

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JULY 27, 2017
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 27th day of July, 2017 at 6:00 p.m., with the following members, administrative personnel, and guests present:

Mike Pyburn	Chair
Bart DeWitt	Vice Chair
Jody Droege	Secretary
Patty Hertenberger	Regent
Cheryl Knape	Regent
'Bel Sanchez	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
Jim Simpson	Alvin Community College
John Bethscheider	Alvin Community College
John Matula	Alvin Community College
Linda Austin	Alvin Community College

Debbi Fontenot	Diane Richer	Jazmin Donan
Dora Devery	Gerard Richer	Emily Simpton
Dwight Rhodes	Sheila Skidmore	Ismael Gonzalez
Gayland Capps	Diana Ramos	Melinda Laurence
Ike Hamrick	Erin Machac	Bill Lewis
Jeannette Stuksa	Ray Laughter	George Tacquard
Jeff Gambrell	Cindy DeJongh	Saab Kurcark
Jennifer Hopkins	Roland Scott	Vicki Marvel
John Tompkins	Karen Lee	Lea Sturm
Kelly Klimpt	David Reiz	George Griffith
Kyle Marasckin	Angela Gayton	Paul Horn
Patrick Sanger	Carol Gayton	Alexandria Garcia
Pete Nash	Victor Gayton	Jessica McCoy
Randi Faust	Seth Thompson	Rachael Rhyne
Regan Metoyer-Peterson	Stephanie Stathakos	Kate Laskoskie
Renea Landry	Patrick Bebhart	Reana Lamas
Rhonda Hull	Terri Gebhart	Mike Vincent
Sarah Langlois	Herman Cessae	Rene Moarifi
Stacy Ebert	Holly Williams	Neph Diaz
Tammy Giffrow	Victor Kalsey	Pete Nash
Terry Sawma	Ray Palacios	Mac Barrow
Robin Cooksey	Carolyn Ruiz Coronado	Val Walleck
Minnie Cadena	Cynthia Daughtery	Donna Walleck
Dwight Rhodes	Kate Piper	Bruce Kincaide
Brenda Schibi	Cherie Kell	Diana Tahtinen
Christina Rice	Brittni Hansen	Cammy Guggisburg
Laurel Joseph	Vanessa Owens	Sammi Sanders
JoAnne Lege	Leticia Salas	Andrea Campbell
Karen Downey	Nancy Cooper	Laura Ello
Sariah Garcia	Jennifer Franklin	

Cecilia Rodriguez
 Marina Garcia
 Melissa Magandy
 David Holt
 Darz Smajitra

Micki Kincaide
 Susan Miller
 Dacarie Jacobson
 Carol Pounds
 Betty Matula

Stacy Turner
 Michael Fleck
 3 Illegible Names

1. Call to Order

The meeting was called to order by Chair Pyburn at 6:07 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:** *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.*

The Executive Session ended at 7:09 p.m.

3. Call to Order

The meeting was called back to order by Chair Pyburn at 7:14 p.m.

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

Invocation by Chair Pyburn.

Board Regents Comments/Chairman Report

Chair Pyburn asked the Regents for any comments. Mrs. Sanchez gave kudos to the Drama department for their presentation of the Summer Children's Theatre, as her grandson attended and really enjoyed. Mrs. Knappe talked about the Houston Chronicle article on community colleges and was excited about the mentioning of ACC. Mr. Tacquard said that he attended and enjoyed the Summer Children's Theatre and what a wonderful job was done by the Drama department. Mrs. Droege attended the Upward Bound dinner and talked about what a wonderful and heart felt program it was, enjoyed the Summer Children's Theater, and also said a great time was had at the Alvin Live – Pee Wee Bowman concert. Mr. Swindell commented on the large crowd that was in attendance at the Board of Regents meeting and thanked everyone for coming.

Board Recognitions

- Ms. Holly Williams, Retention Coordinator - selected by the Southern Association of Colleges and Schools Commission on Colleges to serve as an evaluator in the accreditation reaffirmation process at a community college in Louisiana
- Physical Plant members – Pat Gebhart, Melinda Laurence, Ray Palacios, Mike Vincent, Herman Cessac, Ike Gonzalez – for their diligent work when a gas leak was detected taken care of, keeping students, faculty and staff safe.

