

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF REGENTS
GALVESTON COMMUNITY COLLEGE DISTRICT
4015 Avenue Q
Galveston, Texas 77550
Room M-220 – Moody Hall
June 13, 2012
5:30 p.m.**

At the Regular Meeting of the Galveston Community College District Board of Regents, duly held on Wednesday, June 13, 2012, in Room M-220 of Moody Hall, commencing at 5:30 p.m., the following Regents were present:

Mr. Florentino “Tino” F. Gonzalez, Chairperson
Mr. George F. Black, Vice Chairperson
Mrs. Barbara K. Crews, Secretary
Mr. Armin Cantini
Paul J. Cunningham, M.D.
Ms. Karen F. Flowers
Mr. Carl E. Kelly
Mr. Raymond Lewis, Jr.
Mr. Carroll G. Sunseri

Regent Gregory R. Roof was present until Ms. Flowers was sworn in.

Faculty and staff present included Dr. W. Myles Shelton, President, Dr. Deeanna Antosh, Ms. Carla Biggers, Mr. Conrad Breitbach, Mr. Bobby Brown, Mr. George Crossland, Mr. M. Jeff Engbrock, Dr. Gaynelle Hayes, Ms. Veronica Henries, Mr. Joe Huff, Ms. Mary Jan Lantz, Dr. Cissy Matthews, Dr. Phyllis Mingus Pepin, and Mr. Eugene Walker.

- I. CALL TO ORDER REGULAR MEETING:** Chairperson Gonzalez opened the Regular Meeting at 5:30 p.m. in Room M-220 of Moody Hall and determined a quorum was present.
- II. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE:** Mr. Gonzalez began with a moment of silence and asked Mr. Black to lead the Pledge of Allegiance.
- III. CERTIFICATION OF POSTING NOTICE OF REGULAR MEETING:** Dr. Shelton confirmed that the notice of the Regular Meeting had been properly posted on June 7, 2012.

Mr. Gonzalez recognized guests of Ms. Flowers attending the meeting at this time. See Agenda Item V.

- IV. ADMINISTER OATH OF OFFICE:** Ms. Biggers administered the oath of office to the newly elected Regents, Mr. Florentino “Tino” F. Gonzalez (Position 1), Mrs. Barbara K. Crews (Position 2), Ms. Karen F. Flowers (Position 3), and Mr. Raymond Lewis, Jr. (Position 4). Mr. Gonzalez presented each with a Certificate of Election and Mr. Black presented Mr. Gonzalez’s.

- V. RECOGNITION OF GUESTS:** Individuals recognized as guests at the meeting included Ms. Kim Raschke, Mr. Ted Shook, Mr. Raymond Brouillard, Mr. V. J. Tramonte, and Ms. Jordan Raschke.

Due to a personal family matter, Ms. Flowers excused herself at 5:35 p.m.

- VI. CONSIDER APPROVAL OF MINUTES FROM REGULAR MEETING OF MAY 9, 2012, NOMINATING COMMITTEE MEETING OF MAY 14, 2012, AND SPECIAL MEETING OF MAY 23, 2012:** A reading of the minutes was waived. Mr. Black moved to approve the minutes as presented; Mr. Sunseri seconded. The motion passed unanimously.

- VII. CITIZENS DESIRING TO APPEAR BEFORE THE BOARD ON AGENDA AND NON-AGENDA ITEMS:** There were no citizens present desiring to appear before the Board.

VIII. INFORMATIVE REPORTS:

1. Student Success Story: Dr. Shelton introduced this agenda item and Dr. Deeanna Antosh, Director of Institutional Effectiveness and Research, who presented this month's student success story. Dr. Antosh reviewed the Fall 2011 and Spring 2012 Enrollment by Instructor report, as required by law, that included data by enrollment, credits, and completion rate at the beginning (census date) and end of each semester by division, instructor, and course/section. The faculty members' rank was also indicated. Overall completion rates were 87.9% for Fall 2011, and 88.8% for Spring 2012. These figures are consistent with last year's numbers and slightly higher than other area community colleges. Dr. Shelton noted that these statistics are not a true reflection of student success because they reflect those students who completed the course and not those who actually passed the course.
2. Monthly Financial Reports – May: Mr. M. Jeff Engbrock, Director of Business Services, presented the financial reports for the month of May 2012. With 75 percent of the year completed, income generated was \$16,133,255, or 89.85 percent of the revenue budget. Total expenses were \$12,260,026, or 68.28 percent of the fiscal year 2011-2012 expenditure budget. Mr. Engbrock concluded that both revenues and expenditures are within budget.

