The Cisco College Board of Regents met Monday, October 14, 2015, in a regularly scheduled meeting in the Board Room of the Regents' House on the college main campus in Cisco, Texas. Officers in attendance were President Brad Kimbrough and Vice-President Ronnie Ledbetter. Board members who were present included Sarah Adams, Jerry Conring, Allen Masters, Joe Jarvis, Ricky J. Whatley and Charles Humphries. Board Secretary Martha Davis was absent as she had resigned her board seat in the September meeting. College administrators present were Bobby Smith, President; Dr. Carol Dupree — Provost, Abilene Educational Center; Dr. Jerry Dodson, Vice President for Student Services and Audra Taylor, Chief Financial Officer and Dean of Business Services. Vice President of Instruction, Randall Golson, was absent. Elaine F Lee, recording secretary, was present.

Guests at the meeting included Faculty Senate President and Women's Volleyball Coach, Susan Moore; Ryan Johnson, AD and Dean of Students; Division Chairs/Professors Debbie Barton, Jerry Clemons, and Debbie Baker; and Shae White, Student Services Assistant/Recruiting Director. Also present were Cisco citizens, Richard Harrison and Stephen Forester, a frequent sports page contributor of Cisco College game day results.

Regent Jerry Conring offered an invocation.

President Brad Kimbrough offered an apology to Regent Adams for requesting at the last meeting that she become more sensitive to the time schedules of fellow Regents and to ask many of her questions before board meetings take place. His apology stated that in retrospect board meetings are the only place that the board meets as a body. Ms. Adams thanked him for his apology.

President Kimbrough then called the meeting to order at 7:01 p.m.

President Kimbrough called for corrections or additions to the minutes of the September 14, 2015, meeting. There were none voiced and the minutes were declared approved as presented.

Dean of Business Services and Chief Financial Officer, Audra Taylor, stated that the August minutes, delayed last month due to end of year close-out procedures, was in the agenda packet and September minutes were a current meeting handout document. Dean Taylor stated that the College ended the year with a $180,000+ deficit. She reminded board members that last year the deficit was much larger, but that after the audit it proved to be much better. She is anticipating a positive change after this year’s audit takes place, too. She continued that Cash and Investments are down $900,000, but the sum of $5,100,000 is in the bank. On Page 2 under Revenue/State Funding the totals are about the same. Tuition & Fees/Revenue/Cisco figures are up $100,000 but down in Abilene by $350,000. The enrollment decrease in Abilene, of course, affects that figure. Under Student Center/Bookstore indicates books were bought in August, but Financial Aid has not been received in order to pay. State Pass-Through Revenue should be $134,000, but a journal entry was missed. Both the Revenue side and the Expense side have to be shown and one entry was missed when preparing the summary. Total Expenses are down $900,000, but not all bills are paid. Auxiliary Revenue is down $135,000.

President Bobby Smith gave the Fundraising Report that was included in the agenda packet. The report covers the period since the September board meeting and indicates a total of $13,979.
Athletic fundraisers totaled almost $9000 of that amount. The Big Country Apartment Association gave $1000 as a Cisco College/Company partner scholarship; the College matched up to $500. Regents questioned the athletic fundraisers and were answered that all the athletic teams make up for low level funding with fundraisers, usually donations from their families, friends and hometowns. One Regent had received a donation request letter, but had never before been contacted. Questions were answered and the meeting moved forward to the next agenda item.

Dr. Jerry Dodson reported on the enrollment and said the report on the table contained certified data. The figures for this fall were compared to those of previous fall semesters. Pell-eligible students make up a large segment of enrollment and that group is down, particularly in Abilene, but not in Cisco. The decrease is 7.62% this fall. Mr. Carter was able to pull comparison figures from previous reports and they indicate the Pell student rate uncannily follows the Abilene unemployment rate. The Cisco campus has 357 beds, with only a few empty this semester.

The tabled recommendation from the September 2 Special Meeting and September 9, 2015, regular board meeting will be moved into the Closed Meeting for reconsideration.