Approval of Minutes

Chairman Pyburn said that if there were no corrections or additions to the minutes of the Regular Board meeting of June 22, 2017 Facilities Advisement Community Team (F.A.C.T.) meeting of June 26, 2017, Board Budget Workshop of June 28, 2017 and Board Budget Workshop of July 10, 2017, he would entertain a motion to approve. A motion to approve the minutes was made by Mrs. Sanchez. Seconded by Mrs. Knappe. Motion passed unanimously.

President's Report

Dr. Albrecht shared the following comments via a handout to the Regents:

Fall registration is open and will continue until August 22. We will be having our annual Super Saturday Registration blitz on August 12 for those students who cannot make it to the Admissions Office during the week. Several services will be offered including testing, advising and financial aid. The bookstore will also be open.

The Southern Association of Colleges and Schools recently approved the prospectus for Shadow Creek High School. The campus is now a recognized off-site location which allows us to offer more than 50% of our classes from the General Studies Degree and technical programs.

Once again, our LVN graduates posted a 100 percent pass rate on their licensure exam and the recent Associate Degree Nursing graduates recently posted a NCLEX pass rate of 95 percent.

Stargazers will have a chance to check out our observatory at an open house tomorrow. The facility will be open to the public from 8 p.m. to 10 p.m.

Two weeks ago two of our graduates became engaged in our Learning Lab, where the young couple met. Jack Harrison III proposed to Ariel Kellog on bended knee. Ariel is a former softball player here at ACC. We wish the couple luck in the future. We also express a special thanks to the cupids Toby Herzog and Wendy Del Bello for making it happen.

As we speak, this year's Summer Children's Theatre Festival is coming to a close with a 7:30 p.m. performance of Once Upon a Wolf. This is the 33rd year for the event which features plays performed and produced by local students. I took my grandchildren on Monday and we had a great time.

Hundreds came to Briscoe Park on the Fourth of July for the Community Band concert and the fireworks display. Former band member, Jim Giblin was honored during the concert. Mr. Giblin recently passed away and performed with the band at the age of 91.

The Polysomnography students took turns as professors on July 10 as they taught sleep study procedures to physicians from the University of Texas and from the Baylor College of Medicine.

The final performance for the Alvin Live Summer Concert series will be on August 10 with country singer Jason Boland. Doors open at 7 p.m. at the K-219 studio.

Our Upward Bound students were honored at their annual Recognition Dinner on July 18. Students received awards for their academic success throughout this past year.

Speaking of Upward Bound, one of our students, Kyneddy Flannel, was recently recognized as Gatorade's Player of the Year for her performances in Track and Field. She also performed in the recent AAU Junior Olympics.

Our Study Abroad program recently completed its trip to Eastern Europe in June. Students and staff members visited Budapest, Hungary; Krakow and Auschwitz-Birkenau, Poland; Prague, Czech Republic; and Vienna, Austria.

Citizen Inquiries

Citizen Inquiries included the following:

1. Susan Miller – On behalf Court Reporting Program – recommended that ACC could add a Voice Writing program and use untapped resources toward the growth of Court Reporting Program.
2. Dacarie Jacobson- On behalf Court Reporting Program – she currently teaches people interested in court reporting to help them get through the program faster and would continue to help.
3. Marina Garcia - On behalf Court Reporting Program – transferred from an El Paso school to complete her court reporting at ACC because of the great reputation of the program.
4. Jennifer Franklin - On behalf Court Reporting Program – a recent ACC Court Reporting graduate who talked about the average years in the program was 3-5 years and the reasonable cost of the program at ACC and to close the program would hurt the state of Texas.
5. Nancy Cooper - On behalf Court Reporting Program – an ACC program Scopist who recognizes the great quality of ACC court reporters out in the field.
6. Joanne Laja - On behalf Court Reporting Program – long time court reporter who sent 19 page report to Regents with information on court reporting and is willing to answer any questions they may have. She said ACC has turned out some of the best reporters ever.
7. Micki Kincade - On behalf Court Reporting Program – talked about meeting with a student and her parent who voiced her displeasure with ACC Counselors and many other issues that she had about the college. She told her that she had not done enough at the last Board meeting, not said enough, had not provided enough information to keep the program alive and basically told her it was her fault for being here tonight. She said that that was a tough pill to swallow especially after only being the head of the department for two years. She wanted the students to know that she and the Court Reporting staff had presented accurate information to the Board and Administration regarding recruitment efforts, salary information and graduation rates. She stated that her department met the guidelines that were given to them and the numbers increased from what was asked. She stated that the profession is in demand and that she had provided accurate data regarding the median salary data of \$60,000, as advertised on the ACC website. The directions and the goals that we were given were met, data given showed that the figures are correct. In the past, recruitment has come largely from court reporting faculty, word of mouth and other court reporters and as stated previously, but now Court Reporting Associations have stated they will help with recruitment efforts and will take time and cannot be achieved overnight. She said to be completely honest, this cannot be enough for the program to grow and be successful, it is imperative that the support of everyone, including the Board, the President, the Vice President, the Administration, the Counselors, and Marketing must be given. She asked the Board to cast their vote on all the information they had been given, not just information provided by Administration.
8. George Tacquard – Subject of Facilities Advisement Community Team Findings - requested that the Regents take a close look at the F.A.C.T. findings before voting on a new Technical Building.
9. Shirley Brothers – Subject of Facilities Advisement Community Team Findings – talked about serving on the F.A.C.T. committee that the Regents requested be assembled, the assessment that ACC needs to move forward to update the aging buildings to meet the current needs of students and that the F.A.C.T. group is ready to help in any way to make changes happen.

