

**MINUTES OF THE BOARD RETREAT / SPECIAL MEETING  
OF THE BOARD OF REGENTS  
GALVESTON COMMUNITY COLLEGE DISTRICT  
The San Luis Resort, Spa & Conference Center  
5222 Seawall Boulevard  
Galveston, Texas 77551  
Spinnaker Room  
June 19, 2012  
8:30 a.m.**

At the Board Retreat / Special Meeting of the Galveston Community College District Board of Regents, duly held on Tuesday, June 19, 2012, in the Spinnaker Room of The San Luis Resort, Spa & Conference Center, commencing at 8:30 a.m., the following Regents were present:

Mr. George F. Black, Chairperson  
Mr. Armin Cantini, Vice Chairperson  
Mr. Raymond Lewis, Jr., Secretary  
Mrs. Barbara K. Crews  
Dr. Paul J. Cunningham  
Ms. Karen F. Flowers  
Mr. Florentino "Tino" F. Gonzalez  
Mr. Carroll G. Sunseri

Staff present for all or a portion of the meeting included Dr. W. Myles Shelton, President, Dr. Deeanna Antosh, Ms. Carla Biggers, Dr. Cissy Matthews, and Dr. Phyllis Mingus Pepin.

- I. **CALL TO ORDER:** Chairperson Black opened the Board Retreat / Special Meeting at 8:32 a.m. and determined a quorum was present.
- II. **CERTIFICATION OF POSTING NOTICE OF BOARD RETREAT / SPECIAL MEETING:** Dr. Shelton confirmed that the notice of the Board Retreat / Special Meeting had been properly posted on June 14, 2012.
- III. **GALVESTON ISLAND ECONOMIC UPDATE:** Mr. Black introduced Ms. Michele Hay, Director of Communications, with the Galveston Economic Development Partnership. Ms. Hay distributed copies of the "2012 GEDP Investor Profile" and gave a PowerPoint presentation giving an economic update of the community. She said the purpose of the GEDP is to increase Galveston Island's employment and tax bases. It assists in providing data to existing and prospective investors. GEDP recently hosted its first developer showcase that was well attended. Ms. Hay presented information on the following topics relating to Galveston Island:

### **III. GALVESTON ISLAND ECONOMIC UPDATE: (Continued)**

- Census and Demographic Data
- Top Ten Employers
- Top Ten Taxpayers
- Gross Sales Per Industry
- Results of a GEDP Employer Survey
- GEDP Targets Two Key Markets With Significant Impact to Economy
  - Maritime Industry (Port of Galveston)
  - Healthcare Industry (University of Texas Medical Branch)
- Education
- Emerging Technology
- Hospitality and Tourism
- Upcoming Projects
  - Additional cruise lines
  - Texas Mexico Pacific Rail Project
  - Gulf of Mexico Foundation
  - Jeannie Sealy Hospital
- GEDP Strategic Investment Areas
  - Downtown Corridor
  - Falstaff Area
  - Incinerator Area near Criminal Justice Center

Mr. Black asked that the GEDP share information with staff regarding potential new industries and businesses to assist the College with planning programs tailored to their needs. Mr. Cantini suggested that when recruiting, the GEDP recommend Galveston College for employer training needs. Ms. Hay noted several requests for data that were not included in her presentation and offered to provide this information after the meeting.

### **IV. LEGISLATIVE UPDATE / LEGISLATIVE AGENDA:** Dr. Shelton gave an update on legislative issues and the legislative agenda through a PowerPoint presentation. Topics discussed were:

- Texas Economic Indicators
- Texas a Growing State
- Record Enrollment in Community Colleges
- Where Do Texans Live
- Appropriation per Contact Hour
- Group Health Insurance
- Retirement
- Major Challenges for State Budget Writers
  - Structural Deficit
  - Public Education
  - Medicaid
- Fiscal Situation for 83<sup>rd</sup> Legislature (\$17-19 billion deficit)
- How Much to Fund at 2009 Levels

#### IV. LEGISLATIVE UPDATE / LEGISLATIVE AGENDA: *(Continued)*

- June 2012 – Governor Perry and the Legislative Budget Board have called for a planned ten percent reduction in state funding to all state agencies including community colleges.
- Rider 53 of the 82<sup>nd</sup> General Appropriations Act – Required the Coordinating Board to hire a national consultant to provide a blueprint for state administration of the community colleges. Dr. Shelton provided a copy of the report, the response to the report from the THECB Chair Fred Heldenfels, and an article published by the *Texas Tribune*.
- From FY2008 to FY2012, Galveston College’s state appropriations have declined with further reductions anticipated through FY2014.
- Legislative Agenda
  - Student Success
    - Stable Funding for Community Colleges
    - Quality Employee Benefits
    - Student Success Policies

Dr. Shelton stated that the goal is to change the current direction of state appropriations.

