139,390.18</b>	<b>-2,786.75</b>	<b>-33,558.18</b>	<b>136,603.43</b>
			<b>Total</b>	<b>34,035,161.61</b>	<b>170,161.61</b>	<b>34,001,603.43</b>	<b>-30,771.43 139,390.18</b>	<b>-2,786.75</b>	<b>-33,558.18</b>	<b>136,603.43</b>



**Collin Co Comm College Dist.  
Projected Cashflow Report  
Sorted by Monthly  
For the Period November 1, 2020 - May 31, 2021**

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>January 2021</b>										
01/15/2021	10163	OPER	20772KAE9	Interest	State of Connecticut	0.00	0.00	0.00	44,850.00	44,850.00
<b>Total for January 2021</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,850.00</b>	<b>44,850.00</b>
<b>February 2021</b>										
02/15/2021	10162	OPER	20772J3G5	Interest	State of Connecticut	0.00	0.00	0.00	59,236.50	59,236.50
02/26/2021	10166	OPER	06742VVE8	Maturity	Barclays Bank CP	10,000,000.00	9,984,586.11	10,000,000.00	0.00	10,000,000.00
<b>Total for February 2021</b>						<b>10,000,000.00</b>	<b>9,984,586.11</b>	<b>10,000,000.00</b>	<b>59,236.50</b>	<b>10,059,236.50</b>
<b>March 2021</b>										
03/01/2021	10167	OPER	3133EL5J9	Interest	FFCB Call Note	0.00	0.00	0.00	7,500.00	7,500.00
03/08/2021	10168	OPER	3134GWK47	Interest	FHLMC Call Note	0.00	0.00	0.00	7,625.00	7,625.00
03/08/2021	10168	OPER	3134GWK47	Call	FHLMC Call Note	5,000,000.00	4,998,250.00	5,000,000.00	0.00	5,000,000.00
03/14/2021	10169	OPER	3133EL6U3	Interest	FFCB Call Note	0.00	0.00	0.00	7,000.00	7,000.00
<b>Total for March 2021</b>						<b>5,000,000.00</b>	<b>4,998,250.00</b>	<b>5,000,000.00</b>	<b>22,125.00</b>	<b>5,022,125.00</b>
<b>GRAND TOTALS:</b>						<b>15,000,000.00</b>	<b>14,982,836.11</b>	<b>15,000,000.00</b>	<b>126,211.50</b>	<b>15,126,211.50</b>

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT  
GIFTS IN-KIND  
FOR THE MONTH OF OCTOBER 2020

<b>Donor</b>	<b>Description</b>	<b>Department</b>	<b>Value per Donor</b>	<b>Fair Market Value</b>
Mercedes-Benz USA, LLC.	2018 C300 Luxury Sedan	Automotive and Collision Technology	\$ 30,000.00	\$ 30,000.00
Bryn & Beth Wetton	2004 Duramax Chevrolet HD2500 4X4	Automotive and Collision Technology	\$ 10,000.00	\$ 10,000.00
Mercedes-Benz of Plano	2010 Mercedes C300 Sport	Automotive and Collision Technology	\$ 3,000.00	\$ 3,000.00
Evercoat	Bodyfiller	Automotive and Collision Technology	\$ 475.00	\$ 475.00
Norton	Two (2) DA Vacuum Sanding Systems	Automotive and Collision Technology	\$ 4,800.00	\$ 4,800.00
Rebecca Wright	Toyota Prius (used, non-running)	Automotive and Collision Technology	\$ 500.00	\$ 500.00
Rebecca Wright	Ford Fusion (used, non-running)	Automotive and Collision Technology	\$ 500.00	\$ 500.00
Cynthia Hardesty	97 Toyota 4-Runner	Automotive and Collision Technology	\$ 300.00	\$ 300.00
Lynette McGregor	2008 Shelby GT Body Kit, unpainted	Automotive and Collision Technology	\$ 2,000.00	\$ 2,000.00
Bob Tomes Ford	Ford aluminum truck bed, scrap	Automotive and Collision Technology	\$ 500.00	\$ 500.00



# Collin College

2017 Capital Improvement Program  
Monthly Report  
October 2020

Collin County Community College District

Project Reference: 60541060  
Project Number: 60541060

November 06, 2020

### Quality information

**Prepared by**

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Adrian Grimes  
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### Revision History

Revision	Revision date	Details	Authorized	Name	Position
First Publication	November 06, 2020	October '20 Report	Yes	Adrian Grimes	Program Director

