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Collin County Community College
Archives
Collection Description

Collection Number: us-txmckc-2007.03-a1-c4 Accession Number: 2007.03-a1

Collin County Community College District foundation, construction, administration and management, 1984 – 2007

Extent: 16 boxes, 23 folders (containers), 1 post binders, 9 ring binders, 3 volumes (documents by form), 3 PDFs.

Administrative history: Collin County Community College District (Collin) was founded in 1985 and, as of 2006; its three campuses and three extensions served more than 40,000 students per year. Collin is the only public college in Collin County, Texas.

Courses, degrees and certificates in a wide range of subject areas are offered at Collin which also has dual admission agreements with several four-year universities in the state of Texas.

(Information from: Collin County Community College District. (2006). *Collin County Community College District 2006-2007 Catalog*, pp 12-13.)

Scope and Content: This collection includes documents produced in conjunction with strategic planning and other administrative activities at CCCCCD as well as documents and associated materials intended for use by administration, faculty and staff. Examples of materials in this collection include: strategic plans, feasibility studies, budgeting guidelines, accreditation application, documentation distributed at administrative retreats, press releases, board meeting packets*, and construction/infrastructure information.

Series Contained in this Collection:

- Series 1: District planning and foundation, 1984 – 1985
 - Series 2: Accreditation documentation, 1989
 - Series 3: Strategic planning documentation, 1989 – 2002
 - Series 4: Public financial publications, 1993 – 2006
 - *Series 5: Board meeting packets, 2002 – 2007
 - Series 6: Master calendars, 2001 – 2005
 - Series 7: Email from Collin County Community College District President Cary A. Israel to Campus Distribution Lists, 2002 – 2007
 - Series 8: Staff budgeting and acquisitions guides, 1989 – 2005
- *DELETED FROM COLLECTION

- Series 9: Miscellaneous documentation published for administration, faculty and staff, 1992 – 2007
- Series 10: Faculty and staff directories (PDFs), 1992 – 1999
- Series 11: Faculty and staff directories, 1987
- Series 12: Campus construction, 1986 & 1991
- Series 13: Software systems, 1987-1988
- Series 14: Press releases, 1989 & 2000

Conditions Governing Access and Use: Access to this collection is unrestricted. Use and reproduction of the materials in this collection are governed by the fair use doctrine of U. S. Copyright law.

Languages and/or scripts: All materials in this collection are in English.

Preferred Citation:

Collin County Community College District administrative records and administrative publications, us-txmckc-2007.03-a1-c4, *item date, item title*. Collin County Community College Archives.

Conservation: Staples and paper clips removed from documents in this collection with the exception of series 6. Items with staples and paper clips removed are separated from one another with acid-free tissue paper.

In series 3, some ring binders have papers that are adhering to one another because of the printing method. Although tissue to separate these pages might be advisable, this has not been done.

Name and Location of Repository: Collin County Community College Archives, Collin County Community College District, Preston Ridge Campus, Learning Resources Center

Notes:

See also Library Catalog

Subjects:

Collin County Community College District
Collin County Community College District – History
Collin County Community College District – Accreditation
Collin County Community College District – Administration
Collin County Community College District – Appropriations and expenditures
Collin County Community College District – Calendars
Collin County Community College District – Management

Collin County Community College District – Planning
Community colleges
Community colleges – Texas

Titles:

“The Community College as a Scholarly Community” by Anthony Mansueto
“Email to Campus Distribution Lists” by Isreal, Cary A.

Inventory:

Series 1: District planning and foundation, 1984 – 1985

Box 1:

1984 November,	Feasibility Study for Establishment of a Community College District in Collin County, Texas (photocopy 1)
1984 November,	Feasibility Study for Establishment of a Community College District in Collin County, Texas (photocopy 2)
1984 November,	Feasibility Study for Establishment of a Community College District in Collin County, Texas (photocopy 3)
1985 October,	District-wide Master Plan 1985-2000 (original)
1985 October,	District-wide Master Plan 1985-2000 (photocopy)

Series 2: Accreditation documentation, 1989

Series Note: There have been two subsequent accreditations. The one in 2006 has some associated documentation on the I: drive including:

I:\SACS_RevisedQEPApril 2006

I:\SACS_Monitoring Report April 2006

See a librarian for assistance.

The provost may have access to additional accreditation documentation.