#### V. GALVESTON COLLEGE FACT BOOK REVIEW: Dr. Deeanna Antosh, Director of Institutional Effectiveness and Research, briefly reviewed the “2012 Fact Book.” Data that was highlighted included the following areas:

- Historical Information (Credit Enrollment, Contact Hours, Semester Credit Hours, and Full-time Equivalency)
- Student Origins by Local Zip Codes With High Enrollment – Fall 2006 to Spring 2011
- Average Class Size by Rubric – Fall 2002 to Fall 2011
- Post-Graduation Outcomes on Exiters (Graduates and Leavers) – 2008-2009 Summary by Linkage
- Accountability and Performance Measures
- Credit Students Receiving Pell Grants
- Faculty
- Facilities
- Library
- Financial Profile – Five-Year Revenue History – 2006/07 to 2010/11
- Profile of Service Area High Schools – 2010-2011 Student Enrollment by Gender, Ethnicity
- FY2010 Texas High School Graduates Enrolled in Texas Public or Independent Higher Education in Fall 2010

*Participants took a break from 10:50 a.m. to 11:05 a.m.*

#### VI. PRESENTATION AND DISCUSSION OF NEW HORIZONS – INSTITUTIONAL MASTER PLAN 2012-17: Dr. Shelton supplied copies of the draft Institutional Master Plan for 2012-17. He noted that several things were taken into consideration while developing this draft plan that included accomplishments over the last five years, mandates from the state and federal governments, and Board directives. Dr. Shelton covered the

## **VI. PRESENTATION AND DISCUSSION OF NEW HORIZONS – INSTITUTIONAL MASTER PLAN 2012-17: (Continued)**

plan with a PowerPoint presentation starting with a list of the accomplishments. He also provided a report published by the American Association of Community Colleges, “Reclaiming the American Dream – Community Colleges and the Nation’s Future,” that includes seven recommendations to reimagine community colleges, four of which the President highlighted:

- Increase completion rates of students earning community college credentials by 50 percent by 2020.
- Double the number of students who complete developmental education programs and progress to successful completion of related freshman-level courses.
- Focus on career and technical education.
- Implement policies and practices that promote transparency and accountability.

A survey was sent to the Galveston College community to assist in the development of the plan. Dr. Shelton explained that the current mission, vision, values, and strategic goals were validated. Planning with faculty and staff determined the needed goals in each area and reported to the vice presidents. A list of those goals are categorized by: (1) Education and Curriculum, (2) Facilities, (3) Financial, (4) Institutional and Management, (5) Personnel, and (6) Student Services. Dr. Matthews shared 11 operational goals under Education and Curriculum. Dr. Shelton reviewed 11 Facilities goals, 9 Financial, 10 Institutional and Management, and 5 Personnel that are under the supervision of the Vice President for Administration.

There was discussion on plans to increase donations for the Foundation, Universal Access, and 150<sup>th</sup> Anniversary in 2017. Mr. Black suggested receiving input through community forums to gauge the desires of the community regarding Galveston College based on the assumption that state funding will continue to decline and before levying a tax increase to replace those losses.

Mr. Lewis pointed out that several goals/objectives relating to securing grants was to “attempt” rather than “secure” them. Dr. Phyllis Mingus Pepin, Vice President of Student Services, explained the reasoning. Mr. Lewis said that while he appreciates the attempts, his position as a policymaker is that the accomplishments should be evaluated based on grants that are secured. Other requests from the Board were to be included in the planning phase of the new marketing strategy and to receive a periodic update on the progress of the goals.

Dr. Pepin presented 10 student services goals. Mr. Black shared comments that he received from various individuals that the College’s counseling process is lacking. Dr. Pepin responded that this was partly due to the reduction in staff as a result of budget reductions. Dr. Shelton added that faculty needs to be more involved in the advising process.

Dr. Shelton emphasized that the plan is in draft form. He encouraged Board members to submit changes. The goal is to submit a final plan to the Board at the August meeting for presentation and adoption. An Executive Summary of the 2007-2012 Institutional Master Plan was provided listing each goal or action with its status.

