

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

Meeting Minutes
August 26, 2003

CALL TO ORDER

The Collin County Community College District conducted its regular monthly Board meeting on August 26, 2003 in rooms B423-B425, Courtyard Center, with Chairman Sam Roach presiding. Trustees present were Dr. Boon, Dr. Collins, Mr. Trujillo, Mrs. Goodell, Mr. Hendricks, and Dr. Cargo. Trustees Justice and Bauge were absent. Also, present were College President Cary A. Israel, members of the news media, and CCCCD faculty, students, and staff.

Mr. Roach called the August 26, 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 7:05 p.m. and welcomed those in attendance. He called on Judy LaGrone to certify posting of the notice of the meeting.

CERTIFICATION OF THE NOTICE OF THE AUGUST 26, 2003 MEETING OF THE CCCCD BOARD OF TRUSTEES

Ms. Judy LaGrone certified the notice of the August 26, 2003 CCCCD Board of Trustees meeting was posted according to Article 551.001 of the Texas Government Code.

APPROVAL OF THE MINUTES OF THE AUGUST 19, 2003 CCCCD BOARD OF TRUSTEES MEETING

A motion by Mr. Trujillo, seconded by Dr. Cargo, approving the August 19, 2003 Board meeting minutes, as presented and corrected in open session, was unanimously approved. The phrase "there will be public comments at the next meeting" was omitted from page 2 of the minutes.

INTRODUCTIONS

President Israel called upon Dr. David Garrison, President of the Faculty Senate. Dr. Garrison introduced the Faculty Senate officers: Professor Barbara Lusk, president-elect, and Dr. Rosemary Karr, secretary.

Professor Peggy Breedlove, treasurer for the Faculty Senate, was not present—she was teaching. Dr. Garrison asked all the members present to rise. President Israel acknowledged the role of the Faculty Senate and the work they do for this college and for our students.

PRESENTATION: CCCC FOUNDATION, INC., WEB SITE

Ms. Betsy Applebaum, representing the CCCC Foundation, Inc., took the Board through their new Web site. She said that since the page has been on line, there have already been 817 visitors. Students will be able to get information about scholarships and make application on line. For the first time, donors will be able to make a donation on line. Donor recognition will also be a large part of the new site. Ms. Applebaum commented that the site is simple and easy for people to use.

President Israel said giving on-line was a topic at a board retreat a year ago. It is now a reality.

2003-8-3-1, PERSONNEL REPORTS

A motion by Dr. Boon, seconded by Mrs. Goodell, to approve the Personnel Reports for August 26, 2003 was unanimously approved by all members present.

A, Staff Appointments

BE IT RESOLVED, at the recommendation of the President, that the Trustees of the Collin County Community College District approve the following staff appointments.

NAME	TITLE	DATE	REASON
Abby Clark O'Bier	Reprographics Assistant, Business Office, SCC	08/20/03	R-
Nikki Pace New	Outreach Planner, Global Edge, CPC	08/20/03	

2003-8-3-2, 2003-2004 BUDGET

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of the Collin County Community College District approve and adopt the Fiscal Year 2003-04 budget as presented in the amount of \$90,464,181 for Current Funds (operating, auxiliary, and grants/contracts), \$19,658,170 for the Building Fund expenditures, and \$9,238,768 for the General Obligation and Revenue Debt Service

Funds. The total being \$119,361,119 with said funds to be appropriated to the various expenditure accounts as outlined in the attached budget documentation.

President Israel reported that the budget includes a recommended 3.5% salary increase for faculty, staff, and administrators.

A motion by Dr. Collins, seconded by Mr. Hendricks, to approve and adopt the Fiscal Year 2003-04 budget as presented in the amount of \$90,464,181 for Current Funds (operating, auxiliary, and grants/contracts), \$19,658,170 for the Building Fund expenditures, and \$9,238,768 for the General Obligation and Revenue Debt Service Funds (Totaling \$119,361,119) was approved by all board members present.

2003-8-3—3, RESOLUTION SETTING 2003 TAX RATE

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approve the attached Resolution setting the tax rate for 2003.

