



Angelina College

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AGENDA
REGULAR MEETING
ANGELINA COLLEGE
August 10, 2015
5:30 P.M.

- I. CALL TO ORDER
- II. ROLL CALL
- III. INTRODUCTION OF GUESTS
- IV. INVOCATION
- V. COMMENTS TO THE BOARD
- VI. APPROVAL OF MINUTES OF PREVIOUS MEETING – July 13, 2015
- VII. ACTION ITEMS
 - A. Bids and Proposals
 - B. Consideration of Depository Signature Resolution
 - C. Consideration of Preliminary 2015-2016 Budget
 - D. Discussion of Proposed Tax Rate and Scheduling of Tax Rate Hearing Dates
- VIII. REVIEW AND CONSENT
 - A. Financial Report
 - B. Monthly Investment Report
 - C. Disbursements
 - D. Personnel Recommendations
(Executive Closed Session Provided by Section 551.074 of the Government Code. It is to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.)
- IX. COMMITTEE REPORTS
- X. INFORMATION REPORTS
 - A. Final Report on Summer Enrollment and Fall Pre-registration
 - B. Update on Reaffirmation of Accreditation
- XI. REMARKS BY COLLEGE PRESIDENT
- XII. REMARKS BY BOARD MEMBERS
- XIII. NEXT REGULAR MEETING OF BOARD – September 14, 2015
- XIV. ADJOURNMENT

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MINUTES
REGULAR MEETING
ANGELINA COLLEGE BOARD OF TRUSTEES
July 13, 2015

The Angelina College Board of Trustees met in the Board Room of Angelina College at 5:35 p.m. Trustees present were Dr. Robert Poland, Vice-President; and members present were Mr. Joe Deason, Mr. Trey Henderson, Mr. Jay Shands, and Mrs. Ellen Temple.

College personnel attending the meeting were Dr. Larry Phillips, President; Mr. Joe Madden, VP of Business Services; Mrs. Michaelyn Greene, Controller; Dr. Monica Peters-Clark, Coordinator, Institutional Effectiveness and Research; and Mrs. Rebecca Allen, Recording Secretary.

Visitors present were Ms. Marisal Martinez, a student, Ms. Stephanie Stevens, reporter with *The Lufkin Daily News*, and Mr. Stephen Parks, Director of Missions for the Unity Baptist Association.

Mr. Poland called the meeting to order at 5:30 p.m. and Mr. Shands gave the invocation.

COMMENTS TO THE BOARD:

Dr. Stephen Parks requested to make comments to the Board. Dr. Parks called the Board's attention to the Baptist Student Ministry (BSM) which has been on AC's campus since the formation of the College. The BSM, with the help of local churches, serves lunch every Tuesday during the Fall and Spring semesters with an average attendance of 300. Dr. Parks thanked Dr. Phillips for his working relationship with the BSM and he hopes this relationship continues under the next administration. Dr. Parks invited the Board, Dr. Phillips and Dr. Simon to BSM's next lunch scheduled for September 8th beginning at 10:45 am.

Mr. Poland asked if there were any additions or corrections to the minutes from the previous meetings. There being no additions or corrections, Mrs. Temple made a motion to approve the minutes of the June 8, 2015. Mr. Shands seconded the motion and the motion was unanimous.

REPORT OF ARCHITECTS AND CONSTRUCTION MANAGER

Dr. Phillips reported that the roof of the library had been completed and the new roof on the dorm is almost complete. The emergency generator for the Administration Building is in place, the renovation of the area housing the Dean of Students and Distance Learning is complete and the re-carpeting of the Temple Theatre is almost finished.

ACTION ITEMS

Bids and Proposals

Temporary Personnel Services

Advertisements were placed in *The Lufkin Daily News* and invitations to bid were sent to three vendors to provide temporary services for the college on an as needed basis for part-time custodians, grounds and clerical type duties. Mr. Madden recommended that the low bid from Spherion Staff Services be accepted at the proposed mark-up rate of 30% to 32% plus \$.29

depending on type of employee. The contract is for twelve months starting on September 1, 2015 with an option to renew an additional two consecutive one year periods. It was also recommended that the current contract with Express Employment, Inc. be adjusted to the current yearly estimate/rates and extended for an additional one year period at a mark-up rate of 32% for referrals and 34% for non-referrals. Mr. Henderson moved to accept the bid of Spherion Staff Services at the mark-up rate of 32% to provide temporary services on an as needed basis for a twelve month period starting on September 1, 2015 with an option to renew an additional two consecutive one year periods. Mr. Henderson also moved that the current contract with Express Employment, Inc. be adjusted to the current yearly estimate/rates and extended for an additional one year period at a mark-up rate of 32% for referrals and 34% for non-referrals to provide temporary services on an as needed basis. Mrs. Temple seconded the motions and the motion passed unanimously.

