

AGENDA

The Board of Trustees of McLennan Community College will meet on Thursday, June 29, 2017, at 7:00 p.m., at The Northwood House at McLennan Community College located at 1609 College Drive, Waco, Texas 76708. The Board will have dinner at 6:00 p.m., at The Northwood House at McLennan Community College.

REGULAR MEETING

- I. **Call Meeting to Order**
- II. **Introduction of Guests**
- III. **Administration of Oath of Office of Newly Elected Board Member and Certification of Election**
Doug McDurham will sign his Statement of Elected Officer at this meeting and will be sworn in officially. In addition to the Oath of Office, Mr. McDurham will be presented with a Certificate of Election.

Consent Agenda Items

- IV. **Consideration of and Approval of Minutes of May 30, 2017**
The Board will be asked to consider and approve the minutes from the May 30 meeting.
- V. **Consideration of and Approval of Quarterly Investment Report**
The Board will be asked to consider and approve the Quarterly Investment Report.
- VI. **Consideration of and Approval of Renewal of Administrative and Other Non-Faculty Contracts**
The Board will be asked to consider and approve the renewal of administrative and other non-faculty contracts for Fiscal Year 2018.
- VII. **Consideration of and Approval of Athletic Insurance Proposal**
The Board will be asked to consider and approve the proposal from First Agency, Inc. of Kalamazoo, Michigan.
- VIII. **Consideration of and Approval of Bank Depository Services**
The Board will be asked to consider and approve the Bank Depository.
- IX. **Consideration of and Approval of Workers' Compensation Insurance Renewal**
The Board will be asked to consider and approve the Workers' Compensation Insurance renewal.
- X. **Consideration of and Approval of Cooperative Purchasing Agreement with Texas A&M University-Commerce**
The Board will be asked to consider and approve a cooperative purchasing agreement with Texas A&M University-Commerce to utilize an existing contract with D2L Ltd.
- XI. **Consideration of and Approval of Revisions to the Purchasing Policy (D-X)**
The Board will be asked to consider and approve revisions to the Purchasing Policy.
- XII. **Consideration of and Approval of Learning Management System**
The Board will be asked to consider and approve a new Learning Management System.
- XIII. **Appointment of Personnel**
The following positions will be taken to the Board for consideration and approval.
 - **Assistant Professor, Music (Tenure Eligible) (Two Positions)**
 - **Assistant Professor, Respiratory Care Technology (Tenure Eligible)**

- Assistant Professor, Theatre (Tenure Eligible)
- Assistant Professor, EMS/Paramedicine (Tenure Eligible) (Two Positions) *Conversions*
- Graphic Design Specialist
- Communication/Photography Specialist
- Highlander Central Specialist
- Advising Specialist, Student Development (Two Positions)

- XIV. Consideration of and Approval of Financial Report for May 2017**
The Board will be asked to consider and approve the financial report for May 2017.
- XV. Consideration of and Approval of Annual Technology Purchases**
The Board will be asked to consider and approve the annual technology purchases.
- XVI. Teaching Moment Presentation**
Anthony LaStrape will present this month's Teaching Moment Presentation. His presentation is entitled, "Delivering Your Presentation."
- XVII. Student Success Initiative**
Dr. Fred Hills and Mr. Richard Leslie will present the Student Success Initiative this month. The title of their presentation is "Moving from Seeking College Readiness to becoming a Student Ready Campus."
- XVIII. Review of Legislative Session**
Dr. McKown will give a review of this year's legislative session.
- XIX. Discussion of FY 2018 Budget**
The board and administration will have a discussion on the budget for Fiscal Year 2018.
- XX. President's Report on College Activities Since the Last Board Meeting**
- XXI. Other Business—Date for Next Board Meeting**
- XXII. Closed Session— V.T.C.A. Government Code, Section 551.074, To Deliberate the Appointment of, Employment of, Evaluation of, Reassignment of, and Duties of Employees; 551.071, Consultation with Lawyer about Student Matter.**
- XXIII. Adjournment**

