

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF SEPTEMBER 28, 2017
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 28th day of September, 2017 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	
Jim Simpson	Alvin Community College	
Karen Edwards	Alvin Community College	
John Bethscheider	Alvin Community College	
Jerry Fliger	Alvin Community College	
Linda Austin	Alvin Community College	
Nadia Nazarenko	Alvin Community College	
Amanda Smithson	Jeanine Wilburn	Neisha Pander
Branden Blair	Jeannette Stuksa	Noelle Rebresh
Bryce Holt	Jermayne Ward	Patrick Sanger
Charlie Lootens	Jessica Maranon	Randi Faust
Chase Burgin	Jessica Murphy	Rebecca McClain
Chris Alanis	Joel Castro	Resa Hill-Sanford
Dalton Clark	Joey Breaux	Rhonda Hull
Davin Hutcheson	John Tompkins	Rico Trevino
Deanna Dick	Kacina Spruell	Rudi Cantu Torres
Debbie Kraft	Karen Salgado	Sammi Sanders
Debra Fontenot	Kelly Klimpt	Samuel Zuniga
Diana Gonzales	Kenny Navarro	Sarah Bowman
Dora Devery	Kevin Jurek	Sarah Currie
Dwight Rhodes	Khalil Robinson	Sarah Langlois
Emily Weber	Kinsey Droege	Shane Haverfield
Fred Bellows	Kyle Marasckin	Steve Cabrera
Gabriel Gutierrez	Laurel Joseph	Taylor Alvarez
George Griffith	Leigh Davis	Tyler Hix
Hector Briseno	Logan Griffith	Tyler Zarella
Holly Williams	Lorrent Smith	Victor Kalsey
Ike Hamrick	Luisa Saucedo	Stacy Ebert
J. Durham	Margarita Delgado	Stephanie Havemann
Jackson Millhollan	Maria Cecilia Cruz	Tammy Giffrow
Jamie Ward	Maria Moya	Terry Sawma
Jason Schrieber	Mark Moss	Tori Bitner
Javeon Cody	Micki Kincaide	
Jaylin Turner	Nathan Collins	

1. Call to Order

The meeting was called to order by Chair Pyburn at 6:01 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:

- *Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of ACC employees, including, but not limited to, College President's contract, in accordance with Tex. Gov't Code Section 551.074*

The Executive Session ended at 7:02 p.m.

3. Call to Order

The meeting was called to order by Chair Pyburn at 7:07 p.m.

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

Invocation by Chair Pyburn.

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. Gabriel Gutierrez, first generation ACC graduate, spoke to the Board of Regents of how important ACC had been in setting a new course and foundation in his life. He also talked about his support for the upcoming Bond election. He stated that as a student he could attest that certain infrastructure and security improvements are needed and technology updates should be addressed in order to draw future students to the ACC campus. He hoped that the ACC community would support the bond.

Board Regents Comments/Chairman Report

Chair Pyburn recognized the following for their contributions and the hard work during Hurricane Harvey. The campus had leaking roofs along with water and wind damage from the storm. Due to the hard work of our staff and students, the college was able to return to operations one week after the storm. Many of those who helped the campus recover did so while also suffering personal hardship due to the flooding. These include:

Police Department:

Chief Ike Hamrick
Lucas Zepeda
Joey Breaux

Ralph Verdine
Timothy Franke
Daniel Crenshaw

Emilio Esquivel
Joshua Durham
Tony Hunt

Physical Plant:

Pat Gebhart
Mike Vincent
Matt Porter
Kenny Navarro
Ray Palacios
Ike Gonzalez
Manuel Moreno
Pete Rocha
Melinda Laurence
Alejandrina Juarez

Diana Gonzales
Cecilia Garcia
Maria Moya
Maria A Garcia
Leyah Acrey
Mayra Gamez
Alma Calderon
Norma Esparza
Paula Leija
Sofia Ortega
Luisa Saucedo

Petra Moreno
Barbara Merchant
Maria Recendez
Antonio Arreola
David Chupe
Pat Gillman
Irma Pina
Maria Barrios
Carmen Arreola
Rodney Wheeler
Leah Rice

IT Department:

Kelly Klimpt
Steve Cabrera

Kevin Jurek
James O'Brien

Logan Griffith
Fred Bellows

Financial Services:

Deborah Kraft
Laurel Joseph

Susan Garcia
Kacina Spruell

(and Ronda Rezek)
Carole Hallows

Student Recruiter - Sammi Sanders
Web Administrator - Charzetta Fleming
History Instructor - Johanna Hume
Lab School Director - Jeanine Wilburn
KACC Director - Mark Moss

Financial Aid:

Dora Sims
Jessica Solcich
Becky Mincey

Anna Brown
Teresa Hill-Sanford
Maggie Delgado

Michael Goodman

Student Ambassadors:

Bri Cephus
Neisha Pander
Joel Castro

Taylor Alvarez
Addy Terry
Sarah Bowman

Noelle Rebrech

Baseball Team:

Rylan Meek
Dawson Yamaguchi
Khalil Robinson
Tyler Hix
Michael Villalon
Samuel Zuniga
Chris Alanis

Sean Kinel
Jermayne Ward
JC Correa
Amilcar Montenez
Hector Briseno
Jaylin Turner
Nathan Collins

Ryne Cooper
Shane Haverfield
Dalton Clark
Tyler Zarella
Javeon Cody
Rico Trevino
Jackson Millhollan

Softball Team:

Nanushka Kellogg
Gina Andrade
Alyssa Reyes
Sebastian Nuniz
Alexia Andrade
Sophia Martinez

Aaron Agee
Haley Mathis
Shelby Mathis
Kailee Johnson
Nina Tamez
Celina Saenz

Ragen Noriega
Ayleen Valdez
Samantha Suarez
Madison McDonald
Curtis McDonald

Executive Leadership Team:

Wendy Del Bello
Dr. Cindy Griffith
Karl Stager

Marilyn Dement
Karen Edwards
Jim Simpson

Dr. Christal Albrecht
Tammy Giffrow

Chairman Pyburn also recognized that there are so many students and staff members who helped the college recover from the storm that it is almost impossible to identify and thank each one of them individually. To all of those who volunteered in the community, on campus or donated to the ACC Foundation to help in the recovery, the Board of Regents extends its thanks.

Approval of Minutes

Chair Pyburn said that if there were no corrections or additions to the minutes of the Board Workshop of August 17, 2017, the Regular Board meeting of August 17, 2017, and the Special Board meeting of September 8, 2017, he would entertain a motion to approve. A motion to approve the minutes was made by Mrs. Sanchez. Seconded by Mr. Stuksa. Motion passed unanimously.

Student Report

Victoria (Tori) Bitner, SGA president and Karen Salgado, SGA Vice President reported that the new year kicked off with the annual Party on the Patio on the first day of school. Students received a free t-shirt, lunch and thanks to Amoco Federal Credit Union, free cobbler and ice cream.

SGA is helping students impacted by Hurricane Harvey by collecting canned foods and toiletries for the ACC Food Pantry. Also the Office of Student Activities is providing a free hot lunch once a week, every week this semester to students.

Currently SGA is celebrating Hispanic Heritage Month and displaying a flag from each Hispanic country of the world on the second floor of A building.

SGA is raising sexual assault awareness with a display of t-shirts (one for every victim in Brazoria County) on clothes lines in the courtyard. According to their statistics, one in four college-aged women will be the victims of attempted or completed sexual assault this year in the United States.

Upcoming events include:

September 29 - dodge ball tournament in the fitness center,

October 7 - annual student leadership conference in the Nolan Ryan Center

October 24 - annual Dolphin Wing Fling for the fall drug and alcohol awareness event

October 28 – Fall Festival

SGA has renewed its focus on being the voice of the student body. In addition to open forums at the bi-monthly meetings, an online group was created where ACC students can share information and feedback. Students can send text messages and SGA can assist with raised concerns and opinions or helpful tips.

President's Report

Dr. Albrecht shared the following comments:

ACC has the highest enrollment in its history this fall with 5,745 students taking courses. These are uncertified numbers. This is despite the fact that more than about 144 students withdrew due to Hurricane Harvey.

