

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JANUARY 10, 2019
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 10th day of January, 2019 at 6:00 p.m., with the following members, administrative personnel, and guests present:

Mike Pyburn	Chairman
'Bel Sanchez	Vice-Chair
Jody Droege	Secretary
Jim Crumm	Regent
Patty Hertenberger	Regent
Kam Marvel	Regent
Roger Stuksa	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
Linda Austin	Alvin Community College
Stacy Ebert	Alvin Community College
Jerry Fliger	Alvin Community College
Nadia Nazarenko	Alvin Community College

Adam Clapp	Ike Hamrick	Kyle Marasckin	Patrick Sanger
Amos Byington	Jay Burton	Laurel Joseph	Randi Faust
Bill Lewis	Jeannette Stuksa	Laurie English	Rhonda Hull
David Garcia	Jeff Gambrell	Lilly Garcia	Rose Howard
Deborah Kraft	Joel Garcia	Lloyd Cox	Salvador Martinez
Dick Tyson	John Snider	Matt Graves	Seth Thompson
Ebony Brunn	John Tompkins	Mike Brotherton	Tammy Giffrow
Garrett Page	Julie Heiman	Mohammad	Terry Sawma
Gayland Capps	Karen Earl	Mozaffari	
Hameedah Majeed	Kelly Klimpt	Olivia Henderson	

1. Call to Order

The meeting was called to order by Chair Pyburn at 6:02 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; To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, in accordance with Tex. Gov't Code Section 551.074*

The Executive Session ended at 7:03 p.m.

3. Call to Order

The meeting was called to order by Chair Pyburn at 7:08 p.m.

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

Invocation by Mr. Kam Marvel.

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.

Baseball Team Members informed the Regents about the upcoming Athletics Banquet on Saturday, January 19, 2019, handed out flyers and encouraged everyone to attend and support the ACC Dolphins.

Mr. Dick Tyson – Alvin resident – Spoke to the subjects of a sign that was in the ditch being righted, statement in Brazosport Facts article, correct minutes, agenda additions and debt concerns for future students.

Board Chairman Report/Comments

Mr. Stuksa wished everyone a happy new year.

Vice Chair Sanchez wished everyone a happy new year and stated that she was glad to have participated in both the fall graduation and the Police Academy graduation ceremonies.

Mrs. Knappe welcomed everyone back and thanked everyone for their support during family events.

Mr. Tacquard wished everyone a happy new year.

Dr. Hertenberger welcomed everyone back and hoped for a great year.

Mrs. Droege wished everyone a happy new year, welcomed everyone back and talked about attending a conference for the college in December.

Dr. Crumm wished everyone a happy new year.

Chairman Pyburn welcomed everyone back.

Chair Pyburn recognized the following:

The ACC Student Services Department was recently awarded a \$13,200 grant from the American Association of Community Colleges and Accenture LLP to participate in the Skills to Succeed Academy. ACC was one of 3 colleges to receive this grant. Recognized was Vice President of Student Services Marilyn Dement.

The ACC STEM team recently completed an external evaluation and it has been determined that it has accomplished all of its deliverables for its second year. Recognized were Dean of General Education and Academic Support Dr. Nadia Nazarenko, grant manager Lilly Garcia and team members: Ebony Brunn, Laurie English, Karen Earl, Joel Garcia, Julie Heiman, Rose Howard, Mohammad Mozaffari and Dave Westmoreland.

The ACC Student Activities department hosts blood drives for the Gulf Coast Blood Regional Blood Center on campus. ACC was nominated as College of the Year by the Gulf Coast Regional Blood Center. Student Activities coordinator Olivia Henderson and Garret Page were recognized.

The Annual ACC Christmas Luncheon raffle raised \$400 to benefit Alvin Meals on Wheels. A check was presented to Meals on Wheels president Andy Tacquard.