- IX. CONSIDERATION OF CONSENT AGENDA:** Mr. Gonzalez proceeded to the Consent Agenda. Dr. Shelton asked to include Action Item No. 4 to the President's recommendation for separate action. Mr. Black moved to approve Action Item Nos. 1, 5, 6, 7, 8, 9, 10, 11, 12, 14, 18, 19, and 22; Dr. Cunningham seconded. The motion passed unanimously. A copy of the Consent Agenda is attached as Exhibit A.

X. ACTION ITEMS:

1. Consider Acceptance of Fiscal Year 2011-12 Third Quarter Investment Report: The Board unanimously accepted the third quarter investment report for the period ending May 31, 2012. The ending book value was \$14,742,262, and the total investment interest earned for the quarter was \$7,850. This item was passed in the Consent Agenda.
2. Consider Adoption of Resolution Granting Residence Homestead Tax Exemptions for the 2012 Tax Year: Dr. Shelton presented this resolution for Board consideration that provides for the 2012 tax year designation of property tax exemptions. He confirmed that the exemptions were identical to those granted in previous years. The first exemption is a \$10,000 ad valorem tax exemption for real property owned and occupied by persons over 65 years of age. The second exempts \$5,000 or 20% of real property value, whichever is greater, from ad valorem taxes for property that is owned and occupied by the individual. Mr. Cantini moved to approve the resolution granting residence homestead tax exemptions for the 2012 tax year; Mr. Black seconded. The motion passed unanimously.
3. Consider Adoption of Resolution Authorizing the Split-Payment Option of Property Taxes: Dr. Shelton presented a resolution for Board consideration to repeal a previous resolution opting out of the split-payment option of property taxes. He explained that staff recommended this action because the split-payment option only had a two percent impact on the College's receipts from last year. Mrs. Crews moved to adopt the resolution authorizing the split-payment option of property taxes; Mr. Cantini seconded. The motion passed unanimously.
4. Consider Approval of Nonrenewal of Lease Agreement Between Galveston College and McCoy Corporation: Dr. Shelton stated that in order to begin the next phase of the renovations at the Vocational-Technical Training Center by October 1, 2012, proper notification would have to be given to McCoy Corporation for nonrenewal of the lease agreement effective September 30th. Mrs. Crews moved to approve the nonrenewal of the lease agreement between Galveston College and McCoy Corporation; Mr. Cantini seconded. The motion passed unanimously.
5. Consider Approval of Insurance Coverage Policy Renewals – National Flood Insurance Program (NFIP) and Texas Windstorm Insurance Association (TWIA): The Board unanimously approved insurance coverage policy renewals of the National Flood Insurance Program (NFIP) and Texas Windstorm Insurance Association (TWIA). The total estimated renewal for all TWIA policies is \$196,560 and \$53,566 for all NFIP policies. These policies are written through Galveston Insurance Associates (GIA). This item was passed in the Consent Agenda.

