

Cisco College Board of Regents
Regular Board Meeting
August 14, 2017

The Cisco College Board of Regents met Monday, August 14, 2017, 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 Ricky Whatley. Regents present were Sarah Adams, Jerry Conring, Sharon Wilcoxon, Joe Jarvis, Staci Wilks and Greg Cary. College administrators present were Dr. Thad J. Anglin, President; Dr. Jerry Dodson, Vice President for Student Services; Dr. Carol Dupree, Provost – Cisco College, AEC and Vice President of Instruction; and Audra Taylor, Chief Financial Officer and Dean of Business Services. Sydni Rabb, recording secretary, was present.

Guests present during the meeting included Roger Tighe, Cisco College Chief of Police and Kaitlin Berry, Director of Marketing and Public Relations.

Regent Joe Jarvis offered an invocation.

Before the meeting began, President Dr. Anglin introduced the new Director of Marketing and Public Relations, Kaitlin Berry, to the Regents. We are very glad to have Ms. Berry serving in this role and are excited to see what the future holds for our Marketing and Public Relations department at the College. The board thanked Ms. Berry for attending the meeting.

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

President Kimbrough asked for corrections or additions to the minutes of the regular meeting of July 10, 2017. There were none voiced and he declared the minutes approved as presented.

Dean of Business Services and Chief Financial Officer, Audra Taylor, presented the financial statements for the month ending July 31, 2017. The first page shows the *Cash/Investment* totals followed by the *Revenues* on the 2nd page. In summary, we have a surplus of \$408,000 compared to this time last year, which was a deficit of \$192,000.

Ms. Taylor continued and noted the handout listing the 10 largest purchases made by the College during the past month of July 2017. They include, a purchase to Entech Sales & Services, for A/C rental for Abilene Campus during 6/14/17 – 8/13/17; Pearson Education, bookstore book purchase (150 books at \$192.70 each); Kaplan-Medical Hub, NCLEX state license exam for students (paid by grant); Constellation NewEnergy, monthly electric bill – Cisco Campus; F.A. Davis Company, bookstore book purchases (283 books at \$30 to \$82 each); Taylor Electric – monthly electric bill – Abilene Campus; Cengage Learning, bookstore book purchases (50 books at \$195.25 each); Paul Williams Roofing, building maintenance roof repairs (Vo-Tech 1 building leaking from previous rain storm); McGraw-Hill, bookstore book purchases (40 books at \$198.75 each); and a check written to All Covered, I T Adm-Ser Agreements (1 year parts, labor, warranty for servers).

President Dr. Thad Anglin, gave the fundraising report since the last board meeting held July 10, 2017. A total of \$6,637.28 was received, this included \$25.00 from the Cisco College Faculty and Staff; \$1,125.00 from Alumni and Friends; \$3,702.78 for the Company/CC Partner Scholarships; and \$1,784.50 for Athletic Fund Raisers.

Vice President for Student Services, Dr. Jerry Dodson, gave the enrollment update. He informed the board of the handout that was passed out prior to the meeting. The handout shows the Fall 2017 enrollment compared to Fall 2016, 2015, and 2014. A Fall 2017 enrollment breakdown was also included.

President Dr. Thad Anglin informed the Regents that the college has received calculations from Randy Clark of the Eastland County Appraisal District for the effective tax rate and the rollback tax rate for 2017. Mr. Clark has calculated the effective tax rate for 2017 to be \$.185834 and the rollback tax rate to be \$.200700. Based upon this information, it is my recommendation the Board of Regents set a proposed tax rate for 2017 at \$.2000 per \$100 of valuation. This rate is slightly under the rollback rate calculated by Mr. Clark and is \$.0485 more than last year's tax rate. The recommended rate would create a tax levy for the College of \$899,671. This amount of tax levy will require public hearings on the proposal to increase tax revenues. The hearing dates have been set for August 30, 2017 and September 6, 2017. Using these assumptions, the actual vote to set the 2017 tax rate at \$.2000 will take place at the regular monthly Board meeting on September 11, 2017. Regent Jarvis moved and Regent Adams seconded to accept the proposed rate of \$.2000 as presented. Motion Passed 8 – 0.

President Dr. Anglin presented a revision to Policy 4.1, Human Resources: Hiring Policy, located in the *Cisco College Policy Manual*. The following is the added paragraph to the policy: *"The Board of Regents must give final approval for Cisco College employment. In situations involving Executive and mid-management level positions (e.g. Vice President, Deans, Directors, and Head Coaches). Board approval is required prior to extending an offer of employment. The President may call a special meeting of the Board of Regents in situations critical to fulfilling the mission of the college."* Regent Adams moved and Regent Whatley seconded to approve the revised Policy 4.1, as presented. Motion carried 8 – 0.