1. (Agenda Item VII—Consent—Athletic Insurance Proposal) We have received proposals for athletic insurance for the coming school year. We received three proposals, and our customary tabulation score sheet was prepared with our current provider scoring the highest points. We have been with First Agency, Inc. since the 2013-2014 year, and their services have been excellent. The current year's premium price with First Agency, Inc. was \$71,812, for basic and \$6,730, for catastrophic coverage for a total of \$78,542. I recommend approval of the proposal from First Agency, Inc. of Kalamazoo, Michigan, for athletic insurance in the amount of \$79,958 for basic and \$6,730, for catastrophic coverage for a total premium of \$86,688, based on the evaluation process. A review sheet is attached to SharePoint (Attachment _).
2. (Agenda Item VIII—Consent—Bank Depository Services) Will have on Monday, June 26th
3. (Agenda Item IX—Consent—Workers' Compensation) MCC has been an active participant with Claims Administrative Services (CAS) since 1991. With a slight increase in our payroll and a change in our percentage of the pool, our loss fund maximum will increase approximately .078% from \$184,173 to \$184,317. In addition to a slightly higher loss fund maximum, our fixed cost premium for next year will increase approximately .084% from \$47,098 to \$47,135 due to the increase in salaries following the 2015-2016 audit report. I am recommending that we continue with year two of our three-year agreement with Claims Administrative Services with the rate of \$231,452 maximum outlay per year, a slight increase from \$231,271 last year.
4. (Agenda Item X—Consent—Purchasing Agreement with Texas A&M) As permitted by Local Government Code, Section 271.102, McLennan Community College is requesting an D2L Ltd. is the contracted provider at Texas A&M University Commerce for a learning management system, which was selected through a RFP process and effective on February 1, 2017. A committee of faculty and staff have determined that D2L Ltd has the best software to meet our needs. This is a state-approved means of saving dollars for purchasing due to special pricing that government entities can attain through cooperative arrangements. I recommend the Board approve of Trustees approve this Cooperative Purchasing Agreement with Texas A&M University Commerce (Attachment _).
5. (Agenda Item XI—Consent—Purchasing Policy) While always adhering to appropriate purchasing practices, we want to be sensitive to the vendors who live in our taxing district. The state now allows us to show preference to local vendors. In reviewing our current Purchasing Policy, it is important that we reinforce our commitment to support businesses in McLennan County. The proposed changes are permitted by Education Code 44.031 (b1) and provides a mechanism for the College to provide a preference to local businesses. A copy of the revised policy with the change noted can be found on SharePoint (Attachment _).
6. (Agenda Item IX—Consent—Personnel) The following positions will be brought to the Board for consideration:

- **Assistant Professor, Music (Tenure Eligible)**. We are recommending Sharon Lavery for a new position created with the retirement of a faculty member in another area (Office Technology) which will not be filled. Dr. Lavery has served as an adjunct faculty member since January 2017, in the capacity of choral and faculty accompanist. She holds a Bachelor of Music degree from Oberlin Conservatory in piano and voice, a Master of Music degree in piano from Manhattan School of Music, and a Doctorate of Musical Arts degree from Juilliard in Collaborative Piano. She previously taught at Bard College/Conservatory, The University of Louisville, and Louisville Classical Academy. She also served as pianist/coach for the Kentucky Opera.
- **Assistant Professor, Music (Tenure Eligible)**. We are recommending Ms. Mandy Morrison for the position of Assistant Professor of Music which replaces Professor Dave Hooten who retired. A native Wacoan, Ms. Morrison graduated from Waco High School. Her senior year, she attended MCC, sang with the choir, and participated in the opera production. Ms. Morrison studied voice at MCC with Lise Uhl for four years. She attended the University of Arkansas where she graduated with a Bachelor of Music in Music Education and a Master of Music in Vocal Performance. Ms. Morrison has been teaching as an adjunct at MCC since 2006 and has also assisted with the opera program for the last four years. She recently traveled with the MCC Chorale to Europe. Ms. Morrison currently directs the Joyful Noise Children's Choir at First United Methodist Church and is the director for the Waco Cotton Palace Historical Production. She also serves on the boards of the Waco Symphony Association and the Central Texas Choral Society.
- **Assistant Professor, Respiratory Care Technology (Tenure Eligible)**. We are recommending your approval of Marighny Dutton for Assistant Professor. She replaces Donna Mendoza who was promoted to Program Director. She is a 2007 graduate of the MCC Respiratory Care Technology program and is an experienced clinician and lab instructor. She developed the simulation program for the MCC Respiratory Care Technology program as the Simulation Specialist and consistently demonstrates innovation in teaching and is committed to her students' success. Marighny completed her Bachelor's degree in Respiratory Care at Midwestern State University in 2011 and is currently pursuing a master's degree at the University of Texas Health Science Center San Antonio.
- **Assistant Professor, Theatre (Tenure Eligible)**. We are recommending Elizabeth Talbot for the Assistant Professor of Theatre position. She replaces Missy Edwards who will not be returning for FY18. Currently, Ms. Talbot serves as Advising Specialist in Student Development and has also served on the MCC theatre faculty as adjunct instructor of Stage Movement. She served as co-director of Shakespeare's Henry V performed at Bosque River Stage in April 2017. She previously taught classes in movement and directing at the University of East Anglia in Norwich, UK, and holds degrees from the University of East Anglia (Bachelor of Arts Honours Degree in Drama, Master of Arts in Directing) and is currently working on a Doctorate in Theatre Arts from Brunel University London.

