MEETING OF THE LEE COLLEGE BOARD OF REGENTS
LEE COLLEGE DISTRICT

August 23, 2012

The Board of Regents of the Lee College District met August 23, 2012 at 6:00 p.m. in the John B. Tucker Lecture Hall. Chairman Wayne Gray called the meeting to order stating that the meeting was duly posted and a quorum was present.

PRESENT: Mr. Wayne Gray, Chairman; *Ms. Susan Moore-Fontenot, Vice Chair; Mr. Pete Alfaro, Secretary; Dr. Keith Coburn, Assistant Secretary; Mr. Don Coffey; Mr. Ronn Haddox, Mr. Mark Himsel; Mr. Mark Hall; and Mrs. Judy Jirrels
President, Dr. Dennis Brown
Attorney, Mr. Rick Peebles

* Vice Chair Susan Moore-Fontenot presided as chair at the request of Chairman Gray.

ABSENT: None

INVOCATION AND PLEDGE TO THE FLAG

Regent Coffey said the invocation and led the pledges to the United States and Texas flags.

44.12 DISPOSITION OF MINUTES


The motion passed without a dissenting vote.

CHAIRMAN'S REPORT

None
COMMITTEE REPORTS

Building Committee - Chairman Don Coffey

Regent Coffey commented the Building Committee met on Wednesday, August 22\textsuperscript{nd}. All committee members were present.

Topics of discussion:

- Consideration of marketing for sale, College owned property (estimated 125 - 140 acres) located at IH10 and N. Main in Baytown.
- Began dialogue to consider a bond program that could be voted on as early as May, 2013. President Brown will lead the process of a curriculum driven, long range plan for the College. An assessment of the institutions needs will follow, to determine the best course of action.

Policy Committee – Chairman Susan Moore-Fontenot

Regent Moore-Fontenot commented the committee met on Tuesday, August 21\textsuperscript{st}. Regents Himsel and Alfaro were present. During the committee meeting, Dr. Brown led a discussion about the policy process.

The current policy process flow chart was distributed. Dr. Brown was asked to summarize the policy process. Dr. Brown thanked the President's Cabinet and the Policy Committee for their diligence in streamlining the policy review process. Chairman Moore-Fontenot concluded the committee report with a brief explanation of a second handout, Tracking Chart for Update 26 Policies.

Audit and Investment Committee –Chairman Keith Coburn

The committee last met on Friday, August 17\textsuperscript{th}. Regents Alfaro and Gray, VP of Finance and Administration, Steve Evans and Keith Scheffler, Executive Director of Accounting were present. Regent Coburn commented that all regents are welcome to attend the committee meetings.

The following topics were discussed at the meeting of August 17\textsuperscript{th}:

- The Investment Policy (copy provided in board packet)
- Request for Qualifications (RFQ) for the upcoming audit. (distribution expected early October)
- Maturing certificates of deposit (occurring within the next six months) will account for an approximate $750,000 deposit into Tex Pool.
- Bank Depository contract bid

Building and Facilities Committee- Serving on the Building and Facilities Committee are Don Coffey, Chairman, Pete Alfaro and Ronn Haddox
Policy Committee—Serving on the Policy Review Committee is Susan Moore-Fontenot, Chairman. Committee membership is forthcoming.

Audit and Investment Committee—Serving on the Audit and Investment is Dr. Keith Coburn, Chairman, Wayne Gray and Pete Alfaro

PRESIDENT’S REPORT

President Brown acknowledged belated birthday greetings to Regents Alfaro and Himsel. On behalf of the board, Vice Chair Susan Moore-Fontenot expressed birthday greetings to Dr. Brown, for his August birthday.

Dr. Brown expressed concern and best wishes for a speedy recovery for Dan Mendoza, long time faculty member, currently a patient in a Houston hospital.

Dr. Brown commented that Fall Professional Development Week, beginning on Tuesday, August 21st, was very well attended, offering faculty and administrators a variety of sessions to attend. Instructor Ray Whitlow moderated a student panel during the general session, entitled Student Voices on Completion and Success: Are We Listening?

Star Award – Lee College is a finalist for the Texas Higher Education Coordinating Board’s Star Award. It is for the extraordinary work in the Developmental Education area. Dr. Brown thanked Dr. Cathy Kemper, Dr. Jeff Thies, Joyce Jacobs and the entire faculty in Developmental Education. It will be October before word is received.

Internal Audit – Dr. Brown’s recommends moving forward with an internal audit. A list of recommended areas has been assembled for audit purposes, commencing with the Purchasing Department. An external auditing agency, possibly the same firm conducting the campus financial report audit will be utilized, taking place after the financial audit is completed. The Purchasing Department audit will commence following the financial report audit this fall.