Copy Rental Contract

Mr. Madden made a recommendation that the Board approve a lease agreement for copy machines from Sharp Electronics Corporation (Texas Image Systems) under our Interlocal Agreement with the Texas Local Government Statewide Purchasing Cooperative BuyBoard Contract. The total contract covers both rental and maintenance over a five year period with an average yearly cost of \$65,581.41 of which \$63,823 is under the BuyBoard contract. This price is a decrease of \$24,063 per year from this year's price. Mr. Shands made a motion to approve the lease agreement for rental and maintenance of copy machines for a five year period with an average yearly cost of \$65,581.41. Mrs. Temple seconded the motion and the motion passed unanimously.

Natural Gas Bids

Advertisements were placed in *The Lufkin Daily News* and bids and invitations to bid were mailed to multiple vendors requesting bids for natural gas services. Based on an analysis of the two bids received, Mr. Madden recommended that CenterPoint Energy Services be awarded a 24 month contract with an option to renew for up to a total of five years. The proposed fixed rate of \$3.35 per MMBtu for a fixed volume and variable rates on the remainder. The pricing is indicative of market conditions so the final contracted price may vary slightly. Mr. Madden informed the Board that the initial rate under the current contract was \$4.37 per MMBtu with the College using variable pricing similar to the proposed contract. Mr. Deason made a motion to approve entering into a 24 month contract with CenterPoint Energy Services with an option to renew for up to a total of five years at a proposed fixed rate of \$3.35 per MMBtu for a fixed volume with the remainder at a market variable rate. Mrs. Temple seconded the motion and the motion passed unanimously.

HVAC Contract

Mr. Madden made a recommendation that the Board approve utilizing a contract with the Texas Community College Cooperative Purchasing Network to purchase HVAC equipment and repairs from Ferrara's Heating and Air Conditioning during the contract period ending April 13, 2016. The total estimated expenses during the fiscal year 2015 is \$35,000-\$40,000. Mr. Shands made a motion to approve utilizing a contract with the Texas Community College Cooperative Purchasing Network to purchase HVAC equipment and repairs from Ferrara's Heating and Air Conditioning during the contract period ending April 13, 2016. Mrs. Temple seconded the motion and the motion passed unanimously.

Athletic Transportation

Advertisements were placed in *The Lufkin Daily News* and invitations to bid were mailed to vendors to provide athletic transportation for the 2015-2016 year. Qualified quotes were received from two vendors. Dr. Phillips recommended that the bid be awarded to the low bidder, First Class Tours, in the amount of \$107,974, which is \$4,060 less than last year's award. Motion made by Mr. Henderson to accept the bid of First Class Tours to provide athletic transportation for the 2015-2016 year in the amount of \$107,974 and seconded by Mrs. Temple. Motion passed unanimously.

Athletic Trainer Services

Advertisements were placed in *The Lufkin Daily News* and invitations to bid were mailed to vendors to provide athletic trainer services for the 2015-2016 year. Based on the analysis by Mr. Guy Davis, Athletic Director, Dr. Phillips recommended that the bid be awarded to DEO Sports Medicine for the 2015-2016 and 2016-2017 years for \$28,000 plus \$185 game for post-season home tournaments. Motion made by Mrs. Temple to accept the bid of DEO Sports Medicine to provide athletic trainer services for the 2015-2016 and 2016-2017 years for \$28,000 plus \$185 game for post-season home tournaments and seconded by Mr. Henderson. Motion passed unanimously.

Contract Award and Confirmation

Dr. Phillips presented a recommendation of contracting with NORIA for course training on industrial lubrication fundamentals with the total cost of \$32,430 for two courses. The training is provided and paid under the Skills Development Grant for Georgia Pacific. Motion made by Mr. Henderson to contract with NORIA for course training on industrial lubrication fundamentals with the total cost of \$32,430 for two courses. Motion was seconded by Mrs. Temple. Motion passed unanimously.

Consideration of Extension of Interlocal Agreement for Property and Liability Insurance

Mr. Madden presented a recommendation to extend the interlocal agreement for property and liability insurance with Texas Association of School Boards (TASB) for the period from September 1, 2015 through August 31, 2016 for a total cost of \$86,720, which is a decrease of \$606 from prior year. Motion made by Mr. Shands to approve the recommendation to extend the interlocal agreement for property and liability insurance with TASB for a total cost of \$86,720 for the period from September 1, 2015 through August 31, 2016. Mr. Deason seconded the motion and the motion passed unanimously.