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## 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 – Punchlist is nearing completion. Test & Balance and Commissioning services is nearing completion. McCarthy is finishing up O&M's and Warranties, in preparation of turnover to the College.
- Wylie Campus – Punchlist is nearing completion. Test & Balance and Commissioning services is nearing completion. Skanska is finishing up O&M's and Warranties, in preparation of turnover to the College.
- Celina Campus – Exterior façade installations are nearing completion. Interior wall framing is nearing completion, and tape, bed and priming of walls are on-going throughout. Elevator installations have begun. Parking lot installations are on-going. The City's Choate Parkway road expansion project is on-going and expected to be completed June 2021.
- Farmersville Campus – Roof installation, exterior masonry and parking lot paving is complete. Site lighting, sidewalk installations, and landscaping is on-going. Interior building finishes are on-going and nearing completion in some areas.
- IT Center – Installation of exterior windows and masonry is on-going. Interior wall framing, sheathing, overhead MEP installations are on-going throughout. Building HVAC tie-in to the campus central utility plant is on-going. The parking lot and loop road expansion work is on-going with completion targeted by the end of November.
- Frisco Campus (Addition and Renovations) – Skanska's GMP for the Fire Lane scope was approved at the October 2020 Board Meeting. The project team is currently working further define and schedule out the renovation and addition scopes of work at the campus.
- McKinney Campus (Welcome Center and Renovations) – GMP #1 for the Site / Civil and demolition for Dental / Kitchen renovations is currently out for bid and targeted for December 2020 Board Approval. GMP #2 design documents are in progress, and the GMP #2 is targeted for Board Approval in January 2021.

### Items of close attention

- Punch list items at the Technical and Wylie Campus
- Monitoring the progress of the new road the City of Farmersville is installing along the west entrance of the Farmersville Campus

**Budget Summary**

- \$509,405,712 of the \$600,000,000 has been committed to-date in the form of contracts with various vendors. This represents 84.90% of the overall program budget committed.
- \$452,119,814 of the \$509,405,712 committed amount has been expended to-date. This represents 88.75% of the commitments to date and 75.35% 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
    - Library
    - Student Center/Conference Center
    - Central Utility Plant
- Technical Campus
  - Construction of a Technical Campus on a new 32-acre site in Allen, Texas
  - The campus includes:
    - 450 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 the existing campus

### 3.3 Phase 3

- Additions and Renovations at Frisco Campus
  - Alumni Hall Renovations and Additions
  - Lawler Hall Renovations
  - Heritage Hall Upgrades
  - Founders Hall Renovations
  - Wayfinding
- Additional Frisco Campus Projects
  - Construction of a new fire lane, parking lot, and loop road on the existing campus
  - Trane Upgrades
- Additions and Renovations at McKinney Campus
  - Construction of a new Welcome Center on the existing campus
  - New Entry Drive and Parking
  - Pistol Range Demo
  - Classroom Building and Dining Renovations
  - Dental Hygiene Renovations
  - Wayfinding
- Additional McKinney Campus Projects
  - Trane Upgrades
- 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)

