The Cisco College Board of Regents met Monday, October 13, 2014, 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. Also present were members Sarah Adams, Allen Masters, Ricky Whatley and Charles Humphries. Board member, Joe Jarvis, was absent. College administrators present were President Bobby Smith; Dr. Jerry Dodson, Vice President for Student Services; Dr. Carol Dupree – Provost, Abilene Educational Center; Vice President of Instruction, Randal Golson and Audra Taylor, Chief Financial Officer and Dean of Business Services. Elaine F Lee, recording secretary, was present.

President Kimbrough asked Regent Jerry Conring to offer an invocation.

President Kimbrough called the meeting to order at 7:00 p.m.

Several guests were present at the meeting. A separate list of names is included with the minutes and the supporting documentation for the board agenda.

President Brad Kimbrough called for additions or corrections to the minutes of the meeting of September 8, 2014. There were none voiced and President Kimbrough declared the minutes approved as presented.

Audra Taylor, Dean of Business Services and CFO, presented financial statements for the periods ending August 31, 2014 and September 30, 2014. August was completed and presented this month due to year-end close out procedures and also due to the September meeting having occurred so early in the month of September. (In fact it occurred the earliest possible meeting date of the month, with the Labor Day Holiday during the preceding week.) Dean Taylor stated that she would concentrate on the September figures since they will be a more accurate financial picture. She stated that the first page is Total Cash & Investments of $6,008,000. Operating Funds are down. The second page under Revenues in the top section, she noted State Funding is exactly the same. Tuition & Fees are down about $19,000, also very close to the figure at the same time last year. Other Income is better, because some checks came in early. Revenue is $4.7 million and comparable to the $4.5 for last year. For the same period last year, the Surplus was $2.4 million dollars and $2.7 million dollars this year. Board member Adams asked a question regarding the actual percentages of the budget. She would like to see those figures in order to answer the question, “Where are we?”

Dean Taylor stated that in terms of the August financials, there were several items totaling $902,000 that will possibly be capitalized by the auditor. The College spent about $100,000 on roof work, but that figure will be offset by Insurance received. The President's Reserve [fund] was used for dorm renovations and portable buildings were purchased for each campus. Expenses are up $900,000 over last year. In August, the Tuition & Fees were down $557,000 compared to the budget due to decreased enrollment, and the current Surplus is a negative figure of ($993,000.)

Dean Taylor finished her report by asking, “What can we do to keep from having a deficit this year?” Budget reductions in travel, and reduced staff and faculty are two ways. Some positions
eliminated include a football coach, an English professor, and IT staff positions. Other cost savings include not filling the Abilene building maintenance position and two grounds positions that will be replaced with only one individual; one full-time assistant football coach not filled until later and the bookstore director remaining unfilled. The College will have someone on each campus oversee the respective bookstores and will save about $10,000 by making that personnel decision.

President Bobby Smith offered the Fundraising Report for the period ending September 30, 2014. Under The Alumni & Friends designation, a $5000 grant was received from the AVJ Foundation through the Community Foundation of Abilene for preservation and use toward creating a pleasing display of the Randy Steffen materials received recently. An additional amount of $1190 was received from Hendrick Home through the Cisco College/Company Partnership Scholarships. Finally $4500 was received from athletic fundraisers.

Dr. Jerry Dodson presented the Enrollment Report for the Summer I and Summer II figures. He stated that the data has been certified and he compared the report from 2014 to the previous 4 years, for both On Campus [Cisco] and Off-Campus [Abilene]. Both semester hours and contact hours are indicated. Summer II traditionally has a smaller enrollment than Summer I. After July 4, enrollment is smaller as folks take time before the Fall semester starts. He said he was pleasantly pleased with the Fall 2014 headcount of 3563. In 2013 it was 3576, or .04% down from last year and very close to being flat. Contact hours are 677,000 hours, down 2.1% from last fall totals of 691,000. Before moving to the next agenda item, board member Adams stated that she would like to see a graph of contact hours for the semester.