Update on Hurricane Harvey relief efforts include money raised to date \$10,280 and the Foundation donated \$10,000 for a total of \$20,280, gift cards to students 37 Walmart / 17 Bookstore, tuition assistance \$3,354, gift cards to staff 32 Walmart, Food Pantry has served 94 students and staff with food, toiletries and cleaning supplies. We were also adopted by various colleges including Howard College – 7 lap top computers, Marion Technical College - \$1,000 being sent and Waubensee – donation coming soon, and through Scholarship America's National Disaster Relief Fund ACC received \$12,500 for student assistance. We plan to use the funds to assist with spring tuition.

Registration for the second fall mini semester is now open. Classes will begin on October 12.

Our Drama Department will begin performances of the Baskerville: A Sherlock Holmes Mystery on October 7. Performances will start at 7:30 p.m. in the Theatre. There is a 2:30 matinee performance on October 8.

ACC recognized many of our first responders with thank you cards from students and staff on the anniversary of September 11. ACC Police, Alvin Police Department, Alvin EMS, Alvin Fire Department and the Brazoria County Sheriff's Office were honored during a presentation.

Alvin ISD honored our Communications Department Chair Bill Lewis by naming the stadium media room during a ceremony on September 22.

Data Report- Census Day Internal Enrollment by Location Report

Mr. Pat Sanger gave the 2017 Fall Census Day Internal Enrollment by Location report. He stated that ACC's current enrollment numbers were at 5,745, the highest headcount to date and that the contact hours had decreased. The highest enrollment prior to today, was the fall of 2010 when the headcount was 5,721. He also included that several students either dropped completely or partially (including the TDCJ Stringfellow unit) due to Hurricane Harvey and that these were being captured in the data with an added code and affecting the contact hour totals. All numbers are yet to be certified. He also gave an update on demographics of the Shadow Creek High School and UHCL – Pearland campuses that included ethnicity, gender, and age, out of district and in district students. Mr. DeWitt inquired about how many dual credit students re-enrolled and the numbers of enrollment of dual credit in the different schools and if there is any contact with a student if they are not re-enrolled. It was stated that Shadow Creek High has now added another grade level, Manvel is losing seniors, some students have moved from Dawson to the Shadow Creek High School and that some students stop taking Dual Credit in their last two years for AP classes to increase their GPA. Contact is made by that high school's advisor. Mr. DeWitt also asked about the ACC Campus and if there any contact with those who come one semester and then don't re-enroll. Holly Williams, Director of Retention, talked about the type of contact that happens. He stated that he had just come back from a conference but was not going to talk about the information he learned at this time. Chair Pyburn asked that Mr. DeWitt and Mr. Tacquard give a report from the conference next month.

This report was for information only.

Continuing Education Workforce Development Report.

Mr. Jim Simpson presented an update of activity and information from the Continuing Education and Workforce Development division. The presentation included charts and graphs showing the age and genders of students, percentage of students online, number of students served by CEWD, increased enrollments, the use of social media in recruiting and marketing, increase in student success, the amount of contact hours, a comparison of how ACC is doing in comparison to the other colleges in our region, and the financials showing an increase in the contribution margin with a contribution of over \$300,000.00. The leadership team consisting of Mrs. Jamie Ward, Mrs. Leigh Davis Mr. Chase Burgin, and Mrs. Sarah Currie all gave updates from their areas as well. This report was for information only.

Brazoria County Appraisal District – Resolution to Nominate Candidate(s)

The ACC Board of Regents chose to submit a nomination to the Brazoria County Appraisal District Board of Directors. Mrs. Sanchez made the motion to nominate Mr. Tommy King for the Brazoria County Appraisal District's Board of Directors. Seconded by Mr. Stuksa. Motion passed unanimously.

Joint Election Agreement and Contract for Election Service

The motion to approve the Joint Election Agreement and Contract for Election services was made by Mr. Swindell. Seconded by Mrs. Sanchez. Motion passed unanimously.

Strategic Plan Update Year One (2016-2017)

Mr. Jim Simpson presented the update to the Strategic Plan Year One. He talked about the number of activities under each goal and the overall progress for the operating year. The overall percentage of completion was 89 percent, with some goals being completed early. This report was for information only.

