

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JANUARY 11, 2018
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 11th day of January, 2018 at 6:00 p.m., with the following members, administrative personnel, and guests present:

Mike Pyburn	Chair
James B. DeWitt	Vice-Chair
Jody Droege	Secretary
Patty Hertenberger	Regent
Cheryl Knape	Regent
'Bel Sanchez	Regent
Roger Stuksa	Regent
Doyle Swindell	Regent
Andy Tacquard	Regent
Christal M. Albrecht	President, Alvin Community College
Wendy Del Bello	Alvin Community College
Karl Stager	Alvin Community College
Cynthia Griffith	Alvin Community College
Marilyn Dement	Alvin Community College
Karen Edwards	Alvin Community College
Jim Simpson	Alvin Community College
John Bethscheider	Alvin Community College
Jerry Fliger	Alvin Community College
Linda Austin	Alvin Community College
Nadia Nazarenko	Alvin Community College

Akilah Martin
Debbi Fontenot
Debbie Kraft
Dora Devery
George Tacquard
Ike Hamrick
Jeannette Stuksa
Jennifer Hopkins

John Matlock
John Tompkins
Kam Marvel
Kelly Klimpt
Kyle Marasckin
Laurel Joseph
Lloyd Cox
Mike Brotherton

Pat Gebhart
Randi Faust
Rhonda Hull
Sarah Langlois
Tammy Giffrow
Terry Sawma

1. Call to Order

The meeting was called to order by Chair Pyburn at 6:03 p.m.

2. Certification of Posting of Notice

Certification of the posting of the notice as listed in the agenda was acknowledged. Dr. Albrecht certified that a notice of the meeting was posted in accordance with Title 5, Chapter 551, *Texas Government Code*.

Executive Session:

- *Obtain legal advice about pending litigation in accordance with Section 551.071; Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of ACC employees, including, but not limited to, College President's goals as related to President's evaluation, in accordance with Tex. Gov't Code Section 551.074*

The Executive Session ended at 7:05 p.m.

3. Call to Order

The meeting was called to order by Chair Pyburn at 7:10 p.m.

- **Pledge**
- **Invocation**

Invocation by Regent Sanchez.

Citizen Inquiries

Time will be allotted at each regular meeting of the Board of Regents for citizen inquiries. After registering with the Board Secretary prior to the meeting, a citizen shall have an opportunity to address the Board of Regents for the four specific purposes as designated by State laws governing opening meetings: (1) to discuss an item that appears on the agenda/notice of the meeting, (2) to make a request for specific, factual information, (3) to ask for a recitation of existing policy, (4) to redress grievances. In accordance with State law, no deliberation, discussion, or decision will be made other than to consider a proposal to place the subject on the agenda for a subsequent meeting, unless the subject is listed on the Board agenda, in which case it may be discussed by the Board of Regents. A written response / acknowledgment will be provided from the Board of Regents. Oral comments are limited to five minutes in length, unless extended by a majority of the Regents by vote, and must not mention any individuals by name or position or contain any personally identifiable reference (State of Texas Opening Meeting Law). In the event there is a charge or grievance to be made against a specific agent, employee, or student, then it shall be conducted in an Executive Session to comply with State law.

Mr. George Tacquard, Alvin resident – Mr. Tacquard stated the following: As a result of the bond failing, Dr. Albrecht at the last Board meeting stated “We must still find a way to improve our infrastructure increase safety and upgrade campus facilities.” To accomplish this I would like to suggest a course of action for moving forward. ACC paid Stantec \$243,000 to do an assessment of facilities needs for the next 10 years. Using the Stantec facilities plan, and current conditions, a comprehensive list of projects should be developed and then prioritized based on critical needs. A fairly detailed cost for each project should be developed using contractor estimates rather than an architects projections. Funds for all the projects are not available so judicial financial management will be needed. To start the process, projects that can be done in house should be identified. Next projects that can be done with the \$750,000 that was set aside in the budget should be listed. Other sources of funds could be reassignment of the operational money, and use some of the institutional reserve. Revenue bonds should be considered for repairs to Building G. Longer range the Board should consider a maximizing tax revenue next year rather than reducing the tax rate. This would required two public meetings, but I think the public would support this action if they knew the money was going to be assigned to specific projects. As part of this program, a status report on active projects should be included in the President’s report at each Board meeting. On another subject, I would like to encourage ACC to aggressively pursue AISD’s offer to use their vocational facilities for night classes. I understand that some work has been done on this relationship but it needs to be expanded to include a long term joint curriculum that expands vocational opportunities for ACC students. A third item of interest is progress report on each of the strategic goals as 2018 begins. You may also want to note that goals 5 and 6 in the college data annual report that just came out are duplicated and do not reflect the language that has been used for these goals in the past. Thank you for your time and consideration of these suggestions.”