At the beginning of the New Business portion of the agenda, Coach Freddy Drago entered with his soccer team. He stated there are about half of the group who are sophomores and about half who are freshmen. The team members are from as far away as Cologne, Germany and London, England and as near as the Texas cities of San Antonio and Houston. Each player, beginning with the sophisticates students, introduced themselves, told the name of the high school from which she had graduated and the town or city in which their school was located, and finally, an interesting tidbit of information about themselves. One student mentioned she was “afraid of tomatoes” which met with laughter from the group; another stated she didn’t like chocolate while her statement met with moans, and a third told that both of her older brothers had played men’s soccer in Abilene under Coach Drago and that had influenced her decision to attend Cisco. Most of Coach Drago’s team is on schedule to graduate in May, but two or three will have to play catch-up for their required hours.

Audra Taylor, CFO, offered the Quarterly Investment Report for the three months ending August 31, 2014. The top sheet is the sum of all investments. Currently the College has no bonds, 5 CDs ($150,000 @ .8% interest. Interest at Prosperity Bank is .5% and at First Financial .25%). The College invests some funds in pool accounts and is keeping fairly even with Savings. This report currently indicates $3.3 million dollars and last year $3.2 million dollars. Banks the College can legally use must have their main branch chartered in Texas. Their home main office must be located inside the state of Texas, according to the Public Funds Investment Act.

Another requirement of the Public Funds Investment Act (PFIA) is that an investment policy review must take place at least annually. CFO Taylor stated that the top sheet is a review and it indicates two changes. One change was to correct the wording and the second was to remove Merrill Lynch Fenner & Smith – a brokerage firm the College has not used in 10 years. College investment officers must have [10 hours] PFIA training biennially. Dean Taylor said the current strategy in today’s economy is to (1) Keep it Safe and (2) Keep it Liquid. Regents Charles
Humphries moved and Allen Masters seconded to accept the Investment Policy with the changes as presented. The motion passed 7 – 0, with Regent Joe Jarvis absent.

President Bobby Smith recommended that the College sign an agreement for the collection of college district taxes with the Eastland County Appraisal District. There are two changes within the agreement. The fee for the new agreement will now be $14,000 to collect property taxes that were formerly collected by the firm of McCreary, Veselka and Bragg. Regents Humphries and Adams moved and seconded, respectively, to enter into the proposed tax collection agreement with ECAD. Motion carried 7 – 0. Regent Jarvis was absent due to a protracted medical appointment in Abilene.

President Brad Kimbrough read a resolution calling upon all Cisco and Abilene citizens to honor our nation’s veterans and to also participate in local Veterans Day activities as a way to recognize the special day. Ricky Whatley moved and Martha Davis seconded to approve the proposed Veterans Day Resolution, No. 2014-006. Motion passed 7 – 0. Board member Joe Jarvis was absent.

Mr. Gail Gregg and Dean Michael Trook, the principal and dean of Abilene ISD Holland Medical High School, respectively, presented information to the board members regarding a proposed Memo of Understanding (MOU) regarding expansion of HMHS. They had appeared earlier in the evening at the AISD board meeting and said the MOU was approved about 45 minutes earlier by the AISD board. They apologized that Dr. Audra Ude was unable to be in Cisco, because she was still presenting to the AISD board. Holland is a Junior and Senior grades high school offering medical fields. According to the signed MOU copies they brought to replace the Draft MOU copies in the board packets, Holland Medical HS will move from dual credit to more offerings, up to 15 hours per semester. The current limit for dual credit is 6 hours per semester.

As soon as the application is released, a committee will be formed to work out the high school curriculum, with the first two years of early college that will work heavily in improving reading and writing. For freshmen and sophomores, it is imperative that reading and writing improve. Currently, there is a pilot program with about 20 students. To date, the students have really enjoyed class time being integrated into regular Cisco College classrooms. The goal is to be successful in whatever the student does. Early colleges typically target underrepresented student demographics – first timers are a typical group. Another community college offering early college high school is Midland College. Dean Trook and Principal Gregg said they were asking approval of the MOU; it will be the first step of many, many. In order to take steps and report to TEA, approval of the MOU will begin the process. Holland Early College HS will be free to students as it is grant-funded. AISD will, in the future, build costs into the budgets. The two AISD administrators stated that the pilot students at HMHS will take English, Math and History as dual credit classes in this collaborative effort between Cisco College, AISD and Hardin-Simmons University. A retired Cisco HS technical program teacher, Regent Rick Whatley moved and Regent Sarah Adams seconded to approve the proposed MOU for the Holland Early College High School collaborative program. Motion carried 7 – 0 with Regent Jarvis absent.

