

**MINUTES  
REGULAR MEETING  
ANGELINA COLLEGE BOARD OF TRUSTEES  
May 18, 2020**

The Angelina College Board of Trustees met via teleconference at 5:30 p.m. Officers present were Dr. Sid Roberts, President, Ms. Hilary Haglund Walker, Vice President, and Mr. Jay Shands, Secretary. Members present were Ms. Ellen Temple, Ms. Lynne Haney, Mr. Robert Poland and Mr. Joe Deason.

College personnel attending the meeting were Dr. Michael Simon, President, Mr. Chris Sullivan, Vice President of Business Affairs, Dr. Cynthia Casparis, Vice President of Academic Affairs and Ms. Tracy Neal, Recording Secretary.

Visitors present were Mr. Jim Endsley and Ms. Jess Huff, *Lufkin Daily News*.

Dr. Roberts called the meeting to order at 5:30 p.m. and everyone observed the time of reflection.

**COMMENTS TO THE BOARD**

There were no comments to the Board.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Dr. Roberts asked if there were any additions or corrections to the minutes from the April 20, 2020, meeting of the Board. There being no additions or corrections Mr. Poland made a motion to approve the minutes of the April 20, 2020, meeting, seconded by Mr. Shands and passed unanimously.

**ACTION ITEMS**

*Consideration of Annual Appointment of Investment Broker*

As required by section 2256.025 of the Government Code, the annual appointment of an investment broker was considered. Dr. Simon recommended Royal Bank of Canada (RBC) be re-adopted as the qualified broker authorized to engage in investment transactions with Angelina College. Mr. Shands made the motion to approve the recommendation of Royal Bank of Canada as the investment broker for Angelina College and Ms. Temple seconded the motion. Motion passed unanimously.

*Annual Review and Adoption of Investment Policy*

Dr. Simon presented to the Board for approval the College's investment policy in accordance with Section 2256.005 of the Government Code. Dr. Simon noted that there are no changes to the investment policy. Motion made by Ms. Temple to adopt the Investment Policy with no changes. Mr. Shands seconded the motion. Motion carried unanimously.

### *Consideration of New Board Policy BFB Local*

Dr. Simon presented to the Board for approval an addition of Local Policy BFB-College President Compensation and Evaluation to the Policies and Procedures Manual. Mr. Deason stated that the Policy Review Committee had met and recommended as a seconded motion from the committee to approve the addition of the policy. Motion passed unanimously.

### *Consideration of Extension of President's Contract*

Dr. Roberts tabled this as he wanted to send the compensation data to the other board members so everyone can be informed. Everyone was in an agreement.

## **REVIEW AND CONSENT**

### *Financial Report, Monthly Investment Report, Personnel Recommendations*

Mr. Sullivan presented the Financial Report and Monthly Investment Report to the Board for approval.

### *Personnel Recommendations*

Dr. Casparis presented the following personnel recommendations for approval:

### Resignations/Retirements/Terminations:

McKean, Patrick "Max"; Informational Technology Technician; effective April 30, 2020

Murphy, Darin; Assistant Controller; effective April 9, 2020

After a review of the financial reports and personnel recommendations, a motion was made by Ms. Haney and seconded by Ms. Walker to accept the Financial Report, Monthly Investment Report and Personnel Recommendations as presented. The motion was approved unanimously.

## **EXECUTIVE SESSION**

No Executive Session.

## **INFORMATION REPORTS**

### *Covid 19 Response Update*

Dr. Simon informed the board that he and the executive team continue to plan for the 2020-2021 academic and fiscal year. There are 6 phases that will return Angelina College to normal operations. Before any employee can return to work they must complete the Safecollege training. All employees will be required to wear a face mask while on campus. Each day employees will check-in and have their temperature taken and sign a document stating they will abide by the CDC guidelines and have not been exposed to the virus to the best of their knowledge.

The Phases are as Follows:

**Phase 1: April – May 10, 2020** *Essential Personnel*

The essential personnel list has been updated weekly; check in at the police department.

**Phase 2: May 11– May 17, 2020** *Phase 1 & Custodial*

In addition to phase one, Custodial Crew (check in at Physical Plant or police department)  
These two have already begun.

**Phase 3: May 18 – May 26, 2020** *Phase 1 - 2, & Unable to Work from Home*

Includes all employees in phases one and two and the following:

- Personnel Unable to work from home
- academic and noncredit admin assistants
- credit and noncredit instructors as necessary to prepare online courses
- Personnel necessary to deliver police academy

**Phase 4: May 26 – August 12, 2020** *Phase 1-3, & Limited Services*

Includes all employees in Phases one through three and the following:

- Instructors of certain face-to-face classes, including those completing spring coursework (labs, shops, etc.)
- Personnel involved in face-to-face student support services and business operations.
- CDC guidelines will be enforced, plexiglass shields installed, regular workstation cleaning and deep cleaning will happen daily.

**Phase 5: August 17– August 23, 2020** *(dates tentative) Phases 1-4, & all instructors/on-campus staff*

Includes all employees phases one through four with the addition of instructors who need access to campus to deliver in-person portion of hybrid and face-to-face classes.

**Phase 6: August 24, 2020** *(date tentative) Normal Operations*

The college intends to return to normal operations on this date.

Dr. Simon advised that while Angelina College would like to open as close to normal for the 2020 fall semester as possible, the college is taking a “toggle” approach and will be prepared to change any or all of the above as needed.

Dr. Simon also reported that the Angelina College Foundation secured a grant to start the Student Emergency Aid Fund. The Foundation also exceeded the goal set for East Texas Giving Day. Congratulations!

**COMMITTEE REPORTS**

There were no committee reports.

**REMARKS BY COLLEGE PRESIDENT**

No additional remarks from Dr. Simon.

**ADJOURNMENT**

There being no further business Dr. Roberts adjourned the meeting at 6:20 p.m.

Minutes of the meeting held on May 18, 2020 were approved at the June 15, 2020 meeting.



Mr. Jay Shands  
Secretary  
Board of Trustees  
Angelina College



Dr. Sid Roberts  
President  
Board of Trustees  
Angelina College