

**MINUTES
REGULAR MEETING
ANGELINA COLLEGE BOARD OF TRUSTEES
April 20, 2020**

The Angelina College Board of Trustees met via teleconference at 5:30 p.m. Officers present were Dr. Sid Roberts, President, Ms. Hilary Haglund Walker, Vice President, and Mr. Jay Shands, Secretary. Members present were Ms. Ellen Temple, Ms. Lynne Haney, Mr. Robert Poland and Mr. Joe Deason.

College personnel attending the meeting were Dr. Michael Simon, President, Mr. Chris Sullivan, Vice President of Business Affairs, Dr. Cynthia Casparis, Vice President of Academic Affairs; Mr. Doug Conn, Angelina College Police Chief and Ms. Tracy Neal, Recording Secretary.

Visitors present were Mr. Jim Endsley, Ms. Grace Juarez, *The Lufkin Daily News*, Dr. Monica Peters-Clark and Ms. Bonnie Denman.

Dr. Roberts called the meeting to order at 5:30 p.m. and everyone observed the time of reflection.

COMMENTS TO THE BOARD

There were no comments to the Board.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Dr. Roberts asked if there were any additions or corrections to the minutes from the February 17, 2020, February 24, 2020 and April 9, 2020 meetings of the Board. There being no additions or corrections Ms. Temple made a motion to approve the minutes of the February 17, 2020, February 24, 2020 and April 9, 2020 meetings, seconded by Mr. Poland and passed unanimously.

ACTION ITEMS

Consideration of Resolution of Angelina College Coronavirus/COVID-19 Pandemic

Motion made by Mr. Shands to adopt the resolution of Angelina College Coronavirus/COVID-19 Pandemic which the board delegates the President to act in the place of the Board for the following:

- (1) The authority to act in the place of the Board under the *Board Policy DEA – Compensation and Benefits: Salaries*, and all related Procedures and thus make all decisions regarding the payment of employees during altered operations and/or a college closure, to implement the provisions of *Board Policy DEA – Compensation and Benefits: Salaries*, and all related Procedures, and to make determinations regarding the purpose and parameters of any such payments;
- (2) The authority to make decisions regarding the compensation, if any, of full-time and part-time employees, both exempt and non-exempt, who may be required to report to work or work remotely during altered operations and/or a college closure and to implement those decisions;
- (3) The authority to determine work days and hours, if any, for all employees during altered operations and/or college closure;

- (4) The authority to implement an educational program for students during altered operations and/or a college closure;
- (5) The authority to postpone, suspend, or cancel regular Board meetings during altered operations and/or a college closure in the interest of health and safety and with the agreement of the Board President;
- (6) The authority to alter the Angelina College 2019-2020 calendar by changing and/or adding campus/instructional hours and work/campus days as necessitated by altered operations and/or a college closure or related concerns;
- (7) The authority to create guidelines and make determinations regarding absences, leave time, leave days, and compensation of any employee who is quarantined as a result of COVID-19 and/or who tests positive for COVID-19 and who presents appropriate medical documentation regarding themselves and/or an immediate family member, in the sole discretion of the College President or his designee, in compliance with Texas and federal law;
- (8) The authority to seek any necessary waivers from the Texas Higher Education Coordinating Board; the Southern Association of Colleges and Schools Commission on Colleges; and other regulatory, certification, or accreditation entities without further action of the Board of Trustees regarding missed instructional days, low attendance, or any matters related to altered operations and/or college closure as part of this Resolution;
- (9) The authority to declare a catastrophe and take all actions as appropriate in accordance with Texas Government Code Section 552.23 regarding temporary suspension of the Texas Public Information Act; and
- (10) In the event other waivers or immediate action is needed, the College President is authorized to take other actions and to submit/apply for other waivers in accordance with guidance and instructions from the national, state, and local authorities and/or agencies;
- (11) The emergence of COVID-19 and its spread constitute an unforeseen emergency/matter of urgent public necessity; (2) the delays posed by competitive procurement of contracts necessary to restore, replace, and/or repair equipment, personal property, and/or college facilities will prevent or substantially impair the conduct of classes or other essential college activities; (3) the College President and his designee(s) are authorized to procure, negotiate, and execute contracts for goods and services that are necessary to mitigate, prevent, restore, and repair damage caused to Angelina College equipment, personal property, and facilities or to protect the safety of Angelina College students and employees; and (4) the College President shall inform the Board of Trustees of all emergency purchases made hereunder at the next regular Board meeting following such purchases.

The College President and/or designee(s) will provide timely and reasonable information to the Board of Trustees with regard to decisions made pursuant to this Resolution and this Resolution shall remain in effect until rescinded by Board Action at a duly called Board Meeting. The motion was seconded by Ms. Temple and approved unanimously.

