MINUTES
REGULAR MEETING
ANGELINA COLLEGE BOARD OF TRUSTEES
October 8, 2018

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

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; Mr. Steve Hudman, Dean of Student Services; Ms. Dana Smithhart, Executive Director Institutional Advancement; Mr. Doug Conn, Police Chief; Mr. Steve Capps, Director of Physical Plant Operations; Ms. Diana Throckmorton, Dean of School Arts & Education; Dr. Stacy Pfluger, Assistant Vice President of Academic Affairs; Dr. Daryl Lancaster, Associate Dean of School of Science & Mathematics; Ms. Winifred Ferguson-Adams, Associate Dean School of Health Careers; Mr. Gary Liebst, Assistant Dean Visual & Performing Arts; Ms. Nancy Reynolds, Communications Manager; Ms. Judy Wright, Senior Director Distance Education; Ms. Sandra Cox, Director of Enrollment Services/Registrar; Ms. Melissa Goins, Controller; Ms. Annie Allen, Director Student Success & Inclusion; Ms. Janice Huffman, Grants & Sponsored Programs Director; Ms. Sarah Simon, Data Analyst College Analytics & Reporting; Ms. Olivia Wilson, Instructor School of Arts & Education; Ms. Benetha Jackson, Instructor School of Arts & Education.

Visitors present were Mr. Trent Ashby, Texas State Representative; Ms. Nickie Ashby; Ms. Grace Juarez, Lufkin Daily News; Mr. Lamar Casparis; Mr. Dan Watson; Ms. Sellestine Hunt; Dr. Monica Peters-Clark; Ms. Bonnie Denman; Mr. Jim Ensley; Mr. Joe Mareno; Mr. Conner Throckmorton; Mr. Charlie Thockmorton.

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

APPROVAL OF MINUTES OF PREVIOUS MEETING

Dr. Roberts asked if there were any additions or corrections to the minutes from the previous meetings of the Board. There being no additions or corrections Ms. Temple made a motion to approve the minutes of the September 10, 2018, regular meeting, seconded by Ms. Walker and passed unanimously.

ACTION ITEMS

Bids and Proposals

Biometric Technology

Advertisements were publically issued and vendors were provided bid request for biometric technology equipment. The college requested bid for four (4) biometric Technology items with software. One bid was received. Dr. Simon recommended that the bid be awarded to *imotions* in the amount of $36,610. The purchase will utilize Perkins grant funds. Motion made by Mr. Poland

to accept the bid of *imotions* and seconded by Mr. Deason. Motion passed unanimously.

Forklift
Advertisements were publically issued and vendors were provided bid request for a forklift. One bid was received. Dr. Simon recommended that the bid be awarded to Lift Truck Supply in the amount of $42,000. The purchase will utilize Perkins grant funds. Motion made by Mr. Shands to accept the bid of Lift Truck Supply and seconded by Mr. Poland. Motion passed unanimously.

Unity Baptist Association
Dr. Simon presented to the board for approval an agreement to purchase the Baptist Student Union Building in the amount of $137,000. A motion was made by Ms. Temple to approve the purchase and seconded by Mr. Poland and approved.

Consideration of Additional Board Policies
Dr. Simon presented to the Board for approval revisions to Local Policy CF to the Policies and Procedures Manual. A motion was made by Mr. Deason to approve the revision to the local policy in the Policies and Procedures for CF Local-Purchasing and Acquisition. The motion was seconded by Ms. Temple and approved unanimously.

REVIEW AND CONSENT
Monthly Investment Report and Quarterly Investment Report
Mr. Sullivan presented the Monthly and Quarterly Investment Reports to the Board for approval.

Personnel Recommendations
Dr. Casparis presented the following personnel recommendations for approval:

Full-Time Employees:
Jose, Koshy; Nursing Instructor; effective September 10, 2018
Simon, Sarah; Institutional Research Analyst; effective September 10, 2018

Part-Time Employees:
Cook, Tesha, Adjunct EMS Instructor; effective September 12, 2018
Distefano, Sandra; Administrative Assistant for Human Resources; effective September 26, 2018
English, Shanna; Community Services CPR; effective September 13, 2018
Simms, Cheryl; Administrative Assistant for Visual & Performing Arts; effective September 26, 2018
Slusher, Aimee; Adjunct Real Estate; effective September 26, 2018
Starghill, Anthony; Groundskeeper; effective September 17, 2018
Young, Barbara, Distance Education Assistant; effective September 13, 2018

Resignations/Retirements/Terminations:
Johnson, Daniel; Part-Time Mail Clerk; effective September 20, 2018
Johnson, Phillip; Director of Concurrent Enrollment; effective September 12, 2018

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

INFORMATION REPORTS

Strategic Enrollment Management Plan

Dr. Simon, along with Steve Hudman and Dr. Cynthia Casparis presented to the board a new strategic enrollment management plan. The plan will (1) establish clear enrollment goals, (2) promote student success, (3) determine, achieve, and maintain optimum enrollment; (4) deliver effective academic programs and student services; (5) generate tuition revenue and facilitate financial planning; and (6) increase efficiency and improve measurement of College performance. The first steps will be to develop a chart for each tactic, the responsible person, due dates and progress toward completion; communicate the plan to the college community; and begin collecting data that establish baselines. Dr. Simon concluded that he would report back to the board on successes and challenges the college has as it moves forward.

COMMITTEE REPORTS

The Policy Committee reported that they had met before the regular board meeting at 4:30 to review the Local Policy CF and agreed to recommend it the board.

REMARKS BY COLLEGE PRESIDENT

There were no remarks by Dr. Simon.

REMARKS BY BOARD MEMBERS

There were no additional remarks by any board members.

NEXT REGULAR MEETING OF THE BOARD

The next regular meeting of the Board will be Monday, November 12, 2018.

ADJOURNMENT

There being no further business Dr. Roberts adjourned the meeting at 6:25 p.m.

Minutes of the meeting held on October 8, 2018 were approved at the November 12, 2018 meeting.

Mr. Jay Shands
Secretary
Board of Trustees
Angelina College

Dr. Sid Roberts
President
Board of Trustees
Angelina College