

MINUTES
REGULAR MEETING
ANGELINA COLLEGE BOARD OF TRUSTEES
September 12, 2016

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, Dr. Billy G. Kistler, Vice President, and Mr. Trey Henderson, Secretary; Members present were Mr. Jay Shands, Mrs. Ellen Temple, and Mr. Tim Stacy.

College personnel attending the meeting were Dr. Michael Simon, President; Mr. Chris Sullivan, Vice President of Business Affairs; Mrs. Michaelyn Greene, Controller; Dr. Monica Clark, Coordinator, Institutional Effectiveness and QEP; Mrs. Nancy Reynolds, Coordinator of Communications; Mr. Steve Hudman, Dean of Student Services; and Mrs. Rebecca Allen, Recording Secretary.

Visitors present were Ms. Stephanie Stevens, reporter for *The Lufkin Daily News*.

Mr. Poland called the meeting to order at 5:30pm and Mr. Henderson gave the invocation.

COMMENTS TO THE BOARD

Mrs. Michaelyn Greene commented to the Board concerning hiring practices as set out in the Angelina College Policies and Procedures Manual. The Board thanked Mrs. Greene for her comments.

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. Kistler made a motion to approve the minutes of the August 8, 2016 regular meeting, seconded by Mr. Shands and passed unanimously. Mr. Shands made a motion to approve the minutes of the August 18, 2016 meeting on the proposed tax rate, and the minutes of the August 31, 2016 meeting on the proposed tax rate. Dr. Kistler seconded the motion and the motion carried unanimously.

ACTION ITEMS

Bids and Proposals

Temple Theater Lighting Project

Mrs. Temple made a motion to untable the consideration of bids on the Temple Theater lighting project tabled at the August 8, 2016 meeting. The motion to untable was seconded by Mr. Stacy and approved unanimously.

Invitations to bid were sent to vendors and advertisements were placed in The Lufkin Daily News for bids for the lighting project in the Temple Theater and 2 bids were received. Mr. Sullivan presented a recommendation that the Board accept the low bid from Ludco Inc. in the amount \$240,000. The funding for the lighting project will come from grant funds. Motion made by Mrs. Temple to accept the bid from Ludco Inc. in the amount \$240,000 for the lighting project in the Temple Theater. Motion seconded by Mr. Henderson. Motion carried unanimously.

Welding Equipment

Invitations to bid were sent to six vendors and advertisements were placed in The Lufkin Daily News for bids for welding systems, dual weld stations and curtain and track systems and two bids were received. Mr. Sullivan presented a recommendation that the Board accept the low bid from Matheson Tri-Gas Inc. in the amount \$188,807 for 20 welding systems and \$8,257.20 for 20 curtain and track systems and Clean Air America, Inc. for 10 dual weld stations in the amount of \$104,950 for a total of \$302,014.20. Funding for the equipment will come from grant funds. Motion made by Mr. Shands to accept the bid from Matheson Tri-Gas Inc. in the amount \$188,807 for 20 welding systems and \$8,257.20 for 20 curtain and track systems and Clean Air America, Inc. for 10 dual weld stations in the amount of \$104,950 for a total of \$302,014.20. After some discussion as to types of welding machines, the motion was seconded by Mr. Stacy. Motion carried unanimously.

Software & Connectivity Annual Fees

Dr. Simon presented a recommendation for the Board to approve annual software maintenance fees for the Fiscal Year 2016/2017 in the amount of \$133,151 for POISE Jenzabar; \$74,284.03 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 \$42,704.68. A motion was made by Mr. Stacy to approve the annual software maintenance fees for the Fiscal Year 2016/2017 in the amount of \$133,151 for POISE Jenzabar; \$74,284.03 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 \$42,704.68. Motion was seconded by Mr. Henderson and motion passed unanimously.

Final Approval of the 2016-2017 Budget

Dr. Simon presented a recommendation to the Board to approve and adopt the Fiscal Year 2016-2017 budget of \$22,059,479 for Education and General Funds, \$5,003,992 for Auxiliary Services, and \$1,758,938 for Debt Service Fund. Dr. Kistler moved adopting the 2016-2017 budget as presented, and Mr. Shands seconded the motion. Motion passed unanimously.