X. ACTION ITEMS: (Continued)

6. Consider Approval of Insurance Coverage Policy Renewals – Property and Contents - Excess Windstorm and Excess Flood: The Board unanimously approved insurance coverage policy renewals for property and contents excess windstorm and excess flood. Excess windstorm coverage above TWIA limits for named and numbered storms would be purchased from Alliant for \$130,702. Excess flood coverage above NFIP limits would be purchased from GIA for \$145,788. The item was passed in the Consent Agenda.
7. Consider Approval of Renewal of Texas Association of School Boards Risk Management Fund Insurance Coverage for All Other Perils Property (Excluding Named or Numbered Windstorms), Liability, Vehicle, Unemployment, and Workers' Compensation: The Board unanimously approved the renewal for insurance coverage through an interlocal agreement with the TASB Risk Management Fund for all other perils property (excluding named or numbered windstorms), liability, vehicle, unemployment, and Workers' Compensation totaling \$106,988. This amount does not include unemployment coverage since the current policy does not expire until September 30, 2012. This item was passed in the Consent Agenda.
8. Consider Approval of 403(b) Deferred Compensation Plan Amendments Compliant with IRS Requirements: Heroes Earnings Assistance and Relief Tax Act (HEART) and Worker, Retiree, and Employer Recovery Act (WREA): The Board unanimously approved the 403(b) Deferred Compensation Plan Amendments that are compliant with the December 31, 2012 IRA requirements of HEART and WREA. This item was passed in the Consent Agenda.
9. Consider Approval of 457(b) Deferred Compensation Plan Amendments Compliant with IRS Requirements: Heroes Earnings Assistance and Relief Tax Act (HEART) and Worker, Retiree, and Employer Recovery Act (WREA): The Board unanimously approved the 457(b) Deferred Compensation Plan Amendments that are compliant with the December 31, 2012 IRA requirements of HEART and WREA. This item was passed in the Consent Agenda.
10. Consider Acceptance of U. S. Department of Education TRIO - Upward Bound Program Grant Award for Project Year 2012-2013: The Board unanimously accepted the \$250,000 U. S. Department of Education TRIO - Upward Bound Program grant award for project year 2012-2013. Funding for this program was granted for another five years awarding \$250,000 annually. The budget period for this first year of funding begins September 1, 2012, and ends August 31, 2013. This item was passed in the Consent Agenda.
11. Consider Acceptance of U. S. Department of Education Expanding STEM Pathways Program Grant Award for Project Year 2012-2013: The Board unanimously accepted the \$863,510 U. S. Department of Education Expanding STEM Pathways Program grant award for project year 2012-2013. This is the second year of funding. The budget period begins October 1, 2012, and ends September 30, 2013. This item was passed in the Consent Agenda.

X. ACTION ITEMS: (Continued)

12. Consider Approval of Revised 2012-2013 Academic Calendar: The Board unanimously approved the revised 2012-2013 academic calendar as presented. Changes were made to dates in both summer sessions for 2013 due to the final Galveston Independent School District year-end and graduation dates. This item was passed in the Consent Agenda.
13. Consider Conferment of Faculty Tenure: Ms. L. Janene Davison, Instructor of Speech, successfully completed the application process for tenure. Dr. Shelton concurred with the recommendations of the Rank, Tenure and Sabbatical Committee, the supervising Vice President of Instruction, and presented the appointment to the Board for approval. Prior to the meeting, Ms. Davison made available her online tenure portfolio for Board review. This status change would begin with the 2012-2013 academic year. Mr. Bobby Brown attended the meeting and was recognized by Dr. Shelton for chairing the Rank, Tenure and Sabbatical Committee. Mrs. Crews made the motion to grant tenure to Ms. Davison as recommended by the Committee, Vice President of Instruction, and the President of the College; Mr. Cantini seconded. The motion passed unanimously.
14. Consider Ratifying Appointment of Full-time Instructors: The Board unanimously approved the ratification of the following full-time instructor appointments. This item was passed in the Consent Agenda.

Jamie Chapman, STEM Instructor (12-month, non-tenure track – based on continued STEM grant funding) – An annual salary rate of \$59,385 will be prorated beginning July 9, 2012.

Karen Daniel, English Instructor (9-month, non-tenure track – based on continued funding through GISD dual credit agreement) – An annual salary rate of \$41,494 will begin August 17, 2012.

Dr. Connie Gomez, Engineering Instructor (12-month, non-tenure track – based on continued STEM grant funding) – An annual salary rate of \$61,149 prorated beginning March 5, 2012.

Darin Larkin, History Instructor (9-month, non-tenure track – based on continued funding through GISD dual credit agreement) – An annual salary rate of \$43,182 will begin August 17, 2012.

