



NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold its Regularly Scheduled Meeting on Tuesday, September 26, 2023, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC").

#### Locations

Celina Campus

Collin Higher  
Education Center  
McKinney, Texas

Courtyard Center  
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety  
Training Center  
McKinney, Texas

Rockwall Center

Technical Campus  
Allen, Texas

Wylie Campus

**CALL TO ORDER: 5:30 p.m., 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 appointment, employment, evaluation, reassignment, duties, or responsibilities of college employees, including a faculty member and staff members
- b. Discuss candidate recommendations for appointment of school marshals for the District

##### Section 551.071 Consultations with Attorney

- a. Consultation with the college's General Counsel on a matter in which the attorney has an ethical duty of confidentiality
- b. Consultation with the college's General Counsel regarding Civil Action No. 4:22-CV-184-ALM pending in federal court, Cause No. DC-21-14315 and Cause No. 416-04944-2014 each pending in state courts, and anticipated litigation arising from a claim by a former student

#### **iCollin**

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

#### **Board of Trustees**

Andrew Hardin, *Chair*  
Jay Saad, *Vice Chair*  
Jim Orr, *Secretary*  
Raj Menon, Ph.D., *Treasurer*  
Cathie Alexander  
Stacy Anne Arias  
J. Robert Collins, Ph.D.  
Greg Gommel  
Megan Wallace

#### **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)

#### **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

#### **WELCOME STUDENT VISITORS**

#### **PRESENTATIONS**

1. Recognition of Employees on the Occasion of their Retirement - Dr. Neil Matkin, District President

#### **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. All comments related to non-agenda items will be heard at the end of the Board Meeting. 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. 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.

### **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 to be enacted in one motion. Trustees receive agenda materials four days in advance of the meeting to prepare for the business to be conducted.*

### **Approval of the September 26, 2023 Consent Agenda Items**

2023-09-C1

Approval of the Minutes of the August 22, 2023 Special Called Public Hearing on the Proposed Tax Rate, and August 22, 2023 Regular Meeting

2023-09-C2

Consideration of Approval of an Interlocal Jail Services Agreement with Collin County

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

2023-09-1

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

2023-09-2

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

2023-09-3

Report Out of the Finance and Audit Committee and Consideration of Approval of the Police Support Fees Related to the Facility and Patio Space Fees, Effective September 26, 2023

2023-09-4

Report Out of the Finance and Audit Committee and Consideration of Approval of a Budget Amendment to the Fiscal Year 2024 Operating Budget and Adjusting the Employer 403(b) Match to 4% as Included in the 2023-24 Budget

2023-09-5

Report Out of the Finance and Audit Committee and Consideration of Approval for Establishing a Tuition Waiver for Dependents of Full-Time Collin College Employees

2023-09-6

Report Out of the Finance and Audit Committee and Consideration of Approval of the Audit Plan for Fiscal Year 2024

2023-09-7

Consideration of Approval of the School Marshal Appointment for the Recommended Candidates

2023-09-8

Consideration of Approval of Facility Naming in Connection with a Major Gift

2023-09-9

Consideration of Approval for Travel and Attendance at the 2023 Association of Community College Trustees (ACCT) Leadership Congress for One or More Members of the Board of Trustees

2023-09-10

Consideration of Approval of the Bid Report for September 26, 2023

**PUBLIC COMMENTS ON NON-AGENDA ITEMS** *(If required in accordance with HB 2840)*

**INFORMATION REPORTS**

Follow Up to Trustee Question

Campus Road Signage Updates/Installations

Workday Student Status Report for September 2023

Personnel Report for September 2023

Internal Audit Department Self-Assessment Results

Quarterly Grant Budget Amendments June-August 2023

Monthly Investment Report as of August 31, 2023

**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.

**RECONVENE 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:**

If during the course or at the end of the Board Meeting covered by this notice, the Board of Trustees should determine that a closed session or executive session of the Board of Trustees or a consultation with an attorney for the college should be held or is required, then such closed or executive session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 *et. seq.*, will be held by the Board of Trustees at the date, hour, and place given in this notice as the Board of Trustees may conveniently meet in such closed or executive meeting or session or consult with the attorney concerning any and all subjects and for any and all purposes permitted by the Texas Open Meetings Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.072 - Deliberation regarding purchase, exchange, lease, or value of real property

§ 551.071 - Private consultation with the college's attorney

§ 551.074 - Discussing personnel matters including the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee

§ 551.076 and § 551.089 - Deliberations regarding security devices or security audits

**RECONVENE REGULAR MONTHLY MEETING, IF NEEDED: Board Room 139, CHEC.**

**ADJOURNMENT**

*Andrew P. Hardin*  
*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 boardroom to reduce physical proximity of attendees. Therefore, members of the public who wish to view the Board Meeting in real time via live stream may do so by going to the "Live Stream & 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 was posted on September 21, 2023 at 10:00 a.m., in compliance with the Texas Open Meetings Act.

  
\_\_\_\_\_  
For the Board of Trustees

## **CONSENT AGENDA ITEMS TO BE CONSIDERED**

2023-09-C1	Approval of the Minutes of the August 22, 2023 Special Called Public Hearing on the Proposed Tax Rate, and August 22, 2023 Regular Meeting	pg. 6
2023-09-C2	Consideration of Approval of an Interlocal Jail Services Agreement with Collin County	pg. 23

September 26, 2023

**SUBJECT**

Approval of the Minutes of the August 22, 2023 Special Called Public Hearing on the Proposed Tax Rate, and August 22, 2023 Regular Meeting

**RECOMMENDATION**

The District President recommends approval of the minutes of the August 22, 2023 Special Called Public Hearing on the Proposed Tax Rate, and August 22, 2023 Regular Meeting.

**RESOURCE PERSONNEL**

Donna Ludwig, Secretary to the Board of Trustees

**ATTACHMENTS**

- A) August 22, 2023 Special Called Public Hearing on the Proposed Tax Rate
- B) August 22, 2023 Regular Meeting Minutes

Respectfully Submitted By:

A handwritten signature in cursive script that reads "Donna Ludwig". The signature is written in black ink and is positioned below the text "Respectfully Submitted By:". The first letter "D" is large and loops around the first part of the name.

Donna Ludwig, Secretary to the Board of Trustees

**Minutes of Special Called Public Hearing on the Proposed Tax Rate  
August 22, 2023**

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

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Collin County Community College District conducted a Special Called Public Hearing on the Proposed Tax Rate on Tuesday, August 22, 2023, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC"), with Chair Andrew Hardin presiding. Trustees in attendance were Ms. Cathie Alexander, Dr. Robert Collins, Mr. Greg Gomel, Mr. Andrew Hardin, Dr. Raj Menon, Mr. Jim Orr, Mr. Jay Saad, and Ms. Megan Wallace. Ms. Stacy Arias was absent.

**CALL TO ORDER: 5:30 p.m., Board Room 139, CHEC.**

**2023-08-1-1 Public Hearing Related to the Proposed Tax Rate for 2023 for  
Adopting the 2023 Tax Rate**

Chair Hardin opened the public hearing to give the public an opportunity to express their support for or opposition to the proposed tax rate. No one addressed the Board. Chair Hardin closed the public hearing.

**ADJOURNMENT**

Chair Hardin adjourned the Special Called Public Hearing on the Proposed Tax Rate of the Board of Trustees of Collin County Community College District at 5:32 p.m.

**Minutes of Regular Meeting  
August 22, 2023**

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

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Collin County Community College District conducted its Regular Monthly Board of Trustees meeting on Tuesday, August 22, 2023, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC"), with Chair Andrew Hardin presiding. Trustees in attendance were Ms. Cathie Alexander, Dr. Robert Collins, Mr. Greg Gomel, Mr. Andrew Hardin, Dr. Raj Menon, Mr. Jim Orr, Mr. Jay Saad, and Ms. Megan Wallace. Ms. Stacy Arias was absent.

**CALL TO ORDER: 5:35 p.m., Board Room 139, CHEC.**

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Chair Hardin adjourned the regular meeting to Board Conference Room 135, CHEC, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 et seq., to wit at 5:36 p.m.**

Section 551.074 Personnel Matters

- a. Discuss appointment, employment, evaluation, reassignment, duties, or responsibilities of college employees, including Police Department and Facilities/Construction departmental employees
- b. Discuss employment contract for the college's District President

Section 551.071 Consultations with Attorney

- a. Consultation with the college's General Counsel on a matter in which the attorney has an ethical duty of confidentiality

Section 551.076 and 551.089 Deliberations Regarding Security Devices or Security Audits

- a. Discuss deployment or specific occasions for implementation of security devices or security personnel

**RECONVENE REGULAR MEETING: 7:01 p.m., Board Room 139, CHEC.**

1. Pledges of Allegiance

**WELCOME STUDENT VISITORS**

**PRESENTATIONS**

1. Recognition of Employees on the Occasion of Their Retirement - Dr. Neil Matkin, District President
2. Outstanding Professor of the Year Winner - Dr. Mary Weis, Professor of Biology



3. Outstanding Adjunct Professor of the Year Winner - Craig Leverette, Campus Provost Frisco/Celina
4. Professor Emeriti - Craig Leverette, Campus Provost Frisco/Celina
5. R.O.S.E. Award Winners - Genevieve Northup, Staff Council President and Manager of Employee Success
6. Collin College Police Department Reorganization - Dr. Bill King, Executive Vice President

## **PUBLIC COMMENT**

Tony Rike, TMPA.

## **Approval of the August 22, 2023 Consent Agenda Items**

### **2023-08-2-C1 Approval of the Minutes of the July 28, 2023 Regular Meeting**

### **2023-08-2-C2 Consideration of Approval of Course Fee and Fee Modification Requests for Spring and Summer 2024**

On motion of Trustee Gomel, and second of Trustee Collins, the July 28, 2023 Consent Agenda was approved by a vote of 8-0.

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

### **2023-08-2-1 Report Out of the Organization, Education, and Policy Committee, First Reading of Local Board Policies: CDB (Local) Accounting – Inventories – ADD; CT (Local) Intellectual Property; CU (Local) Research – ADD; DEB (Local) Compensation and Benefits – Fringe Benefits; DH (Local) Employee Standards of Conduct; DHC (Local) Employee Standards of Conduct – Child Abuse and Neglect Reporting - DELETE – moved to DHB (Local); EJ (Local) Miscellaneous Instruction Policies - DELETE – moved to CU (Local)**

Discussion: Trustee Collins, Chair of the Organization, Education, and Policy Committee, brought forth a first reading of Local Board Policy.

No action was required.

### **2023-08-2-2 Report Out of the Finance and Audit Committee and Consideration of Approval of the Facility and Patio Space Fees Effective September 1, 2023**

Discussion: Trustee Saad, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of the facility and patio space fees effective September 1, 2023.

The motion was approved 8-0 as presented.

### **2023-08-2-3 Report Out of the Finance and Audit Committee and Consideration of Approval of the Appointment of Authorized Representatives to Engage in Investment Transactions with TexPool**

Discussion: Trustee Saad, Chair of the Finance and Audit Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of the appointment of authorized representatives to engage in investment transactions with TexPool.

The motion was approved 8-0 as presented.

**2023-08-2-4 Consideration of Approval of the 2023-2024 Budget**

On motion of Trustee Menon, and second of Trustee Gomel, this item was approved by a vote of 8-0. A copy of the budget presentation is attached.

**2023-08-2-5 Consideration of Approval of a Resolution Setting the 2023 Tax Rate**

On motion of Trustee Menon, and second of Trustee Saad, this item was approved by a vote of 8-0.

**2023-08-2-6 Consideration of Approval of a Resolution Designating the Collin County Tax Assessor Collector as Officer to Calculate the Tax Rate**

On motion of Trustee Collins, and second of Trustee Orr, this item was approved by a vote of 8-0.

**2023-08-2-7 Consideration of Approval of the Collin College Master Plan Priorities and Strategic Plan Goals**

On motion of Trustee Menon, and second of Trustee Collins, this item was approved by a vote of 8-0.

**2023-08-2-8 Consideration of Approval for FY2023-2024 Salary Increases**

On motion of Trustee Menon, and second of Trustee Saad, this item was approved by a vote of 7-0. Trustee Orr recused himself from the vote.

**2023-08-2-9 Consideration of Approval of the FY2023-2024 Salary and Three-Year Employment Contract for the District President**

On motion of Trustee Gomel, and second of Trustee Menon, this item was approved by a vote of 8-0.

**2023-08-2-10 Consideration of Approval of the Bid Report for August 22, 2023**

Discussion: Melissa Irby, Chief Financial Officer, presented the Bid Report for August 22, 2023, which included two contract revisions, one purchasing cooperative, and one statutory exemption:

**Contract Revisions**

Purchase Request #1	\$	130,000
Help Desk Services		
Purchase Request #2		115,000
Custodial Services for Plano Campus		
<b>Total of Contract Revisions</b>		<hr/> 245,000

**Purchasing Cooperative**

Purchase Request #3	0
Purchasing Cooperatives	

**Statutory Exemption**

Purchase request #4	32,725,805
Spend Authorization for Statutory Exemptions	

<b>Total of Statutory Exemption</b>	<u>32,725,805</u>
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<b>Grand Total</b>	<u>\$ 32,970,805</u>
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On motion of Trustee Gomel, and second of Trustee Saad, this item was approved by a vote of 7-0. Trustee Menon recused himself from the vote.

**PUBLIC COMMENT**

There was no additional public comment.

**INFORMATION REPORTS**

Trustee Travel Expense Summary FY2022-2023

Workday Student Status Report for August 2023

Personnel Report for August 2023

Revenues and Expenses as of July 31, 2023

Statement of Net Position as of July 31, 2023

Monthly Investment Report as of July 31, 2023

**PRESIDENT'S AND BOARD ANNOUNCEMENTS**

Comments on: workshops, seminars, and conferences taking place at the College; awards received; accomplishments and appointments at the local, state, and national level; published articles and newspaper reports; upcoming events; and recent news.

**ADJOURNMENT**

Chair Hardin adjourned the meeting of the Board of Trustees of Collin County Community College District at 8:25 p.m.

# **Fiscal Year 2023-2024 Proposed Budget Overview**

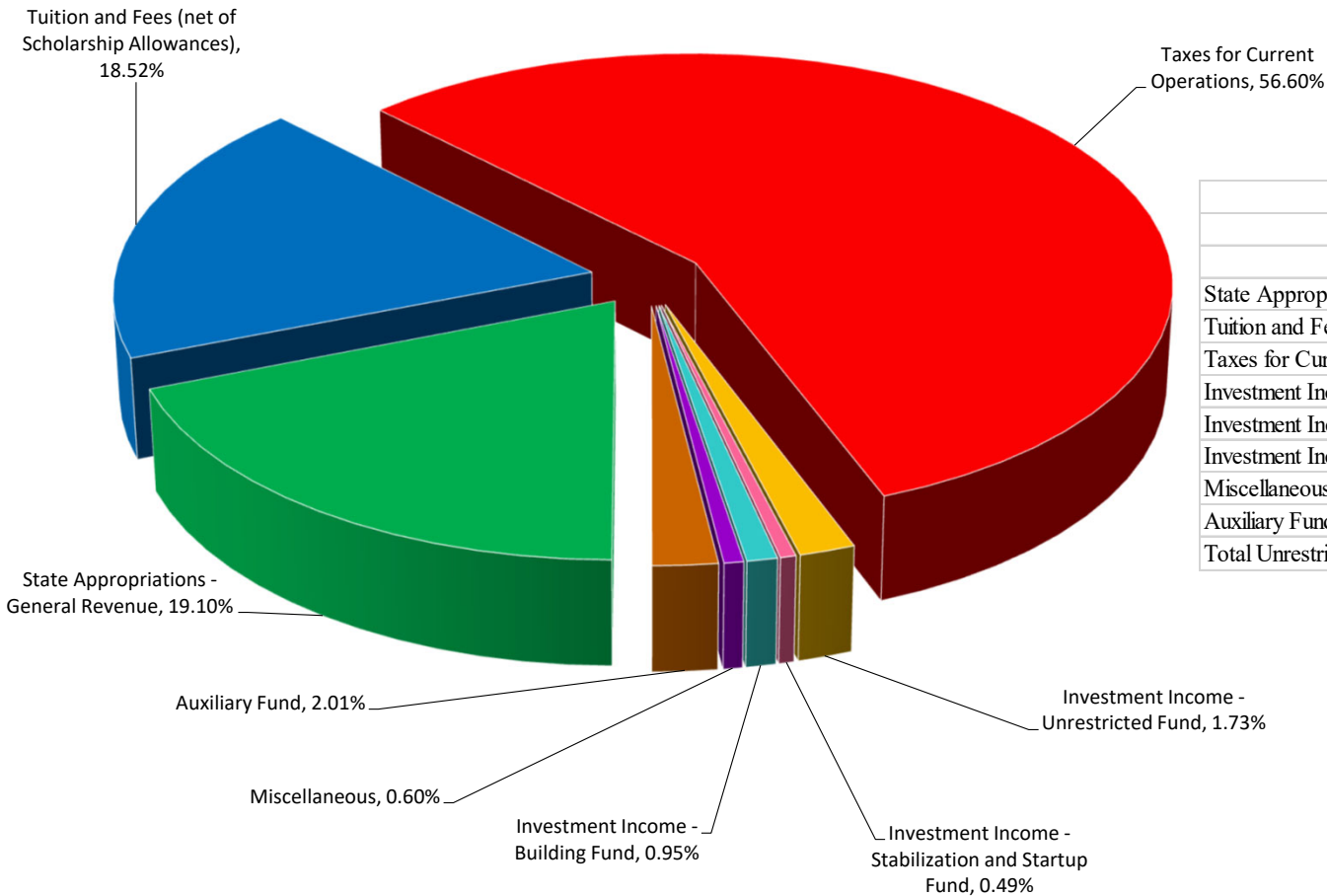
**August 22, 2023**



# FY 2023-24 Revenue Budget Overview

	2023-24	2022-23	Increase/ Decrease	Percent Change	
	Budget	Budget			
<i>(Stated in Millions)</i>					
<b>Revenues</b>					
<b>Unrestricted Funds</b>					
State Appropriations - General Revenue	\$ 51.54	\$ 44.61	\$ 6.93	15.53%	
Tuition and Fees	62.76	60.01	2.75	4.58%	
Scholarship Allowances	(12.80)	(12.80)	-	0.00%	
Taxes for Current Operations	152.71	147.65	5.06	3.43%	
Investment Income - Unrestricted Fund	4.66	0.61	4.05	663.93%	
Investment Income - Stabilization and Startup Fund	1.31	0.06	1.26	2281.82%	
Investment Income - Building Fund	2.55	0.12	2.43	2025.00%	
Miscellaneous	1.63	2.72	(1.09)	-40.07%	
Auxiliary Fund	5.43	4.12	1.31	31.80%	
<b>Total Unrestricted Funds</b>	<b>\$ 269.79</b>	<b>\$ 247.10</b>	<b>\$ 22.70</b>	<b>9.18%</b>	
<b>Restricted Funds</b>					
State Allocation - On-behalf Benefits	\$ 10.87	\$ 10.39	\$ 0.48	4.62%	
Debt Service - General Obligation Bonds	13.60	12.33	1.27	10.30%	
<b>Total Restricted Funds</b>	<b>24.47</b>	<b>22.72</b>	<b>1.75</b>	<b>7.70%</b>	
<b>Total Revenues</b>	<b>\$ 294.26</b>	<b>\$ 269.82</b>	<b>\$ 24.45</b>	<b>9.06%</b>	
					2

# FY 2023 - 2024 Budget -Unrestricted Fund Revenue by Major Source



	Fiscal Year	Percent of
	2023-24	Budget
State Appropriations - General Revenue	\$ 51,540,138	19.10%
Tuition and Fees (net of Scholarship Allowances)	49,962,248	18.52%
Taxes for Current Operations	152,709,528	56.60%
Investment Income - Unrestricted Fund	4,660,000	1.73%
Investment Income - Stabilization and Startup Fund	1,310,000	0.49%
Investment Income - Building Fund	2,550,000	0.95%
Miscellaneous	1,630,000	0.60%
Auxiliary Fund	5,433,403	2.01%
Total Unrestricted Funds Revenue	\$ 269,795,317	100.00%

# Highlights of the Proposed 2023-24 Budget - Revenue

- **State Revenue**
  - \$51.5 million – \$6.9M increase 15.5%
  - New draft funding model calculations released July 14<sup>th</sup> (final amounts expected Aug 22<sup>nd</sup>)
- **Tuition and Fees**
  - \$2.7 million increase – 4.6%
  - Projecting 5% increase student credit hours
  - No increase in tuition rates
- **Board approved increase in local homestead exemption - \$7.9M Tax Revenue reduction for FY 2024 saving the average homeowner a net \$46 annually**
- **Property Tax - Unrestricted**
  - \$5.1 million increase – 3.43%
  - Using the same rate as FY23 - \$0.08122
- **Property Tax – Restricted for Debt Service**
  - \$1.27 million increase – 10.32%
- **Auxiliary Fund**
  - \$1.3M increase – 32%

# FY 2023-24 Expense Budget Overview

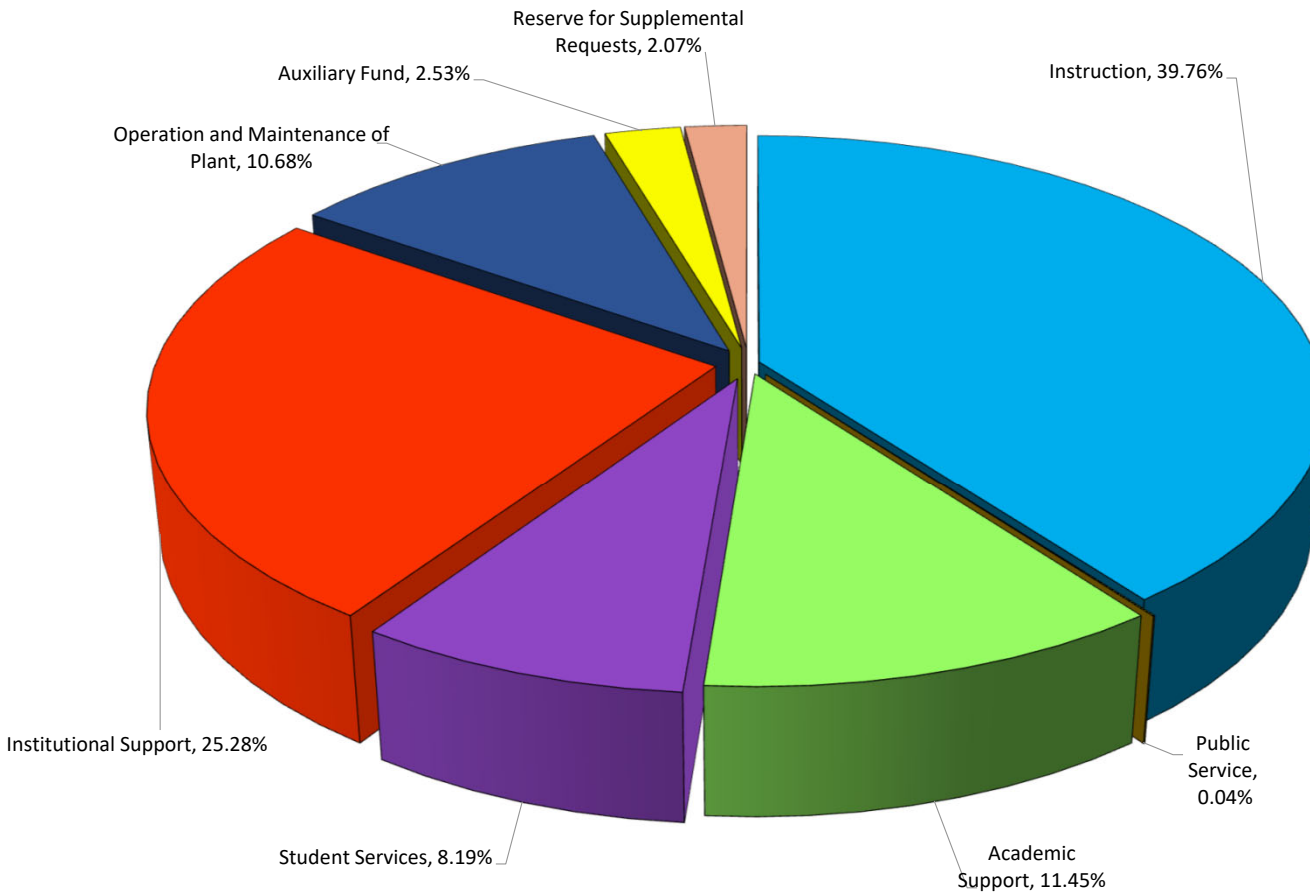
	2023-24	2022-23	Increase/ Decrease	Percent Change
	Budget	Budget		
<i>(Stated in Millions)</i>				
<b>Expenses</b>				
<b>Unrestricted Funds</b>				
Instruction	\$ 108.96	\$ 102.58	\$ 6.38	6.22%
Public Service	0.12	0.11	0.01	9.09%
Academic Support	31.40	29.99	1.41	4.70%
Student Services	22.44	22.82	(0.38)	-1.67%
Institutional Support	69.30	63.65	5.65	8.88%
Operation and Maintenance of Plant	29.28	31.41	(2.13)	-6.78%
Scholarship Allowances	(12.80)	(12.80)	-	0.00%
Auxiliary Fund	6.93	5.60	1.33	23.75%
Reserve for Supplemental Requests - Unrestricted Fund	5.65	5.75	(0.10)	-1.74%
Reserve for Supplemental Requests - Auxiliary Fund	0.01	0.07	(0.06)	-86.30%
Building Fund	-	3.50	(3.50)	-100.00%
<b>Total Unrestricted Funds</b>	<b>\$ 261.29</b>	<b>\$ 252.68</b>	<b>\$ 8.61</b>	<b>3.41%</b>



