

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Minutes
January 28, 2003

CALL TO ORDER

The Collin County Community College District conducted its regular monthly meeting on January 28, 2003, in rooms B423-B425, Courtyard Center, with Mr. Sam E. Roach presiding. Other trustees present were Mrs. Bauge, Mrs. Goodell, Dr. Collins, Dr. Boon, Mr. Trujillo and Mr. Hendricks. Also, present were College President Cary A. Israel, members of the news media and CCCCDC students and staff.

Chairman Roach called the January 28, 2003 meeting of the Board of Trustees of Collin County Community College District to order at 6:00 p.m. The Board met at the Courtyard Center, 4800 Preston Park Blvd., Plano, Texas 75093, room B425. The Board recessed to closed session as authorized by Article 551.001, Texas Government Code.

OPEN SESSION

Chairman Roach reconvened the meeting at 7:21 p.m. and welcomed everyone present and recognized the students from the Student Leadership Academy. He called on Judy LaGrone to certify posting of the notice of the meeting.

CERTIFICATION OF THE NOTICE OF THE JANUARY 28, 2003 REGULAR MEETING OF THE CCCCDC BOARD OF TRUSTEES

Ms. Judy LaGrone certified the notice of the January 28, 2003 CCCCDC Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

APPROVAL OF THE MINUTES OF THE DECEMBER 17, 2002 CCCCDC BOARD OF TRUSTEES MEETING

A motion by Mr. Trujillo, seconded by Mrs. Goodell, approving the December 17, 2002 Board meeting minutes, as presented in open session, was unanimously approved.

REAFFIRMATION OF OATH, CCCCDC TRUSTEE PLACE 6, MR. MAC HENDRICKS

Chairman Roach called Mr. Hendricks forward and asked him to reaffirm the Oath of Office. Mr. Hendricks was officially sworn in on January 9, 2003. Mr. Roach welcomed Mr. Hendricks to the Board.

PRESENTATIONS

1. Student Development Wireless Projects. Dr. Mary McRae introduced Associate Registrar, Jay Whitlow, who gave a brief presentation on new wireless applications being done in Student Development funded by the TIF Discovery Grant. These applications included:
 - On-line tutoring and advising—allows advisors to meet with at-risk students in the classroom
 - Screen for depression, eating & alcohol disorders
 - An alternate form of registration extensively used by students during first two days of classes
 - Viewing schedules, accessing financial aid status and adding/dropping courses

In response to Dr. Collins' question about equipment needs, Jay explained that laptops needed to be equipped with wireless modems.

2. Spring Creek Campus Expansion. Mr. Phil Mein, Corgan Associates gave a brief overview of the planned Spring Creek Campus expansion. He began by saying that they were 50% through the working drawings. The expansion will have three components:
 1. Classrooms with conference capabilities—33 classrooms and teaching spaces, removable walls in conference center (600 person capacity conference style) and a 3,000 sq. ft. dance studio
 2. Expansion of Student Development into bookstore space
 3. Expansion of the bookstore—will move to current conference center area

Mr. Mein reported that the working documents would be completed in May, bid approval scheduled for July with construction to begin in August.

3. Construction Update. Michelle Prokov gave a brief update on Module I construction progress. She reported they are still on schedule.

AGENDA ITEMS

2003-1-1 Personnel Reports for January

On a motion by Dr. Boon, seconded by Dr. Collins, the board voted 7-0 to approve the Personnel Reports for January.

2003-1-1.1 Faculty Appointments

BE IT RESOLVED, at the recommendation of the President, that the CCCC Board approves the following faculty appointment.

NAME	TITLE	DATE	REASON
Nahid Nikpour	Professor, Dental Hygiene	01/09/03	Replacement

2003-1-1.2, Staff Appointments

BE IT RESOLVED, at the recommendation of the President, that the CCCC Board approves the following staff appointments.

NAME	TITLE	DATE	REASON
Lisa Delafield	Teacher I, Child Devel., SCC	01/13/03	R—Rohaly
Amy Fortlage	Secretary I, Associ. Faculty, PRC	01/02/03	R—Johnson
Peggy Riley	Financial Aid/Veterans Aff.airs. Adv.	01/22/03	R—Riley
Tami Sutcliffe	Reference Librarian, LFT, CPC	01/02/03	New

2003-1-1.3, Safety & Security Appointments

BE IT RESOLVED, at the recommendation of the President that the Collin County Community College District Board of Trustees approves the employment of the following Safety and Security Officer and Commissioning her as a State Peace Officer in accordance with Article 2.12 of the Texas Code of Criminal Procedure as authorized by Article 51.203 of the Texas Education Code and that a Warrant of Appointment be approved from January 27, 2003 and ending on termination with the College District.

