



# Angelina College

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ORDER OF BUSINESS  
REGULAR MEETING  
ANGELINA COLLEGE BOARD OF TRUSTEES  
SEPTEMBER 14, 2015  
5:30 P.M.

- I. CALL TO ORDER
- II. ROLL CALL
- III. INTRODUCTION OF GUESTS
- IV. INVOCATION
- V. COMMENTS TO THE BOARD
- VI. APPROVAL OF MINUTES OF PREVIOUS MEETINGS  
AUGUST 10, AUGUST 20 AND SEPTEMBER 2, 2015
- VII. ACTION ITEMS
  - A. Bids and Proposals – page 1
  - B. Final Approval of the 2015-2016 Budget – pages 2 - 6
  - C. Approval of Resolution Setting 2015 Tax Rate – pages 7 - 9
  - D. Approval to Transfer Excess Revenue and Debt Service – page 10
  - E. Approval of Reclassification of Building Use Fee – pages 11 - 12
  - F. Confirmation of Sale of Surplus Property – pages 13 - 14
  - G. Consideration of Tax Abatement Guidelines – pages 15 - 23
- VIII. REVIEW AND CONSENT
  - A. Financial Report – pages 24 - 26
  - B. Monthly Investment Reports – pages 27 - 28
  - C. Disbursements – pages 29 - 40
  - D. Personnel Recommendations - page 41  
*(Executive Closed Session Provided by Section 551.074 of the Government Code. It is to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.)*
- IX. INFORMATION
  - A. Preliminary Report on Fall Enrollment 2015
  - B. Update on Reaffirmation of Accreditation
- X. COMMITTEE REPORTS
- XI. REMARKS BY COLLEGE PRESIDENT
- XII. REMARKS BY BOARD MEMBERS
- XIII. NEXT REGULAR MEETING OF BOARD - OCTOBER 12, 2015
- XIV. ADJOURNMENT

*Angelina College. . . . A Great Place To Start*

MINUTES  
REGULAR MEETING  
ANGELINA COLLEGE BOARD OF TRUSTEES  
August 10, 2015

The Angelina College Board of Trustees met in the Board Room of Angelina College at 5:30pm. Trustees present were Mr. Tim Stacy, President, Dr. Robert Poland, Vice-President, and Dr. Bill Kistler, Secretary; and members present were Mr. Joe Deason, Mr. Trey Henderson, Mr. Jay Shands, and Mrs. Ellen Temple.

College personnel attending the meeting were Dr. Michael Simon, President; Dr. Patricia McKenzie, Vice President and Dean of Instruction; Mr. Joe Madden, VP of Business Services; Dr. Monica Peters-Clark, Coordinator, Institutional Effectiveness and Research; Steve Hudman, Dean of Student Service; and Mrs. Rebecca Allen, Recording Secretary.

Visitor present was Ms. Stephanie Stevens, reporter with *The Lufkin Daily News*.

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

**COMMENTS TO THE BOARD:**

No one was present to comment to the Board.

Mr. Stacy asked if there were any additions or corrections to the minutes from the previous meeting. There being no additions or corrections, Mr. Poland made a motion to approve the minutes of the July 13, 2015. Mr. Shands seconded the motion and the motion was unanimous.

**ACTION ITEMS**

*Bids and Proposals*

Consideration of Bank Depository

Advertisements were placed in *The Lufkin Daily News* and requests for proposals were mailed to all banking institutions in the county. Based on the analysis of the bids by the selection committee, it was recommended that the proposal from First Bank & Trust East Texas be approved. Dr. Kistler moved to accept the proposal from First Bank & Trust East Texas as the bank depository for the College. Mr. Deason seconded the motion and the motion passed. Mr. Henderson, Mr. Shands and Mrs. Temple abstained from the vote.

Athletic Equipment and Supplies

Advertisements were placed in *The Lufkin Daily News* and bids were accepted from seventeen (17) vendors for athletic equipment and supplies. Based on the analysis of the bids, the athletic department recommends that the low bidders on the athletic equipment and supplies be accepted as presented for a total of \$63,200.97. Mr. Madden advised the Board that we may not purchase all of the items that went up for bid because of budget funding constraints. Mr. Poland moved to accept the low bids on the athletic equipment and supplies as presented. Mr. Deason seconded the motion and the motion passed.

#### *Consideration of Depository Signature Resolution*

Mr. Madden presented a Resolution for consideration granting authority to Dr. Michael Simon to sign checks and enter the College's safe deposit box numbered 525 effective August 10, 2015. It is recommended that the Resolution granting Dr. Michael Simon signatory rights and authority to enter the College's safe deposit box be accepted. It is further recommended that the previously approved signature resolution approved on June 13, 2011 be in effect until August 31, 2015 to allow for the transition and deletion of Dr. Larry Phillips from the depository account. Motion made by Mr. Shands to approve the Resolution granting Dr. Michael Simon signatory rights and authority to enter the College's safe deposit box effective August 10, 2015 and continuing the signature resolution approved on June 13, 2011 until August 31, 2015 to allow for the transition and deletion of Dr. Larry Phillips from the depository account. Motion seconded by Mr. Henderson. The motion passed unanimously.