Board President Kimbrough announced that the Cisco College Board of Regents would, at 8:37 p.m., on Monday, October 13, 2014, move into a brief Closed Meeting. President Smith asked Dr. Dodson, Dr. Dupree and Mr. Golson to remain in the board chambers. The intended topic of discussion was provided for by Section 551-074 (Personnel Matters) of the Texas Government Code (formerly V.C.T.S. Section 2(G), Article 6252-17. President Kimbrough announced that
on October 13, 2014 at 8:55 p.m. the Board of Regents were returning to Open Meeting. He then stated that no votes were taken and no decisions were made while in Closed Meeting.

President Bobby Smith then moved to the Personnel Recommendations. There were no resignations, retirements or terminations to report. As for Adjunct Personnel recommendations, he mentioned that Rebecca Odom had been left off the adjunct list in September, and that Judy Callarman, William McClure and Kelly Jenkins were hired for part-time positions in the Writing Center. Full-time employee recommendations include Jennifer Asbury from the VN to the vacant ADN position. Hae “Sean” Kim was recommended for the VN position vacated by the move of Jennifer Asbury; Tonya Maxwell as a full-time temporary Cosmetology while Elaine Willingham is out for the semester on FMLA assisting an ill family member; Kari Porter for the Admissions position; Rhonda Lunceford in the Cisco Bookstore and Christine Peloquin. The Maintenance Department recommends Virginia (Ginger) Phelps for Harrell Fine Arts Building janitor and John Rodriguez as the grounds employee. Under Other Personnel Matters is an unusual request. Last month an employee resigned and then began her new job. She worked for two days and decided she and the new position were not a good fit. She rescinded her resignation, since it had not yet been approved, and would like to resume her previous position in Abilene as a Student Success Specialist. As mentioned briefly a little earlier, Elaine Willingham is on Family Medical Leave due to the serious recurring illness of her daughter. Regent Charles Humphries moved and Regent Allen Masters seconded to approve the personnel recommendations as presented. Motion carried 7 – 0 with Joe Jarvis absent.

Professor Kim Wombles, also the Faculty Senate President, offered brief remarks. (1) The Faculty Senate met October 3. She stated there had been 4 items from 2009 until the present meeting regarding non-tenure track teachers at Cisco. The Faculty Senate questioned whether or not there was a plan or formula for non-tenure track individuals to move to tenure track. (2) the Senate voted to have Faculty Senate meetings with proxy voting. (3) Susan Moore and Justin Ceniceros will gather information on Cisco campus registration. (4) They added two agenda items for the future – Student Achievement Goals and an Identity Verification process for students.

President Bobby Smith updated the Regents with College happenings. (1) He began with information about the food pantry and a generous contribution from the AT&T Volunteers. He continued that Blue Cross/Blue Shield is currently having a food drive for the pantry. The Food for Thought pantry is a good thing to offer students. (2) He pointed to document copies on the table containing data for the board members’ information regarding the 2014 Tax and Valuation Summary for all 50 community colleges, including collections; the headcounts for all community colleges for the last three years and noted that 33 decreased in enrollment while only 14 increased, in addition to listing contact hours with the percentages of increase or decrease; and a document indicating Tuition & Fees for 49 of the 50 community colleges, including a comparison of costs. (3) The Texas Higher Education Leadership Conference is November 20 and 21. The College needs to know ASAP of plans of any board members to attend. There is a banquet Friday afternoon. The meeting is essentially one day and the next morning. (4) The Band and Belles dinner theatre will be a variety show November 20 and 22, the weekend prior to Thanksgiving, a Thursday night and Saturday night. They will probably fill pretty quickly.

Board members had a single question. Wouldn’t it be a big loss without Elaine Willingham since she seemed very excited about the proposed Abilene cosmetology program?

The next board meeting is November 10, 2014.
President Kimbrough anticipated a motion to adjourn. Regent Adams obliged and Regent Davis seconded. Motion carried.

Meeting adjourned at 9:19 p.m.

Minutes presented and approved at the regular board meeting on the ______day of November, 2014.

____________________________________  _____________________________________
Martha Davis, Secretary               Brad Kimbrough, President
Board of Regents                      Board of Regents
Cisco College                         Cisco College