



NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold its Regularly Scheduled Meeting on Tuesday, February 27, 2024, 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

iCollin

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 Gomel

Megan Wallace

District President

H. Neil Matkin, Ed.D.

3452 Spur 399

P.O. Box 8021

McKinney, Texas 75070

P | 972.758.3800

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nmatkin@collin.edu

www.collin.edu

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, discipline, or responsibilities of college employees and interim appointments
- b. Discuss District President's salary and annual contract

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 anticipated litigation arising from recent communications with vendors or third parties

Section 551.072 Deliberations Regarding Real Property

- a. Discuss the purchase, exchange, lease, or value of property available around college campuses, the Collin Higher Education Center, and potential campus projects

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. Presentation of Books, Mr. David Downs

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 February 27, 2024 Consent Agenda Items

2024-02-C1

Approval of the Minutes of the January 26, 2024 Regular Meeting

2024-02-C2

Consideration of Approval of Course Fee and Fee Modification Requests for Fall 2024

2024-02-C3

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

2024-02-C4

Report Out of the Finance and Audit Committee and Consideration of Approval for an External Quality Assurance Review Professional to Perform an External Assessment of the Office of Internal Audit

CONSIDERATION OF ACTION ON AGENDA ITEMS

2024-02-1

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

2024-02-2

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

2024-02-3

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the District President to Negotiate and Execute a Contract Option with AECOM Technical Services, Inc. to Provide Program Management Support for Master Plan Program and Project Management Services

2024-02-4

Report Out of the Finance and Audit Committee and Consideration of Approval of Tuition Rates and Fees Effective Fall 2024

2024-02-5

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

2024-02-6

Consideration of Approval of the FY2025-FY2027 Contract for the District President

2024-02-7

Consideration of Approval of the Bid Report for February 27, 2024

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

INFORMATION REPORTS

Annual Report of Trustee Attendance at Board and Committee Meetings

Workday Student Status Report for February 2024

Personnel Report for February 2024

Revenues and Expenses as of January 31, 2024

Statement of Net Position as of January 31, 2024

Monthly Investment Report as of January 31, 2024

PRESIDENT'S AND BOARD ANNOUNCEMENTS

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

ADJOURNMENT

*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.

I certify that the notice for this meeting was posted on February 23, 2024 at 4:00 p.m., in compliance with the Texas Open Meetings Act.


For the Board of Trustees

CONSENT AGENDA ITEMS TO BE CONSIDERED

2024-02-C1	Approval of the Minutes of the January 26, 2024 Regular Meeting	pg. 6
2024-02-C2	Consideration of Approval of Course Fee and Fee Modification Requests for Fall 2024	pg. 20
2024-02-C3	Report Out of the Finance and Audit Committee and Consideration of Approval of the Revised Audit Plan for Fiscal Year 2024	pg. 22
2024-02-C4	Report Out of the Finance and Audit Committee and Consideration of Approval for an External Quality Assurance Review Professional to Perform an External Assessment of the Office of Internal Audit	pg. 24

February 27, 2024

SUBJECT

Approval of the Minutes of the January 26, 2024 Regular Meeting

RECOMMENDATION

The District President recommends approval of the minutes of the January 26, 2024 Regular Meeting.

RESOURCE PERSONNEL

Donna Ludwig, Secretary to the Board of Trustees

ATTACHMENTS

- A) January 26, 2024 Regular Meeting Minutes
- B) Out-of-District Dual Credit Waiver Presentation

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 Regular Meeting
January 26, 2024**

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

Collin County Community College District conducted its Regular Monthly Board of Trustees meeting on Friday, January 26, 2024, 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, Ms. Stacy Arias, Dr. Robert Collins, Mr. Andrew Hardin, Dr. Raj Menon, Mr. Jim Orr, Mr. Jay Saad, and Ms. Megan Wallace. Mr. Greg Gomel was absent.

CALL TO ORDER: 9:01 a.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 9:02 a.m.

Section 551.074 Personnel Matters

- a. Discuss appointment, employment, evaluation, reassignment, duties, discipline, or responsibilities of college employees and police officers, including the annual evaluation of the District President

Section 551.071 Consultations with Attorney

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

Sections 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 across the District

Section 551.072 Deliberations Regarding Real Property

- a. Discuss the purchase, exchange, lease, or value of property available around college campuses, the Collin Higher Education Center, and potential campus projects

RECONVENE REGULAR MEETING: 11:10 a.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

PUBLIC COMMENT

There was no public comment.

Approval of the January 26, 2024 Consent Agenda Item

2024-01-C1 Approval of the Minutes of the January 26, 2024 Regular Meeting

On motion of Trustee Menon, and second of Trustee Collins, the January 26, 2024 Consent Agenda was approved by a vote of 8-0.

CONSIDERATION OF ACTION ON AGENDA ITEMS

2024-01-1 Consideration of Approval of the New Bachelor of Applied Technology Degree Program with a Major in Software Development

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

2024-01-2 Consideration of Approval of the Collin College Academic Alliance and Moving of the Multi-Institutional Teaching Center from the Collin Higher Education Center to the Technical Campus

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

2024-01-3 Consideration of Approval of Partial Tuition Waiver for Out-of-District and Out-of-State Dual Credit Students

On motion of Trustee Collins, and second of Trustee Wallace, this item was approved by a vote of 8-0. Presentation is attached.

2024-01-4 Consideration of Approval of Adding Co-Educational Esports, Men's and Women's Golf, and Women's Volleyball to Collin College's Athletic Programs

On motion of Trustee Alexander, and second of Trustee Saad, this item was approved by a vote of 6-2. Trustee Hardin and Trustee Orr voted against.

2024-01-5 Consideration of Approval for the Expansion of the Motorola Solutions Avigilon Video Security Platform Across All Campuses

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

2024-01-6 Consideration of Approval of the Selection of IN2 Architecture for the Architectural Design Contracts for the Renovation of the Plano Campus, Courtyard Center, and Collin Higher Education Center

On motion of Trustee Collins, and second of Trustee Menon, this item was approved by a vote of 7-1. Trustee Orr voted against.

2024-01-7 Consideration of Approval of the Designated Delivery Method for Construction Services at the Plano, Wylie, McKinney Campuses and the Courtyard Center and Collin Higher Education Center

On motion of Trustee Menon, and second of Trustee Saad, this item was approved by a vote of 7-1. Trustee Orr voted against.

2024-01-8 Consideration of Approval of the Bid Report for January 26, 2024

Discussion: Melissa Irby, Chief Financial Officer, presented the Bid Report for January 26, 2024, which included six new solicitations:

New Solicitations

Purchase Request #1	\$ 5,000,000
Furniture	
Purchase Request #2	300,000
Building Maintenance, Repair, & Operations Supplies & Equipment	
Purchase Request #3	220,500
Cellular Services Improvement	
Purchase Request #4	850,000
Professional Engineering Services	
Purchase Request #5	345,000
All College Day Venue	
Purchase Request #6	240,000
Commencement Venue	
Total of New Solicitations	<u>6,955,500</u>
Grand Total	<u><u>\$ 6,955,500</u></u>

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

PUBLIC COMMENT

There was no additional public comment.

INFORMATION REPORTS

Workday Student Status Report for January 2024

Personnel Report for January 2024

Revenues and Expenses as of November 30, 2023

Revenues and Expenses as of December 31, 2023

Statement of Net Position as of November 30, 2023

Statement of Net Position as of December 31, 2023

Quarterly Grant Budget - September - November 2023
Annual Investment Report FY 2023
Monthly Investment Report as of November 30, 2023
Monthly Investment Report as of December 31, 2023
Quarterly Investment Report as of November 30, 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 1:09 p.m.



Out-of-District Dual Credit Waiver Analysis

Tuition Waiver for Out-of-District Dual Credit Students

- During the April 23, 2019 Regular Meeting, 2019-3-4 was unanimously approved providing tuition waivers for out-of-district and out-of-state dual credit students subject to review in three years.
- Fall of 2019 was the first semester these waivers were awarded.

Waivers or Potential Waivers Awarded by County*

County	F16-SU19 (Potential Waivers)	F19-SU23 (Waivers)
Denton	3,428	13,698
Rockwall	1,110	5,712
Other**	753	2,638
TOTAL	5,291	22,048

**Students duplicated across terms if they received or could have received an in-county waiver in more than one term*

***"Other" includes counties such as Dallas and Hunt or the student was coded out of state, but the student attends a partnering ISD*

Headcount of Waivers or Potential Waivers by County Unduplicated*

County	F16-SU19 (Potential Waivers)	F19-SU23 (Waivers)
Denton	1,916	5,284
Rockwall	609	2,242
Other**	445	1,058
TOTAL	2,970	8,584

**Students unduplicated across terms*

***"Other" includes counties such as Dallas and Hunt or the student was coded out of state, but the student attends a partnering ISD*

Tuition Waiver for Out-of-District Dual Credit Students Fall 2019 – Summer 2023

Students (Dup.)	Credit Hours	Amount Waived
22,048	124,412	\$8,165,447

Tuition Waiver for Out-of-District Dual Credit Students since Fall 2019 (based on previous funding model)

Income Tuition and fees	Income Contact Hours	Estimated Success Point Revenue	Expense of Waivers	Estimated Instructional Expenses	Net Total
\$5,970,313	\$9,704,838	\$5,320,149	\$(8,165,447)	\$(6,661,715)	\$6,168,835

Tuition Waiver for Out-of-District Dual Credit Students since Fall 2019 (HB8 predictions)

Income Tuition and fees	Income HB8 Formula	Expense of Waivers	Instructional Expenses	Net Total
\$5,970,313	\$12,010,550	\$(8,165,447)	\$(6,661,715)	\$3,153,701

- The “Income HB8 Formula” is the sum of income from awards and students eclipsing 15 credit hours either as dual credit students or as transfer students if HB8 had been in effect from F19-SU23.

Students Who Enrolled after HS Graduation

- **3,127** students (unduplicated) enrolled in at least one-hour following graduation
- Students who did enroll following graduation took an average of **21.1** hours after HS graduation
- Students pay full out-of-county rates after HS graduation
- **65,963** post-high school hours generated (through Jan 17, 2024) – (@\$98 avg = \$6,464,374)
- **486** have completed associate degrees, **76** completed academic certificates, and **123** completed Occupational Skills Awards (OSA)

Questions?

February 27, 2024

SUBJECT

Consideration of Approval of Course Fee and Fee Modification Requests for Fall 2024

RECOMMENDATION

The District President recommends approval of the proposed course fee and fee modification requests, effective Fall 2024.

RATIONALE

Course Lab Fees

Courses that include students using multiple consumables for their learning experience require a fee to cover part or all of the consumable items' cost. Courses affected in this category are:

Change to Existing Fee Due to Increase of Cost of Supplies:

HPRS 1204, RNSG 1216, RNSG 1430, RNSG 1533, RNSG 1538, RNSG 2539, RSPT 1410, VNSG 1570, VNSG 1571, VNSG 1577, VNSG 1578, VNSG 1579, and VTHT 2321

Original Approval Request:

DSAE 1303, PTHA 2250, PTHA 2431, PTHA 2435, VTHT 1349
VTHT 2205, and VTHT 2209

Termination of Fees

The LVN to RN curriculum was revised and the following courses are no longer offered.
RNSG 1118 and RNSG 2162

Change Existing Late Fees

During the first week of each term, a late fee of \$100 will be assessed for late course registration. Prior late fee assessed was \$10.

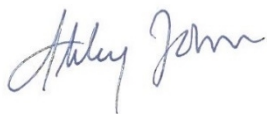
RESOURCE PERSONNEL

Dr. Abe Johnson, SVP Campus Operations

ATTACHMENT

Course Fee Requests Itemization

Respectfully Submitted By:



Dr. Abe Johnson
SVP Campus Operations

Course Fee Requests

Effective Term: Fall 2024

2/27/2024

Course No.	Course Title/Description	Discipline	Department of Instruction	Fee Request	Original Fee	Request Type	Type of fee:
HPRS 1204	Basic Health Professions Skills	Respiratory Therapy	Respiratory Care	\$20.00	\$15	Change to Existing Fee	Course Lab Fee
RNSG 1216	Professional Nursing Competencies	Nursing ADN	Nursing	\$24.00	\$15	Change to Existing Fee	Course Lab Fee
RNSG 1430	Health Care Concepts 1	Nursing ADN	Nursing	\$24.00	\$15	Change to Existing Fee	Course Lab Fee
RNSG 1533	Health Care Concepts II	Nursing ADN	Nursing	\$24.00	\$15	Change to Existing Fee	Course Lab Fee
RNSG 1538	Health Care Concepts III	Nursing ADN	Nursing	\$24.00	\$15	Change to Existing Fee	Course Lab Fee
RNSG 2539	Health Care Concepts IV	Nursing ADN	Nursing	\$24.00	\$15	Change to Existing Fee	Course Lab Fee
RSPT 1410	Respiratory Care Procedures I	Respiratory Therapy	Respiratory Care	\$24.00	\$20	Change to Existing Fee	Course Lab Fee
VNSG 1570	Concept-Based Skills I	Nursing Vocational	Nursing	\$24.00	\$15	Change to Existing Fee	Course Lab Fee
VNSG 1571	Concept-Based Skills II	Nursing Vocational	Nursing	\$24.00	\$15	Change to Existing Fee	Course Lab Fee
VNSG 1577	Concept-Based Nursing Care I	Nursing Vocational	Nursing	\$24.00	\$15	Change to Existing Fee	Course Lab Fee
VNSG 1578	Concept-Based Nursing Care II	Nursing Vocational	Nursing	\$24.00	\$15	Change to Existing Fee	Course Lab Fee
VNSG 1579	Concept-Based Nursing Care III	Nursing Vocational	Nursing	\$24.00	\$15	Change to Existing Fee	Course Lab Fee
VTHT 2321	Veterinary Parasitology	Veterinary Technology	Veterinary Technology	\$15.00	\$10	Change to Existing Fee	Course Lab Fee
RNSG 1118	Transition to Professional Nursing Competencies	Nursing ADN	Nursing	\$0.00	\$15	Fee Termination Notice	Course Lab Fee
RNSG 2162	Clinical II - Nursing Transition from LVN	Nursing ADN	Nursing	\$0.00	\$15	Fee Termination Notice	Course Lab Fee
DSAE 1303	Introduction to Echocardiography	Diagnostic Medical Sonography	Diagnostic Medical Sonography	\$24.00		Original Approval Request	Course Lab Fee
PTHA 2250	Current Concepts in Physical Therapy	Physical Therapy	Physical Therapist Assistant	\$24.00		Original Approval Request	Course Lab Fee
PTHA 2431	Management of Neurological Disorders	Physical Therapy	Physical Therapist Assistant	\$24.00		Original Approval Request	Course Lab Fee
PTHA 2435	Rehabilitation Techniques	Physical Therapy	Physical Therapist Assistant	\$24.00		Original Approval Request	Course Lab Fee
VTHT 1349	Veterinary Pharmacology	Veterinary Technology	Veterinary Technology	\$15.00		Original Approval Request	Course Lab Fee
VTHT 2205	Equine Clinical Management	Veterinary Technology	Veterinary Technology	\$15.00		Original Approval Request	Course Lab Fee
VTHT 2209	Food Animal Clinical Management	Veterinary Technology	Veterinary Technology	\$15.00		Original Approval Request	Course Lab Fee

February 27, 2024

SUBJECT

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

RECOMMENDATION

The District President recommends approval of the revised Audit Plan for fiscal year 2024.

The following projects were approved on September 19, 2023:

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

Approval is requested for the following updates:

- Investigations - Conduct investigations resulting from hotline (fraud), State Auditor's Office (SAO), management, or other sources
- Small Business Development Center Grant
- Scholarships – Rollover to Fiscal Year 2025

The Internal Audit Charter requires the Board of Trustees to approve the annual Audit Plan.

RESOURCE PERSONNEL

Ali Subhani, Director of Internal Audit

ATTACHMENT

- A. Revised Audit Plan for fiscal year 2024

Respectfully Submitted By:



Ali Subhani
Director of Internal Audit

Date: February 20, 2024

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

The Internal Audit Charter requires the Board of Trustees to approve the annual Audit Plan. The following projects were approved on September 19, 2023 :

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

Approval is requested for the following updates:

- Investigations - Conduct investigations resulting from hotline (fraud), State Auditor's Office (SAO), management, or other sources.
- Small Business Development Center Grant
- Scholarships – Rollover to Fiscal Year 2025

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

February 27, 2024

SUBJECT

Report Out of the Finance and Audit Committee and Consideration of Approval for an External Quality Assurance Review Professional to Perform an External Assessment of the Office of Internal Audit

RECOMMENDATION

The District President recommends approval of the candidate to perform the External Quality Assurance Review.

Standard 1312 – External Assessments of the International Standards for the Professional Practice of Internal Auditing requires the Office of Internal Audit to undergo periodic external assessments. An external evaluation aims to evaluate the Office of Internal Audit's conformance with the Standards. To conduct an evaluation, the reviewer must have preferred competencies such as:

- Professional Certification: Certification as a Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or equivalent.
- Extensive Internal Audit Experience: A minimum of 7-10 years of progressive experience in internal auditing roles, including leadership positions.
- Audit Methodology Proficiency: Proficiency in audit methodologies such as risk-based auditing, data analytics, and process improvement techniques.
- Regulatory Compliance Knowledge: An understanding of relevant regulatory requirements and standards applicable to the District's operations.

The Executive Director of Internal Audit from Lone Star College, with over 25 years of professional experience in auditing, primarily in the higher education sector, has the competencies to lead the External Quality Assurance Review. She possesses Big Four audit firm experience working in various industries, including government, financial services, manufacturing, and retail. Additionally, she has prior Quality Assurance Review experience with Deloitte and the Texas State Technical College.

RESOURCE PERSONNEL

Ali Subhani, Director of Internal Audit

ATTACHMENT

A. Resume-External Quality Assurance Review Candidate

Respectfully Submitted By:



Ali Subhani
Director of Internal Audit

Leticia T. Charbonneau

Internal Audit Executive

Internal Audit Executive with over **25** years of audit experience primarily in the higher education sector. Possess Big Four audit firm experience working in various industries including government, financial services, manufacturing, and retail. Demonstrated skills in assessing risk, evaluating the effectiveness of internal controls, and identifying process improvement opportunities.

Experience

- 7/2014 – Present** **Lone Star College**
Executive Director, Audit and Consulting Services, The Woodlands, TX
Direct the internal audit department of a large community college system.
- Successfully rebuilt the internal audit function.
 - Provide leadership and strategic direction.
 - Oversee the completion of audits and special projects.
 - Co-facilitate initiatives related to compliance, fraud, and risks.
- 5/2008 – 7/2014** **Alamo Colleges**
Principal Auditor (Manager), San Antonio, TX
Performed internal audits for a large community college district.
- Assisted with annual risk assessment and audit plan development.
 - Conducted internal quality control procedures.
 - Assisted in preparation and managing of departmental expense budget.
- 1/2007 – 5/2008** **Deloitte & Touche, LLP**
Senior Auditor/Manager, Central TX
Conducted Enterprise Risk Services projects for various industry clients.
- 1/2002 – 1/2006**
- Managed advisory projects, including financial and compliance audits, Sarbanes Oxley, risk assessments, and quality assurance reviews.
 - Conducted higher education Single Audit portion of external audits.
 - Demonstrated leadership in assisting Partner build Central Texas practice.
- 6/2006 – 12/2006** **Resources Global Professionals**
Associate, San Antonio, TX
Performed Sarbanes Oxley compliance testing for a large client.
- 1/2006 – 6/2006** **International Bank of Commerce**
First Vice President and Sarbanes Oxley Coordinator, Laredo, TX
Coordinated Sarbanes Oxley activities for the bank holding company.
- 11/2000 – 4/2002** **Texas State Auditor's Office**
Senior Auditor, Austin, TX
Conducted audits of state agencies and institutions of higher education.
- 1/2000 – 3/2000** **Glass and Company**
Senior Accountant, Austin, TX
Conducted external audits of banks and construction companies.
- 12/1996 – 12/1999** **The Laredo National Bank**
Senior Auditor, Laredo, TX
Conducted compliance and operational audits of bank and subsidiaries.