# FY 2023-24 Expense Budget Overview

	2023-24	2022-23	Increase/ Decrease	Percent Change
	Budget	Budget		
<i>(Stated in Millions)</i>				
<b>Restricted Funds</b>				
State Allocation - On-behalf Benefits	\$ 10.87	\$ 10.39	\$ 0.48	4.62%
Debt Service - General Obligation Bonds	40.85	39.49	1.36	3.44%
2020 Limited Tax Bond Series	-	5.00	(5.00)	-100.00%
<b>Total Restricted Funds</b>	<b>\$ 51.72</b>	<b>\$ 54.88</b>	<b>\$ (3.16)</b>	<b>-5.76%</b>
<b>Subtotal Expenses</b>	<b>\$ 313.01</b>	<b>\$ 307.56</b>	<b>\$ 5.45</b>	<b>1.77%</b>
<b>Other Adjustments</b>				
Depreciation	\$ 23.24	\$ 22.35	\$ 0.89	3.98%
Bond Principal - General Obligation Bonds	(20.49)	(18.22)	(2.27)	12.46%
Capitalized Expenses - Operating	(7.94)	(6.30)	(1.64)	26.03%
Capitalized Expenses - Supplemental Requests	(0.65)	(2.03)	1.38	-67.98%
Capitalized Expenses - Building Fund Expenses	-	(3.50)	3.50	-100.00%
Capitalized Expenses - 2020 Limited Tax Bond Series	-	(5.00)	5.00	-100.00%
<b>Total Other Adjustments</b>	<b>\$ (5.84)</b>	<b>\$ (12.70)</b>	<b>\$ 6.86</b>	<b>-54.02%</b>
<b>Grand Total Expenses</b>	<b>\$ 307.17</b>	<b>\$ 294.86</b>	<b>\$ 12.31</b>	<b>4.17%</b>
Change in Net Position	\$ (12.91)	\$ (25.05)	\$ 12.14	-48.46%

# FY 2023 - 2024 Budget -Unrestricted Funds Expense by Function

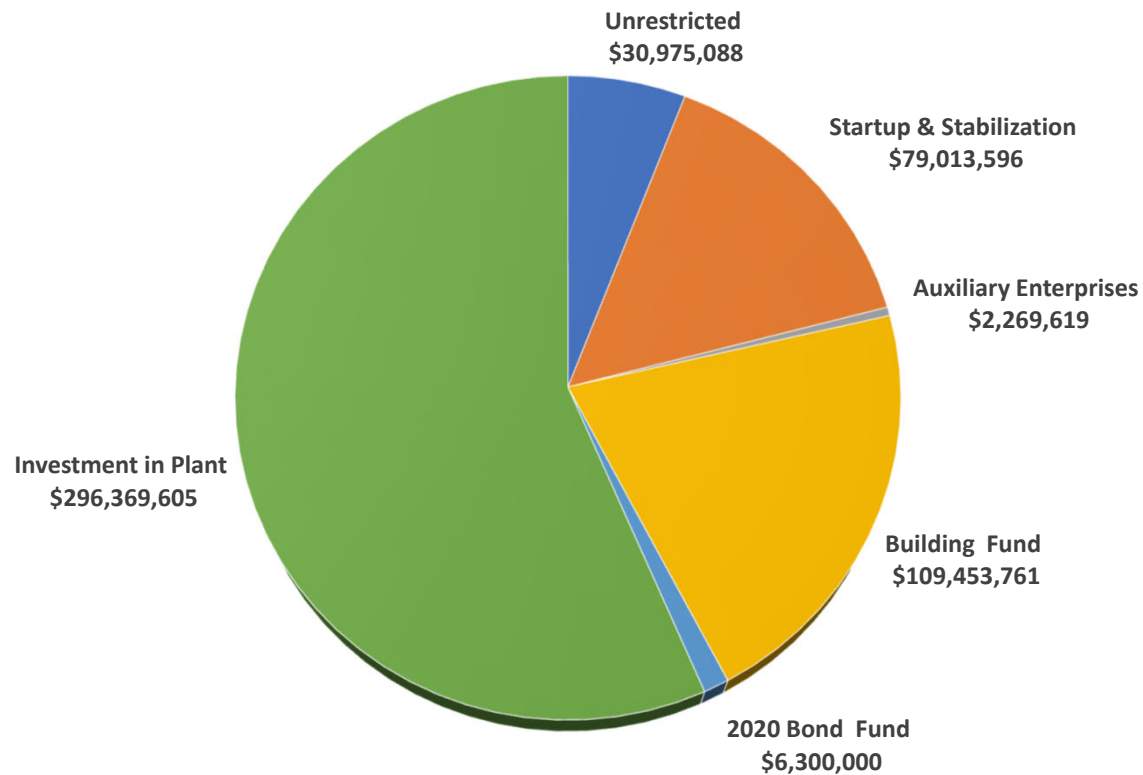


	Fiscal Year	Percent of
	2023-24	Budget
Instruction	\$ 108,967,798	39.76%
Public Service	115,451	0.04%
Academic Support	31,395,154	11.45%
Student Services	22,440,683	8.19%
Institutional Support	69,297,352	25.28%
Operation and Maintenance of Plant	29,280,206	10.68%
Auxiliary Fund	6,936,922	2.53%
Reserve for Supplemental Requests	5,661,172	2.07%
Total per Chart	274,094,738	100.00%
Scholarship Allowances	(12,800,000)	
Total Unrestricted Funds Expense	\$ 261,294,738	

# 2023-24 Current Expenses Budget Cost Drivers

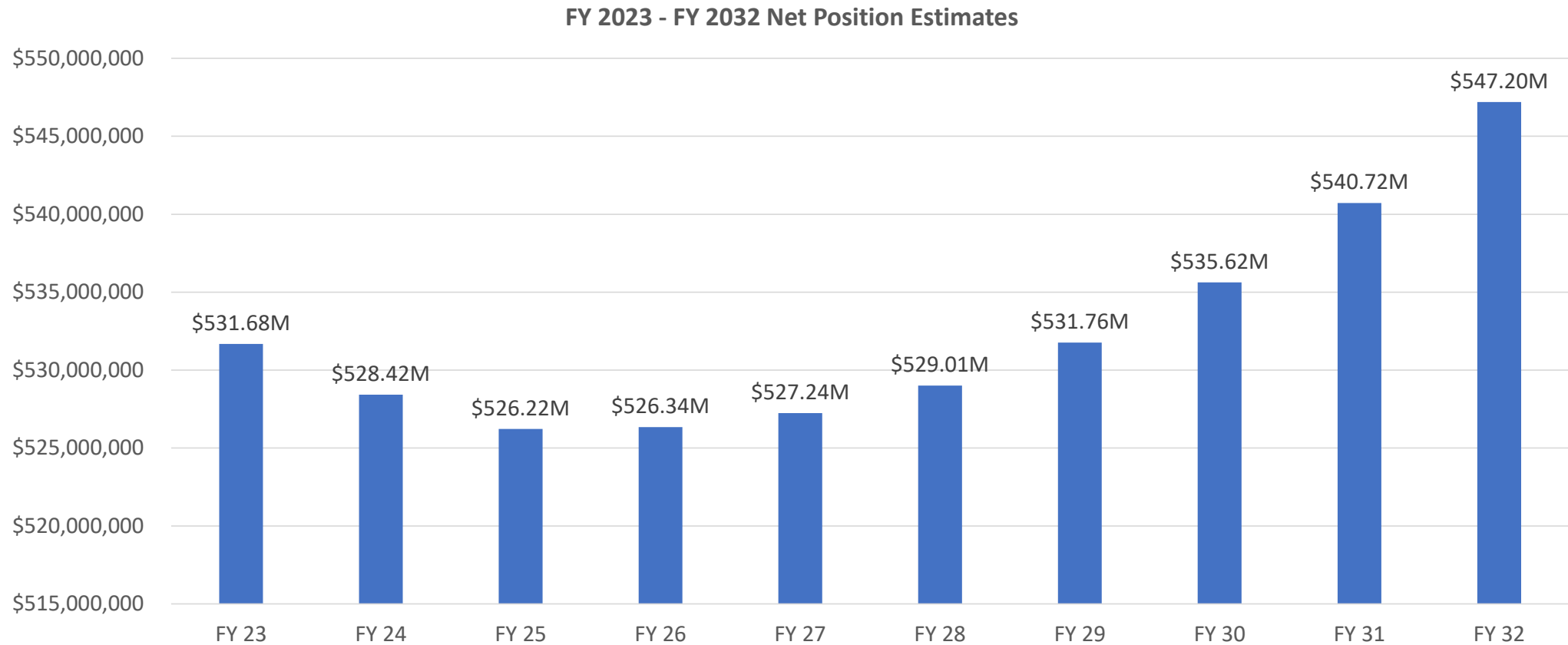
- **Recommending 5% GPI increase for full-time faculty, staff, administration and part-time staff**
- **\$3.4M reduction in operating budgets**
- **\$2.0M reduction in reserve budgets**
- **8.9% increase in Institutional Support**
  - **\$1.2M for Workday on-going software support**
- **4% increase in Depreciation Expense**
- **Auxiliary Fund:**
  - **Increase in food costs and contracted vendor services \$744,000 - 34.55%**

# Net Position Breakdown as of 8/31/2022



Total Net Position as of 8/31/2022 - \$538,919,215

# Net Position Estimates for FY 2023 – FY 2032



# Questions?

September 26, 2023

**SUBJECT**

Consideration of Approval of an Interlocal Jail Services Agreement with Collin County

**RECOMMENDATION**

The District President recommends approval of the proposed interlocal agreement with Collin County on behalf of the Collin County Detention Facility for the Collin College Police Department.

**RATIONALE**

Collin County operates the Collin County Detention Facility for persons accused or convicted of violating state law. The county detention facility is also available to law enforcement agencies in the county that do not have detention facilities within their jurisdiction.

The Collin College Police Department employs commissioned police officers who have arrest powers equal to municipal officers in surrounding cities. On occasion, Collin College police officers may effect arrests that necessitate detainees, who are considered to be a danger to themselves or others, be held in a secure facility. The Interlocal Jail Services Agreement will allow Collin College police officers the continued use of the county jail.

The interlocal agreement is for the period of October 1, 2023 through September 30, 2024. The current interlocal agreement expires on September 30, 2023.

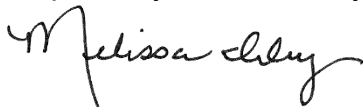
**RESOURCE PERSONNEL**

Melissa Irby, Chief Financial Officer

**ATTACHMENTS**

- A. Contract Document
- B. Jail Services Interlocal Fees FY24

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read "Melissa Irby", is written over a horizontal line.

Melissa Irby, Chief Financial Officer



## Contract Modification Document

Office of the Purchasing Agent  
Collin County Administration Building  
2300 Bloomdale Rd, Ste 3160  
McKinney, TX 75071  
972-548-4165

Vendor: Collin County Community College  
District  
3452 Spur 399  
McKinney, TX 75069

Contract No. 2021-011  
Contract: Jail Services, Collin County Community  
College District

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### YOU ARE DIRECTED TO MAKE THE FOLLOWING MODIFICATION TO THIS CONTRACT

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Item #1      The agreement will be renewed for a period of one (1) year, beginning October 1, 2023, through and including September 30, 2024, at the rate below.

Item #2      Charges for fiscal year 2024:      \$107.30 per day, per inmate

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Except as provided herein, all terms and conditions of the contract remain in full force and effect and may only be modified in writing signed by both parties.

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Amendment No. 3 has been accepted and authorized on \_\_\_\_\_ by authority of the Collin County Commissioners Court by Court Order No. \_\_\_\_\_, to be effective on 10/1/2023.

ACCEPTED BY:

SIGNATURE \_\_\_\_\_

Melissa Iby  
(Print Name)

TITLE: Chief Financial Officer

DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Michelle Charnoski, NIGP-CPP, CPPB  
(Print Name)

TITLE: Purchasing Agent

DATE: \_\_\_\_\_



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HISTORICAL INFORMATION

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Awarded by Court Order No. 2020-1000-10-12

Amendment	<u>No. 1</u>	Court Order No.	<u>2021-947-09-27</u>	Summary	<u>Renewal 1</u>
Amendment	<u>No. 2</u>	Court Order No.	<u>2022-1168-10-24</u>	Summary	<u>Renewal 2</u>
Amendment	<u>No. 3</u>	Court Order No.	<u></u>	Summary	<u>Agreement extended and fees</u>

Inmate per day Expense Entity Impact

Entity	FY 2019 Actual Paid	FY 2020 Actual Paid	FY 2021 Actual Paid	FY 2022 Actual Paid	FY 2022 Inmate Days Utilizing FY 2024 Adopted Rate	FY 2023 YTD Actual Paid
Anna	\$ 4,395.09	\$ 4,543.88	\$ 4,296.27	\$ 3,057.60	\$ 5,579.09	\$ 688.86
Anna ISD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Baylor Scott & White	-	-	-	-	\$ -	\$ -
Celina	3,589.86	2,271.94	822.69	1,117.20	\$ 2,038.51	\$ 153.08
Collin Co. Community College	-	-	274.23	58.80	\$ 107.29	\$ -
Community ISD	-	-	-	-	\$ -	\$ -
DART	-	188.94	-	294.00	\$ 536.45	\$ -
Fairview	188.94	98.78	639.87	176.40	\$ 321.87	\$ 306.16
Farmersville	3,873.27	1,284.14	1,462.56	940.80	\$ 1,716.64	\$ -
Farmersville ISD	-	-	-	-	\$ -	\$ -
Josephine	-	98.78	-	-	\$ -	\$ -
Lavon	1,133.64	790.24	-	-	\$ -	\$ 153.08
Lucas	94.47	-	-	-	\$ -	\$ -
McKinney	70,285.68	36,977.85	33,090.42	20,756.40	\$ 37,873.45	\$ 5,817.34
Melissa	3,495.39	3,457.30	5,119.06	2,822.40	\$ 5,149.93	\$ 688.86
Murphy	3,400.92	4,642.66	1,279.74	58.80	\$ 107.29	\$ 76.54
Parker	-	395.12	-	-	\$ -	\$ -
Princeton	7,935.48	5,926.80	4,753.32	4,998.00	\$ 9,119.67	\$ 1,607.34
Prosper	3,684.33	4,247.54	914.10	1,058.40	\$ 1,931.22	\$ 1,836.96
Prosper ISD	-	-	-	176.40	\$ 321.87	\$ -
St Paul	-	-	-	-	\$ -	\$ -
Westminister	-	-	-	-	\$ -	\$ -
Wylie	7,179.72	2,271.94	91.41	-	\$ -	\$ -
	\$ 109,256.79	\$ 67,195.91	\$ 52,743.67	\$ 35,515.20	\$ 64,803.30	\$ 11,328.22
Rates	\$ 94.47	\$ 98.78	\$ 91.41	\$ 58.80	\$ 107.30	\$ 76.54
# City Days	1,157	680	577	604		148
Federal Inmate Housing	\$ 952,492.33	\$ 1,179,869.74	\$ 510,154.19	\$ 1,183,665.00	\$ 1,183,665.00	\$ 416,115.00
# Federal Days	13,648	11,944	4,859	11,273		3,963

Facility Utilization

% County	96.16%	96.39%	98.41%	96.70%	97.39%
% City	0.30%	0.19%	0.17%	0.17%	0.09%
% Federal	3.54%	3.41%	1.42%	3.13%	2.52%

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

2023-09-1

September 26, 2023

Resource: Monica Velazquez  
General Counsel

**AGENDA ITEM:**

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

- **AD (Local)** Educational Role, Mission, Purpose, and Responsibility
- **DLB (Local)** Employee Performance – Suspension - ADD
- **FD (Local)** Tuition and Fees
- **GD (Local)** Community Expression and Use of College Facilities

**DISCUSSION:**

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

- **AD (Local)** Educational Role, Mission, Purpose, and Responsibility – Suggested revisions address changes made in light of the passage of House Bill 8 to the college's purpose and in order to review of the college's mission statement.
- **DLB (Local)** Employee Performance – Suspension – ADD – This new local policy is recommended to address the suspension of employees.
- **FD (Local)** Tuition and Fees – Recommended revisions have been added addressing the board's decision whether to charge a higher tuition rate for Excessive Hours or Repeated Courses taken by a student.
- **GD (Local)** Community Expression and Use of College Facilities – Suggested revisions redefines "common outdoor areas" of the college which are traditional open forums.

**SUGGESTED MOTION:**

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

EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD  
(LOCAL)

**Purpose Statement**

Through its campuses, centers, and programs, the College District fulfills community and industry needs and its primary statutory ~~charge~~ purposes under Section 130.003(e) of the Texas Education Code by providing:

1. Academic courses in the ~~arts and sciences core curriculum or a field of study curriculum~~ to transfer to ~~senior~~ other higher education institutions;
2. Programs leading to baccalaureate degrees, associate degrees, or certificates, including technical programs, designed to develop marketable skills and promote economic development;
3. Continuing adult education programs for academic, professional, occupational, and cultural enhancement;
4. Developmental education and literacy programs designed to improve the basic skills of students;
5. A program of student support services, including counseling and learning resources, designed to assist individuals in achieving their educational and career goals;
6. Workforce, economic, and community development initiatives designed to meet local and state needs; and
7. Other purposes as may be directed by the Board and/or the laws of the state of Texas.

**Mission Statement**

The College District is a student- and community-centered institution committed to developing valuable skills, strengthening character, and challenging the intellect.

**Vision Statement**

Delivering a brighter future for our students and communities.

**Statement of Ethics and Philosophy**

It is the policy of the College District to apply the highest ethical standards to all members of the College District community including the Board, administration, staff, and faculty in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives. The College District shall include a code of ethics for Board members, administration, staff, and faculty in its policy manual.

The College District accepts its responsibilities to its students, to its employees, and to the members of the community. The College District is committed to meet these responsibilities with balance, fairness, accountability, and ethical integrity.

**Core Values**

The College District's philosophy and ethics are based on the following statement of core values:

EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD  
(LOCAL)

We have a passion for:

1. Learning;
2. Service and involvement;
3. Creativity and innovation;
4. Academic excellence;
5. Dignity and respect; and
6. Integrity.

## NEW POLICY

### Paid Administrative Leave and Suspension

The District President may place any employee on paid administrative leave at his or her discretion either:

1. Pending the investigation of a complaint or allegation of wrongdoing against the employee; or
2. When the District President determines such placement is in the best interest of the College and/or the employee.

### Unpaid Administrative Leave and Suspension

As a disciplinary measure, the District President may suspend an employee without pay after evidence of, or finding of, gross misconduct.

The District President may suspend a faculty member without pay after evidence of, or a finding of, gross misconduct, or after a complaint hearing has been requested by the faculty member and the scheduled hearing has been postponed at the request of the faculty member. In this case, the effective date of the suspension without pay will be from the date on which the hearing was scheduled.

If a finding of gross misconduct is ultimately overturned by the District President or designee, or, in the case of a faculty member, by the Board, then the unpaid suspension will be reversed, and suspended salary will be paid to the employee retroactive to the date the employee was placed on unpaid suspension.

TUITION AND FEES

FD  
(LOCAL)

Upon recommendation by the District President, tuition and fees ~~shall~~will be set annually by the Board and ~~shall~~will be published in the College catalog and other appropriate publications.

**Excessive Hours or Repeated Courses**

The Board will determine annually if the College District will charge a resident a higher tuition rate for excessive hours or repeated courses in accordance with law. If the Board adopts a higher rate, the Board will describe any applicable exemptions. The rates, exemptions, and required notice will be published in the College District catalog and other appropriate publications.

**Waivers**

The College ~~shall~~will publish in the College catalog and other appropriate publications:

1. The tuition and fee waivers the College is required by law to grant;
2. Any legally authorized tuition and fee waiver adopted by the Board;
3. Exemptions to higher tuition rates for nonfundable courses allowed by law; and
4. Exemptions to higher tuition rates for students demonstrating an economic hardship.

**Collection of Tuition and Fees**

The Board may adopt an installment payment plan in accordance with state law.

Installment  
Payments  
Collection  
Procedures

The District President is authorized to develop procedures for the collection of tuition and fees.

**Refund Policy**

The College ~~shall~~will refund tuition and fees for courses from which the students drop or withdraw in accordance with law and related provisions adopted by the Board and published in the College catalog and in any other appropriate College publication. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship ~~shall~~will be refunded to the source rather than directly to the student.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

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**Note:** For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

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**Use of College District Facilities**

The College District's facilities and property are intended primarily for the support of the instructional programs of the College District and for the support of programs conducted or sponsored by the College District's academic and administrative departments or organizations affiliated with those departments.

**Definitions**

As used within this policy, the terms "disrupt," "disruptive," "disturb," and "disturbances" are defined as activities or actions that cause disorder or turmoil in the College District's, classes, programs and services or that interfere with or interrupt planned activities, or other operations of the College District by noise or movement.

As used within this policy, the term "expressive activities" means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and which includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech such as advertisements for products or services.

As used within this policy, the term "amplified sound" means sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means, such as by a megaphone. The use of a single microphone for a guest speaker, shouting, chanting, and playing acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound, but are subject to the general rules on disruption.

As used within this policy, the term "guest speaker" means an individual speaker or performer who is not a student, faculty member, employee, or Board member of the College District.

**Limited Public Forum and Public Assembly Use**

The buildings, classrooms, libraries, facilities, grounds, and property owned or controlled by the College District are not a traditional public forum open for assembly, debate, demonstrations, or similar activities by members of the general public, subject to some exceptions, and applicable state law concerning common outdoor areas. [See GD(LEGAL)]



COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

**For-Profit Use**

The College District does not permit individuals or for-profit organizations to use its facilities for their own financial gain, including for marketing, promotional, course instruction, or other profit-generating activities. The College District does not permit private academic instruction, courses, or student recruitment by individuals or by for-profit organizations at its facilities. This does not exclude institutions of higher education or third-party organizations from participating in College District-approved or -sponsored transfer and recruitment fairs.

The College District does permit the rental of College District facilities for third-party corporate or employee training programs and educational testing, as well as for public meetings, performances, and presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

**Nonprofit Use**

The College District may permit 501(c)(3) nonprofit organizations to rent space and host events on College District property when these activities do not conflict with College District use or with this policy.

**Private Use**

College District facilities are not available for use or for rental to individuals for private gatherings sponsored by private individuals.

**Fundraising Use**

Only civic, educational, and student organizations and individuals authorized by the College District are allowed to sponsor and engage in fundraising activities using College District facilities. All external requests must be submitted for approval to Conference Services.

**Campaign-Related Use**

The College District permits open forums and town hall events scheduled through Conference Services or hosted by the College District for elected officials and those who have filed to run for elected office, based on space availability and adherence to the College District's standard room reservation approval process. However, except to the extent a College District facility is used as an official polling place, College District facilities are not available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law. [See Election/Campaign Signs and Tents, below]

In accordance with the Texas Election Code, the following definitions will apply:

1. "Political Advertising" means a communication supporting or opposing a candidate for nomination or election to a public office or office of a political party, a political party, a public officer, or a measure that:

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

- a. In return for consideration, is published in a newspaper, magazine, or other periodical or is broadcast by radio or television; or
  - b. Appears:
    - (1) In a pamphlet, circular, flier, billboard or other sign, bumper sticker, or similar form of written communication; or
    - (2) On an internet website.
2. "Campaign communication" means a written or oral communication relating to a campaign for nomination or election to public office or office of a political party or to a campaign on a measure.
3. "Electioneering" includes the posting, using, or distributing political signs or literature:
  - a. During the time an early voting polling place is open for the conduct of early voting, a person may not electioneer for or against any candidate, measure, or political party in or within 100 feet of an outside door through which a voter may enter the building or structure in which the early voting polling place is located.
  - b. The entity that owns or controls a public building being used as an early voting polling place may not, at any time during the early voting period, prohibit electioneering on the building's premises outside of the area described in 1.b, above, but may enact reasonable regulations concerning the time, place, and manner of electioneering.

The College District does not permit external individuals or groups to use College District facilities to access students, faculty, or staff for private purposes, including gathering signatures for petitions. Limited public forum areas are designated at each campus for this purpose. [See GD(LEGAL)]

**Recreational Use**

Approval from the Conference Services Department is required for use of the College District's indoor and outdoor recreational facilities, such as the gym, tennis courts, and the like when the facilities are not in use by the College District or for another scheduled purpose.

**Emergency Use**

In case of emergencies or disasters, the District President or designee may authorize the use of College District facilities by civil defense, health, or emergency service authorities.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

**Expressive Activities  
in Common Outdoor  
Areas**

Community members may only engage in expressive activities in common outdoor areas (as defined in this policy) of the College District, as long as the conduct is not unlawful and does not materially and substantially disrupt the functioning and operations of the College District. Common outdoor areas are designated by state law as traditional public forums.