Approval of Minutes

Chair Pyburn said that if there were no corrections or additions to the minutes of the Board Workshop of November 29, 2018 and the Regular Board meeting of November 29, 2018, he would entertain a motion to approve. The comments from Dick Tyson in the November minutes will be reviewed for accuracy. A motion to approve the minutes was made by Vice Chair Sanchez. Seconded by Mr. Stuksa. Motion passed unanimously.

President's Report

Dr. Albrecht report the following:

Accounting instructor Sheila Woods and Biology Instructor Dr. Nancy Fitzgerald were nominated by their peers for the League of Innovation in the Community Colleges' John & Suanne Roueche Excellence Award. The Roueche Excellence Award recognizes outstanding contributions and leadership by community college faculty and staff. Recipients are recognized in a series of activities and promotions, and honored at the annual League for Innovations Conference in February in New York.

Next Saturday the Foundation will host the 13th Annual Athletics Dinner in the Gym. Proceeds from the dinner and auction will go towards scholarships, facility improvements and upgrades for player equipment. Doors will open at 5:30 p.m. with dinner served at 6:30 p.m. You can get tickets online at the ACC Marketplace.

The 20th Annual Big Band Dance will be held on Saturday, February 9 in the Nolan Ryan Center. The Big Swing Jazz Orchestra will perform. Funds raised at the event will go directly to the Music Department and towards alumni scholarships. Tickets are \$20 and will include admission to the dance and a wine and cheese reception. Tickets are available at the Music Department, the Administrative office and at the ACC Marketplace.

On Tuesday the faculty and staff had its Spring Convocation. Guest speaker for this year's event was Andy Masters who delivered presentations on engaging with today's students and time management. Throughout the week we have had workshops on the new intranet, Student Planning, Title IX, SACS teams as well as Divisional Meetings.

President Albrecht had the chance to visit with our Representative Ed Thompson on December 12 during his tour of the district. Representative Thompson and his colleagues opened the 86th Legislative session on Tuesday.

ACC will host the third annual Across the Curriculum Conference on February 8. The conference provides local educators with an opportunity to share their methods in the classroom while also learning about how to make improvements.

ACC had several commencement and pinning ceremonies in December. The Fall Commencement for all programs was held on December 8. The Associate Degree Nursing program had its Fall Pinning Ceremony on December 5. The 111th class of the Law Enforcement Academy held its commencement ceremony on December 10.

Several ACC faculty, staff and administrators attended the annual Southern Association of Colleges and Schools Commission on Colleges annual meeting on December 8-11 in New Orleans.

Status Update Regarding Regular Maintenance and Renovation Projects - AGCM

Mr. Amos Byington, AGCM, presented the first report on the construction planning of the Maintenance Tax Note project. He explained that site testing occurred over the Winter Break and that some issues were found, there were some positive results as well. He also noted that the solicitation of the design team is being moved up four and a half months to begin to look at solutions, the free energy assessment by SECO, upcoming professional services solicitation and temporary sidewalk improvements. A scope and budget will be presented to the Board in mid-February for their review before the vote at the February 28 Board meeting. It was noted that a Board Workshop would be held on Thursday, February 21, 2018 for the Board to meet with AGCM. This report was for information only.

Consider Acceptance of 2017-18 Annual Audit

Mr. Mike Brotherton, Belt, Harris, and Pechacek, gave the Board of Regents a brief overview and highlights of the audit for 2017 – 18 and noted that ACC was issued a clean, unmodified opinion and this is the highest level of assurance that auditors can provide that the financial statements are free of any material misstatements. He was happy to report that there were no management letter comments or any audit findings that are to be reported to the Board. Vice Chair Sanchez made the motion to approve that acceptance of the 2017-18 audit. Seconded by Dr. Hertenberger. Motion passed unanimously.

Personnel Action (Replacement): Instructor/Clinical Director - DCVS

Vice Chair Sanchez made the motion to approve Kathryn Trantham as the Instructor/Clinical Director of Diagnostic Cardiovascular Sonography Program (DCVS). Seconded by Dr. Hertenberger. Motion passed unanimously.