Joan E. Moss, Associate Degree Nursing Instructor (9-month, tenure track) – An annual salary rate of \$43,567 will be prorated beginning July 2, 2012.

Dr. Sri Rajya Rudrabhatla, Biology Instructor (9-month, tenure track) – An annual salary rate of \$44,849 will begin August 17, 2012.

Judith A. Schmidt, Associate Degree Nursing Instructor (9-month, tenure track) – An annual salary rate of \$48,607 will be prorated beginning June 4, 2012.

X. ACTION ITEMS: (Continued)

15. Consider Approval of Policies Committee Recommendation Regarding Review of Local Board Policies in Section C (Business and Support Services), Section D (Personnel), and Section G (Community and Governmental Relations):

Mr. Gonzalez turned the floor over to Mr. Sunseri, Chairperson of the Policies Committee. Mr. Sunseri reported that the Policies Committee met prior to this meeting and reviewed several local policies. Dr. Shelton submitted recommended changes to policies in Section C, D, and G. A summary of the proposed changes was included in the Board Report and the proposed policies were provided to the Board members prior to the meeting. After review by the Policies Committee, the Committee recommended and Mr. Sunseri moved that the Board adopt the policy revisions in Sections C, D, and G as presented with one Committee change to add “Board members” to Board Policy CHC (Local) – Buildings, Grounds, and Equipment Management: Traffic and Parking Controls, as part of the group that it governs. Mr. Black seconded, and the motion passed unanimously.

16. Consider Approval of Policies Committee Recommendation Regarding Proposed Changes to Local Board Policies:

- BBI – Board Members: Technology Resources and Electronic Communication
- BCAE – Board Officers and Officials: Selection and Duties of Chief Tax Officials
- EFBA – Degrees and General Graduation Requirements
- EFBB – Core Curriculum

Mr. Sunseri noted that the Policies Committee also reviewed and discussed recommended changes to the above local Board policies. The Committee recommended, and Mr. Sunseri moved to adopt the revisions proposed as outlined in the Comment section of the summary table published in the Board Report; Mr. Lewis seconded. The motion passed unanimously.

17. Consider Approval of “Public Junior College Safety and Security Audit”: Staff requested approval of the “Public Junior College Safety and Security Audit” that was conducted by the Galveston College Safety, Security, and Energy Committee during the Spring 2012 semester for electronic submission to the Texas School Safety Center’s website by September 15, 2012. A copy of the audit report was provided to the Board. Dr. Shelton surmised that the College is largely compliant, based on the results of the audit, and provides a safe environment for its students, faculty, and staff. Mr. Lewis moved to adopt the “Public Junior College Safety and Security Audit” as presented; Mrs. Crews seconded. The motion passed unanimously.

Mr. Kelly arrived at 5:55 p.m.

X. ACTION ITEMS: (Continued)

18. Consider Approval of Proposal to Purchase Workstations and Seating for STEM Classrooms: The Board unanimously approved a proposal to purchase workstations and seating for STEM classrooms: R-357, R-358, R-359, N-303, N-307, and N-310/311. Items would be purchased with HSI-STEM grant funds from JR, Inc. for \$19,126.02, South Texas School Furniture for \$11,233.00, and KI for \$11,087.58. The total purchase from these state-approved contract vendors is \$41,446.60. This item was passed in the Consent Agenda.
19. Consider Approval of Proposal to Purchase SMART Classroom Multimedia Equipment: The Board unanimously approved a proposal to purchase multimedia equipment to convert and/or upgrade seven classrooms to SMART classrooms: R-357, R-358, R-359, N-307, N-303, N-311, and N-217. This equipment would be purchased from Summit Integration Systems, a state-approved contract vendor for a total of \$76,243. Six of the classrooms are designated as STEM labs and their cost (\$68,321) would be covered by HSI-STEM grant funds. The cost of the seventh classroom (\$7,922) would be covered by institutional funds. This item was passed in the Consent Agenda.

Following the presentation of Action Item Nos. 20 and 21, Mr. Cantini made the motion and Mrs. Crews seconded staff's requests. Both passed unanimously.