To preserve the functions and operations of the College District, expressive activities in common outdoor areas are subject to the time, place, and manner rules listed in this policy.

The “common outdoor areas” of the College District mean: (1) any outdoor space (such as streets, sidewalks, gathering spaces), (2) that is at least ~~75~~20 feet from any College District building or area of ingress or egress to buildings, including classrooms, entrance or window and (3) that is not used, on either a permanent or temporary basis, for the College District’s:

1. Business or operations;
2. Sponsored events;
3. Educational functions; or
4. Research functions.

Common outdoor areas do not include the buildings, classrooms, libraries, facilities, student housing or residential outdoor spaces managed by the College District, the outdoor surfaces of college buildings, the surfaces associated with or connected to a college building, a college structure, the spaces dedicated to temporary outdoor banners, the spaces dedicated to temporary outdoor exhibits, or any other space within the College District’s limited public forum.

**Requests for Use of  
Facilities**

To request permission to meet in College District facilities or limited public forums, interested community members or organizations will file a written application with the Conference Services Department in accordance with administrative procedures.

The community members or organization making the request will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules. The application will be submitted at least ten business days prior to the proposed use but not more than four months prior to the proposed use for all spaces other than conference centers. Conference centers may be booked no more than 12 months in advance. Requests for exceptions to the timeline may be approved by the Conference Services Department. Use of College

## COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

District facilities may not commence until it is approved, in writing, by the Conference Services Department.

Requests for community use of College District facilities will be considered on a first-come, first-served basis. However, requests received on the same day will be prioritized as follows:

1. Classroom instruction and other official College District functions and programs;
2. Requests by recognized student organizations and employee organizations;
3. Activities sponsored by non-College District, nonprofit organizations that are open to the public; and
4. Authorized activities that do not fall within the above categories.

Organizations from within the College District's service area will be given priority over requests from organizations located outside the College District's service area.

Events that directly benefit the citizens of the College District will be given priority over events that specifically target larger groups or groups from outside the College District.

Programs offered through the facilities rental program [see items 3 and 4, above] will be made through a signed facilities use agreement between the College District and the renter. The College District name and its trademarked logo may not be used by the requestor or approved user. The College District's name is only authorized for use in marketing materials as it relates to providing the location and directional information for the event.

The College District reserves the right to modify these priorities without notice as deemed necessary to accomplish its objectives.

### Approval

The Conference Services Department will approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, or academic viewpoint, or other content of the speech likely to be associated with use of the facility by community members or organizations. The request will be approved or denied in writing within ten business days of receiving the application.

Approval of requests for the use of facilities will not be based upon the applicant's race, religion, age, disability, color, sex, national origin, veteran status, or other legally protected class.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

College District facilities will not be available for long-term use. Long-term use will be defined as use of the facility for more than five days per month or for more than three weekends per month. Facilities use requests will be considered for a time period not to exceed four calendar months, coinciding with the fall, spring, and summer College District semesters.

Failure to comply with the conditions outlined in this policy and the facilities use agreement may result in penalties, including but not limited to, restrictions on future rental of College District facilities and/or an additional damage/cleaning fee as provided for in the facilities use agreement. The amount should be included in the contract and/or in procedures.

Approval will not be granted when the Conference Services Department has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a prior sanction [see Violations of Policy, below];
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District as determined by the College District, including the sole discretion of the District President or designee;
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program, other planned activities, or other operations of the College District;
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property at an event;
7. The applicant failed to supply the requested information on the application;
8. The application contains a material misrepresentation of fact as determined at the sole discretion of the College District; or
9. The proposed use is not at a suitable location because the design or dimensions of the event will substantially interfere with pedestrian access, traffic flow, or public safety in or near the same area as the proposed event.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

**Written Notice if  
Request Rejected**

The Associate Vice President of Financial Services and Reporting or designee will review any recommendations to deny the use of College District facilities to an external group and communicate with the requestor if a request to rent facilities is denied.

**Use of Common  
Outdoor Areas by  
Community  
Members**

A community member does not need a College District permit or reservation for the exercise of expressive activities in common outdoor areas. Expressive activity may occur in those common outdoor areas of the College District that are not in use by others. Community members may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

However, community members may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person's or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.

In addition, when outdoor space is being used, even on a temporary basis, for College District business, operations, events, an educational function, or a research function, it is not part of the common outdoor area available for use for others' expressive activities.

Reservations for assembly or expressive activities in the common outdoor areas of the College District may be made through the Conference Services Department on a form prescribed by them or through a request sent to [reserveCOA@collin.edu](mailto:reserveCOA@collin.edu). If the expected attendance at an assembly or expressive activity is 15 or more people, advance notice and a reservation of no less than two weeks is recommended. Persons and organizations are encouraged to seek a reservation of a space that is suited to their assembly's anticipated size.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

**Time, Place, and  
Manner Rules for  
Common Outdoor  
Areas**

In addition to the specific rules addressed in this policy for Required Conduct, Distribution of Literature, and Permissible Solicitation, the following rules will also apply to the use of common outdoor areas:

1. Expressive activities may not be disruptive.
2. Expressive activities may not include statements directed to inciting or producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law, including but not limited to, violence or threats of violence.
3. Literature may be distributed, but not sold.
4. Any person who uses common outdoor areas or distributes literature or materials in common outdoor areas, is responsible for cleaning up any literature, materials, or other trash that was discarded or leftover.
5. Signs may not be larger than 24" x 24". Signs may be held or carried by hand. However, signs may not be attached to sticks, poles, wooden or metal handles, or other similar assembled items.
6. Signs constructed of rigid materials, including sticks, poles, wood, metal, hard plastic, or other materials that could be construed as a hazard are not permitted.
7. Any person holding or carrying a sign will exercise due care to avoid bumping, hitting, or injuring any other person.
8. Banners on poles may not be carried by individuals.
9. Hand-held banners carried by two or more individuals (without poles) are permitted in temporary banner spaces designated by the College District.
10. Tables may not be set up in common outdoor areas, unless it is requested by a student or student organization in advance through a request submitted to the Conference Services Department. Otherwise, community members may not set up any tables in common outdoor areas of the College District.
11. Amplified sound may not be used in common outdoor areas, particularly when it disrupts College District business, operations, meetings, events, an educational function, or a research function.
12. Guest speakers are allowed in common outdoor areas.



COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

13. Guest speakers may not distribute literature that violates the rules in this policy.
14. Guest speakers may not accost bystanders or others who have chosen not to attend the speech or discussion.
15. Guest speakers may not set up exhibits or tables outside of the common outdoor areas or inside College District buildings or facilities.
16. For any assembly, with or without a guest speaker, that has an expected attendance of 15 or more participants (including counter-demonstrators), advance notice and a reservation are encouraged to help the Conference Services Department improve the safety and success of expressive activity.

If there is uncertainty about applicable rules, the appropriateness of the planned location, or possible conflict with other events, persons, and organizations are encouraged to consult the dean of students. Should the size of the assembly exceed the maximum number of participants that is safe for a given location, participants will be directed by campus authorities to relocate to a space that is better suited to the size of the assembly.

**Written Agreement  
Required for Use of  
Facilities**

Any community member or organization approved for use of College District facilities not related to the College District will be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations prior to a facilities use agreement being approved. This includes an acknowledgment that the College District is not liable for any personal injury or damages to personal property occurring during the use by the community member or organization.

**Fees for Use**

A community member or organization authorized to use College District facilities will be charged a fee for the use of designated facilities.

The Board delegates to the District President or designee the responsibility to establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, media, and technology services. All fees must be paid in advance (or an authorized purchase order) in accordance with the College District's facilities use agreement.

Fees will not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.



COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

The Board delegates to the District President or designee the authority to waive the facility use rental fee if the requested use serves an appropriate College District or public purpose.

**On-Site Personnel**

When a College District facility is being used, an employee of the College District will be on the premises and will be fully in charge of the facility being used.

The College District's representative is responsible for ensuring compliance with the requirements of this policy during the event.

**Required Conduct**

Community members and organizations using College District facilities will:

1. Conduct business in an orderly manner;
2. Abide by all laws, policies, and procedures, including, but not limited to, those regulating the use, sale, or possession of alcoholic beverages, illegal drugs, tobacco products, and firearms on College District property, and the requirements in the facilities use agreement; [See CHF and GDA]
3. Make no alteration, temporary or permanent, to College District property without prior written consent from the District President or designee; and
4. Be responsible for the cost of repairing any damages incurred during use and will be required to indemnify the College District for the cost of any such repairs.

Additionally, community members and organizations using College District facilities (outside of common outdoor areas) may request table space for students to visit and learn about the table sponsor's activities and may distribute literature, subject to the reasonable time, place, and manner restrictions designated by the College District.

Distribution of literature not published by the College District and activities of the organizations and individuals using College District facilities will be conducted in a manner that:

1. Is not disruptive;
2. Does not impede reasonable access to College District facilities or deny the use of offices or other facilities to students, faculty, staff, or guests of the College District;
3. Does not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress or egress to and from property, buildings, or facilities;

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

4. Does not threaten or endanger the safety of any person on College District premises;
5. Does not harass, badger, coerce, or intimidate another person or force material on an unwilling participant or accost or approach individuals not in the immediate vicinity of the assigned table space or use areas designated by the College District;
6. Does not involve conduct that is likely to result in damage to or destruction of property or cause disruption in utilities;
7. Does not create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen;
8. Does not attempt to prevent a College District event or other lawful assembly by the threat or use of force or violence;
9. Does not interfere with the rights of others as determined by the College District; and
10. Does not violate local, state, or federal laws or College District policies and procedures.

Location and placement of assigned tables and chairs will be made at the discretion of the Conference Services Department, based on availability, and the Conference Services Department will ensure that such external events do not interfere with the conduct of any student or College District event.

The consumption of food and beverages will be restricted in accordance with the facilities use agreement.

Groups or organizations using College District facilities will conform to all federal and state statutes, county and municipal ordinances, and fire regulations.

Decorations must be flame retardant and will be erected and taken down in a manner not destructive to College District property or facilities. The use of any material or device that constitutes a hazard to people, equipment, property, and/or facilities is expressly prohibited.

The renter is responsible for clean-up of the space and for clearing the area of discarded or leftover literature.

In addition to the rental fee for use of the facility, the renter will be billed for any cleanup expenses that may result if materials are not removed in a timely manner or if storage of renter-owned materials is required.

## COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

Events that include attendance of or participation by minors will require adult supervision by the sponsoring organization.

College District apparatus, furniture, or equipment will not be removed, altered, or displaced without permission from an authorized College District official. Renters are not authorized to bring in their own furniture or fixtures.

The renter is liable for the care and protection of College District property and/or facilities and will be charged for any damages sustained by the premises, furniture, or equipment because of the occupancy.

At the sole discretion of the Conference Services Department, rental agreements for use of any College District facility will be revoked when facilities are misused or when the foregoing rules are violated. Facilities use agreements may not be renewed when revoked for misuse.

The renter is responsible for any and all loss, accidents, neglect, injury, or damage to person, life, property, or facilities that may be the result of, or caused by, the renter's occupancy of the facilities or premises for which the College District might be held liable. The renter will protect and indemnify the College District, the Board, and any officer, agent, or employee of the College District and save them harmless in every way from all suits or actions at law for damage or injury to person, life, property, or facilities that may arise, or be occasioned in any way, because of the occupancy of the facilities or premises, regardless of responsibility or negligence.

The College District may require each renter to provide a valid certificate of insurance in a type and in an amount specified by the College District.

### Identification

A community member or organization leasing campus facilities and/or distributing materials on campus will provide identification when requested to do so by a College District representative.

Any student who refuses to identify himself or herself fully may be subject to College District discipline, which may include suspension.

### Distribution of Literature

Any written or printed materials, handbills, photographs, pictures, films, tapes, giveaways, handouts, or other visual or auditory materials not sponsored by the College District must comply with this policy. Such materials will not be sold, circulated, distributed, or posted on any College District facilities or common outdoor areas by any community member or organization, including a College District-support organization, except in accordance with this policy.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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(LOCAL)

Approved individuals renting or using College District facilities may distribute handouts associated with the event to its members and guests.

The College District is not responsible for, nor does the College District endorse, the contents of any materials or literature distributed by a community member or organization.

[See CHE regarding use of the College District's internal mail system and FLA regarding distribution of literature by students and registered student organizations]

Materials or literature will not be distributed by a community member or organization on College District property if, in the sole discretion of the College District:

1. The materials are obscene;
2. The materials contain defamatory statements;
3. The materials advocate illegal conduct, imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Solicitation Requirements, below]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

**Time, Place, and  
Manner Restrictions  
for Distribution of  
Literature**

A community member or organization that has been approved to rent a campus facility, has signed the required written facilities use agreement, and has paid any required fees may distribute literature to its members and guests during the time period covered by the written agreement and in the location covered in the written agreement.

**Permissible  
Solicitation**

As used in this policy, the word "solicitation" will mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by an entity.

The only solicitation permitted in or on any property or facilities either owned or controlled by the College District will be in accordance with the following:

1. The sale or offer for sale of any food or drink item by authorized student organizations in an area designated in advance by the appropriate College District representative.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

2. The collection of membership fees or dues by approved student organizations at meetings of such organizations scheduled in accordance with College District regulations on the use of facilities.
3. The collection of admission fees for the exhibition of movies or other programs scheduled in accordance with College District policies and procedures.

**Solicitation  
Requirements**

Such approved solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation will not disturb or interfere with the regular academic or institutional programs and activities being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation will not harass, embarrass, or intimidate the person or persons being solicited.
4. Violations will be addressed through the appropriate College District policy and may result in the organization being prohibited from further solicitation for a designated period of time.  
[See FKC(LOCAL)]

For the purposes of this policy, “sign” will be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; “posting” will be defined as any means used for displaying a sign. Requirements for election signs are described below at Election/Campaign Signs and Tents.

No person or organization may post a sign that is obscene, incites illegal activity, is libelous, or contains nonpermissible solicitation.  
[See FI(LOCAL) or FKA(LOCAL)]

Except for nonpermissible signs, as defined herein, an entity may publicly post a sign on College District property or facilities only in designated areas or display a sign in common outdoor areas subject to the procedures in this policy. No object other than a sign may be posted on College District property or facilities.

Before publicly posting a sign, an entity will:

1. Submit the proposed sign to the student engagement office staff or a designated representative for review and consideration.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

2. Provide pertinent information including the:
  - a. Name and phone number of the student, approved student organization, department, or community member, which must be included on all items to be posted;
  - b. Proposed general location for posting the sign; and
  - c. Length of time the sign will be posted.

Upon receipt, the student engagement office staff or designated representative will ensure that the pertinent information listed above is included and that the following guidelines are applied:

1. Approved items, with a maximum size of 24" x 24", will be posted neatly on appropriate bulletin boards by student engagement office personnel or a designated representative, subject to space availability.
2. Items will receive an approval stamp dated and signed by student engagement office personnel or a designated representative for each item to be posted.
3. Materials generally will be approved for a maximum period of four weeks.
4. Materials that do not conform to these posting procedures and guidelines will be subject to immediate removal.

A sign may not be:

1. Attached to:
  - a. A shrub or plant.
  - b. A College District vehicle.
  - c. A permanent sign installed for another purpose.
  - d. A fence or chain or its supporting structure.
  - e. A brick, concrete, or masonry structure.
  - f. A statue, monument, or similar structure.
2. Posted:
  - a. On or adjacent to a fire hydrant.
  - b. On or between a curb and sidewalk.
  - c. In a College District building or facility except on a bulletin board designated for that purpose.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

The student engagement office staff or designated representative will remove all signs no later than one week after the expired approval stamp date. No person will remove a sign posted or attached in accordance with this section without permission from the student engagement office or designated representative.

**Nonpermissible Signs**

No entity will post or carry a sign that:

1. Involves nonpermissible solicitation;
2. Contains material that is obscene or libelous; or
3. Is larger than 24" x 24", unless authorized by the associate dean of student and enrollment services.

**Election / Campaign Signs and Tents**

Election campaign signs will be limited to five signs per candidate at each College District polling site, at a location designated by the appropriate campus vice president/provost, during the period of early voting and on Election Day when the campus is a voting site. Such signs will be limited to a size not to exceed 24" x 24" and must be either hand-held or staked into the ground. However, use of t-posts will not be allowed.

Signs placed outside of the designated location will be removed by the facilities/plant manager or designee and held for pick up in the plant facility for not longer than five days from removal. If not picked up within five days, the College District will dispose of the signs.

Issues-based campaign signs are limited to three signs per political action committee per issue, either supporting or opposing the issue.

Tents, awnings, and shelters will not be permitted on College District property. Amplified sound will not be permitted within 1,000 feet of the polling location.

All electioneering must comply with applicable election laws.

**Classroom Bulletin Boards**

Bulletin boards located both inside and directly outside each classroom will be under the jurisdiction of the appropriate vice president/provost or designated representative.

**Violations of Policy**

Failure to comply with the policy and procedures regarding community use of College District common outdoor areas, College District facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation or discarding of nonconforming materials. Community members or off-campus organizations who violate the



COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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(LOCAL)

rules in this policy may also be subject to criminal trespass charges or other lawful measures.

**Publication**

This policy and associated procedures must be posted on the College District's website and will also be distributed to students and employees. [See DGC and FLA]

**Alcohol and Drug Use Prohibited**

The use of alcohol and intoxicating beverages is prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas.

Any person who appears to be under the influence of intoxicating liquor or drugs will be denied access to and/or the use of College District property or facilities.

**Alcohol and Drug Use Exception**

With the prior consent and approval of the District President or designee, the provisions herein may be waived for specified culinary instructional programs or with respect to any specific event that is sponsored by the College District and/or the Collin College Foundation. State law will be strictly enforced at all times on all property or facilities controlled by the College District in regard to the possession and consumption of alcoholic beverages.

**Children on Campus**

Unattended children will not be allowed in College District facilities at any time. For the purpose of this policy, children are defined as minors who are not currently enrolled in College District classes, meeting with College District personnel, or participating in approved programs with the College District.

Students may not bring children to orientations, classes, labs, testing centers, or other academic programs. The parent or guardian who violates this policy will be interrupted from his or her campus activity and be required to supervise the child or make other suitable arrangements.

College District employees are prohibited from bringing children to work other than for approved programs with the College District.

**Animals on Campus**

The College District will allow service animals to accompany a student or visitor on campus in accordance with Board policy. [See FAA]. All other animals will not be permitted on any College District campus or in any College District facility.



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

2023-09-2

September 26, 2023

Resource: Monica Velazquez  
General Counsel

### **AGENDA ITEM:**

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

- **CDB (Local)** Accounting – Inventories - ADD
- **CT (Local)** Intellectual Property
- **CU (Local)** Research - ADD
- **DEB (Local)** Compensation and Benefits – Fringe Benefits
- **DH (Local)** Employee Standards of Conduct
- **DHC (Local)** Employee Standards of Conduct – Child Abuse and Neglect Reporting - DELETE – moved to DHB (Local)
- **EJ (Local)** Miscellaneous Instruction Policies - DELETE – moved to CU(Local)

### **DISCUSSION:**

The Organization, Education, and Policy Committee reviewed the policies presented in this item. The Organization, Education, and Policy Committee Chair will report out a recommendation at the September 26, 2023 regular meeting of the Board of Trustees.

### **PROPOSED CHANGES:**

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

- **CDB (Local)** Accounting – Inventories – ADD - This recommended new local policy includes financial reporting requirements and guidance from the state Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges and the Governmental Accounting Standards Board (GASB) Implementation Guide regarding the Capitalization Threshold for individual and group assets. The GASB guidance regarding group assets applies to reporting periods beginning after June 15, 2023.

- **CT (Local)** Intellectual Property - Revisions are recommended by TASB throughout this local policy to clarify the circumstances under which the college's intellectual property may be used.
- **CU (Local)** Research – ADD - Recommended new policy addressing the process for which external research requests received by the college will be reviewed and designating the criteria for approval by the Research Request Review Committee and for review by the Institutional Review Board where applicable.
- **DEB (Local)** Compensation and Benefits – Fringe Benefits – Recommended revisions addressing the college's salary match percentage for the supplemental retirement benefits plan which will be approved by the Board and eliminating the cap of 3% of salary.
- **DH (Local)** Employee Standards of Conduct - Recommended revisions to this local policy have been made to clarify employee rules related to Alcohol and Drugs, including use, control, transmittal, sale, and associated paraphernalia. The recommended revisions also clarify that state law will be enforced regarding possession and consumption of alcohol on college property.
- **DHC (Local)** Employee Standards of Conduct – Child Abuse and Neglect Reporting - DELETE – Language moved to DHB (Local)
- **EJ (Local)** Miscellaneous Instruction Policies - DELETE – Language regarding requests for research moved to new policy CU (Local)

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends approval of the 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."

## **NEW POLICY**

### **Capitalization Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be \$5,000 or more.

The District President or designee shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

INTELLECTUAL PROPERTY

CT  
(LOCAL)

**Intellectual Property  
Rights**

Unless herein stated otherwise, ownership to all copyrights, trademarks, patents, and other intellectual property rights belonging to the College District will remain with, or be assigned in writing from the person or entity to, the College District at all times. Except as provided by law, College District policy, or written authorization from the District President or designee, use of College District intellectual property will be limited to College District-related purposes.

Students

Unless herein stated otherwise, a student will retain all rights to work created as part of instruction or using College District technology resources.

Definitions

“Incidental Use” is defined as minor utilization of resources commonly encountered in the course of an employee’s daily job. This includes, but is not limited to an individual’s office, office computer, telephone, and library resources.

“Scholarly Works” are defined as works that are created to further scholarly or artistic activity for which no compensation is granted by Collin College. These include but are not limited to manuscripts, scholarly articles, documentaries, websites, monographs, works of art, and other research-based productions.

“Educational Materials” are defined as teaching or course materials that are not works for hire, such as class notes, curriculum guides, and laboratory notebooks.

“College District Time” is defined as time an employee spends conducting work that contributes to the course and scope of employment as defined in the assigned job description.

Employees

*College District  
Ownership*

As an agent of the College District, an employee, including a student employee, will not have rights to a work or invention he or she creates, authors, or invents on College District time or using College District technology resources or College District intellectual property with the exception of scholarly works produced with incidental use of college resources or educational materials. The agent will assign his or her rights in writing to the works or invention to the College District. The College District will own any work, work product, or invention created or invented by a College District employee in the course and scope of his or her employment or if substantially produced using College District equipment, including the right to obtain copyrights and patents. The College District will have a royalty free, perpetual, non-exclusive, transferrable right from the employee to use, copy, display, or distribute the scholarly works or educational materials for education purposes.

*Employee  
Ownership*

A College District employee will own any work, work product, or invention created or invented outside the College District employee’s

INTELLECTUAL PROPERTY

CT  
(LOCAL)

course and scope of his or her employment, produced on his or her own time, away from his or her job, with personal equipment and materials, and with incidental use of college resources, including the right to obtain patents or copyrights.

*Permission*

~~If not in the course and scope of his or her employment, a College District employee may apply to the~~ The District President or designee ~~to~~ will have the authority to permit use of College District materials and equipment in ~~his or her~~ the employee's creative projects, provided the employee agrees ~~either in writing~~ to grant to the College District a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to use the work, or permits the College District to be listed as co-author or co-inventor if the College District contribution to the work is substantial. Unless stated herein otherwise, College District materials do not include student work, all rights to which are retained by the student.

Disclosure of  
Intellectual Property

College District personnel endeavoring to produce intellectual property of commercial value will disclose planned projects by completing the Request for Determination of Intellectual Property Rights Form available through Human Resources. College District employees will not disclose the planned projects to third parties until a response from the College District to the request is issued.

~~Works for Hire~~  
Independent  
Contractors

The College District may hire an independent contractor for specially commissioned work(s) under a written works-made-for-hire agreement that provides that the College District will own the work product and intellectual property to the work product created under the agreement, as permitted by intellectual property law. Independent contractors will comply with intellectual property law in all works commissioned.

Return of  
Intellectual Property

Upon the termination of any person's association with the College District, all permission to possess, receive, or modify the College District's intellectual property will also immediately terminate. All such persons will return to the College District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person. All electronic copies will be permanently deleted or electronically destroyed.

**Copyright**  
Use of Copyrighted  
Works

Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the District President or designee, the College District will require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

INTELLECTUAL PROPERTY

CT  
(LOCAL)

Technology Use

~~All persons are prohibited from using~~Use of College District technology in violation of any law, including copyright law, will be prohibited. Only appropriately licensed images, applications, programs, or other software may be used with College District technology resources. ~~No person will use the~~The College District's technology resources will not be used to post, publicize, or duplicate information in violation of copyright law. The ~~Board will direct the~~ District President or designee ~~to~~will employ all reasonable measures to prevent the use of College District technology resources in violation of the law. ~~All persons~~Any person using College District technology resources in violation of law will lose user privileges in addition to other sanctions. [See BBI and CR]

~~Electronic Media~~

~~Unless a license or permission is obtained, electronic media in the classroom~~Performances and Displays

The performance and display of copyrighted material, including motion pictures ~~and other audiovisual, dramatic~~ works, ~~must be used in musical performances, or other audio and visual works, may only occur for education purposes and in accordance with the following:~~

1. As a regular part of instruction and directly related to the course of curriculum;
2. During face-to-face teaching activities ~~as defined by law;~~
3. When viewed in a classroom or designated place of instruction; and
4. With a lawfully made copy or via an authorized account.