Education

- 1994** **Bachelor of Business Administration, Accounting**
The University of Texas at Austin

Personal Info

Address

2303 Cobblecreek DR
Conroe, TX 77384

Phone

(713) 307-2211

E-mail

LetTorres@yahoo.com

LinkedIn

www.linkedin.com/in/leticia-charbonneau

Skills

Risk Assessment
Business Process Improvement
Strategic Planning
Communication Skills
Interpersonal Skills
Problem Solving
Knowledge and practice of professional standards

Software

Microsoft 365
TeamMate
PeopleSoft
Banner

Certifications

Certified Public Accountant
Certified Internal Auditor
Certified Fraud Examiner
Certified Government Auditing Professional

Memberships

Institute of Internal Auditors
Association of College and University Auditors
Texas Association of College and University Auditors

Languages

Spanish

Collin County Community College District Board of Trustees

2024-02-1

February 27, 2024

Resource: Monica Velazquez
General Counsel

AGENDA ITEM:

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

- **BG (Local)** Administrative Organization (ADD)
- **CFE (Local)** Purchasing and Acquisition – Vendor Relations (ADD)
- **DAA (Local)** Employment Objectives – Equal Employment Opportunity
- **DCA (Local)** Employment Practices – Term Contracts
- **DEC (Local)** Compensation and Benefits – Leaves and Absences
- **DEE (Local)** Compensation and Benefits – Expense Reimbursement
- **EBA (Local)** Alternate Methods of Instruction – Distance Education
- **ECC (Local)** Instructional Arrangements – Course Load and Schedules
- **FA (Local)** Equal Educational Opportunity (ADD)
- **FAA (Local)** Equal Educational Opportunity – Pregnant and Parenting Students
- **FAB (Local)** Equal Educational Opportunity – Service Animals (ADD)
- **GCB (Local)** Public Information Program – Requests for Information

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.

- **BG (Local)** Administrative Organization (ADD) - This new recommended local policy addresses the new requirements of SB 17, which prohibits a Diversity, Equity, and Inclusion Office at a college, with limited exceptions.
- **CFE (Local)** Purchasing and Acquisition – Vendor Relations (ADD) - This new recommended local policy addresses the requirements of SB 17, which prohibits

Diversity, Equity, and Inclusion Initiatives at community colleges, with limited exceptions. The language directs the college chief executive officer or designee to develop disciplinary procedures related to a vendor violating the provisions of the bill.

- **DAA (Local)** Employment Objectives – Equal Employment Opportunity - This new recommended local policy language addresses the requirements of SB 17, which prohibits Diversity, Equity, and Inclusion Initiatives for employees of a college, with limited exceptions.
- **DCA (Local)** Employment Practices – Term Contracts – Recommended revisions clarify and address the titles in the recommendation process for faculty contracts and the presentation of such contracts to the Board in the personnel report.
- **DEC (Local)** Compensation and Benefits – Leaves and Absences - Recommended revisions to this local policy address the requirements of HB 1486, which applies existing mental health leave provisions applicable to peace officers to telecommunicators. The language extends current Mental Health Leave language to now include full-time telecommunicators. In addition, at Line of Duty Illness or Injury Leave, recommended revisions to this local policy address HB 471, which requires colleges to provide police officers and emergency medical services personnel a leave of absence for illness or injury related to the person's line of duty.
- **DEE (Local)** Compensation and Benefits – Expense Reimbursement – Recommended revisions address changes in international travel policies tied to approved master plan/strategic plan goals, as well as flexibility in approval of requests for international travel.
- **EBA (Local)** Alternate Methods of Instruction – Distance Education - Recommended revisions to this local policy were made to reflect changes in the Texas Administrative Code.

- **ECC (Local)** Instructional Arrangements – Course Load and Schedules - Recommended revisions to this local policy address the requirements of HB 8, which prohibits a college from counting toward the drop limit a Course Dropped During a Bachelor's Program that a student previously earned or a Dual Credit or Dual Enrollment Course a student dropped before graduating from high school.
- **FA (Local)** Equal Educational Opportunity (ADD) - This new recommended local policy addresses the requirements of SB 17, which prohibits Diversity, Equity, and Inclusion Initiatives for students of a college, with limited exceptions.
- **FAA (Local)** Equal Educational Opportunity – Pregnant and Parenting Students - This new recommended local policy addresses multiple bills, including state law changes that provide enrollment protections and required accommodations for pregnant and parenting students; early registration for pregnant and parenting students if the opportunity is provided to another group of students; and a requirement that the college to designate an employee to serve as a liaison for current and incoming parenting students (those that are parents or legal guardians of minors).
- **FAB (Local)** Equal Educational Opportunity – Service Animals (ADD) – The current policy at FAA has been moved to FAB to accommodate a new local policy on Pregnant and Parenting Students.
- **GCB (Local)** Public Information Program – Requests for Information - Recommended revisions to this local policy address the requirements of HB 3033, which permits a college to designate up to 10 non-business days each calendar year for the purpose of complying with the Public Information Act.

SUGGESTED MOTION:

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

NEW POLICY (per TASB recommendation)

Note: For related information on diversity, equity, and inclusion initiatives, see CFE for contractor discipline, DAA for employees, DH for employee discipline, and FA for students.

Diversity, Equity, and Inclusion Office

Except as required by federal law, the College District will not:

1. Establish or maintain a diversity, equity, and inclusion office; or
2. Hire or assign an employee or contract with a third party to perform the duties of a diversity, equity, and inclusion office.

"Diversity, equity, and inclusion office" means an office, division, or other unit of the College District established for the purpose of:

1. Influencing hiring or employment practices at the College District with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws;
2. Promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity;
3. Promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or
4. Conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or

NEW POLICY (per TASB recommendation)

2. Certifies compliance with state and federal antidiscrimination laws.

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CFE
(LOCAL)

NEW POLICY (per TASB recommendation)

**Diversity, Equity,
and Inclusion
Initiatives**

The District President or designee will develop procedures addressing the discipline, up to and including termination, of a College District contractor who violates Education Code 51.3525(b)(1).
[See BG, DAA, and FA]

EMPLOYMENT OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY

DAA
(LOCAL)

**Equal Employment
Opportunity
Statement**

As an equal opportunity/affirmative action employer, the College District ~~shall~~will consider all qualified applicants without discriminating against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other basis protected by law.

Title IX Statement

The College District strives to maintain a healthy and safe environment where all students, employees, and community members feel welcome on College District campuses and in College District classrooms. Employees ~~shall~~will be prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment, or sexual violence.

Note: For complaints of discrimination, harassment, and retaliation targeting employees on the basis of a protected characteristic, see DIAA and DIAB.

**Diversity, Equity,
and Inclusion
Initiatives**

Except as required by federal law, the College District will not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or
2. Certifies compliance with state and federal antidiscrimination laws.

EMPLOYMENT OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY

DAA
(LOCAL)

The prohibitions do not apply to:

1. Submitting a statement as part of a grant application or to comply with the terms of accreditation that highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations, or that certifies compliance with state and federal antidiscrimination laws;
2. Academic course instruction;
3. Scholarly research or a creative work by College District employees or students;
4. An activity of a student organization registered with or recognized by the College District;
5. Guest speakers or performers on short-term engagements;
6. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
7. Data collection; or
8. Student recruitment or admissions.

Note: For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DH for employee discipline, and FA for students.

EMPLOYMENT PRACTICES
TERM CONTRACTS

DCA
(LOCAL)

Term of Contract

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

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

**Contract
Renewal**

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

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

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

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

Annual Contracts

Beginning with appointment to a full-time faculty position, a College District faculty member will serve three one-year contracts before becoming eligible to be considered for a multi-year contract.

If the appropriate ~~vice president/campus~~ provost and ~~executive senior~~ vice president of campus operations do not recommend a multi-year contract at the end of the third year, the faculty member may be issued up to two additional one-year contracts. The two additional one-year contracts need not be consecutive. In no event will a faculty member receive more than a total of five one-year

EMPLOYMENT PRACTICES
TERM CONTRACTS

DCA
(LOCAL)

contracts. Following expiration of either or both of the two additional one-year contracts, if the employee is not recommended for a multi-year contract, nonrenewal may result. Nonrenewal may result at the end of any term contract for any faculty member.

Multi-Year Contracts

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

The council on excellence's written recommendation will be forwarded to the appropriate ~~vice president/campus~~ provost, who will prepare and present written recommendations to the senior vice president of campus operations, who, in turn, will present recommendations to the District President for final approval.

~~Full-time faculty multi-year contracts approved by the District President are presented to the Board during the spring semester as a part of the personnel report.~~

Multi-Year Contract Extension

A faculty member completing a multi-year contract that was recommended through the council on excellence peer review process may be considered for one multi-year contract extension upon recommendation by the requisite associate dean or dean, who will consider the faculty member's prior multi-year contract Board report, the annual evaluations and performance documentation, class visit forms, and student evaluations. The appropriate dean will prepare and present written recommendations to the appropriate ~~vice president/campus~~ provost. The campus provost will and present the recommendations to the -executive-senior vice president of campus operations, who will prepare and present written recommendations to the District President for approval.

~~Full-time faculty multi-year contract extensions approved by the District President are presented to the Board during the spring semester as a part of the personnel report.~~

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

Personnel Report

All full-time faculty contracts approved by the District President are presented to the Board during the spring semester as part of the personnel report contained in the Board packet.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

**Leave
Administration**

The District President or designee will develop procedures associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

**Comprehensive
Leave Program**

The Board provides a comprehensive program of leave benefits for full-time employees of the College District.

Accrual of Leave

Leave hours accrue on the last day of each month. An employee who is in a paid status (at work or on paid leave) on the last day of the month earns leave hours for that month.

Reporting Absences

Employee absences are reported through a time and attendance reporting system. Supervisors ensure appropriate documentation and use of leave and take action, as needed, if an employee does not accurately report his or her absences. [See DMAA(LOCAL)]

**Family and Medical
Leave**

For purposes of the Family and Medical Leave Act (FMLA), the following eligible conditions apply:

1. For the birth of a son or daughter, and to care for the newborn child;
2. For placement with the employee of a son or daughter for adoption or foster care [For the rules regarding leave for "adoption" and "foster care," see 29 C.F.R. 825.121];
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status); and
6. To care for a covered service member with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

Immediate Family

For purposes of this policy, "immediate family" is defined as a dependent son or daughter, including a biological, adopted, or foster

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child; a stepchild; a legal ward, or a child for whom the employee stands *in loco parentis* who is under the age of 18, or someone 18 years or older who is incapable of self-care because of a mental or physical disability; and a spouse.

Family Emergency

The term “family emergency” will be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, use, or recording of leave will mean the number of hours per day equivalent to the employee’s usual assignment.

Academic Year

An “academic year” as used in this policy will mean the term of the employee’s assignment during the College District’s Academic Calendar adopted by the Board each year. For purposes of an employee’s entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee’s first FMLA leave begins, regardless of the academic year.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family. A catastrophic illness or injury is one that is expected to incapacitate the employee for an extended period of time (usually longer than five days) and that requires inpatient care in a hospital, hospice, or residential medical facility, or a regimen of continuing treatment of the employee by a health-care provider that requires absences from work for treatment. Catastrophic leave is only available for those employees who have exhausted all leave time earned by those employees. Such conditions typically require prolonged inpatient hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth will be considered catastrophic if they meet the requirements of this paragraph. The College District may require a second or third medical opinion, at its cost, to confirm that the illness or injury qualifies for catastrophic leave.

Earning Leave

An employee will not earn any form of paid leave when the employee is in unpaid status. An employee using full or proportionate paid leave will be considered to be in paid status.

Deductions

Leave Without Pay

The College District will not approve paid leave for more leave days than have been carried over from prior years plus leave currently available. Any unapproved absences or absences beyond available paid leave will result in deductions from the employee’s pay. An employee’s final paycheck will be reduced for paid leave

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the employee used, but had not earned, as of the date of separation.

Leave Proration

Paid leave will be prorated based on the actual time employed within an academic year.

Medical Certification

An employee will submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family; or
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or District President; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification will be made by a healthcare provider as defined by the FMLA. [See DECA(LEGAL)]

Order of Use

For leave approved under this policy, the College District adopts the following order of use.

Earned compensatory time will be used before any available paid leave. [See DEA]

Use of leave under the sick leave bank will be permitted only after all available local or other leave has been exhausted.

When an employee is approved for FMLA leave, the College District will require the employee to use available paid leave, including, but not limited to, sick time, vacation time, or compensatory time.

Sick Leave

Each full-time employee will earn eight hours of paid sick leave per month in accordance with administrative procedures.

Sick leave will accumulate to a maximum of 720 hours.

Sick leave will only be used after any applicable compensatory time has been exhausted for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family [see Immediate Family, above].

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3. Up to three days (24 hours) of accrued sick leave each fiscal year for medical or dental appointments or to help care for an extended family member who is ill. Extended family members include parents, grandparents, adult children, grandchildren, siblings and in-laws, and step and foster relationships of the preceding.
4. Family emergency.
5. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
6. Contribution to the sick leave bank.

**Sick Leave for
Adjunct Faculty**

The College District will offer paid sick leave to adjunct faculty members under this policy to provide pay continuity as a result of illness-related absences of the adjunct faculty member.

Adjunct faculty are eligible to receive the equivalent of one week, as defined below, of paid sick leave per course each semester they are employed. Adjunct faculty members who have been diagnosed with an illness that requires quarantine are eligible for one additional week of paid leave under this policy. For purposes of this policy, the phrase "equivalent of one week" is defined as 1/16th of the total course contact hours, e.g., three of 48 contact hours or four of 60 contact hours, etc., irrespective of the period of time over which the course is scheduled. Paid sick leave for adjunct faculty members is granted on a per-semester basis and does not accrue.

Sick Leave Bank

The College District will establish a sick leave bank to which all full-time employees may contribute up to 24 hours of earned but unused sick leave per year.

A full-time employee may request leave from the bank if the employee experiences a catastrophic illness or injury as defined in this policy and has exhausted all paid leave and any applicable compensatory time.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

Eligibility

Only full-time benefits-eligible employees may apply for use of the sick leave bank.

Eligible employees may only draw from the sick leave bank for a single diagnosis code for a period not to exceed the maximum allowable hours consistent with plan operating procedures.

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The District President or designee will develop procedures for the operation of the sick leave bank that address the following:

1. Procedures to request leave from the sick leave bank;
2. The maximum number of days per academic year a member employee may receive from the sick leave bank;
3. The administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
4. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL).

Leave for Certain
Law Enforcement
and EMS Personnel

Mental Health
Leave ~~for Peace
Officers~~

A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment will be granted a maximum of three days of mental health leave per traumatic event. Such leave will be provided in accordance with administrative regulations and will not be deducted from the employee's pay or leave balance.

The District President will develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which ~~a peace officer~~ an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave
~~for Peace Officers
and Emergency
Medical
Technicians~~

A College District peace officer or an emergency medical technician on staff will be granted quarantine leave when ordered by the local health authority or the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave will be provided in accordance with administrative regulations and will not be deducted from the employee's pay or leave balance.

The District President will develop regulations regarding quarantine leave that address the following:

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1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Line of Duty Illness
or Injury Leave

Following a leave of absence with full pay as required by law, the College District will extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury in accordance with medical certification and administrative regulations.

The extended leave of absence will not exceed 60 workdays.

The extended leave of absence will be taken with no loss of pay.

In accordance with law, following an extended leave of absence, the police officer or emergency medical services personnel may use accumulated leave.

**Family and Medical
Leave**

For purposes of an employee's entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee's first FMLA leave begins.

Twelve-Month
Period

Combined Leave for
Spouses

When both spouses are employed by the College District, the College District provides a combined total of 12 weeks (in any combination) of FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition. The College District will limit military caregiver leave to a combined total of 26 weeks.

Intermittent or
Reduced Schedule
Leave

The College District will permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of
Leave

When an employee requests leave, the employee will provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-For-Duty
Certification

In accordance with administrative procedures, when an employee takes FMLA leave due to the employee's own serious health condition, the employee will provide, before resuming work, a fitness-for-duty certification. If the College District will require certification of

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the employee's ability to perform essential job functions, the College District will provide a list of essential job functions to the employee.

Failure to Return

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave.

Outside Employment While on Leave

The College District prohibits employees from engaging in any employment with another employer, supplemental employment, or providing non-employment services for compensation ("moonlighting") during any type of leave approved under this or any other Board policy, other than vacation leave. This prohibition does not apply to employees who have received written approval to engage in outside employment or employees engaged in military service while on approved military leave.

Parental Leave

Each employee who has been employed in a benefits-eligible position for at least 12 months is eligible to use ~~ten~~10 days of paid parental leave at the time of the birth or adoption of a child. Parental leave must be coordinated with the employee's concurrent leave under the FMLA and is available for use from the time of birth or placement of the child only. Parental leave must be used while the employee is on the related FMLA leave and does not accrue or remain available for use at a later date. Adjunct faculty, part-time employees, and employees on leave without pay status are not eligible for paid parental leave as outlined in this policy but may be eligible for unpaid FMLA leave.

Personal Leave

Each full-time employee will earn 24 hours of paid leave each fiscal year to conduct personal business in accordance with administrative procedures. Personal leave will be noncumulative.

Request for Personal Leave

The employee will submit a request for use of personal leave in advance in accordance with leave of absence procedures and guidelines. In deciding whether to approve or deny personal leave, the supervisor or designee will not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee will, however, consider the effect of the employee's absence on the educational program or College District operations.

Vacation Leave

Each full-time, 12-month staff and administrative employee will earn paid vacation in accordance with the schedule published in administrative procedures.

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Upon successful completion of the new employee 90-day (calendar day) probationary period, each eligible employee will receive vacation credit retroactive to the original service date, in accordance with the published vacation plan. Employees who terminate employment prior to completion of the new employee probationary period will have no accrued vacation credit.

Use of vacation leave will not exceed 15 consecutive workdays.

Carryover of earned but unused vacation hours will be permitted within the guidelines established by the District President or designee.

Payment of
Vacation Leave in
Lieu of Time Off

If sufficient funds are available in the Board-approved budget or from other appropriate funding sources, the District President may authorize a payment of up to 160 hours of an employee's earned but unused vacation leave hours. This payment would be in lieu of time off when an employee is not permitted or able to take requested vacation leave due to workload, special projects, or critical needs of the college, as designated by the District President.

If sufficient funds are not available, the request must be submitted to the Board for consideration to allocate the needed funds from appropriate reserve accounts.

An annual report of any authorized payments to employees under this sub-section of the policy will be presented to the Board as an information item following the fiscal year end.

Payment of
Vacation Leave at
Termination

Employees beyond the initial 90-day probationary period, who terminate eligible employment with the College District, will be paid for the current fiscal year's earned but unused vacation hours and up to a maximum of 80 hours of earned but unused carryover vacation hours from prior fiscal years.

Request for
Vacation Leave

The employee will submit a request for use of vacation leave in advance in accordance with leave of absence procedures and guidelines. In deciding whether to approve or deny vacation leave, the supervisor or designee will consider the effect of the employee's absence on the educational program or College District operations.

Sabbatical Leave

Sabbatical leaves are available to provide College District employees with a significant opportunity for professional growth. Sabbatical leaves are granted based on a review and recommendation by the sabbatical committee in response to the published priorities for the year, with subsequent review and recommendation by the campus provost and senior vice president of campus operations, with approval consideration by the District President and the Board.

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Sabbatical leaves are not granted on the basis of seniority and are not an entitlement.

Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes such as completing a degree, improving skills, and maintaining currency in the employee's discipline or field or otherwise as specified in administrative procedures.

Eligible employees [see definition at DEC(LEGAL) Development Leaves of Absence] may apply for a sabbatical upon completion of five years of continuous full-time service. Six years of continuous full-time service must be completed before a sabbatical can commence.

The leave will be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary. Failure to return for all or part of the one-year period will make the person liable for the return of all, or part, of the sabbatical stipend in proportion to the percent of time not completed.

An otherwise eligible employee who has received a sabbatical leave within the past five years, whose position is funded by an external grant or contract, or who is in his or her last year of full-time employment with the College District is ineligible for sabbatical leave.

The chief human resources officer and the chair of the sabbatical leave committee are available to answer questions concerning the sabbatical leave policy and procedures.

Bereavement Leave

A full-time benefits-eligible employee will be granted up to 40 hours of paid bereavement leave upon the death of an employee's spouse, child, parent, or other person who occupies a position of similar importance in the employee's family in accordance with procedures.

A full-time benefits-eligible employee will be granted up to 24 hours of paid bereavement leave upon the death of other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family in accordance with administrative regulations, including an employee's step and foster relationships of the above.

Bereavement leave will be noncumulative.

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Critical Illness Leave	"Critical illness" is defined as a life-threatening condition.
Definition Benefit	A full-time employee will be granted up to 24 hours of paid critical illness leave for absences associated with the critical illness of an immediate family member or other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family, in accordance with procedures. Critical illness leave will be noncumulative.
Workers' Compensation	Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.
	An absence due to a work-related injury or illness will be designated as FMLA leave.
No Paid Leave Offset	The College District will not permit the option for paid leave offset in conjunction with workers' compensation income benefits.
Extraordinary Circumstances	Up to 40 hours of leave without pay may be granted to an employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the College District, in accordance with administrative procedures and guidelines for faculty and staff. An employee who has been employed more than 12 months may request leave without pay of up to 720 hours after he or she has exhausted all eligible leave, including paid, unpaid, and FMLA leave for his or her own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee. Upon return from the leave of absence, the employee will be eligible for the same or similar position, upon release from his or her physician, if applicable, consistent with the College District's procedures and guidelines for faculty and staff.
Employees not Eligible for FMLA Leave	A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA leave may take a maximum of 160 hours of leave without pay for his or her own serious health condition or for the serious health condition of the employee's spouse and dependent children of the employee.
Expiration of Available Leave and Attendance Policy	When an employee is close to using all earned paid and unpaid approved leave, the College District will send a letter to the employee at the home address on file explaining that his or her leave is almost exhausted and the notification requirements for returning to work. If the employee's absence is due to his or her own medical

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

condition, the employee must present a written medical clearance form, a health-care professional who verifies the employee is able to perform the essential functions of his or her position, and a description of any requested job-related accommodations provided by the deadline to the College District.