Presentation of FACT Committee Recommendations

Mr. Ray Laughter presented the Facilities Advisement Committee Team's (F.A.C.T.) summary of recommendations of the needs and improvements of various facilities on campus. He furthered explained that the group went through a process in three different meetings in which the following activities occurred: looked at an overview of ACC, took a tour of the campus, reviewed the Facilities Master Plan, began a priority list of projects, conducted a foundational opinion poll, did a project review, went into breakout groups and did an individual prioritization poll. After these exercises, the prioritized recommendations are as follows: 1) Safety and Security Upgrades, 2) Technical Education Building, 3) Building G, 4) Critical System Upgrades, 5) Classroom Upgrades, 6) Building N and 7) Building E (Student Center). The Board requested a copy of the presentation. This presentation was for information only.

Consider 2017-18 Budget Adoption

Mr. Karl Stager updated the Board with the numbers received from the Brazoria County Tax Office. There was a decrease in the original estimated tax revenue of \$20,266. Mr. Stager stated that the budget had been adjusted accordingly. Discussion included the questioning of the budgeting of certain new professional hires by Regents Hertenberger and Tacquard. Chair Pyburn reminded the Regents that this discussion had occurred and was concluded in the Budget Workshop held earlier. Vice Chair DeWitt questioned the Institutional Reserve fund and its designation categories. Chair Pyburn stated that Mr. Stager had presented the categories as per Board discussion in the previous workshop. Vice Chair DeWitt stated that he would approve a \$30,000,000 dollar budget but not a \$31,000,000 budget. The motion to approve the 2017-2018 budget was made by Mrs. Sanchez. Seconded by Mrs. Knape. Vote for: Mrs. Sanchez, Mrs. Knape, Chair Pyburn, Mrs. Droege and Mr. Swindell, Mr. Tacquard, and Dr. Hertenberger. Vote Against: Vice Chair DeWitt. Motion passed.

Administrative Services Area Report

This item was deferred to the August 2017 agenda.

Data Report-College Fact Book and Five Year Review of Locations by Headcount and Contact Hours

Mr. Pat Sanger presented the Five Year Review of Locations by Headcount and Contact Hours Report that showed ACC students taking courses at various locations by duplicated/unduplicated headcount and contact hours over an entire year period of time. He briefly discussed the College Fact Book and informed the Board that the next Fact Book will begin to come out each fall semester that will show more current information. This report was for information only.

Personnel Action (Replacement): Dean of Arts and Sciences

There was a discussion about the practice of hiring outside candidates rather than internal candidates. Dr. Albrecht stated that in the last three years there have been 41 internal candidates who were promoted through a competitive search process. The motion was made by Mrs. Sanchez to approve Dr. Jerry Fliger as the Dean of Arts and Sciences. Seconded by Mrs. Droege. Vote for: Mrs. Sanchez, Mrs. Knape, Chair Pyburn, Mrs. Droege, Mr. Swindell. Vote Against: Mr. Tacquard, Vice Chair DeWitt and Dr. Hertenberger. Motion passed.