*The participants recessed for lunch in The Café at 12:47 p.m. and then resumed the Board Retreat / Special Meeting for the afternoon at 1:45 p.m. in the Spinnaker Room.*

**VII. VOCATIONAL-TECHNICAL TRAINING CENTER UPDATE:** Dr. Shelton introduced Mr. Dean Barnes of Morris Architects, who presented the design concepts of the Vocational-Technical Training Center renovations. To expedite this project, Dr. Cunningham, Chair of the Facilities Committee, agreed to have the full Board review the designs instead of the normal process of the committee recommendation to the Board. Drawings, renderings, and site plans for Buildings 1, 3, and 4 were distributed to the Board. The architects are completing documentation for bidding the work. Mr. Barnes gave an update since the last meeting informing the Board that after conferring with the engineers, it was discovered that Building 4 would require the most work. Details were provided of the work to be performed on each building. A cost estimate for the project of \$2.1 million was given that includes a 15 percent contingency, or \$240,000.

*Mr. Gonzalez joined the meeting at 1:52 p.m.*

With Board approval, Dr. Shelton proposed a timeline that would have the facility renovated in time for classes beginning Fall 2013. He noted that engineering and architectural fees (\$180,000) are not included in the estimate and that signage (\$100,000-\$200,000) would be added. Equipment and furniture should cost approximately \$350,000.

*Mr. Lewis joined the meeting at 1:58 p.m.*

Landscaping and other visuals were discussed to soften the appearance of the exterior and to have it tie into the façade of the Main Campus. Dr. Shelton and staff met with the National Signs representative this week. They were told that there has been a reduction in the cost of electronics for the signage.

**VIII. SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS) ACCREDITATION OVERVIEW AND UPDATE:** Dr. Cissy Matthews, Vice President of Instruction, gave an overview and update on the SACS accreditation process. In the fall of 2014, Galveston College will have its onsite visit from the reaffirmation team. She began by defining SACS and what accreditation means and then presented details of the following outline:

- Philosophy of SACS
- Reaffirmation Process
- Compliance Certification
- Quality Enhancement Plan
- What Have We Done So Far?
  - SACS Leadership Team
  - QEP Steering Committee
  - Compliance Steering Committee
- What's Next?
- Dates to Remember

**IX. DISCUSS POTENTIAL PERFORMING ARTS CENTER AND PERFORMING ARTS PROGRAMS:** Dr. Shelton presented this agenda item and reviewed a summary sheet for a potential performing arts center and programs that are part of the new institutional master plan. He said that this project would take a total of four years from the planning stage to implementation and brought this information to the Board to begin the discussion. Mr. Black asked Dr. Cunningham to begin a conversation of why the College should offer a performing arts program, would it be reflective of the needs of this community, and would it be a draw for the students and to the community. Each Board member offered their input. Dr. Shelton shared programming ideas that would drive the need for a facility. A multipurpose facility would be more feasible with potential programs in drama/theater, music, dance, and performing arts series. Dr. Shelton met with Ms. Maureen Patton (The Grand 1894 Opera House) to get feedback from the community. She felt that this program would be a complement to the existing arts. Mr. Cantini suggested that the Board formalize a process now for the celebration of the College's 150<sup>th</sup> Anniversary that involves a new performing arts program/facility and Universal Access. Mr. Black concluded that the Board's response was positive and that staff should proceed with a performing arts center and programs. He agreed with Mr. Cantini that a committee should be formed of staff and community members to develop a five-year plan to celebrate the College's 150<sup>th</sup> Anniversary. Mr. Lewis recommended that it would be a good time to refresh the logo and other branding. Dr. Shelton responded that a new marketing campaign is being explored.

**X. DISCUSS STUDENT HOUSING:** Dr. Shelton reminded the Regents that it was their recommendation when the Facilities Master Plan was adopted to postpone further discussion of student housing until the summer retreat. He provided copies of the plans and concept options for housing from the new Facilities Master Plan for this discussion. Dr. Shelton noted that property acquisition would be necessary in order to move forward with either option. Other background information on past property acquisitions and the status of current student housing were given by the President. Although replacing the current student housing would be considered a long-term vision, where to acquire the property would be more short-term. To begin the conversation, Mr. Cantini advocated housing on 39<sup>th</sup> Street and Avenue R versus the 41<sup>st</sup> Street option. The questions were asked if Galveston College should be a residual college and if there is a need to replace or increase student housing due to program demands. A possible private source of funding for this project would be The Seibel Foundation in addition to a public-private partnership. Dr. Shelton was directed to ask The Seibel Foundation Board if it would be open to funding a student housing project and to donating to Universal Access under the Seibel's student loan program. Dr. Shelton understood from the conversation that as property becomes available, staff would bring it to the Board for consideration. There would be more discussion on whether to replace or increase the stock of housing.