INFORMATIONAL REPORTS

Financial Services Report – Vice President of Finance and Administration, Steve Evans


➤ On the investment side of the house, currently there is approximately $13.9 million in TexPool at this time.
➤ Three maturing Certificates of Deposits (early 2013) will result in an additional $750,000 that will be deposited into TexPool.
➤ There is one month remaining in the budget year, 92% complete with 86% of the budget spent.
➤ The fiscal year will finish with a possible $1 million to $1.3 million surplus.
Student Success Services Report- VP of Student Learning, Dr. Cathy Kemper

As a basis for her report, Dr. Kemper provided a letter from Achieving the Dream (ATD). The document, an annual feedback report from ATD, is in response to the report submitted each April by Dr. Kemper. As a Leader College, the report details the College’s response to student success initiatives that are supported by ATD funds. Dr. Kemper was pleased by the very positive feedback provided in the letter from ATD for progress in implementing the ATD model in the following ways: Committed Leadership, Use of Evidence to Improve Policies, Programs and Services, Broad Engagement, and Systemic Institutional Improvement. Additionally, for the coming year, the College is encouraged to take a closer look at the following: Committed Leadership, Use of Evidence to Improve Policies, Programs, and Services and Broad Engagement. The next report due for submission to ATD is April, 2013.

PUBLIC COMMENT

Mr. John Conner – Safety concerns for Early College High School students on the Lee College campus.
Mr. Art Rodriguez – Concerned tax payer about lease agreement under consideration between Goose Creek Consolidated ISD and Lee College.

ITEMS OF ACTION

A. PERSONNEL

Retirement

45.12 Dr. Brown recommended that the Board accept the resignation of Ms. Jonna Cagle-Page, Director of Continuing Education, effective August 31, 2012.

Regent Coburn made a motion, seconded by Regent Haddox THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.

Note: Ms. Jonna Cagle-Page will retire August 31, 2012, after 23 years of service to Lee College.

The motion passed with no dissenting votes.

Resignation

46.12 Dr. Brown recommended that the Board accept the resignation of Dr. Estelle Sit, effective August 21, 2012.
Regent Coffey made a motion, seconded by Regent Haddox **THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.**

The motion passed with no dissenting votes.

**New Hires**

47.12 Dr. Brown recommended that Yajaira Pulido be offered a probationary contract for the position of Student Success Advisor.

Regent Coffey made a motion, seconded by Regent Haddox **THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.**

The motion passed with no dissenting votes.

48.12 Dr. Brown recommended that the Board approve a probationary contract for Shital Parikh for the position of Network Applications Specialist for the Technology, Institutional Research and Effectiveness Office.

Regent Coffey made a motion, seconded by Regent Haddox **THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.**

The motion passed with no dissenting votes.

**B. NEW BUSINESS**

49.12 **CONSIDERATION OF INTERLOCAL AGREEMENT WITH THE TEXAS ASSOCIATION OF SCHOOL BOARDS (TASB)**

Dr. Brown recommended that the Board approve an interlocal agreement with TASB in order to continue to utilize TASB services.

Regent Haddox made a motion, seconded by Regent Alfaro, **THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.**

The motion passed with no dissenting votes.
CONSIDERATION OF PROPERTY INSURANCE

Dr. Brown recommended that the Board award a three year contract to Property Casual Alliance of Texas (PCAT) to provide property insurance coverage for the annual sum of $109,738.

Regent Coburn made a motion, seconded by Regent Hall, THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.

The motion passed with no dissenting votes.

CONSIDERATION OF WIND INSURANCE

Dr. Brown recommended that the Board award a contract to McGriff, Seibels & Williams of Texas, Inc. in the amount of $250,000 to provide wind insurance to include named storms and other wind and hail damage.

Regent Coburn made a motion, seconded by Regent Haddox, THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.

Discussion ensued resulting with Regents Coburn and Haddox withdrawing their motions. There was no further motion.

CONSIDERATION FOR BILLBOARD ADVERTISING

Dr. Brown recommended that the Board award a contract in the amount of $66,896 with CBS Outdoor to advertise on three 14' by 18' billboards from 9/10/12 to 9/8/13. CBS is the sole source vendor of the billboards in these specific locations. (see following chart)

<table>
<thead>
<tr>
<th>Billboard locations</th>
<th># of periods</th>
<th>Cost per period</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-10 East &amp; San Jacinto River</td>
<td>13</td>
<td>$2,500</td>
<td>$32,500</td>
</tr>
<tr>
<td>I-10 East .2 mi. west of Garth Rd.</td>
<td>13</td>
<td>$1,000</td>
<td>$13,000</td>
</tr>
<tr>
<td>6015 Garth Rd. south of I-10</td>
<td>13</td>
<td>$1,500</td>
<td>$19,500</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$65,000</td>
</tr>
</tbody>
</table>

The additional $1,896 will be needed for production costs.