Personnel Action (Replacement): Economics Faculty

The motion was made by Mr. Tacquard to approve Ms. Laura Leal as instructor of Economics. Seconded by Vice Chair DeWitt. Motion passed unanimously.

Food for Change Grant

Ms. Holly Williams talked about the Food for Change Scholarship program and how it would help those students in need of basic necessities and improve their opportunities for college success. The motion was made by Mrs. Sanchez to approve the college's submittal of the Food for Change grant. Seconded by Mr. Tacquard. Motion passed unanimously.

Grouped Agenda Items Motion

Mrs. Randi Faust was available for any questions pertaining to the following agenda items and these items were grouped into one motion. Motion was made by Mr. Tacquard to approve the contracts listed below for purchase of equipment and services. Seconded by Mrs. Knape. Motion passed unanimously.

STEM Grant Purchase - Process Technology

This purchase of a glass distillation training unit is vital in training and preparing students for a career in the Process Technology industry. This expenditure will be funded by the HIS-STEM grant. Motion to approve a contract with Tech-Labs to purchase Process Technology equipment.

RFP – NCLEX Preparation Services

These services help prepare students to take the National Council Licensure Exams (NCLEX-RN and NCLEX-PN). Motion to approve a contract with ATI to purchase nursing and NCLEX preparation services.

RFP for Medical Ventilators

This purchase of Puritan Bennett 980 ventilators is crucial in preparing our students for program clinical sites. Motion to approve a contract with Covidien Sales LLC to purchase two medical ventilators.

RFP for ERP Solution

The enterprise resource planning (ERP) system is required to manage, optimize and integrate various departmental processes along with provide an interface and repository for student information. Motion to approve a contract with Ellucian Company, LP to purchase an ERP solution and related products and services.

Disaster Recovery

Ms. Randi Faust presented information regarding ACC's preparation for natural disasters and other emergency needs that may arise. Interviews with multiple contractors were held in the selection of contractors that would assist with restoration, construction services, environmental services, etc. as needed. Cotton Commercial USA, Inc. will serve as the primary contractor. Cotton assisted the College with repairing damage sustained during Hurricane Ike. Facilities Sources will serve as the secondary contractor in the event that the primary is unable to respond in a timely manner or the emergency is considered a small project. Cooperative contracts programs comply with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.011(g). There is no cost to the College to designate these firms as primary and secondary disaster response contractors. This item was for information only.

Appointment of Records Management Officer

The motion to approve Ms. Rebecca (Becky) McClain as the college district's Records Management Officer was made by Mr. Doyle Swindell. Seconded by Mrs. Droege. Motion passed unanimously.

Consideration of Possible Action to Eliminate the Court Reporting Program

Chairman Pyburn noted that the Board had spent a lot of time discussing the Court Reporting program as part of D. Albrecht's goals. He added that the Board needed to make a decision on the next steps and asked Dr. Albrecht if she had anything to add.

Dr. Albrecht shared that the rationale behind reviewing at the Court Reporting program was because it was a goal given to her by the Board in October 2016. The goal was to conduct a thorough analysis of the Court Reporting program and present that information to the board in February in executive session. Subsequently, she was asked to put it on the agenda in May and then was asked again to place the item on the agenda for the July Board meeting.

Chairman Pyburn suggested that there should be a motion on the table before the discussing the item. Regent Sanchez made the motion to move to eliminate the ACC court reporting program, to cease enrolling new students in the court reporting program beginning with the Fall 2017 semester, and to delegate authority to Dr. Albrecht to complete the deactivation and closure process, including the development of a teach-out plan and any required submittals to and/or approvals by the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Seconded by Regent Knappe.

Regent Hertenberger expressed that the program needs more time to make improvements. They have ideas for improvement and the department chair has only been in her position for two years. With more time there would be more graduates and enrollment increases. Regent Tacquard indicated that he felt the same way and noted that the department had increased enrollments by 20% and the program should continue on at least another year.