#### *Consideration of 2015-2016 Budget*

Mr. Madden presented the proposed 2015-2016 budget for approval, stating that there was a slight increase from the last year's budget. Mr. Madden reviewed the General Fund Balance as well as the Plant Fund balance and Auxiliary Fund balance. Mr. Shands informed the Board that the College had done an excellent job in managing funds and would be able to provide salary increases without raising the tax rate. Mr. Shands further stated that the Finance Committee recommended approving the budget. A Motion was made by Mr. Shands to approve the proposed 2015-2016 budget as presented contingent upon completing public hearings and setting the tax rate. Motion was seconded by Dr. Kistler. After discussion about possible loss in revenue from bookstore sales because of changing times, the proposed budget was unanimously approved.

#### *Discussion of Proposed Tax Rate and Scheduling of Tax Rate Hearing Dates*

The proposed tax rate discussed needed to meet budget needs was \$.04446 per \$100 for debt service and \$.12744 per \$100 for maintenance and operations, a total of \$.17190 per \$100. A Motion was made by Mr. Shands to approve the proposed tax rate. Dr. Kistler seconded the motion. The record shows an affirmative vote from each board member present.

Mr. Madden distributed the tax calendar. Two Public Tax Hearing dates have been set for August 20, 2015 at 12:00 noon in the Angelina College Boardroom and on September 2, 2015 at 5:30pm in the Angelina College Boardroom. Motion was made by Mr. Henderson to approve the public hearing dates on the proposed tax rate. Mr. Poland seconded the motion. The motion passed unanimously.

#### **REVIEW AND CONSENT**

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

Motion made by Mr. Henderson and seconded by Dr. Kistler to accept the Financial Report, Monthly Investment Report, and Disbursement Report as presented. Motion carried unanimously.

At 5:57pm, Mr. Stacy 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 6:09pm, Mr. Stacy announced the end of the Executive Closed Session and invited the visitors and guests to return to the Board Room. Mr. Stacy announced that no action was taken in the Executive Closed Session.

#### *Personnel Recommendations*

Dr. McKenzie presented the following personnel recommendations: Full-time instructors – Chandra Cheshire, Child & Family Development instructor; part-time instructors Adam Massiatte, Assistant Baseball Coach, and Mary Sheffield-Smith, Clinical VN instructor; reassignment Amber Murphy to ADN instructor; Community Services – Fire Academy instructors/Nacogdoches, Jeremiah Barnard, and Charles Freeman; Paula Havard, Ropes; Stacey Hogg, Flower Arranging; Medication Aide, Pamela Stover; and Nurse Aide, Tiffany Wilkerson. Dr. McKenzie also announced the resignations of full-time instructors and employees – Sheree Barrios, Associate Degree Nursing instructor; Keshia Becnel, Associate Degree Nursing Clinical instructor; and Kevin Standley, Information Technology Specialist. Mr. Poland made the motion to accept the personnel recommendations as presented and Mrs. Temple seconded the motion. The motion passed unanimously.

Dr. Kistler made a motion to hire Dr. Larry Phillips, as Special Assistant to the President, on a part-time basis terminating on January 1, 2016. Mrs. Temple seconded the motion as amended. Motion carried unanimously.

#### **INFORMATION REPORTS**

##### *Update on Final Summer I Enrollment & Preliminary Summer II & Fall Enrollment*

Dr. McKenzie reported that there were 1070 students enrolled in Summer II which was a 7.3% increase from Summer II last year and an increase of 16.4% in contact hours with continued increases in concurrent, internet and hybrid students. Dr. McKenzie reported that regular registration for the Fall 2015 semester will be August 25<sup>th</sup>.

##### *Update on Reaffirmation of Accreditation*

Dr. McKenzie presented a timeline for the reaffirmation track.

#### **COMMITTEE REPORTS**

There were no reports from any committees.

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

Dr. Simon thanked everyone for the warm welcome and he is impressed with employees working together to provide for our students. Steve Hudman said the hospitality is amazing and he is excited to be here and increase student activities.

**REMARKS BY BOARD MEMBERS**

Mrs. Temple welcomed Dr. Simon and Mr. Stacy thanked the board members that decided to stay on the board during this time of transition.

The next regular meeting of the Board will be Monday, September 14, 2015 at 5:30pm.

There being no further business Mr. Stacy adjourned the meeting at 6:30pm.

Minutes approved at this September 14, 2015 meeting.

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Dr. Bill Kistler  
Secretary  
Board of Trustees  
Angelina County  
Junior College District

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Mr. Tim Stacy  
President  
Board of Trustees  
Angelina County  
Junior College District