Board Regents Comments/Chairman Report

Chair Pyburn recognized Mr. Andy Tacquard, Board Regent for his work with Meals on Wheels and was presented a check for \$314, the donation proceeds from the ACC Christmas Luncheon for Meals on Wheels. Regent Tacquard also serves as President of the Alvin Meals on Wheels.

Regent comments included: Mr. Roger Stuksa wished everyone a Happy New Year and hoped for continued growth of the college. Mrs. Bel Sancehz stated that she attended the theatre and musical productions, fall graduations and pinning ceremonies and that all Regents should take advantage of these opportunities to attend and to see ACC students obtaining success in the arenas of study they chose to follow. She also complemented the staff for a job well done. She also attended and enjoyed the Athletic Banquet and supporting the student athletes. Regents Knape, Tacquard, Hertenberger, Droege and Swindell also wished everyone a Happy New Year. Chairman Pyburn informed the group that Mr. Tommy King, with the help of our votes, was selected to the Brazoria County Appraisal Board.

Approval of Minutes

Chair Pyburn said that if there were no corrections or additions to the minutes of the Regular Board meeting of November 16, 2017 he would entertain a motion to approve. A motion to approve the minutes was made by Mr. Tacquard. Seconded by Mrs. Knape. Motion passed unanimously.

President's Report

Dr. Albrecht shared the following comments:

The Spring 2018 semester starts on Tuesday, January 16, 2018. Late registration is still open through next Wednesday. Registration is also open for the Second Start semester. Classes begin on February 12.

The college will host a Fitness Fair on Fun Run here at the Nolan Ryan Center on Saturday, January 27. The event is open to the public and will provide a wide array of free health screenings. Vendors are being sought for the event. They can contact Stacy Ebert at 281-756-5610 to learn more.

The annual Big Band Concert will take place on February 10. Proceeds from the event benefit Music students. Tickets are available at the administrative offices or the Music Department.

Filing for the May board elections begins on January 17 and will end on February 16. Election Day will be Saturday, May 5.

Faculty and staff members opened up the spring semester this week with Convocation. Our guest speaker was Dr. Bennie Lambert who spoke to our staff about ways of improving student retention and recruitment to help create a strategic enrollment management plan. Many sessions were held throughout the week on a variety of topics. Each of you have a program at your seat.

Our baseball and softball teams will kick off their 2018 seasons. The women will take on Kilgore on February 3 in the Galveston Tournament. The men will start on January 26 here at home against Brookhaven.

This afternoon we were supposed to have the grand opening for the Softball Fieldhouse. That event has now been rescheduled for Wednesday, January 17 at noon. The facility was completed after two years of hard work both by the board and our staff. I know the softball team very much appreciates our efforts.

Finally, Tonight I would like to share with you a video that we will be sending to Howard College. Since Hurricane Harvey, Howard College has supported ACC in so many ways. From money, 7 lap top computers, canned foods, toys, supplies, it just goes on and on. I will be sending this to President Sparks as a token of our appreciation.

Acceptance of the 2016-17 Audit (Annual Financial Report, AFR) by the Board of Regents

Mr. Mike Brotherton, Belt Harris Pechacek, LLLP, gave an update on the Annual Financial Report audit. He stated that there was a finding related to attendance reports that require a minimum hour threshold for TWC grant classes. It was discovered that there had been an error in the filling out of the attendance sheets and that it has since been corrected and the finding is now met. Regent DeWitt had a question about the money that would have to be paid back to the grant and Mr. Brotherton stated yes and that the amount is

approximately a thousand dollars. Regent Sanchez asked a question regarding the increase in funding of TRS and how it was being met. Mr. Stager answered that the amount did increase over a three year period and that the institution did not pay that amount, that the employee's contribution to TRS was increased to shore up the amount. The motion to accept the 2016-17 Audit as presented by made by Mrs. Sanchez. Seconded by Mr. Tacquard. Motion passed unanimously.

Audited Unrestricted Fund Balance Report

The motion to approve that the Board direct the College the transfer of the unrestricted fund balance of \$1,264,648 for fiscal year ending August 31, 2017 to the Institutional Reserve account was made by Mrs. Droege. Seconded by Mrs. Knape. Motion passed unanimously. Chairman Pyburn said that any allocation of funds for projects or items will be discussed at the January 29, 2018 Board Workshop.