All board members present approved a motion by Mr. Trujillo, seconded by Dr. Collins, to approve the Resolution setting the 2003 tax rate at \$0.091932 per \$100 valuation of such property (\$0.080000 /\$100 for maintenance and operations and \$0.011932 /\$100 for debt service).

President Israel remarked that not having to increase the tax rate since the college's inception is a testament to the hard work of this board. Dr. Collins said that it is also a testament to a powerful and growing economy.

2003-8-3-4, CENTRAL PARK CHILD DEVELOPMENT LAB SCHOOL FEE INCREASE

WHEREAS, the cost of running the Central Park Development Lab School have increased and to keep the fees more in line with fees charged in the McKinney area, now therefore,

BE IT RESOLVED, at the recommendation of the President, that the Trustees of the Collin County Community College District approve the following increase in fees for community members at the Central Park Child Development Lab School effective September 1, 2003.

	Current Per Month	Recommended Per Month
Classroom for Age 2	\$420	\$455
Classroom for Ages 3, 4, 5	\$400	\$433

All board members present approved a motion by Mrs. Goodell, seconded by Mr. Hendricks, to increase monthly fees for community members at the Central Park Child Development Lab School to \$455 for Age 2 and \$433 for Ages 3, 4, and 5 effective September 1, 2003.

President Israel explained that the purpose of our Child Development Lab School is for our students in child development. The schools were intended for our students' children and the children of faculty and staff--not as a subsidy for community members. Eventually only children of our students, faculty, and staff will be enrolled.

2003-8-3-5, PRICE CHANGE FOR CONTINUING EDUCATION MEDICAL TRANSCRIPTION COURSES

BE IT RESOLVED, at the recommendation of the President, that the Trustees of the Collin County Community College District approve changing the price of continuing education Medical Transcription Parts I, II, III from \$1,095 per course to \$849 per course.

A motion by Mr. Trujillo, seconded by Mrs. Goodell to approve changing the price of continuing education Medical Transcription Parts I, II, III from \$1,095 per course to \$849 per course was unanimously approved by all board members present.

The previous fee of \$1,095 included the textbook. For better accounting, textbook purchases will now be handled through the bookstore.

2003-8-3-6, FY 2003-04 CONTINUING EDUCATION TRAINING COURSE CONTRACTS

BE IT RESOLVED, at the recommendation of the President, that the Trustees of the Collin County Community College District approve Continuing Education contracts as listed on the attached related to training for fiscal year 2003-04.

A motion by Dr. Collins, seconded by Mr. Hendricks, to approve contracts with Dental Careers Foundation (\$140,000), Allied Eye Associates (\$45,000), Med Solutions (\$30,000), Stiles Electronically Taught Transcription (\$40,000), Global Interface (\$55,000), and Marche Connections (\$80,000) were unanimously approved by all board members present.

President Israel said that in the past the board approved each contract separately for each entity, instead of approving as a whole. The amounts approved represent estimates and are dependent upon enrollment. Chairman Roach commented that he likes approving the training course contracts together, however, he would like additional back up materials included.

2003-8-3-7, SALE OF STRUCK OFF PROPERTY IN FARMERSVILLE, TEXAS

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approves the sale of "Struck Off" property, located in Farmersville, for \$2,009.83, to Heather Bulba by signing the Special Warranty Deed.

All board members present unanimously approved a motion by Dr. Boon, seconded by Mrs. Goodell, to approve the sale of "Struck Off" property, located in Farmersville, for \$2,009.83, to Heather Bulba.

2003-8-3-8, SALE OF STRUCK OFF PROPERTY IN FARMERSVILLE, TEXAS

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approve the sale of three "Struck-off" properties in City of Farmersville, Farmersville ISD, Collin County, and Collin County Community College District to the following private individuals at below judgment amounts:

1. A private offer of \$2,500.00 was made by Heather Bulba on the following property. The Judgment amount was \$4,088.09. (Distribution of money as noted on the attachment)

Lot 16A, Block 6, of Howell addition to the City of Farmersville, Collin County, Texas as described in the Warranty Deed, Volume 322, Page 35 of the Collin County Land Records

2. A private offer of \$2,150.00 was made by Wm. Scott Withrow on the following property. The Judgment amount was \$3,978.04. (Distribution of money as noted on the attachment)

Lot 4, Block 12, of Pendleton, an addition to the City of Farmersville, Collin County, Texas, as recorded in Vol. 827, Page 152, of the Collin County Deed Records.