Box 2:

1989 January 10,	Collin County Community College District Application for Institutions Seeking Membership with the Commission on Colleges of the Southern Association of Colleges and Schools
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Series 3: Strategic planning documentation, 1989 – 2002

Volume 1:

1988,	Strategic Plan 1988-1993: Volume 1 – Overviews and Accomplishments: 1987-1988
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Volume 2:

1988,	Strategic Plan 1988-1993: Volume 2 – Individual Plans (copy 1)
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Volume 3:

1988, Strategic Plan 1988-1993: Volume 2 – Individual Plans (copy 2)

Folder 1:

1989 January 30, Working draft of statements of goals and objectives

Ring binder 5:

probably 1989, Strategic Plan 1989-1994

Ring binder 6:

probably 1990, Strategic Plan 1990-1995

Ring binder 7:

probably 1992, Strategic Plan 1992-1995

Folder 2:

probably 1990, Excerpts from Collin County Community College District
Strategic Plans 1990-1995

Folder 3:

probably 1991, Collin County Community College District Strategic Planning
Handbook (copy 1)

probably 1991, Collin County Community College District Strategic Planning
Handbook (copy 2)

Folder 4:

1993 October 26, Collin County Community College District Campus Development
Plan

Folder 5:

1995, Strategic Plan 1993-1995: Final Update (originally published in
1993)

Folder 6:

probably 2001, Strategic Goals & Academic Indicators 2000-2002

Folder 7:

probably 2002, Strategic Goals & Academic Indicators 2001-2003 (copy 1)
probably 2002, Strategic Goals & Academic Indicators 2001-2003 (copy 2)
probably 2002, Strategic Goals & Academic Indicators 2001-2003 (copy 3)

Folder 8:

probably 2003, Strategic Goals & Academic Indicators 2002-2004 (copy 1)
probably 2003, Strategic Goals & Academic Indicators 2002-2004 (copy 2)

Series 4: Public financial publications, 1993 – 2006

Folder 19:

1993, \$5,000,000 Consolidated Fund Revenue Bonds Series 1993
(bifolia)

Folder 9:

1993 August 31, Annual Financial and Compliance Report (with Independent
Auditors' Report Thereon)

Box 3:

1996 July 29, Proposed Annual Budget, 1996-1997
1997 July 29, Proposed Annual Budget, 1997-98
1999 August 3, Proposed Annual Budget 1999-2000
2001 December 18, Comprehensive Annual Financial Report, Fiscal Year Ended
August 31, 2001
2002 August 27, Proposed Annual Budget, Fiscal Year 2002-2003 **
2002 December 17, Comprehensive Annual Financial Report, Fiscal Year Ended
August 31, 2002 **
2003 June 2, Budget Comparison Report by Cost Center
2003 August 26, Proposed Annual Budget, Fiscal Year 2003-2004
2003 August 26, Annual Budget, Fiscal Year Ending August 31, 2004
2003 December 16, Comprehensive Annual Financial Report 2003

Box 4

2004 December 21, Comprehensive Annual Financial Report 2004
2005 August 30, Proposed Annual Budget, Fiscal Year 2005-2006 (Draft)**
2005 December 20, Comprehensive Annual Financial Report, Fiscal Year Ended
August 31, 2005
2006 August 22, Proposed Annual Budget, Fiscal Year 2006-2007 **
2006 August 22, Annual Budget, Fiscal Year 2006-2007 **
2007 December 18, Comprehensive Annual Financial Report 2007
2007 August 28, Annual Budget, Fiscal Year 2007-2008
2010 August 24, Annual Budget, Fiscal Year 2010-2011
2010 December 16, Comprehensive Annual Financial Report 2010
2011 December 5, Comprehensive Annual Financial Report 2011

Box 5

2013 November 22, Comprehensive Annual Financial Report 2013

***Series 5:** Board meeting packets, 2002-2007 (incomplete) has been deleted from this
collection

Series Note: Board meeting packets for June 2005 to the present are stored in digital
form at I:\Deans and Directors Board Packet. See a librarian for
assistance.

