

MINUTES  
REGULAR MEETING  
ANGELINA COLLEGE BOARD OF TRUSTEES  
August 8, 2016

The Angelina College Board of Trustees met in the Boardroom of Angelina College at 5:30 p.m. Officers present were Mr. Robert Poland, President, Dr. Billy G. Kistler, Vice President, and Mr. Trey Henderson, Secretary; Members present were Mr. Jay Shands, Mr. Joe Deason and Mr. Tim Stacy.

College personnel attending the meeting were Dr. Michael Simon, President; Dr. Cynthia Casparis, Vice President of Academic Affairs; Mr. Chris Sullivan, Vice President of Business Affairs; Dr. Monica Peters-Clark, Coordinator, Institutional Effectiveness and QEP; Mr. Steve Hudman, Dean of Student Services; and Mrs. Rebecca Allen, Recording Secretary.

Visitors present were Mr. Wayne Haglund, and Ms. Stephanie Stevens, reporter for *The Lufkin Daily News*.

Mr. Poland called the meeting to order at 5:30pm and Mr. Stacy gave the invocation.

**COMMENTS TO THE BOARD**

There were no comments to the Board.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Mr. Poland asked if there were any additions or corrections to the minutes from the previous meeting of the Board. There being no additions or corrections Mr. Henderson made a motion to approve the minutes of the July 11, 2016 regular meeting. Mr. Deason seconded the motion and the motion carried unanimously.

**ACTION ITEMS**

*Bids and Proposals*

Temple Theater Lighting Project

Dr. Simon reported that the deadline for submission of bids on the Temple Theater lighting project needed to be extended. Mr. Henderson made a motion to table the consideration of the Temple Theater lighting project until the next regular meeting. The motion to table was seconded by Mr. Stacy and approved unanimously.

Athletic Transportation

Advertisements were placed in *The Lufkin Daily News* and invitations to bid were mailed to eight (8) vendors to provide athletic transportation for the 2016-2017 academic year. Qualified quotes were received from three vendors. Dr. Simon recommended that the bid be awarded to the low bidder, Continental Charters, in the amount of \$128,700. Motion made by Dr. Kistler to

accept the bid of Continental Charters to provide athletic transportation for the 2016-2017 year in the amount of \$128,700 and seconded by Mr. Shands. Motion passed unanimously.

*Consideration of Extension of Interlocal Agreement for Property and Liability Insurance*

Dr. Simon presented a recommendation to renew the interlocal agreement for property and liability insurance with Texas Association of School Boards (TASB) for the period from September 1, 2016 through August 31, 2017 for a total cost of \$99,255. Motion made by Mr. Henderson to approve the extension of the interlocal agreement for property and liability insurance with TASB for a total cost of \$99,255 for the period from September 1, 2016 through August 31, 2017. Mr. Shands seconded the motion. After some discussion concerning the need to decrease costs, the motion passed unanimously.

*Consideration of 2016-2017 Budget*

Dr. Simon presented the proposed 2016-2017 budget for approval. Dr. Simon reviewed the General Fund Balance as well as the Plant Fund balance and Auxiliary Fund balance. Mr. Shands informed the Board that the College had done an excellent job in managing funds. Mr. Shands further stated that the Finance Committee recommended approving the budget. Mr. Poland thanked the Finance Committee. A Motion was made by Mr. Shands to approve the proposed 2016-2017 budget as presented contingent upon completing public hearings and setting the tax rate. Motion was seconded by Dr. Kistler. The proposed budget was approved unanimously.

*Discussion of Proposed Tax Rate and Scheduling of Tax Rate Hearing Dates*

The proposed tax rate discussed needed to meet budget needs was \$0.044203 per \$100 for debt service and \$0.134959 per \$100 for maintenance and operations, a total of \$0.179162 per \$100. Motion was made by Mr. Shands to approve the proposed tax rate. Dr. Kistler seconded the motion. The record shows an affirmative vote from each board member present.

Two Public Tax Hearing dates have been set for August 18, 2016 at 12:00 noon in the Angelina College Boardroom and on August 31, 2016 at 5:30pm in the Angelina College Boardroom.