[See DMAA]

If an employee is not medically released to return to work, with or without reasonable accommodations, when all available paid and unpaid leave has been exhausted, the employee's employment with the College District will end, absent a request by the employee for a reasonable accommodation. Communications with the employee will be consistent with administrative procedures and guidelines.

Voting in Public Elections

An employee is expected to vote before or after his or her scheduled working hours unless voting at a polling location on a College District campus. In the rare instance that this is not possible, the employee may request prior approval from his or her supervisor for time off, not to exceed two hours, to vote.

Court Appearances

Absences due to compliance with a valid subpoena for College District-related business or for jury duty will be fully compensated by the College District and will not be deducted from the employee's pay or leave balance.

Absences due to compliance with a valid subpoena for personal business will be deducted from the employee's personal leave or vacation leave or result in loss of pay at the employee's daily rate for each day of work missed.

Other Absences and Leave Without Pay

Any other absences or granted leaves of absence will result in an appropriate deduction from pay or deduction from eligible leave balances, consistent with the College District's procedures and guidelines for faculty and staff.

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

Employees are encouraged to keep abreast of the latest trends in education, to grow professionally, and to work cooperatively with other professionals both inside and outside the College. To this end, employees may make professional trips from time to time. Reimbursement for such trips will be made within established guidelines and budget constraints.

Employees whose duties require travel within the College will also be entitled to reimbursement consistent with the College's procedures and guidelines for faculty and staff.

**Professional
Trips**

Employees will be allowed to attend professional meetings that pertain to their respective areas of responsibility, subject to the following criteria:

1. The money to be expended falls within the budget amounts previously approved by the Board. Funds will be provided in the budget for the purpose of underwriting the cost of travel and per diem expenses on a departmental basis.
2. The trip is approved by the immediate supervisor, appropriate vice president, provost, or the District President.

Reimbursement

Employees will be reimbursed for reasonable travel expenses in accordance with the College's business procedures.

In-District Travel

For purposes of the in-College travel policy, the following definitions will apply:

1. Employees will be defined as full-time employees of the College.
2. Multiple assignments will be defined as assignments that in any one day require the employee to start the workday at one location and travel to a subsequent location(s) to meet the College's needs. The concept of multiple assignments refers to a full-time assignment only and specifically excludes the part-time overload or extra service assignment that may be worked by full-time employees.
3. Committee and special assignments will be defined as being integral to the operation of the College. These assignments are established by the vice president, provost, or District President; examples are curriculum advisory board, all College council meetings, and search committees.

Employees who serve on College committees or serve on special College assignments will be reimbursed at the standard approved rate per mile in accordance with the College's business procedures.

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

Travel for employees for specially funded programs will be governed by the terms of that program contract but will not exceed the approved travel rate for the College.

International Travel

Purpose

International travel will be authorized for the primary purpose of increasing the academic and/or civic experience offered to College students and enhancing the value of the faculty and staff's contribution to the College's strategic goals.

Definition

International travel must ~~have~~ serve a College benefit or approved master plan/strategic goals of the College.

International travel is defined as any approved College-related trip during or outside of usual working hours taking place anywhere outside of North America. College employees may be approved to travel with the College for a variety of reasons provided they are effectively tied to the master plan/strategic goals of the College. International travel will be an authorized expenditure under the College's annual operating budget. [See CC(LEGAL)]

Behavior

All employees will adhere to the Employee Standards of Conduct. [See DH(LOCAL)]

Conflicts of Interest

All College employees will adhere to the conflicts of interest provisions found in Board policies. [See DBD]

Eligibility

For the purposes of international travel, only full-time employees will be eligible. An otherwise eligible employee, whose position is funded by an external grant or contract, will be ineligible for international travel unless such travel is required and funded by the grant or contract.

International travel will not be considered as an individual professional development right or deferred compensation.

Frequency

Within the limited exceptions of: (1) travel for performance or competition, or (2) in support of student activities, (3) development of new academic or workforce programs, or (4) as, otherwise, approved by the executive vice president or designee, international travel will be restricted to once every three years for an individual.

Funding

Any employee who voluntarily terminates full-time employment with the College prior to 12 months following the completion of the international travel will have a prorated portion of the travel expenses (including registration fees, hotels, meals, and transportation costs) deducted from his or her final payroll check to the extent permitted by law. If insufficient funds exist to repay the amount due through payroll deduction, the prorated amount due to the College must be repaid through a personal check or equivalent.

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

Risk Assessments	<p>Country risk assessment reports are required for all countries to be visited regardless of security ratings. A State Department risk assessment must be provided with the application and resubmitted within 30 days of departure.</p> <p>Employees or any other individuals authorized to travel, including students, will not be allowed to travel to countries for which a travel advisory has been issued by the State Department of the United States of America. Information regarding current State Department advisories can be found on its website¹.</p>
Release	<p>In consideration of the College authorizing international travel for a College employee and other consideration, the College employee will execute a written release prior to beginning the travel, releasing the College and its trustees, officers, employees, and agents from any liability, claims, causes of action, and damages, known or unknown, in connection with or related to the international travel authorized by the College. The form of the release will be approved by the College.</p>
Limitations	<p>Requests for international travel will be within budget and will reflect a direct benefit to the College's students.</p>
Application	<p>Applications will be submitted a minimum of three months prior to the planned travel dates; exceptions to the application period will require approval from the appropriate leadership team member.</p> <p>All proposals will be submitted to the appropriate dean, director, or immediate supervisor, using the International Travel form. Applications recommended for approval will be submitted by the appropriate dean, director, or immediate supervisor to be evaluated by a review committee consisting of one academic dean on each campus and at least two other administrators within the College. Applications recommended for approval by the review committee will be submitted to the appropriate leadership team member.</p>
Approval	<p>Subject to the limitations specified in this policy, and upon the recommendation of the review committee and the appropriate leadership team member, the District President or designee may authorize international travel. The decision of the District President or designee is final.</p>

¹ State Department Travel Advisories: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

ALTERNATE METHODS OF INSTRUCTION
DISTANCE EDUCATION

EBA
(LOCAL)

The College District ~~shall~~will offer distance education courses and programs in accordance with applicable:

- Law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for ~~Academic Degree and Certificate Programs and Credit Courses Offered Electronically~~Distance Education;
- ~~Policies~~Principles, policies, and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); and
- College District policies and procedures.

The District President or designees ~~shall~~will develop procedures to implement this policy.

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

**Limitation on
Number of Dropped
Courses**

A College District student will not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

Exceptions ~~for~~
Good Cause

A student will be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;
6. The active military service of a member of the student's family;
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course;
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with Texas Education Code Section 51.907, to significantly affect the student's ability to participate in coursework; or
9. Any other significant issue affecting the ability of the student to satisfactorily complete the course, as determined upon review by the College District registrar.

[For definitions of "student's family" and "a person who has a sufficiently close relationship to the student," see Definitions for Good Cause Exemption in ECC(LEGAL).]

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

~~Exception for~~
~~Reenrolled~~
~~Students~~

A qualifying reenrolled student may drop a seventh course in accordance with restrictions reflected in current law~~law~~.

~~Exception for~~
~~Course Dropped~~
~~During a~~
~~Bachelor's~~
~~Program~~

A course dropped by a student, while pursuing a bachelor's degree that the student previously earned, will not be counted toward the limit on the number of dropped courses.

~~Dual Credit or~~
~~Dual Enrollment~~
~~Course~~

A dual credit or dual enrollment course dropped by a student, before the student graduated from high school, may not be counted toward the limit on the number of dropped courses.

~~COVID-19~~
~~Pandemic~~

A course dropped by a student during the 2020 spring or summer semester or the 2020—21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

Procedures

The District President or designee will develop procedures to implement this policy.

NEW POLICY (per TASB recommendation)

Note: For complaints of discrimination, harassment, and retaliation on the basis of a protected characteristic, see FFDA and FFDB.

Diversity, Equity, and Inclusion Initiatives

Except as required by federal law, the College District will not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

NEW POLICY (per TASB recommendation)

Note: For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DAA for employees, and DH for employee discipline.

NEW POLICY and CURRENT POLICY- MOVING TO FAB

~~Collin College is committed to providing a healthy and safe environment for students, faculty, staff and visitors by managing the presence of animals on property and in its facilities, while providing individuals with disabilities who use service or other animals the opportunity to receive the benefit of the tasks these animals perform in accordance with the requirements of applicable law.~~

~~The College District will allow animals to accompany an employee, student, or visitor on campus as provided in this policy. This policy does not apply to animals used by law enforcement officers in the carrying out of their duties. Animals not specifically allowed under this policy will not be permitted on any College District campus or in any College District facility.~~

Service Animals

~~The College District allows the use of service animals as defined by the Americans with Disabilities Act, as amended, or state law. Currently, a service animal means a dog (such as a signal or guide dog), or in rare situations, another animal designated by federal law regulations, that has been individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other disability. The work or task that the service animal performs must be directly related to the individual's disability. Service animals are working animals, not pets. Animals that meet this definition are considered service animals regardless of whether they have been licensed or certified by a state or local government.~~

~~The College District allows service animals on campus, in its facilities, or at activities and events when accompanied by a person with a disability and the service animal is trained to provide, and does provide, a specific service to that person that is directly related to the person's disability.~~

~~Service animals, however, may not be permitted if the animal poses a substantial and direct threat to health or safety or when the animal constitutes a fundamental alteration to the nature of a college program or service.~~

~~A service animal must be under the control of its handler. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals,~~

NEW POLICY and CURRENT POLICY- MOVING TO FAB

~~or other effective means). The care and supervision of the animal is the sole responsibility of the owner or handler.~~

~~Students with allergies to a service animal may request reasonable accommodations under the ADA through the ACCESS office.~~

~~The accompaniment of a person with a disability by a service animal in a location with health and safety restrictions are reviewed on a case-by-case basis by the appropriate department representative(s) in collaboration with the Human Resources Department or the ACCESS Office.~~

~~A person with a disability will be limited to one service animal unless an additional animal is necessary to provide a reasonable accommodation.~~

~~Service animals in training that are accompanied by an approved trainer are allowed the same access to campus as fully trained service dogs, except, animals in training are not permitted to reside in Student Housing. A student with a service animal who intends to reside on campus with the animal must notify the Student Housing Director of the need for a service animal's presence in advance of beginning residency following procedures outlined by Student Housing Department employees. Such prior notification allows the college to make appropriate arrangements and offer assistance prior to the student's arrival on campus.~~

Responsibilities of Service Animal Owner or Handler

~~Service animal owners are financially responsible for damage or injury to others caused by their animal, including clean-up and disposal of animal waste and replacement or repair of property, and must take appropriate precautions to prevent property damage and/or injury to others while on college property.~~

~~If a service animal is disruptive in the classroom, an employee may ask the owner and their animal to leave the premises immediately.~~

~~Service animals must be under the control of the owner at all times and under the following circumstances:~~

- ~~1. A service animal should be on a leash when not providing needed service.~~
- ~~2. To the extent possible the service animal should be unobtrusive to other individuals and the learning, living, working environment.~~

NEW POLICY and CURRENT POLICY- MOVING TO FAB

- ~~3. A service animal may not be left tied or tethered out of the presence of its owner.~~
- ~~4. Service animals are not permitted to block aisles, passage ways, or fire egress.~~
- ~~5. To the extent possible, the owner should ensure that the animal does not sniff or lick people, dining tables or the personal belongings of others.~~

~~The cost of care, arrangements, and well being of a service animal are the sole responsibility of the owner, including keeping the animal free from fleas and ticks or other pests that may cause infestation.~~

~~Cleaning up after a service animal is the sole responsibility of the owner. In the event that the owner is not physically able to clean up after a service animal, the owner must delegate this responsibility to another individual who is capable of meeting this requirement at the owner's expense.~~

~~The service animal owner is responsible for complying with any relevant city, county, and/or state license and leash laws while the service animal is on college premises.~~

~~Any service animal found unattended on college property may be seized by authorized persons or animal control officers. Owners are responsible for any impound and/or license fees required to secure the release of their animals.~~

Inquiries Regarding Service Animals

~~Individuals who are accompanied by a service animal must not be asked to identify the nature or extent of their disability. In regard to a service animal:~~

- ~~1. Employees will not inquire about the qualifications of a service animal when it is readily apparent that an animal is trained to do work or to perform a task for a person with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to a person with an observable mobility disability).~~
- ~~2. If it is not readily apparent that an animal is performing work or a task on behalf of an individual with a disability, employees may only inquire:~~

NEW POLICY and CURRENT POLICY- MOVING TO FAB

- a. ~~Whether the animal is required because of a disability;
and,~~
- b. ~~What work or task the animal has been trained to per-
form.~~
3. ~~Individuals are not required to have an accommodation letter
from the ACCESS Office to use a service animal on campus.~~
4. ~~Employees will not require documentation of a service ani-
mal's certification, training, registration, or license as a service
animal.~~

Animals in Student Housing

~~Pets are not allowed in on-campus Student Housing. Service ani-
mals and Emotional Support Animals (ESA), as defined below, are
permitted in on-campus Student Housing. ESAs are permitted in
on-campus Student Housing when the ESA is approved by the AC-
CESS Office and is necessary for the resident with a documented
disability to have equal access to housing.~~

~~An ESA or comfort animal means an animal that provides emo-
tional support, well-being, comfort, or companionship and that a
health care provider has recommended as an accommodation for a
student with a disability. The comfort provided by these animals
does not constitute work or tasks and ESAs are not service ani-
mals for purposes of this policy.~~

Access

1. ~~ESAs are not permitted in Collin College Student Housing un-
til approved by the ACCESS Office through the appropriate
process.~~
2. ~~Approved ESAs must be contained within the Collin College
Student Housing unit of the owner/handler, except when
transported outside the residential area in an animal carrier or
controlled leash/harness.~~
3. ~~ESAs are not permitted on any Collin College campus or in
any Collin College facility other than Collin College Student
Housing.~~
4. ~~An ESA is considered an unreasonable accommodation if the
ESA presents an undue financial or administrative burden on
Collin College, poses a substantial and/or direct threat to per-
sonal or public safety, or constitutes a fundamental alteration
of the nature of Collin College's educational programs or ac-
tivities.~~

NEW POLICY and CURRENT POLICY- MOVING TO FAB

Requests for ESAs

~~Requests for an accommodation to have an ESA must be submitted with the ACCESS Office. ESAs will not be permitted in Student Housing without the written prior approval from the ACCESS Office. Collin College Student Housing will provide students with procedures for students to follow for ESAs in Student Housing.~~

Required Documentation for Approval

~~The approval process for ESAs will require, in addition to other information, submission of the following to the ACCESS Office:~~

- ~~1. Current and appropriate documentation from a physician or licensed mental health professional that verifies the student is a person with a disability; describes how the animal assists the individual; and shows the relationship between the individual's disability and the need for the assistance provided by the ESA.~~
- ~~2. Veterinary records or other evidence acceptable to the ACCESS Office verifying that the animal is in good health and is current with respect to all vaccinations, medications, or other items required or recommended by veterinarians regarding the breed or type of animal in question.~~
- ~~3. ESA owners of dogs or cats must provide proof of current rabies vaccinations and wear rabies vaccination tags.~~

~~Completion and submission of forms with accompanying records to verify current subscription for ESA and vaccination and good health of the ESA must be provided to the ACCESS Office each time a lease is renewed. No ESA will be permitted in Student Housing without annual submission of the above-described information.~~

~~Collin College reserves the right to require updated veterinary records or other evidence of the health of the animal at any time.~~

NEW POLICY and CURRENT POLICY- MOVING TO FAB

~~Student Housing procedures, as outlined in the Collin College Resident Handbook, will provide all requirements and expectations, including, but not limited to, the following:~~

- ~~1. Students living in Student Housing are permitted only one ESA at a time.~~
- ~~2. The approved ESA is allowed in Student Housing only as long as it is necessary for the resident's disability.~~
- ~~3. ESA approval is for a specific animal; therefore, a student must request approval for a replacement animal if necessary.~~
- ~~4. ESAs must be at least six months of age.~~
- ~~5. Generally, dogs and cats are commonly requested as ESAs although other animals (such as fish, turtles, or small birds) may serve in this capacity. For the health and safety of residents, the college is not required to grant non-domesticated, wild, or unique animals (such as snakes, reptiles, barnyard animals, monkeys, spiders, insects, or other animals) as reasonable accommodations.~~
- ~~6. If an animal begins residence in Student Housing prior to approval of the ACCESS Office and Student Housing, the college may request the owner remove the animal from Student Housing within 48 hours of notification. If the animal is not removed as requested, college officials may consider the animal a trespasser and contact the appropriate City of Plano authorities to remove the animal from Student Housing. Any costs associated with removal of the animal from college property is the responsibility of the animal's owner.~~
- ~~7. The owner of the approved ESA is responsible for ensuring all Collin College and Collin College Student Housing procedures and requirements for ESAs are followed.~~

Conflicting Disabilities

~~In circumstances where the presence of a service animal or ESA in Student Housing may substantially impair another individual's physical or mental wellbeing, such as but not limited to allergies or phobias, the College District will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously~~

NEW POLICY and CURRENT POLICY- MOVING TO FAB

~~as possible. Conflicting disabilities involving students should be referred to the ACCESS Office. Conflicts involving employees should be referred to Human Resources.~~

Animals for Instructional Purposes

~~The College District allows the use of instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission must be obtained from the appropriate academic dean and/or Campus Provost. The permission statement must clearly designate the date, location, and purpose for the animal's presence on campus. Each animal must be on a leash or equivalent and fully under the control of the handler. The handler will have documentation of current vaccinations for the animal. The care and supervision of the animal is the sole responsibility of the handler.~~

Removal of Animals from Campus

~~The College District may request an owner or handler remove service animals or other animals from campus for reasons that include but are not limited to the following:~~

- ~~1. Failure to properly control the animal: The owner does not or cannot take effective action to control the animal. Improper animal behaviors that should be controlled include but are not limited to barking, growling, nipping, snapping, biting, lunging or jumping at people or other animals. The owner of an animal deemed to be out of control may be prohibited from bringing the service animal onto college property. ESA animals meeting these criteria may be excluded from Student Housing until the owner can demonstrate that they have taken significant steps to mitigate the behavior.~~
- ~~2. Non-Housebroken Animal: The animal is not housebroken (i.e., trained so that it controls its waste elimination) as determined by Student Housing employees.~~
- ~~3. Animal Care: It is determined by designated college officials that the animal's owner has failed to properly care for the animal. An owner must ensure that the animal, and its environment, are maintained in a healthy, clean manner. Instances of suspected abuse of an animal are referred to the Dean of Students, the Human Resources Department, or other appropriate authority.~~
- ~~4. Direct Threat: The animal is determined to be a substantial and direct threat to the health and safety of individuals. A direct threat may be based upon the poor health or hygiene of the animal, the behavior of the animal, or the presence of an~~

NEW POLICY and CURRENT POLICY- MOVING TO FAB

~~animal in a sensitive area such as certain laboratories or mechanical or industrial areas.~~

- ~~5. Fundamental Alteration: The presence of an animal fundamentally alters a college program by requiring a significant alteration to the essential nature of the services, facilities, privileges, advantages, or accommodations offered.~~
- ~~6. Damage or Harm: The animal causes damage or harm to persons or property.~~
- ~~7. Responsibilities: The owner violates any of the responsibilities outlined in this policy or applicable procedures.~~

Appeals and Grievances

~~Any individual who wishes to file a complaint for violation of this policy may file a complaint with the College District. See DGBA (for employee), FLD (for students), and GB (for community members).~~

Note: For complaints of discrimination, harassment, and retaliation on the basis of sex or gender, see FFDA. For all other discrimination, harassment, and retaliation complaints related to this policy, see FFDB.

Procedures

The District President or designee shall develop procedures addressing protections and accommodations, consistent with law, for students who are pregnant (and experiencing absences due to pregnancy, childbirth, or resulting medical conditions) or parenting, including procedures for early registration and leaves of absence.

Liaison for Pregnant and Parenting Students

The District President or designee will designate a pregnant and parenting students liaison for current or incoming students. Under this policy, parenting students are those who are the parents or legal guardians of children younger than 18 years of age.