Strategic Plan Update - Report Relating to Strategic Plan Goal #4

Dr. Cindy Griffith, Vice President of Instruction, presented the update on Strategic Plan Goal #4 which states that ACC will develop programs and partnerships that meet the need of the community. She talked about the partnerships with the high schools, universities and community based organizations, the increase in the number of dual enrollment students and technical programs over the past five years. This report was for information only.

Review and Approval of the College's Vision and Mission Statements

Vice Chair Sanchez made the motion to reaffirm the existing Vision and Mission Statements, with no modifications. Seconded by Mr. Tacquard. Motion passed unanimously.

Consider Approval of Revisions to Board Operating Procedures

Dr. Albrecht updated the Regents on necessary revisions to the Board Operating Procedures that included conduct and order, technology standards and travel reimbursement for parking costs. Dr. Hertenberger made the motion to approve revisions to the Board Operating Procedures as proposed. Seconded by Dr. Crumm. Motion passed unanimously.

Consider Approval of Board Policy Update 35, Affecting Local Policies (See List)

Dr. Crumm made the motion to add these updated and revised policies, recommended by TASB policy service to the Alvin Community College Local Policy manual. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of Proposed Changes to Local Board Policy DEC (Local)

Dr. Crumm made the motion to approve the revision to Board Policy DEC (Local) clarifying leave accrual. Seconded by Mr. Taquard. Motion passed unanimously.

Maintenance Tax Notes Purchases – Electrical Testing and Maintenance

Mr. Amos Byington, AGCM, explained that additional testing is needed to complete the analysis of the electrical systems on campus and that the amount has now exceeded the \$50,000 Board approved threshold. Discussion included the types and amount of maintenance would be performed when issues were found and Mr. Byington provided feedback. Mr. Taquard made the motion to approve the expenditures with Crescent Electric to provide electrical testing. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of IFB# 19-04 Bookstore Resale Goods

Mrs. Randi Faust, Purchasing Director, explained that invitations for bids for the various vendors that the Bookstore uses for items for resale and that additional bids were submitted and it was requested that all vendors be used. The motion to approve the additional vendors of McGraw-Hill Education, Pearson Education, Inc. and W.W. Norton, Inc. for resale goods in the College Store was made by Vice Chair Sanchez. Seconded by Mr. Taquard. Motion passed unanimously.

Consider Approval of STEM Grant Purchases – Process Technology

Mrs. Randi Faust, Purchasing Director, explained that several training systems purchases were a part of the approved HSI STEM grant. Dr. Hertenberger made the motion to approve a contract with Technical Laboratory Systems, Inc. to purchase process technology equipment. Seconded by Mrs. Droege. Motion passed unanimously.

Consider Approval of Transfer of Funds to ACC Foundation for Drama Scholarship

Vice Chair Sanchez made the motion to approve the transfer of \$43,800 in the Fund 12 Drama account and any future funds generated by ticket sales to the Foundation Scholarship Fund for Drama scholarships. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of Audited Unrestricted Fund Balance Available to be Transferred for Fiscal Year Ending 8/31/18

Mr. Karl Stager, Vice President of Administrative Services, presented the Regents a spreadsheet with the reconciliation showing the beginning balance and the incremental increases of the reserve balance throughout the year that lead to the proposal for transfer. He also gave explanations for spending, deductions, contribution and receiving a favorable Fitch rating. Mr. Tacquard made the motion to transfer the audited unrestricted fund balance to the institutional reserve fund. Seconded by Dr. Hertenberger. Motion passed unanimously.

Financial Report Ending November 2018

Mr. Tacquard made the motion to approve the financial report for November 2018. Seconded by Mr. Marvel. Motion passed unanimously.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:38 p.m.

Jody Droege, Secretary

Mike Pyburn, Chairman