***DELETED FROM COLLECTION 07/26/2011/TK**

Series 6: Master calendars, 2001 – 2005

Box 14:

probably 2001,	Master Calendar with Academic Dates for 2001-2002
probably 2002,	Master Calendar with Academic Dates for 2002-2003
2003 March 17,	2003-2004 Academic Dates
2004 February,	Master Calendar with Academic Dates for 2004-2005
2004 December,	Master Calendar with Academic Dates for 2005-2006 (copy 1)
2004 December,	Master Calendar with Academic Dates for 2005-2006 (copy 2)
2004 December,	Master Calendar with Academic Dates for 2005-2006 (copy 3)
2004 December,	Master Calendar with Academic Dates for 2005-2006 (copy 4 – Note: this copy has a peach colored cover as opposed to the green colored cover the other copies have. The difference, if one exists, is not readily apparent.)
2005 December,	Master Calendar with Academic Dates for 2006-2007 (copy 3)

Series 7: Email from Collin County Community College District President Cary A. Israel
to Campus Distribution Lists, 2002-2007

Folder 10:

2002 February 3,	subject: College Update
2002 April 15,	Update from Cary Israel (printout from intranet)
2002 April 28,	subject: College Update
2002 June 3,	subject: College Update
2002 September 4,	subject: College Update

Folder 11:

2003 March 30,	subject: Board Meeting Update
2003 June 1,	subject: College Update
2003 July 5,	subject: All College Update
2003 August 10,	subject: College Update
2003 August 28,	subject: College Update

Folder 12:

2004 January 29,	subject: This editorial happened because of each of you... Thanks for being the BEST!
2004 February 29,	subject: College Update/Have a great week!
2004 May 16,	subject: College Update
2004 November 28,	subject: College Update
2004 December 31,	subject: College Update and Happy New Year... have Fun and be Safe!

Folder 13:

2005 January 26,	subject: College Update
2005 February 1,	subject: College Update
2005 February 23,	subject: College Update

2005 February 24,	subject: Congratulations to Dr. Mary McRae
2005 March 23,	subject: College Update
2005 March 24,	subject: A \$1 Million Gift
2005 April 10,	subject: GREAT NEWS
2005 April 27,	subject: College Update and Fantastic News!
2005 May 29,	subject: College Update
2005 July 1,	subject: College Update
2005 July 26,	subject: Board Meeting and College Update
2005 September 1,	subject: COLLEGE AND BOARD UPDATE
2005 September 29,	subject: College and Board Meeting Update
2005 October 27,	subject: College and Board Update
2005 November 20,	subject: Happy Thanksgiving
2005 November 27,	subject: College Update
2005 December 21,	subject: College Update

Folder 14:

2006 January 27,	subject: College Update and Upcoming Events
2006 February 1,	subject: Great News!
2006 March 1,	subject: Board of Trustees Meeting and news update
2006 March 29,	subject: Board Meeting Update and News
2006 July 5,	subject: Board Update and News
2006 July 9,	subject: Fabulous news: SACS Reaffirmation, LULAC, and Miss Texas!
2006 July 26,	subject: Board meeting and Event Update
2006 August 30,	subject: College Update
2006 September 10,	subject: Our official SACS/QEP Report
2006 September 27,	subject: College Update
2006 October 26,	subject: College and Board Update
2006 November 15,	subject: Great news
2006 November 18,	subject: Happy Thanksgiving
2006 December 7,	subject: New Agreement
2006 December 20,	subject: College Update and Happy New Year!

Folder 15:

2007 January 26,	subject: College Update
2007 February 28,	subject: College Update
2007 March 28,	subject: College and Board Update
2007 March 28,	subject: Addendum to College and Board Update
2007 March 28,	subject: Addendum to College and Board Update
2007 April 24,	subject: College Update
2007 April 25,	subject: Correction to April's College Update - Cultivating Scholars Research Showcase

Series 8: Staff budgeting and acquisitions guides, 1989 – 2005

Folder 16:

1989 March 7,	Procedures for Grant Development
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Ring Binder 1:

1992 August 7,	1991-1992 Capital Equipment Acquisition Process Manual for 1992-1993 v1.00
1992 September 8,	1991-1992 Capital Equipment Acquisition Process Manual for 1992-1993 v1.01
probably 1992,	Capital Equipment Spreadsheet
1992 September 15,	Approval for Capital Equipment (Item TF000005)
1992 September 15,	Approval for Capital Equipment (Item TF000004)
1992 October 28,	Approval for Capital Equipment (Item TF000011)
probably 1992,	Sheet of handwritten notes
1992 July 23,	Requisitions to reach the August Board meeting (copy 1)
1992 July 23,	Requisitions to reach the August Board meeting (copy 2)
probably 1992,	Example of Capital Equipment Spreadsheet Adjustment
1992 September 18,	Capital Equipment Spread Sheet (CESS)