Dean Taylor presented the Quarterly Investment Report and also reviewed the College’s Investment Policy, as required by law. First, she began the review by stating that there were no legislatively mandated changes this year and so there were no changes to the policy. She stated that the top priorities for Cisco College are that investments are safe and liquid. She mentioned that as far as internal procedures, she is the investment officer for the college and had acquired her updated training June 16, 2015, while at a summer conference. An annual audit is also required and she stated that the auditor would be on campus beginning the following week. The second portion of her address to the Regents involved the investment report. She stated it is given quarterly like that of most colleges. The Investment Report shows the College still holds funds in CD’s, all of which are still current and interest has been added. CD’s total $3.275 million dollars, similar to last year when the report indicated $3.3 million dollars. Regents Joe Jarvis moved and Allen Masters seconded to approve the College’s Quarterly Investment Report and also the required Investment Policy Review. Motion carried 7 – 0. Martha Davis was absent as she had resigned earlier in the fall.

President Smith reported that 3 documents were in the agenda packet relating to the proposed (1) purchase of equipment to maintain the rodeo arena and grounds, (2) a quote from Clark Tractor and Supply in DeLeon and (3) an accounting of the land sale funds and the renovations that have taken place at the arena site. Needed for ongoing maintenance is a tractor, front end loader and shredder (the last two items are attachments). It was noted that the recommended items are circled. In answer to questions by board members, the proposed equipment is through a Texas BuyBoard company so the prices have already been state-negotiated. Regent Humphries moved and Regent Corning seconded to purchase the required equipment. Motion passed 7 – 0, with retired Regent Davis absent.

Regent Ronnie Ledbetter addressed the board members and reported the ad hoc committee, consisting of Regent Ricky Whatley; Susan Moore, Faculty Senate President; and Vice-President Ledbetter himself, had met and considered local citizens who would be interested and willing to serve the unexpired term of resigned Regent Martha Davis. Regent Davis, serving in Place 7 had retired earlier in the fall. The unanimous recommendation from the committee was Staci Wilks, and although they had some difficulty reaching her, she stated that she was flattered and honored to be considered. Ms. Wilks discussed the nomination with her husband and he agreed that, if they are out of town at a time when a board meeting occurs, they will fly home. She stated she will be available for meetings. [Note from the Recording Secretary: According to the Policy
Manual procedures for filling a board vacancy, the nominee to fill a vacancy will receive the Oath of Office at the next meeting, in this case, November 9, 2015.] Regent Whatley moved and Regent Ledbetter seconded to appoint Ms. Staci Wilks for the unexpired term in Place 7, formerly held by Martha Davis. Motion carried 7 – 0, and, of course, Martha Davis was not present.

President Smith referred to the proposed documents regarding purchasing and P-card usage. Sent in the agenda packet was an entire group of policies for credit card usage. Immediately, there were questions from Regents Humphries regarding laws and regulations. He was assured that there had been meetings on both campus regarding policies and purchase orders. He was reassured that the College will seek and advertise for bids on purchases over $50,000, as required by, and according to, state regulations. Regents Adams stated that she prefers no personal expenses are charged to a College-issued credit card. It was also noted that the reimbursement schedule should include exceptions in the meal rate [for locales with higher food costs]. Following a brief but somewhat spirited discussion, Regent Adams moved to accept the purchasing policies with two changes: (1) No personal expenses are ever to be charged on the College P-card for any reason, and (2) the addition of a stricter, not-so-nice, policy regarding the consequences of doing so – “two strikes and you’re out” type-consequences. Motion was seconded by Regent Jarvis and motion carried with a vote of 7 – 0. Retired Regent Davis did not attend.

In a report from the Executive Search Committee regarding the Presidential Search, Regent Ronnie Ledbetter reported that every member of the committee was in agreement to hire [former Cisco President, Dr.] Roger Schustereit. Mr. Ledbetter reported that the dollar amount of pay for Dr. Schustereit is not a problem, according to Dr. Schustereit himself. Regent Ledbetter stated that he thought mid-November would be a good date for him to start work at the College. It was mentioned that November 9 would be a good start date as that is the date of the next board meeting. He ended by stating that the Search Committee would meet on campus to continue their work.