*Consideration of Authorizing a Consultant Contract*

Dr. Simon presented for consideration the recommendation of the hiring of a consultant to provide on-going accreditation advisement and involvement with preparation and submission of all areas related to the Focused Report to SACSCOC. Mr. Shands made a motion to approve the hiring of a consultant to assist in the preparation of the response to SACSCOC. The motion was seconded by Mr. Henderson and carried unanimously.

**REVIEW AND CONSENT**

*Financial Report, Monthly Investment Report, and Disbursements*

Dr. Simon presented the Financial Report, Monthly Investment Report, and Disbursement

Report to the Board for approval. After a review of the reports, a motion was made by Mr. Stacy and seconded by Mr. Henderson to accept the Financial Report, Monthly Investment Report, and Disbursement Report as presented. The motion was approved unanimously.

#### *Personnel Recommendations*

Dr. Casparis presented the following personnel recommendations for approval: full-time ADN instructor Rachel Byrd, full-time LVN instructor Vergie Hines, full-time Biology instructor Patricia Parmley; Community Services Police Academy instructors Thomas Cryer and Jeremy Watts; and the reassignment of Tonya LaForge to Nursing Program Directors. Dr. Simon also presented for approval the resignations of Janet King full-time ADN instructors, and Jennifer Graef full-time Adult Education instructor. Mr. Henderson made the motion to accept the personnel recommendations as presented. Mr. Deason seconded the motion. Motion carried unanimously.

#### **EXECUTIVE SESSION**

At 5:55pm, 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 6:12pm, Mr. Poland announced the end of the Executive Closed Session and invited the visitors and guests to return to the Boardroom. Mr. Poland announced that no action was taken in the Executive Session.

#### **INFORMATION REPORTS**

##### *Preliminary Summer II Enrollment & Fall Pre-Registration*

Dean Hudman reported that the preliminary report shows 1001 students enrolled in Summer II which was a decrease from Summer II last year. We are continuing to increase our marketing and anticipate that our enrollment will show an increase in the Fall. The Board was interested to know if we would be able to determine which marketing efforts were working. Dr. Kistler commended Student Services for its Back to School activities. Dean Hudman thanked Ms. Jordan LaCaille, Student Life Coordinator, for her hard work in planning the Back to School activities.

##### *SACSCOC Progress Update*

Dr. Simon provided an update to the Board of preparations in place to prepare for our response to SACSCOC. Dr. Simon and Dr. Casparis will be attending a SACSCOC Substantive Change workshop in September, Peter Elkind will speak to all full-time employees on ethics on August 22, and Dr. Raymond Clay will present an Ethics Workshop on August 26 for all administration, Associate Deans, Directors and Trustees. Dr. Simon will attend a symposium on ethics in

October. Our ethics policy will be covered in our new hire orientation. We have begun to reanalyze some data for Comprehensive Standard 3.3.1.1. We will be sending a delegation to the SACSCOC annual meeting in December.

**COMMITTEE REPORTS**

There were no committee reports.

**REMARKS BY COLLEGE PRESIDENT**

Dr. Simon asked Dr. Casparis and Mr. Sullivan to share their background information with the Board. Dr. Simon expressed his delight in having them at AC. Dr. Simon thanked all employees who covered the responsibilities of these positions before Dr. Casparis and Mr. Sullivan began their employment at the College. Dr. Simon informed the Board that he was gathering bids on updating our Policies and Procedures Manual. He invited all Trustees to the Service Award luncheon on Monday, August 22, at 11:30 in the Activity Center.

**REMARKS BY BOARD MEMBERS**

The Board thanked Dr. Simon and all that assisted Dr. Simon with the budget process.

**NEXT REGULAR MEETING OF THE BOARD**

The next regular meeting of the Board will be Monday, September 12, 2016.

**ADJOURNMENT**

There being no further business Mr. Poland adjourned the meeting at 6:35pm.

Minutes approved at the September 12, 2016 meeting.

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Mr. Trey Henderson  
Secretary  
Board of Trustees  
Angelina County  
Junior College District

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Mr. Robert Poland  
President  
Board of Trustees  
Angelina County  
Junior College District