Designated Agent

The College District will designate an agent to receive notification of alleged online copyright infringement and will notify the U.S. Copyright Office of the designated agent's identity. The College District will include on its website information on how to contact the College District's designated agent and a copy of the College District's copyright policy. Upon notification, the College District's designated agent will take all actions necessary to remedy any violation. The College District will provide the designated agent appropriate training and resources necessary to protect the College District.

If a content owner reasonably believes that the College District's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.

Use of College District Trademark

The College District protects all College District and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.

College District-related Use

INTELLECTUAL PROPERTY

CT  
(LOCAL)

The College District may grant permission to students, student organizations, parent organizations, and other College District-affiliated college-support organizations to use, without charge, College District and campus trademarks to promote a group of students, an activity or event, a campus, or the College District, if the use is in furtherance of College District-related business or activity and such use does not damage or tarnish the College District's trademarks. The District President or designee, in his or her sole discretion, will determine what constitutes use in furtherance of College District-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative procedures/guidelines or international, federal, and state laws.

Public Use

Members of the ~~general~~-public, outside organizations, vendors, manufacturers, wholesalers, distributors, and retailers will not use College District trademarks without ~~the~~-written ~~permission-of~~authorization from the District President or designee. Any production of merchandise or other goods with College District trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties.

Any individual, organization, or business that uses College District or campus trademarks without appropriate authorization will be subject to legal action.

Classroom lectures and classroom materials, including but not limited to recordings, faculty-produced lecture notes, and supplemental materials, are covered by this Intellectual Property policy and are not available for distribution to the general public or for non-Collin College academic purposes.

## NEW POLICY – language moved from EJ (Local)

### Faculty/Student Collaborative Research Requests

From time to time the College District receives requests for authorization to conduct research that is expected to involve human subjects and to utilize limited College District facilities, personnel, students, data, and/or other resources. This policy will govern the approval of the College District with respect to all research requests, including those that may require the use of college resources, to ensure that college resources are expended for the benefit of the college and the general public.

All research involving human subjects to be conducted at the College District must be reviewed and approved through the procedures of the Institutional Review Board (IRB) to protect the rights and safety of persons participating in research in accordance with board policy. Any approval granted by the College District to support a research request with college resources is made conditionally upon approval by the IRB. Priority for the use of Collin College resources will generally be given to requests originating from students, faculty members, or staff members of Collin College.

This policy will apply to any request to conduct research at or through any campus, center, or facility of the College District that involves:

1. Student Participation;
2. Faculty/Staff participation;
3. Use of College District facilities; or
4. The compiling or processing of data from College District sources or utilizing College District services.

### Purpose of the Research Request Review Committee

The District President or designee will implement a Research Request Review Committee. The Research Request Review Committee is charged with evaluating research proposals according to the approval criteria defined in this policy with particular attention being paid to the impact such proposals may have upon the operations of the College District and to the potential benefit that may accrue to the College District by allocating college district resources to support the proposal.

### Composition of the Research Proposal Review Committee

The composition of the Research Request Review Committee shall include two representatives from the Institutional Research Office, two administrators from Student and Enrollment Services, two faculty members and one academic administrator.



## NEW POLICY – language moved from EJ (Local)

### Approval Criteria

Criteria used to make a determination of whether the College District will support a request will include, among other things:

1. The feasibility of the research in terms of the availability of data and other resources;
2. The appropriateness of the research;
3. Potential disruption to College District and/or college activities; and
4. The extent to which the College District will benefit from the research.

### Notification Procedures

Notification of approval or disapproval of college support for a research request will be made to the individual proposing the project by the Vice President of Academic Affairs. Proposals approved for College District support will be directed to the IRB for its consideration along with written notification indicating that the proposal is approved to be supported with college resources.

### Role of the Institutional Review Board (IRB)

It is within the role and scope of faculty and student collaborative research at the College District to use human subjects from time to time in carrying out activities contributing to the advancement of knowledge.

Safeguarding the rights and welfare of human subjects in such research, development, and related activities is of prime concern to the College District and, therefore, it is the policy of this institution to review these research studies through an institutional review board the IRB under the leadership of an appointed compliance officer. The purpose of the IRB is to minimize the risks of injury to human subjects and to ensure maximum protection for their rights and welfare of subjects. Operating guidelines of the IRB shall be consistent with the Belmont Report regarding ethical principles and guidelines for research involving human subjects, published in 1979 by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research 2018 Requirements of the Revised Common Rule (Part 46 of Title 45 of the Code of Federal Regulations).

### Review Process

Proposals with Certifications in which human subjects are involved shall be referred to the IRB by the Compliance Officer for initial and continuing review. Proposals approved by the IRB and by the College District's leadership team shall be submitted to the Department of Health and Human Services in accordance with Part 46 of Title 45 of the Code of Federal Regulations.

### Other Requests

Requests for research studies that are not a result of faculty/student collaboration (e.g. external dissertations, nonprofit

**NEW POLICY – language moved from EJ (Local)**

~~organization studies, national surveys, and the like) shall be forwarded to the appropriate member of the College District's leadership team for review, evaluation, and/or possible delegation to the IRB.~~

COMPENSATION AND BENEFITS  
FRINGE BENEFITS

DEB  
(LOCAL)

<b>Insurance Benefits</b>	The rules and regulations of the Employees Retirement System Benefits (ERS) of Texas, the Group Benefits Program, and the Affordable Care Act (ACA) will be followed in providing basic group life, accident, health, and dental insurance coverage for all active full-time employees.
<b>ACA Summary</b>	The ACA is federal legislation passed in 2010. The employer-mandate provisions of the ACA became effective in 2015. The ACA rules are complex and multi-faceted, and impact both employers and individual employees.
Employee Impact	The ACA requires most Americans to have medical insurance by January 1, 2014, and attempts to ensure that Americans have access to medical insurance they can afford, whether they get it from an employer, directly from an insurance company, or from an insurance company offering coverage through a government-sponsored exchange (i.e., a state exchange or, in states that don't have their own exchanges, like Texas, the Healthcare.gov website).
Employer Impact	In general, the ACA requires that any employer that has 50 or more full-time equivalent employees offer to at least 95 percent of its full-time employees and their dependents up to age 26 medical insurance coverage meeting certain minimum standards. Employers that do not offer such coverage must pay a monetary penalty each year to the federal government, known as the "shared responsibility payment." The ACA's definition of a full-time employee is an employee whose actual average monthly hours of service are 130 or more.
Measurement Periods	The Standard Measurement Period is the "look back" period during which the College District must measure the hours of service of its ongoing employees in order to determine who qualifies as full-time under the ACA. Ongoing employees are those who joined the College District before the beginning of the Standard Measurement Period, so that they are employed for all 12 months of the Standard Measurement Period. The College District has selected the period of July 1 of each year through June 30 of the following year as the 12-month period for its Standard Measurement Period.
<i>Standard Measurement Period</i>	
<i>Standard Administrative Period</i>	The Standard Administrative Period is the period after the end of the Standard Measurement Period during which the College District must evaluate each ongoing employee's work record to determine whether he or she averaged 130 hours or more of service per month during the Standard Measurement Period. During the Standard Administrative Period, the College District will make an offer of health insurance coverage to those ongoing employees determined to be full-time based on their hours worked during the immediately preceding Standard Measurement Period. The College District has selected July 1 through August 31 of each year as the

COMPENSATION AND BENEFITS  
FRINGE BENEFITS

DEB  
(LOCAL)

two-month Standard Administrative Period, which coincides with the College District's existing open enrollment period.

*Standard Stability Period*

The Standard Stability Period is the period during which ongoing employees who were determined to be full-time based on their hours worked during the Standard Measurement Period must continue to be treated as full-time and therefore eligible for coverage during the Standard Stability Period, regardless of their actual hours worked. [See Rehired Employees, below, for employees treated as having been terminated and rehired] The College District's Standard Stability Period coincides with the plan year of its medical plan and is the 12-month period from September 1 of each year through August 31 of the next year.

New Employees

The ACA does not permit an employer to wait until a new employee has completed a Standard Measurement Period to determine whether the employee is full-time. Thus, procedures are required to determine the full-time status of new employees under the ACA. These rules are similar to, but separate from, the rules for determining the full-time status of ongoing employees.

*Full-Time*

A new employee who, at commencement of employment, is reasonably expected to be full-time (i.e., averaging 30 or more hours per week), and who is not a seasonal employee, must be considered full-time for purposes of the ACA, beginning on his or her employment commencement date. (Note that for purposes of determining whether a new employee is full-time based on work expectation, the standard is 30 or more hours per week, not 130 per month.)

Once a new full-time employee has been employed for an entire Standard Measurement Period, the employee becomes an ongoing employee, and his or her status as full-time for purposes of the ACA is governed by the provisions of this policy regarding ongoing employees.

*Non-Full-Time*

A new employee who is hired as a part-time, seasonal, or variable-hour (i.e., who may reasonably be expected to sometimes work 30 or more hours per week and sometimes less) employee is not initially considered full-time, but his or her hours of service must be tracked during an Initial Measurement Period, as follows:

- New employees who are part-time, seasonal, or variable hour (hereinafter, "new non-full-time employees") are tested for ACA full-time status based on an Initial Measurement Period that begins on the first day of the first month following their hire date and ends a year later. Immediately following the end of a new non-full-time employees' Initial Measurement Period, there is a one-calendar-month Initial Administrative Period

COMPENSATION AND BENEFITS  
FRINGE BENEFITS

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(LOCAL)

during which the new non-full-time employees' status as full-time or part-time is determined and during which any new non-full-time employees who are determined to have averaged 130 or more hours per month are offered coverage.

- A new non-full-time employee who averages 130 hours or more of service per month during his or her Initial Measurement Period and who is therefore determined to be full-time under the ACA will continue to be full-time for purposes of the ACA during his or her 12-month Initial Stability Period, which is the 12-month period immediately following his or her Initial Administrative Period, regardless of his or her actual hours of service during the Initial Stability Period. [See Rehired Employees, below, for employees treated as having been terminated and rehired]

Note that unless a new non-full-time employee is hired in June (other than June 1st) or on July 1st, his or her Initial Measurement Period will partially overlap his or her first Standard Measurement Period. A new non-full-time employee who does not average 130 hours or more of service per month during his or her Initial Measurement Period, but who does average 130 hours or more of service per month during the Standard Measurement Period that starts during his or her Initial Measurement Period, will be considered full-time under the ACA during the Standard Stability Period following such Standard Measurement Period, even though the first months of such Standard Measurement Period would otherwise include the last months of the employee's Initial Stability Period. In such a case, the employee's Initial Stability Period is effectively cut short.

Change of Status to  
Full-Time

If a new employee who is a non-full-time employee experiences a change in employment status before the end of his or her Initial Measurement Period, such that if the employee had begun employment in that new status, he or she would reasonably have been expected to be full-time under the 30-hour week standard [see New Employees – Full-Time, above], the employee will be considered full-time, and thus eligible for the College District's medical insurance plan, beginning on the first day of the calendar month after the change in employment status to full-time.

Rehired Employees

An employee who is terminated and rehired will be treated as a new employee upon rehire only if he or she was not credited with an hour of service with the College District for a period of at least 13 consecutive weeks immediately preceding the date of rehire. For purposes of applying this rule, whether an employee has an hour of service is determined after application of the rules for special unpaid leave. [See Rules for Special Unpaid Leave, below]

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Definition of Hours or Service	Under the ACA, “hours of service” is a term that generally includes actual hours worked, determined from payroll records, and hours for which the employee is paid, but does not work, such as paid vacation, holiday, illness, or disability.
Rules for Special Unpaid Leave	Under a special ACA rule, adjunct faculty members must be treated as having 2.25 hours for each contact hour, plus their hours performing other required duties, such as attendance at meetings.
<b>Employee / Retiree Benefits Reserve Fund</b>	The College District’s Employee/Retiree’s Benefits Reserve Fund is established with the general intent to provide funding toward employee/retiree health insurance in the event of a reduction or elimination of state funding that would lower the benefit to less than 100 percent funded for employee-only coverage, and less than 50 percent funding for eligible-dependent coverage. Should the state impose a reduction in health insurance funding, the District President will present a plan to the Board for utilizing the fund to help off-set the cost of health insurance formerly paid by the state for benefits-eligible employees and retirees of the College District.
Tax-Sheltered Annuity	Tax-sheltered annuities are available to all benefits-eligible employees.
Supplemental Retirement Account	<p>Full-time, benefits-eligible employees may elect to participate in a College District-sponsored supplemental tax-sheltered retirement plan that includes a dollar-for-dollar match of an employee’s contributions to an individual tax-sheltered retirement account (up to a maximum <del>of three</del> <u>percentage match</u> of the employee’s full-time salary <u>that is approved as a line item in the budget by the Board each year</u>).</p> <p>Employer contributions are subject to budget availability.</p> <p>Contributions to a State of Texas sponsored retirement plan (e.g., the Teacher Retirement System or the Optional Retirement Plan) do not qualify for the employer match. [See the plan document for the “Collin Invests” Enhanced Retirement Savings Plan for requirements and terms]</p>
<b>Educational Benefits</b>	The Board will provide educational benefits for full-time College District employees through a tuition reimbursement program described in the College District’s procedures and guidelines for faculty and staff.
Tuition Waiver Policy	A full-time employee who resides outside Collin County will, upon submission of a written request and appropriate documentation to the College District’s financial aid office, receive a waiver of the difference between the out-of-county or out-of-state and in-county resident tuition.

COMPENSATION AND BENEFITS  
FRINGE BENEFITS

DEB  
(LOCAL)

**Relocation**

Full-time employees who must relocate to accept a position with the College District may be eligible for a relocation allowance. In no case will the relocation allowance exceed actual documented expenses. Employees who received a relocation allowance reimbursement and who voluntarily terminate prior to completion of one year of employment will reimburse the College District for all relocation monies received, in accordance with the relocation agreement signed by the employee. The amount will be deducted from the final payroll check.

**Wellness**

Full-time faculty and staff may participate in any of the College District's wellness programs and receive matched time for their exercise efforts to a maximum of 30 minutes of paid time per day to a maximum of one and one-half hours per week. Employees will request approval from their supervisor prior to participation in a wellness program.

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(LOCAL)

**Violations**

Employees will comply with the Code of Ethics set out in DH(EX-HIBIT), the standards set out in this policy, and with any other policies, regulations, and guidelines that impose duties or requirements attendant to their status as College District employees. Violation of any policies, core values, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC, DIAA, and DM series]

**Record Retention**

An employee will comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]

**Safety Requirements**

All employees will adhere to College District safety procedures and guidelines and will report unsafe conditions or practices to the appropriate supervisor.

**Alcohol and  
Drugs**

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, will be provided to all new employees and will be available on the College District human resources' website.

Employees ~~will not unlawfully manufacture, distribute, dispense, possess, use~~ will be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, dispensing, selling, or ~~be- being~~ under the influence of any of the following substances ~~during working hours~~ while conducting College District business or while on College District property or while engaged in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any performance-enhancing substance, including steroids.
5. Any designer drug.
- 4.6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
5. ~~Any drug paraphernalia used for controlled substances as defined under Health and Safety Code Section 481.002.~~



EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances will also be prohibited under this policy.

An employee need not be legally intoxicated to be considered “under the influence” of alcohol or a controlled substance.

Exceptions

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

1. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Lawfully possesses, sells, or distributes Dextromethorphan.

The 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).

State law 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.

Paraphernalia

The use, possession, control, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.

Notice

In addition to a copy of this policy, each employee will be given a copy of the College District’s statement regarding a drug-free workplace and drug-free schools and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

**Reporting Violations of the Law**

Each employee will report violations of law to his or her supervisor, a human resources representative, the appropriate vice president or provost, or the District President as soon as he or she may become aware of the same. Failure to make such a report and/or failure to report as required by Board policies may compromise the integrity of the College District depending upon the severity of any concealment and may subject the employee to disciplinary action, including termination of employment with the College District.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

In instances in which an employee asserts that he or she is being suspended, terminated, or discriminated against on account of the good faith reporting of a violation of law, the employee has all rights and protections afforded by law and in particular under Government Code 554.001, et seq., whereby such action is a form of unlawful retaliation. Employees claiming retaliation under this section will exhaust all administrative remedies to correct an alleged injustice, including filing a resolution of employee concern form [see DGBA(LOCAL)] and following the appropriate procedures thereafter.

**Weapons on Campus**

The College District prohibits the use, possession, or display of any illegal knife, club, or prohibited weapon, in violation of the law or College District policies and procedures, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the District President or designee. [See CHF]

**Arrests, Indictments, Convictions, and Other Adjudications**

An employee (or designee, if the employee is incarcerated) will notify his or her immediate supervisor through a written letter via certified (verifiable) email or certified mail and sent/postmarked within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any offense involving moral turpitude.

**Moral Turpitude**

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

**Smoke and Tobacco Free Workplace**

The College District prohibits smoking and the use of tobacco products or other electronic smoking devices on all College District property. Violators of this policy may be subject to disciplinary action, including, but not limited to, termination of employment. [See FLBD]

## EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

An employee will not give or sell tobacco products or e-cigarettes to a person in violation of law.

Employees seeking assistance or related educational materials should contact the human resources office.

### **Use of College District Equipment at an Off-Campus Location**

College District employees may use College District equipment for College District-related purposes at off-campus locations, including a personal residence, by completing an equipment check-out form and by following the related procedures. Failure to comply with the published guidelines may result in disciplinary action. An employee will not use College District facilities, secretarial assistance, office supplies and equipment, or other College District resources for personal gain or benefit; such use of College District resources for personal gain or benefit is a violation of College District policy and state law.

### **Fraternization / Consensual Relationships**

Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students, or student employees are expected to recognize and respect the ethical and professional boundaries that must exist in such situations. Employees must also avoid putting themselves in a compromising position, such as meeting alone with a student in a private residence or non-public place.

While personal relationships between consenting adults are a personal matter, they can create potential conflicts in the workplace and in the educational setting. Such relationships also have the potential for exploitation of an employee, student, or student employee and can possibly create professional or academic disadvantages for third parties.

### **Definitions**

Consensual Relationship – a mutually acceptable, dating, romantic, or sexual relationship.

Consensual Relationship in the Workplace – a mutually acceptable, dating, romantic, or sexual relationship between a College District employee (including a student employee) with teaching, supervising, advising, evaluating, or grading authority, and an employee, student, or student employee who is, directly or indirectly, taught, supervised, advised, evaluated, or graded by that College District employee.

Conflict of Interest – Even when there is no actual conflict of interest, a potential conflict of interest or an appearance of impropriety may arise when individuals with the authority and the responsibility to evaluate the work or performance of an employee, student, or student employee initiate, acquiesce to, or engage in an intimate,

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

	<p>dating, romantic, or sexual relationship with that employee, student, or student employee.</p>
Prohibited Conduct	<p>Employees are prohibited from having a consensual relationship in the workplace that is not reported in accordance with this policy.</p> <p>This policy applies to all College District faculty, staff, and students. As used in this document, the terms “faculty, staff, and students” include individuals serving as interns or as volunteers, such as volunteer coaches.</p>
Reporting Responsibility	<p>When a consensual relationship in the workplace exists, the individual in the position of authority must immediately (and no later than within five days of commencing such a relationship) notify his or her immediate supervisor of the relationship. Failure of the individual in the position of authority to report the consensual relationship in the workplace immediately may result in disciplinary action up to and including termination.</p> <p>If a conflict of interest or the appearance of a conflict of interest exists as a result of the consensual relationship in the workplace, the individual reporting the relationship will cooperate with his or her supervisor in making all the necessary arrangements to resolve the conflict of interest. If the conflict of interest cannot be resolved by the supervisor, the supervisor will refer the issue to the Human Resources Department for further resolution, including the removal of the reporting relationship, the reassignment of the reporting employee, other resolution of the conflict of interest, and/or termination of employment. If a consensual relationship in the workplace does not result in a conflict of interest or the conflict of interest is resolved, the relationship will be allowed by the supervisor.</p> <p>If an allowed consensual relationship in the workplace ends and as a result has a negative impact on either employee’s work, it is the employees’ responsibility to inform their supervisor(s) and to take appropriate steps to mitigate any conflicts at work. If employees are unable to resolve conflicts at work, the employees will be asked to mutually agree which employee will be reassigned or resign from the College District’s employment. If employees are unable to agree on that decision, the College District may elect to terminate the employment of one or both employees at the same time.</p>
Immediate Supervisor Responsibility	<p>A supervisor who is notified, or becomes aware, of a consensual relationship in the workplace will inform Human Resources. Human Resources will take steps to confirm that the consensual relationship in the workplace exists by meeting with the parties involved and advising that this type of relationship must conform to the guidelines of this policy. Human Resources will work with all parties</p>

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

to alter the conditions that create an actual or potential conflict of interest or the appearance of impropriety caused by the relationship. In most instances, providing alternative arrangements for either party will alter the conditions. In providing alternative arrangements, the College District must ensure no harm comes to the person in the relationship who holds less power or authority. These alternative arrangements must be documented, kept in the employee's personnel file, and reported to the vice president in the reporting line of the employee in the position of authority in the relationship.

Procedures for  
Failure to  
Cooperate

Employees in positions of authority in consensual relationships in the workplace must fully cooperate in efforts to eliminate any conflict of interest or appearance of impropriety and are subject to disciplinary action up to and including termination for failure to do so. The College District will presume that the relationship was not consensual if the subordinate party complains of sexual harassment related to an undisclosed consensual relationships in the workplace. Allegations of sexual misconduct will be investigated in accordance with College District policy and procedures.

Procedure for  
Grievances of  
Disciplinary Actions

An individual who is disciplined under this policy may grieve or appeal through DGBA.

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE AND NEGLECT REPORTING

DHC  
(LOCAL)

## DELETE POLICY

### Language previously moved to DHB (Local)

#### **Reporting**

~~Any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.~~

~~As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.~~

~~A professional who has cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.~~

~~A person is required to make a report if the person has cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.~~

#### **Making a Report**

~~Reports may be made to any of the following:~~

- ~~1. A state or local law enforcement agency;~~
- ~~2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)<sup>†</sup>;~~
- ~~3. A local CPS office; or~~
- ~~4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.~~

~~However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.~~

~~An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the District President or another College District staff member. The College~~

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE AND NEGLECT REPORTING

DHC  
(LOCAL)

**DELETE POLICY**

**Language previously moved to DHB (Local)**

~~District will not require an employee to first report the employee's suspicion to a College District or campus administrator.~~

**Confidentiality**

~~In accordance with state law, the identity of a person making a report of suspected child abuse or neglect will be kept confidential and disclosed only in accordance with the rules of the investigating agency.~~

**Immunity**

~~A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.~~

**Failure to Report**

~~By failing to report suspicion of child abuse or neglect, an employee:~~

- ~~1. May be placing a child at risk of continued abuse or neglect;~~
- ~~2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and~~
- ~~3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.~~

~~It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.~~

**Responsibilities  
Regarding  
Investigations**

~~In accordance with law, College District officials will be prohibited from:~~

- ~~1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;~~
- ~~2. Requiring a parent or College District employee be present during the interview; or~~
- ~~3. Coercing someone into suppressing or failing to report child abuse or neglect.~~

~~College District personnel will cooperate fully and without parental consent with an investigation of reported child abuse or neglect.~~

**Adverse  
Employment Action  
Prohibited**

~~The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.~~

## DELETE POLICY

Language previously moved to DHB (Local)

### **Training**

~~The College District will provide training to employees as required by law. Training will address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.~~

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<sup>4</sup> ~~Texas Abuse Hotline Website: <https://www.txabusehotline.org>~~

Delete Policy



MISCELLANEOUS INSTRUCTION POLICIES

EJ  
(LOCAL)

DELETE POLICY – language moved to NEW POLICY CU (Local)

**Faculty / Student  
Collaborative  
Research**

~~It is within the role and scope of faculty and student collaborative research at the College District to use human subjects from time to time in carrying out activities contributing to the advancement of knowledge.~~

~~Safeguarding the rights and welfare of human subjects in such research, development, and related activities is of prime concern to the College District and, therefore, it is the policy of this institution to review these research studies through an institutional review board (IRB) under the leadership of an appointed compliance officer. The purpose of the IRB is to minimize the risks of injury to human subjects and to ensure maximum protection for the rights and welfare of subjects. Operating guidelines of the IRB shall be consistent with the Belmont Report regarding ethical principles and guidelines for research involving human subjects, published in 1979 by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research.~~

**Review Process**

~~Proposals with certifications in which human subjects are involved shall be referred by the compliance officer to the IRB for initial and continuing review. Proposals approved by the IRB and by the College District's leadership team shall be submitted to the Department of Health and Human Services in accordance with Part 46 of Title 45 of the Code of Federal Regulations.~~

**Other Requests**

~~Requests for research studies that are not a result of faculty/student collaboration (e.g., external dissertations, nonprofit organization studies, national surveys, and the like) shall be forwarded to the appropriate member of the College District's leadership team for review, evaluation, and/or possible delegation to the IRB.~~

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

2023-09-3

September 26, 2023

Resource: Melissa Irby  
Chief Financial Officer

**AGENDA ITEM:**

Report Out of the Finance and Audit Committee and Consideration of Approval of the Police Support Fees Related to the Facility and Patio Space Fees, Effective September 26, 2023

**DISCUSSION:**

Board Policy GD (Local) establishes the guidelines for the use of District facilities by community groups and organizations. The Facility Fee Schedule was approved by the Board at the August 2023 meeting, but police fees were not updated.