NAME	TITLE	DATE	REASON
Guadalupe Arellano	Safety & Security Officer, SCC	01/27/03	New

2003-1-1.4, Promotions, laterals, changes

BE IT RESOLVED, at the recommendation of the President, that the CCCC Board approves the following promotions/laterals/changes.

NAME	TITLE	DATE	REASON
Ann Broussard	Assistant Payroll Manager	02/02/03	R—Pierce

2003-1-1.5, Resignations & Terminations

BE IT RESOLVED, at the recommendation of the President, that the CCCC Board approves the following resignation/termination report.

EMPLOYEE	LAST DAY	TITLE	REASON
Ronnie York	12/18/02	Facilities Oper. Assistant	Expiration of Leave
Eric Brophy	1/3/03	Computer Operator II	Another Position
Ernest Jackson	1/3/03	Technical Director	Probationary
Dana Snider	1/3/03	Learning Resource Specialist	Death
Ted Lewis	1/10/03	Government Professor	Another Position
Frank Spampinato	1/13/03	Computer Lab Supervisor	Performance
Carolyn Burgett	1/24/03	Senior Internal Auditor	Personal

2003-1-2, TAX ABATEMENT

WHEREAS, Hematronix, Inc., a medical research and development company employing 60 people, is expanding and retaining its corporate headquarters in Plano, and

WHEREAS, Hematronix has constructed a 25,000 sq. ft. building located at 3201 Technology Drive, and

WHEREAS, the tax abatement will be based on the estimated amount of \$1,300,000 in Real Property and \$50,000 in Business Personal Property, will be for a period of five years from January 1, 2004 through December 31, 2008, and shall be based on amounts equal to 50% for Real Property and Business Personal Property, now therefore,

BE IT RESOLVED, at the recommendation of the President, that the CCCC Board approves the tax abatement for Hematronix, Inc., Reinvestment Zone 74, Plano, Texas.

Cost of First Year Abatement	\$620.63
Taxes Received	\$620.64

Mr. Jim Young, Plano Economic Development Board, was present to answer questions.

On a motion by Mr. Trujillo, seconded by Mrs. Bauge, the board voted 7-0 to approve the tax abatement for Hematronix, Inc., Reinvestment Zone 74, Plano, Texas.

2003-1-3, DESIGNATION OF \$3,000,000 FROM UNRESTRICTED CURRENT FUND

BE IT RESOLVED, at the recommendation of the President, that the Collin County Community College District Board approves the designation of \$3,000,000 from the Unrestricted Current Fund for the implementation of SCT Banner Software. The implementation cost will include additional software, equipment and training.

On motion by Dr. Collins, seconded by Mrs. Bauge, the board voted 7-0 to approve the designation of \$3,000,000 from the Unrestricted Current Fund for the implementation of SCT Banner Software.

2003-1-4, DESIGNATION OF \$5,000,000 OF THE UNRESTRICTED CURRENT FUND

BE IT RESOLVED, at the recommendation of the President, that the Collin County Community College District Board approves the designation of \$5,000,000 of the Unrestricted Current Fund for Maintenance and Operations stabilization.

On motion of Dr. Collins, seconded by Mrs. Goodell, the board voted 7-0 to approve the designation of \$5,000,000 of the Unrestricted Current Fund for M&O stabilization.

2003-1-5, SPECIAL WARRANTY DEEDS

BE IT RESOLVED, at the recommendation of the President, that the Collin County Community College District Board approves the two Special Warranty Deeds for “struck off” properties that the Habitat for Humanity is offering to purchase for constructing affordable housing.

On motion of Mr. Trujillo, seconded by Dr. Boon, the board voted 7-0 to approve the Special Warranty Deeds for “struck off” properties.

2003-1-6, EXPENDITURE REPORTS FOR DECEMBER

BE IT RESOLVED, at the recommendation of the President, that the Collin County Community College District Board approves the expenditure reports for December 2002.

On motion of Dr. Boon, seconded by Mrs. Bauge, the board voted 7-0 to approve the December 2002 expenditure reports.

President Israel highlighted several of the expenditure accounts and said the District is continuing to ask staff to conserve electricity. President Israel said he would get a break down of the \$82,437 for Non-instruction Equipment.

2003-1-7, APPROVAL OF BIDS

BE IT RESOLVED, at the recommendation of the President, that the Collin County Community College District Board approves the following bid report for January 2003.

On motion by Dr. Boon, seconded by Mr. Trujillo, the board voted 7-0 to approve all bids with the exception of Bid #2201.

