

MINUTES  
REGULAR MEETING  
ANGELINA COLLEGE BOARD OF TRUSTEES  
September 11, 2017

The Angelina College Board of Trustees met in the Boardroom of Angelina College at 5:30 p.m. Officers present were Mr. Robert Poland, President, and Mr. Trey Henderson, Secretary. Members present were Mr. Jay Shands, Mrs. Ellen Temple, Dr. Sid Roberts, and Mr. Tim Stacy.

College personnel attending the meeting were Dr. Michael Simon, President; Mr. Chris Sullivan, Vice President of Business Affairs; Mr. Steve Hudman, Dean of Student Services; Dr. Stacy Pfluger, Associate Dean-Science and Mathematics; Mrs. Diana Throckmorton, Associate Dean-Language Arts and Education; Mrs. Winifred Ferguson-Adams, Associate Dean-Health Careers; Mrs. Michaelyn Greene, Controller; Dr. Monica Clark, Coordinator of Quality Enhancement & Innovative Projects; Mrs. Nancy Reynolds, Manager of Communications and Mrs. Tracy Neal, Recording Secretary.

Visitors present were Dr. Billy Kistler, Mrs. Emily Kistler and Pamela Stokes with the Lufkin Daily News.

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

**COMMENTS TO THE BOARD**

There were no comments to the Board.

**HONOR DR. BILLY KISTLER FOR HIS SERVICE TO THE ANGELINA COLLEGE BOARD**

Dr. Simon presented Dr. Billy Kistler with a wooden bowl, made by Dr. Wood, retired veterinarian, on behalf of the college. Dr. Simon expressed his thanks to Dr. Kistler's service and dedication to the college the last 22 years. Mrs. Temple stated she appreciated his great contribution as a board member and thanked him for his service. Mr. Poland presented Dr. Kistler with a Proclamation and also expressed his admiration and appreciation of all Dr. Kistler has done for the college. Dr. Kistler thanked everyone and stated how much he has enjoyed his time serving the college. He has the upmost admiration and respect for the current board members and has full confidence the college is in good hands for the future.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Mr. Poland asked if there were any additions or corrections to the minutes from the previous meetings of the Board. There being no additions or corrections Dr. Roberts made a motion to approve the minutes of the August 14, 2017 regular meeting, the August 23, 2017 meeting on the proposed tax rate and the August 28, 2017 meeting on the proposed tax rate. The motion was seconded by Mrs. Temple and passed unanimously.

## **ACTION ITEMS**

### *Reorganization of the Board Offices & Committees*

Mr. Shands made a motion to appoint Dr. Roberts as the new Vice President, Mr. Stacy to move to the Finance Committee and Dr. Roberts to the Policy Review Committee. The motion was seconded by Mr. Stacy and approved.

### *Final Approval of the 2017-2018 Budget and of Resolution Setting 2017 Tax Rate*

Dr. Simon presented a recommendation to the Board to approve and adopt the Fiscal Year 2017-2018 budget of \$22,947,825 for Education and General Funds, \$5,380,553 for Auxiliary Services, and \$1,708,324 for Debt Service Fund along with the proposed tax rate. After two tax rate hearings, the total rate was set at \$.180992 on each one-hundred dollar valuation. The taxes will be distributed at the rate of \$.041280 on each one-hundred dollar valuation for debt service and \$.139712 on each one-hundred dollar valuation for maintenance and operation. . Mr. Henderson moved in accordance with requirements of Section 26.05(b) of the Property Tax Code, to adopt the tax rate of 0.180992 on each one-hundred dollar valuation and the 2017-2018 budget as presented, and Mr. Shands seconded the motion. A record vote was taken and motion passed unanimously.

### *Approval to Transfer Excess Revenue and Debt Service Reserves*

Dr. Simon presented a recommendation for approval to transfer excess tuition revenue and debt service funds to the plant fund at the close of the fiscal year. The debt service funds are in excess of those required to service outstanding revenue bonds. Final amounts to be transferred will be determined after the close of August accounting and completion of the annual financial statement audit. Mrs. Temple moved for the approval of the transfer of excess revenue and debt service reserves and Mr. Henderson seconded the motion. Motion passed unanimously.

### *Approval of Software & Connectivity Annual Fees*

Dr. Simon presented a recommendation for the Board to approve annual software maintenance fees for the Fiscal Year 2017/2018 in the amount of \$140,807 for POISE Jenzabar; \$75,619.90 for BlackBoard; Microsoft annual licensing fee estimated at \$25,000; North East Texas Networks (NetNet) connections estimated at \$25,000; and Region Connections +, off-site center connections back to Lufkin, estimated at \$68,750. A motion was made by Mr. Henderson to approve the annual software maintenance fees for the Fiscal Year 2017/2018 in the amount of \$140,807 for POISE Jenzabar; \$75,619.90 for BlackBoard; Microsoft annual licensing fee estimated at \$25,000; North East Texas Networks (NetNet) connections estimated at \$25,000; and Region Connections +, off-site center connections back to Lufkin, estimated at \$68,750. Motion was seconded by Mrs. Temple and motion passed unanimously.