The designated pregnant and parenting students liaison's name and contract information will be posted on the College District's website. The liaison will provide information regarding support services and other available resources for pregnant and parenting students and serve as the point of contact for a student requesting a legal protection or reasonable accommodation under Education Code 51.982.

NEW POLICY and CURRENT POLICY- MOVING TO FAB

Publication of Information

The procedures and the liaison's name and contact information will
be published in the student handbooks and posted on the College
District's website.

NEW POLICY (moved from FAA (Local))

Collin College is committed to providing a healthy and safe environment for students, faculty, staff and visitors by managing the presence of animals on property and in its facilities, while providing individuals with disabilities who use service or other animals the opportunity to receive the benefit of the tasks these animals perform in accordance with the requirements of applicable law.

The College District will allow animals to accompany an employee, student, or visitor on campus as provided in this policy. This policy does not apply to animals used by law enforcement officers in the carrying out of their duties. Animals not specifically allowed under this policy will not be permitted on any College District campus or in any College District facility.

Service Animals

The College District allows the use of service animals as defined by the Americans with Disabilities Act, as amended, or state law. Currently, a service animal means a dog (such as a signal or guide dog), or in rare situations, another animal designated by federal law regulations, that has been individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other disability. The work or task that the service animal performs must be directly related to the individual's disability. Service animals are working animals, not pets. Animals that meet this definition are considered service animals regardless of whether they have been licensed or certified by a state or local government.

The College District allows service animals on campus, in its facilities, or at activities and events when accompanied by a person with a disability and the service animal is trained to provide, and does provide, a specific service to that person that is directly related to the person's disability.

Service animals, however, may not be permitted if the animal poses a substantial and direct threat to health or safety or when the animal constitutes a fundamental alteration to the nature of a college program or service.

A service animal must be under the control of its handler. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). The care and supervision of the animal is the sole responsibility of the owner or handler.

NEW POLICY (moved from FAA (Local))

Students with allergies to a service animal may request reasonable accommodations under the ADA through the ACCESS office.

The accompaniment of a person with a disability by a service animal in a location with health and safety restrictions are reviewed on a case-by-case basis by the appropriate department representative(s) in collaboration with the Human Resources Department or the ACCESS Office.

A person with a disability will be limited to one service animal unless an additional animal is necessary to provide a reasonable accommodation.

Service animals in training that are accompanied by an approved trainer are allowed the same access to campus as fully trained service dogs, except, animals in training are not permitted to reside in Student Housing. A student with a service animal who intends to reside on campus with the animal must notify the Student Housing Director of the need for a service animal's presence in advance of beginning residency following procedures outlined by Student Housing Department employees. Such prior notification allows the college to make appropriate arrangements and offer assistance prior to the student's arrival on campus.

Responsibilities of Service Animal Owner or Handler

Service animal owners are financially responsible for damage or injury to others caused by their animal, including clean-up and disposal of animal waste and replacement or repair of property, and must take appropriate precautions to prevent property damage and/or injury to others while on college property.

If a service animal is disruptive in the classroom, an employee may ask the owner and their animal to leave the premises immediately.

Service animals must be under the control of the owner at all times and under the following circumstances:

1. A service animal should be on a leash when not providing needed service.
2. To the extent possible the service animal should be unobtrusive to other individuals and the learning, living, working environment.
3. A service animal may not be left tied or tethered out of the presence of its owner.
4. Service animals are not permitted to block aisles, passageways, or fire egress.

EQUAL EDUCATIONAL OPPORTUNITY
SERVICE ANIMALS

FAB
(LOCAL)

NEW POLICY (moved from FAA (Local))

5. To the extent possible, the owner should ensure that the animal does not sniff or lick people, dining tables or the personal belongings of others.

The cost of care, arrangements, and well-being of a service animal are the sole responsibility of the owner, including keeping the animal free from fleas and ticks or other pests that may cause infestation.

Cleaning up after a service animal is the sole responsibility of the owner. In the event that the owner is not physically able to clean up after a service animal, the owner must delegate this responsibility to another individual who is capable of meeting this requirement at the owner's expense.

The service animal owner is responsible for complying with any relevant city, county, and/or state license and leash laws while the service animal is on college premises.

Any service animal found unattended on college property may be seized by authorized persons or animal control officers. Owners are responsible for any impound and/or license fees required to secure the release of their animals.

*Inquiries
Regarding
Service Animals*

Individuals who are accompanied by a service animal must not be asked to identify the nature or extent of their disability. In regard to a service animal:

1. Employees will not inquire about the qualifications of a service animal when it is readily apparent that an animal is trained to do work or to perform a task for a person with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to a person with an observable mobility disability).
2. If it is not readily apparent that an animal is performing work or a task on behalf of an individual with a disability, employees may only inquire:
 - a. Whether the animal is required because of a disability; and,
 - b. What work or task the animal has been trained to perform.
3. Individuals are not required to have an accommodation letter from the ACCESS Office to use a service animal on campus.

EQUAL EDUCATIONAL OPPORTUNITY
SERVICE ANIMALS

FAB
(LOCAL)

NEW POLICY (moved from FAA (Local))

4. Employees will not require documentation of a service animal's certification, training, registration, or license as a service animal.

Animals in Student Housing

Pets are not allowed in on-campus Student Housing. Service animals and Emotional Support Animals (ESA), as defined below, are permitted in on-campus Student Housing. ESAs are permitted in on-campus Student Housing when the ESA is approved by the ACCESS Office and is necessary for the resident with a documented disability to have equal access to housing.

An ESA or comfort animal means an animal that provides emotional support, well-being, comfort, or companionship and that a health care provider has recommended as an accommodation for a student with a disability. The comfort provided by these animals does not constitute work or tasks and ESAs are not service animals for purposes of this policy.

Access

1. ESAs are not permitted in Collin College Student Housing until approved by the ACCESS Office through the appropriate process.
2. Approved ESAs must be contained within the Collin College Student Housing unit of the owner/handler, except when transported outside the residential area in an animal carrier or controlled leash/harness.
3. ESAs are not permitted on any Collin College campus or in any Collin College facility other than Collin College Student Housing.
4. An ESA is considered an unreasonable accommodation if the ESA presents an undue financial or administrative burden on Collin College, poses a substantial and/or direct threat to personal or public safety, or constitutes a fundamental alteration of the nature of Collin College's educational programs or activities.

Requests for ESAs

Requests for an accommodation to have an ESA must be submitted with the ACCESS Office. ESAs will not be permitted in Student Housing without the written prior approval from the ACCESS Office. Collin College Student Housing will provide students with procedures for students to follow for ESAs in Student Housing.

Required Documentation for Approval

The approval process for ESAs will require, in addition to other information, submission of the following to the ACCESS Office:

1. Current and appropriate documentation from a physician or licensed mental health professional that verifies the student is a person with a disability; describes how the animal assists

NEW POLICY (moved from FAA (Local))

the individual; and shows the relationship between the individual's disability and the need for the assistance provided by the ESA.

2. Veterinary records or other evidence acceptable to the ACCESS Office verifying that the animal is in good health and is current with respect to all vaccinations, medications, or other items required or recommended by veterinarians regarding the breed or type of animal in question.
3. ESA owners of dogs or cats must provide proof of current rabies vaccinations and wear rabies vaccination tags.

Completion and submission of forms with accompanying records to verify current subscription for ESA and vaccination and good health of the ESA must be provided to the ACCESS Office each time a lease is renewed. No ESA will be permitted in Student Housing without annual submission of the above-described information.

Collin College reserves the right to require updated veterinary records or other evidence of the health of the animal at any time.

Procedures

Student Housing procedures, as outlined in the Collin College Resident Handbook, will provide all requirements and expectations, including, but not limited to, the following:

1. Students living in Student Housing are permitted only one ESA at a time.
2. The approved ESA is allowed in Student Housing only as long as it is necessary for the resident's disability.
3. ESA approval is for a specific animal; therefore, a student must request approval for a replacement animal if necessary.
4. ESAs must be at least six months of age.
5. Generally, dogs and cats are commonly requested as ESAs although other animals (such as fish, turtles, or small birds) may serve in this capacity. For the health and safety of residents, the college is not required to grant non-domesticated, wild, or unique animals (such as snakes, reptiles, barnyard animals, monkeys, spiders, insects, or other animals) as reasonable accommodations.
6. If an animal begins residence in Student Housing prior to approval of the ACCESS Office and Student Housing, the college may request the owner remove the animal from Student Housing within 48 hours of notification. If the animal is not re-

NEW POLICY (moved from FAA (Local))

moved as requested, college officials may consider the animal a trespasser and contact the appropriate City of Plano authorities to remove the animal from Student Housing. Any costs associated with removal of the animal from college property is the responsibility of the animal's owner.

7. The owner of the approved ESA is responsible for ensuring all Collin College and Collin College Student Housing procedures and requirements for ESAs are followed.

Conflicting Disabilities

In circumstances where the presence of a service animal or ESA in Student Housing may substantially impair another individual's physical or mental wellbeing, such as but not limited to allergies or phobias, the College District will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Conflicting disabilities involving students should be referred to the ACCESS Office. Conflicts involving employees should be referred to Human Resources.

Animals for Instructional Purposes

The College District allows the use of instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission must be obtained from the appropriate academic dean and/or Campus Provost. The permission statement must clearly designate the date, location, and purpose for the animal's presence on campus. Each animal must be on a leash or equivalent and fully under the control of the handler. The handler will have documentation of current vaccinations for the animal. The care and supervision of the animal is the sole responsibility of the handler.

Removal of Animals from Campus

The College District may request an owner or handler remove service animals or other animals from campus for reasons that include but are not limited to the following:

1. Failure to properly control the animal: The owner does not or cannot take effective action to control the animal. Improper animal behaviors that should be controlled include but are not limited to barking, growling, nipping, snapping, biting, lunging, or jumping at people or other animals. The owner of an animal deemed to be out of control may be prohibited from bringing the service animal onto college property. ESA animals meeting these criteria may be excluded from Student Housing until the owner can demonstrate that they have taken significant steps to mitigate the behavior.

NEW POLICY (moved from FAA (Local))

2. Non-Housebroken Animal: The animal is not housebroken (i.e., trained so that it controls its waste elimination) as determined by Student Housing employees.
3. Animal Care: It is determined by designated college officials that the animal's owner has failed to properly care for the animal. An owner must ensure that the animal, and its environment, are maintained in a healthy, clean manner. Instances of suspected abuse of an animal are referred to the Dean of Students, the Human Resources Department, or other appropriate authority.
4. Direct Threat: The animal is determined to be a substantial and direct threat to the health and safety of individuals. A direct threat may be based upon the poor health or hygiene of the animal, the behavior of the animal, or the presence of an animal in a sensitive area such as certain laboratories or mechanical or industrial areas.
5. Fundamental Alteration: The presence of an animal fundamentally alters a college program by requiring a significant alteration to the essential nature of the services, facilities, privileges, advantages, or accommodations offered.
6. Damage or Harm: The animal causes damage or harm to persons or property.
7. Responsibilities: The owner violates any of the responsibilities outlined in this policy or applicable procedures.

Appeals and Grievances

Any individual who wishes to file a complaint for violation of this policy may file a complaint with the College District. See DGBA (for employee), FLD (for students), and GB (for community members).

PUBLIC INFORMATION PROGRAM
REQUESTS FOR INFORMATION

GCB
(LOCAL)

Requests for public information ~~shall~~will be made to the College District by one of the following methods:

1. Hand delivery;
2. U.S. mail to ~~3452 Spur 399, Suite 411, McKinney, TX 75069~~3452 Spur 399, Suite 411, McKinney, TX 75069; or
- ~~3. Email at publicinfo@collin.edu.~~
3. Email at publicinfo@collin.edu.

Nonbusiness Days

The District President may designate a day on which the College District's administrative offices are closed or operating with minimal staffing as a nonbusiness day for purposes of compliance with the Texas Public Information Act (PIA). The District President may designate at most 10 nonbusiness days each calendar year.

**Suspension of
Public Information
During a
Catastrophe**

In the event a catastrophe, as defined by law, significantly impacts the College District such that the catastrophe directly causes the inability of the College District to comply with the requirements of the ~~Texas Public Information Act (PIA)~~,PIA, the Board ~~shall~~will temporarily suspend the applicability of the PIA to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board ~~shall~~will extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

**Charging for
Personnel Time**

In addition to other labor charges permitted by, and in accordance with law, the College District will charge a requestor for additional personnel time spent producing information for the requestor after College District personnel have collectively spent:

1. Thirty-six hours of time during the College District's fiscal year; or
2. Fifteen hours of time during a one-month period.

Collin County Community College District Board of Trustees

2024-02-2

February 27, 2024

Resource: Monica Velazquez
General Counsel

AGENDA ITEM:	<p>Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policy</p> <ul style="list-style-type: none">• CLA (Local) Facilities Planning – Facilities Standards
DISCUSSION:	<p>The Organization, Education, and Policy Committee reviewed the policy presented in this item. The Organization, Education, and Policy Committee Chair will report out a recommendation at the February 27, 2024 regular meeting of the Board of Trustees.</p>
PROPOSED CHANGES:	<p>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 policy outlined below is being presented for your approval.</p> <ul style="list-style-type: none">• CLA (Local) Facilities Planning – Facilities Standards – Language added pertaining to renewable sponsorships, naming rights in perpetuity, and/or planned legacy gifts.
DISTRICT PRESIDENT’S RECOMMENDATION:	<p>The District President recommends approval of the Local Board Policy as outlined above.</p>
SUGGESTED MOTION:	<p>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 Policy.”</p>

Naming of College District Facilities

Nominations may be received by the District President or any member of the Board of Trustees. The authority to name buildings, rooms, special areas, and other College District facilities is reserved solely for the Board of Trustees and will conform to one or more of the following criteria:

1. The name may indicate the function of the building/facility.
2. The name may honor any person or organization who has made an exceptional contribution to the College District.
3. The name may honor a substantial benefactor of the College District, as recommended by the Board of Trustees or the Collin County Community College District Foundation, Inc. Board of Directors.

These nominations may be in the form of renewable sponsorships, naming rights in perpetuity, and/or planned legacy gifts will be pursuant to the gift-giving procedures established by the Collin County Community College District Foundation under the following guidelines:

- a. Renewable sponsorships primarily shall be used for the College District's lab facilities.
- b. Naming rights in perpetuity primarily shall be used for classrooms and facilities based on an amount no smaller than the stated value of an endowed scholarship, as adopted, at the time of the gift.
- c. The College District shall set a minimum dollar threshold for non-classroom named gifts in perpetuity of \$250,000 to be adjusted over time as necessary, however:
- ~~3.~~d. A planned gift must exceed \$500,000 to qualify for installation of naming rights prior to the gift being realized and must be irrevocable.

Withdrawal of Naming Rights

The Board of Trustees may vote to remove the naming rights given to any buildings, rooms, special areas, and other College District facilities should the Board determine, in its discretion, that there has been an adverse effect on the reputation of the College District to an extent deemed relevant by the College District or upon recommendation of the College District through the District President.

Collin County Community College District Board of Trustees

2024-02-3

February 27, 2024

Resource: Dr. Bill King
Executive Vice President

AGENDA ITEM:

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the District President to Negotiate and Execute a Contract Option with AECOM Technical Services, Inc. to Provide Program Management Support for Master Plan Program and Project Management Services

DISCUSSION:

The Board of Trustees has approved a Master Plan for the District. Starting in 2024, Phase 1 of the plan includes the Plano Campus remodel, Courtyard Center remodel, Collin Higher Education Center remodel, a new Health Science building, a new Career and Technology Education (CTE) building, security enhancements, and the Texas A&M Engineering Academy and the Academic Alliance renovations. Due to the magnitude of the program, scheduling requirements, and the significant resources needed for the programs and project management, staff sought the qualifications of experienced program management firms.

Request for Qualifications Number FY2024-RFQ-011 was issued to procure program and project management services. Six responses were received and evaluated by a team consisting of District leadership. The qualifications submitted by AECOM Technical Services, Inc. are being recommended as the most qualified based upon evaluation scores.

Contracting with AECOM Technical Services, Inc. will provide an experienced and dedicated team to oversee the programming, scheduling requirements, and facilitation of the financial aspects of the projects from start to close. AECOM's services will allow the Collin Facilities and Construction team to focus their resources on the immediate needs of the campuses and those projects related to the maintenance of current buildings and systems within those buildings.

**DISTRICT PRESIDENT'S
RECOMMENDATION:**

The District President recommends the Board of Trustees authorize the District President or his designee to negotiate and execute a contract with AECOM Technical Services, Inc. for program and project management services for Phase 1 of the 2024 Master Plan.

SUGGESTED MOTION:

“Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the District President or his designee to negotiate and execute a contract with AECOM Technical Services, Inc. for program and project management services for Phase 1 of the 2024 Master Plan.

Collin County Community College District Board of Trustees

2024-02-4

February 27, 2024

Resources: Melissa Irby
Chief Financial Officer

AGENDA ITEM:	Report Out of the Finance and Audit Committee and Consideration of Approval of Tuition Rates and Fees Effective Fall 2024
DISCUSSION:	A tuition increase is being recommended this year. The Board's goal of having revenue in state appropriations, tuition, and fees to equal instructional expenses to ensure the financial stability of Collin College will not be met with the current tuition rates and fees for this year and next year.
DISTRICT PRESIDENT'S RECOMMENDATION:	The District President recommends approval of the tuition rates and fees of \$67 per credit hour for in-district residents, \$127 per credit hour for out-of-district residents, and \$202 per credit hour for out-of-state/out-of-country residents, effective Fall 2024. This is an increase of 8.1% for in-district residents, 8.5% for out-of-district residents, and 8.0% for out-of-state/out-of-country residents from the previous year.
SUGGESTED MOTION:	"Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the tuition rates and fees of \$67 per credit hour for in-district residents, \$127 per credit hour for out-of-district residents, and \$202 per credit hour for out-of-state/out-of-country residents, effective Fall 2024. This is an increase in tuition."

Collin County Community College District Board of Trustees

2024-02-5

February 27, 2024

Resource: Lisa Vasquez
Vice President of Advancement

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

DISCUSSION: Board of Trustees Policy CLA (LOCAL) details the process of the 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 a major gift is presented for formal approval by the Board.

Dr. Kenneth L. Smith has signed an agreement for a planned gift of \$500,000 to establish the Theresa Kathryn Klein Smith Rotunda and the Klein Family Classroom. This planned gift is earmarked for endowed scholarships.

DISTRICT PRESIDENT’S RECOMMENDATION: The District President recommends naming rights for the Theresa Kathryn Klein Smith Rotunda and the Klein Family 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 naming opportunities for the Theresa Kathryn Klein Smith Rotunda and the Klein Family Classroom.”

Collin County Community College District Board of Trustees

2024-02-6

February 27, 2024

Resource: Andrew Hardin
Board Chair

- AGENDA ITEM:** Consideration of Approval of the FY2025-FY2027 Contract for the District President
- DISCUSSION:** The Board of Trustees has completed its annual performance evaluation of the District President and recommends the FY2025-FY2027 employment contract extending through August 31, 2027.
- SUGGESTED MOTION:** “Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the District President’s three-year employment contract extending through August 31, 2027.”

Collin County Community College District Board of Trustees

2024-02-7

February 27, 2024

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Consideration of Approval of the Bid Report for
February 27, 2024

DISCUSSION: The Bid Report for February:

4 New Solicitations
2 Contract Revisions
1 Emergency Ratification

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of the Bid Report for February 27, 2024, 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 February 27, 2024, as presented."

New Solicitations

Purchase Request #1 – pg. 80	\$ 110,000
ConsuLab Training Systems	
Purchase Request #2 – pg. 81	145,000
Simulation Suite	
Purchase Request #3 – pg. 82	14,500,000
Custodial Services District Wide	
Purchase Request #4 – pg. 83	313,000
Interim Custodial Services at Plano, Wylie, Technical, and Celina Campuses	
Total of New Solicitations	<u>15,068,000</u>

Contract Revisions

Purchase Request #5 – pg. 84	110,000
HVAC Trainers and Furnishing	
Purchase Request #6 – pg. 85	300,000
HVAC Repair and Maintenance	
Total of Contract Revisions	<u>410,000</u>

Emergency Ratification

Purchase Request #7 – pg. 86	435,080
Disaster Recovery Services	
Total of Emergency Ratification	<u>435,080</u>

Grand Total	<u><u>\$ 15,913,080</u></u>
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ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends that the Board of Trustees approves a contract for ConsuLab training systems from Toolkit Technologies, Inc. for the Automotive and Collision Technology program.

BACKGROUND

Toolkit Technologies, Inc. provides a broad range of products for continued success and growth in the Automotive and Collision Technology program. Those products will be used in multiple classes to include Engine Performance Analysis I, Engine Performance Analysis II, Automotive Climate Control Systems, and Automotive Electrical System.

