

MINUTES
REGULAR MEETING
ANGELINA COLLEGE BOARD OF TRUSTEES
November 14, 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, Mr. Joe Deason 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 Institutional Effectiveness and QEP; Mrs. Michaelyn Greene, Controller; Mrs. Nancy Reynolds, Coordinator of Communications; Mr. Tim Ditoro, Dean of Community Services; Ms. Chandra Cheshire and Ms. Vicki Milstead, Child and Family instructors, and Mrs. Rebecca Allen, Recording Secretary.

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

Mr. Poland called the meeting to order at 5:30pm and Mrs. Temple 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 October 10, 2016 regular meeting, seconded by Mrs. Temple and passed unanimously.

INFORMATION

Annual Community Services Report

Mr. Ditoro presented the annual report for 2015-2016 on the non-credit activities and classes. Mr. Ditoro reported that there was a 8.5% decrease in headcount, however, there was an increase in contact hours of 14% from the previous year. The decrease in headcount is mostly related to the fact that the training through a Skills Development Grant has not been offered since February 2016. The nurse aide program increased by 66%. There was also an increase in enrollment in Adult Education and Literacy programs, not included in the enrollment numbers. Mr. Ditoro also informed the Board of the THECB's current decision to not provide funding for vocational training of students under the age of 18. Mr. Ditoro gave a report on the profile of Community Services students with the largest number of students coming from Angelina County. The Small Business Development Center (SBDC) created 157 new jobs with the

acquisition of \$14,311,080 in capital for clients to start 20 new businesses. The Angelina College Procurement Assistance Center (ACPAC) provided information and consulting services assisting 180 businesses and industries with prime contract awards of \$2,969,407 which resulted in creating or maintaining 69 jobs for East Texas residents. Mr. Ditoro informed the Board of new initiatives for 2016-2017 including truck driving training and medical billing and coding. Community Services also plans on initiating a "Board Bank" training to prepare local leaders to serve on non-profit boards in the region. This project is included in the Strategic Plan for 2016-2021.

Dr. Simon commended the Community Services Division for being focused on serving the needs of the community. The Board thanked Mr. Ditoro for keeping up-to-date on training needed in our area.

Final Report on Fall Enrollment 2016

Dr. Simon reported that there was a 1.4 % increase in headcount for Fall 2016, and contact hours increased 1.7% from Fall 2015. Our internet, hybrid and concurrent students continue to increase.

SACSCOC Progress Update

Dr. Simon reported that the Board's Policy Review Committee had met and reviewed the College's responses to 1.1 Intergity and Core Requirement 3.3.1.1. He also reported that the narratives are near completion. A delegation from the College will be attending the SACSCOC annual meeting in Atlanta the first week in December.

ACTION ITEMS

Bids and Proposals

Renovation of Welding Facility

Dr. Simon presented for approval the bid for the renovation of the welding facility shop by J. E. Kingham Construction Company as the Construction Manager-at-Risk. The estimated Guaranteed Maximum Price is \$56,970, which funding will come from grant funds. Motion made by Mrs. Temple to accept the bid from J. E. Kingham Construction Company in the amount \$56,970 for renovation of the welding facility shop. Motion seconded by Mr. Stacy and carried unanimously.

Child and Family Development

Invitations to bid were sent to various vendors and advertisements were placed in The Lufkin Daily News for bids for a realistic infant simulators and pregnancy simulators to be funded by a grant. After a review of the two bids by Child and Family Development instructors, Dr. Simon presented a recommendation that the Board accept the bid received from Realityworks in the amount \$22,959.45. Realityworks is the sole bidder whose submission met the specifications requested in the bid documents. Motion made by Mr. Henderson to accept the bid Realityworks in the amount \$22,959.45 for purchase of realistic infant simulators and pregnancy simulators. After some discussion, the motion was seconded by Dr. Kistler. Motion

carried unanimously.

Consideration of Additional Board Policies

Dr. Simon presented to the Board for approval additions to the Policies and Procedures Manual to include a policy on Integrity and SACSCOC Compliance and Compliance with SACSCOC Standards and Requirements. Mr. Stacy stated that the Policy Review Committee had met earlier and reviewed the new policies and recommend that they be approved. A motion was made by Mrs. Temple to approve the addition of new policies to the College's Policies and Procedures manual on Integrity and SACSCOC Compliance and Compliance with SACSCOC Standards and Requirements. The policy on integrity and SACSCOC compliance requires Administration to ensure the integrity, accuracy, and currency of all reports submitted to SACSCOC. The policy on compliance with SACSCOC standards and requirements requires the President to chair a SACSCOC Compliance Committee consisting of the Executive Team to determine compliance of each of the Core Requirements, Comprehensive Standards and Federal Requirements named in the SACSCOC Fifth-Year Review, including an analysis of the Quality Enhancement Plan's implementation status. The President shall provide a written report documenting the committee's findings to the Board of Trustees in September of each academic year. The Motion was seconded by Mr. Deason and approved unanimously.

REVIEW AND CONSENT

Financial Report, Monthly Investment Report and Disbursements

Mr. Sullivan presented the Financial Report for August and September, 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 Mr. Deason to accept the Financial Report, Monthly Investment Report for August and September 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: Stefanie Vaughn, full-time Program Director for Surgical Technology; full-time employees Katelyn Wooderson, Records Clerk; part-time real estate instructors Rebecca Cota and Chasity Gauthier. Community Services Police Academy in-service instructor Johnnie Shepherd. Dr. Casparis also announced the resignation of Charlotte Montes, Financial Aid Receptionist and the retirement of Billy Reppond, Residence Hall Supervisor. Mr. Shands made the motion to accept the personnel recommendations as presented. Mrs. Temple seconded the motion. Motion carried unanimously.

EXECUTIVE SESSION

At 6:03pm, 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 6:11pm, 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.

COMMITTEE REPORTS

There were no additional committee reports.

REMARKS BY COLLEGE PRESIDENT

Dr. Simon distributed a handout on the political priorities for the 2017 legislative session which include supporting: the funding request for Texas community colleges; the Texas Community College Consortium’s (TC3) request for continued funding for the consortium; a legislative solution to the THECB’s decision on training for dual-enrollment high school students under the age of 18; funding for the Workforce Commission’s Jobs and Education Training (JET) Program and the Skills Development Training Program; and dual credit in Texas as a vehicle for accomplishing the THECB’s 60x30TX plan.

Dr. Simon also distributed a handout of instructions for training requirements of the Trustees.

REMARKS BY BOARD MEMBERS

There were no additional remarks by the Trustees.

NEXT REGULAR MEETING OF THE BOARD

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

ADJOURNMENT

There being no further business Mr. Poland adjourned the meeting at 6:25pm.

Minutes approved at the December 12, 2016 meeting.

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

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