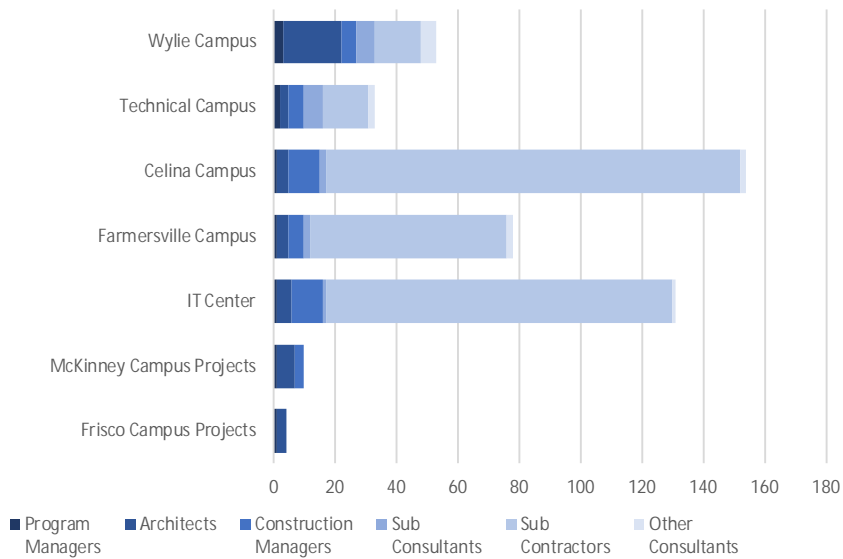
#### 4.1.2 Phase 2

- 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 (under contract)
  - Construction Manager-at-Risk: Skanska USA Building, Inc. (under contract)
- 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 Construction (under contract)
- Fire Lane at Frisco Campus
  - Program Manager: AECOM Technical Service, Inc. (under contract)
  - Civil Engineer: RLK Engineering (under contract)
  - Construction Manager-at-Risk: Skanska USA Building, Inc. (contract pending)
- Additional Projects at Frisco Campus
  - Program Manager: AECOM Technical Service, Inc. (under contract)
  - A/E: Page Southerland Page, Inc. (under contract)
  - Construction Manager-at-Risk: Skanska USA Building, Inc. (contract pending)
- Additional Projects at McKinney Campus
  - Program Manager: AECOM Technical Service, Inc. (under contract)
  - A/E: PBK (under contract)
  - Construction Manager-at-Risk: Skanska USA Building, Inc. (under contract)
- Trane Upgrades at 5 Existing Campuses
  - Program Manager: AECOM Technical Service, Inc (under contract)
  - Design – Builder: Trane Companies, Inc. (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 463 employees contributing to the program's progress.

## 4.3 Community Outreach

- Collin College 2017 Capital Improvement Program Website
  - <https://CollinCollege2017CIP.com>
  - Includes the following features:
    - Program Overview
    - Project Scopes
    - Project Schedules
    - Project Budgets
    - Progress Photos/Renderings
    - Live On-Site Camera Feeds



## 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	👎	June 12, 2020	✔️
Building B Punchlist Generated	June 12, 2020	June 19, 2020	👎	June 19, 2020	✔️
Building C Punchlist Generated	June 30, 2020	July 6, 2020	👎	July 9, 2020	✔️
Building D Punchlist Generated	July 6, 2020	July 20, 2020	👎	July 15, 2020	✔️
Substantial Completion	July 6, 2020	August 10, 2020	👎	August 10, 2020	✔️
Final Completion	September 4, 2020	November 15, 2020	👎	-	
Student Occupancy	August 2020	August 2020	👍	August 8, 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	👍	June 9, 2020	✔️
Roofing of Buildings Complete	December 2, 2020	December 2, 2020	👍	-	
Permanent Power Complete	October 7, 2020	October 7, 2020	👍	May 28, 2020	✔️
Interior Finish-Out Complete	May 18, 2021	May 18, 2021	👍	-	
Substantial Completion	July 15, 2021	June 30, 2021	👍	-	
Final Completion	August 12, 2021	August 30, 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	👍	June 30, 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	July 13, 2020	👎	July 27, 2020	👍
Foundations Complete	June 22, 2020	June 22, 2020	👍	May 2, 2020	👍
Structures Complete	August 14, 2020	August 14, 2020	👍	July 14, 2020	👍
Phase 1 Construction Complete for Loop Road/Parking	August 15, 2020	August 15, 2020	👍	August 22, 2020	👍
Phase 2 Construction Complete for Loop Road/Parking	October 31, 2020	October 31, 2020	👍	-	
Roofing of Buildings Complete	November 3, 2020	November 23, 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	July 7, 2021	👎	-	
Final Completion	August 26, 2021	August 26, 2021	👍	-	
Student Occupancy	August 2021	August 2021	👍	-	

\* Phase 3 (Loop Road and Parking Lot) at Frisco Campus is included in this schedule

## 5.4 Phase 3

### McKinney Campus (Welcome Center and Renovations)

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	
Architect NTP	April 14, 2020	April 14, 2020		April 8, 2020	
Schematic Design Submittal	August 1, 2020	August 1, 2020		August 1, 2020	
GMP #1 * Board Approval	December 12, 2020	December 12, 2020		-	
GMP #2 ** Board Approval	January 26, 2021	January 26, 2021		-	
GMP #1 * Construction Start	January 18, 2021	January 18, 2021		-	
GMP #2 ** Construction Start	March 1, 2021	March 1, 2021		-	
Substantial Completion	June 10, 2022	June 10, 2022		-	