Regent Coburn made a motion, seconded by Regent Haddox, THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.

Discussion ensued. Mr. Steve Lestarjette, Director of Public Relations was called upon to answer questions and provide further comment.
The motion passed with no dissenting votes.

**53.12 CONSIDERATION OF RENTAL OF PERFORMING ARTS CENTER (PAC)**

Dr. Brown prefaced this recommendation stating that a policy change recommendation is forthcoming to the Board and if approved will result in the need to not bring all PAC rentals to the Board, but until that time, Board approval is required.

Dr. Brown recommended that the Board approve the rental of the PAC Main Hall on Saturday, September 8, 2012 from 8:00 a.m. to 5:00 p.m., by Ambassador Programs, Inc. The charge for this rental will be the standard 6-10 hour rate of $2,450. The original request was for Tucker Hall. However, the expected attendance now exceeds the capacity of Tucker Hall.

Regent Coffey made a motion, seconded by Regent Hall, **THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.**

The motion passed with no dissenting votes.

**54.12 CONSIDERATION OF SIGN LANGUAGE INTERPRETING CONTRACT**

Dr. Brown recommended that the Board approve a three year professional service contract for sign language interpreting services to Bridge of Language. The cost for this year will be approximately the same as the 2011/12 academic year of $153,000. The amount may vary based on enrollment.

Regent Gray made a motion, seconded by Regent Jirrels, **THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.**

The motion passed with no dissenting votes.

**55.12 CONSIDERATION OF APPROVAL OF TASB BOARD POLICY UPDATE 26 – SECOND READING**

Dr. Brown recommended that the Board approve the second reading of Update 26.

*To clarify, Dr. Brown stated that additional policies were reviewed at the Policy Committee meeting and will not be presented for approval at this time but will come forward in September for approval.*
Regent Alfaro made a motion, seconded by Regent Hall, THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.

The motion passed with no dissenting votes.

56.12 CONSIDERATION OF PIPELINE EASEMENT AND RIGHT-OF-WAY AGREEMENT

Dr. Brown recommended that the Board approve the Amended Pipeline Easement and Right-of-Way Agreement with Chevron Phillips Chemical Company, LP.

Regent Himsel made a motion, seconded by Regent Gray, THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.

The motion passed with no dissenting votes.

57.12 CONSIDERATION OF BANK DEPOSITORY CONTRACT

Dr. Brown recommended that the Board award a contract to Amegy Bank to provide depository services to the District for the two year period beginning September 1, 2012 and ending August 31, 2014.

VP Evans offered explanation of the recommendation.

Regent Coburn made a motion, seconded by Regent Alfaro, THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.

The motion passed with no dissenting votes.

58.12 CONSIDERATION TO ADOPT INVESTMENT POLICY AND INVESTMENT STRATEGIES CAK (LOCAL) FIRST READING

Dr. Brown recommended that the Board approve a resolution adopting the investment policy of the Lee College District and prescribed by Chapter 2256 of the Texas Government Code.

Regent Coburn made a motion, seconded by Regent Alfaro, THAT THE BOARD APPROVE THE ADMINISTRATION'S RECOMMENDATION.

The motion passed with no dissenting votes.
59.12  CONSIDERATION TO APPROVE THE ORDINANCE AND RESOLUTION ADOPTING BUDGET FOR FY2012-13

Dr. Brown recommended that the Board approve a resolution adopting the investment policy of the Lee College District and prescribed by Chapter 2256 of the Texas Government Code. Regent Coffey made a motion, seconded by Regent Haddox, THAT THE BOARD APPROVE THE ADMINISTRATION’S RECOMMENDATION.

Discussion ensued.

The motion passed with no dissenting votes.

EXECUTIVE SESSION

Regents recessed from Open Meeting into Closed Meeting at 7:23 pm to discuss personnel and real estate. The Board reconvened into Open Meeting at 8:12 pm. No action was taken.

60.12  CONSIDERATION OF LEASE AGREEMENT WITH GOOSE CREEK CONSOLIDATED ISD

Regent Coffey made a motion, seconded by Regent Haddox, THAT THE BOARD APPROVE THE ADMINISTRATION’S RECOMMENDATION.

Discussion ensued.

Regent Haddox called for the question.

Before a vote was established, Vice Chairman Moore-Fontenot stated for the record, that a provision under Chapter 176, Local Government Code, Form CIQ (Conflict of Interest Questionnaire) states that a person who has a business relationship with a governmental entity might recuses themselves. Regent Coffey provided additional disclosure information regarding the form.

The motion passed five votes in favor, three votes against and 1 abstention.

C. Matters of Concern for Future Agendas

None
D. Adjournment

Chairman Gray declared the meeting adjourned at 7:28 pm.

Wayne Gray
Chairman, Board of Regents

Peter Alfaro
Secretary, Board of Regents