Toolkit Technologies, Inc. is the sole authorized distributor of ConsuLab training aids in the state of Texas and is exempt from competitive bidding per Section 44.031(j) of the Texas Education Code.

IMPACT OF THIS ACTION

The purchase of this trainer will allow students to identify and troubleshoot the Stop-Start system in all vehicles. Manufacturers have added this feature to improve fuel and lower vehicle emissions. The Stop-Start system impacts the drivability in class AUMT 2317 and 2334. It also provides the efficacy of our A/C units in class AUMT 1345 and the starter of the electrical systems in class AUMT 1307.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$110,000, which will be funded through a Carl Perkins Basic – Automotive Technology Grant.

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a contract for purchase of a simulation suite from Gener8 USA LLC for the Health Sciences and Emergency Services Department.

BACKGROUND

The immersive classroom provides access to a pioneering teaching methodology. Immersive learning serves visual, aural, and kinesthetic learning styles and dramatically increases information retention. Implementing immersive technology has been embedded with proven pedagogical practices to ensure teaching has a real-life impact on the students. The immersive classroom is fully touch-capable, and the touch technology works the same way as any hand-held device, perfectly blending an intuitive user experience with revolutionary technology.

Request for Proposal FY2024-RFP-013 was issued to procure Simulation Suite. One response was received and evaluated by a team consisting of Health Sciences and Emergency Services and Campus Technology Department. The proposal submitted by Gener8 USA LLC meets all requirements of the RFP and is being recommended as the best value to the District.

IMPACT OF THIS ACTION

Installing an immersion room will offer students access to innovative technological advancements. An immersion room will expand learning outside the classroom through settings not currently available to students. It will seamlessly integrate a curriculum-driven review of scenarios at their conclusion. It will allow instructors to access data and display content to respond to student questions during debriefing.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$145,000, which is being funded through the Innovation Challenge Grant.

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends that the Board of Trustees approves the contract for custodial services districtwide from Pritchard Industries Southwest.

BACKGROUND

This contract will provide all labor, equipment, and materials needed to perform custodial services at all campuses within the District.

Request for Proposal Number FY2024-RFP-005 was issued to procure custodial services districtwide. Twenty-one responses were received and evaluated by a team consisting of Facilities Operations and Purchasing staff members. The proposal submitted by Pritchard Industries Southwest is recommended as the best value to the District based on evaluation scores.

IMPACT OF THIS ACTION

Custodial services provide students, faculty, staff, and guests with a safe, functional, and clean working/learning environment. Custodial services aim to maintain high-quality cleaning standards to prevent the spread of illnesses and safety issues.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$14,500,000 for three years, which is budgeted in the Facilities Operations Department's FY24 operating budget and subsequent years' budgets, subject to Board approval. The current annual spend amount is \$4,958,054.

MONITORING AND REPORTING TIMELINE

The contract term is April 1, 2024 through March 31, 2027.

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves the contract for interim custodial services at Plano, Wylie, Technical, and Celina campuses from Pritchard Industries Southwest.

BACKGROUND

This contract will provide all labor, equipment, and materials needed to perform interim custodial services at Plano, Wylie, Technical, and Celina campuses through March 31, 2024 when the new districtwide contract takes effect.

Pritchard Industries Southwest has a contract through the TIPS cooperative purchasing program to provide custodial services, Contract Number 230103. The contract complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

Custodial services provide students, faculty, staff, and guests with a safe, functional, and clean working/learning environment. Custodial services aim to maintain high-quality cleaning standards to prevent the spread of illnesses and safety issues.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$313,000, which is budgeted in the Facilities Operations Department's FY24 operating budget.

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends that the Board of Trustees approves the expenditure of additional funds for the purchase of HVAC trainers and furnishings from Advanced Technology Consultants for the Academic Affairs/Workforce Department at the Technical Campus.

BACKGROUND

Advanced Technologies Consultants is the nation's leading distributor of name-brand technical training curriculum, equipment, software, and furniture. The additional funds being requested will be used to purchase a Lab-Volt Industrial Controls motor training unit and a battery technology training unit.

Advanced Technology Consultants has a contract through the TIPS cooperative purchasing program to provide classroom and teaching aids goods and services, Contract Number 210902. The contract complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

This motor training unit will be used by the Construction Technology – Electrical, HVAC, and Robotics and Automation Technology programs. The students will experience motor installation, start and stop control installation, circuit protection installation, evaluate motor performance, and perform troubleshooting on these types of systems.

The battery technology training unit will be used by the Automotive Technology, Construction Technology – Electrical, and the Electronic Engineering Technology programs. Students in this unit will experience all aspects of battery technology including application, charging, DC-AC conversion, and battery-operated motors. Installation, operation, and troubleshooting are also included in the battery technology training.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board has approved a total spend authorization of \$100,000. This purchasing request is for an additional spend authorization of \$110,000, which is budgeted in the Academic Affairs/Workforce Department's FY24 operating budget. The current contract spend is \$86,532.

MONITORING AND REPORTING TIMELINE

The contract term is September 1, 2023 through August 31, 2024.

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends that the Board of Trustees approves the expenditure of additional funds for the purchase of HVAC repair and maintenance from Trane for the Facilities Operations Department.

BACKGROUND

The contract with Trane includes a scheduled service agreement and provides for HVAC repair, maintenance, and inspections.

Trane has a contract through the Omnia Partners cooperative contracts program to provide HVAC repair and maintenance, Contract Number 3341. The contract complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

There has been an increase in cost and some unplanned work that needed to occur. The increase in funds will ensure that when issues arise they can be addressed in a timely manner.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board has approved a total spend authorization of \$550,000. This purchasing request is for an additional spend authorization of \$300,000, which is budgeted in the Facilities Operations Department's FY24 operating budget. Current contract spend is \$546,812.

MONITORING AND REPORTING TIMELINE

The contract term is September 1, 2023 through August 31, 2024.

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends that the Board of Trustees ratify an emergency purchase for disaster recovery services from Knight Restoration Services, LLC for Facility Operations due to flooding that took place at the Wylie Campus.

BACKGROUND

Knight Restoration Services, LLC provides remediation and disaster recovery services. Pursuant to Board Policy CF (Local), the Board has delegated to the District President or designee the authority to contract without prior Board approval for the replacement, construction, or repair of College District equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff in the event of a catastrophe, emergency, or natural disaster.

The delay posed by the procurement methods required under Section 44.031 of the Texas Education Code would substantially impair the conduct of classes or other essential school activities located in the building.

IMPACT OF THIS ACTION

The Wylie Campus suffered significant flooding on the first floor of the Student Center building due to an air gap in the water inlet pipe of the fire riser room being released. Knight Restoration Services, LLC responded to the emergency and began the disaster recovery services, and a purchase order has been issued to expedite the restoration and remodel for damage caused by the flooding.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$435,080. There is a \$100,000 deductible and \$335,080 will be funded by insurance proceeds.

RESOURCE PERSONNEL

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

INFORMATION REPORTS

- Annual Report of Trustee Attendance at Board and Committee Meetings pg. 88
- Workday Student Status Report for February 2024 pg. 93
- Personnel Report for February 2024 pg. 94
- Revenues and Expenses as of January 31, 2024 pg. 97
- Statement of Net Position as of January 31, 2024 pg. 98
- Monthly Investment Report as of January 31, 2024 pg. 99

Information Report

Annual Report of Trustee Attendance at Board and Committee Meetings

Under Board Policy BBC (Local), an annual report of meeting attendance by each Trustee for the prior calendar year will be included as an information item in February. This year's report includes the following details:

During calendar year 2023, the Board of Trustees held twenty meetings, including work sessions, Board retreats, or special-called meetings. The Board's Finance and Audit Committee held seven meetings, the Campus Facilities and Construction Committee held two meetings, and the Organization, Education, and Policy Committee held seven meetings.

The overall meeting attendance for each Trustee is depicted below as a percentage. This information is supported by the attached spreadsheet.

Trustee	Board Meetings	Committee Meetings	Overall Attendance (Not Rounded)
Chair Andy Hardin	100%	100%	100%
Vice-Chair Jay Saad	100%	100%	100%
Secretary Jim Orr	90%	100%	92.6%
Treasurer Dr. Raj Menon	80%	83.3%	80.8%
Cathie Alexander	100%	100%	100%
Stacy Arias	45%	75%	50.0%
Dr. Bob Collins	95%	62.5%	85.7%
Greg Gomel	40%	75%	50.0%
Megan Wallace	100%	66.7%	92.3%

The attached documentation shows attendance for all Board meetings, plus attendance at required Committee meetings for which the Trustee is a member. Differences for overall attendance at meetings may be attributed to election changes, the different number of committee meetings held by each Committee Chair, and whether Trustees also attended extra committee meetings.

The information reported does not include meetings where a Trustee was excused from a meeting as provided by BBC (Local).

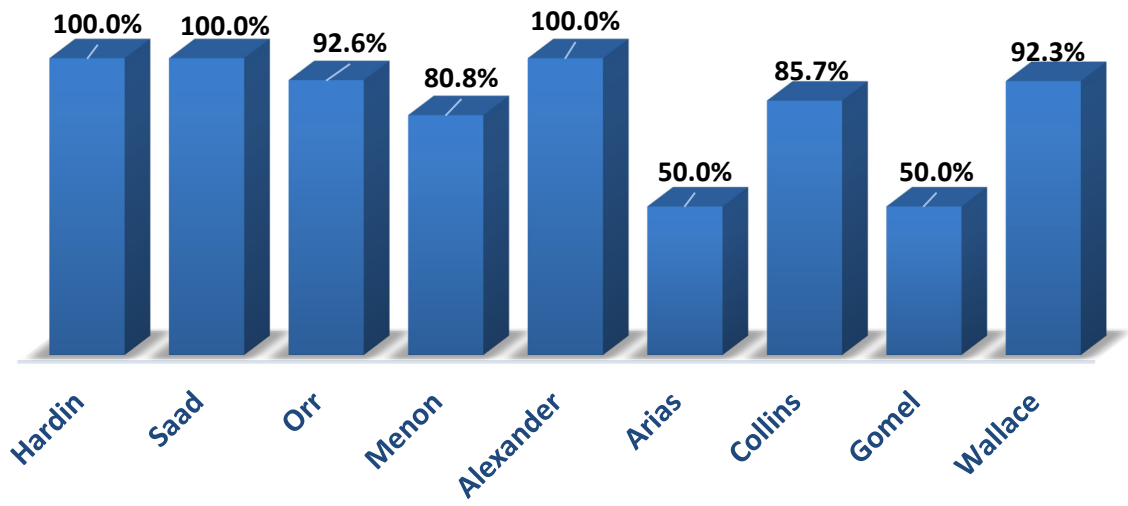
Resource:

Monica Velazquez, General Counsel

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Collin College Board of Trustee Attendance Report CY 2023



KEY (For following pages)

Present (P) = Attended Meeting

Absent (A) = Missed Meeting

Attend = Attended Committee meeting (although not required)

Attendance for Board Meetings and Organization, Education, and Policy Committee Meetings (Current Committee Members: Chair Collins, Trustee Gomel, Trustee Orr)								
Meeting Date	Meeting Type	Orr	Collins	Menon	Arias	Saad	Alexander	Gomel
1/24/23	OEP	P		P	P			
1/24/23	Regular	P	P					P
2/28/23	Regular	P	P					P
3/28/23	OEP	P		P	A	Attend		
3/28/23	Work Session	P	P					A
3/28/23	Regular	P	P					A
4/28/23	Regular	P	P					A
4/28/23	Board Retreat	P	P					A
5/16/23	Special Called	A	P					A
5/23/23	OEP	P		P	P			
5/23/23	Work Session	P	P					A
5/23/23	Regular	P	P					A
6/20/23	Special Called	A	A					A
6/27/23	Regular	P	P					P
7/28/23	Regular	P	P					A
7/28/23	Board Retreat	P	P					A
8/22/23	OEP	P	P			Attend	Attend	P
8/22/23	Special Called	P	P					P
8/22/23	Regular	P	P					P
9/26/23	OEP	P	P			Attend	Attend	P
9/26/23	Regular	P	P					P
10/27/23	OEP	P	P			Attend	Attend	A
10/27/23	Regular	P	P					A
10/27/23	Board Retreat	P	P					A
12/5/23	OEP	P	P			Attend		P
12/5/23	Work Session	P	P					P
12/5/23	Regular	P	P					P
OEP Cmte. Total		7/7	4/4	3/3	2/3			3/4
Cmte. %		100%	100%	100%	66.7%			75%
Board Mtg. Total		18/20	19/20					8/20
Board Mtg. %		90.0%	95%					40%

Attendance for Board Meetings and Campus Facilities and Construction Committee Meetings (Current Committee Members: Chair Arias, Trustee Alexander, Trustee Hardin)					
Meeting Date	Meeting Type	Hardin	Arias	Saad	Alexander
1/24/23	Regular	P	P		
2/21/23	CF&C	Attend		P	
2/28/23	Regular	P	P		
3/28/23	Work Session	P	A		
3/28/23	Regular	P	A		
4/28/23	Regular	P	P		
4/28/23	Board Retreat	P	A		
5/16/23	Special Called	P	A		
5/23/23	Work Session	P	P		
5/23/23	Regular	P	P		
6/20/23	Special Called	P	A		
6/27/23	Regular	P	P		P
7/28/23	Regular	P	A		P
7/28/23	Board Retreat	P	P		P
8/22/23	Special Called	P	A		P
8/22/23	Regular	P	A		P
9/26/23	Regular	P	A		P
10/27/23	Regular	P	A		P
10/27/23	Board Retreat	P	A		P
11/28/23	CF&C	P	P	Attend	P
12/5/23	Work Session	P	P		P
12/5/23	Regular	P	P		P
CF&C Cmte. Total		1/1	1/1	1/1	1/1
Cmte. %		100%	100%	100%	100%
Board Mtg. Total		20/20	9/20		10/10
Board Mtg. %		100%	45%		100%

Attendance for Board Meetings and Finance and Audit Committee Meetings (Current Committee Members: Chair Saad, Trustee Menon, Trustee Wallace)								
Meeting Date	Meeting Type	Menon	Wallace	Gomel	Hardin	Collins	Alexander	Saad
1/24/23	Regular	P						P
2/21/23	F&A			P	P	A		Attend
2/28/23	Regular	A						P
3/21/23	F&A			A	P	P		Attend
3/28/23	Work Session	P						P
3/28/23	Regular	P						P
4/28/23	Regular	P						P
4/28/23	Board Retreat	P						P
5/16/23	F&A			P	P	A		
5/16/23	Special Called	A						P
5/23/23	Work Session	P						P
5/23/23	Regular	P						P
6/20/23	F&A			P	P	A		
6/20/23	Special Called	P						P
6/27/23	Regular	P	P					P
7/28/23	Regular	A	P					P
7/28/23	Board Retreat	A	P					P
8/15/23	F&A	P	A				Attend	P
8/22/23	Special Called	P	P					P
8/22/23	Regular	P	P					P
9/19/23	F&A	P	P					P
9/26/23	Regular	P	P					P
10/17/23	F&A	A	P				Attend	P
10/27/23	Regular	P	P					P
10/27/23	Board Retreat	P	P					P
12/5/23	Work Session	P	P					P
12/5/23	Regular	P	P					P
F&A Cmte. Total		2/3	2/3	3/4	4/4	1/4		3/3
Cmte. %		66.7%	66.7%	75%	100%	25%		100%
Board Mtg. Total		16/20	10/10					20/20
Board Mtg. %		80%	100%					100%

INFORMATION ITEM

Workday Student Status Report February 2024

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: The project is on budget and in yellow status due to schedule risks.

Objectives of the Project:

- 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

- Efforts continue on data migration and business process configurations

Key Events and Milestones

January 2024 – February 2024

- Workday onsite visit – 2/5–2/9/24
- In-person communication: Student Gov't Association meeting – 2/13/24
- Mock semester exercise – 2/16/24
- Faculty training – 3/7/24
- Staff training – 3/8/24
- Go Live – 3/25/24

Resource:

Dr. Abe Johnson, SVP Campus Operations
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Collin County Community College District Board of Trustees

Personnel Report for February 27, 2024

Administrative Appointments

Name	Start Date	Title	Department	Reason
Michelle Buggs	02/01/24	N: Dean, Academic Affairs/ Workforce Programs O: Associate Dean, Academic Affairs/Workforce Programs	N: Academic Affairs Dean O: Associate Dean	Replacement Garry Evans
Keitha Carlton	01/01/24	N: Associate Vice President, Controller and Student Financial Services O: Director, Accounting	N: Finance and Budgeting O: Finance and Budgeting	Replacement Julie Bradley
Shandin Havens	02/12/24	Director, Accounting	Finance and Budgeting	Replacement Keitha Carlton
Jana Nixon	01/02/24	N: Director, Corporate Training O: Client Account Manager	N: Corporate Training Administration O: Corporate Training Administration	New position
Terry Simmons	02/19/24	Executive Director, Enterprise Systems	Technology Services	New position

Faculty Appointments

Name	Start Date	Title	Department	Reason
Sarah Barton	01/01/24	Professor, Nursing	Academic Affairs	Replacement Josh Sorenson
Alfred Garcia	01/01/24	Professor, Welding	Academic Affairs	Replacement Cody Martin
Umair Hayat	01/01/24	Professor, Cloud Computing	Academic Affairs	Replacement Paul Belk
Karmaueer Koonjbearry	01/01/24	Professor, Cybersecurity	Academic Affairs	New position
Elias Molinar	01/01/24	Professor, Welding	Academic Affairs	Replacement Jessica Morris
Taylor Strohl	01/01/24	Professor, Nursing	Academic Affairs	Replacement Johnathan Burch

Staff Appointments

Name	Start Date	Title	Department	Reason
Emily Adams	01/22/24	Manager, Construction Purchasing	Purchasing	Replacement Emily Adams
Jamar Booker	02/12/24	Mail Clerk and Courier	Mail Services	Replacement Modesto Flores

Barbara Carter	02/19/24	District College and Career Counselor	Admissions and Advising	Replacement Tami Vu
Nicole Green	01/22/24	Program Coordinator, Medical Massage Therapy	Continuing Education	New position
Nick Hymel	02/19/24	Lab Assistant Welding Technology	Welding	New position
Scott Johnson	01/29/24	Clerk, Mail and Receiving	Physical Plant Support Services	Replacement Hazen Waltz
Jolene Mayfield	02/13/24	Information Center Assistant	Provost Office	Replacement Sharon Barnes-Gonzales
Niveen Moaoad	02/19/24	Clerk, Mail and Receiving	Physical Plant Support Services	Replacement Steven Gonzales
Nicole Moses	02/05/24	Human Resources Consultant	Human Resources	Replacement Christy Phoenix
Drew Nowakowski	01/11/24	Lab Instructor, Chemistry	Academic Affairs	Replacement Ricardo Morales
Henry Peeples	01/29/24	Associate Application Developer	Technology Services	New position
Tammy Singleton	01/29/24	Student Enrollment Specialist	Admissions and Advising	Replacement Marina Perez
Tracy Stover	02/05/24	Instructional Office Assistant	Instructional Office	Replacement Cynthia Davis
Isabel Velazquez	02/12/24	Lab Assistant, Chemistry	Academic Affairs	Replacement Dennis McFadden
Anna Waugh	02/05/24	College and Career Counselor, Dual Credit	P-12 Partnerships and Dual Credit	New position
Jennifer Weimer	02/01/24	Administrative Assistant	Continuing Education, Law Enforcement	Replacement Terry Blevins

Promotions and Changes

Name	Start Date	Title	Department	Reason
Jordan Davis	02/01/24	N: Coordinator, HR, Employment O: Human Resources Specialist, Employment	N: Human Resources O: Human Resources	Replacement Leslie Decker
Nicole Eades	02/06/24	N: Coordinator, Outreach and Engagement O: Admissions and Records Assistant	N: Admissions and Recruitment O: Admissions and Recruitment	New position
Merissa Hall	01/16/24	N: Supervisor, Testing Center O: Testing Center Assistant	N: Testing and Assessment O: Testing and Assessment	Replacement Nicole Sindelar
Miranda Lankford	01/22/24	N: Program Coordinator, Health Professions O: Clinical Coordinator, Health Professions	N: Health Professions O: Health Professions	Replacement Joshua Snyder

Faiq Siddiqui	01/15/24	N: Operator/Maintenance HVAC Technician O: HVAC Technician Trainee	N: Physical Plant Support Services O: Physical Plant Support Services	New position
Matthew Stilson	02/26/24	N: Instructional Designer O: Instructional Technologist	N: eLearning Centers O: eLearning Centers	Reclassification
James Wicks	02/01/24	N: Director, Quality Enhancement Plan (QEP) O: District College and Career Counselor	N: Quality Enhancement Plan O: Admissions and Advising	New position