#### *Approval of Removal of Two Student Fees*

Dr. Simon presented a recommendation for the Board to approve the removal of two student fees beginning the Fall 2017 semester. The fees requested are the Late Registration Fee (\$20 per student) and the Schedule Change Fee (\$5 per student). Mr. Shands made a motion to approve the removal of the Late Registration Fee and Schedule Change Fee. Motion was seconded by Dr. Roberts and motion was approved unanimously.

#### *Approval of Naming Rights to Baseball/Softball Fields*

Dr. Simon presented a recommendation to rename the baseball/softball fields to the "Larry Phillips Sports Complex." Mr. Stacy moved to rename the baseball and softball fields and was seconded by Mrs. Temple. Motion passed unanimously.

#### *Approval of Naming Right to Basketball Gym Floor*

Dr. Simon presented a recommendation to rename the basketball gym floor to the "Guy & Dorothy Davis Court." Mrs. Temple moved to rename the basketball floor and was seconded by Mr. Shands. Motion passed unanimously.

#### *Consideration of Payments to Staff During Campus and Site Closures*

Dr. Simon presented a recommendation to the Board to pay five full-time employees due to having to close two of our sites during Hurricane Harvey. The total cost would be \$1,770.38. Mr. Shands made a motion to approve paying the employees. Mrs. Temple seconded the motion and it was approved.

### **REVIEW AND CONSENT**

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

Mr. Sullivan presented the Financial Report and Monthly Investment Report to the Board for approval. After a review of the reports, a motion was made by Mr. Henderson and seconded by Mr. Stacy to accept the Financial Report and Monthly Investment Report as presented. The motion was approved unanimously.

#### *Personnel Recommendations*

Dr. Simon presented the following personnel recommendations for approval: Community Services: Robin Brashear, CNA; Sean Dupre, Photography; Angela Henderson, Ropes Course; Amy Sewell, Phlebotomy. Part-Time Instructors: Denise Davis, Dual Credit Art, Lufkin High School; Uriel Ramirez, Computer Maintenance; Janet Vallejo, Math Instructor. Part-Time Employees: Lewis Bradley, Security; Randall Brooks, Security; Jeremy Charvoz, Security; John Davis, Security; Kristen Davis, Distance Education Assistant; Dalton Estes, Security; Eduardo Ibarra, Security; Alton Lenderman, Security; Jerry Smith, Security; Blake Witherspoon, Security. Reassignments: Michaelyn Greene, Controller, from .75 FTE to 1.0 FTE.

Resignations/Retirements/Terminations: Dianna Hampton, part-time mail clerk; Susan McKee, Nursing Instructor; April Wallace, ECHS Assistant. Mrs. Temple made the motion to accept the personnel recommendations as presented. Mr. Henderson seconded the motion. Motion carried unanimously.

#### **EXECUTIVE SESSION**

At 6:00 p.m., 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 6:15 p.m., 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.

#### **INFORMATION REPORTS**

##### *Report on Fall Enrollment 2016*

Dean Hudman reported that the preliminary Fall 2017 enrollment report indicates that there is a 6.5% increase in headcount for Fall 2017. A final enrollment report will be presented at the October meeting.

##### *SACSCOC Compliance Committee Findings*

Dr. Simon provided to the Board the SACSCOC Committee Findings Report. Angelina College was found to be in compliance with all standards and requirements.

#### **COMMITTEE REPORTS**

There were no committee reports presented.

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

Dr. Simon shared with the Board that for the fiscal year ending 2016 that Angelina College received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. He thanked Mr. Sullivan and the rest of the business office for all of their hard work.

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

Mrs. Temple reminded everyone of the upcoming Management and Leadership Training Conference for nonprofit directors and board members being held at the college on October 20 and 21, 2017.

Mr. Poland reminded the Board of the upcoming retreat scheduled for October 13, 2017.


**NEXT REGULAR MEETING OF THE BOARD**

The next regular meeting of the Board will be Monday, October 9, 2017.

**ADJOURNMENT**

There being no further business Mr. Poland adjourned the meeting at 6:30 p.m.

Minutes approved at the October 9, 2017 meeting.

A handwritten signature in black ink, appearing to read 'Trey Henderson', written over a horizontal line.

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

A handwritten signature in black ink, appearing to read 'Robert Poland', written over a horizontal line.

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