

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF SEPTEMBER 22, 2016
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 22nd day of September, 2016 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
John Matula	Alvin Community College
Linda Austin	Alvin Community College
Nadia Nazarenko	Alvin Community College

Amanda Smithson
Charlotte Lootens
Charles Bourgeois
Curtis Crabtree
Debbi Fontenot
Debbie Kraft
Dena Coots
Dwight Rhodes
George Tacquard
Holly Williams
Ike Hamrick
Janet Schwebel

Jay Burton
Jay Bok
Jeannette Stuksa
Jennifer Hopkins
Jimmie Stewart
John Tompkins
Juanita Marasckin
Kevin Jurek
Kyle Marasckin
Laurel Joseph
Mark Putnam
Patrick Sanger

Pete Nash
Randi Faust
Rhonda Hull
Stephanie Havemann
Tammy Giffrow

1. Call to Order

The meeting was called to order by Chairman Pyburn at 6:00 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.*

The Executive Session ended at 7:00 p.m.

2. Call to Order

The meeting was called to order by Chairman Pyburn at 7:05 p.m.

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

Invocation by Ms. Sanchez.

3. 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.

Board Regents Comments/Chairman Report

Chair Pyburn asked the Regents for any comments.

Regent Sanchez commented on the aerial night photo that was taken with the Drone and what a great representation of the campus it is.

Regent Droege wanted to make everyone aware of upcoming events and encouraged other Regents to attend any that they can.

Chair Pyburn recognized the CCPI Scholarship Recipients from the Process Technology program – Mandi McLemore, Andrew Flores, Clarence Johnson and Jaecen Foytik.

He also recognized Chef Leslie Bartosh, Chef Mary Bass, and former culinary arts adjunct faculty, Tyler Henderson from the Culinary Arts program for their support and generating great Public Relations coverage for ACC through their appearances on various Food Network shows such as Cutthroat Kitchen and Chopped.

Approval of Minutes

Chair Pyburn said that there were no corrections or additions to the minutes of the Regular Board meeting of August 25, 2016. A motion to approve the minutes was made by Mr. Swindell. Seconded by Ms. Sanchez. Motion passed unanimously.

Student Report

Gabriel Gutierrez, SGA president, reported on the upcoming activities including National Voter Registration day, the annual Student Leadership Conference on October 1, the Dolphin Wing Fling on October 5, the Athletic Sports Banquet on October 15 and lastly, the 40th annual ACC Fall Festival and Zombie Fun Run on October 29.

President's Report

Dr. Albrecht shared the following comments:

Faculty and staff met with Executive Leadership Team members during the fall open forum on Friday. The executive team discussed the recent SACS report, Strategic Planning, updates to the board policies manual and had discussions on the events facing our staff members.

The community advisory committee met yesterday and there was a good discussion about next steps for the future of ACC in light of the recent bond failure.

Tomorrow the ACC Polysomnography department will host its second symposium on sleep study medicine. This year's symposium will focus on pediatric sleep studies, pediatric scoring and pediatric titrations as well as seizure identification in sleep. Proceeds from the symposium will go towards student scholarships.

The Student Activities Department will host its annual Leadership Conference on October 1 here in the Nolan Ryan Center. The guest speaker will be comedian, author and host Stan Pearson.

The 2016-17 Drama season will kick off with *The Haunting of Hill House*, which will run from October 8-15. You can purchase tickets at the Drama website or call the box office at 281-756-3606.

The Athletics department will have their annual fundraiser on October 15 at 6 p.m. in the Gym. There will be a barbecue dinner along with live and silent auctions. All proceeds will benefit the baseball and softball teams.

The 40th Fall Festival and Zombie 5K Fun Run will be on October 29 right here on the ACC campus. Vendors interested in hosting a booth must reserve their spot by September 30.

November 18 will be the night to sparkle for the 17th Annual ACC Foundation Gala. The event will include live and silent auctions. After the dinner there will be music and dancing from Mary Smith and Mystique. This is the Foundation's largest fundraiser and proceeds go to student scholarships, Innovative Initiative Grants and staff recognition. You can purchase tickets or sponsorships at the ACC Marketplace or call 281-756-3600.

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.

There were no citizens inquires.