Resignations and Separations

Name	Last Day	Service	Title	Department	Reason
Jacquelyn Apligian	02/15/24	<1	Clinical Coordinator EMS	Academic Affairs	Resignation
Keith Caruso	02/02/24	4	Collin Police Officer	Police	Resignation
Cynthia Davis	02/09/24	3	Instructional Office Assistant	Academic Affairs	Resignation
Mikhail Dragolich	02/23/24	3	Lab Assistant, Welding Technology	Welding	Resignation
Wilma Eckhoff	02/09/24	36	Instructional Office Assistant	Instructional Office	Retirement
Michael Gregorash	01/19/24	15	Assistant Director, Student Engagement	Student Engagement	Deceased
Kelley Hollingsworth	01/31/24	1	Facility Operations Assistant	Physical Plant Support Services	Resignation
Paul Kovach	02/05/24	1	Collin Police Officer	Police	Resignation
Donald Luedtke	02/09/24	<1	Manager Industrial Safety Program	Facilities and Construction	Resignation
Rachel Martinez	01/30/24	<1	Reference Associate	Library	Resignation
Timothy Mock	02/29/24	4	Program Director Emergency Medical Services	Academic Affairs	Resignation
Mark Ochsendorf	02/01/24	2	Collin Police Officer	Police	Resignation
Pamela Sawyer	02/09/24	15	Professor, English	Academic Affairs	Retirement
Austin Walker	01/26/24	3	Collin Police Officer	Police	Resignation

Collin College
GASB Statement of Revenues, Expenses, Changes in Net Position
For the Period Ending January 31, 2024

	Year-To-Date Actuals (41.6% Elapsed)											% Actual to Budget
	Budget All Funds	FD100-FD125 Unrestricted (Includes Innovation, SAFAC)	FD130 Debt Stabilization	FD200-FD215 Restricted (Includes Cost Share and Other Restricted)	FD300 Auxiliary	FD500 Building	FD600 Bond Fund	FD700 Debt Service	FD900 Investment in Plant	Total All Funds		
Revenues												
Tuition & Fees (Net of Scholarship Allowances)	\$ 50,229,313	\$ 46,455,317	\$ -	\$ 1,763,643	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,218,959	96%	
Federal grants and contracts (Indirect Cost)	2,073,610	109,038	-	1,201,925	-	-	-	-	-	1,310,963	63%	
State grants and contracts	126,250	-	-	631,832	-	-	-	-	-	631,832	500%	
Non-governmental grants and contracts	-	-	-	2,815	-	-	-	-	-	2,815	0%	
Sales and services of educational enterprises	650,000	251,253	-	-	-	-	-	-	-	251,253	39%	
Auxiliary enterprises	5,433,403	-	-	-	2,917,717	-	-	-	-	2,917,717	54%	
Other Operating Revenue	600,000	254,227	-	300	2,342	-	-	-	-	256,870	43%	
Total operating revenues	\$ 59,112,576	\$ 47,069,835	\$ -	\$ 3,600,515	\$ 2,920,059	\$ -	\$ -	\$ -	\$ -	\$ 53,590,409	91%	
Expenses												
Operating expenses:												
Instruction	\$ 115,373,956	45,218,935	\$ -	\$ 2,750,015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,968,950	42%	
Public service	582,487	31,075	-	161,710	-	-	-	-	-	192,785	33%	
Academic support	33,008,556	12,096,009	-	1,235,879	-	-	-	-	-	13,331,888	40%	
Student services	23,810,555	8,225,861	-	869,886	-	-	-	-	-	9,095,747	38%	
Institutional support	60,278,931	21,937,848	-	1,551,158	-	-	-	-	-	23,489,006	39%	
Operation and maintenance of plant	26,717,587	9,819,173	-	-	-	-	-	-	-	9,819,173	37%	
Scholarship Allowances/Scholarships (TPI)	16,101,110	(5,333,333)	-	33,559,266	-	-	-	-	-	28,225,933	175%	
Auxiliary enterprises	6,637,491	-	-	-	2,605,047	-	-	-	-	2,605,047	39%	
Depreciation	23,235,605	-	-	-	-	-	-	-	9,885,561	9,885,561	43%	
Total operating expenses	\$ 305,746,278	\$ 91,995,568	\$ -	\$ 40,127,914	\$ 2,605,047	\$ -	\$ -	\$ -	\$ 9,885,561	\$ 144,614,090	47%	
Operating income (loss)	\$ (246,633,702)	\$ (44,925,733)	\$ -	\$ (36,527,399)	\$ 315,011	\$ -	\$ -	\$ -	\$ (9,885,561)	\$ (91,023,682)	37%	
Non-operating revenues (expenses):												
State appropriations	\$ 62,411,364	\$ 25,770,069	\$ -	\$ 5,266,146	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,036,215	50%	
Ad Valorem Taxes	162,254,622	108,774,408	-	-	-	-	-	9,073,226	-	117,847,633	73%	
Federal grants & contracts	26,830,000	39,274	-	28,818,784	-	-	-	-	-	28,858,058	108%	
State grants & contracts	1,475,000	-	-	2,845,833	-	-	-	-	-	2,845,833	193%	
Gifts	35,110	35,110	-	1,100	-	-	-	-	-	36,210	0%	
Investment income	9,500,000	4,611,879	1,729,149	45,043	-	2,580,572	-	1,208,712	-	10,175,355	107%	
Interest on capital related debt	(20,363,156)	-	-	-	-	-	-	(7,101,898)	-	(7,101,898)	35%	
Other non-operating revenues	100,000	-	-	-	-	-	-	-	-	-	0%	
Other non-operating expenses	(3,500)	(3,500)	-	-	-	-	-	-	-	(3,500)	0%	
Net non-operating revenues (expenses)	\$ 242,239,440	\$ 139,227,239	\$ 1,729,149	\$ 36,976,906	\$ -	\$ 2,580,572	\$ -	\$ 3,180,040	\$ -	\$ 183,693,907	76%	
Other Changes												
Transfers In (Out)	\$ (20,485,000)	\$ (11,477,169)	\$ -	\$ -	\$ 123,809	\$ -	\$ -	\$ 11,353,359	\$ -	\$ -	0%	
Reserves	9,972,621	-	-	-	-	-	-	-	-	-	0%	
Total Other Changes	\$ (10,512,379)	\$ (11,477,169)	\$ -	\$ -	\$ 123,809	\$ -	\$ -	\$ 11,353,359	\$ -	\$ -	0%	
Increase (decrease) in net position	\$ (14,906,641)	\$ 82,824,338	\$ 1,729,149	\$ 449,507	\$ 438,821	\$ 2,580,572	\$ -	\$ 14,533,399	\$ (9,885,561)	\$ 92,670,225	-622%	
Net Position beginning of year		5,139,431	81,760,255	2,223,752	2,126,049	112,430,226	6,400,000	18,082,180	310,641,513	538,803,406		
Net Position for period ended Jan 2024		\$ 87,963,769	\$ 83,489,404	\$ 2,673,259	\$ 2,564,870	\$ 115,010,798	\$ 6,400,000	\$ 32,615,579	\$ 300,755,952	\$ 631,473,631		

Collin College
Statement of Net Position
January 2024

Ledger Account	January 31, 2024	January 31, 2023
Assets		
Current Assets		
Accounts Receivable	28,108,632	18,345,270
Cash & Cash Equivalents	216,303,372	274,208,846
Prepaid Expenses	24,850	1,041,598
Restricted Short-term Investments	14,773	-
Unrestricted Short-term Investments	147,773,859	80,807,983
Noncurrent Assets		
Right of Use Asset	15,523,483	15,573,150
Long-term Investments	110,417,291	99,747,884
Lease Receivable	740,392	807,160
Plant & Equipment	816,844,875	827,395,027
Total Assets	\$ 1,335,751,528	\$ 1,317,926,919
Deferred Outflows		
Deferred Outflows - OPEB	34,968,451	51,701,661
Deferred Outflows - Pension	31,383,950	22,644,701
Total Deferred Outflows	\$ 66,352,401	\$ 74,346,362
Liabilities		
Current Liabilities		
Operating Lease Liabilities - Current	3,868,940	3,353,629
Accounts Payable	17,569,470	4,551,082
Accrued Interest	9,651,134	10,109,970
Accrued Vacation - Current	419,404	479,260
Bonds Payable - Current	20,485,000	18,215,000
Clearing Payables	18,676	26,570
Deferred Income	1,692,908	1,607,833
Funds Held for Others	474,915	471,748
OPEB Liability - Current	2,486,437	2,398,482
Other Accrued Liabilities - Current	-	148
Other Liabilities - Current	825	9,515
Noncurrent Liabilities		
Operating Lease Liabilities - Noncurrent	10,876,600	11,563,061
Accrued Vacation - Noncurrent	1,865,657	1,582,934
Bonds Payable - Noncurrent	513,122,231	538,308,582
OPEB Liability - Noncurrent	93,153,606	114,306,618
Pension Liability	57,614,710	23,461,964
Total Liabilities	\$ 733,300,513	\$ 730,446,397
Deferred Inflows		
Deferred Inflows - Lease Receivable	817,287	906,775
Deferred Inflows - OPEB	32,580,802	15,860,983
Deferred Inflows - Pension	3,931,695	25,156,088
Total Deferred Inflows	\$ 37,329,784	\$ 41,923,846
Total Net Assets	\$ 631,473,631	\$ 619,903,037

Collin County Community College District

Investment Report

As of January 31, 2024



M E E D E R

PUBLIC FUNDS

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Portfolio Overview

SECURITY TYPE	PAR VALUE	MARKET VALUE	BOOK VALUE	% OF PORTFOLIO	DAYS TO MATURITY	YIELD
Bank Deposits	86,988.60	86,988.60	86,988.60	0.02%	1	0.00
LGIP	217,032,108.90	217,032,108.90	217,032,108.90	45.76%	1	5.34
U.S. Agencies	158,000,000.00	156,716,895.00	157,175,767.83	33.05%	541	3.69
Commercial Paper	78,000,000.00	76,887,267.22	76,887,862.79	16.21%	95	5.64
U.S. Treasuries	24,000,000.00	23,520,117.22	23,643,823.11	4.96%	380	3.52
TOTAL	477,119,097.50	474,243,376.94	474,826,551.23	100.00%	213	4.75
CASH AND ACCRUED INTEREST						
Purchased Accrued Interest		216,429.02	216,429.02			
TOTAL CASH AND INVESTMENTS	477,119,097.50	474,459,805.96	475,042,980.25		213	4.75
TOTAL EARNINGS						
	CURRENT MONTH					
Current Year	1,821,485.11					

Portfolio Summary

4.75

Average Yield

0.58

Weighted Average Maturity (Years)

0.55

Portfolio Effective Duration (Years)

0.58

Weighted Average Life (Years)

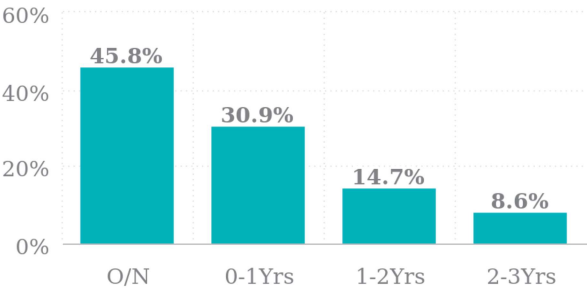
AA+

Average Credit Rating

Portfolio Position

Par Value	\$477,119,098
Principal Cost	\$471,822,383
Book Value	\$474,826,551
Market Value	\$474,243,377
Unrealized Gain/Loss	(\$583,174)
Accrued Interest	\$1,429,899

Maturity Distribution



Sector Allocation



LGIP	45.76%
U.S. Agencies	33.05%
Commercial Paper	16.21%
U.S. Treasuries	4.96%
Bank Deposits	0.02%

Collin County Community College District

Monthly Investment Report

January 1, 2024 – January 31, 2024

Portfolio Summary Management Report

Portfolio as of 12/31/23:

Beginning Book Value \$ 429,484,103
Beginning Market Value \$ 428,932,863

WAM at Beginning Period Date¹ 247 days

(Increase in market value is due to seasonal cash inflows)

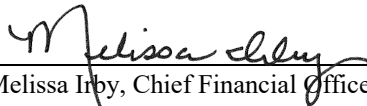
Portfolio as of 1/31/2024:

Ending Book Value \$ 474,826,551
Ending Market Value \$ 474,243,377

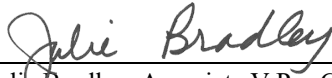
Unrealized Gain/Loss \$ (583,174)

WAM at Ending Period Date¹ 214 days

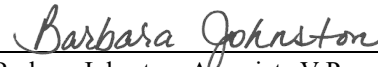
Change in Market Value² \$ 45,310,514



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

¹ WAM – weighted average maturity

² “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 CCCC.



Summary by Type

SECURITY TYPE	# OF SECURITIES	PAR VALUE	BOOK VALUE	% OF PORTFOLIO	YIELD	DAYS TO FINAL MATURITY
2020 BOND SERIES						
LGIP	1	12,608,456.06	12,608,456.06	2.66	5.35	1
Commercial Paper	3	20,000,000.00	19,625,269.45	4.14	5.81	121
TOTAL	4	32,608,456.06	32,233,725.51	6.80	5.63	74
BUILDING						
LGIP	2	45,057,717.41	45,057,717.41	9.50	5.33	1
U.S. Agencies	7	50,000,000.00	49,885,961.59	10.39	2.52	308
Commercial Paper	2	20,000,000.00	19,653,394.44	4.14	5.19	124
U.S. Treasuries	1	5,000,000.00	4,965,956.99	1.03	2.47	213
TOTAL	12	120,057,717.41	119,563,030.42	25.07	4.03	158
DEBT SERVICE						
LGIP	1	21,522,357.62	21,522,357.62	4.54	5.35	1
Commercial Paper	1	8,000,000.00	7,951,293.33	1.68	5.78	40
TOTAL	2	29,522,357.62	29,473,650.95	6.21	5.46	12
OPERATING						
Bank Deposits	1	86,988.60	86,988.60	0.02	0.00	1
LGIP	3	99,361,924.65	99,361,924.65	20.95	5.34	1
U.S. Agencies	9	78,000,000.00	77,283,622.53	16.32	4.10	656
Commercial Paper	2	15,000,000.00	14,819,766.66	3.12	5.80	78
U.S. Treasuries	3	19,000,000.00	18,677,866.12	3.93	3.80	423
TOTAL	18	211,448,913.25	210,230,168.57	44.34	4.78	288
STABILIZATION						
LGIP	1	38,481,653.16	38,481,653.16	8.11	5.35	1
U.S. Agencies	4	30,000,000.00	30,006,183.71	6.34	4.50	619

Summary by Type

SECURITY TYPE	# OF SECURITIES	PAR VALUE	BOOK VALUE	% OF PORTFOLIO	YIELD	DAYS TO FINAL MATURITY
Commercial Paper	2	15,000,000.00	14,838,138.90	3.13	5.80	70
TOTAL	7	83,481,653.16	83,325,975.78	17.58	5.12	237
GRAND TOTAL	43	477,119,097.50	474,826,551.23	100.00	4.75	215



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
2020 BOND SERIES												
LGIP												
TEXPOOL	TexPool	01/31/2024 01/31/2024	12,608,456.06	12,608,456.06 0.00	12,608,456.06	5.35		1	1.00 12,608,456.06	0.00 12,608,456.06	2.66	AAA
LGIP TOTAL			12,608,456.06	12,608,456.06 0.00	12,608,456.06	5.35		1	1.00 12,608,456.06	0.00 12,608,456.06	2.66	AAA
COMMERCIAL PAPER												
21687ADF7	COOPERATIVE UA 04/15/24	09/25/2023 09/25/2023	5,000,000.00	4,842,393.06 0.00	4,842,393.06	5.76	04/15/2024	75	98.85 4,942,547.22	(0.00) 4,942,547.22	1.04	P-1 A-1
4497W0FE3	ING US FUNDING 06/14/24	09/26/2023 09/26/2023	10,000,000.00	9,590,261.11 0.00	9,590,261.11	5.83	06/14/2024	135	97.90 9,790,438.89	0.00 9,790,438.89	2.06	P-1 A-1
22533TFJ0	CREDIT AGRIN Y 06/18/24	09/26/2023 09/26/2023	5,000,000.00	4,792,372.22 0.00	4,792,372.22	5.82	06/18/2024	139	97.85 4,892,283.33	0.00 4,892,283.33	1.03	P-1 A-1
COMMERCIAL PAPER TOTAL			20,000,000.00	19,225,026.39 0.00	19,225,026.39	5.81		121	98.13 19,625,269.44	(0.00) 19,625,269.45	4.14	P-1 A-1
2020 BOND SERIES TOTAL			32,608,456.06	31,833,482.45 0.00	31,833,482.45	5.63		74	60.14 32,233,725.50	(0.00) 32,233,725.51	6.80	AA

BUILDING												
LGIP												
TEXSTAR	TexSTAR	01/31/2024 01/31/2024	30,298,133.81	30,298,133.81 0.00	30,298,133.81	5.32		1	1.00 30,298,133.81	0.00 30,298,133.81	6.39	AAA
TEXPOOL	TexPool	01/31/2024 01/31/2024	14,759,583.60	14,759,583.60 0.00	14,759,583.60	5.35		1	1.00 14,759,583.60	0.00 14,759,583.60	3.11	AAA
LGIP TOTAL			45,057,717.41	45,057,717.41 0.00	45,057,717.41	5.33		1	1.00 45,057,717.41	0.00 45,057,717.41	9.50	AAA
U.S. AGENCIES												
3130ALJ70	FHLBANKS 0.400 03/12/24 '24	02/25/2021 03/12/2021	5,000,000.00	5,000,000.00 0.00	5,000,000.00	0.40	03/12/2024	41	99.44 4,971,900.00	(28,100.00) 5,000,000.00	1.05	Aaa AA+
3130AMT85	FHLBANKS 0.400 06/28/24 '24	06/03/2021 06/28/2021	10,000,000.00	10,000,000.00 0.00	10,000,000.00	0.40	06/28/2024	149	97.98 9,798,500.00	(201,500.00) 10,000,000.00	2.07	Aaa AA+
3130ANNS5	FHLBANKS 0.500 08/28/24 '24	07/10/2021 08/30/2021	5,000,000.00	5,000,000.00 0.00	5,000,000.00	0.50	08/28/2024	210	97.36 4,868,100.00	(131,900.00) 5,000,000.00	1.03	Aaa AA+
3130ARD24	FHLBANKS 2.010 09/30/24 '24	05/22/2023 05/24/2023	10,000,000.00	9,613,500.00 0.00	9,613,500.00	5.00	09/30/2024	243	97.98 9,797,500.00	(12,865.12) 9,810,365.12	2.07	Aaa AA+
3130AQCM3	FHLBANKS 1.000 12/20/24 '24	12/10/2021 12/20/2021	5,000,000.00	5,000,000.00 0.00	5,000,000.00	1.00	12/20/2024	324	96.62 4,831,000.00	(169,000.00) 5,000,000.00	1.02	Aaa AA+
3133EN5Q9	FEDERAL FARM 4.500 01/10/25	01/09/2023 01/11/2023	5,000,000.00	5,013,700.00 0.00	5,013,700.00	4.36	01/10/2025	345	99.76 4,988,000.00	(18,449.79) 5,006,449.79	1.05	Aaa AA+



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
3130ATUC9	FHLBANKS 4.500 12/12/25	01/06/2023 01/10/2023	10,000,000.00	10,108,500.00 0.00	10,108,500.00	4.10	12/12/2025	681	100.18 10,018,300.00	(50,846.68) 10,069,146.68	2.11	Aaa AA+
U.S. AGENCIES TOTAL			50,000,000.00	49,735,700.00 0.00	49,735,700.00	2.54		308	98.56 49,273,300.00	(612,661.59) 49,885,961.59	10.39	Aaa AA+
COMMERCIAL PAPER												
78009AB52	Royal Bank of Canada 0.0 02/05/2024	05/11/2023 05/15/2023	10,000,000.00	9,626,122.22 0.00	9,626,122.22	5.22	02/05/2024	5	99.94 9,993,782.22	(595.56) 9,994,377.78	2.11	P-1 A-1+
62479LK46	MUFG BANK NY 10/04/24	01/18/2024 01/18/2024	10,000,000.00	9,639,611.11 0.00	9,639,611.11	5.15	10/04/2024	247	96.59 9,659,016.67	0.00 9,659,016.67	2.04	P-1 A-1
COMMERCIAL PAPER TOTAL			20,000,000.00	19,265,733.33 0.00	19,265,733.33	5.19		124	98.29 19,652,798.89	(595.56) 19,653,394.44	4.14	P-1 AA
U.S. TREASURIES												
912828YE4	US TREASURY 1.250 08/31/24	04/13/2022 04/18/2022	5,000,000.00	4,860,937.50 0.00	4,860,937.50	2.47	08/31/2024	213	97.79 4,889,648.45	(76,308.54) 4,965,956.99	1.03	Aaa AA+
U.S. TREASURIES TOTAL			5,000,000.00	4,860,937.50 0.00	4,860,937.50	2.47		213	97.79 4,889,648.45	(76,308.54) 4,965,956.99	1.03	Aaa AA+
BUILDING TOTAL			120,057,717.41	118,920,088.24 0.00	118,920,088.24	4.03		157	61.51 118,873,464.75	(689,565.68) 119,563,030.42	25.07	AA+