Proposed fees listed on the attachment include the fees for events requesting extra police support.

The fee/increase offsets the cost of Collin Police supporting external events. The District will review facility usage fees every two years.

GD (Local) gives the District President the authority to waive the facility use rental fee if the use serves an appropriate College District or public purpose. The District is charged with being good stewards of taxpayer funds, so it is essential the District recovers the costs associated with hosting and staging events for external patrons to avoid the gifting of public funds. A cost recovery fee is being proposed to cover the minimum operating costs of the Collin Police to manage and support external events. The fee will be an hourly charge.

**DISTRICT PRESIDENT'S RECOMMENDATION:**

The District President recommends approval of the of the Police Support Fees, related to the Facility and Patio Space Fees, effective September 26, 2023.

**SUGGESTED MOTION:**

"Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves Police Support Fees, related to the Facility and Patio Space Fees, effective September 26, 2023."

### Conference Services Fee Increase Proposal FY 24

			Non-profit	For-profit	PROPOSED NEW	PROPOSED NEW
	Capacity	Length	Fees	Fees	Non-Profit Fees	For-Profit Fees
<b>Frisco Campus</b>						
Whole Conference Center	500-900	½ day	\$ 425	\$ 850	\$ 510	\$ 1,020
Whole Conference Center	500-900	Full day	\$ 800	\$ 1,600	\$ 960	\$ 1,920
1/2 Conference Center (E or N/S)	300-400	½ day	\$ 300	\$ 600	\$ 360	\$ 720
1/2 Conference Center (E or N/S)	300-400	Full day	\$ 475	\$ 950	\$ 570	\$ 1140
1/4 Conference Center (N or S)	150-200	½ day	\$ 225	\$ 450	\$ 270	\$ 540
1/4 Conference Center (N or S)	150-200	Full day	\$ 325	\$ 650	\$ 390	\$ 780
Gymnasium (minimum 2 hours)	200	Hourly	\$ 80	\$ 100	\$ 95	\$ 120
<b>McKinney Campus</b>						
Whole Conference Center	500-900	½ day	\$ 425	\$ 850	\$ 510	\$ 1,020
Whole Conference Center	500-900	Full day	\$ 800	\$ 1,600	\$ 960	\$ 1,920
1/2 Conference Center (A or B/C)	300-400	½ day	\$ 300	\$ 600	\$ 360	\$ 720
1/2 Conference Center (A or B/C)	300-400	Full day	\$ 475	\$ 950	\$ 570	\$ 1140
1/4 Conference Center (B or C)	150-200	½ day	\$ 225	\$ 450	\$ 270	\$ 540
1/4 Conference Center (B or C)	150-200	Full day	\$ 325	\$ 650	\$ 390	\$ 780
Pike Hall/Abernathy Hall	100	½ day	\$ 215	\$ 430	\$ 255	\$ 515
Pike Hall/Abernathy Hall	100	Full day	\$ 305	\$ 610	\$ 365	\$ 730
<b>Plano Campus</b>						
Whole Conference Center	500-850	½ day	\$ 425	\$ 850	\$ 510	\$ 1,020
Whole Conference Center	500-850	Full day	\$ 800	\$ 1,600	\$ 960	\$ 1,920
Conference Center Section C	300-350	½ day	\$ 300	\$ 600	\$ 360	\$ 720
Conference Center Section C	300-350	Full day	\$ 475	\$ 950	\$ 570	\$ 1140
Conference Center - End Section	100-150	½ day	\$ 215	\$ 430	\$ 255	\$ 515
Conference Center - End Section	100-150	Full day	\$ 305	\$ 610	\$ 365	\$ 730
Rear Dining Area	150	½ day	\$ 215	\$ 430	\$ 255	\$ 515
Rear Dining Area	150	Full day	\$ 305	\$ 610	\$ 365	\$ 730
Gymnasium (minimum 2 hours)	500	Hourly	\$ 80	\$ 100	\$ 95	\$ 120
Tennis Courts (price per court)	12 courts	Hourly	\$ 15	\$ 15	\$ 20	\$ 20
<b>Collin Higher Education Center (CHEC)</b>						
Board Room (Room 139)	100	½ day	\$ 190	\$ 380	\$ 225	\$ 455
Board Room (Room 139)	100	Full day	\$ 280	\$ 560	\$ 335	\$ 670
Board Conf. Room (Room 135)	50-75	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Board Conf. Room (Room 135)	50-75	Full day	\$ 200	\$ 400	\$ 240	\$ 480
<b>Courtyard Center</b>						
Courtyard Center (rooms 422,424,426,428 only leased together)	100-150	½ day	\$ 265	\$ 530	\$ 315	\$ 635
Courtyard Center (rooms 422,424,426,428 only leased together)	100-150	Full day	\$ 405	\$ 810	\$ 485	\$ 970
<b>Allen Technical Campus</b>						
Kone Conference Center	40-190	½ day	\$ 215	\$ 430	\$ 255	\$ 515
Kone Conference Center	40-190	Full day	\$ 305	\$ 610	\$ 365	\$ 730
South Terrace	130	½ day	\$ 215	\$ 430	\$ 255	\$ 515
South Terrace	130	Full day	\$ 305	\$ 610	\$ 165	\$ 730
North Terrace	50	½ day	\$ 150	\$ 300	\$ 180	\$ 360
North Terrace	50	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Safety Lab	100	½ day	\$ 215	\$ 430	\$ 255	\$ 515
Safety Lab	100	Full day	\$ 305	\$ 610	\$ 365	\$ 730
<b>Farmersville Campus</b>						
Atrium A Wing	6	½ day	\$ 60	\$ 120	\$ 70	\$ 140
Atrium A Wing	6	Full day	\$ 90	\$ 180	\$ 105	\$ 215
Atrium Commons	50-80	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Atrium Commons	50-80	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Atrium Info Desk	6	½ day	\$ 60	\$ 120	\$ 70	\$ 140
Atrium Info Desk	6	Full day	\$ 90	\$ 180	\$ 105	\$ 215
Event Courtyard	30	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Event Courtyard	30	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Event Outdoor A-Wing	125-150	½ day	\$ 215	\$ 430	\$ 250	\$ 515
Event Outdoor A-Wing	125-150	Full day	\$ 305	\$ 610	\$ 365	\$ 730
Library Commons	35	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Library Commons	35	Full day	\$ 200	\$ 400	\$ 240	\$ 480

	Capacity	Length	Non-profit Fees	For-profit Fees	PROPOSED NEW Non-Profit Fees	PROPOSED NEW For-Profit Fees
<b>Celina Campus</b>						
Atrium 1 - Level 2 South Lobby	36	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Atrium 1 - Level 2 South Lobby	36	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Atrium 2 - Terrace Atrium	30	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Atrium 2 - Terrace Atrium	30	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Atrium 3 - North Lobby Atrium	55	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Atrium 3 - North Lobby Atrium	55	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Atrium 4 - South Lobby Atrium	55	½ day	\$ 150	\$ 300	\$ 180	\$ 360
Atrium 4 - South Lobby Atrium	55	Full day	\$ 200	\$ 400	\$ 240	\$ 480
Atrium 5 - Breezeway Atrium	120	½ day	\$ 215	\$ 430	\$ 255	\$ 515
Atrium 5 - Breezeway Atrium	120	Full day	\$ 305	\$ 610	\$ 365	\$ 730
<b>Wylie Campus</b>						
Whole Conference Center	500-900	½ day	\$ 425	\$ 850	\$ 510	\$ 1,020
Whole Conference Center	500-900	Full day	\$ 800	\$ 1,600	\$ 960	\$ 1,920
1/2 Conference Center (A or B/C)	300-400	½ day	\$ 300	\$ 600	\$ 360	\$ 720
1/2 Conference Center (A or B/C)	300-400	Full day	\$ 475	\$ 950	\$ 570	\$ 1,140
1/4 Conference Center (B or C)	150-200	½ day	\$ 225	\$ 450	\$ 270	\$ 540
1/4 Conference Center (B or C)	150-200	Full day	\$ 325	\$ 650	\$ 390	\$ 780
<b>Classrooms</b>						
General Classroom	1-40	½ day	\$ 60	\$ 120	\$ 70	\$ 140
General Classroom	1-40	Full day	\$ 90	\$ 180	\$ 105	\$ 215
General Classroom	41-75	½ day	\$ 80	\$ 120	\$ 95	\$ 140
General Classroom	41-75	Full day	\$ 130	\$ 195	\$ 155	\$ 230
Lecture Hall/Presentation room	75-100	½ day	\$ 120	\$ 240	\$ 145	\$ 285
Lecture Hall/Presentation room	75-100	Full day	\$ 210	\$ 420	\$ 250	\$ 500
<b>Additional Fees</b>						
Police Support (external security not allowed) (Events with attendance of 300 or more will require Collin PD presence - minimum. 1 officer for duration of event)	Officer/Supervisor		\$ 50		\$ 65/70 per hour	\$ 65/70 per hour
Dance Floor Fee (15x15)	4 hours		\$ 250		\$ 300	\$ 300
Room Reset Fee (Set Up Changes made less than 24 hours prior to event)	Per Room		\$ 0		\$ 150	\$ 150
Media Use Fee (using Collin media)			\$ 50		\$ 50	\$ 50
Technology Support Fee	Per Technician/per hour		\$ 50/hr		\$ 50/hr/tech	\$ 50/hr/tech
Cost Recovery Fee (Only applies if rental fee waived)	Hourly		\$ 30		\$ 30/hr	\$ 30/hr
Parking lot rental	Per space		\$ 1		\$ 2	\$ 2

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

2023-09-4

September 26, 2023

Resource: Melissa Irby  
Chief Financial Officer

**AGENDA ITEM:** Report Out of the Finance and Audit Committee and Consideration of Approval of a Budget Amendment to the Fiscal Year 2024 Operating Budget and Adjusting the Employer 403(b) Match to 4% as Included in the 2023-24 Budget

**DISCUSSION:** The District's fiscal year 2024 operating budget was developed prior to the completion of the District's external compensation study and the final determination of GPI percentage increases for faculty and staff. The estimated approved budget for salary adjustments was \$7.505 million. Staff has determined the actual salary adjustments from the compensation study and GPI increases were \$828,000 less than budgeted.

In 2019, the Board of Trustees approved a 3% employer match in a College District sponsored supplements tax-sheltered retirement plan. In the 2023-24 budget process, the Board approved modifying the amount to 4%.

Approval of this item by the Board will allow a reduction in the salary reserves budget for fiscal year 2024.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval of an amendment to the fiscal year 2024 budget to recognize a decrease in salary reserve budgeted expenses of \$828,000 due to actual salary adjustments and adjusting the 403(b) employer matching contribution to 4% as a line item of the 2023-24 budget.

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves an amendment to the fiscal year 2024 budget to recognize a decrease in salary reserve budgeted expenses of \$828,000 due to actual salary adjustments and adjusting the 403(b) employer matching contribution to 4% as a line item of the 2023-24 budget."

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

2023-09-5

September 26, 2023

Resource: Melissa Irby

Chief Financial Officer

Floyd Nickerson

Special Assistant to the District President

**AGENDA ITEM:** Report Out of the Finance and Audit Committee and Consideration of Approval for Establishing a Tuition Waiver for Dependents of Full-Time Collin College Employees

**DISCUSSION:** Current HR benefit programs provided through DEB (Local) allow full-time employees the opportunity to further their education. Unlike many of our peers, there are currently no educational benefits for full-time employee dependents. Board approval is needed for any tuition waivers that will be offered to Collin College students.

To promote employee recruitment and retention, as well as continue to promote a college-going culture, a dependent tuition waiver benefit is recommended.

Approval of this item by the Board will allow for the creation of a tuition waiver specific to employee dependents. If approved, the new waiver would begin in Spring 2024.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval of a new tuition waiver for employee dependents. Details and limits of the waiver are to be itemized in the College District's procedures and guidelines for faculty and staff.

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves creating a new tuition waiver for the qualified dependents of eligible full-time faculty and staff."

## **COLLIN COLLEGE EMPLOYEE DEPENDENT TUITION BENEFIT (EDTB) PROGRAM**

### **ELIGIBILITY AND TUITION BENEFIT:**

This procedure takes benefit consideration beginning January 2024. The procedure applies to all full-time employees and their dependents, when applicable. Timelines establishing eligibility are included in this procedure and can be found in the tuition benefits application that must be completed each term.

Participation in this program does not guarantee enrollment in any Collin College course. Enrollment is based on availability at the time of student registration.

Employees within one calendar year of being placed on a Level 2 disciplinary action are not eligible to participate.

Following IRS guidelines, employee dependents must be under 24 years of age and verified each semester in one of three ways: 1) Dependent is included on employee's state sponsored health insurance; 2) Dependent is included on federal financial aid application (FAFSA); or 3) Via submission of IRS tax documents indicating dependent status.

**Employee Dependent Tuition Waiver for Collin College Credit Courses:** The EDTB Program offers tuition waivers for qualified employee dependents for up to a total of 60 Collin College credit hours per eligible full-time dependent of full-time employees at Collin College. A 2.0 minimum grade point average (GPA) is required for the tuition benefit to be approved for the future semester. Participants who fall below the Collin cumulative 2.0 GPA but raise their grades above a 2.0 without the tuition benefit(s) can become eligible for the EDTB Program, once again. Waivers are non-refundable and taxable to the recipient. These awards will be reflected on an annual 1098-T provided by the Bursar's Office to the student. In the event the employee's Collin employment ends or changes to part-time prior to the start of classes, the student will be responsible for the full tuition charges. This tuition waiver program is not retroactive and can only be reviewed within timelines illustrated within this procedure.

### **TIMELINE:**

Employees and their dependents interested in participating in the EDTB Program for courses at Collin College must complete the application process a minimum of one week prior to the posted Drop for Non-Payment deadline listed at <https://www.collin.edu/bursar/automaticcancellation.html>. Tuition benefit approvals are only good for one semester and must be applied for according to this timeline, each term. All other relevant timelines associated with the EDTB Program will be included in the program's application.

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

2023-09-6

September 26, 2023

Resource: Ali Subhani  
Director of Internal Audit

**AGENDA ITEM:** Report Out of the Finance and Audit Committee and Consideration of Approval of the Audit Plan for Fiscal Year 2024

**DISCUSSION:** The following list outlines the projects that were approved by the Finance and Audit Committee for inclusion in the audit plan for fiscal year 2024:

**Audits**

- Dual Credit Programs
- Promotional Items Expenditures
- Canvas Learning Management System and Honorlock
- Scholarships

**Administrative Projects**

- Follow-up Audits
- Issuance of the Annual Internal Audit Report
- Professional Development/Speaking Engagements/ Training

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval of the audit plan for fiscal year 2024.

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the audit plan for fiscal year 2024."



**Date:** September 19, 2023

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

**From:** Ali Subhani, Director Internal Audit *Ali Subhani*

**Subject:** Fiscal Year 2024 - Audit Plan Approval

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The Internal Audit Charter requires that the Board of Trustees approves the annual Audit Plan. Based on the methodology detailed on page two, the following projects are recommended for approval:

**Audits**

- Dual Credit Programs
- Promotional Items Expenditures
- Canvas Learning Management System and Honorlock
- Scholarships

**Administrative Projects**

- Follow-up Audits
- Issuance of the Annual Internal Audit Report
- Professional Development / Speaking Engagements / Training

**The plan was based on the utilization of one full-time auditor.**









### Audit Plan Methodology - Fiscal Year 2024

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As required by the Internal Audit Charter, the Director for Internal Audit prepared the Fiscal Year 2024 Audit Plan by identifying the auditable areas for the District. The auditable areas were identified by reviewing budgetary information, the Comprehensive Annual Financial Report, the Collin College website, and Collin College policies (legal and local). Members of the Executive Leadership Team and College personnel were also offered the opportunity to provide input to the Office of Internal Audit.

A risk assessment was then conducted of the auditable areas based on eight risk factors. Each factor is weighted based on importance and given a risk rating, that indicates the risk for that factor to the auditable area. The risk rating for the auditable area is totaled to compute the risk score. The final selection is based on the professional judgment of personnel in the Office of Internal Audit.

An explanation of the eight factors and risk ratings follows.

I M P A C T		
1	<b>Criticality of the Unit</b> 	This factor measures the importance of the unit to accomplish the mission of the District. This considers the impact if the unit is unable to provide its service within a required time frame and/or at the expected level.
2	<b>Financial Impact</b> 	This considers the overall dollar amount flowing through, committed to, or generated by the unit/process (e.g. expenditures, grant amount, revenues collected/earned). This evaluates the impact of inappropriate activity from a financial perspective.
3	<b>Regulatory Compliance</b> 	The complexity, volume, & clarity of regulations / compliance requirements from external requirements impact the District's ability to comply & therefore influences risk. Risks relate to the inability to comply; penalties, fines or litigation; loss of funding sources; & regulatory restrictions.
4	<b>Public Sensitivity</b> 	This measures the sensitivity of the unit to public exposure of critical internal issues. This considers the potential effect to the District overall as the result of negative information.
L I K E L I H O O D		
5	<b>Control Environment</b> 	Assessment of the control environment is based on factors such as the adequacy of the existing control structure, expertise of management, historical problems, conditions found during recent reviews/interactions, and the overall effectiveness and efficiency of operations.
6	<b>Changes in the Unit</b> 	Changes in management personnel, organizational & operational structure, & the operational systems can influence risk. In some cases, reorganization of responsibilities and activities can result in significant changes that compromise the internal control environment.
7	<b>Complexity of Monitoring Activities</b> 	This factor considers the locations/number of locations where activities occur and/or the locations where monitoring of such activities take place.
8	<b>Audit History</b> 	This considers whether there has been an audit of the unit, the last time an audit was performed, and the results of the audit.

## I M P A C T S C A L E

	1	2	3
<b>Criticality of the Unit</b>	Operations can be temporarily paused for up to 30 days with minimal impact to students, faculty, or staff.	Operations can be temporarily paused for up to 7 days without negatively impacting students, faculty, or staff.	Must be continued. Cannot pause. Necessary to life, health, security, or for the student academic experience.
<b>Financial Impact</b>	<\$300K in resources flow through area.	>\$300K- <\$999K in resources flow through the area.	>\$1M in resources flow through the area.
<b>Regulatory Compliance</b>	Compliance requirements are clear and easy to follow. Breaches of regulatory or contractual obligations are confined to an isolated incident. Not systemic. Fines or penalties would be <\$50K.	Compliance requirements are not transparent and necessitate action on a monthly basis. Breaches of regulatory or contractual obligations with costs in excess of \$50K but <\$100K to the institution and increased scrutiny from regulators.	Compliance requirements are complex and necessitate action on a daily/weekly basis. Regulatory censure or action. Breaches of regulatory or contractual obligations with costs in excess of \$100K. Possibility of action against specific member(s) of the senior management team.
<b>Public Sensitivity</b>	Impact is isolated to a small group. Damage is reversible.	Negative impact is limited to one campus location, is in the public domain, but with limited publicity.	Long-term / irreparable damage. Negative impact is felt on multiple-campuses and is widely publicized.
<b>Impact Risk Score</b>	<b>Low</b> <b>4 - 6.9</b>	<b>Medium</b> <b>6.91 - 9.90</b>	<b>High</b> <b>9.91 - 12.0</b>

## L I K E L I H O O D S C A L E

	1	2	3
<b>Control Environment</b>	Key Performance Indicators (KPI) are defined for monitoring effectiveness, well-understood chains of accountability exist, and a formal controls framework exists.	Control awareness exists, control activities are designed and in place. Some documentation and reporting methodology exists. Accountability and performance monitoring requires improvement.	Control activities are fragmented, may be managed in "silo," dependent upon individual heroics, with inadequate documentation and reporting methods or inadequate monitoring methods.
<b>Organizational Changes</b>	Little to no organizational changes.	Transition of a director level or below within an organizational unit.	Implementation of a new process/technology that has college wide impact or transition of a Vice President or Dean.
<b>Complexity of Monitoring Requirements</b>	Monitoring involves low volume activity and is limited to monitoring activity in one department.	Monitoring involves medium volume activity or involves monitoring activity at one college location.	Monitoring involves medium volume activity or involves monitoring activity at multiple college locations.
<b>Audit History</b>	A review of the area or process in scope took place within the past 2 fiscal years.	A review of the area or activity took place within the past 3 years.	A review of the area has not been conducted within the past 5 years.
<b>Impact Risk Score</b>	<b>Low</b> <b>4 - 6.9</b>	<b>Medium</b> <b>84 6.91 - 9.90</b>	<b>High</b> <b>9.91 - 12.0</b>

Past Internal Audits Conducted by Division				
Division	FY 23	FY 22	FY 21	FY 20
Business Administrative Services	Travel / Fuel Card Programs	CARES Act Compliance	Purchasing	Property
Office of the Executive Vice President			Return of Title IV Funds	
Office of the Senior Vice President	Faculty Workload			
Technology Services	Data Backup and Recovery	Wireless Network Controls		TAC 202 Compliance
		Vulnerability Management / Scanning		

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

2023-09-7

September 26, 2023

Resource: Dr. Bill King  
Executive Vice President

<b>AGENDA ITEM:</b>	Consideration of Approval of the School Marshal Appointment for the Recommended Candidates
<b>DISCUSSION:</b>	<p>The school marshal program was approved in December 2018 to train designated, full-time employees to be able to respond in the event of an active shooter or other life-threatening incidents occurring on College property.</p> <p>Applicants for the school marshal program are required to have a License to Carry from the state and meet Texas Commission on Law Enforcement requirements including psychological and background checks. Candidates must also complete a training course of at least 80 hours to educate them on topics such as weapon proficiency, improving the security of the campus, use of force, and active shooter response.</p>
<b>DISTRICT PRESIDENT'S RECOMMENDATION:</b>	The District President recommends approval of the School Marshal appointment for the recommended candidates.
<b>SUGGESTED MOTION:</b>	"Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the School Marshal appointment for the recommended candidates."

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

2023-09-8

September 26, 2023

Resource: Lisa Vasquez  
Vice President of Advancement

**AGENDA ITEM:** Consideration of Approval of Facility Naming in Connection with a Major Gift

**DISCUSSION:** In 2007, the Board of Trustees created Policy CLA (Local), which paved the way for a philanthropic naming opportunity program with assistance from the Collin College Foundation. The policy states that the Board has authority to name facilities to “honor a person who has made an exceptional contribution to the College District” or to “honor a substantial benefactor of the College District.” This program has been very attractive to major gift donors, and one major gift is presented for formal approval by the Board.

The Indian Institute of Technology Alumni Association of North Texas has pledged \$30,000 for an endowment and naming rights for a classroom at the Frisco Campus in the Information Technology building.

**DISTRICT PRESIDENT’S RECOMMENDATION:** The District President recommends naming the facility as the Indian Institute of Technology Alumni Association of North Texas Classroom according to Board Policy CLA (Local) and the criteria listed above.

**SUGGESTED MOTION:** “Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves a naming opportunity for the Indian Institute of Technology Alumni Association of North Texas Classroom.”

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

2023-09-9

September 26, 2023

Resource: Andrew Hardin  
Board Chair

- AGENDA ITEM:** Consideration of Approval for Travel and Attendance at the 2023 Association of Community College Trustees (ACCT) Leadership Congress for One or More Members of the Board of Trustees
- DISCUSSION:** Should the Board of Trustees wish to send one or more Trustees to the 2023 ACCT Leadership Congress which will be held October 9-12 in Las Vegas as an official representative of the Board of Trustees requires approval of the Board. Further, per BBG (Local), it is expected that the Trustee(s) will submit a conference summary report to the Board after the event for inclusion in the next Board packet.
- Attending professional conferences can help the Collin College Board of Trustees stay informed regarding trends and key issues impacting the College.
- Board Policy BBF (Local) Board Ethics provides an expectation that Trustees will stay informed about current educational issues by individual study and through participation in programs providing information necessary in the performance of the Board member role, such as those sponsored by the American Association of Community Colleges, the Association of Governing Boards, and the Association of Community College Trustees.
- BOARD CHAIR'S RECOMMENDATION:** The Board Chair recommends approval for one or more Trustees to travel and attend the 2023 Association of Community College Trustees Leadership Congress.
- SUGGESTED MOTION:** "I make a motion to approve the travel for the selected Trustee or Trustees to attend the 2023 Association of Community College Trustees Leadership Congress."



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

2023-09-10

September 26, 2023

Resource: Melissa Irby  
Chief Financial Officer

**AGENDA ITEM:** Consideration of Approval of the Bid Report for  
September 26, 2023

**DISCUSSION:** The Bid Report for September:

2 New Solicitations

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval of the Bid  
Report for September 26, 2023 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 September 26, 2023 as presented."