RFP - E-Commerce Solution

The motion to approve a contract with TouchNet to provide an E-commerce solution and related products and services was made by Mr. Tacquard. Seconded by Mrs. Sanchez. Motion passed unanimously.

Testing Fee for Ultrasound Student Assessment Exam

The motion to approve the addition of the \$85.00 Ultrasound Student Assessment Exam, which will be administered at the ACC Testing Center was made by Dr. Hertenberger. Seconded by Mrs. Droege. Motion passed unanimously.

Authorization to Pay Institutional Scholarships with Bookstore Fund Balance

Mr. Karl Stager explained that the Institutional Scholarships have normally been paid by the Bookstore Net Income account. Due to a loss this year in the Bookstore Net Income, it was recommended that the balance be paid from the Bookstore Fund Balance. Mr. Stuksa stated that he would like to hear a report after the research has been done on the Bookstore shortfall. The motion to allow the payment of \$102,337.56 to the Institutional Scholarships for Fiscal Year 2016-17 be made from the Bookstore Fund Balance was made by Dr. Hertenberger. Seconded by Mrs. Droege. Motion passed unanimously.

First National Bank of Alvin Corporate Resolution Authorizing Wire Transfer of Funds

It was brought before the Board to approve Karl Stager, Deborah Kraft and Laurel Joseph as authorized representatives to make wire transfers on behalf of the college with First National Bank of Alvin. Motion was made by Mr. Swindell to approve the individuals to make wire transfers on behalf of the college. Seconded by Dr. Hertenberger. Motion passed unanimously.

Mr. Stuksa inquired if the Board has any legal financial responsibility if something should go wrong after approving the individuals to conduct the wire transfers. Mrs. Sarah Langlois replied that there is a specific procedure and the college has a certain amount of time to notify the bank if something looks suspicious. There is also a procedure authorization of wire transfers and internal controls for reviewing accuracy of statements. The agreement is very typical of most wire transfers.

Year End Budget Amendment for 2016-17

Mr. Stager explained that there are needed adjustments to conclude the 2016-17 budget year to cover Custodian part time wages, dual credit travel, travel to clinicals and post-season baseball travel. Motion was made by Mr. Swindell to approve the year end budget amendment for 2016-17. Seconded by Dr. Hertenberger. Motion passed unanimously.

Financial Report Ending August 2017

Mr. DeWitt asked how the year ended. Mrs. Kraft stated that August transactions were still being reported but thinks the year will end on a positive note. Motion was made by Mrs. Sanchez to approve the financial report for August 2017. Seconded by Dr. Hertenberger. Motion passed unanimously.

Executive Session

The Regents went into Executive Session at 9:02 p.m.

- **Executive Session:** *To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, and/or dismissal ACC employees, including, but not limited to, College President's evaluation and contract in accordance with Tex. Gov't Code Section 551.074.*

Executive session ended at 9:45 p.m.

The regular meeting was called back to order at 9:49 p.m.

Consider Approval of Second Amendment for President's Employment Contract

Motion was made by Mrs. Droege to approve Dr. Albrecht's second amendment to the President's Employment Contract, including an extension of the term of the contract for an additional year, through August 31, 2020, and delegate authority to the Board Chair to finalize and execute the second amendment. Seconded by Mrs. Knape. Vote for: Mrs. Sanchez, Mrs. Knape, Mr. Pyburn, Mrs. Droege, Mr. Stuksa and Mr. Swindell. Vote against: Mr. DeWitt, Mr. Tacquard and Dr. Hertenberger. Motion passed.

A second motion was made by Mr. Tacquard to approve a second amendment to the President's employment contract, including an increase of 7 percent to the President's annual base salary, and delegate authority to the Board Chair to finalize and execute the second amendment. Seconded by Mrs. Sanchez. Vote for: Mrs. Sanchez, Mrs. Knape, Mr. Tacquard, Mr. Pyburn, Mr. DeWitt, Dr. Hertenberger, Mrs. Droege, and Mr. Swindell. Vote against: Mr. Stuksa. Motion passed.

Adjournment

There being no further business before the Board, the meeting was adjourned at 9:51 p.m.

Jody Droege, Secretary

Mike Pyburn, Chair