Consideration of Proposal-Science & Math Building Roof Replacement

Dr. Simon recommended that the Board table the Science and Math Building roof replacement at this time and recommended just patching the roof for now. Motion made by Ms. Temple to table the roof replacement and seconded by Mr. Poland Motion carried unanimously.

Annual Personnel Plan and Recommendations

Dr. Simon presented the Annual Personnel Plan and Recommendations, which included the elimination of one position.

After discussion, Ms. Haney made a motion and seconded by Mr. Shands that the Board adopt the personnel plan for the 2020-2021 academic year. The motion passed unanimously.

Consideration of an Updated Order Calling the Board of Trustee and Updated Election Details

Motion made by Mr. Poland, to approve the updated Order Calling Election of Trustees and updated Election Details for the November Board election as set out in the Election Details (attached) for November 3, 2020. Ms. Temple seconded the motion and the motion passed unanimously.

Discussion of Revision to Board Policy EGA-Regulation Academic Achievement: Grading

Dr. Simon presented the board with an updated policy to include a section on grading due to a prolonged crisis or emergency situation.

Consideration of Board Self-Evaluation Instrument

Dr. Simon presented the board with an evaluation survey instrument, which the board agreed each trustee would complete. Motion made by Ms. Temple to adopt the self-evaluation instrument and seconded by Mr. Shands and approved.

Discussion of Trustee Cyber Security Training

Dr. Simon presented the to the board that Texas House Bill 3834 requires that all State employees, including contract employees, that use a computer to complete at least 25% of their required duties must complete a state approved cybersecurity training program. Elected and appointed officials are required to complete cybersecurity training regardless of whether they use a computer to perform at least 25 percent of their duties. Texas Senate Bill 64 recently included Texas community colleges as required entities that must complete training. Angelina College will utilize a State approved module in Safe Colleges to deliver the training. The Safe Colleges module is a self-paced program that will take about 120 minutes to complete. Each employee must complete the entire module by May 15, 2020.

REVIEW AND CONSENT

Financial Report, Monthly Investment Report, Quarterly Investment, Personnel Recommendations

Mr. Sullivan presented the Financial Report, Monthly Investment Report and Quarterly Investment Report to the Board for approval.

Personnel Recommendations

Dr. Casparis presented the following personnel recommendations for approval:

Full-Time Instructors/Employees:

Denby, Diana; Police Officer; effective February 19, 2020

England, Kim; Librarian; effective June 1, 2020

Murillo, Paul, Assistant Soccer Coach; effective March 23, 2020
Shelton, Windy; Administrative Assistant Polk County; effective February 24, 2020
Stacy, Lauren; Recruiting Manager; effective March 2, 2020
Stewart, Nataki; Head Soccer Coach; effective February 24, 2020

Part-Time Instructors/Employees:

Barrera, Yaneth; Adult Education Aide; effective February 11, 2020
Ross, Johnnie; PHED Instructor; effective January 9, 2020
Landers, Ashley; Geography Instructor; effective January 9, 2020

Resignations/Retirements/Terminations:

Rollins, James; Director Procurement Assistance Center; effective January 31, 2020

After a review of the financial reports and personnel recommendations, a motion was made by Ms. Temple and seconded by Mr. Poland to accept the Financial Report, Monthly Investment Report, Quarterly Investment Report and Personnel Recommendations as presented. The motion was approved unanimously.

EXECUTIVE SESSION

No Executive Session.

INFORMATION REPORTS

Angelina College Police Department Racial Profiling Report

Chapter 2.132 of the Texas Code of Criminal Procedure requires police departments to report to the state once a year several categories of information concerning racial profiling while making traffic stops.

COMMITTEE REPORTS

There were no committee reports.

REMARKS BY COLLEGE PRESIDENT

Dr. Simon gave update on the CARES Act. The college support will come in two parts and the first part is student aid looks to be approximately \$1.3 million. The college is drafting a one page application for students to request the aid and then we will disburse through our financial aid department. The second part is for institutional expenses the college has incurred due to the pandemic.

The college is also considering moving several programs online and set up on the cloud. Executive Council is developing a plan of returning employees to campus in phases. Summer I classes will be totally on-line. We hope to start Phase 1 by May 26, 2020.

Dr. Simon thanked our police department, custodians and maintenance departments for their hard work and keeping our campus ready for everyone to return to work.

REMARKS BY BOARD MEMBERS

Dr. Roberts thanked Dr. Simon and his team for the extraordinary job they have done with dealing with the pandemic.

NEXT REGULAR MEETING OF THE BOARD

The next regular meeting of the Board will be Monday, May 18, 2020.

ADJOURNMENT

There being no further business Dr. Roberts adjourned the meeting at 6:24 p.m.

Minutes of the meeting held on April 20, 2020 were approved at the May 18, 2020 meeting.



Mr. Jay Shands
Secretary
Board of Trustees
Angelina College



Dr. Sid Roberts
President
Board of Trustees
Angelina College