**New Solicitation**

Purchase Request #1 – pg. 90	\$ 350,000
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Parking Lot Restriping

Purchase Request #2 – pg. 91	570,000
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Medical Equipment and Supplies

<b>Total of New Solicitation</b>	<u>920,000</u>
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<b>Grand Total</b>	<u><u>\$ 920,000</u></u>
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### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves a contract for parking lot restriping from aa Tiger Stripe for the District Facility Plant Operations' departments.

### **BACKGROUND**

This contract will provide all labor, equipment, and materials necessary to restripe all existing parking spaces and fire lanes. Crosswalks, curbing, and lane dividers are included in this contract.

Invitation To Bid Number FY2023-ITB-002 was issued to procure parking lot restriping. Eight responses were received and evaluated by a team consisting of Facility Managers. The bid submitted by aa Tiger Stripe is being recommended as the best value to the District, based upon evaluation scores.

### **IMPACT OF THIS ACTION**

These services will ensure the District maintains compliance with ADA guidelines, promotes safety for those on campus, and creates a positive, visual impression for our students, visitors, staff, and community.

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

This purchasing request is for spend authorization of \$350,000 for three years, which is budgeted in the District Facility Plant Operations Departments' FY24 operating budget and subsequent years' budgets, subject to Board approval. The previous three-year contract spend was \$151,887.

### **MONITORING AND REPORTING TIMELINE**

The contract term is November 1, 2023, through October 31, 2026.

### **RESOURCE PERSONNEL**

Dr. Bill King, Executive Vice President  
972-758-3880

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves a contract for medical equipment and supplies from Medline Industries & Pocket Nurse Enterprises, Inc. for the District.

### **BACKGROUND**

Health Science programs require equipment and supplies for students to meet the lab and clinical objectives required for certification.

The Reference Number SCON-100077 was issued to track contract spend. Medline Industries & Pocket Nurse Enterprises, Inc. are to provide medical equipment and supplies for the District through multiple cooperative contracts. Contract numbers for Medline Industries are through E&I Cooperative Services Contract #CNR-01385 and Pocket Nurse Enterprises, Inc. through OMNIA Partners Cooperative Purchasing Program Contract #R190201. These contracts comply with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

### **IMPACT OF THIS ACTION**

Students enrolled in health science courses have labs and clinicals as part of their curriculum. These purchases will provide the necessary equipment and supplies for practicing the required skills in a clinical setting.

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

This purchasing request is for spend authorization of \$570,000, which is budgeted in the Health Science and Nursing Departments' FY 24 operating budgets. FY23 annual spend amount was \$539,394.

### **MONITORING AND REPORTING TIMELINE**

The contract term is September 27, 2023, through August 31, 2024.

### **RESOURCE PERSONNEL**

Dr. Abe Johnson, SVP Campus Operations  
972-985-3760

## **INFORMATION REPORTS**

- Follow Up to Trustee Question pg. 93
- Campus Road Signage Updates/Installations pg. 94
- Workday Student Status Report for September 2023 pg. 95
- Personnel Report for September 2023 pg. 96
- Internal Audit Department Self-Assessment Results pg. 100
- Quarterly Grant Budget Amendments June-August 2023 pg. 106
- Monthly Investment Report as of August 31, 2023 pg. 107

**Follow Up to Trustee Question  
From Board Member Jim Orr**

**RE: *Tuition Reimbursement***

**Question:**

On 07.28.2023, Trustee Orr requested a change to the tuition reimbursement process requiring that a copy of the request be sent to both the supervisor and to Human Resources.

**Answer:**

*The tuition reimbursement process and the application for tuition reimbursement instructions have been updated to reflect Board approved changes including that a copy of the request be sent to both the supervisor and to Human Resources. The updated process and form can be found on the College's website.*

**Resource:**

Floyd Nickerson, Special Assistant to the District President  
972-599-3159  
fnickerson@collin.edu

# **INFORMATION REPORT**

## **Campus Road Signage Updates/Installations September 2023**

### **Description of the Project**

Official requests have been made with TXDOT to update or install road signs for our Allen, McKinney, Plano, and Celina campuses. Updates will reflect changes to current campus names, and new installations will provide more accurate directional wayfinding for motorists along high traffic corridors.

### **Status Summary**

- RLK Engineering and the City of Plano assisted in connecting Collin College with Bahman Afsheen, TXDOT Traffic Engineer, as point of contact
- August 14, 2023: Official requests were made, and work has been initiated.

### **Campus by Campus Summary**

- Allen Campus
  - Request – Add traffic generator sign on Sam Rayburn Tollway, NTTA
  - Status – Complete
- Celina Campus
  - Request – Add road signs on Preston/E. Outer Loop and Choate Pkwy/Kinship Pkwy
  - Status – Requested 8/14/23
- McKinney Campus
  - Request – Change the existing interstate/street signages (Central Park Campus) to current campus name (McKinney Campus)
  - Status – Requested 8/14/23
- Plano Campus
  - Request – Change the existing interstate/street signages (Spring Creek Campus) to current campus name (Plano Campus)
  - Status – Requested 8/14/23

### **Resource:**

Bill King, Executive Vice President  
972-758-3880  
blking@collin.edu

## INFORMATION ITEM

### ***Workday Student Status Report September 2023***

**Description of the Project:** This is the second phase of the Workday project, supporting the strategic initiative of streamlining administrative data systems to improve business processes and accommodate growth.

**Project Status:** We are getting ready to go live on some features. There are some schedule challenges that we are addressing. The project is on budget and is currently in yellow status.

**Objectives of the Project:** The project will:

- Improve the student experience through enhanced stakeholder-facing tools using data-driven seamless engagement of students, faculty, staff, and administrators
- Modernize student systems and other supporting enterprise systems
- Offer configurable, streamlined processes providing an agile response to institutional and environmental changes

#### **Status Summary: Key Accomplishments**

- August 16, 2023: TSI – Build and testing for 2 of 4 parts 100% complete
- August 18, 2023: ApplyTX – Build and testing 100% complete
- August 18, 2023: Collin testing signoff for MTP1 100% complete
- August 29, 2023: Sandbox tenant WD build and Collin validation 100% complete

#### **Key Events and Milestones**

September 2023 – November 2023

- Workset D: (last workset)
  - Continued testing activities – 9/15/23
- MTP1 Go-Live
- Applicant onboarding launch – 9/18/23
- Workday onsite – 9/18/23
- Post-production support – 9/30/23
- MTP2 tenant build – 10/27/23
- TSI build and testing (part 3 of 4) – 11/20/23

#### **Resource:**

Dr. Abe Johnson, SVP Campus Operations  
972-985-3760  
ajohnson@collin.edu

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

**Personnel Report for September 26, 2023**

**Faculty Appointments**

<b>Name</b>	<b>Start Date</b>	<b>Title</b>	<b>Department</b>	<b>Reason</b>
Kent Anderson Butler	08/08/23	Temporary Professor, Art	Academic Affairs	New position
Amanda Field	08/08/23	Professor, Integrated Reading and Writing	Academic Affairs	Replacement Amy Dennis
Carrie Kolodziej	08/08/23	Temporary Professor, English	Academic Affairs	New position
Andrea Martinez	09/01/23	Professor, English	Academic Affairs	Replacement Chanda Allen
Lucas Weatherford	08/08/23	Professor, Welding	Academic Affairs	New position

**Staff Appointments**

<b>Name</b>	<b>Start Date</b>	<b>Title</b>	<b>Department</b>	<b>Reason</b>
Austin Atkinson	08/28/23	Technology Specialist	Campus Technology Services	Replacement Jessica Beckwith
Yang Chen	09/05/23	Accountant	Finance and Budgeting	Replacement Amreen Fatima
Robert Conerly	09/11/23	Help Desk Analyst	Campus Technology Services	Replacement Casey Richardson
Tatyana Dace	09/11/23	Counselor	Counseling	Replacement Elizabeth Muto
Ira Dinga	08/28/23	Testing Center Assistant	Testing and Assessment	Replacement Mibrak Teklay
LaToya Jackson	09/11/23	District College and Career Counselor	Admissions and Advising	Replacement Dylan Jiles
Lauren Martinez	08/21/23	Coordinator, Culinary Arts Lab	Academic Affairs	Replacement Meredith Henderson
Susan Mathews	09/05/23	Assistant to the Dean	Academic Affairs Dean	Replacement Holly Holloway
Jillian Mourice	08/10/23	Student Enrollment Specialist	Admissions and Advising	New position
Amos Perkins	08/21/23	Veterans Transition Specialist	Veteran Services	New position
Quandrell Stephens	08/15/23	Veterans Services Advisor	Veteran Services	Replacement Joey King
Taylor Troutman	09/05/23	Coordinator, Accounts Payable	Finance and Budgeting	Replacement April Murrell



### ***Promotions and Changes***

<b>Name</b>	<b>Start Date</b>	<b>Title</b>	<b>Department</b>	<b>Reason</b>
Darren Baucham	09/01/23	N: Manager, Custodial Services O: Supervisor, Facilities Maintenance	N: Facilities Administrative O: Physical Plant Support Services	Reorganization
Karla Dickenson	08/14/23	N: District College and Career Counselor O: Student Enrollment Specialist	N: Admissions and Advising O: Admissions and Advising	Replacement Kasey McKee
Todd Dougherty	09/01/23	N: Director, Facility Support Services O: Manager, Facility Plant Operations III	N: Facilities Administrative O: Physical Plant Support Services	Reorganization
David Drane	09/05/23	N: Facilities Operations Coordinator, Conference Center O: Facility Operations Assistant	N: Physical Plant Support Services O: Physical Plant Support Services	Reorganization
Ehab Gabra	09/01/23	N: Supervisor, Mechanical Zone O: Supervisor, HVAC and Mechanical Services	N: Physical Plant Support Services O: Physical Plant Support Services	Reorganization
Calvin Maxwell	09/01/23	N: Supervisor, Mechanical Zone O: Supervisor, HVAC and Mechanical Services	N: Physical Plant Support Services O: Physical Plant Support Services	Reorganization
Alyssa Moore	08/14/23	N: Data Coordinator, P-12 Partnerships O: Administrative Assistant	N: Dual Credit O: Dual Credit	New position
Calvin Owens	09/01/23	N: Supervisor, Facilities Maintenance Zone O: Supervisor, Facilities Maintenance	N: Physical Plant Support Services O: Physical Plant Support Services	Reorganization
Robert Pevehouse	09/01/23	N: Supervisor, Mechanical Zone O: Supervisor, HVAC and Mechanical Services	N: Physical Plant Support Services O: Physical Plant Support Services	Reorganization
Yevgeniy Slepov	09/01/23	N: Supervisor, Facilities Maintenance Zone O: Supervisor, Facilities Maintenance	N: Physical Plant Support Services O: Physical Plant Support Services	Reorganization
Donna Smith	09/01/23	N: Program Director, Surgical Professions O: Program Director, Surgical Assisting	N: Surgical Technology O: Surgical Technology	Reclassification
Laura Varnell	09/01/23	N: Executive Assistant O: Assistant to the Dean	N: Executive Vice President O: Workforce Dean	Replacement Sarah Densmore

Chuck Waltz	09/01/23	N: Manager, Facilities Zone O: Supervisor, Facilities Maintenance	N: Facilities Administrative O: Physical Plant Support Services	Reorganization
Sammi Woodyard	08/23/23	N: Director, Student Financial Services O: Assistant Bursar	N: Finance and Budgeting O: Finance and Budgeting	Replacement Angelica Ruiz

### ***Resignations and Separations***

<b>Name</b>	<b>Last Day</b>	<b>Service</b>	<b>Title</b>	<b>Department</b>	<b>Reason</b>
Alexandra Alrawi	08/10/23	1	Testing Center Assistant	Testing and Assessment	Resignation
Jordan Anchundia	08/08/23	<1	Financial Aid/Veteran Affairs Specialist	Financial Aid	Resignation
Rich Blazeovich	08/18/23	1	Campus Career Center Manager (Grant-funded)	Grants and Contracts	Resignation
Jordan Branch	09/08/23	1	Operator/Maintenance HVAC Technician	Physical Plant Support Services	Separation
Tina Butterfield	09/08/23	3	Administrative Assistant	Workforce Dean, McKinney	Resignation
Francis Choy	09/18/23	21	Senior Instructional Designer	eLearning Centers	Retirement
Sarah Densmore	08/21/23	15	Executive Assistant	Executive Vice President	Resignation
Zachrey Fox	09/08/23	2	Facility Operations Assistant	Physical Plant Support Services	Separation
Jeanne Glapion	08/31/23	15	Program Director, Surgical Technology	Academic Affairs	Retirement
Jean Haycraft	09/29/23	29	Plant Operations Worker	Physical Plant Support Services	Retirement
Silvia Herrera	08/28/23	34	Plant Operations Worker	Physical Plant Support Services	Separation
Chuck Kapalla	08/25/23	16	Supervisor, Facilities Maintenance	Physical Plant Support Services	Separation
Jimmy King	08/31/23	22	Facility Operations Assistant	Physical Plant Support Services	Retirement
Kenny Lanius	08/31/23	23	Manager, Facility Plant Operations II	Physical Plant Support Services	Retirement
Patrick Martinez	09/22/23	2	Collin Police Officer	Police	Resignation
Emery McArtor	08/31/23	3	Project Manager, Telecommunications	Chief Information Security Officer	Resignation
Bobby McCoy	08/25/23	16	Collin Police Sergeant	Police	Separation
Deborah Miller	09/30/23	11	Manager, Program Reporting (Grant-funded)	Grants and Contracts	Retirement

Peter Moseti	09/08/23	2	Operator/Maintenance HVAC Technician	Physical Plant Support Services	Separation
Brandy Reed	09/23/23	1	Collin Police Officer	Police	Resignation
Jessica Robinson	09/01/23	2	College and Career Counselor, Dual Credit	Dual Credit	Resignation
Laura Russell	09/08/23	1	Secretary, Technical Programs	Construction Administration	Resignation
Scott Russell	09/08/23	13	Facility Operations Assistant	Physical Plant Support Services	Separation
Charlie Scaife	08/28/23	3	Assistant Director, Facilities	Maintenance	Separation
Fidel Villalpando	09/08/23	4	Facility Operations Assistant	Physical Plant Support Services	Separation
Chance Wyatt	08/29/23	2	Admissions and Records Assistant	Admissions and Advising	Separation
Jessica Zuniga	08/21/23	<1	Professor, Welding	Academic Affairs	Resignation

**Date:** September 19, 2023

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

**From:** Ali Subhani, Director Internal Audit *Ali Subhani*

**Subject:** Internal Departmental Self-Assessment (Quality Assurance Review)

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The Office of Internal Audit has completed an internal Quality Assurance Review (QAR) for fiscal year 2023. The objective of the Self Assessment was to evaluate the department's adherence to the Institute of Internal Auditors Code of Ethics and International Standards for the Professional Practice of Internal Auditing (the "Standards").

Overall, the department generally conforms to the requirements. However, two areas with opportunities for improvement related to the requirements were noted. A detailed list of conformance to individual standards is outlined below.

# Internal Audit

## SCOPE AND METHODOLOGY

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The scope of the internal QAR includes activities and audits performed and issued from January 2020 through August 17, 2023. As part of the preparation for the external QAR, the Office of Internal Audit prepared a self-study document with detailed information including the audit charter, audit manual, and other organizational materials along with this Self-Assessment report. The independent reviewers, whenever they are invited and selected will review this information along with the Office of Internal Audit's risk assessment and audit planning processes, audit tools and methodologies and engagement processes, and a sample of the department's work papers and reports. The independent reviewer may survey or interview the audit staff and a sample of District employees involved in the audit process. Interviews may also be conducted with members of the Finance and Audit Committee, the District President, and other Executive Leadership Team members.

## OPINION AS TO CONFORMITY

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The rating system used for expressing an opinion for this review provides for three levels of conformance: generally conforms, partially conforms, and does not conform.

- Generally conforms means that the Office of Internal Audit has policies, procedures, and a charter that were judged to be in accordance with applicable standards; however, opportunities for improvement may exist.
- Partially conforms means deficiencies, while they might impair, did not prohibit the Office of Internal Audit from carrying out its responsibilities.
- Does not conform means deficiencies in practice were found that were considered so significant that they impaired or prohibited the Office of Internal Audit in carrying out its responsibilities.

The following table details our opinion of how the Office of Internal Audit conforms to each section of the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing and Code of Ethics.

Standard Type and Description		Opinion
<i>IIA International Attribute Standards:</i>		
1000 - Purpose, Authority, and Responsibility		<b>Generally Conforms</b>
1100 - Independence and Objectivity		<b>Partially Conforms</b>
1200 - Proficiency and Due Professional Care		<b>Generally Conforms</b>
1300 - Quality Assurance and Improvement Program		<b>Does Not Conform</b>
<i>IIA International Performance Standards:</i>		
2000 - Managing the Internal Audit Activity		<b>Generally Conforms</b>
2100 - Nature of Work		
2200 - Engagement Planning		
2300 - Performing the Engagement		
2400 - Communicating Results		
2500 - Monitoring Progress		
2600 - Communicating the Acceptance of Risks		

## DETAILED CONCLUSIONS

### 1. 1000 Purpose, Authority, and Responsibility

The Internal Audit Charter that the Board of Trustees approved outlines the purpose, authority, and responsibility of the Office of Internal Audit. The nature of assurance and consulting services are also defined within the charter.

**2. 1100 Independence and Objectivity**

Based on the Self-Assessment, the Director of Internal Audit reports to the Finance and Audit Committee that approved the Internal Audit Charter. The director communicates the results of all internal audit reports to the Finance and Audit Committee. The director has been able to report findings and conclusions objectively. The District President completes the annual evaluation for the Director of Internal Audit; therefore, the director has not affirmed independence on an annual certification as required by the Standards. To facilitate compliance with the Standards, the evaluation should include the documented input from the Board. The Office of Internal Audit has a process for addressing potential conflicts of interest.

**3. 1200 Proficiency and Due Professional Care**

Based on the Self-Assessment, we conclude that audit work is performed with proficiency and due care; professional judgment is used in planning, performing, and reporting. The Director for Internal Audit is licensed as a Certified Internal Auditor, a Certified Information Security Auditor, a Certified Data Privacy Solutions Engineer, and a GIAC Systems and Network Auditor. The director has more than 18 years of experience in Audit. The director has sufficient knowledge to identify indicators of fraud and information technology risks. The budget provides funding for the director to earn continuing education credits and maintain professional certifications.

**4. 1300 Quality Assurance and Improvement Program**

The department instituted a quality assurance program when the current Director of Internal Audit joined the department in January 2020. Previously, the department has not made consistent efforts to achieve compliance with the Standards. Therefore, documentation to substantiate prior external peer reviews and internal review processes was not readily available. Currently, the Texas State Agency Internal Audit Forum (SAIAF) checklist is completed for each audit to ensure compliance with the Standards.

## **5. 2000 Managing the Internal Audit Activity**

The self-assessment indicated that the Office of Internal Audit is managed following the relevant standards. The Department's Policies and Procedures Manual and the TeamMate Audit template are readily accessible. The Director of Internal Audit:

- Prepares a risk-based Annual Audit Plan that the Finance and Audit Committee approves
- Monitors and communicates the progress of projects
- Coordinates with other audit entities to prevent duplication and prepares an Annual Audit Report

Audit reports provide value-added recommendations to address the identified risks and issues. The implementation status of past audit observations is communicated to the Finance and Audit Committee annually.

## **6. 2100 Nature of Work**

Based on the Self-Assessment, our conclusion is that the Office of Internal Audit contributes to improving risk management, control, and governance processes through audits, special projects, and service. Institutional stakeholders also have the opportunity to provide their feedback as the Audit Plan is developed. Fraud risks are also considered in audits.

## **7. 2200 Engagement Planning**

The Office of Internal Audit conforms with the Engagement Planning Standards as an Audit Program that specifies the audit scope and objectives is developed for each audit. The Audit Program also identifies the activities to be performed in order to accomplish the audit objectives.

## **8. 2300 Performing the Engagement**

The Office of Internal Audit complies with the Standards in performing audits as thorough working papers are prepared using TeamMate to document the audit program steps performed to achieve the objectives. The evidence that supports the results and conclusions is sufficient, competent, and relevant. The director conducts the audits and reviews the working papers before reports are issued.



**9. 2400 Communicating Results**

The Office of Internal Audit complies with the Standards regarding communicating the results of engagements. Written reports are prepared for all audits. Audit reports include the objective, scope, and procedures. The results are communicated to the appropriate internal and external stakeholders, including administration, management, and the Finance and Audit Committee. Reports are submitted to other oversight agencies when applicable.

**12. 2500 Monitoring Progress**

It was noted that the Office of Internal Audit has a system for monitoring the disposition of results communicated to management. The department tracks the status of observations identified in prior audits within TeamMate and determines the implementation status annually.

**13. 2600 Communicating the Acceptance of Risks**

The Director of Internal Audit is unaware of any instance where executive management may have accepted a level of residual risk unacceptable to the organization. However, if this scenario did occur, the director would report the concern to the Finance and Audit Committee Chair.

**Collin College**  
**Grant Budget Amendments Quarter Ending August 31, 2023**

Federal (F), State (S), Private (P)	New (N), Renewal (R), Modification (M), Carryforward (C)	Agency	Effective Date	Length of New Award	Grant Name	Amount	Purpose of Grant
F	R	DOE	Jul-23	1 year	Federal Work-Study 23/24 (FWS)	170,312.00	Federal Work Study
F	R	DOE	Jul-23	1 year	Job Location and Development - Federal Work Study (JLD-FWS) 23/24	34,472.70	Federal Work Study
F	N	DOE	Jun-23	1 year	North Texas Semiconductor Workforce Consortium	90,945.00	Pass through UTD This funding opportunity will allow a recruiter to be hired, create a marketing plan specific to the semiconductor industry, and develop a strategy to bring students to the program. Funding for campaign materials and a part-time lab assistant will also be sought. The Director of the Electrical Engineering Technology and Robotics Engineering Technology programs will plan and hire faculty and lab support for the new weekend offerings and traditional daytime courses to accommodate varying student schedules and increased enrollment. Companies seeking students with these skills will be invited to discuss apprenticeship opportunities and other work/study models, hiring events, and tour presentations.
F	N	DOL	Aug-23	2 years	TWC - College Credit for Heroes Capacity Building and Sustainability Program	191,479.00	Pass through TWC This will aid Veterans and Active-Duty Service Members to attain degrees or certifications that will help them move into technically advanced, engaging employment in the community and beyond.
S	N	THECB	Aug-23	2 years	Nursing Innovation Grant Program	198,265.00	NIGP was established to provide grant funding to eligible institutions that propose to address the shortage of registered nurses (RN) in Texas by developing or expanding new activities and projects that promote innovation in the preparation of initial RN licensure nursing students and of faculty who may teach in initial RN licensure programs.
P	R	State Farm	Aug-23	2.3 years	State Farm FY23 - Online Education Resources	40,727.56	A no-cost textbooks and material option to help students continue their education due to cost savings
P	N	State Farm	Aug-23	2.3 years	State Farm - Science Under the Stars	5,500.00	Provide young women the opportunity to engage in hands-on learning experiences through STEM disciplines.
<b>Total</b>						<b>\$ 731,701.26</b>	



MONTHLY INVESTMENT REPORT

# Collin County College

AUGUST 31, 2023



MEEDER  
107  
PUBLIC FUNDS

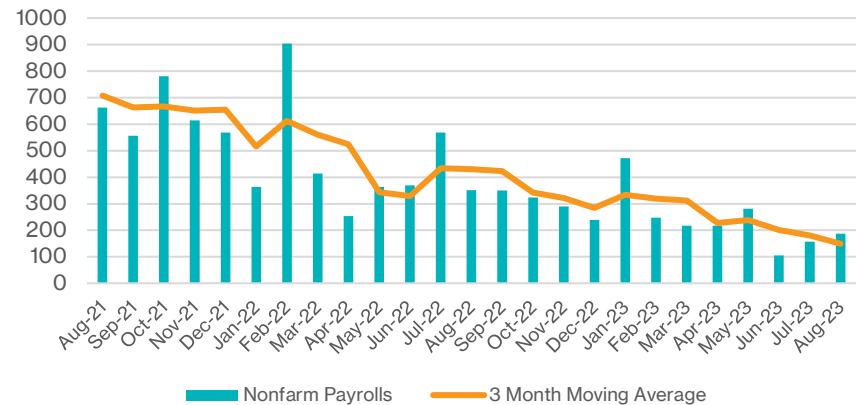
# A Slowly Slowing Economy

August is a notoriously slow month for markets, with this year being no exception. Economic data received in August showed a slowly softening labor market and inflation that is steadily declining. Although the Federal Reserve didn't officially meet in August, Chairman Jerome Powell spoke at the annual Jackson Hole Symposium and used his speech to reaffirm the Federal Reserve's commitment to their 2 percent inflation target. Powell stated that bringing inflation down to 2% will require a period of below-trend economic growth and that monetary policy will need to remain restrictive for the foreseeable future. Powell also acknowledged the uncertainties that the Federal Reserve is facing, as it is "challenging to know in real time" when monetary policy is restrictive enough, given the lag between restrictive policy and the economic slowdown.

The July US Employment report showed that the labor market continued to cool in July, as nonfarm payrolls missed estimates and increased by just 187,000. Likewise, the prior two months were revised down by a total of 49,000. Job growth has slowed over the last 18 to 24 months, with the 3-month moving average down to just 218,000. Wage growth is still elevated, as wages have increased by 4.4% over the last year. For now, the labor market is not growing fast enough for the Federal Reserve to hike again, but the stickiness of wages should keep cuts off the table until 2024.