20. Consider Approval to Discontinue the Emergency Medical Services Level-One Certificate Program: Dr. Cissy Matthews, Vice President of Instruction, presented staff's request and justification to discontinue the Emergency Medical Services Level-One Certificate Program.
21. Consider Approval to Add a Culinary Arts Level-One Certificate Program: Dr. Matthews also presented staff's request and justification to add a Culinary Arts Level-One Certificate Program.

CULINARY ARTS

Level-One Certificate Program

(Degree Audit Program Code: CHEF-BASIC-C1)

The Culinary Arts Basic Certificate is a one semester certificate program designed for the individual seeking training to become employed as an entry-level cook. The student will receive instruction in basic hot food cooking techniques, knife skills, baking and pastry, soup and sauce making, as well as regional and international cuisines. Students also earn the ServSafe Food Protection Manager Certificate. The Culinary Arts certificate, coupled with work experience and additional classroom instruction, can lead to certification by the American Culinary Federation.

Transfer Policy: Up to six (6) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Director/Coordinator.

X. ACTION ITEMS: (Continued)

ONE SEMESTER PROGRAM

First Semester

CHEF	1205	Sanitation & Safety	2
CHEF	1301	Basic Food Preparation	3
CHEF	2302	Saucier	3
PSTR	1301	Fundamentals of Baking	3
CHEF	2301	Intermediate Food Prep*	3
SPNL	1291	Restaurant Spanish	2
			<hr/>
			16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 16

* Identifies Capstone course.

22. Discuss and Consider Approval of 2012 Budget and Tax Rate Planning Calendar: The Board unanimously approved the 2012 Budget and Tax Rate Planning Calendar proposed by staff. Mr. Sunseri urged the members to make note on their personal calendars of the meeting dates listed below. All will convene at 5:30 p.m. This item passed in the Consent Agenda.

August 1 – First Budget Workshop

August 8 – Second Budget Workshop (*if needed*) and Regular Meeting

August 20 – Public Hearing on Budget followed by Special Meeting
(adopt budget, then proposed tax rate)

September 5 – First Public Hearing on Proposed Tax Rate

September 12 – Second Public Hearing on Proposed Tax Rate and
Regular Meeting

September 25 – Special Meeting (adopt tax rate)

23. Consider Nominating Committee Recommendation Regarding the Nomination of Board Officers for 2012-2014 Term and Elect Board Officers: At the May meeting, the Board authorized the Board Chairperson to appoint a Nominating Committee to submit recommendations to the Board of Regents for the 2012-2014 term of officers. He appointed Dr. Cunningham to chair this committee with himself and Mr. Lewis as members. Dr. Cunningham reported that the Committee met on Monday, May 14th. Mr. Sunseri also attended that meeting. The Committee recommended the nomination of the following slate of Board officers:

Mr. George F. Black – Chairperson

Mr. Armin Cantini – Vice Chairperson

Mr. Raymond Lewis, Jr. – Secretary

Dr. Cunningham confirmed that he had contacted each nominee and all were willing to serve in their respective capacities. He shared information to justify the Committee's nominated slate of officers since it veered from an unwritten precedence set by the Board. Dr. Cunningham moved to accept the Committee's nominations; Mr. Black seconded. Mrs. Crews responded to Dr. Cunningham's statements and encouraged the Board to implement a written policy to clarify its

X. ACTION ITEMS: (Continued)

guidelines on succession. She stated for the record that it appears that with these nominations and what has been customary, there will be no female chairing the Board of Regents for the next decade, which is not representative of the student population. There were no nominations from the floor; therefore, the motion passed unanimously.

Mr. Black presented a plaque to Mr. Gonzalez as a token of appreciation from the Board for his outstanding service as Chair of the Board and read its inscription. Mr. Gonzalez was applauded. He said that it was an honor, thanked everyone for their support, and said that he had a great team to work with, giving special recognition to Dr. Shelton and immediate past Board Chair Carl Kelly. Since Mr. Gonzalez was unable to attend the Employee Awards Banquet in May, he was presented his 10-year service award pin and gift. With that, Mr. Gonzalez turned the meeting over to Mr. Black.