DEBT SERVICE

LGIP

TEXPOOL	TexPool	01/31/2024 01/31/2024	21,522,357.62	21,522,357.62 0.00	21,522,357.62	5.35		1	1.00 21,522,357.62	0.00 21,522,357.62	4.54	AAA
LGIP TOTAL			21,522,357.62	21,522,357.62 0.00	21,522,357.62	5.35		1	1.00 21,522,357.62	0.00 21,522,357.62	4.54	AAA

COMMERCIAL PAPER

53948ACB5	LLOYDS BK NY BR 03/11/24	09/25/2023 09/25/2023	8,000,000.00	7,790,186.67 0.00	7,790,186.67	5.78	03/11/2024	40	99.39 7,951,293.33	(0.00) 7,951,293.33	1.68	P-1 A-1
COMMERCIAL PAPER TOTAL			8,000,000.00	7,790,186.67 0.00	7,790,186.67	5.78		40	99.39 7,951,293.33	(0.00) 7,951,293.33	1.68	P-1 A-1
DEBT SERVICE TOTAL			29,522,357.62	29,312,544.29 0.00	29,312,544.29	5.46		12	27.54 29,473,650.95	(0.00) 29,473,650.95	6.21	AA+

OPERATING

BANK DEPOSITS



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
515327828	JPMorgan Chase Commer- cial Checking Account	01/31/2024 01/31/2024	86,988.60	86,988.60 0.00	86,988.60	0.00		1	1.00 86,988.60	0.00 86,988.60	0.02	NA
BANK DEPOSITS TOTAL			86,988.60	86,988.60 0.00	86,988.60	0.00		1	1.00 86,988.60	0.00 86,988.60	0.02	NA
LGIP												
TEXPOOL	TexPool	01/31/2024 01/31/2024	81,721,334.93	81,721,334.93 0.00	81,721,334.93	5.35		1	1.00 81,721,334.93	0.00 81,721,334.93	17.23	AAA
TEXSTAR	TexSTAR	01/31/2024 01/31/2024	12,134,302.02	12,134,302.02 0.00	12,134,302.02	5.32		1	1.00 12,134,302.02	0.00 12,134,302.02	2.56	AAA
TXRANGE	Texas Range TexasDAILY Fund	01/31/2024 01/31/2024	5,506,287.70	5,506,287.70 0.00	5,506,287.70	5.36		1	1.00 5,506,287.70	0.00 5,506,287.70	1.16	AAA
LGIP TOTAL			99,361,924.65	99,361,924.65 0.00	99,361,924.65	5.34		1	1.00 99,361,924.65	0.00 99,361,924.65	20.95	AAA
U.S. AGENCIES												
3133ENYX2	FEDERAL FARM 3.250 06/17/24	07/21/2022 07/25/2022	5,000,000.00	4,999,750.00 0.00	4,999,750.00	3.25	06/17/2024	138	99.21 4,960,600.00	(39,350.38) 4,999,950.38	1.05	Aaa AA+
31422XMV1	FARMER MAC 0.500 10/04/24 '23 MTN	09/14/2021 10/04/2021	5,000,000.00	5,000,000.00 0.00	5,000,000.00	0.50	10/04/2024	247	96.92 4,845,750.00	(154,250.00) 5,000,000.00	1.02	Aaa AA+
3133ENZ94	FEDERAL FARM 4.500 11/18/24	01/17/2023 01/19/2023	10,000,000.00	10,031,011.40 0.00	10,031,011.40	4.32	11/18/2024	292	99.66 9,965,700.00	(47,781.32) 10,013,481.32	2.10	Aaa AA+
3135G03U5	FANNIE MAE 0.625 04/22/25	08/03/2022 08/05/2022	5,000,000.00	4,673,949.80 0.00	4,673,949.80	3.15	04/22/2025	447	95.34 4,766,800.00	(86,230.47) 4,853,030.47	1.01	Aaa AA+
3135G04Z3	FANNIE MAE 0.500 06/17/25	01/19/2023 01/23/2023	7,500,000.00	6,906,450.00 0.00	6,906,450.00	3.99	06/17/2025	503	94.77 7,107,900.00	(51,765.62) 7,159,665.62	1.50	Aaa AA+
3134GXZT4	FREDDIE MAC 4.000 07/14/25 '24 MTN	06/14/2022 07/14/2022	5,000,000.00	5,000,000.00 0.00	5,000,000.00	4.00	07/14/2025	530	99.00 4,950,200.00	(49,800.00) 5,000,000.00	1.04	Aaa AA+
3133EN7J3	FEDERAL FARM 3.875 02/02/26	01/27/2023 02/02/2023	7,500,000.00	7,472,550.00 0.00	7,472,550.00	4.01	02/02/2026	733	99.02 7,426,425.00	(55,262.60) 7,481,687.60	1.57	Aaa AA+
3130AWTQ3	FHLBANKS 4.625 09/11/26	09/25/2023 09/25/2023	25,000,000.00	24,759,469.25 163,802.08	24,923,271.33	4.97	09/11/2026	954	101.03 25,258,500.00	470,474.16 24,788,025.84	5.33	Aaa AA+
3130AXU63	FHLBANKS 4.625 11/17/26	11/22/2023 11/22/2023	8,000,000.00	7,986,936.00 5,138.89	7,992,074.89	4.68	11/17/2026	1,021	101.46 8,116,720.00	128,938.70 7,987,781.30	1.71	Aaa AA+
U.S. AGENCIES TOTAL			78,000,000.00	76,830,116.45 168,940.97	76,999,057.42	4.11		658	99.28 77,398,595.00	114,972.47 77,283,622.53	16.32	Aaa AA+
COMMERCIAL PAPER												
78015CDJ8	ROYAL BK CA NYBR 04/18/24	07/18/2023 07/18/2023	10,000,000.00	9,573,750.00 0.00	9,573,750.00	5.78	04/18/2024	78	98.81 9,880,650.00	0.00 9,880,650.00	2.08	P-1 A-1+
89233GDK9	TOYOTA MOTOR CRD 04/19/24	07/24/2023 07/24/2023	5,000,000.00	4,789,250.00 0.00	4,789,250.00	5.83	04/19/2024	79	98.78 4,939,116.67	0.00 4,939,116.66	1.04	P-1 A-1+
COMMERCIAL PAPER TOTAL			15,000,000.00	14,363,000.00 0.00	14,363,000.00	5.80		78	98.80 14,819,766.67	0.00 14,819,766.66	3.12	P-1 A-1+



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
U.S. TREASURIES												
91282CCC3	US TREASURY 0.250 05/15/24	05/12/2022 05/16/2022	6,000,000.00	5,726,484.38 0.00	5,726,484.38	2.61	05/15/2024	105	98.57 5,914,453.14	(46,580.25) 5,961,033.39	1.25	Aaa AA+
912828ZT0	US TREASURY 0.250 05/31/25	05/13/2022 06/15/2022	5,000,000.00	4,557,031.25 0.00	4,557,031.25	3.42	05/31/2025	486	94.54 4,726,953.15	(74,305.09) 4,801,258.24	1.00	Aaa AA+
91282CFP1	US TREASURY 4.250 10/15/25	11/22/2023 11/22/2023	8,000,000.00	7,905,937.50 35,300.55	7,941,238.05	4.90	10/15/2025	623	99.86 7,989,062.48	73,487.99 7,915,574.49	1.68	Aaa AA+
U.S. TREASURIES TOTAL			19,000,000.00	18,189,453.13 35,300.55	18,224,753.68	3.80		424	98.10 18,630,468.77	(47,397.35) 18,677,866.12	3.93	Aaa AA+
OPERATING TOTAL			211,448,913.25	208,831,482.83 204,241.52	209,035,724.35	4.78		286	52.66 210,297,743.69	67,575.11 210,230,168.57	44.34	AAA
STABILIZATION												
LGIP												
TEXPOOL	TexPool	01/31/2024 01/31/2024	38,481,653.16	38,481,653.16 0.00	38,481,653.16	5.35		1	1.00 38,481,653.16	0.00 38,481,653.16	8.11	AAA
LGIP TOTAL			38,481,653.16	38,481,653.16 0.00	38,481,653.16	5.35		1	1.00 38,481,653.16	0.00 38,481,653.16	8.11	AAA
U.S. AGENCIES												
3130AWER7	FHLBANKS 4.625 06/06/25	06/12/2023 06/12/2023	8,000,000.00	7,993,360.00 0.00	7,993,360.00	4.67	06/06/2025	492	100.26 8,020,960.00	25,464.93 7,995,495.07	1.69	Aaa AA+
3130AWER7	FHLBANKS 4.625 06/06/25	06/12/2023 06/12/2023	2,000,000.00	1,998,327.50 0.00	1,998,327.50	4.67	06/06/2025	492	100.26 2,005,240.00	6,374.72 1,998,865.28	0.42	Aaa AA+
3133EPC37	FEDERAL FARM 4.875 11/13/25	11/22/2023 11/22/2023	10,000,000.00	9,989,910.00 12,187.50	10,002,097.50	4.93	11/13/2025	652	100.86 10,086,000.00	95,103.06 9,990,896.94	2.13	Aaa AA+
3133EN6A3	FEDERAL FARM 4.000 01/13/26	01/12/2023 01/17/2023	10,000,000.00	10,032,100.00 0.00	10,032,100.00	3.89	01/13/2026	713	99.33 9,932,800.00	(88,126.43) 10,020,926.43	2.09	Aaa AA+
U.S. AGENCIES TOTAL			30,000,000.00	30,013,697.50 12,187.50	30,025,885.00	4.50		619	100.15 30,045,000.00	38,816.29 30,006,183.71	6.34	Aaa AA+
COMMERCIAL PAPER												
62479LD85	MUFG BANK NY 04/08/24	07/18/2023 07/18/2023	10,000,000.00	9,587,041.67 0.00	9,587,041.67	5.81	04/08/2024	68	98.96 9,895,591.67	(0.01) 9,895,591.68	2.09	P-1 A-1
21687ADF7	COOPERATIVE UA 04/15/24	09/25/2023 09/25/2023	5,000,000.00	4,842,393.06 0.00	4,842,393.06	5.76	04/15/2024	75	98.85 4,942,547.22	(0.00) 4,942,547.22	1.04	P-1 A-1
COMMERCIAL PAPER TOTAL			15,000,000.00	14,429,434.73 0.00	14,429,434.73	5.80		70	98.92 14,838,138.89	(0.01) 14,838,138.90	3.13	P-1 A-1
STABILIZATION TOTAL			83,481,653.16	82,924,785.39 12,187.50	82,936,972.89	5.12		236	54.16 83,364,792.05	38,816.27 83,325,975.78	17.58	AA+

Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
GRAND TOTAL			477,119,097.50	471,822,383.20 216,429.02	472,038,812.22	4.75		213	54.09 474,243,376.94	(583,174.29) 474,826,551.23	100.00	AA+

Transaction Statement

BUILDING									
	TRADE DATE	SETTLE DATE	CUSIP	DESCRIPTION	PAR VALUE	PRINCIPAL COST	PURCHASED INTEREST	TOTAL	PURCHASE YIELD
BUY									
	01/18/2024	01/18/2024	62479LK46	MUFG BANK NY 10/04/24	10,000,000.00	9,639,611.11	0.00	(9,639,611.11)	5.15
BUY TOTAL					10,000,000.00	9,639,611.11	0.00	(9,639,611.11)	5.15
	TRADE DATE	SETTLE DATE	CUSIP	DESCRIPTION	PAR VALUE	BOOK VALUE		TOTAL	NET REALIZED GAIN/LOSS
MATURITY									
	01/10/2024	01/10/2024	40060WAA0	GTA Funding LLC 0.0 01/10/2024	(10,000,000.00)	10,000,000.00		10,000,000.00	0.00
MATURITY TOTAL					(10,000,000.00)	10,000,000.00		10,000,000.00	0.00

Contribution/Withdrawals and Expenses

	TRADE DATE	PAR VALUE	TOTAL
BUILDING			
CASH TRANSFER			
	01/10/2024	(10,112,500.00)	(10,112,500.00)
	01/18/2024	9,639,611.11	9,639,611.11
CASH TRANSFER TOTAL		(472,888.89)	(472,888.89)
OPERATING			
CASH TRANSFER			
	01/16/2024	(300,000.00)	(300,000.00)
CASH TRANSFER TOTAL		(300,000.00)	(300,000.00)

Amortization Schedule

CUSIP	DESCRIPTION	PAR VALUE	PRINCIPAL COST	ORIGINAL PREMIUM OR DISCOUNT	BEGINNING BOOK VALUE	CURRENT PERIOD AMORT	ENDING BOOK VALUE	TOTAL AMORTIZATION	UNAMORTIZED BALANCE
2020 BOND SERIES									
21687ADF7	COOPERATIVE UA 04/15/24	5,000,000.00	4,842,393.06	(157,606.94)	4,918,479.17	24,068.05	4,942,547.22	100,154.16	(57,452.78)
22533TFJ0	CREDIT AGRIN Y 06/18/24	5,000,000.00	4,792,372.22	(207,627.78)	4,868,086.11	24,197.22	4,892,283.33	99,911.11	(107,716.67)
4497W0FE3	ING US FUNDING 06/14/24	10,000,000.00	9,590,261.11	(409,738.89)	9,741,958.33	48,480.56	9,790,438.89	200,177.78	(209,561.11)
TOTAL		20,000,000.00	19,225,026.39	(774,973.61)	19,528,523.61	96,745.83	19,625,269.45	400,243.06	(374,730.55)
BUILDING									
3133EN5Q9	FEDERAL FARM 4.500 01/10/25	5,000,000.00	5,013,700.00	13,700.00	5,007,031.02	(581.23)	5,006,449.79	(7,250.21)	6,449.79
3130ALJ70	FHLBANKS 0.400 03/12/24 '24	5,000,000.00	5,000,000.00	0.00	5,000,000.00	0.00	5,000,000.00	0.00	0.00
3130AMT85	FHLBANKS 0.400 06/28/24 '24	10,000,000.00	10,000,000.00	0.00	10,000,000.00	0.00	10,000,000.00	0.00	0.00
3130ANNS5	FHLBANKS 0.500 08/28/24 '24	5,000,000.00	5,000,000.00	0.00	5,000,000.00	0.00	5,000,000.00	0.00	0.00
3130AQCM3	FHLBANKS 1.000 12/20/24 '24	5,000,000.00	5,000,000.00	0.00	5,000,000.00	0.00	5,000,000.00	0.00	0.00
3130ARD24	FHLBANKS 2.010 09/30/24 '24	10,000,000.00	9,613,500.00	(386,500.00)	9,786,073.05	24,292.07	9,810,365.12	196,865.12	(189,634.88)
3130ATUC9	FHLBANKS 4.500 12/12/25	10,000,000.00	10,108,500.00	108,500.00	10,072,298.95	(3,152.27)	10,069,146.68	(39,353.32)	69,146.68
40060WAA0	GTA Funding LLC 0.0 01/10/2024	10,000,000.00	9,727,688.89	(272,311.11)	9,986,075.00	13,925.00	0.00	272,311.11	0.00
62479LK46	MUFG BANK NY 10/04/24	10,000,000.00	9,639,611.11	(360,388.89)	0.00	19,405.56	9,659,016.67	19,405.56	(340,983.33)
78009AB52	Royal Bank of Canada 0.0 02/05/2024	10,000,000.00	9,626,122.22	(373,877.78)	9,950,805.56	43,572.22	9,994,377.78	368,255.56	(5,622.22)
912828YE4	US TREASURY 1.250 08/31/24	5,000,000.00	4,860,937.50	(139,062.50)	4,960,979.00	4,977.99	4,965,956.99	105,019.49	(34,043.01)
TOTAL		85,000,000.00	83,590,059.72	(1,409,940.28)	74,763,262.57	102,439.33	74,505,313.01	915,253.29	(494,686.99)
DEBT SERVICE									
53948ACB5	LLOYDS BK NY BR 03/11/24	8,000,000.00	7,790,186.67	(209,813.33)	7,912,577.78	38,715.55	7,951,293.33	161,106.66	(48,706.67)
TOTAL		8,000,000.00	7,790,186.67	(209,813.33)	7,912,577.78	38,715.55	7,951,293.33	161,106.66	(48,706.67)
OPERATING									
3135G04Z3	FANNIE MAE 0.500 06/17/25	7,500,000.00	6,906,450.00	(593,550.00)	7,138,648.96	21,016.66	7,159,665.62	253,215.62	(340,334.38)
3135G03U5	FANNIE MAE 0.625 04/22/25	5,000,000.00	4,673,949.80	(326,050.20)	4,842,815.10	10,215.37	4,853,030.47	179,080.67	(146,969.53)
31422XMV1	FARMER MAC 0.500 10/04/24 '23 MTN	5,000,000.00	5,000,000.00	0.00	5,000,000.00	0.00	5,000,000.00	0.00	0.00
3133ENYX2	FEDERAL FARM 3.250 06/17/24	5,000,000.00	4,999,750.00	(250.00)	4,999,939.15	11.23	4,999,950.38	200.38	(49.62)



Amortization Schedule

CUSIP	DESCRIPTION	PAR VALUE	PRINCIPAL COST	ORIGINAL PREMIUM OR DISCOUNT	BEGINNING BOOK VALUE	CURRENT PERIOD AMORT	ENDING BOOK VALUE	TOTAL AMORTIZATION	UNAMORTIZED BALANCE
3133EN7J3	FEDERAL FARM 3.875 02/02/26	7,500,000.00	7,472,550.00	(27,450.00)	7,480,912.08	775.52	7,481,687.60	9,137.60	(18,312.40)
3133ENZ94	FEDERAL FARM 4.500 11/18/24	10,000,000.00	10,031,011.40	31,011.40	10,014,917.47	(1,436.15)	10,013,481.32	(17,530.08)	13,481.32
3130AWTQ3	FHLBANKS 4.625 09/11/26	25,000,000.00	24,759,469.25	(240,530.75)	24,781,130.56	6,895.28	24,788,025.84	28,556.59	(211,974.16)
3130AXU63	FHLBANKS 4.625 11/17/26	8,000,000.00	7,986,936.00	(13,064.00)	7,987,409.95	371.35	7,987,781.30	845.30	(12,218.70)
3134GXZT4	FREDDIE MAC 4.000 07/14/25 '24 MTN	5,000,000.00	5,000,000.00	0.00	5,000,000.00	0.00	5,000,000.00	0.00	0.00
515327828	JPMorgan Chase Commercial Checking Account	86,988.60	86,988.60	0.00	68,007.16	0.00	86,988.60	0.00	0.00
78015CDJ8	ROYAL BK CA NYBR 04/18/24	10,000,000.00	9,573,750.00	(426,250.00)	9,832,600.00	48,050.00	9,880,650.00	306,900.00	(119,350.00)
89233GDK9	TOYOTA MOTOR CRD 04/19/24	5,000,000.00	4,789,250.00	(210,750.00)	4,914,919.44	24,197.22	4,939,116.66	149,866.66	(60,883.34)
91282CCC3	US TREASURY 0.250 05/15/24	6,000,000.00	5,726,484.38	(273,515.62)	5,949,418.34	11,615.05	5,961,033.39	234,549.01	(38,966.61)
912828ZT0	US TREASURY 0.250 05/31/25	5,000,000.00	4,557,031.25	(442,968.75)	4,788,555.16	12,703.08	4,801,258.24	244,226.99	(198,741.76)
91282CFP1	US TREASURY 4.250 10/15/25	8,000,000.00	7,905,937.50	(94,062.50)	7,911,366.79	4,207.70	7,915,574.49	9,636.99	(84,425.51)
TOTAL		112,086,988.60	109,469,558.18	(2,617,430.42)	110,710,640.16	138,622.32	110,868,243.92	1,398,685.74	(1,218,744.68)

