The Cisco College Board of Regents met Monday, August 10, 2015, in a regularly scheduled meeting at 7:00 p.m. in the Board Room of the Regents' House on the college main campus in Cisco, Texas. Officers in attendance were President Brad Kimbrough, Vice-President Ronnie Ledbetter, and Secretary Martha Davis. Board members who were present included Sarah Adams, Jerry Conring, Allen Masters, Joe Jarvis, Ricky J. Whatley and Charles Humphries. College administrators present were Bobby Smith, President; Vice President of Instruction, Randal Golson; 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. Elaine F Lee, recording secretary, was present.

Guests at the meeting included Faculty Senate President and Women’s Volleyball Coach, Susan Moore; Charlotte Speegle, Executive Dean of Workforce and Economic Development; Joe Carter, Director of Institutional Research, Institutional Effectiveness and Strategic Planning; Lori Grubbs, Director of Student Success Programs and Transition Centers; and Heather Hicks, SACSCOC Liaison.

Regent Ricky Whatley offered an invocation.

President Kimbrough called the meeting to order at 7:05 p.m. (The meeting began a few minutes late since board members had toured the rodeo grounds. In the broiling heat, they boarded the people mover and rode down the hill to see the recent improvements. There were compliments and good comments regarding the work accomplished over the summer months.)

President Kimbrough called for additions or corrections to the minutes of the meeting of July 13, 2015. There were none and the minutes stand approved as presented.

Dean of Business Services, Audra Taylor, was recognized by the Chair and presented financial information for the period ended July 31, 2015. She began her report that Tuition & Fees are up and Grants are down compared to the same time last year. She continued. Under Miscellaneous, both Insurance Claims, and Expenses have increased. The receipt of insurance funds and the subsequent repairs following a storm have created both of those increases. Revenues are up $377,000 compared to last year. On Page 3, under Expenses, instruction/Vocational is down [compared to last year] due to the Skills Grant that was received last year. Student Services are also down since there was no trip for the Band and Belles. Expenses are down under Operation/Maintenance & Plant. Cafeteria Expenses are also down since the Great Western Dining contract began after last year. Currently there is a $47,000 Surplus. Last year at the same time there was a $350,000 deficit. However, during August, Revenue begins coming in for the new college year. She completed her report and briefly answered several queries posed by Regent Adams.

President Bobby Smith gave an updated Fundraising Report and copies were included in the Agenda packet. Since the last of July, 2015, approximately $3000 was received for the College’s Company/Partner Scholarships, including $205 from the Montez Group; $455 from the Garcia Group; and the greatest share, $1800+, from the Hendrick Home for Children.
Dr. Jerry Dodson offered enrollment information which was current as of 4:30 p.m. earlier in the day. He stated that 2,010 students were currently registered to begin classes August 24. He mentioned the current figures are somewhat down in dual credit students, but not all school districts have been input into the system yet. He estimates, however, that dual credit could be down as much as 9.5% compared to the same time last year, but total enrollment figures could be down, also. Dr. Dodson said he projected those numbers when looking at Pell [Grant] numbers that are down. President Smith interjected information, stating that he had contacted other community college presidents in the [West Texas] area and they also predict their numbers will be down.

Independent college auditor, Cam Gulley, submitted his annual audit engagement letter. His fee has increased to $33,000, up $2000 from the previous audit. The increase is due to the GASB additional reporting requirements. Regents Joe Jarvis and Allen Masters moved and seconded, respectively, to accept the proposal from Cam Gulley. Motion carried 8 – 0.

A report on Strategic Plan 2008-2015 was presented by Joe Carter, the Executive Director of Institutional Research, Institutional Effectiveness and Strategic Planning. Director Carter began with information regarding Student Success and student success points. He said he had good news and better news. Everyone present was ready to hear what he had to say. Student Success Points are earned in 7 areas and the key words are “in a timely manner.” He said using the data from the CoBoard, Cisco College was the #1 College in Texas two years in a row, according to points earned per student. He noted a couple of areas of great importance – the first is tactical, in that faculty and staff are working every day and next is strategic – in order to maintain [the momentum]. There are two task forces involved – Enrollment and Student Engagement. [Ideas, suggestions and proposals from the] task forces are presented to the Executive Council, approved by the Executive Council, and turned back to the task forces for implementation. An example is 1.1.1.1.1 regarding pathways that are being put back into the catalog, while 3.1.7 proposes putting the pathways on the website. The College has included software in the budget for doing such. Currently, work is being done on identifiable, quantifiable processes and results.

Dr. Lori Grubbs, Director of Transition Centers and Student Success addressed the board members regarding early alert software and said it ranges from a high of $40,000 down to $10,000 for a one-time fee. She stated that she is looking closely at one out of Abilene, Advisor Track, whose cost is about $6000 for a one-time fee and $600-$1000 yearly fee. She is currently working with others around the College to identify the best software for our needs. She projects that more intrusive counseling can be accomplished and the idea of building groups, such as study groups is excellent. An Early Alert can be sent based on class roster. Current screening requires multiple screens. Better work flow can be accomplished and will reduce duplication between staff and also departments. For students re-enrolling, their enrollment can actually be seen. At the current time, students gain access from 1 portal computer. The capability to upload will be helpful with reports on students, which students are being referred and why. Notes can also be attached to the file. Advising and tracking the processes are possible. She ended her report by stating that it could probably be implemented by October if the faculty “buys in,” and asking if there were any questions from those present.