Data Report – College Data Annual Report

Mr. Pat Sanger, Director of Institutional Research, presented the updated College Data Annual Report, formerly the Fact Book. Information included enrollment by age, residency status, location, course type and breakdown of internet enrollment. This report was for information only.

Personnel Action

Dr. Hertenberger made the motion to approve personnel line items 7 - 10 action agenda items. Seconded by Mrs. Droege. Motion passed unanimously. The following personnel actions approved included the following:

- 1) Ian Baldwin as History Instructor – new position.
- 2) La Tisha Harrison as Academic Advisor – replacement position.
- 3) Olivia Henderson as Coordinator of Student Activities – replacement position.
- 4) Mario Sanes as College Recruiter – replacement position.
- 5) La Tisha Harrison as Academic Advisor – replacement position.

Chairman Pyburn noted that personnel item number 6, new Math Instructor, was withdrawn from consideration and that no action would be taken.

Appointment of Rhonda Hull as Election Clerk

Motion was made by Mr. Tacquard to approve the appointment of Rhonda Hull as the Election Clerk and the custodian of the election records. Seconded by Dr. Hertenberger. Motion passed unanimously.

HVAC Services and Equipment Expenditures

Mr. Pat Gebhart, Director of Physical Plant, gave a PowerPoint presentation showing the various issues and needs regarding HVAC equipment currently in Buildings G and H. The motion to approve the expenditure of funds for replacement of the air handler units and boilers to Carrier Corporation and T&R Mechanical was made by Mrs. Sanchez. Seconded by Dr. Hertenberger. Motion passed unanimously.

Human Resources Report

Mrs. Karen Edwards, Executive Director of Human Resources, presented the annual update on Human Resources including projects currently in progress and completed projects. This past fall, the first adjunct job fair was held, approved positions were filled and two employee orientations were held for onboarding of new employees. She talked about the creation and implementation of evaluation processes and the utilization of software for the creation of electronic forms. This report was for information only.

Dental Assisting Program Request as a 504 Contact Hour Program

Mr. Jim Simpson, Executive Director of Continuing Education, discussed the Dental Assisting program proposal. There is no record that the program had been previously submitted to the Texas Higher Education Coordinating Board (THECB) so we have been instructed by them to submit a proposal. Dr. Griffith also spoke about our programs listed on the THECB website and that the Massage Therapy program is the only CE program listed. She also noted that due to THECB changes in recent years, several discrepancies have been found in the THECB data base. Mrs. Sanchez made the motion to approve the length of Dental Assisting program as 504 contact hours and approve the submission of the program application to the Texas Higher Education Board for their consideration and action. Seconded by Mrs. Knape. Motion passed unanimously.

Additional Funds for Job Order Contracting with Facilities Sources

Mrs. Randi Faust, Director of Purchasing, explained that no additional money is being added to the budget, but that the request is for the ability to expend the current funds in the budget for emergency projects and needs, with the amount extending above the originally approved amount in August 2017. The motion was made by Mrs. Sanchez to authorize additional expenditures of funds to Facilities Sources as needed. Seconded by Mr. Stuksa. Motion passed unanimously.

Additional Funds for Computer Purchases from Dell Marketing

Mr. Kelly Klimpt, Director of IT, explained that the funds being requested are for projects that are planned for this year, one of which is the internet portal. Dr. Hertenberger made the motion to authorize additional expenditures of funds for computer equipment and supplies from Dell Marketing, LP for the College. Seconded by Mr. Swindell. Motion passed unanimously.

Resale of Trust Property

Action Item: Account # 3690-0434-000, Brazoria County suit # 27861

Motion was made by Mr. DeWitt to accept the offer on the trust property Account # 3690-0434-000, Brazoria County suit # 27861. Seconded by Mr. Dr. Hertenberger. Motion passed unanimously.

Financial Report Ending November 2017

Motion was made by Mrs. Sanchez to approve the financial report for November 2017. Seconded by Mr. Tacquard. Motion passed unanimously.

Chairman Pyburn asked about the August 2017 statement that was included in the January 2018 agenda and Mr. Stager stated that the August 2017 statement is the final audited statement. Secondly, Chairmen asked about the columns not totaling on other the statements and Mr. Stager stated that it could have to do with a particular line not being included in the formula and he would confirm. Finally, Chairman also asked that the auxiliary enterprise comparisons be changed to reflect the comparison of October 2016 to October 2017 instead of November, in the interest of keeping consistent for overall comparisons, either in the past or going forward. He requested that these reports be modified and placed in next month's agenda.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:27 p.m.

Jody Droege, Secretary

Mike Pyburn, Chair