- **Assistant Professor, EMS/Paramedicine (Tenure Eligible)**. We are recommending Justin Lawson's position be converted from full-time Instructor to Assistant Professor, EMS/Paramedicine (Tenure Eligible). Mr. Lawson has been teaching for MCC since January, 2011 as an adjunct faculty member and as the Emergency Medical Services (EMS) Clinical Coordinator since April of 2014. Mr. Lawson has an Associate of Applied Science Degree in Paramedicine from McLennan Community College and is currently attending Tarleton State University earning a Bachelor's of Applied Technology in Health Professions. Mr. Lawson has worked as a volunteer firefighter/first responder for the Robinson Volunteer Fire Department since August 2003 and has served as Fire Captain, Rescue Captain, Firefighter, and Emergency Medical Technician (EMT). Mr. Lawson certifications include EMS Instructor certification, state of Texas Licensed Paramedic, Nationally Registered EMT- Paramedic, Texas Volunteer Firefighter Certification, American heart Association Basic Cardiac Life Support, and American Heart Association Advanced Cardiac Life Support Certification.
- **Assistant Professor, EMS/Paramedicine (Tenure Eligible)**. We are additionally recommending Zachary Cleere's position to be converted from full-time Instructor to Assistant Professor, EMS/Paramedicine (Tenure Eligible). Mr. Cleere has been teaching for MCC since 2012 as an adjunct faculty and full-time since the spring of 2015. Mr. Cleere has an Associate of Applied Science Degree in Paramedicine, Associate Arts and an Associate in Science from McLennan Community College. While enrolled in the Paramedicine Program, Mr. Cleere worked as an EMT at East Texas Medical Center EMS (ETMC EMS) and upon completion of the paramedicine program, he worked as a full-time paramedic at ETMC EMS. Mr. Cleere works part-time as a paramedic for ETMC EMS to maintain his patient care skills proficiency. Mr. Cleere's certifications include Texas and National Certification as a Paramedic, American Heart Association Basic Cardiac Life Support certification, American Heart Association Advanced Cardiac Life Support Certification, Level Two Instructor Certification by the National Association of EMS Educators and Texas EMS Instructor Certification.
- **Graphic Design Specialist**. Alden Tarver has been recommended for a position in the Marketing & Communications Department as the Graphic Design Specialist. Ms. Tarver is a graduate of Midway High School and has taken several courses at MCC. He has worked for the Waco Tribune-Herald, Swift Outdoor Media, and Creative Education Institute. He has 18 years of experience in graphic design and layout in several advertising mediums (outdoor, print, and web/digital).
- **Communications/ Photography Specialist**. Madiha Kark has been recommended for a position in the Marketing & Communications Department as the Communications/Photography Specialist. Ms. Kark is a graduate of Beaconhouse National University with a B.A. in Cultural Studies and Literature (in Lahore, Pakistan) and the University of North Texas with a M.A. in Journalism. She has worked for the City of Frisco Library for the past three years before moving to Waco with her husband who has

taken a professorship at Baylor. She has experience on a marketing team developing social media content, photographing events, and writing publicity content.

- **Highlander Central Specialist.** We recommend Hannah Burgess to fill the position of Highlander Central Specialist. She replaces Krysta Long. Ms. Burgess attended Moody High School and later graduated from MCC with honors. She then transferred to the University Center and will receive her bachelor's degree in Marketing from Tarleton in May, 2018. Hannah was very engaged as an MCC student; she was a Rapoport First Generation Scholar, Student Ambassador, and Connections Leader. She also conducted research at the Mars Desert Research Station, and completed an internship in Marketing and Communications. She has most recently been employed as a Senior Highlander Central Assistant. Her knowledge and experience have already been an asset to Admissions and Recruitment, and we look forward to what she will bring in this new position.
- **Advising Specialist, Student Development.**

7. (Agenda Item X—Regular—Financials) The May financial information is presented in an attachment named **0617fin1 (Attachment)**. Below is a review of the reports:

BALANCE SHEET: (Assets)—Total Assets are ahead of last year, but slightly behind last month. Enrollment for the summer is down slightly, but the fall semester is holding steady at this point. Prepaids are expenses such as dues, seminar registrations, and deposits that will occur after August 31, but are paid early. It is typical at this time of year for prepaid expenses to start to increase. (Liabilities and Fund Balances)—Total Liabilities and Fund Balances again reflect expectations and "track" what is expected to happen. Deferred Revenues reflect registration for Fall 2017. As has been mentioned in earlier newsletters, the Miscellaneous Category includes workers comp and accrued compensated absences or vacation liabilities. Operating changes are behind from last month and last year.

INCOME & EXPENDITURES: (Income)—We are 75% into the year and have received 91.15% of our revenue; we had received 92.50% at the same time last year. (Expenditures)—We have spent 74.31% in expenditures this year compared to 74.86% last year. Most of the line items are comparable to last year.