Approval of Resolution Setting 2016 Tax Rate

Establishing the tax rate was the next order of business. After two tax rate hearings, the total rate was set at \$.179162 on each one-hundred dollar valuation. The taxes will be distributed at the rate of \$.044203 on each one-hundred dollar valuation for debt service and \$.134959 on each one-hundred dollar valuation for maintenance and operation. Mrs. Temple moved in accordance with requirements of Section 26.05(b) of the Property Tax Code, to adopt the tax rate of 0.179162 on each one-hundred dollar valuation. Mr. Henderson seconded the motion. A record vote was taken and motion passed unanimously.

Approval to Transfer Excess Revenue and Debt Service Reserves

Mr. Sullivan 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. Mr. Henderson moved for the approval of the transfer of excess revenue and debt service reserves and Mr. Shands seconded the motion. Motion passed unanimously.

Consideration of Transfer of Investment Management to RBC Wealth Management

Dr. Simon made a recommendation to the Board that the College transfer the management of the endowment fund from Morgan Stanley to RBC Wealth Management. Mr. Shands advised the Board that the Finance Committee recommended the transfer of management of the endowment fund to RBC Wealth Management. Mr. Shands moved to transfer the management of the endowment fund from Morgan Stanley to RBC Wealth Management and Mrs. Temple seconded the motion. Motion passed unanimously.

Confirmation to Sale of Surplus Property

Dr. Simon presented a recommendation that all high offers of an online auction of surplus property which closed on July 14, 2016 be approved. The total sale proceeds were \$1,900 less a 7.5% auction commission. A motion was made by Mr. Henderson to approve the sale of surplus property at an online auction in the amount of \$1,900 less a 7.5% auction commission. Dr. Kistler seconded the motion and the motion passed unanimously.

Consideration of Modifying Tax Abatement Request

Dr. Simon presented a request from Atkinson Candy Company modifying an existing tax abatement. This modifies a tax abatement which was originally approved by the Board on February 8, 2016. The modified tax abatement had already been approved by the Lufkin City Council. A motion was made by Mr. Shands to approve the request by Atkinson Candy Company for modification of the tax abatement and seconded by Mr. Henderson. Motion carried unanimously.

REVIEW AND CONSENT

Financial Report, Monthly Investment Report, and Disbursements

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

Personnel Recommendations

Dr. Simon presented the following personnel recommendations for approval: temporary full-time Respiratory Care Director of Clinical Education Jessica Hudnall; part-time Security employees in Jasper: James Carter, Connie Jordan, Williams Land, Richard Malone and Cal Morgan, and part-time administrative assistant in Jasper Debbie Barlow. Community Services Terry Free as Police Academy instructor and Heather Alex as Nursing Aide instructor in Nacogdoches. Dr. Simon also presented for approval the resignations of Debra Gibbs full-time ADN instructor, Curtis McClendon full-time Maintenance, Arlee Quinteno part-time Housekeeping and Patricia Rankin part-time Clerk in the Business Office. Mr. Henderson made the motion to accept the personnel recommendations as presented. Mrs. Temple seconded the motion. Motion carried unanimously.

EXECUTIVE SESSION

At 5:55pm, 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 6:24pm, 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 2016 enrollment report indicates that there will be a slight increase in headcount and contact hours over Fall 2015. A final enrollment report will be presented at the October meeting.

SACSCOC Progress Update

Dr. Simon provided an update to the Board of preparations in place to prepare for our response to SACSCOC. Dr. Simon and Dr. Casparis just attended a SACSCOC Substantive Change workshop. Our SACSCOC consultant, Dr. Drake, is working with the Associate Deans and the Program Coordinators on rewriting our Program Learning Outcomes (PLOs) and collecting data

for 3.3.1.1. The Board Policy Review Subcommittee will review all documentation prepared for submission to SACSCOC and will receive updates from the administration as various College units complete work related to SACSCOC report writing.

COMMITTEE REPORTS

There were no committee reports presented.

REMARKS BY COLLEGE PRESIDENT

Dr. Simon informed the Board that the review process of our Policies and Procedures Manual has begun. Our HVAC, Automobile Technology and Welding enrollments are growing.

REMARKS BY BOARD MEMBERS

The Board commended our nursing department for stepping up to take double assignments.

NEXT REGULAR MEETING OF THE BOARD

The next regular meeting of the Board will be Monday, October 10, 2016.

ADJOURNMENT

There being no further business Mr. Poland adjourned the meeting at 6:40pm.

Minutes approved at the October 10, 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