

**MINUTES  
REGULAR MEETING  
ANGELINA COLLEGE BOARD OF TRUSTEES  
June 11, 2018**

The Angelina College Board of Trustees met in the Technology Workforce Building Room 139 of Angelina College at 5:30 p.m. Officers present were, Dr. Sid Roberts, President, Mr. Trey Henderson, Vice President, Mr. Jay Shands, Secretary; and Members present were Ms. Ellen Temple, and Mr. Joe Deason.

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. Stacy Pfluger, Assistant Vice President of Academic Affairs; Ms. Melissa Goins, Controller; Mr. Tim Ditoro, Dean of Community Services; Mr. Steve Hudman, Dean of Student Affairs; Mr. Steve Capps, Director of Physical Plant; Ms. Janice Huffman, Grants and Sponsored Programs Director; Ms. Winifred Ferguson Adams, Associate Dean of Health Careers; Ms. Nancy Reynolds, Communications Manager; Mr. Doug Conn, Police Chief; and Mrs. Tracy Neal, Recording Secretary.

Visitors present were Ms. Bonnie Denman; Dr. Monica Peters-Clark; Mr. Erick Macha; Mr. Kevin Langston; Mr. Lamar Casparis; Ms. Sellestine Hunt; Mr. Andrew Moore; Mr. Greg Bowman; Mr. John Friesen; Mr. Josh Zeleskey; Mr. Mark Strong; Councilman Robert Shankle; and Dr. & Mrs. Troy Allen.

Dr. Roberts called the meeting to order at 5:30pm and Mr. Deason gave the invocation.

**COMMENTS TO THE BOARD**

Ms. Bonnie Denman made a public comment to the Board.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Dr. Roberts asked if there were any additions or corrections to the minutes from the previous meeting of the Board. There being no additions or corrections, Ms. Temple made a motion to approve the minutes of the May 14, 2018, regular meeting. Mr. Deason seconded the motion and the motion carried unanimously.

**ACTION ITEMS**

*Consideration of Order Authorizing the Issuance of Limited Tax Refunding Bonds, Series 2018, Establishing Parameters for the Sale and Issuance of Such Bond, and Delegating Certain Matter to Authorized Officials of the College*

Mr. Sullivan introduced Mr. Erick Macha with Hilltop Securities who informed the Board of the parameters available to them on refunding the 2008 and 2009 limited tax bonds. Mr. Macha suggested delegating the President and Vice President of Business Affairs as the Pricing Officers. The refinancing would not extend the term of the debt or increase the amount of debt, but would result in savings to the college of approximately \$40,000 at current market rates. Mr. Shands informed the Board that the Finance Committee had met and discussed the bond refunding and they recommend to the Board to accept the terms. After some discussion, the motion passed unanimously.

### *Bids and Proposals*

#### *Consideration of Campus Store, Student Lounge, Locker Room, Athletic Training and Shands Gym Renovation*

Advertisements were publically issued and vendors were provided bid requests for the Campus Store, Student Lounge, Locker Room and Athletic Training Renovation. Four bids were received. The bids were reviewed by the college. It was recommended the Board the purchase be awarded to Moore Building in the amount of \$1,396,597. Motion made by Mr. Henderson to approve the purchase and seconded by Mr. Stacy. Motion carried unanimously.

#### *Consideration of Resolution of Angelina College Regarding Bank Signatures, Interaccount Transfers and Certificate of Deposit Purchases for First National Bank of Livingston*

Dr. Simon presented a Resolution for consideration regarding bank signatures, interaccount transfers, and certificate of deposit purchases for First National Bank of Livingston. It was recommended that the Resolution be accepted. Motion made by Mr. Shands to approve the Resolution as presented. Mr. Deason seconded the motion. Motion passed.

#### *Consideration of TexPool Resolution and Participation Agreement*

Mr. Sullivan presented the TexPool Resolution and Agreement. Motion made by Mr. Shands to approve the Resolution as presented. Ms. Temple seconded the motion. Motion passed.

#### *Consideration of Revision to Board Policies*

Dr. Simon presented revision to local policy in the Policies and Procedures Manual to the Board from DEB Local-Compensation and Benefits Expense Reimbursement. Ms. Temple stated that the Policy Review Committee had met and they are recommending the Board approve the revision to local policy in the Policies and Procedures for DEB Local-Compensation and Benefits Expense Reimbursement. The motion was approved unanimously.

#### *Annual Adoption of Continuing Education and Community Services Fees*

Dean Tim Ditoro, Dean of Community Services, presented for approval the annual Tuition and Fee Schedule for Continuing Education and Community Services courses to be effective September 1, 2018. Dean Ditoro reported that he is requesting an increase in fees for some of the courses. There were also several new courses added this year. Ms. Temple made a motion to approve the Tuition and Fee Schedule for Continuing Education Courses effective September 1, 2018 as presented and the motion was seconded by Mr. Henderson. Motion carried unanimously.