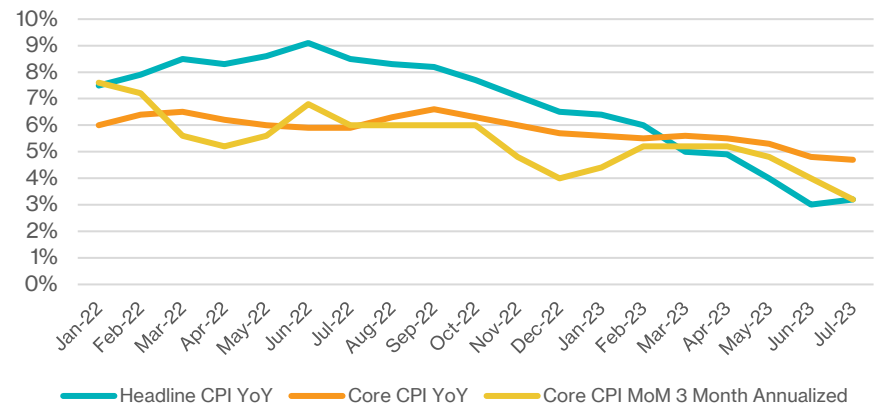
The Consumer Price Index (CPI) report from July pointed to more disinflation. Both headline and core CPI increased by 0.2% on the month, and on a year-over-year (YoY) basis increased by 3.2% and 4.7%, respectively. Comparatively, annualized core CPI over the last 3 months is down to 3.1% as the most recent data indicates that inflation is slowing and is likely more reflective of current pricing momentum than YoY figures that include data from nearly a year ago. The Federal Reserve and market participants will be keenly watching the next few months of data to see if the recent momentum sticks.

## LABOR MARKET GROWTH



SOURCE: BLOOMBERG

## INFLATION COOLING



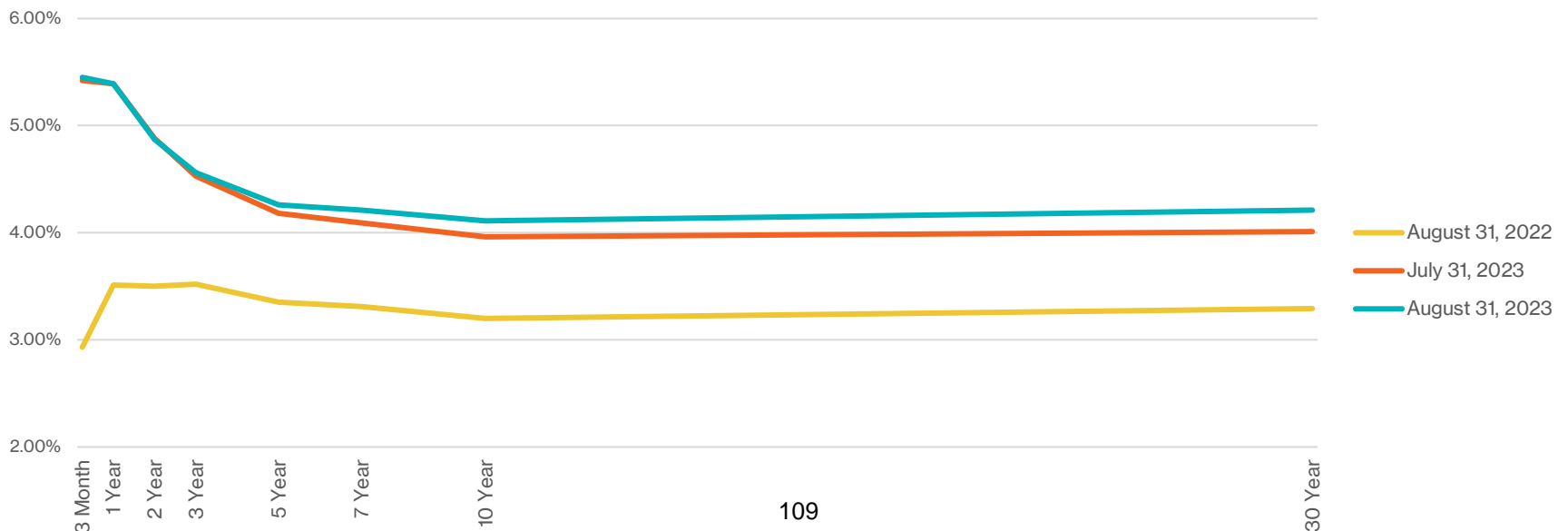
SOURCE: BLOOMBERG

# Rates Move Higher

With economic data lacking many surprises, bond markets remained generally unchanged throughout August. Market pricing for rate hikes and/or cuts started and ended the month in the same place, with a full rate cut still not priced in until mid-2024. Throughout August, markets continued to price in a more positive tone, leading to rates increasing. The 2-year US Treasury yield decreased 0.02% to 4.86%, while longer-term bonds increased as they are more reflective of growth. The 5-year US Treasury yield increased by 0.07% to 4.25%, and the 10-year US Treasury yield increased by 0.15% to 4.11%, steeping the curve some. At the end of July, the yield curve was still inverted by 0.77% as markets are pricing in rate cuts in 2024.

We will continue to look to add value by picking up incremental yield on high-quality bonds as cash flows permit. Even though the yield curve remains inverted and cash products yield more than longer-term bonds, adding duration and buying at current yields will benefit portfolio income over the full economic cycle. The Federal Reserve will cut rates and the curve will normalize, and we are closer now to the end of the cycle than we ever have been.

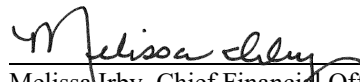
## US Treasury Yield Curve



*Collin County Community College District*  
Monthly Investment Report  
August 1, 2023 – August 31, 2023

**Portfolio Summary Management Report**

<b><u>Portfolio as of 07/31/23:</u></b>		<b><u>Portfolio as of 08/31/23:</u></b>	
Beginning Book Value	\$ 433,620,991	Ending Book Value	\$ 403,260,032
Beginning Market Value	\$ 430,230,638	Ending Market Value	\$ 400,240,182
		Unrealized Gain/Loss	\$ (3,019,850)
WAM at Beginning Period Date <sup>1</sup>	201 days	WAM at Ending Period Date <sup>1</sup>	200 days
<i>(Decrease in market value is due to seasonal cash outflows)</i>		Change in Market Value <sup>2</sup>	\$ (29,990,456)
Average Yield to Maturity for period		4.515%	
Average Yield 3 Month Treasury Bill for period		5.560%	



Melissa Irby, Chief Financial Officer  
Collin County Community College District



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



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

<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. Meeder Public Funds has assisted in the preparation of this consolidated investment report, with additional input provided by CCCCDD.

# Your Portfolio

As of August 31, 2023

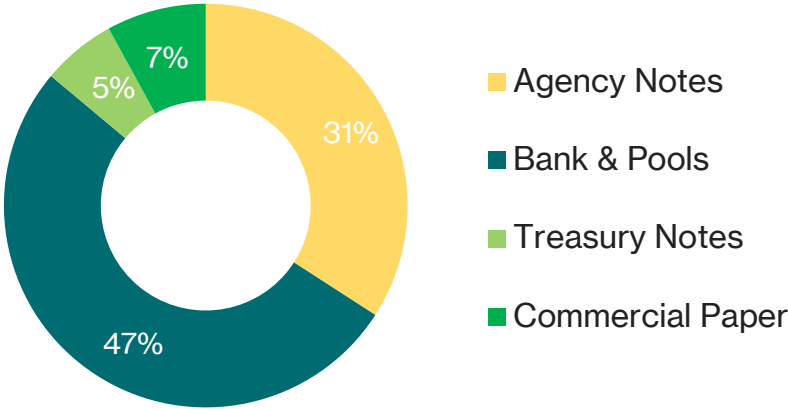


## Your Portfolio Statistics

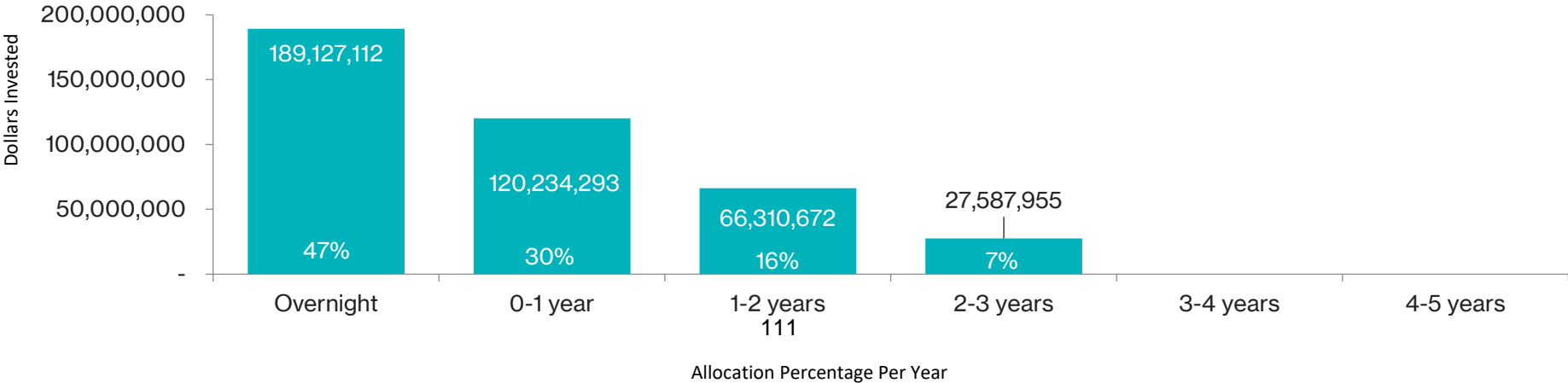
Weighted Average Maturity 0.55 years

Weighted Average Yield (All Funds) 4.52%

## Your Asset Allocation



## Your Maturity Distribution





**Collin Co Comm College Dist.**  
**Portfolio Management**  
**Portfolio Summary**  
**August 31, 2023**

Meeder Public Funds  
 901 S. MoPac  
 Suite 300  
 Austin, TX 78746  
 -

<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM 365 Equiv.</b>
Commercial Paper Disc. -Amortizing	70,000,000.00	68,378,885.00	68,415,444.47	16.97	253	149	5.709
Federal Agency Coupon Securities	125,000,000.00	121,603,716.18	124,159,959.71	30.79	934	511	2.974
Treasury Coupon Securities	22,000,000.00	21,130,468.69	21,557,515.45	5.35	788	315	2.705
TexStar	41,497,993.80	41,497,993.80	41,497,993.80	10.29	1	1	5.297
Texpool	142,132,345.65	142,132,345.65	142,132,345.65	35.25	1	1	5.305
JPMorgan Chase	112,526.07	112,526.07	112,526.07	0.03	1	1	0.000
Texas Range	5,384,246.51	5,384,246.51	5,384,246.51	1.34	1	1	5.330
	<b>406,127,112.03</b>	<b>400,240,181.90</b>	<b>403,260,031.66</b>	<b>100.00%</b>	<b>373</b>	<b>200</b>	<b>4.515</b>
<b>Investments</b>							

<b>Cash and Accrued Interest</b>							
Accrued Interest at Purchase		30,150.00	30,150.00				
Subtotal		30,150.00	30,150.00				
<b>Total Cash and Investments</b>	<b>406,127,112.03</b>	<b>400,270,331.90</b>	<b>403,290,181.66</b>		<b>373</b>	<b>200</b>	<b>4.515</b>

<b>Total Earnings</b>	<b>August 31 Month Ending</b>	<b>Fiscal Year To Date</b>	<b>Fiscal Year Ending</b>
Current Year	1,619,233.84	16,331,952.71	16,331,952.71

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**MEEDER**  
PUBLIC FUNDS

**Collin Co Comm College Dist.**  
**Summary by Type**  
**August 31, 2023**  
**Grouped by Fund**

Meeder Public Funds  
901 S. MoPac  
Suite 300  
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>						
Commercial Paper Disc. -Amortizing	3	25,000,000.00	24,536,819.45	6.08	5.572	126
Federal Agency Coupon Securities	7	50,000,000.00	49,784,633.85	12.35	2.514	460
Treasury Coupon Securities	1	5,000,000.00	4,941,388.21	1.23	2.467	365
Texpool	1	5,705,361.60	5,705,361.60	1.41	5.305	1
TexStar	1	29,630,911.94	29,630,911.94	7.35	5.297	1
<b>Subtotal</b>	<b>13</b>	<b>115,336,273.54</b>	<b>114,599,115.05</b>	<b>28.42</b>	<b>4.026</b>	<b>243</b>
<b>Fund: 2020 Bond Series</b>						
Texpool	1	31,969,000.03	31,969,000.03	7.93	5.305	1
<b>Subtotal</b>	<b>1</b>	<b>31,969,000.03</b>	<b>31,969,000.03</b>	<b>7.93</b>	<b>5.305</b>	<b>1</b>
<b>Fund: Debt Service</b>						
Texas Range	1	0.00	0.00	0.00	0.000	0
Texpool	1	12,595,820.36	12,595,820.36	3.12	5.305	1
<b>Subtotal</b>	<b>2</b>	<b>12,595,820.36</b>	<b>12,595,820.36</b>	<b>3.12</b>	<b>5.305</b>	<b>1</b>
<b>Fund: Operating</b>						
Federal Agency Coupon Securities	9	55,000,000.00	54,357,301.16	13.48	2.914	469
JPMorgan Chase	1	112,526.07	112,526.07	0.03	0.000	1
Treasury Coupon Securities	3	17,000,000.00	16,616,127.24	4.12	2.776	300
Texas Range	1	5,384,246.51	5,384,246.51	1.34	5.330	1
Texpool	1	74,678,164.88	74,678,164.88	18.52	5.305	1
TexStar	1	11,867,081.86	11,867,081.86	2.94	5.297	1
Commercial Paper Disc. -Amortizing	3	25,000,000.00	24,342,325.00	6.04	5.803	171
<b>Subtotal</b>	<b>19</b>	<b>189,042,019.32</b>	<b>187,357,772.72</b>	<b>46.47</b>	<b>4.449</b>	<b>185</b>
<b>Fund: Stabilization</b>						
Federal Agency Coupon Securities	3	20,000,000.00	20,018,024.70	4.96	4.277	755

Collin Co Comm College Dist.  
Summary by Type  
August 31, 2023  
Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Stabilization</b>						
Commercial Paper Disc. -Amortizing	2	20,000,000.00	19,536,300.02	4.84	5.765	151
Texpool	1	17,183,998.78	17,183,998.78	4.26	5.305	1
<b>Subtotal</b>	<b>6</b>	<b>57,183,998.78</b>	<b>56,738,323.50</b>	<b>14.06</b>	<b>5.100</b>	<b>319</b>
<b>Total and Average</b>	<b>41</b>	<b>406,127,112.03</b>	<b>403,260,031.66</b>	<b>100.00</b>	<b>4.515</b>	<b>200</b>



**Collin Co Comm College Dist.**  
**Fund BLDG - Building**  
**Investments by Fund**  
**August 31, 2023**

Meeder Public Funds  
901 S. MoPac  
Suite 300  
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>Commercial Paper Disc. -Amortizing</b>											
22533UXT5	10202	Credit Agricole CP	03/02/2023	4,960,177.78	5,000,000.00	4,933,360.00		5.382	5.457	10/27/2023	56
40060WAA0	10209	GTA Funding CP	07/18/2023	9,797,313.89	10,000,000.00	9,744,720.00		5.725	5.805	01/10/2024	131
78009AB52	10205	Royal Bank of Canada CP	05/15/2023	9,779,327.78	10,000,000.00	9,706,210.00		5.323	5.397	02/05/2024	157
<b>Subtotal and Average</b>				<b>24,536,819.45</b>	<b>25,000,000.00</b>	<b>24,384,290.00</b>		<b>5.496</b>	<b>5.572</b>		<b>126</b>
<b>Federal Agency Coupon Securities</b>											
3133EN5Q9	10197	FFCB Note	01/11/2023	5,009,317.52	5,000,000.00	4,947,343.05	4.500	4.295	4.355	01/10/2025	497
3130ATUC9	10196	FHLB Note	01/10/2023	10,084,675.38	10,000,000.00	9,950,327.80	4.500	4.041	4.098	12/12/2025	833
3130ALJ70	10172	FHLB Call Note	03/12/2021	5,000,000.00	5,000,000.00	4,839,973.20	0.400	0.394	0.400	03/12/2024	193
3130AMT85	10175	FHLB Call Note	06/28/2021	10,000,000.00	10,000,000.00	9,534,574.40	0.400	0.394	0.400	06/28/2024	301
3130ANNS5	10176	FHLB Call Note	08/30/2021	5,000,000.00	5,000,000.00	4,732,618.55	0.500	0.493	0.500	08/28/2024	362
3130AOCM3	10178	FHLB Call Note	12/20/2021	5,000,000.00	5,000,000.00	4,698,052.85	1.000	0.986	1.000	12/20/2024	476
3130ARD24	10206	FHLB Call Note	05/24/2023	9,690,640.95	10,000,000.00	9,594,077.50	2.010	4.940	5.008	09/30/2024	395
<b>Subtotal and Average</b>				<b>49,784,633.85</b>	<b>50,000,000.00</b>	<b>48,296,967.35</b>		<b>2.480</b>	<b>2.514</b>		<b>459</b>
<b>Treasury Coupon Securities</b>											
912828YE4	10179	T Note	04/18/2022	4,941,388.21	5,000,000.00	4,784,765.60	1.250	2.432	2.466	08/31/2024	365
<b>Subtotal and Average</b>				<b>4,941,388.21</b>	<b>5,000,000.00</b>	<b>4,784,765.60</b>		<b>2.433</b>	<b>2.467</b>		<b>365</b>
<b>TexStar</b>											
2450	10007	TexStar	02/01/2016	29,630,911.94	29,630,911.94	29,630,911.94	5.297	5.224	5.297		1
<b>Subtotal and Average</b>				<b>29,630,911.94</b>	<b>29,630,911.94</b>	<b>29,630,911.94</b>		<b>5.225</b>	<b>5.297</b>		<b>1</b>
<b>Texpool</b>											
700001	10009	Texpool	02/01/2016	5,705,361.60	5,705,361.60	5,705,361.60	5.305	5.232	5.304		1
<b>Subtotal and Average</b>				<b>5,705,361.60</b>	<b>5,705,361.60</b>	<b>5,705,361.60</b>		<b>5.232</b>	<b>5.305</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>114,599,115.05</b>	<b>115,336,273.54</b>	<b>112,802,296.49</b>		<b>3.970</b>	<b>4.026</b>		<b>242</b>

**Fund BOND20 - 2020 Bond Series**  
**Investments by Fund**  
**August 31, 2023**

Page 2

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	31,969,000.03	31,969,000.03	31,969,000.03	5.305	5.232	5.304	1
<b>Subtotal and Average</b>				<b>31,969,000.03</b>	<b>31,969,000.03</b>	<b>31,969,000.03</b>		<b>5.232</b>	<b>5.305</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>31,969,000.03</b>	<b>31,969,000.03</b>	<b>31,969,000.03</b>		<b>5.232</b>	<b>5.305</b>	<b>1</b>

**Fund DS - Debt Service  
Investments by Fund  
August 31, 2023**

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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	12,595,820.36	12,595,820.36	12,595,820.36	5.305	5.232	5.304	1
<b>Subtotal and Average</b>				<b>12,595,820.36</b>	<b>12,595,820.36</b>	<b>12,595,820.36</b>		<b>5.232</b>	<b>5.305</b>	<b>1</b>
<b>Texas Range</b>										
1291-01	10141	TexasDAILY	02/04/2019	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>12,595,820.36</b>	<b>12,595,820.36</b>	<b>12,595,820.36</b>		<b>5.232</b>	<b>5.305</b>	<b>1</b>

**Fund OPER - Operating  
Investments by Fund  
August 31, 2023**

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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>											
78015CDJ8	10211	Royal Bank of Canada CP	07/18/2023	9,643,500.00	10,000,000.00	9,595,450.00		5.893	5.975	04/18/2024	230
87019SYQ1	10203	Swedbank CP	03/02/2023	9,879,133.33	10,000,000.00	9,822,610.00		5.454	5.529	11/24/2023	84
89233GDK9	10212	Toyota Motor Credit Corp CP	07/24/2023	4,819,691.67	5,000,000.00	4,797,120.00	5.620	5.935	6.017	04/19/2024	231
<b>Subtotal and Average</b>				<b>24,342,325.00</b>	<b>25,000,000.00</b>	<b>24,215,180.00</b>		<b>5.723</b>	<b>5.803</b>		<b>170</b>
<b>Federal Agency Coupon Securities</b>											
31422XMV1	10177	FRMAC Call Note	10/04/2021	5,000,000.00	5,000,000.00	4,708,359.65	0.500	0.493	0.500	10/04/2024	399
3133ENYX2	10193	FFCB Note	07/25/2022	4,999,895.16	5,000,000.00	4,906,255.90	3.250	3.207	3.251	06/17/2024	290
3133ENZ94	10199	FFCB Note	01/19/2023	10,020,564.46	10,000,000.00	9,884,229.60	4.500	4.259	4.318	11/18/2024	444
3133EN7J3	10201	FFCB Note	02/02/2023	7,477,862.08	7,500,000.00	7,344,545.48	3.875	3.950	4.005	02/02/2026	885
3133EL5J9	10167	FFCB Call Note	09/16/2020	5,000,000.00	5,000,000.00	4,978,872.75	0.300	0.305	0.310	09/01/2023	0
3133EL6U3	10169	FFCB Call Note	09/16/2020	5,000,000.00	5,000,000.00	4,967,838.30	0.280	0.309	0.313	09/14/2023	13
3134GXZT4	10183	FHLMC Call Note	07/14/2022	5,000,000.00	5,000,000.00	4,885,456.45	4.000	3.945	4.000	07/14/2025	682
3135G03U5	10194	FNMA Note	08/05/2022	4,802,768.00	5,000,000.00	4,635,875.65	0.625	3.107	3.150	04/22/2025	599
3135G04Z3	10200	FNMA Note	01/23/2023	7,056,211.46	7,500,000.00	6,901,466.40	0.500	3.935	3.990	06/17/2025	655
<b>Subtotal and Average</b>				<b>54,357,301.16</b>	<b>55,000,000.00</b>	<b>53,212,900.18</b>		<b>2.874</b>	<b>2.914</b>		<b>468</b>
<b>Treasury Coupon Securities</b>											
91282CAW1	10180	T Note	05/16/2022	5,973,857.35	6,000,000.00	5,912,578.14	0.250	2.394	2.428	11/15/2023	75
91282CCC3	10181	T Note	05/16/2022	5,903,707.51	6,000,000.00	5,762,578.14	0.250	2.571	2.607	05/15/2024	257
912828ZT0	10182	T Note	06/15/2022	4,738,562.38	5,000,000.00	4,588,867.20	0.250	3.376	3.423	05/31/2025	638
<b>Subtotal and Average</b>				<b>16,616,127.24</b>	<b>17,000,000.00</b>	<b>16,264,023.48</b>		<b>2.738</b>	<b>2.776</b>		<b>300</b>
<b>TexStar</b>											
5450	10008	TexStar	02/01/2016	11,867,081.86	11,867,081.86	11,867,081.86	5.297	5.224	5.297		1
<b>Subtotal and Average</b>				<b>11,867,081.86</b>	<b>11,867,081.86</b>	<b>11,867,081.86</b>		<b>5.225</b>	<b>5.297</b>		<b>1</b>
<b>Texpool</b>											
700003	10011	Texpool	02/01/2016	74,678,164.88	74,678,164.88	74,678,164.88	5.305	5.232	5.304		1
<b>Subtotal and Average</b>				<b>74,678,164.88</b>	<b>74,678,164.88</b>	<b>74,678,164.88</b>		<b>5.232</b>	<b>5.305</b>		<b>1</b>
<b>JPMorgan Chase</b>											
7828	10012	JPMorgan Chase Commercial Chkg	02/01/2016	112,526.07	112,526.07	112,526.07					1

**Fund OPER - Operating  
Investments by Fund  
August 31, 2023**

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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Subtotal and Average</b>				<b>112,526.07</b>	<b>112,526.07</b>	<b>112,526.07</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Texas Range</b>										
1291-00	10142	TexasDAILY	02/06/2019	5,384,246.51	5,384,246.51	5,384,246.51	5.330	5.256	5.330	1
<b>Subtotal and Average</b>				<b>5,384,246.51</b>	<b>5,384,246.51</b>	<b>5,384,246.51</b>		<b>5.257</b>	<b>5.330</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>187,357,772.72</b>	<b>189,042,019.32</b>	<b>185,734,122.98</b>		<b>4.388</b>	<b>4.449</b>	<b>185</b>