XI. BOARD OF REGENTS ORGANIZATION – 2012-2014 COMMITTEE

APPOINTMENTS: Mr. Black made the following Board committee appointments for the 2012-2014 term:

Facilities – Dr. Cunningham, Chairperson, Mr. Cantini, Ms. Flowers, Mr. Gonzalez

Finance – Mr. Cantini, Chairperson, Mr. Lewis, Mr. Kelly, Mrs. Crews, Mr. Sunseri

Policies – Mr. Sunseri, Chairperson, Mr. Gonzalez, Mr. Kelly, Mr. Lewis

Tax Foreclosed Resale Committees (Galveston and Bolivar Peninsula) –

Mr. Black, Representative; Director of Business Services, Alternate

Galveston College Foundation – Chairperson and Vice Chairperson, Ex-officio Board Representatives (in accordance with the Galveston College Foundation Bylaws).

Mr. Black stated that a request will be made of the Foundation Board to nominate Ms. Flowers as a regular member of that body.

XII. SPECIAL REPORTS AND COMMENTS:

1. Student Representative: There was no student activities report presented.
2. Faculty Representative: Mr. Conrad Breitbach, President of the Faculty Senate, stated that since most of the faculty members are not teaching during the summer, there has been no meeting of the Faculty Senate and he had no report.
3. President: Dr. Shelton provided the Board with copies of a letter from the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) dated May 14, 2012, indicating that its officers voted not to finalize probationary accreditation for the College's Nuclear Medicine Technology program due to staff's immediate response. The program will retain its full accreditation status, which expires in 2013. Mr. Bobby Brown, Program Director and Instructor of Nuclear Medicine, was congratulated by Dr. Shelton for his part in obtaining this status.

XII. SPECIAL REPORTS AND COMMENTS: (Continued)

The President also provided a copy of a letter from the State Auditor's Office dated May 25, 2012, stating that upon completion of its biannual project of investment compliance, it was found that Galveston College was fully compliant in both the Public Funds Investment Act and other investment requirements.

Other materials supplied to the Board included a copy of the Coordinating Board's "2012 Texas Public Higher Education Almanac – A Profile of State and Institutional Performance and Characteristics" and the published copy of the College's "Facilities Master Plan – January 2012" prepared by Morris Architects.

Dr. Shelton informed the Board that Ms. Sheryle Jackson, Continuing Education Customer Account Executive, is retiring after many years to service. She was a stalwart, faithful employee and will be greatly missed. The President wished Ms. Jackson the best and expressed his regret that she would be departing.

Dr. Shelton reminded the Board of the retreat on Tuesday, June 19th, beginning 8:30 a.m. at The San Luis Resort. He concluded with an invitation to the Regents to tour the Third Floor renovations that are in progress.

Mr. Black added that the Facilities Chairperson, Dr. Cunningham, agreed to consider a time sensitive facility item at the Board Retreat rather than call a committee meeting to review the Vocational-Technical Training Center architectural concepts. Upon approval, staff could begin the bidding process.

4. Regents: Mr. Black asked if any of the Regents had a report or comment to submit. Mr. Cantini briefly reported on the CCATT Annual Meeting that he attended with Mr. Lewis and Dr. Shelton. He noted that the main topics of discussion were finances and state funding. Mr. Cantini thanked Dr. Shelton and staff for keeping the College ahead of the curve on issues raised at various meetings that he has attended. Mr. Kelly apologized for arriving late due to a job commitment.
5. Chairperson: Mr. Black commented that he was honored to accept the Board's nomination and to be elected as Board Chairperson and hoped to do as good a job as Mr. Gonzalez. He would like to earn the support and respect of the members. Mr. Black thanked his colleagues for the opportunity to serve in this manner.

XIII. ADJOURNMENT: There being no further business to come before the Board, the Regular Meeting was adjourned at 6:22 p.m.

APPROVED AS CORRECT:

Barbara K. Crews, Secretary

Florentino "Tino" F. Gonzalez, Chairperson