Regent Droege asked if the department had met the goals given to them. Dr. Albrecht stated that the letter given to Dr. Bethscheider two years ago said a 10% enrollment increase was expected and that improvements in the program need to be made. The program continues to take students an excessive length of time to complete and although enrollment may have increased in the last year, it has been on a downward trend over the past 10 years. There are an excessive number of courses that have to be repeated and they are not charged the 3-peat extra tuition. There is a 51% pass rate on the state exam over the last 10 years. While there may be job demand, it is not demonstrated in the TWC or EMSI data due to the freelance nature of the work. She further stated that the quality of the program, as indicated by the length to complete, the declining enrollments, the declining contact hours and the high ratio of faculty to students does not indicate program improvement. In the last 2 years there was one AAS degree graduate while at the same time, there were 5 faculty. While the demand for court reporters may exist, the demand is not demonstrated for the program as evidenced by the number of students currently enrolled. There are 7 new Court Reporting students that want to enter for the fall. If the program were to be deactivated, those 7 students would be withdrawn but the students that are currently enrolled could continue during the teach-out period.

Regent Knappe inquired about voice writing and if the department had looked into adding that to the program. Dr. Albrecht said that she didn't know. Perhaps those in the field know more about it.

Regent Droege questioned why the Court Reporting students were exempt from the 3-peat rule and do not have to pay double tuition when enrolling in the same class for the third or more time. She stated that if the waiver for the 3-peat was removed, she wondered if the students would be willing to pay the extra fee, especially those who take the courses 8 or 9 times.

Regent Sanchez mentioned that one of the speakers said they chose to come to ACC rather than one of the expensive programs outside of the community college arena, but wondered if ACC was to charge students for taking the same class 5, 6, 7 times, it would be almost as expensive as it would be to go to an expensive technical college. Chairman Pyburn offered that when more is charged for a service, it's going to reduce demand even further.

Chairman Pyburn went on to make a few comments. He said that this is not easy for the Board. It's been difficult to review a program that's been around for a long time, but the bottom line is that this is a very high cost program. There is low enrollment, compared to many other programs and a low certification/degree rate. The headcount is down, the contact hours are down. Board members are asked to evaluate these programs. Because there is a limited supply of revenue, that revenue must be used to the highest and best use that can impact the greatest number of students. Dr. Albrecht mentioned that the last two years we have had one Associates Degree graduate in the Court Reporting program. In the last 4 years, there's been about 4 or 5. The program has a high number of faculty for the number of students. The projections given showed relatively low demand in the industry. However, Court Reporters personally mentioned that the demand is there and that they can't take a vacation. Chairman Pyburn said that he didn't dispute that but the bottom line is there's an industry issue. For some reason the demand is not translating into enrollment. The supply of people that are coming to get into the program does not match the labor demand. Perhaps the industry needs to market better. It is not fair to ask this college to bear that burden.

It's not just the loss in revenue, but it's the relatively small number of people that get through the program. In the presentation given earlier in the evening from the FACT team, new technology programs that should be considered were named. That takes money. This money could be used to impact more students. This still does not make the decision easy. It is gut wrenching. Reviewing the budget this year, it is easy to see how much is spent on the Court Reporting program. The only programs that have higher expenses are ADN nursing, math, English and biology. Court Reporting expenses are greater than history, psychology, LVN nursing, drama, industrial design, speech, computer, cardio tech, government, political science, and childcare. Half of what is spent on Court Reporting is spent on radio and TV. Similarly, half of what is spent on Court Reporting is spent on respiratory care and EMT. More is spent on the Court Reporting program than foreign language, music or on grounds maintenance and building maintenance. It's a significant expenditure for a very small number of people. Chairman Pyburn also stated that this is where it's hard to be a Board member, and that these are tough decisions. It would not be fair to drag this out and that is why he asked that it be put on the agenda tonight. He then acknowledged that there was a motion and a second on the floor to eliminate the Court Reporting program with all the stipulations that were in Regent Sanchez's motion. He asked that all those in favor of the motion raise their right hand and then all that were opposed raise their right hand. Chairman Pyburn stated that the motion passed with Votes For: Mrs. Sanchez, Mrs. Knape, Chair Pyburn, Mrs. Droege, and Mr. Swindell. Votes Against: Mr. Tacquard, Vice Chair DeWitt and Dr. Hertenberger.

Financial Report Ending June 2017

The motion was made by Mrs. Sanchez to approve the financial report ending June 2017. Seconded by Mrs. Droege. Motion passed unanimously.

Adjournment

There being no further business before the Board, the meeting was adjourned at 9:10 p.m.

Jody Droege, Secretary

Mike Pyburn, Chair