

**MINUTES**  
**REGULAR MEETING**  
**ANGELINA COLLEGE BOARD OF TRUSTEES**  
**May 8, 2017**

The Angelina College Board of Trustees met in the Board Room 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; and Members present were Mr. Jay Shands, Mr. Tim Stacy and Mrs. Ellen Temple.

College personnel attending the meeting were Dr. Michael Simon, President; Winifred Ferguson-Adams, Associate Dean of Instruction for Health Careers; Steve Capps, Director of Physical Plant; Steve Hudman, Dean of Student Affairs; Michaelyn Greene, Controller; Dr. Monica Peters-Clark, Coordinator, Institutional Effectiveness and QEP; Mrs. Nancy Reynolds, Coordinator of Communications and Publications; and Mrs. Tracy Neal, Recording Secretary.

Visitor present were Ms. Stephanie Stevens, reporter for The Lufkin Daily News.

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

**COMMENTS TO THE BOARD**

Winifred Ferguson Adams thanked the Board for support to the Nursing program. She stated her staff is due the praise for all of their hard work. She also mentioned that the lead story in the Lufkin Daily News from Monday, May 8, 2017 edition features two nurses and they are both Angelina College graduates.

Dr. Kistler stated that since it is Nurse Appreciation Week, he would like to thank Mrs. Adams and her staff for their exceptional service and sacrifice to Angelina College over the years.

**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 April 10, 2016 regular meeting. Mrs. Temple seconded the motion and the motion carried unanimously.

**ACTION ITEMS**

*Bids and Proposals*

*Appointment of Accounting Firm for Annual Financial Audit*

Advertisements were placed in The Lufkin Daily News and invitations to bid were mailed to ten (10) firms for the annual financial audit of Angelina College for the years ending August 31, 2017, 2018 and 2019. Three proposals were received. Based on the analysis of the proposals, Mr. Sullivan recommended the appointment of the firm of Alexander, Lankford & Hiers, Inc. of Lufkin, the lowest bidder. Mr. Henderson made a motion to approve the appointment of Alexander, Lankford & Heirs, Inc. to perform the annual financial audit for the years ending August 31, 2017, 2018, and 2019. Mr. Stacy seconded the motion. The motion passed unanimously.

### *Consideration of Revision to Board Policies*

Dr. Simon presented revisions to local policies in the Policies and Procedures Manual to the Board from BBB Local-Board Elections; BBD Local-Board Members Orientation & Training; DDB Local-Faculty Tenure; DGBA Local-Employee Complaints and Grievances; DGC Local-Academic Freedom and Responsibilities; FLD Local-Student Complaints and the removal of DMB Local-Tenure. A motion was made by Mr. Shands to approve the revisions to local policies in the Policies and Procedures for BBB Local-Board Elections; BBD Local-Board Members Orientation & Training; DDB Local-Faculty Tenure; DGBA Local-Employee Complaints and Grievances with amendment to page 2 to change “lowest possible administrative level” to “with immediate supervisor”; DGC Local-Academic Freedom and Responsibilities; FLD Local-Student Complaints and the removal of DMB Local-Tenure. After some discussion, the motion was seconded by Mrs. Temple and approved unanimously.

### *Consideration to Purchase Warranty & PM Services for Nursing*

Dr. Simon presented a recommendation for the Board to purchase SimBaby, SimNam and SimMom in the amount of \$28,509.63. A motion was made by Mrs. Teimple to approve the purchase. Motion was seconded by Mr. Shands and motion passed unanimously.

### *Consideration to Replace Hudgins Hall Roof*

Dr. Simon presented a recommendation to the Board to approve a purchase in the amount of \$142,793.00 to replace Hudgins Hall roof by Merrit Roof Systems, Inc. Dr. Kistler made a motion to approve the purchase and was seconded by Mr. Shands. After some discussion, the motion passed unanimously.

### *Extension of Athletic Insurance Contract*

Dr. Simon recommended extending the contact with Ascension (Summit America Insurance Services) for student athletic accident insurance for the period from August 15, 2017 to August 15, 2018 in the amount of \$66,960. Dr. Simon also requested the approval to extend the catastrophic insurance component with Ascension (Summit America Insurance Services) for the same period for an additional \$6,730. Mr. Henderson moved to extend the contract for student athletic accident insurance with Ascension (Summit America Insurance Services) for \$66,960 as well as extend the catastrophic insurance in the amount of \$5,730. Mr. Shands seconded the motion and the motion passed unanimously.

## **Review and Consent**

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

Chris Sullivan 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. Henderson and seconded by Dr. Kistler 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 employees: Mark Guerrero, Maintenance Mechanic; Sandra Lamont, Administrative Assistant to VP Academic Affairs; Yesenia Rodriguez, Facilities Clerk-Maintenance; Angela Simmons, Clerk-Student Services; April Wallace, ECHS Specialist-Student Services.

Resignations, Retirements, Terminations: William Burnett, part-time Custodian; John Carver,

part-time Maintenance/Security; Tureva Osburn, English Instructor; Natasha Page, part-time Business Office Clerk; Patricia Parmley, Biology Instructor; Sheryl Rawls, full-time Business Office; Barbara Roe, Barbara; full-time Administrative Assistant

Mr. Shands made the motion to accept the personnel recommendations as presented. Mrs. Temple seconded the motion. Motion carried unanimously.

#### *Board Legal Policies*

Dr. Simon presented CHF Legal-Site Management-Weapons and CHFA Regulation-Concealed Carry of Handguns and recommended they be adopted.

Dr. Kistler made the motion to accept the recommendation to include CHF Legal-Site Management-Weapons and CHFA Regulation-Concealed Carry of Handguns in the Angelina College Policies and Procedures Manuel. Mr. Shands seconded the motion. Motion carried unanimously.

### **INFORMATION REPORTS**

There were no information reports.

### **COMMITTEE REPORTS**

#### *Long Range Planning Committee*

Mr. Poland reported that the committee had met and were planning on a workshop early next month. He will notify everyone.

#### *Finance Committee*

Mr. Shands reported that the committee had met and would be sending out the minutes for everyone in the next few weeks.

#### *Policy Review Committee*

Mr. Stacy reported that the committee had met and they are still working on the revisions to the policy and procedure manual.

### **REMARKS BY COLLEGE PRESIDENT**

Dr. Simon informed everyone that Angelina College is hosting the Regional Softball Tournament this week and that our softball team was playing tonight.

Dr. Simon reminded the Board of the Commencement ceremonies on Saturday, May 13th at 10:00am and 2:00pm.

### **REMARKS BY BOARD MEMBERS**

There were no additional remarks by the board members.

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

The next regular meeting of the Board will be Monday, June 12, 2017.

**ADJOURNMENT**

There being no further business Mr. Poland adjourned the meeting at 5:57 p.m.

Minutes approved at this June 12, 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