

MINUTES  
REGULAR MEETING  
ANGELINA COLLEGE BOARD OF TRUSTEES  
November 12, 2018

The Angelina College Board of Trustees met in the Technology Workforce Building Room 139 of Angelina College at 5:30pm. Officers present were Dr. Sid Roberts, President and Ms. Hilary Haglund Walker, Vice President. Members present were Mr. Robert Poland and Mr. Tim Stacy.

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; Ms. Dana Smithhart, Executive Director Institutional Advancement; Mr. Steve Hudman, Dean of Student Affairs; Ms. Janice Huffman, Workforce Development Coordinator; Mr. Mike Standifird, Instructor School of Business & Technology; Ms. Diana Throckmorton, Dean of School of Arts & Education; Dr. Daryl Lancaster, Associate Dean School of Science & Mathematics; Dr. Stacy Pfluger, Assistant Vice President Academic Affairs; Mr. Gary Liebst, Assistant Dean to Visual & Performing Arts; Mr. Steve Capps, Senior Director Physical Plant Operations; Mr. Doug Conn, Police Chief; Ms. Olivia Wilson, Instructor School of Arts & Education; Ms. Nancy Reynolds, Communications Manager; Mr. Tim Ditoro, Dean of Community Services; and Ms. Tracy Neal, Recording Secretary.

— Visitors present were Ms. Bonnie Denman; Dr. Monica Peters-Clark; Mr. Wes Welch; and Rev. Troy Allen, Sr.

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

#### **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 previous meeting of the Board. There being no additions or corrections Ms. Walker made a motion to approve the minutes of the October 8, 2018 regular meeting, seconded by Mr. Poland and passed unanimously.

#### **ACTION ITEMS**

##### *Bids and Proposals*

##### *Waterjet Cutter*

Advertisements were publically issued and vendors were provided bid requests for a waterjet cutting machine for the Machine Tool Technology Program. Qualified quotes were received from three vendors. Dr. Simon recommended that the bid be awarded to OMAX Corporation in the amount of \$50,554.00; to be paid using Perkins grant funds. Motion made by Mr. Poland to accept the bid of OMAX Corporation. Motion seconded by Mr. Stacy and carried unanimously.

### *One Stop Shop*

Advertisements were publically issued for bid requests for the One Stop Shop-Roadrunner Express Renovation. Qualified bids were received from two vendors. Dr. Simon recommended that the Board accept the bid received from Langston Construction in the amount \$300,000.00. Dr. Simon also presented the board with a request for \$200,000 to purchase furniture, fixtures, and equipment. Motion made by Mr. Poland to accept the bid from Langston Construction in the amount \$300,000.00 and to approve \$200,000 for the purchase of furniture, fixtures and equipment. After some discussion, the motion was seconded by Mr. Stacy. Motion carried unanimously.

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

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 and signed by Dr. Sidney Roberts. Motion made by Mr. Poland to approve the Resolution as presented. Mr. Stacy seconded the motion. Motion passed.

### *Consideration of Additional Board Policies*

Dr. Simon presented revision to local policies in the Policies and Procedures Manual to the Board. Adopt AF Local – Equal Employment & Educational Opportunities Statement and AFA Local – Title IX: Prohibited Discrimination & Harassment. These two policies would repeal DAA Local – Employment Objectives: Equal Employment Opportunity and FA Local – Equal Educational Opportunities. DEA Local – Compensation and Benefits: Salaries and Wages and FLB Local-Student Conduct and Discipline Program are revisions. Dr. Roberts stated that the Policy Review Committee had met and they recommended the Board approve the revisions to the policies in the Policies and Procedures Manual. Mr. Stacy made a motion to accept the revisions and additions as presented and was seconded by Ms. Walker. The motion was approved unanimously.

### *Consideration to Move December Board Meeting*

Dr. Simon suggested that the board considering moving the December board meeting from December 10 to December 3 because Monday, December 10 falls during the annual SACSCOC meeting. Mr. Stacy made a Motion to approve moving the March meeting to December 3, 2018 and Ms. Walker seconded the Motion. The Motion passed unanimously.

## **REVIEW AND CONSENT**

### *Financial Report, Monthly Investment Report*

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:

#### Full-Time Employees:

Busler, Donna, Center for Non-Profit Director; effective October 2, 2018

Lovelady, Lauren, Employee Benefits Specialist; effective October 2, 2018

#### Part-Time Employees:

Caples, Larry; Mail Clerk; effective October 8, 2018

Cook, April; Health Careers Instructor; effective October 29, 2018

Gutierrez, Rene; Police Academy Instructor; effective October 2, 2018

Hawkins, Keith; Policy Academy Instructor; effective October 12, 2018

Johnson, Lisa; Medical Assistant/Nurse Aide Instructor; effective October 12, 2018

Madden, RhaeAnne; Administrative Assistant Visual & Performing Arts; effective October 8, 2018

McFarland, Kristal; Medical Assistant Instructor; effective October 11, 2018

McQuirter, Carrie; Adult Education Instructor Trinity; effective October 11, 2018

Schovajsa, Lynn; Medical Assistant Instructor; effective October 17, 2018

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

### **INFORMATION**

#### *Annual Community Services Report*

Mr. Ditoro presented the annual report for 2017-2018 on the non-credit activities and classes. The Nonprofit Leadership Center opened and Donna Busler is the first director of the center. Their first goals include providing training to leaders in nonprofit service and to establish a board bank to provide a vetted list of qualified individuals to serve on nonprofit boards. There were 10 new personal interest courses began in 2017-2018. Angelina College also trained 101 students in CPR and First Aid during 2017-2018. The first class for the Heavy Equipment Operator programs was started and students who successfully complete the program will receive a Heavy Equipment Operator Level 1 credential through the National Center for Construction Education and Research. The Small Business Development Center (SBDC) created 166.5 new jobs with the acquisition of \$11,580,850 in capital for clients to start 22 new businesses. The Angelina College Procurement Assistance Center (ACPAC) provided information and consulting services assisting 98 businesses and industries with prime contract awards of \$7,228,854.00 which resulted in creating or maintaining 194 jobs for East Texas residents.

The Board thanked Mr. Ditoro for his report and hard work for Angelina College.

### **EXECUTIVE SESSION**

At 6:40 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. All visitors and guests were excused from the Boardroom.

At 6:47 p.m., Dr. Roberts announced the end of the Executive Closed Session and invited the

visitors and guests to return to the Boardroom. Dr. Roberts announced that no action was taken in the Executive Session.

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

Dr. Simon shared congratulation to Ms. Rachel Hunt, Instructor in the School of Arts and Education. She was named the president-elect of the Texas College Reading and Learning Association.

#### **REMARKS BY BOARD MEMBERS**

Mr. Poland thanked Angelina College's Communications Manager, Nancy Reynolds on the many announcements and events that are being published in the local paper regarding Angelina College.

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

The next regular meeting of the Board will be December 3, 2018.

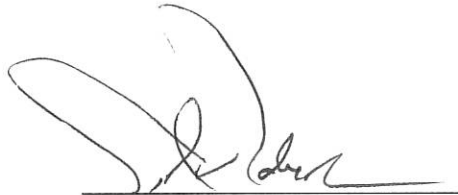
#### **ADJOURNMENT**

There being no further business Dr. Roberts adjourned the meeting at 6:50 p.m.

Minutes of the meeting held on November 12, 2018 were approved at the December 12, 2018 meeting.



Mr. Jay Shands  
Secretary  
Board of Trustees  
Angelina College



Dr. Sid Roberts  
President  
Board of Trustees  
Angelina College