\* GMP #1 Site, Civil, and Demolition for Renovation Work

\*\* GMP #2 Construction of New Welcome Center and Renovation

### Frisco Campus (Addition and Renovations)

Activity	Baseline Finish	Planned Finish		Actual Finish	
BOT Approval of Program Manager	August 27, 2019	August 27, 2019		August 27, 2019	
BOT Approval of Recommended AE Firm	June 23, 2020	June 23, 2020		June 23, 2020	
BOT Approval of Recommended CM Firm	August 25, 2020	August 25, 2020		August 25, 2020	
GMP #1 * Board Approval	October 27, 2020	October 27, 2020		October 27, 2020	
GMP #1 * Construction Start	November 16, 2020	November 16, 2020		-	
GMP #2 ** Board Approval	March 2021	March 2021		-	
GMP #2 ** Construction Start	April 2021	April 2021		-	
GMP #3 *** Board Approval	May 2021	May 2021		-	
GMP #3 *** Construction Start	June 2021	June 2021		-	
Substantial Completion	March 25, 2022	March 25, 2022		-	

\* GMP #1 Fire Lane

\*\* GMP #2 Renovations and Foundation Work

\*\*\* GMP #3 Alumni Hall Remaining Work

## 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	\$43,093,390	\$41,845,210	\$36,698,198	97%	88%
Investigation, Testing & Verification	\$8,185,410	\$6,922,870	\$5,330,384	\$3,752,605	77%	70%
Construction, Equipment & Furnishings	\$486,561,069	\$501,810,931	\$459,710,646	\$411,341,287	92%	89%
Misc.	\$394,411	\$388,256	\$130,623	\$130,623	34%	100%
Contingency	\$61,621,273	\$20,196,975	\$0	\$0	0%	0%
<b>Total Program Budget</b>	<b>\$600,000,000</b>	<b>\$600,000,000</b>	<b>\$509,405,712</b>	<b>\$452,119,814</b>		
% of Total Program Budget Committed	84.90%					
% of Total Commitments Expended	88.75%					
% of Total Program Budget Expended	75.35%					

### 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	\$13,514,928	\$13,511,929	\$13,259,301	100%	98%
Investigation, Testing & Verification	\$2,679,247	\$2,084,678	\$1,780,126	\$1,539,947	85%	87%
Construction, Equipment & Furnishings	\$133,174,284	\$150,296,082	\$150,281,427	\$146,759,295	100%	98%
Misc.	\$126,082	\$175,999	\$60,878	\$60,878	35%	100%
Contingency	\$6,571,649	\$13,102	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$157,602,702</b>	<b>\$166,084,789</b>	<b>\$165,634,360</b>	<b>\$161,619,420</b>		
% of Total Project Budget Committed	99.73%					
% of Total Commitments Expended	97.58%					
% of Total Project Budget Expended	97.31%					

## 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	\$13,741,510	\$13,518,130	100%	98%
Investigation, Testing & Verification	\$2,619,039	\$1,694,355	\$1,633,265	\$1,156,739	96%	71%
* Construction, Equipment & Furnishings	\$130,181,602	\$161,427,617	\$161,070,971	\$153,435,532	100%	95%
Misc.	\$123,249	\$38,857	\$38,163	\$38,163	98%	100%
Contingency	\$6,423,972	\$169,083	\$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>\$164,083,909</b>	<b>\$168,148,564</b>		
% of Total Project Budget Committed	99.61%					
% of Total Commitments Expended	102.48%					
% of Total Project Budget Expended	102.08%					

\* Actual Budget from bond funds is \$149,027,617 (\$161,427,617 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	\$3,993,544	\$3,961,185	\$3,041,080	99%	77%
Investigation, Testing & Verification	\$936,908	\$936,908	\$585,520	\$276,419	62%	47%
Construction, Equipment & Furnishings	\$46,569,862	\$48,708,850	\$43,682,714	\$27,772,908	90%	64%
Misc.	\$44,090	\$62,092	\$19,124	\$19,124	31%	100%
Contingency	\$2,482,596	\$1,410,869	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$55,112,263</b>	<b>\$55,112,263</b>	<b>\$48,248,543</b>	<b>\$31,109,531</b>		
% of Total Project Budget Committed	87.55%					
% of Total Commitments Expended	64.48%					
% of Total Project Budget Expended	56.45%					

### 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	\$1,780,785	99%	82%
Investigation, Testing & Verification	\$468,453	\$540,867	\$444,545	\$264,599	82%	60%
Construction, Equipment & Furnishings	\$23,284,932	\$25,219,613	\$24,332,690	\$15,731,947	96%	65%
Misc.	\$22,045	\$26,716	\$5,911	\$5,911	22%	100%
Contingency	\$1,241,298	\$533,618	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$27,556,132</b>	<b>\$28,506,132</b>	<b>\$26,954,464</b>	<b>\$17,783,241</b>		
% of Total Project Budget Committed	94.56%					
% of Total Commitments Expended	65.98%					
% of Total Project Budget Expended	62.38%					