3. A private offer of \$2,000.00 was made by Jack Hart, Jr. on the following property. The Judgment amount was \$5,074.95.

Lots 18, 19, 20, Block A, of the College Heights addition to the City of Farmersville, Collin County, Texas as recorded in Vol. 1055, Page 532, of the Collin County Deed Records.

A motion by Mr. Hendricks, seconded by Dr. Collins, to approve the sale of three "Struck-off" properties in City of Farmersville, Farmersville ISD, Collin County and Collin County Community College District to the following private individuals Heather Bulba, William Scott Withrow, and Jack Hart, Jr. as presented in public hearing was unanimously approved by all board members present.

2003-8-9, APPROVAL OF \$2.00 PER HOUR TUITION INCREASE

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approve a \$2.00 per credit hour increase in tuition for in-county, out-of-county and out-of-state effective for the 2004 Spring Semester.

A motion by Mr. Trujillo, seconded by Dr. Boon, to approve the \$2.00 per credit hour increase in tuition for in-county, out-of-county, and out-of-state effective for the 2004 Spring Semester was unanimously approved.

President Israel said that the \$2 per credit hours increase is for in-county, out-of-county, and out-of-state tuition. The major portion of the monies generated by the increase will be used for Associate Faculty salary increases. Any remaining monies will go directly toward classroom use for equipment and supplies. President Israel reported that CCCCDC remains in the lowest quartile for tuition of the 50 community colleges in Texas.

2003-8-3-10, EXPENDITURE REPORTS

BE IT RESOLVED, at the recommendation of the President, that the Board of Trustees of Collin County Community College District approve the expenditure reports for July 2003.

President Israel reviewed several of the expenditure accounts.

A motion by Dr. Boon, seconded by Mr. Trujillo, to approve the expenditure reports for July 2003 was unanimously approved by all board members present.

2003-8-3-11, BID REPORT

BE IT RESOLVED, at the recommendation of the President, that the Trustees of the Collin County Community College District approve the Bid Report for August 2003.

BID #	DESCRIPTION	AMOUNT
<u>Approval of Bids #2183, #2226</u>		
2183	RENEWAL OF ANNUAL CONTRACT FOR PRINTING OF CCCCONNECTION Primary Vendor: Best Press, Addison, TX Secondary Vendor: Legend Press, Garland, TX	\$ 67,500.00 (Estimated)
2226	SYNCHRONOUS LEARNING SYSTEM Centra Software, Lexington, MA Grant funds.	\$ 50,000.00

A motion by Dr. Boon, seconded by Dr. Collins, to approve Bids numbered 2183 (Printing of Connection) and 2226 (Synchronous Learning System), as presented in public hearing was unanimously approved by all members present.

Approval of Bid #2304

2304	AIR CONDITIONING REPLACEMENT AT CENTRAL PARK CAMPUS (REBID)	\$1,120,066.00
	TD Industries, Ltd. Dallas, TX	
	Base Bid:	\$463,900.00
	Alternate #2:	\$594,592.00
	Alternate #3:	\$ 61,574.00
	Best evaluated offer.	

An evaluation committee that included attorney, Bob Roeder, and Ron Jackson, Director of Facilities Management for the District, reviewed this bid. Mr. Jackson said each bid received was evaluated in seven criteria:

1. Purchase price
2. Reputation of vendor and vendor's goods/services
3. Quality of goods/services
4. Extent the vendor meets districts needs
5. Vendor's past history with district
6. Total long-term cost
7. Other relevant factors

Mr. Jackson said they reviewed four vendors and when compared with the other companies, TD Industries criterion was higher. TD Industries is a strong company with which the district has had a good relationship. The committee felt that they would provide the best performance. President Israel commented that TD Industries criterion is consistent with the Texas Education Code.