Dr. Anglin then moved on to the next item on the agenda, Consider Approval of the Website Vendor and Cost. He discussed the *Master Services Agreement* and *Scope of Work* that was provided in the board packet. After reviewing the project overview and discussing the contract, Regent Jarvis moved and Regent Cary seconded to approve *TradeMark Media* as the website vendor and the cost of \$51,000, as presented. Motion carried 8 – 0.

Dr. Anglin gave an update to the board regarding the Maintenance Plan. Plans for the future include, building the foundation for long-range facilities; facilities assessment and conditions analysis; prioritizing projects for M&O budget operations funding and timeline; and identifying M&O budget funded projects vs. capital projects. Dr. Anglin showed the Regent's the maintenance projects and their cost during the 2016-2017 fiscal year. A few Preventative Maintenance and Facilities Maintenance Plans that were discussed include, facility assessment; short and long term plan that considers multiple sources and opportunities for updating existing facilities and prioritizing capital improvement projects; developing a project management schedule; and identifying ways to reduce energy costs and careful budget planning. For M&O financial planning, passing the Abilene Branch Maintenance Tax, developing plans, prioritizing projects, and addressing deferred maintenance projects.

Moving on to the next item of business, President Kimbrough stated that an executive session was necessary and the board would enter into Closed Meeting at 8:07 p.m., on August 14, 2017, for the Discussion of Personnel Matters, as provided by Secs. 551-071 through 551-076 of the Texas Government Code, specifically 551.74.

At 8:34 p.m., the Board of Regents of Cisco College returned to Open Meeting on August 14, 2017. President Kimbrough announced no decisions were made and no votes were taken while in Closed Session.

President, Dr. Thad Anglin, reported that there had been a few resignations announced since the last meeting. These included Brooke Davis, Information/Distance Education Clerk – AEC and Virginia Phelps, Custodian, Cisco Campus. The retirements include Charlotte Speegle, Executive Dean for Workforce Ed & Economic Development and Glennis Boyd, BCIS Professor. There were no recommendations for employment of part-time personnel. Recommendations for full-time employment included that of Jennifer Herndon, Professor of Cosmetology; Amy Leath, Information/Distance Education Clerk – AEC; Ashlee Mells, Dorm Supervisor – Nance Hall and Assistant Basketball Coach; Amanda Watts, Dorm Supervisor – Nance Hall and Assistant Softball Coach; Becky Regian, Custodian – Cisco Campus; Bill Dailey, HVAC Professor; and Steven Horton, Welding Instructor. Other personnel matters included, the recommendation to name John Caraway the department head over the history and government disciplines, along with a \$3000 stipend; and the recommendation that Marvella Starlin absorb all duties involved as the Allied Health department head and be in charge of all Health Science Programs at the college. It is also recommended that Ms. Starlin be given a \$3000 stipend to compensate for the additional workload. On a motion by Regent Wilks and a second by Regent Wilcoxon, the board voted to accept the resignations, retirements, recommendations of full-time employment, John Caraway to department head plus stipend, and the recommendation of Marvella Starlin to Director of Health Sciences plus stipend. Motion passed 8 – 0.

The Faculty Senate Representative was not present, therefore, there were no Remarks.

Under Remarks by the President, Dr. Thad Anglin informed the board that we are off to a great start. This past Sunday, MWCC hosted the athletes for church and a meal that evening. It turned out to be a great event. Dr. Anglin thanked the Regents for their continued support.

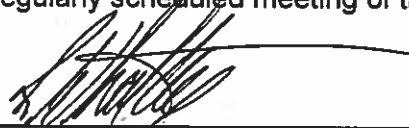
In Remarks by Board Members, discussed the upcoming graduation events. Nursing Graduation will be held on Thursday at 6:30 p.m. Fire Academy Graduation will be held Friday at 6:30 p.m. Both graduations will be held at the First Baptist Church, downtown Abilene. Sydni will send out a list of all graduations for the next few weeks and will also send out reminders.

The next board meeting is September 11, 2017.


Regents Jarvis and Whatley moved and seconded, respectively, to adjourn. Motion carried.

The meeting adjourned at 8:47 p.m.

Minutes presented and approved the 11 day of September, 2017, at a regularly scheduled meeting of the Cisco College Board of Regents.



Ricky Whatley, Secretary
Board of Regents
Cisco College



Brad Kimbrough, President
Board of Regents
Cisco College