## IT Center

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$5,472,853	\$4,861,184	\$4,826,375	\$3,418,892	99%	71%
Investigation, Testing & Verification	\$1,009,600	\$1,193,900	\$858,013	\$488,326	72%	57%
Construction, Equipment & Furnishings	\$50,183,042	\$45,473,400	\$39,837,291	\$17,298,359	88%	43%
Misc.	\$47,510	\$53,157	\$5,647	\$5,647	11%	100%
Contingency	\$2,675,210	\$5,587,753	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$59,388,215</b>	<b>\$57,169,393</b>	<b>\$45,527,326</b>	<b>\$21,211,225</b>		
% of Total Project Budget Committed	79.64%					
% of Total Commitments Expended	46.59%					
% of Total Project Budget Expended	37.10%					

\* Project Budget contains funds for Phase 3 (Loop Road and Parking Lot) at Frisco Campus

## 6.4 Phase 3

## McKinney Campus (Welcome Center and Renovations)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$4,370,860	\$4,375,520	\$3,262,892	\$1,328,510	75%	41%
Investigation, Testing & Verification	\$472,163	\$472,163	\$28,915	\$26,575	6%	92%
Construction, Equipment & Furnishings	\$30,179,816	\$30,179,816	\$0	\$0	0%	0%
Misc.	\$31,435	\$31,435	\$901	\$901	3%	100%
Contingency	\$2,833,454	\$11,470,661	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$37,887,728</b>	<b>\$46,529,595</b>	<b>\$3,292,708</b>	<b>\$1,355,986</b>		
% of Total Project Budget Committed	7.08%					
% of Total Commitments Expended	41.18%					
% of Total Project Budget Expended	2.91%					

## Frisco Campus (Addition and Renovations)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Management, Design, & Pre-Construction	\$2,883,468	\$2,883,468	\$1,746,468	\$72,000	61%	4%
Investigation, Testing & Verification	\$347,015	\$347,015	\$23,306	\$0	7%	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	\$2,915,735	\$0	\$0	0%	0%
<b>Total Project Budget</b>	<b>\$21,120,298</b>	<b>\$22,941,038</b>	<b>\$1,769,774</b>	<b>\$72,000</b>		
% of Total Project Budget Committed	7.71%					
% of Total Commitments Expended	4.07%					
% of Total Project Budget Expended	0.31%					

## Plano Campus (Additional Projects)

Budget Group	Original Budget	Current Budget	Commitments	Expenditures	% of Budget Committed	% of Commitment Expended
Total Project Budget	\$0	\$2,177,541	\$0	\$0		
% 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%
Total Project Budget	\$31,068,022	\$31,068,022	\$31,068,022		

## 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	\$8,314,600	100%	85%
Plano Campus	\$6,797,834	\$6,797,834	\$6,797,834	\$5,986,836	100%	88%
McKinney Campus	\$4,044,983	\$4,044,983	\$4,044,983	\$3,743,701	100%	93%
Courtyard Center	\$548,720	\$548,720	\$548,720	\$536,634	100%	98%
Collin Higher Education Center	\$720,659	\$720,659	\$720,659	\$693,453	100%	96%
Total Program Budget	\$21,837,531	\$21,837,531	\$21,837,531	\$19,275,224		
% of Total Project Budget Committed	100.00%					
% of Total Commitments Expended	88.27%					
% of Total Project Budget Expended	88.27%					

## 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	\$1,011,890	\$0	\$0	0%	0%
Trane PACT Program Management		\$99,500	\$99,500	\$70,000	100%	70%
Bond Fees		\$9,500	\$9,500	\$9,500	100%	100%
District Wide Air Cleaning		\$2,259,999	\$2,259,999	\$100,100	100%	4%
District Wide Commissioning		\$100,000	\$19,850	\$17,500	20%	88%
<b>Total Project Budget</b>	<b>\$90,543,094</b>	<b>\$3,850,889</b>	<b>\$2,758,849</b>	<b>\$548,600</b>		

## 7. Completed Items

### 7.1 General Program

- [AECOM issued the Monthly Program Report for September '20 to Collin College on October 7<sup>th</sup>](#)
- [AECOM conducted coordination meetings with the Executive Committee on October 2<sup>nd</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<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. met for design review meetings for the McKinney Campus Welcome Center on October 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>](#)
- [AECOM, Page Southerland Page, Inc., and Skanska USA Building, Inc. met to review the Design Schedule for the Frisco Campus Additions and Renovations on October 21<sup>st</sup> and 29<sup>th</sup>](#)