STABILIZATION									
21687ADF7	COOPERATIVE UA 04/15/24	5,000,000.00	4,842,393.06	(157,606.94)	4,918,479.17	24,068.05	4,942,547.22	100,154.16	(57,452.78)
3133EN6A3	FEDERAL FARM 4.000 01/13/26	10,000,000.00	10,032,100.00	32,100.00	10,021,837.55	(911.12)	10,020,926.43	(11,173.57)	20,926.43
3133EPC37	FEDERAL FARM 4.875 11/13/25	10,000,000.00	9,989,910.00	(10,090.00)	9,990,463.46	433.48	9,990,896.94	986.94	(9,103.06)
3130AWER7	FHLBANKS 4.625 06/06/25	8,000,000.00	7,993,360.00	(6,640.00)	7,995,210.64	284.43	7,995,495.07	2,135.07	(4,504.93)
3130AWER7	FHLBANKS 4.625 06/06/25	2,000,000.00	1,998,327.50	(1,672.50)	1,998,793.64	71.64	1,998,865.28	537.78	(1,134.72)
62479LD85	MUFG BANK NY 04/08/24	10,000,000.00	9,587,041.67	(412,958.33)	9,847,283.35	48,308.33	9,895,591.68	308,550.01	(104,408.32)
TOTAL		45,000,000.00	44,443,132.23	(556,867.77)	44,772,067.81	72,254.81	44,844,322.62	401,190.39	(155,677.38)

GRAND TOTAL		270,086,988.60	264,517,963.19	(5,569,025.41)	257,687,071.94	448,777.84	257,794,442.33	3,276,479.14	(2,292,546.27)
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Accrued Interest Schedule

IDENTIFIER	DESCRIPTION	SETTLE DATE	PAR VALUE	PRINCIPAL COST	BEGINNING ACCRUED INTEREST	PURCHASED INTEREST	CURRENT PERIOD ACCRUAL	INTEREST RECEIVED	ENDING ACCRUED INTEREST
2020 BOND SERIES									
21687ADF7	COOPERATIVE UA 04/15/24	09/25/2023	5,000,000.00	4,842,393.06	0.00	0.00	0.00	0.00	0.00
22533TFJ0	CREDIT AGR NY 06/18/24	09/26/2023	5,000,000.00	4,792,372.22	0.00	0.00	0.00	0.00	0.00
4497W0FE3	ING US FUNDING 06/14/24	09/26/2023	10,000,000.00	9,590,261.11	0.00	0.00	0.00	0.00	0.00
TEXPOOL	TexPool	01/31/2024	12,608,456.06	12,608,456.06	0.00	0.00	57,000.15	57,000.15	0.00
TOTAL			32,608,456.06	31,833,482.45	0.00	0.00	57,000.15	57,000.15	0.00
BUILDING									
3133EN5Q9	FEDERAL FARM 4.500 01/10/25	01/11/2023	5,000,000.00	5,013,700.00	106,875.00	625.00	18,750.00	112,500.00	13,125.00
3130ALJ70	FHLBANKS 0.400 03/12/24 '24	03/12/2021	5,000,000.00	5,000,000.00	6,055.56	0.00	1,666.67	0.00	7,722.22
3130AMT85	FHLBANKS 0.400 06/28/24 '24	06/28/2021	10,000,000.00	10,000,000.00	333.33	0.00	3,333.33	0.00	3,666.67
3130ANNS5	FHLBANKS 0.500 08/28/24 '24	08/30/2021	5,000,000.00	5,000,000.00	8,541.67	0.00	2,083.33	0.00	10,625.00
3130AQCM3	FHLBANKS 1.000 12/20/24 '24	12/20/2021	5,000,000.00	5,000,000.00	1,527.78	0.00	4,166.67	0.00	5,694.44
3130ARD24	FHLBANKS 2.010 09/30/24 '24	05/24/2023	10,000,000.00	9,613,500.00	50,808.33	30,150.00	16,750.00	0.00	67,558.33
3130ATUC9	FHLBANKS 4.500 12/12/25	01/10/2023	10,000,000.00	10,108,500.00	23,750.00	83,750.00	37,500.00	0.00	61,250.00
62479LK46	MUFG BANK NY 10/04/24	01/18/2024	10,000,000.00	9,639,611.11	0.00	0.00	0.00	0.00	0.00
78009AB52	Royal Bank of Canada 0.0 02/05/2024	05/15/2023	10,000,000.00	9,626,122.22	0.00	0.00	0.00	0.00	0.00
TEXPOOL	TexPool	01/31/2024	14,759,583.60	14,759,583.60	0.00	0.00	77,319.45	77,319.45	0.00
TEXSTAR	TexSTAR	01/31/2024	30,298,133.81	30,298,133.81	0.00	0.00	136,263.34	136,263.34	0.00
912828YE4	US TREASURY 1.250 08/31/24	04/18/2022	5,000,000.00	4,860,937.50	21,119.51	8,322.01	5,322.80	0.00	26,442.31
TOTAL			120,057,717.41	118,920,088.24	219,011.17	122,847.01	303,155.59	326,082.79	196,083.97
DEBT SERVICE									
53948ACB5	LLOYDS BK NY BR 03/11/24	09/25/2023	8,000,000.00	7,790,186.67	0.00	0.00	0.00	0.00	0.00
TEXPOOL	TexPool	01/31/2024	21,522,357.62	21,522,357.62	0.00	0.00	92,734.35	92,734.35	0.00
TOTAL			29,522,357.62	29,312,544.29	0.00	0.00	92,734.35	92,734.35	0.00
OPERATING									
3135G04Z3	FANNIE MAE 0.500 06/17/25	01/23/2023	7,500,000.00	6,906,450.00	1,458.33	3,750.00	3,125.00	0.00	4,583.33



Accrued Interest Schedule

IDENTIFIER	DESCRIPTION	SETTLE DATE	PAR VALUE	PRINCIPAL COST	BEGINNING ACCRUED INTEREST	PURCHASED INTEREST	CURRENT PERIOD ACCRUAL	INTEREST RECEIVED	ENDING ACCRUED INTEREST
3135G03U5	FANNIE MAE 0.625 04/22/25	08/05/2022	5,000,000.00	4,673,949.80	5,989.58	8,940.97	2,604.17	0.00	8,593.75
31422XMV1	FARMER MAC 0.500 10/04/24 '23 MTN	10/04/2021	5,000,000.00	5,000,000.00	6,041.67	0.00	2,083.33	0.00	8,125.00
3133ENYX2	FEDERAL FARM 3.250 06/17/24	07/25/2022	5,000,000.00	4,999,750.00	6,319.44	17,152.78	13,541.67	0.00	19,861.11
3133EN7J3	FEDERAL FARM 3.875 02/02/26	02/02/2023	7,500,000.00	7,472,550.00	120,286.46	0.00	24,218.75	0.00	144,505.21
3133ENZ94	FEDERAL FARM 4.500 11/18/24	01/19/2023	10,000,000.00	10,031,011.40	53,750.00	76,250.00	37,500.00	0.00	91,250.00
3130AWTQ3	FHLBANKS 4.625 09/11/26	09/25/2023	25,000,000.00	24,759,469.25	472,135.42	163,802.08	96,354.17	0.00	568,489.58
3130AXU63	FHLBANKS 4.625 11/17/26	11/22/2023	8,000,000.00	7,986,936.00	45,222.22	5,138.89	30,833.33	0.00	76,055.56
3134GXZT4	FREDDIE MAC 4.000 07/14/25 '24 MTN	07/14/2022	5,000,000.00	5,000,000.00	92,777.78	0.00	16,666.67	100,000.00	9,444.44
515327828	JPMorgan Chase Commercial Checking Account	01/31/2024	86,988.60	86,988.60	0.00	0.00	0.00	0.00	0.00
78015CDJ8	ROYAL BK CA NYBR 04/18/24	07/18/2023	10,000,000.00	9,573,750.00	0.00	0.00	0.00	0.00	0.00
89233GDK9	TOYOTA MOTOR CRD 04/19/24	07/24/2023	5,000,000.00	4,789,250.00	0.00	0.00	0.00	0.00	0.00
TEXPOOL	TexPool	01/31/2024	81,721,334.93	81,721,334.93	0.00	0.00	322,569.53	322,569.53	0.00
TEXSTAR	TexSTAR	01/31/2024	12,134,302.02	12,134,302.02	0.00	0.00	54,573.02	54,573.02	0.00
TXRANGE	Texas Range TexasDAILY Fund	01/31/2024	5,506,287.70	5,506,287.70	0.00	0.00	24,887.66	24,887.66	0.00
91282CCC3	US TREASURY 0.250 05/15/24	05/16/2022	6,000,000.00	5,726,484.38	1,936.81	40.76	1,277.47	0.00	3,214.29
912828ZT0	US TREASURY 0.250 05/31/25	06/15/2022	5,000,000.00	4,557,031.25	1,092.90	512.30	1,058.74	0.00	2,151.64
91282CFP1	US TREASURY 4.250 10/15/25	11/22/2023	8,000,000.00	7,905,937.50	72,459.02	35,300.55	28,797.81	0.00	101,256.83
TOTAL			211,448,913.25	208,831,482.83	879,469.63	310,888.33	660,091.32	502,030.21	1,037,530.74

STABILIZATION									
21687ADF7	COOPERATIVE UA 04/15/24	09/25/2023	5,000,000.00	4,842,393.06	0.00	0.00	0.00	0.00	0.00
3133EN6A3	FEDERAL FARM 4.000 01/13/26	01/17/2023	10,000,000.00	10,032,100.00	186,666.67	4,444.44	33,333.33	200,000.00	20,000.00
3133EPC37	FEDERAL FARM 4.875 11/13/25	11/22/2023	10,000,000.00	9,989,910.00	65,000.00	12,187.50	40,625.00	0.00	105,625.00
3130AWER7	FHLBANKS 4.625 06/06/25	06/12/2023	8,000,000.00	7,993,360.00	25,694.44	0.00	30,833.33	0.00	56,527.78
3130AWER7	FHLBANKS 4.625 06/06/25	06/12/2023	2,000,000.00	1,998,327.50	6,423.61	0.00	7,708.33	0.00	14,131.94
62479LD85	MUFG BANK NY 04/08/24	07/18/2023	10,000,000.00	9,587,041.67	0.00	0.00	0.00	0.00	0.00
TEXPOOL	TexPool	01/31/2024	38,481,653.16	38,481,653.16	0.00	0.00	147,225.85	147,225.85	0.00
TOTAL			83,481,653.16	82,924,785.39	283,784.72	16,631.94	259,725.85	347,225.85	196,284.72

Accrued Interest Schedule

IDENTIFIER	DESCRIPTION	SETTLE DATE	PAR VALUE	PRINCIPAL COST	BEGINNING ACCRUED INTEREST	PURCHASED INTEREST	CURRENT PERIOD ACCRUAL	INTEREST RECEIVED	ENDING ACCRUED INTEREST
GRAND TOTAL			477,119,097.50	471,822,383.20	1,382,265.52	450,367.28	1,372,707.27	1,325,073.35	1,429,899.44



Interest Earnings by Fund

CUSIP	DESCRIPTION	ENDING PAR VALUE	BEGINNING BOOK VALUE	ENDING BOOK VALUE	FINAL MATURITY	COUPON RATE	YIELD	INTEREST EARNED	NET AMORTIZATION/ ACCRETION INCOME	ADJUSTED INTEREST EARNINGS
2020 BOND SERIES										
21687ADF7	COOPERATIVE UA 04/15/24	5,000,000.00	4,918,479.17	4,942,547.22	04/15/2024	0.00	5.76	0.00	24,068.05	24,068.05
22533TFJ0	CREDIT AGRI NY 06/18/24	5,000,000.00	4,868,086.11	4,892,283.33	06/18/2024	0.00	5.82	0.00	24,197.22	24,197.22
4497W0FE3	ING US FUNDING 06/14/24	10,000,000.00	9,741,958.33	9,790,438.89	06/14/2024	0.00	5.83	0.00	48,480.56	48,480.56
TEXPOOL	TexPool	12,608,456.06	12,608,792.87	12,608,456.06	01/31/2024	0.00	5.35	57,000.15	0.00	57,000.15
TOTAL		32,608,456.06	32,137,316.48	32,233,725.51		0.00	5.63	57,000.15	96,745.83	153,745.98
BUILDING										
3133EN5Q9	FEDERAL FARM 4.500 01/10/25	5,000,000.00	5,007,031.02	5,006,449.79	01/10/2025	4.50	4.36	18,750.00	(581.23)	18,168.77
3130ALJ70	FHLBANKS 0.400 03/12/24 '24	5,000,000.00	5,000,000.00	5,000,000.00	03/12/2024	0.40	0.40	1,666.67	0.00	1,666.67
3130AMT85	FHLBANKS 0.400 06/28/24 '24	10,000,000.00	10,000,000.00	10,000,000.00	06/28/2024	0.40	0.40	3,333.33	0.00	3,333.33
3130ANNS5	FHLBANKS 0.500 08/28/24 '24	5,000,000.00	5,000,000.00	5,000,000.00	08/28/2024	0.50	0.50	2,083.33	0.00	2,083.33
3130AQCM3	FHLBANKS 1.000 12/20/24 '24	5,000,000.00	5,000,000.00	5,000,000.00	12/20/2024	1.00	1.00	4,166.67	0.00	4,166.67
3130ARD24	FHLBANKS 2.010 09/30/24 '24	10,000,000.00	9,786,073.05	9,810,365.12	09/30/2024	2.01	5.00	16,750.00	24,292.07	41,042.07
3130ATUC9	FHLBANKS 4.500 12/12/25	10,000,000.00	10,072,298.95	10,069,146.68	12/12/2025	4.50	4.10	37,500.00	(3,152.27)	34,347.73
40060WAA0	GTA Funding LLC 0.0 01/10/2024	0.00	9,986,075.00		01/10/2024	0.00	5.73	0.00	13,925.00	13,925.00
62479LK46	MUFG BANK NY 10/04/24	10,000,000.00	0.00	9,659,016.67	10/04/2024	0.00	5.15	0.00	19,405.56	19,405.56
78009AB52	Royal Bank of Canada 0.0 02/05/2024	10,000,000.00	9,950,805.56	9,994,377.78	02/05/2024	0.00	5.22	0.00	43,572.22	43,572.22
TEXPOOL	TexPool	14,759,583.60	14,209,375.26	14,759,583.60	01/31/2024	0.00	5.35	77,319.45	0.00	77,319.45
TEXSTAR	TexSTAR	30,298,133.81	30,161,870.47	30,298,133.81	01/31/2024	0.00	5.32	136,263.34	0.00	136,263.34
912828YE4	US TREASURY 1.250 08/31/24	5,000,000.00	4,960,979.00	4,965,956.99	08/31/2024	1.25	2.47	5,322.80	4,977.99	10,300.79
TOTAL		120,057,717.41	119,134,508.30	119,563,030.42		0.90	4.03	303,155.59	102,439.33	405,594.92
DEBT SERVICE										
53948ACB5	LLOYDS BK NY BR 03/11/24	8,000,000.00	7,912,577.78	7,951,293.33	03/11/2024	0.00	5.78	0.00	38,715.55	38,715.55
TEXPOOL	TexPool	21,522,357.62	14,967,182.81	21,522,357.62	01/31/2024	0.00	5.35	92,734.35	0.00	92,734.35
TOTAL		29,522,357.62	22,879,760.59	29,473,650.95		0.00	5.46	92,734.35	38,715.55	131,449.90



Interest Earnings by Fund

CUSIP	DESCRIPTION	ENDING PAR VALUE	BEGINNING BOOK VALUE	ENDING BOOK VALUE	FINAL MATURITY	COUPON RATE	YIELD	INTEREST EARNED	NET AMORTIZATION/ ACCRETION INCOME	ADJUSTED INTEREST EARNINGS
OPERATING										
3135G04Z3	FANNIE MAE 0.500 06/17/25	7,500,000.00	7,138,648.96	7,159,665.62	06/17/2025	0.50	3.99	3,125.00	21,016.66	24,141.66
3135G03U5	FANNIE MAE 0.625 04/22/25	5,000,000.00	4,842,815.10	4,853,030.47	04/22/2025	0.62	3.15	2,604.17	10,215.37	12,819.54
31422XMV1	FARMER MAC 0.500 10/04/24 '23 MTN	5,000,000.00	5,000,000.00	5,000,000.00	10/04/2024	0.50	0.50	2,083.33	0.00	2,083.33
3133ENYX2	FEDERAL FARM 3.250 06/17/24	5,000,000.00	4,999,939.15	4,999,950.38	06/17/2024	3.25	3.25	13,541.67	11.23	13,552.90
3133EN7J3	FEDERAL FARM 3.875 02/02/26	7,500,000.00	7,480,912.08	7,481,687.60	02/02/2026	3.88	4.01	24,218.75	775.52	24,994.27
3133ENZ94	FEDERAL FARM 4.500 11/18/24	10,000,000.00	10,014,917.47	10,013,481.32	11/18/2024	4.50	4.32	37,500.00	(1,436.15)	36,063.85
3130AWTQ3	FHLBANKS 4.625 09/11/26	25,000,000.00	24,781,130.56	24,788,025.84	09/11/2026	4.62	4.97	96,354.17	6,895.28	103,249.44
3130AXU63	FHLBANKS 4.625 11/17/26	8,000,000.00	7,987,409.95	7,987,781.30	11/17/2026	4.62	4.68	30,833.33	371.35	31,204.69
3134GXZT4	FREDDIE MAC 4.000 07/14/25 '24 MTN	5,000,000.00	5,000,000.00	5,000,000.00	07/14/2025	4.00	4.00	16,666.67	0.00	16,666.67
515327828	JPMorgan Chase Commercial Checking Account	86,988.60	68,007.16	86,988.60	01/31/2024	0.00	0.00	0.00	0.00	0.00
78015CDJ8	ROYAL BK CA NYBR 04/18/24	10,000,000.00	9,832,600.00	9,880,650.00	04/18/2024	0.00	5.78	0.00	48,050.00	48,050.00
89233GDK9	TOYOTA MOTOR CRD 04/19/24	5,000,000.00	4,914,919.44	4,939,116.66	04/19/2024	0.00	5.83	0.00	24,197.22	24,197.22
TEXPOOL	TexPool	81,721,334.93	64,154,252.80	81,721,334.93	01/31/2024	0.00	5.35	322,569.53	0.00	322,569.53
TEXSTAR	TexSTAR	12,134,302.02	12,079,729.00	12,134,302.02	01/31/2024	0.00	5.32	54,573.02	0.00	54,573.02
TXRANGE	Texas Range TexasDAILY Fund	5,506,287.70	5,481,400.04	5,506,287.70	01/31/2024	5.04	5.36	24,887.66	0.00	24,887.66
91282CCC3	US TREASURY 0.250 05/15/24	6,000,000.00	5,949,418.34	5,961,033.39	05/15/2024	0.25	2.61	1,277.47	11,615.05	12,892.52
912828ZT0	US TREASURY 0.250 05/31/25	5,000,000.00	4,788,555.16	4,801,258.24	05/31/2025	0.25	3.42	1,058.74	12,703.08	13,761.82
91282CFP1	US TREASURY 4.250 10/15/25	8,000,000.00	7,911,366.79	7,915,574.49	10/15/2025	4.25	4.90	28,797.81	4,207.70	33,005.52
TOTAL		211,448,913.25	192,426,022.00	210,230,168.57		1.62	4.78	660,091.32	138,622.32	798,713.64
STABILIZATION										
21687ADF7	COOPERATIVE UA 04/15/24	5,000,000.00	4,918,479.17	4,942,547.22	04/15/2024	0.00	5.76	0.00	24,068.05	24,068.05
3133EN6A3	FEDERAL FARM 4.000 01/13/26	10,000,000.00	10,021,837.55	10,020,926.43	01/13/2026	4.00	3.89	33,333.33	(911.12)	32,422.21
3133EPC37	FEDERAL FARM 4.875 11/13/25	10,000,000.00	9,990,463.46	9,990,896.94	11/13/2025	4.88	4.93	40,625.00	433.48	41,058.48
3130AWER7	FHLBANKS 4.625 06/06/25	8,000,000.00	7,995,210.64	7,995,495.07	06/06/2025	4.62	4.67	30,833.33	284.43	31,117.76
3130AWER7	FHLBANKS 4.625 06/06/25	2,000,000.00	1,998,793.64	1,998,865.28	06/06/2025	4.62	4.67	7,708.33	71.64	7,779.98
62479LD85	MUFG BANK NY 04/08/24	10,000,000.00	9,847,283.35	9,895,591.68	04/08/2024	0.00	5.81	0.00	48,308.33	48,308.33

Interest Earnings by Fund

CUSIP	DESCRIPTION	ENDING PAR VALUE	BEGINNING BOOK VALUE	ENDING BOOK VALUE	FINAL MATURITY	COUPON RATE	YIELD	INTEREST EARNED	NET AMORTIZATION/ ACCRETION INCOME	ADJUSTED INTEREST EARNINGS
TEXPOOL	TexPool	38,481,653.16	18,134,427.31	38,481,653.16	01/31/2024	0.00	5.35	147,225.85	0.00	147,225.85
TOTAL		83,481,653.16	62,906,495.12	83,325,975.78		1.63	5.12	259,725.85	72,254.81	331,980.66
GRAND TOTAL		477,119,097.50	429,484,102.50	474,826,551.23		1.23	4.75	1,372,707.27	448,777.84	1,821,485.11

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