

MINUTES  
REGULAR MEETING  
ANGELINA COLLEGE BOARD OF TRUSTEES  
December 12, 2016

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

College personnel attending the meeting were Dr. Michael Simon, President; Mr. Chris Sullivan, Vice President of Business Affairs; Dr. Cindy Casparis, Vice President of Academic Affairs; Dr. Monica Clark, Coordinator of Quality Enhancement and Innovative Projects; Mrs. Michaelyn Greene, Controller; Mrs. Nancy Reynolds, Coordinator of Communications; Mrs. Sue Jones, Director of Financial Aid; and Mrs. Rebecca Allen, Recording Secretary.

Visitors present were Ms. Stephanie Stevens, reporter for *The Lufkin Daily News*, Mrs. Libby Stapleton, with *The Pacer*, and Mr. Dave Stewart, managing partner with Axley and Rode.

Dr. Kistler called the meeting to order at 5:30pm and Mr. Henderson gave the invocation. Dr. Kistler then turned the meeting over to Mr. Poland.

**COMMENTS TO THE BOARD**

There were no additional 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 November 14, 2016 regular meeting, seconded by Mrs. Temple and passed unanimously.

**ACTION ITEMS**

*Presentation of Annual Audit*

Mr. Dave Stewart of Axley & Rode presented the Board with a copy of their annual audit. He reviewed and highlighted the annual audit. Mr. Stewart informed the Board that the annual audit was a clean, unqualified and outstanding audit with no deficiencies on internal controls and compliance with grants. Mr. Stewart informed the Board that the College was again awarded a Certificate of Achievement for Excellence in Financial Reporting (CAFR Award) by the Government Finance Officers Association of the United States and Canada. Mr. Shands

informed the Board that the Finance Committee had reviewed the audit in depth and found everything to be in order. The Finance Committee and the Board commended the Business Office for an excellent job. Mr. Poland thanked the Finance Committee for their hard work. Motion made by Mr. Shands to approve the audit as presented. Dr. Kistler seconded the motion. Motion carried unanimously.

Dr. Simon commended Mrs. Michaelyn Green, the Business Office, and Mrs. Sue Jones, Director of Financial Aid for their outstanding work.

#### *Bids and Proposals*

There were no bids or proposals presented for approval.

#### *Consideration of Official Calendar 2017-2018*

Dean Hudman presented the College Calendar for 2017-2018 that meets the Coordinating Board requirements and reflects compliance. Motion made by Mr. Henderson to approve the College Calendar for 2017-2018 as presented. Motion seconded by Mr. Stacy and motion carried unanimously.

At the request of the Board, Dr. Casparis provided information on the Winter-mester scheduled for December 2017.

### **REVIEW AND CONSENT**

#### *Financial Report, Monthly Investment Reports, Quarterly Investment Reports and Disbursements*

Mr. Sullivan presented the Financial Report for October, Monthly Investment Report for October and November, Quarterly Investment Report, and Disbursement Report to the Board for approval. After reviewing the reports, a motion was made by Mr. Henderson and seconded by Mr. Shands to accept the Financial Report, Monthly Investment Reports for October and November, Quarterly Investment Report and Disbursement Report as presented. The motion was approved unanimously.

Mr. Sullivan and the Board thanked Mrs. Michaelyn Greene and the Business Office for the great job in preparing documents for review by the auditors.

#### *Personnel Recommendations*

Dr. Casparis presented the following personnel recommendations for approval: Rosa Herdia, full-time Financial Aid Receptionist; Richard Powers, part-time Scene Shop Assistant; part-time instructors Mary Bowers, Nursing instructor, and Tania Flores, EMS instructor. Dr. Casparis also announced the resignation of Martha Keel, Nursing instructor and the retirement of Rebecca Allen, Administrative Assistant to the President and Vice President of Academic Affairs, Crysta

Brecheen, Account Payable Clerk, Glenda English, Administrative Assistant at the Crockett Center, and Thomas Jackson, Groundskeeper. Dr. Casparis also announced the reassignment of Dr. Monica Clark as Coordinator of Quality Enhancement and Innovative Projects, and Dr. Stacy Pfluger as Associate Dean of Science and Mathematics Division. Mr. Henderson made the motion to accept the personnel recommendations as presented. Mrs. Temple seconded the motion. Motion carried with Dr. Kistler opposing the resignation of Mrs. Rebecca Allen.

#### **EXECUTIVE SESSION**

At 6:08pm, 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 6:25pm, 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**

##### *Annual Financial Aid Report for 2015-2016*

Mrs. Jones, Director of Financial Aid, presented a brief overview of the status of 2015-2016 Financial Aid. Students were awarded a total of \$12,254,942 in need-based, scholarships and other financial aid for the 2015-2016 year. Mrs. Jones told the Board that 72% of Angelina College students receive some type of financial aid. She noted that funds from Pell Grants in the amount of \$8,206,894 were the main source of financial aid.

The Board and Dr. Simon thanked Ms. Jones for the good report and all she and her staff do for Angelina College.

##### *SACSCOC Progress Update*

Dr. Simon reported that he and four other Angelina College staff members just returned from the SACSCOC annual conference in Atlanta, Georgia. He reported that the narrative is complete. There is still some data to be collected, but our response report is 80% complete. Dr. Simon thanked faculty and the administration for the work that they have done.

#### **COMMITTEE REPORTS**

There were no additional committee reports.

#### **REMARKS BY COLLEGE PRESIDENT**

Dr. Simon informed the Board that \$1,025 was raised from the alumni recital for the Jack Hudgins Memorial Scholarship.

**REMARKS BY BOARD MEMBERS**

There were no additional remarks by the Board.

In accordance with §61.084 of the Texas Education Code, the following members of the Board of Trustees of Angelina College have or have not completed the required training:

- |                          |                         |
|--------------------------|-------------------------|
| Mr. Joe Deason – Yes     | Mr. Jay Shands - Yes    |
| Mr. Trey Henderson – Yes | Mr. Tim Stacy - No      |
| Dr. Bill Kistler - No    | Mrs. Ellen Temple - Yes |
| Mr. Robert Poland – No   |                         |

**NEXT REGULAR MEETING OF THE BOARD**

The next regular meeting of the Board will be Monday, March 20, 2017.

**ADJOURNMENT**

There being no further business Mr. Poland adjourned the meeting at 7:25pm.

Minutes approved at the February 13, 2017 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

Angelina College  
Award of Bid  
Information Technology Equipment  
February 13, 2017

Advertisements were placed in the Lufkin Daily News and seven vendors provided bids plus Apple provided a quote for information technology equipment for various departments and locations within the college. The bids were reviewed by the IT department and awarded based on the lowest bid that satisfied the college's specifications. It is recommended that the equipment purchases be awarded as per the following:

Apple Computers (direct)	\$ 15,532.00
CDW-G	\$ 3,968.79
Connection	\$ 40,742.68
DP Solutions	\$ 23,522.00
IT Savvy	\$ 14,177.63
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Total	<u>\$ 97,943.10</u>

The details of each award with bid comparisons are included on the attached documents. The items will be purchased from the operating fund's budget and reserve for campus technology upgrades.