On motion of Mrs. Goodell, seconded by Mr. Trujillo, the board voted 6-0-1, **Dr. Boon abstaining, to approve Bid #2201.**

BID #	DESCRIPTION	AMOUNT
2074	RENEWAL OF MAINTENANCE FOR CISCO ACADEMY LABS AT CENTRAL PARK AND PRESTON RIDGE CAMPUSES. CISCO Systems, Inc. Irving, TX	\$ 27,658.00
2198	ACCESS IMPROVEMENTS FOR COURTYARD CAMPUS AND PAVING REPAIRS FOR CENTRAL PARK CAMPUS Pavecon, Inc.	\$ 71,257.00

	Grand Prairie, TX	
	Item 1	\$ 9,860.00
	Item 2	\$61,397.00
	Low bid.	
2201	ANNUAL CONTRACT FOR TEMPORARY PERSONNEL	\$400,000.00 (Estimated)

Temporaries of McKinney
 McKinney, TX
 Primary Contract
 Allen Personnel
 Allen, TX
 Secondary Contract

Low bid at a markup rate of 28% from A+ Staffing Solutions in Garland is rejected because references showed A+ Staffing Solutions has been in business less than one (1) year. Reference checks revealed one contract in place for less than a year with no usage to date. Other references were for individuals that used this agency as a placement service. This agency does not have the proven record of experience required to fill the District's needs.

Next low bid at a 30% markup rate from Quality First Personnel of Dallas is rejected because reference checks do not indicate experience in providing clerical support staff in the numbers required by the District. References given indicate personnel provided in quantity were for assembly for manufacturers. The District requirements demand high numbers of skilled clerical support staff.

The bid offered by All Temps 1 Personnel of Dallas is rejected because although a 30% markup was offered, the wages were higher overall for 28 of 38 positions and wages for six were high at the low end of the salary range. This would not be overall low bid.

Temporaries of McKinney in McKinney offered a markup rate of 32% and was overall second lowest in salaries offered. Temporaries of McKinney has a proven record of providing temporary personnel throughout the year and during peak periods for both the skilled clerical support staff and grounds maintenance crews. Temporaries of McKinney is recommended for award of the Primary Contract.

Allen Personnel in Allen offered a markup rate of 35% for all positions except the bookstore and grounds maintenance positions that are at 40% markup due to increased insurance costs. Their record is proven with the timely manner, quality and numbers of personnel provided to the District. Allen Temporaries is recommended for the Secondary Contract.

PURCHASE ORDER REVISIONS

1224	LIABILITY AND PROPERTY INSURANCE
	Arthur J. Gallagher of Texas, Inc.
	Houston, TX

Original Contract Total:	\$236,709.00
CO #1 – Increase:	\$ 6,375.00
Revised Contract Total:	\$243,084.00

2166 SCT CONNECTION FOR WEBCT – LICENSE FEES,
MAINTENANCE, AND INSTALLATION

Department of Information Resources/SCT
Austin, TX

Original Amount:	\$ 40,600.00 (Estimated)
CO #2 – Increase:	\$ 23,000.00
Revised Amount:	\$ 63,600.00 (Estimated)

INFORMATION REPORTS

1. BUDGET STATUS REPORT AS OF 12/31/02. Mr. Ralph Hall reported that revenues exceed expenditures, that we have collected 46% of revenues and expended 29% of the budget.

President Israel said the District is forecasting a 98% collection—loosing \$707,000 on property collection of not only houses but also raw land and buildings. He continued that we are a strong college; we have find faculty, administrators, and staff and the best students. The board is working on a fiscally, conservative approach. We can control our future. There will be necessary cuts, but by working together we will continue what we do best—educating our students. We are looking out for the welfare of our students.

Chairman Roach commented that President Israel's remarks were very appropriate. He continued that he has been in real estate for 25 years and collections are as tough as they have ever been.

2. INVESTMENT SCHEDULE AS OF 12/31/02. Mr. Hall reported that District investments are with TexPool paying 1.386% and TexStar paying 1.345%.

3. SUMMARY OF FOUNDATION PAYMENTS TO THE DISTRICT. Mr. Hall reported that this month the District received \$34,499 from the Foundation for Scholarship Support.

PUBLIC COMMENTS

Ms. Judy LaGrone reported no one had asked to comment.

PRESIDENT'S REPORT

1. President Israel congratulated photographer Pete Knudsen on his photo essay on firefighters entitled Silent Glory.
2. Evening of Monopoly. President Israel reported that the District's number one fundraiser, Monopoly, would be held at Countrywide Home Mortgage on Friday, February 28.

ANNOUNCEMENTS/ADJOURNMENT

Dr. Boon again welcomed the students from the Student Leadership Academy and complimented them for their leadership efforts.

Chairman Roach adjourned the January 28, 2003 meeting.