### 7.4 Pre-Construction

- No Pre-Construction Items have been completed at this time

### 7.5 Construction

- [Collin College, AECOM, Beck Architecture, LLC, and JT Vaughn Construction conducted Weekly OAC meetings on October 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup> for the Celina Campus](#)
- [Collin College, AECOM, Beck Architecture, LLC, and JT Vaughn Construction conducted Weekly OAC meetings on October 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> for the Farmersville Campus](#)
- [Collin College, AECOM, Beck Architecture, LLC, and JE Dunn Construction conducted an OAC meeting on October 6<sup>th</sup>, 12<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup> for the IT Center at the Frisco 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

- [Contract pending for Skanska USA Building, Inc. for the Frisco Campus Additions and Renovations, including fire lane](#)

### 8.3 Design

- [PBK is working on the Construction Documents for McKinney Campus Welcome Center. GMP #1 documents, which will include Civil/Site, Dental and Kitchen reno, are scheduled to be issued in December for the McKinney Campus Renovations](#)

### 8.4 Pre-Construction

- [Coordination with the City of Frisco on the permitting/zoning requirements for the work on the Frisco Campus](#)
- [Coordination with the City of McKinney on the permitting/zoning requirements for the Welcome Center at the McKinney Campus](#)

### 8.5 Construction

- [Punch list at the Technical Campus and Wylie Campus](#)

[See Appendix A for Construction Progress Photos](#)

### 8.6 Acceptance and Close-Out

- [Wylie and Technical Campuses achieved Substantial Completion and were accepted by the College in preparation for the Fall 2020 semester. Project close-out activities are on-going on both projects.](#)

# Appendix A – Construction Progress Photos

## Celina Campus



October '20 Aerial



Forming Kinship Parkways West Sidewalks



Block Work at East Elevation



Library



Loading Dock Area

## Farmersville Campus



October '20 Aerial



Carpet Installed at Library



Floor Tile Installed at Lobby



Carpet Installed at One-Stop Shop



Interior Stone Wall in Lobby

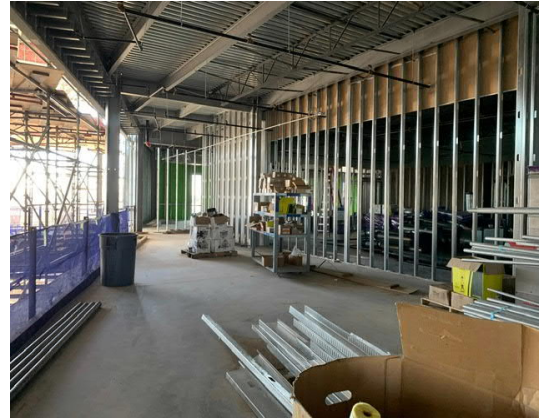
# IT Center at Frisco Campus



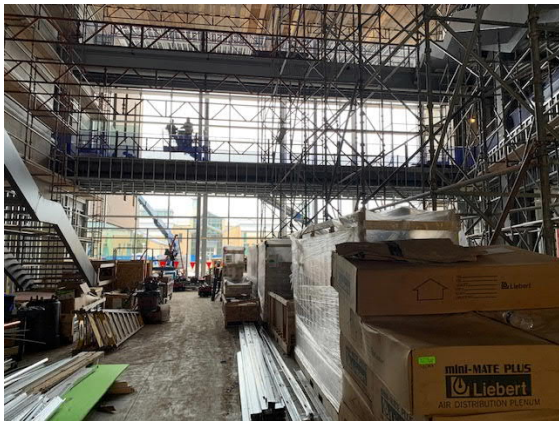
October '20 Aerial



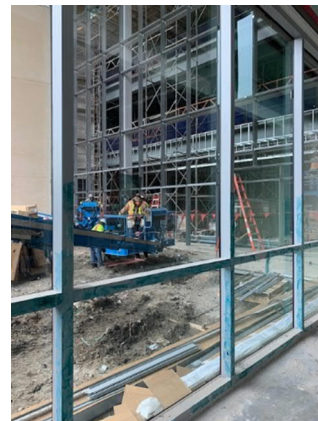
North Vestibule



Open Study Area on Level 3



Atrium and Bridges



South Curtain Wall Installed