## **REVIEW AND CONSENT**

#### *Financial Report and Monthly Investment Report*

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

#### *Personnel Recommendations*

Dr. Casparis presented the following personnel recommendations for approval:

#### Full-Time Employees:

Ceasar, Joseph; Small Business Development Center Adviser; effective June 11, 2018

Heppard, Jessica; Biology Instructor; effective August 20, 2018

Lancaster, Daryl; Associate Dean Science & Mathematics; effective July 9, 2018  
Mosely, Jerry; Maintenance Mechanic; effective May 14, 2018  
Williams, Lou Anne; Admissions Clerk; effective June 11, 2018

**Part-Time Employees:**

Huls, Ryan; EMS Instructor; effective June 11, 2018  
Nellessen, Katherine; Science Lab Coordinator; effective May 21, 2018  
Walker, Jonathon; EMS Instructor; effective June 11, 2018

**Resignations/Retirements/Terminations:**

Hall, Nita; Administrative Assistant Community Services; effective May 31, 2018  
Hall, Ronnie; Mathematics Instructor; effective May 31, 2018  
Jones, Chantey; Administrative Assistant Science & Mathematics Division; effective May 18, 2018  
Manary, Kyle; Head Basketball Coach; effective May 18, 2018  
Roach, Robbie; Art Instructor; effective May 31, 2018

Mr. Henderson made the motion to accept the personnel recommendations as presented. Mr. Stacy seconded the motion. Motion carried unanimously.

**INFORMATION REPORTS**

*Summer I Enrollment, Preliminary Summer II and Fall Enrollment*

Dean Hudman reported that the preliminary enrollment for Summer I is 1,365 which represents a 6.5% decrease. Dean Hudman reported that registration for Summer II appears to be approximately the same as we were this time last year.

*Annual Report on Enrollment by High School*

Dean Hudman reported that 16% of all May 2017 graduates of high schools in our service area attended Angelina College this past Fall or Spring. 41% of all in-county graduates attended Angelina College. The report included comparative data from each high school.

*RBC Endowment Performance Update*

Mr. Friesen presented the annual report on endowed investments. Mr. Friesen gave a review of the College's portfolio indicating that the returns are comparable to the indexes. He told the Board that AC has a sound investment policy that has been in place for many years and the portfolio has a 6.4% rate of return since 2008. Mr. Friesen said that the College's investment policy is working and is sound. After some discussion, it was determined that Mr. Friesen get together with Dr. Simon and Mr. Sullivan and look at changes that may need to be made. The Board thanked Mr. Friesen, Mr. Zeleskey and Mr. Bowman for their report. Mr. Friesen thanked the Board for the opportunity to work with Angelina College.

**EXECUTIVE SESSION**

At 6:35 p.m. Dr. Roberts 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.

At 7:00 p.m. Dr. Roberts announced the end of the Executive Closed Session. Dr. Roberts announced that no decisions or actions were taken in the Executive Session

## **COMMITTEE REPORTS**

The Finance Committee and the Policy Review Committee reported they had met and their recommendations to the board have been discussed and voted on tonight.

## **REMARKS BY COLLEGE PRESIDENT**

Dr. Simon reported that he met with the Production Operations Technician with BP and at their recommendation visited the program at San Juan College in Farmington, New Mexico. Dr. Simon reported there are drafting an Articulation Agreement between Angelina College and San Juan College and will keep the Board updated on the finalization.

Dr. Simon will be leaving on June 19 for India and Nepal to meet with university leaders to work toward developing Angelina College's International Student Program.

Keith Wright, City Manager for Lufkin will give a brief summary at July's board meeting on the city's plans for College Drive and Daniel McCall.

Dr. Simon, Dr. Casparis and Dean Ditoro met with Brookshire Bros. on developing a Retail Management Certification program.

Dr. Simon reported that we have hired Mr. Joseph Ceasar for the SBDC advisor for North Lufkin and we are excited to have him join the Angelina College team.

## **REMARKS BY BOARD MEMBERS**

There were no remarks by Board members.

## **NEXT REGULAR MEETING OF THE BOARD**

The next regular meeting of the Board will be Monday, July 9, 2018.

## **ADJOURNMENT**

There being no further business Dr. Roberts adjourned the meeting at 7:10 p.m.

Minutes of the meeting held on May 14, 2018 were approved at the June 11, 2018 meeting.



Mr. Jay Shands  
Secretary  
Board of Trustees  
Angelina County  
Junior College District



Dr. Sid Roberts  
President  
Board of Trustees  
Angelina County  
Junior College District