*Participants took a break from 3:38 p.m. to 3:47 p.m.*

**XI. DISCUSS RESULTS OF BOARD SELF-EVALUATION:** Mr. Black explained that the current forms used for the Board's self-evaluation and the College President's were too lengthy which may have played a role in some Regents' lack of interest in completing them. He would like to create a tool that is more on point and effective that answers questions such as:

**XI. DISCUSS RESULTS OF BOARD SELF-EVALUATION: (Continued)**

- Are we engaged and are we involved in our role as elected regents?
- Are we educating ourselves? If not, how better could we educate ourselves?
- Are we knowledgeable of the campus, staff, and faculty?

Mr. Black volunteered to take on the task of creating a Board self-evaluation form to be completed electronically. As for the President's evaluation, he asked Dr. Shelton to create a draft tool to evaluate the chief executive officer and submit it for the Board's approval within 90 to 120 days. It should be more focused, measurable, and based on the Board's expectations of the President. The evaluation should also be an opportunity in a simpler form for the President to find out if there is need for improvement in any area. Dr. Shelton reviewed the priorities set for him by the Board last year and gave the status of each. All were either completed or in progress. Mrs. Crews requested that the Board consider processes for succession in its new evaluation. This topic was brought up at the last Board meeting following the election of officers and was revisited.

**XII. ADJOURNMENT TO CLOSED/EXECUTIVE SESSION IN THE SPINNAKER:**

Mr. Black noted that the Board of Regents, as authorized by Government Code, Section 551, reserves the right to enter into a closed/executive session under the following provision of the Act: Section 551.074 – Personnel Matters. The Board adjourned to the closed/executive session in the Spinnaker Room at 4:10 p.m.

**XIII. RECONVENE BOARD RETREAT / SPECIAL MEETING (OPEN MEETING) IN THE SPINNAKER ROOM:** The Board of Regents adjourned the closed/executive session at 4:32 p.m. Chairperson Black reconvened the open meeting at 4:33 p.m. in the Spinnaker.

**XIV. ACTION ITEMS:**

1. Consider Possible Action Regarding College President's Employment Contract: Mrs. Crews moved to extend the President's employment contract for one year; Mr. Sunseri seconded. The motion passed unanimously. Mr. Black noted that this extension gives Dr. Shelton a three-year employment contract. The Chair called for an additional motion regarding the President's compensation. Mr. Lewis moved to increase the President's salary by four percent for the good work that he has done; Mrs. Crews seconded. The motion passed unanimously. Several Regents acknowledged their gratitude of Dr. Shelton's leadership of the College.
2. Discuss and Consider Possible Action Regarding Board Priorities for Fiscal Year 2012-2013: The Board set two priorities for the President: (1) begin planning for the College's 150<sup>th</sup> Anniversary and formalize a steering committee as quickly as possible, and (2) plan an initiative for addressing private foundation giving through a committee with someone responsible for its leadership, either staff or volunteer, and with his personal involvement in that effort. Dr. Shelton added several short-term initiatives that included work on the: (1) V-TTC renovations in time to start new programs by Fall 2013, (2) SACS reaffirmation, (3) Spring 2013 Legislative Session, (4) Master Plan initiatives (5) performing arts programs, and (6) Universal

**XIV. ACTION ITEMS: (Continued)**

Access and Galveston College Foundation giving. Mr. Lewis moved to adopt this list of Board priorities for the President for fiscal year 2012-2013; Mr. Cantini seconded. The motion passed unanimously.

3. Consider Approving Vocational-Technical Training Center Conceptual Plans and Authorizing Administration to Proceed With the Bidding Process: Mrs. Crews moved to approve the Vocational-Technical Training Center conceptual plans presented earlier in the meeting and to authorize administration to proceed with the bidding process; Mr. Sunseri seconded. For clarification, Dr. Shelton explained that this \$3.0 million project would be paid from the fund balance. Although funds should be added to the fund balance at the end of this fiscal year, this project will impact the amount of reserves. Another alternative would be to fund this and other projects using revenue bonds. Issuance of revenue bonds to fund future projects would be placed on an upcoming meeting agenda for discussion. The motion passed unanimously.

**XV. ADJOURNMENT:** The Board Retreat / Special Meeting adjourned at 4:44 p.m.

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Raymond Lewis, Jr., Secretary

APPROVED AS CORRECT:

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George F. Black, Chairperson