Nathan Hart of Reed, Wills and Benson said this re-bid came in \$12,000 lower. The warranty is included in the bid.

Ron Jackson explained that replacing the cooling coils (to obtain maximum performance out of the chillers--making the system up-to-date) and the energy management system were bid as alternates as a budgetary measure. Mr. Jackson said that we had to replace the chillers; however, we could have done without the alternates.

A motion by Dr. Collins, seconded by Mr. Hendricks, to approve Bid #2304 (Air Conditional Replace at CPC) selecting TD Industries (base bid plus Alternates #2 and #3) as the best-evaluated offer to replace the air conditioning system at the Central Park Campus was unanimously approved by all members present.

Chairman Roach thanked Ron Jackson and Bob Roeder for their recommendation and direction. He continued that he appreciated all their efforts.

Approval of Bids #2307 and #2320

2307	CUSTODIAL SERVICES FOR CENTRAL PARK CAMPUS NorthStar Services, Dallas, TX	\$ 168,136.42
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Annual daily cleaning: \$137,968.32
(0.67 per sq ft.)
Window cleaning 2 x per year: \$6,200.00
Requested labor not to exceed:
(2,678 hrs. x \$8.95 per hour: \$23,968.10)
Low bid meeting specs.

2320	FURNITURE FOR LEARNING RESOURCE CENTER AT SPRING CREEK CAMPUS Plano Office Supply, Plano, TX	\$ 28,444.41
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Pricing obtained through Collin County Purchasing
Forum. Contract #98-10-003, Court Order
#98-081-0223

A motion by Mr. Hendricks, seconded by Mr. Trujillo, to approve Bids numbered 2307 (Custodial Services for CPC) and 2320 (Furniture for LRC at SCC), as presented in public hearing was unanimously approved by all members present.

INFORMATION REPORTS

1. Budget Status Report as of 7/31/03. Mr. Hall reported that that Expenditures and Transfers exceed Revenues (common for this time of the budget cycle), however, year-to-date, revenues exceed expenditures.
2. Investment Schedule as of 7/31/03. Mr. Hall reported that the district has \$95,255,756 invested with TexPool and Tex Star paying between 1.06% and 1.07%. Market exceeds book value.
3. Summary of Foundation Payments to District as of 7/31/03. Mr. Hall reported that during the month of July 2003 the district received \$6,269 for scholarship support and \$282 in program support. Year to date the district has received \$104,186 from the Foundation.

PUBLIC COMMENTS. None.

PRESIDENT'S REPORT

1. President Israel acknowledged members of the Faculty Senate and thanked them for all they do in their leadership position.
2. President Israel announced that Dr. Robert Gates, President of Texas A & M University and former Director of the CIA, will be speaking on "Intelligence and New Threats" on Tuesday, September 23, 1:00 p.m. in the John Anthony Theatre. President Israel publicly thanked Dr. Kay Mizell for arranging his visit.
3. President Israel said that the latest enrollment figures show an increase of 5.5% in contact hours and students are continuing to register. The 2003-04 budget is predicated on an increase of 5%. He continued that we are out of space at the Spring Creek Campus and have only limited space available at the Preston Ridge and Central Park campuses. Parking is a problem at all three campuses. There is no question that additional parking is needed at Preston Ridge and Spring Creek.
 - a. March 2004 begins our base year. Several questions need to be considered. How do we accommodate all students without new facilities? How can we enhance the schedule?

b. We are out of work-study money and TPEG funds this semester. We have already had 6,000 applications for financial aid—during all of last year, we had 6,000. We are trying to raise more money in this tough economic environment for scholarships.

4. President Israel congratulated Dr. Cargo on the great article in the *Plano Star Courier*.

ANNOUNCEMENTS/ADJOURNMENT

Dr. Boon commented that this is an exciting time of the year. We have great people working for great students, no problems, just challenging opportunities. He continued that he is looking forward to having a great year and wished the faculty a great year.

Dr. Cargo said that in his experience with the Foundation Web site, he found it to be very informative—user friendly.

There being no further announcements, remarks, or business, Chairman Roach adjourned the August 26, 2003 meeting at 8:12 p.m.