Consideration of Unemployment Compensation Risk Management Fund

Mr. Madden presented a recommendation to renew the interlocal agreement for unemployment insurance with Texas Association of School Boards (TASB) for the period from October 1, 2015 through October 1, 2016 for a total cost of \$11,629, which is same as prior year. Motion made by Mr. Henderson to approve the recommendation to renew the interlocal agreement for unemployment insurance with TASB for a total cost of \$11,629 for the period from October 1, 2015 through October 1, 2016. Mr. Shands seconded the motion and the motion passed unanimously.

Consideration of Addition to Approved Policies

Dr. Phillips presented to the Board for approval additions and editorial changes to the Policies and Procedures Manual that students were governed by the approved intellectual property and copyright materials, as follows:

DBD (Local) Employment Requirement and Restrictions:
Intellectual Property Management – adding “students”

EDD (Local) Instructional Resources:
Copyrighted Materials – adding “students”

Computer Use Policy: Student Handbook – adding “In addition, this policy will comply with the AC “Copyright Compliance Statement.””

Motion made by Mr. Shands to approve the additions and editorial changes to the Policies and Procedures Manual as presented. Mrs. Temple seconded the motion and the motion passed unanimously.

REVIEW AND CONSENT

Financial Report, Monthly Investment Report, Quarterly Investment Report and Disbursements

Motion made by Mr. Henderson and seconded by Mrs. Temple to accept the Financial Report, Monthly Investment Report, Quarterly Investment Report and Disbursement Report as presented. Motion carried.

INFORMATION REPORTS

Update on Final Summer I Enrollment & Preliminary Summer II & Fall Enrollment

Dr. Phillips reported that on the first class day of Summer II we had a record enrollment of 1,130 which represents a slight increase. Fall enrollment looks good, but no numbers are available at this time.

Update on Reaffirmation of Accreditation

Dr. Monica Peters-Clark presented a FAQ overview of the QEP project MASS Learning Community (Math Achievement/Student Support). We hope to extend the same concept in other remedial areas.

At 6:10 p.m., Mr. Poland announced the beginning of the Executive Closed Session, provided by Section 551.074 of the Government Code in accordance with the Texas Open Meetings Act. All visitors and guests were excused from the Boardroom.

At 6:32 p.m., Mr. Poland announced the end of the Executive Closed Session and invited the visitors and guests to return to the Board Room. Mr. Stacy announced that no action was taken in the Executive Closed Session.

Personnel Recommendations

Dr. Phillips presented the following personnel recommendations: Full-time instructors - Dr. James Hudson, Biology instructor; Megan Johnson, History/Government instructor; and Cathy Jo Smith, Mathematics instructor; Dr. Kevin Walker, temporary Biology instructor; full-time employees – Steven Hudman, Dean of Student Services and Annie Schroeder, Outreach Admissions Counselor; reassignment Dr. Tom McKinney to History instructor; and resignations of full-time instructors and employees - John Baston, Automotive Technology instructor; Ellen Duke, ADN instructor; Jonathan Lair, Government instructor; Elizabeth Powell, VN instructor/Hudson; and Jennifer Standley, Scholarship Coordinator. Mrs. Temple made the motion to accept the personnel recommendations as presented as well as hiring Dr. Larry Phillips, as Special Advisor to the President, for a period of three weeks, as needed. Mr. Shands seconded the motion as amended. Motion carried unanimously.

Updates on 2015-16 Budget Preparation

Mr. Joe Madden distributed the budget planning schedule.

COMMITTEE REPORTS

The Finance Committee will meet at 7:30 am on August 10th in the Angelina Room.

REMARKS BY COLLEGE PRESIDENT

There were no additional remarks by the President.

REMARKS BY BOARD MEMBERS

Mrs. Temple thanked Dr. Larry Phillips on behalf of the Board and the community for the outstanding service he has provided to the College and the community.

The next regular meeting of the Board will be Monday, August 10 at 5:30 p.m.

There being no further business Mr. Poland adjourned the meeting at 6:45 p.m.

Minutes approved at this August 10, 2015 meeting.

Dr. Bill Kistler
Secretary
Board of Trustees
Angelina County
Junior College District

Mr. Tim Stacy
President
Board of Trustees
Angelina County
Junior College District