The Eastland County Appraisal District Tax Appraiser, Randy Clark, notified Cisco of the college tax district 2015 Rollback Rate of $.108441 per $100 valuation. The Effective Rate of $.100409 per $100 valuation will yield the same amount of tax revenue as last year. The rate last year was $.11357. A rate slightly less but close to the Rollback Rate will still generate almost 8% more [tax revenue] than last year. A revenue increase of under 8% will require 2 tax public
hearings, but no rollback election. President Smith ended his report by pointing out the history since 1998 of tax levies and revenues indicate an increase of about $500,000 in the college tax district revenue. The proposed rate is $.00513 less than last year's rate and is $108440 per $100 valuation. Tax hearings have been set for August 17 and September 2 and the actual vote can take place at the regular board meeting on September 14, 2015. Regent Humphries moved and Regent Jarvis seconded to accept the proposed rate of $.108440 as presented. Motion passed 8 – 0.

President Smith then reported to the board that when originally setting the dates for the tax hearings, an error was made. The August 17 date is too soon following publication of the tax notice in the local newspaper and before State requirements will allow. The proposed change is to Monday, August 24 and affects only the 1st Tax Public Hearing. The 2nd Tax Public Hearing was scheduled appropriately and is not affected. Regents Humphries and Masters moved and seconded to change the 1st Tax Public Hearing date to August 24, 6:00 p.m., as presented. Motion carried 8 – 0.

President Brad Kimbrough announced the necessity for a Closed Meeting as provided by Sections 551-071 through 551-076 of the Texas Government Code (formerly V.T.C.S. Section 2(G), Article 6252-17) according to Section 551-074, Discussion of Personnel. Closed Meeting commenced at 8:07 p.m., August 10, 2015.

Closed Meeting ended and President Kimbrough announced the return to Open Meeting at 8:34 p.m. on August 10, 2015, when board members reconvened. He stated there had been no decisions made and no votes taken while in Closed Meeting.

College President Bobby Smith read the names of employees who had resigned since the previous board meeting in July. They were Jennifer Prichard, a Business Office Specialist in Abilene; Micheline Simmering, an Abilene Counseling Assistant/Veteran's Services Specialist; and Brad Teaff, Campus Police Chief and Campus Safety in Cisco.

There were no part-time employees recommended for hiring approval. Full-time employees whose names were presented for employment approval included Jeff Podzimek, football assistant; Laura White moving from the Abilene front desk to the Business Office Specialist position; Barbara Pitman, moving from a temporary status to the permanent position as the Veteran’s Services Specialist; Victoria Robertson, Transcript Clerk in the Cisco Admissions Office; Sheron Caton, Director of Distance Ed and eLearning; Ronald Cowart, HVAC/R Professor; Christy Martin, Admissions Specialist in Abilene; and Ryan Johnson, Dean of Students/AD to replace Steve Hudman.

Under the heading Other Personnel Matters, President Smith recommended a change of title and classification for Beverly Massey from a Professional I to a Professional II level and to become Director of Purchasing and Payment Services. Regent Joe Jarvis moved and Regent Jerry Conring seconded to approve the resignations, hiring recommendations, the recommendation for reclassification and a title change for Beverly Massey, as presented. Motion carried 8 – 0.

President of the Faculty Senate, Coach Susan Moore, offered a brief report to the board. She stated that Faculty/Professional Senate hasn't met yet for the Fall semester, but they have had email conversations. She touched on subjects of particular interest for Senate discussions. (1) Faculty having a broader voice in the Strategic Planning process. (2) A brief survey (consisting of 4 questions) that was taken regarding Student Success/Early Alerts. Of the respondents, a
large majority reported lack of use of the current program. She noted that using any program is the only way to see if it is a do-able process. It was also mentioned that the faculty wants to have input. Their 100% response to a survey for a testing center is a good indicator, and the testing center would also be involved in student success. (3) Orientation sessions on the Abilene campus received a positive report regarding faculty and staff from Renee Leath, Counselor. Several sessions have taken place and more are scheduled. Coach Moore ended her report by stating that she may have information to report in the September meeting regarding the Senate meeting scheduled on Kick-Off Day, [August 17].

President Bobby Smith offered brief remarks to the board. (1) Bids on the college vehicle fleet sale are due and scheduled tomorrow at 3:00 p.m. He continued that as soon as the vehicles are sold they can be taken off the College insurance. (2) The Board of Nursing had paid a required site visit to the College. The Abilene Center hosted 2 board members for 2 days, and received an outstanding report from them. They were extremely pleased. The College now has about double the nursing applicants for each program, LVN and ADN Program. The ADN program was allowed to add another 10 students. The VN program now has 30 students, about 8 more than usual.

In Remarks from the Board Members, Vice President Ledbetter mentioned Shae White was seen in the KTAB On the Road segment. She later said there is a need for additional promotional items. Regent Ledbetter championed the need to spend money for other things, especially tee shirts, and equated them to “walking billboards.”

The next board meeting is the 1st Tax Public Hearing which was changed earlier on the meeting agenda to August 24, 2015; followed by the 2nd Tax Public Hearing scheduled September 2, 2015 and both convening at 6:00 p.m. The next regular monthly meeting is September 14, 2015.

President Kimbrough waited only moments for a motion to adjourn and was rewarded when Ronnie Ledbetter moved and Martha Davis seconded to adjourn. Motion carried.

The meeting adjourned at 8:59 p.m.

Minutes presented and approved on the 19th day of September, 2015, at a regularly scheduled meeting of the Cisco College Board of Regents.

Martha Davis, Secretary
Board of Regents
Cisco College

Brad Kimbrough, President
Board of Regents
Cisco College