**Fund STABL - Stabilization  
Investments by Fund  
August 31, 2023**

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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>											
62479MYQ0	10204	MUFG Bank CP	03/02/2023	9,879,133.33	10,000,000.00	9,820,360.00		5.454	5.529	11/24/2023	84
62479LD85	10210	MUFG Bank CP	07/18/2023	9,657,166.69	10,000,000.00	9,610,520.00		5.922	6.005	04/08/2024	220
<b>Subtotal and Average</b>				<b>19,536,300.02</b>	<b>20,000,000.00</b>	<b>19,430,880.00</b>		<b>5.686</b>	<b>5.765</b>		<b>151</b>
<b>Federal Agency Coupon Securities</b>											
3133EN6A3	10198	FFCB Note	01/17/2023	10,025,417.47	10,000,000.00	9,821,156.20	4.000	3.831	3.885	01/13/2026	865
3130AWER7	10207	FHLB Note	06/12/2023	1,998,512.55	2,000,000.00	1,983,865.04	4.625	4.606	4.670	06/06/2025	644
3130AWER7	10208	FHLB Note	06/12/2023	7,994,094.68	8,000,000.00	7,935,460.16	4.625	4.605	4.669	06/06/2025	644
<b>Subtotal and Average</b>				<b>20,018,024.70</b>	<b>20,000,000.00</b>	<b>19,740,481.40</b>		<b>4.218</b>	<b>4.277</b>		<b>754</b>
<b>Texpool</b>											
700005	10050	Texpool	01/24/2018	17,183,998.78	17,183,998.78	17,183,998.78	5.305	5.232	5.304		1
<b>Subtotal and Average</b>				<b>17,183,998.78</b>	<b>17,183,998.78</b>	<b>17,183,998.78</b>		<b>5.232</b>	<b>5.305</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>56,738,323.50</b>	<b>57,183,998.78</b>	<b>56,355,360.18</b>		<b>5.031</b>	<b>5.100</b>		<b>318</b>





**Collin Co Comm College Dist.**  
**Cash Reconciliation Report**  
**For the Period August 1, 2023 - August 31, 2023**

Meeder Public Funds  
901 S. MoPac  
Suite 300  
Austin, TX 78746  
-

Trans. Date	Investment #	Fund	Trans. Type	Security ID	Par Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash
08/02/2023	10201	OPER	Interest	3133EN7J3	7,500,000.00	FFCB 7.5M 3.88% Mat. 02/02/2026	02/02/2026	0.00	145,312.50	0.00	145,312.50
08/28/2023	10176	BLDG	Interest	3130ANNS5	5,000,000.00	FHLBC 5.0M 0.50% Mat. 08/28/2024	08/28/2024	0.00	12,500.00	0.00	12,500.00
08/31/2023	10179	BLDG	Interest	912828YE4	5,000,000.00	TNOTE 5.0M 1.25% Mat. 08/31/2024	08/31/2024	0.00	31,250.00	0.00	31,250.00
Subtotal								0.00	189,062.50	0.00	189,062.50
Total								0.00	189,062.50	0.00	189,062.50



**Collin Co Comm College Dist.**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**August 1, 2023 - August 31, 2023**  
**Yield on Beginning Book Value**

Meeder Public Funds  
901 S. MoPac  
Suite 300  
Austin, TX 78746  
-

										Adjusted Interest Earnings		
CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Rate	Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Building</b>												
3133EN5Q9	10197	BLDG	FAC	5,000,000.00	5,009,889.15	5,009,317.52	01/10/2025	4.500	4.272	18,750.00	-571.63	18,178.37
3130ATUC9	10196	BLDG	FAC	10,000,000.00	10,087,769.49	10,084,675.38	12/12/2025	4.500	4.016	37,500.00	-3,094.11	34,405.89
912828YE4	10179	BLDG	TRC	5,000,000.00	4,936,410.22	4,941,388.21	08/31/2024	1.250	2.444	5,266.81	4,977.99	10,244.80
2450	10007	BLDG	RRP	29,630,911.94	29,498,194.87	29,630,911.94		5.297	5.297	132,717.07	0.00	132,717.07
700001	10009	BLDG	RR2	5,705,361.60	5,810,950.20	5,705,361.60		5.305	5.301	26,161.40	0.00	26,161.40
3130ANNS5	10176	BLDG	FAC	5,000,000.00	5,000,000.00	5,000,000.00	08/28/2024	0.500	0.491	2,083.33	0.00	2,083.33
3130AMT85	10175	BLDG	FAC	10,000,000.00	10,000,000.00	10,000,000.00	06/28/2024	0.400	0.392	3,333.33	0.00	3,333.33
3130ARD24	10206	BLDG	FAC	10,000,000.00	9,666,782.92	9,690,640.95	09/30/2024	2.010	4.946	16,750.00	23,858.03	40,608.03
3130ALJ70	10172	BLDG	FAC	5,000,000.00	5,000,000.00	5,000,000.00	03/12/2024	0.400	0.392	1,666.67	0.00	1,666.67
3130AQC3M	10178	BLDG	FAC	5,000,000.00	5,000,000.00	5,000,000.00	12/20/2024	1.000	0.981	4,166.67	0.00	4,166.67
22533UXT5	10202	BLDG	ACP	5,000,000.00	4,938,133.33	4,960,177.78	10/27/2023		5.256	0.00	22,044.45	22,044.45
78009AB52	10205	BLDG	ACP	10,000,000.00	9,735,755.55	9,779,327.78	02/05/2024		5.270	0.00	43,572.23	43,572.23
40060WAA0	10209	BLDG	ACP	10,000,000.00	9,749,350.00	9,797,313.89	01/10/2024		5.793	0.00	47,963.89	47,963.89
<b>Subtotal</b>				<b>115,336,273.54</b>	<b>114,433,235.73</b>	<b>114,599,115.05</b>			<b>3.983</b>	<b>248,395.28</b>	<b>138,750.85</b>	<b>387,146.13</b>
<b>Fund: 2020 Bond Series</b>												
700006A	10164	BOND20	RR2	31,969,000.03	31,975,431.41	31,969,000.03		5.305	5.282	143,435.26	0.00	143,435.26
<b>Subtotal</b>				<b>31,969,000.03</b>	<b>31,975,431.41</b>	<b>31,969,000.03</b>			<b>5.282</b>	<b>143,435.26</b>	<b>0.00</b>	<b>143,435.26</b>
<b>Fund: Debt Service</b>												
700004	10010	DS	RR2	12,595,820.36	38,868,872.90	12,595,820.36		5.305	3.149	103,968.73	0.00	103,968.73
<b>Subtotal</b>				<b>12,595,820.36</b>	<b>38,868,872.90</b>	<b>12,595,820.36</b>			<b>3.149</b>	<b>103,968.73</b>	<b>0.00</b>	<b>103,968.73</b>
<b>Fund: Operating</b>												
3135G04Z3	10200	OPER	FAC	7,500,000.00	7,035,602.08	7,056,211.46	06/17/2025	0.500	3.972	3,125.00	20,609.38	23,734.38
3135G03U5	10194	OPER	FAC	5,000,000.00	4,792,756.22	4,802,768.00	04/22/2025	0.625	3.099	2,604.17	10,011.78	12,615.95
3133ENYX2	10193	OPER	FAC	5,000,000.00	4,999,884.16	4,999,895.16	06/17/2024	3.250	3.192	13,541.67	11.00	13,552.67
3133ENZ94	10199	OPER	FAC	10,000,000.00	10,021,976.21	10,020,564.46	11/18/2024	4.500	4.240	37,500.00	-1,411.75	36,088.25
3133EN7J3	10201	OPER	FAC	7,500,000.00	7,477,099.58	7,477,862.08	02/02/2026	3.875	3.934	24,218.75	762.50	24,981.25

**Collin Co Comm College Dist.**  
**Interest Earnings**  
**August 1, 2023 - August 31, 2023**

Page 2

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Operating												
91282CAW1	10180	OPER	TRC	6,000,000.00	5,963,051.72	5,973,857.35	11/15/2023	0.250	2.383	1,263.58	10,805.63	12,069.21
91282CCC3	10181	OPER	TRC	6,000,000.00	5,892,092.47	5,903,707.51	05/15/2024	0.250	2.574	1,263.58	11,615.04	12,878.62
912828ZT0	10182	OPER	TRC	5,000,000.00	4,725,859.30	4,738,562.38	05/31/2025	0.250	3.429	1,058.74	12,703.08	13,761.82
5450	10008	OPER	RRP	11,867,081.86	11,813,929.12	11,867,081.86		5.297	5.297	53,152.74	0.00	53,152.74
700003	10011	OPER	RR2	74,678,164.88	79,373,641.97	74,678,164.88		5.305	5.611	378,262.97	0.00	378,262.97
7828	10012	OPER	RR3	112,526.07	93,207.54	112,526.07				0.00	0.00	0.00
3134GXZT4	10183	OPER	FAC	5,000,000.00	5,000,000.00	5,000,000.00	07/14/2025	4.000	3.925	16,666.67	0.00	16,666.67
31422XMV1	10177	OPER	FAC	5,000,000.00	5,000,000.00	5,000,000.00	10/04/2024	0.500	0.491	2,083.33	0.00	2,083.33
3133EL6U3	10169	OPER	FAC	5,000,000.00	5,000,000.00	5,000,000.00	09/14/2023	0.280	0.275	1,166.66	0.00	1,166.66
3133EL5J9	10167	OPER	FAC	5,000,000.00	5,000,000.00	5,000,000.00	09/01/2023	0.300	0.294	1,250.00	0.00	1,250.00
1291-00	10142	OPER	RR5	5,384,246.51	5,359,996.76	5,384,246.51		5.330	5.327	24,249.75	0.00	24,249.75
78015CDJ8	10211	OPER	ACP	10,000,000.00	9,595,450.00	9,643,500.00	04/18/2024		5.896	0.00	48,050.00	48,050.00
87019SYQ1	10203	OPER	ACP	10,000,000.00	9,834,527.78	9,879,133.33	11/24/2023		5.340	0.00	44,605.55	44,605.55
89233GDK9	10212	OPER	ACP	5,000,000.00	4,795,494.44	4,819,691.67	04/19/2024	5.620	5.941	0.00	24,197.23	24,197.23
Subtotal				189,042,019.32	191,774,569.35	187,357,772.72			4.564	561,407.61	181,959.44	743,367.05
Fund: Stabilization												
3133EN6A3	10198	STABL	FAC	10,000,000.00	10,026,312.45	10,025,417.47	01/13/2026	4.000	3.809	33,333.33	-894.98	32,438.35
3130AWER7	10207	STABL	FAC	2,000,000.00	1,998,442.28	1,998,512.55	06/06/2025	4.625	4.583	7,708.33	70.27	7,778.60
3130AWER7	10208	STABL	FAC	8,000,000.00	7,993,815.69	7,994,094.68	06/06/2025	4.625	4.583	30,833.33	278.99	31,112.32
700005	10050	STABL	RR2	17,183,998.78	17,106,925.26	17,183,998.78		5.305	5.305	77,073.52	0.00	77,073.52
62479MYQ0	10204	STABL	ACP	10,000,000.00	9,834,527.78	9,879,133.33	11/24/2023		5.340	0.00	44,605.55	44,605.55
62479LD85	10210	STABL	ACP	10,000,000.00	9,608,858.36	9,657,166.69	04/08/2024		5.919	0.00	48,308.33	48,308.33
Subtotal				57,183,998.78	56,568,881.82	56,738,323.50			5.023	148,948.51	92,368.16	241,316.67
Total				406,127,112.03	433,620,991.21	403,260,031.66			4.397	1,206,155.39	413,078.45	1,619,233.84



**Collin Co Comm College Dist.**  
**Amortization Schedule**  
**August 1, 2023 - August 23, 2023**  
**Sorted By Fund - Fund**

Meeder Public Funds  
901 S. MoPac  
Suite 300  
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 08/01/2023	Amount Amortized This Period	Amt Amortized Through 08/23/2023	Amount Unamortized Through 08/23/2023
<b>Building</b>										
10202 Credit Agricole CP	BLDG	10/27/2023	5,000,000.00	4,830,044.44	-169,955.56	4,954,488.89	108,088.89 -61,866.67	16,355.56	124,444.45	-45,511.11
10197 FFCB Note	BLDG	01/10/2025	5,000,000.00 4.500	5,013,700.00	13,700.00	5,009,450.90	-3,810.85 9,889.15	-438.25	-4,249.10	9,450.90
10196 FHLB Note	BLDG	12/12/2025	10,000,000.00 4.500	10,108,500.00	108,500.00	10,085,397.34	-20,730.51 87,769.49	-2,372.15	-23,102.66	85,397.34
10206 FHLB Call Note	BLDG	09/30/2024	10,000,000.00 2.010	9,613,500.00	-386,500.00	9,685,074.07	53,282.92 -333,217.08	18,291.15	71,574.07	-314,925.93
10209 GTA Funding CP	BLDG	01/10/2024	10,000,000.00	9,727,688.89	-272,311.11	9,784,936.11	21,661.11 -250,650.00	35,586.11	57,247.22	-215,063.89
10205 Royal Bank of Canada CP	BLDG	02/05/2024	10,000,000.00	9,626,122.22	-373,877.78	9,768,083.33	109,633.33 -264,244.45	32,327.78	141,961.11	-231,916.67
10179 T Note	BLDG	08/31/2024	5,000,000.00 1.250	4,860,937.50	-139,062.50	4,940,103.57	75,472.72 -63,589.78	3,693.35	79,166.07	-59,896.43
<b>Subtotal</b>				<b>53,780,493.05</b>	<b>-1,219,506.95</b>	<b>54,227,534.21</b>	<b>343,597.61 -875,909.34</b>	<b>103,443.55</b>	<b>447,041.16</b>	<b>-772,465.79</b>
<b>Operating</b>										
10193 FFCB Note	OPER	06/17/2024	5,000,000.00 3.250	4,999,750.00	-250.00	4,999,892.60	134.16 -115.84	8.44	142.60	-107.40
10199 FFCB Note	OPER	11/18/2024	10,000,000.00 4.500	10,031,011.40	31,011.40	10,020,893.87	-9,035.19 21,976.21	-1,082.34	-10,117.53	20,893.87
10201 FFCB Note	OPER	02/02/2026	7,500,000.00 3.875	7,472,550.00	-27,450.00	7,477,684.17	4,549.58 -22,900.42	584.59	5,134.17	-22,315.83
10167 FFCB Call Note	OPER	09/01/2023 09/01/2021	5,000,000.00 0.300	4,998,500.00	-1,500.00	5,000,000.00	1,500.00 0.00	0.00	1,500.00	0.00
10169 FFCB Call Note	OPER	09/14/2023 09/14/2021	5,000,000.00 0.280	4,995,000.00	-5,000.00	5,000,000.00	5,000.00 0.00	0.00	5,000.00	0.00
10194 FNMA Note	OPER	04/22/2025	5,000,000.00 0.625	4,673,949.80	-326,050.20	4,800,431.91	118,806.42 -207,243.78	7,675.69	126,482.11	-199,568.09
10200 FNMA Note	OPER	06/17/2025	7,500,000.00 0.500	6,906,450.00	-593,550.00	7,051,402.60	129,152.08 -464,397.92	15,800.52	144,952.60	-448,597.40
10211 Royal Bank of Canada CP	OPER	04/18/2024	10,000,000.00	9,573,750.00	-426,250.00	9,631,100.00	21,700.00 -404,550.00	35,650.00	57,350.00	-368,900.00

**Collin Co Comm College Dist.**  
**Amortization Schedule**  
**August 1, 2023 - August 23, 2023**

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 08/01/2023	Amount Amortized This Period	Amt Amortized Through 08/23/2023	Amount Unamortized Through 08/23/2023
<b>Operating</b>										
10203 Swedbank CP	OPER	11/24/2023	10,000,000.00	9,615,816.67	-384,183.33	9,867,622.22	218,711.11 -165,472.22	33,094.44	251,805.55	-132,377.78
10180 T Note	OPER	11/15/2023	6,000,000.00 0.250	5,808,984.38	-191,015.62	5,971,068.80	154,067.34 -36,948.28	8,017.08	162,084.42	-28,931.20
10181 T Note	OPER	05/15/2024	6,000,000.00 0.250	5,726,484.38	-273,515.62	5,900,710.08	165,608.09 -107,907.53	8,617.61	174,225.70	-99,289.92
10182 T Note	OPER	05/31/2025	5,000,000.00 0.250	4,557,031.25	-442,968.75	4,735,284.17	168,828.05 -274,140.70	9,424.87	178,252.92	-264,715.83
10212 Toyota Motor Credit Corp CP	OPER	04/19/2024	5,000,000.00 5.620	4,789,250.00	-210,750.00	4,813,447.22	6,244.44 -204,505.56	17,952.78	24,197.22	-186,552.78
<b>Subtotal</b>				<b>84,148,527.88</b>	<b>-2,851,472.12</b>	<b>85,269,537.64</b>	<b>985,266.08 -1,866,206.04</b>	<b>135,743.68</b>	<b>1,121,009.76</b>	<b>-1,730,462.36</b>
<b>Stabilization</b>										
10198 FFCB Note	STABL	01/13/2026	10,000,000.00 4.000	10,032,100.00	32,100.00	10,025,626.30	-5,787.55 26,312.45	-686.15	-6,473.70	25,626.30
10207 FHLB Note	STABL	06/06/2025	2,000,000.00 4.625	1,998,327.50	-1,672.50	1,998,496.16	114.78 -1,557.72	53.88	168.66	-1,503.84
10208 FHLB Note	STABL	06/06/2025	8,000,000.00 4.625	7,993,360.00	-6,640.00	7,994,029.58	455.69 -6,184.31	213.89	669.58	-5,970.42
10204 MUFG Bank CP	STABL	11/24/2023	10,000,000.00	9,615,816.67	-384,183.33	9,867,622.22	218,711.11 -165,472.22	33,094.44	251,805.55	-132,377.78
10210 MUFG Bank CP	STABL	04/08/2024	10,000,000.00	9,587,041.70	-412,958.30	9,644,700.03	21,816.66 -391,141.64	35,841.67	57,658.33	-355,299.97
<b>Subtotal</b>				<b>39,226,645.87</b>	<b>-773,354.13</b>	<b>39,530,474.29</b>	<b>235,310.69 -538,043.44</b>	<b>68,517.73</b>	<b>303,828.42</b>	<b>-469,525.71</b>
<b>Total</b>				<b>177,155,666.80</b>	<b>-4,844,333.20</b>	<b>179,027,546.14</b>	<b>1,564,174.38 -3,280,158.82</b>	<b>307,704.96</b>	<b>1,871,879.34</b>	<b>-2,972,453.86</b>



**Collin Co Comm College Dist.**  
**Projected Cashflow Report**  
**Sorted by Fund**  
**For the Period September 1, 2023 - March 31, 2024**

Meeder Public Funds  
901 S. MoPac  
Suite 300  
Austin, TX 78746  
-

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
<b>Building</b>										
09/12/2023	10172	BLDG	3130ALJ70	Interest	FHLB Call Note	0.00	0.00	0.00	10,000.00	10,000.00
09/12/2023	10172	BLDG	3130ALJ70	Call	FHLB Call Note	5,000,000.00	5,000,000.00	5,000,000.00	0.00	5,000,000.00
09/20/2023	10178	BLDG	3130AQCM3	Call	FHLB Call Note	5,000,000.00	5,000,000.00	5,000,000.00	0.00	5,000,000.00
09/28/2023	10175	BLDG	3130AMT85	Call	FHLB Call Note	10,000,000.00	10,000,000.00	10,000,000.00	0.00	10,000,000.00
09/30/2023	10206	BLDG	3130ARD24	Interest	FHLB Call Note	0.00	0.00	0.00	100,500.00	100,500.00
09/30/2023	10206	BLDG	3130ARD24	Call	FHLB Call Note	10,000,000.00	9,613,500.00	10,000,000.00	0.00	10,000,000.00
10/27/2023	10202	BLDG	22533UXT5	Maturity	Credit Agricole CP	5,000,000.00	4,830,044.44	5,000,000.00	0.00	5,000,000.00
11/28/2023	10176	BLDG	3130ANNS5	Call	FHLB Call Note	5,000,000.00	5,000,000.00	5,000,000.00	0.00	5,000,000.00
12/12/2023	10196	BLDG	3130ATUC9	Interest	FHLB Note	0.00	0.00	0.00	225,000.00	225,000.00
12/20/2023	10178	BLDG	3130AQCM3	Interest	FHLB Call Note	0.00	0.00	0.00	25,000.00	25,000.00
12/28/2023	10175	BLDG	3130AMT85	Interest	FHLB Call Note	0.00	0.00	0.00	20,000.00	20,000.00
01/10/2024	10197	BLDG	3133EN5Q9	Interest	FFCB Note	0.00	0.00	0.00	112,500.00	112,500.00
01/10/2024	10209	BLDG	40060WAA0	Maturity	GTA Funding CP	10,000,000.00	9,727,688.89	10,000,000.00	0.00	10,000,000.00
02/05/2024	10205	BLDG	78009AB52	Maturity	Royal Bank of Canada CP	10,000,000.00	9,626,122.22	10,000,000.00	0.00	10,000,000.00
02/28/2024	10176	BLDG	3130ANNS5	Interest	FHLB Call Note	0.00	0.00	0.00	12,500.00	12,500.00
02/29/2024	10179	BLDG	912828YE4	Interest	T Note	0.00	0.00	0.00	31,250.00	31,250.00
03/12/2024	10172	BLDG	3130ALJ70	Maturity	FHLB Call Note	5,000,000.00	5,000,000.00	5,000,000.00	10,000.00	5,010,000.00
03/31/2024	10206	BLDG	3130ARD24	Interest	FHLB Call Note	0.00	0.00	0.00	101,058.33	101,058.33
<b>Total for Building</b>						<b>65,000,000.00</b>	<b>63,797,355.55</b>	<b>65,000,000.00</b>	<b>647,808.33</b>	<b>65,647,808.33</b>
<b>Operating</b>										
09/01/2023	10167	OPER	3133EL5J9	Maturity	FFCB Call Note	5,000,000.00	4,998,500.00	5,000,000.00	7,500.00	5,007,500.00
09/14/2023	10169	OPER	3133EL6U3	Maturity	FFCB Call Note	5,000,000.00	4,995,000.00	5,000,000.00	7,000.00	5,007,000.00
10/04/2023	10177	OPER	31422XMV1	Interest	FRMAC Call Note	0.00	0.00	0.00	12,500.00	12,500.00
10/04/2023	10177	OPER	31422XMV1	Call	FRMAC Call Note	5,000,000.00	5,000,000.00	5,000,000.00	0.00	5,000,000.00
10/14/2023	10183	OPER	3134GXZT4	Call	FHLMC Call Note	5,000,000.00	5,000,000.00	5,000,000.00	0.00	5,000,000.00
10/22/2023	10194	OPER	3135G03U5	Interest	FNMA Note	0.00	0.00	0.00	15,625.00	15,625.00
11/15/2023	10180	OPER	91282CAW1	Maturity	T Note	6,000,000.00	5,808,984.38	6,000,000.00	7,500.00	6,007,500.00
11/15/2023	10181	OPER	91282CCC3	Interest	T Note	0.00	0.00	0.00	7,500.00	7,500.00
11/18/2023	10199	OPER	3133ENZ94	Interest	FFCB Note	0.00	0.00	0.00	225,000.00	225,000.00
11/24/2023	10203	OPER	87019SYQ1	Maturity	Swedbank CP	10,000,000.00	9,615,816.67	10,000,000.00	0.00	10,000,000.00
11/30/2023	10182	OPER	912828ZT0	Interest	T Note	0.00	0.00	0.00	6,250.00	6,250.00

Collin Co Comm College Dist.  
 Projected Cashflow Report  
 For the Period September 1, 2023 - March 31, 2024

Page 2

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
<b>Operating</b>										
12/17/2023	10193	OPER	3133ENYX2	Interest	FFCB Note	0.00	0.00	0.00	81,250.00	81,250.00
12/17/2023	10200	OPER	3135G04Z3	Interest	FNMA Note	0.00	0.00	0.00	18,750.00	18,750.00
01/14/2024	10183	OPER	3134GXZT4	Interest	FHLMC Call Note	0.00	0.00	0.00	100,000.00	100,000.00
02/02/2024	10201	OPER	3133EN7J3	Interest	FFCB Note	0.00	0.00	0.00	145,312.50	145,312.50
<b>Total for Operating</b>						<b>36,000,000.00</b>	<b>35,418,301.05</b>	<b>36,000,000.00</b>	<b>634,187.50</b>	<b>36,634,187.50</b>
<b>Stabilization</b>										
11/24/2023	10204	STABL	62479MYQ0	Maturity	MUFG Bank CP	10,000,000.00	9,615,816.67	10,000,000.00	0.00	10,000,000.00
12/06/2023	10207	STABL	3130AWER7	Interest	FHLB Note	0.00	0.00	0.00	44,708.33	44,708.33
12/06/2023	10208	STABL	3130AWER7	Interest	FHLB Note	0.00	0.00	0.00	178,833.33	178,833.33
01/13/2024	10198	STABL	3133EN6A3	Interest	FFCB Note	0.00	0.00	0.00	200,000.00	200,000.00
<b>Total for Stabilization</b>						<b>10,000,000.00</b>	<b>9,615,816.67</b>	<b>10,000,000.00</b>	<b>423,541.66</b>	<b>10,423,541.66</b>
<b>GRAND TOTALS:</b>						<b>111,000,000.00</b>	<b>108,831,473.27</b>	<b>111,000,000.00</b>	<b>1,705,537.49</b>	<b>112,705,537.49</b>

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