Ring Binder 2:

1992 August 7,	1991-1992 Capital Equipment Acquisition Process Manual for 1992-1993 v1.00
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Folder 17:

2005 April 1,	Budget Development Manual for the Fiscal Year Ended August 31, 2006
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Series 9: Miscellaneous documentation published for administration, faculty and staff, 1990 – 2002

Folder 22:

1985 January 6,	Memo: From: John Anthony; To: Staff; Re: Move to 2200 W. University
1989 April 11,	Memo: From: Kathy Martin, Director of Public Information; To: All Staff and Faculty; Re: Printing for outside distribution
undated,	pg. 2 of a communication to staff and faculty

Ring binder 9:

1989 – 1990,	Personnel Task Force Reclassification Sub-Group Vol. 2 90-91
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Ring binder 8:

probably 1992,	Records Management Program
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Box 15:

1992 August,	Safety Manual
probably 2002,	Committees, Task Forces & Activities, 2002-2003 (copy 1)
probably 2002,	Committees, Task Forces & Activities, 2002-2003 (copy 2)
2002 Summer,	Professional Development technical workshops
undated,	Learning Communities Guide for Faculty at Collin County Community College
2007 April 25,	A Scholarly Community (program)

probably 2007, “The Community College as a Scholarly Community” by Anthony Mansueto (paper for discussion session of 2007 April 25 Faculty Council meeting)

Folder 20:

undated, Notes, facts and figures about college probably used by Dr. Jenkins’ when writing her 2004 presentation to ACE
2004, Academy for Collegiate Excellence (pamphlet)
2004 October 13, Letter to Dr. Toni Jenkins from ACE co-directors
2004 October 22, Dr. Jenkins’ power point slides from her presentation to ACE “The Community College: Yesterday, Today, and Tomorrow” (photocopy)
2004 October 22, Letter to Dr. Toni Jenkins from ACE co-directors
2006 October 13, Letter to Dr. Toni Jenkins from ACE co-directors

Ring binder 3:

1999 December 5, Institutional Effectiveness: A Back-to-Basics Approach (Workshop presented at the 1999 Conference, Southern Association of College and Schools, Commission on Colleges)

Ring binder 4:

2002 February 11, Administrative Retreat

Series 10: Faculty and staff directories (PDFs), 1992-1999

Series Note: This series is stored on the Collin County Community College internal network and can be retrieved by a librarian.

Directory: I:\Collin History\DigitizedSeries\2007.03-a1-c4-series15

1992-1994, Faculty/Staff Directory
1996-1998, Faculty and Staff Directory
1999, Faculty and Staff Directory

Series 11: Faculty and staff directories, 1987

Folder 18:

1987, Staff Directory

Series 12: Campus construction 1986 & 1991

Box 16:

probably 1986, Firm Profile (Corgan Associates Architects)
1986 June 10, Spring Creek Campus: Schematic Design Presentation
undated, Turner: The leading provider of construction-related services (pamphlet)
1991 January 8, Preston Ridge Community College (Oglesby Group + Lockwood, Andrews & Newman)

1991 January,	Preston Ridge Campus (Hatfield Halcomb Architects)
1991 January 9,	Preston Ridge Campus (HKS Inc./Newman Jackson Bieberstein Inc.)

Series 13: Software systems 1987-1988

Series Note: Information Associates implemented integrated computer systems for the new college.

Folder 21:

1987 January,	<i>Softalk</i> (Information Associates newsletter), Volume II Number II
probably 1988,	“Great Beginnings and Exciting Futures with the Capabilities of Series Z: Case Study” (Information Associates leaflet)

Series 14: Press releases, 1989 & 2000

Folder 23:

1989 September 25,	CCCCD Cheerleading Squad
1989 September 26,	Alex Burton to Speak at CCCCCD
1989 October 3,	“The Teacher” Conference Offered at CCCCCD
2000 November 14,	CCCCD Announces Concurrent Admissions Agreement with the University of Texas at Dallas