Personnel Action: Automotive Technology Instructor- TDCJ

The motion was made by Mr. Swindell to approve the hiring of Mr. David Mustain as the Automotive Technology instructor for TDCJ. Seconded by Mr. DeWitt. Motion passed unanimously. Dr. Hertenberger asked about the hiring requirements and if an associate's degree was required. Dr. Albrecht explained that while the standard faculty qualifications include an Associate's degree, the faculty member meets SACS qualifications because he has many years of industry experience and many industry related certifications. Together the certifications and experience qualify him for the position.

Personnel Action: Director of Physical Plant

The motion was made by Ms. Sanchez to approve the hiring of Mr. Patrick Gebhart as Director of Physical Plant. Seconded by Dr. Hertenberger. Motion passed unanimously. Mr. Gebhart and his family were present and recognized by Chairman Pyburn.

Data Report - Fall 2016 Census Data and Explanation of Enrollment & Contact Hours

This month's report was the presentation of the census enrollment numbers for Fall 2016. Dr. Albrecht stated that the census date enrollment of 5,674 is 10.9% increase over last year's enrollment of 5,116 and that the contact hour numbers for this year are 940,648 which is a 9.9% increase over last year's numbers of 855,568. The report showed the numbers represented by the various locations, including the high schools, TDCJ and ACC exclusive. She also reported that ACC is at the second highest enrollment in the college's history which was 5,721. Several changes have been put in place to accommodate students, including a Retention Coordinator, making changes in the Financial Aid office and making changes in scheduling for student's needs. Dr. Albrecht also gave an explanation of how enrollment and contact hours are counted through a PowerPoint presentation. This report was for information only.

Student Retention and Persistence Report

Ms. Holly Williams gave a presentation on some of the practices put in place to help students stay enrolled and complete their courses and credential. She stated that Vision 20/20 is a five year comprehensive retention plan developed by the Retention and Student Success Committee. She defined persistence as students who return to the same institution the following term. Retention was defined as the percentage of students returning to the same institution the following fall semester – year to year. She talked about the increase of returning students and graduates through reaching out to those students who qualified for reverse transfer and those who lacked only a class or two to complete. The report included the processes that will be put in place to help the students in their academic journey for success, collaborative opportunities for student intervention, mandatory academic advising for first time in college students, test prep workshops, student engagement recognitions and an innovative grant that provided developmental education scholarships to help retain students. This report was for information only.

Purchasing Requests for Vendors in Excess of \$50,000

The motion was made by Mr. Tacquard to approve the purchase requests which encompass the annual contract renewals and anticipated expenditures from current vendors of excess of \$50,000 during the 2016-17 fiscal year. Seconded by Dr. Hertenberger. Motion passed unanimously. Randi Faust stated that procedures will be put in place that at a certain threshold quotes will need to be obtained prior to purchase.

Cooperative Purchasing Agreement

Motion was made by Ms. Sanchez to approve unitization of purchasing cooperatives on an as needed basis for authorized expenditures for the fiscal year 2016-17. Seconded by Ms. Droege. Motion passed unanimously.

Board Policy Section DJ (Local) – Assignment, Work Load and Schedules

Motion was made by Ms. Sanchez to approve the proposed addition of the information listed for Teaching Loads to Board Policy DJ (Local). Seconded by Ms. Droege. Motion passed unanimously.

Transfer of Funds to the Institutional Reserve

The motion was made by Mr. DeWitt that the funds received from the sale of the Pearland Campus as evidenced by the check received be immediately placed in the Institutional Reserve fund. Seconded by Mr. Swindell. Votes for: Mr. Stuksa, Mr. Tacquard, Mr. Pyburn, Mr. DeWitt, Dr. Hertenberger, Ms. Droege and Mr. Swindell. Vote against: Ms. Sanchez. Motion passed.

Budget Amendment for 2015-16

The motion was made to approve the final budget amendment of 2015-2016 by Mr. Tacquard. Seconded by Ms. Sanchez. Motion passed unanimously. Mr. Stager explained that monies from full time positions not hired within the year were used to cover additional needed adjunct salaries.

Financial Report

The motion was made by Mr. Stuksa to approve the financial report ending August 2016. Seconded by Mr. Tacquard. Motion passed unanimously.

Executive Session

The Board of Regents went into executive session at 8:10 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.*

The Executive Session ended at 8:49 p.m.

President's Goals for 2016-17

This item had no action.

President's Contract and 2016-17 Salary

This item had no action.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:52 p.m.

Jody Droege, Secretary

Mike Pyburn, Chair