President Smith turned to three updates needed in the College Policy Manual. Policies IV Board Training, addresses the addition of more Board Training requirements; 3.5 the removal of old purchasing and payment methods and the addition of the new regulations for purchase orders and P-card payments; and 5.6 requiring the change of titles for some positions to which specific reference is made. Regents Sarah Adams and Allen Masters moved and seconded, respectively, to approve the Policy Manual deletions, additions and updates as presented. Motion carried 6 – 0 with Regent Ledbetter abstaining and no Regent currently sitting in Place 7. Regent Ledbetter abstained from voting for personal reasons.

Board President Kimbrough announced the board would enter Closed Meeting as provided by Sections 551-071 – 551.076 of the Texas Government code (formerly V.T.C.S. Section 2(G), Article 6252-17), specifically 551.074 (Discussion of Personnel), including the tabled resignation of Randall Golson as Vice President of Instruction in order to return to his preferred classroom professorship duties. The matter was tabled in both the September 2 Special Meeting when it was received, also the September 14 regular meeting, and moved in the current October 12 meeting from Agenda Old Business to Closed Meeting. The board entered into Closed Meeting at 8:21 p.m. on October 12, 2015.

President Kimbrough announced that on October 12, 2015, the Board of Regents of Cisco College reconvened into Open Meeting at 8:58 p.m. President Kimbrough announced no votes were taken and no decisions were made while in Closed Meeting.
A reassignment letter was received from Randall Golson as Vice President of Instruction who requested to return to his classroom professorship and resignation letters from Donnie Gray in Maintenance and Linda Royall, Director of Media, Marketing and Public Relations. The VCT (Virtual College of Texas) Faculty List for the Fall 2015 semester was presented for approval, and two full-time employees were recommended for approval – Michelle Hutchins as Allied Health Assistant in Abilene and Haylie Braddock in the Human Resources office as a Payroll Specialist. (Ms. Braddock was selected for the vacancy created by Marla White who went to Financial Aid.) There were no Other Personnel Matters to consider. Therefore, with a motion by Regent Whatley and a second by Regent Conring, it was recommended that the letters from Golson, Gray and Royall be accepted; approval be granted for the part-time VCT faculty and finally, approval granted for Hutchins for full-time employment as the Allied Health Assistant and Braddock as the Payroll specialist. Motion passed 7 – 0, with no Regent currently occupying Place 7.

In Remarks by the Faculty Senate Representative, Susan Moore, the organization president reported that the Faculty Senate had met the week before. She also said she had three letters of support for a testing center, particularly from Math and Developmental Ed. Lori Grubbs had reported on software called Advisor Tracking. The Google App currently under in-house construction for our use is an early alert system only and will not fix our particular tracking problem. She mentioned the Vernon College testing center and a visit to that site. Coach Moore stated there were still some IT problems with getting kicked out when on the computer. She continued that faculty is trying to increase enrollment and have made suggestions regarding additional technical programs and some academic scholarships. Also mentioned as suggestions to increase enrollment were adding more sports and activities on campus, for example golf, cross country and cheer to add campus diversity.

President Bobby Smith had brief remarks to offer. (1) He reported the VN August graduates had a 100% pass rate. (2) Next he cautioned that there is the potential that at any time the walk-in freezer will go out. (3) He also noted the Texas Higher Education Leadership Conference would take place in November and reservations would be needed in a couple of weeks.

Board members questioned whether or not the fire extinguisher glass had been repaired in President’s Hall. Dean Ryan Johnson reported that it had. They also asked about the glass doors into the SUB ballroom and were assured they were being worked on. It was also noted that the trees on campus are being trimmed and that Martha Montgomery had received a pledge of $4000 toward the Technology Trailer to be used for dual credit classes in the rural areas.

The next meeting of the Cisco College Board of Regents will be November 9, 2015.

President Kimbrough immediately received a motion and second from Regents Humphries and Whatley to adjourn. Motion carried.

The meeting adjourned at 9:17 p.m.

Minutes presented and approved the 9th day of November, 2015 at a regularly scheduled meeting of the Cisco College Board of Regents.

Allen R. Masters, Secretary
Board of Regents
Cisco College

Brad Kimbrough, President
Board of Regents
Cisco College