BANK BALANCES AND INVESTMENTS: The bottom line for the Bank Balances and Investments Report is comparable to expectations. The main addition to investments is from tax revenue for the month and withdrawals for operating expenses. The Total Cash & Investments summary reflects the spending down in Unrestricted Funds which is typical for this time of the year. The CDs invested in the CDARS program are shown separately from our other CD's.

EXPENDITURES: Significant expenditure amounts include the following: Employees Retirement System (April Shortage)—\$262,571.04; Citibank (Procurement card charges)—\$144,998.24; Mazanec Construction (Signage project)—\$28,108.00; Shamrock Property Management (Athletic

duplex rentals)—\$27,125.00; RBDR (architect fees for LTC renovations)—\$25,305.81; Mongoose (texting license agreement)—\$20,000.00; City of Waco Water (Monthly Water Bill)—\$19,229.73; Senseability (CE Corporate training)—\$19,080.00; TSTC (CE Corporate training)—\$17,200.00; Rabroker AC and Plumbing (Repairs ESEC and CSC)—\$15,093.24; The Move Connection (Relocating expenses for VP)—\$13,755.00; Trane (Central Utilities supplies)—\$13,524.00; Integ (CE schedule printing)—\$10,980.00; Mitch Thompson (post season tournament expenses)—\$10,640.00; and United Refrigeration (Central Utilities supplies)—\$8,965.00.

8. (Agenda Item XI—Regular—Technology Purchases) As has become our practice, we are asking to make significant technology purchases with predicted end-of-the-year savings. Purchase of these items will allow us to begin the year ready to go and will help alleviate cost in the FY16 budget. We anticipate spending a total of approximately \$500,000 this summer from the unobligated contingency in total. Anticipated purchases include: Ellucian services to migrate our Colleague server to a virtual server environment, Informer reporting tool for Ellucian Colleague, Content Management System (CMS) for website redesign, Cisco switches for Data Center and campus network, ImageNow scanners for Student Services/Human Resources, ImageNow eForms web module, Uninterruptable Power Supplies (UPS's) for campus communication closets, (4) Extron Smart Classroom systems for CSC-E, (1) Video Conferencing Classroom, and Dell desktops/laptops/tablets/virtual desktops for students, faculty, and staff. Part of these items do not require formal Board action due to the cost. Items included in the total \$500,000 budget, but not submitted for formal approval, are Ellucian Colleague migration to virtual server environment (\$37,923), Informer reporting tool for Ellucian Colleague (\$32,567.00), Content Management System (CMS) for website redesign (\$36,000.00), Cisco switches for data center and campus network (\$28,554.90), ImageNow scanners for Human Resources, Highlander Central and Records (\$16,000.00), ImageNow eForms for online forms (\$26,000.00), Uninterruptable Power Supplies (UPS's) for campus communication closets (\$39,483.00), (4) Extron Smart Classroom systems for CSC-E (\$39,200.00), and (1) Video Conferencing Classroom (\$7,000.00). I'm just sharing those dollars for informational purposes.

The first projects for which we are seeking your approval are computer replacements. Our goal is to replace student, faculty, and staff computers every five to six years. The objective is to ensure that appropriate computing resources are available in public and departmental computing facilities, classrooms, and college offices. We have made similar purchases each of the past several years and are proposing investing \$220,000 for 54 Virtual Desktop systems (VDI) for open access systems and the Library, 6 Microsoft Surface Pro 4's for the Math faculty, and 156 desktop/laptop computer replacements from Dell Inc. (DIR State Contract) and are asking your approval of this item.

9. (Agenda Item XI—Regular—Teaching Moment) re is a clip of a speech for you to preview: <https://www.youtube.com/watch?v=IPIvwu-573Y>
10. (Agenda Item XII—Regular—Student Success)

11. (Agenda Item XV—Regular—Legislative Review) I continue to be involved in providing information to our legislators and other governmental officials. In fact, I will be meeting with the Governor's staff late Thursday afternoon and may not make dinner but will certainly be at the Board meeting. We are approaching a Special Session called by the Governor for 20 items.

<https://gov.texas.gov/news/post/governor-abbott-announces-special-session>

One of these is Property Tax relief, so I will be visiting with the Governor's staff about that. Below is a summary from Jacob Fraire about the session.

Texas Community Colleges had a good Session. Certainly we did not realize an exceptional session, if that level of success is measured by achieving a perfect legislative record. We had a couple of bumps on the road. However, we did realize measurable successes. Four examples follow:

- **Funding:** Texas Community Colleges realized an increase in state appropriations (\$19 million more than the current biennium) during a session when the Legislature had substantially less funds available and a demand to pay for the 80,000 annual growth in K-12 student enrollments. As a reminder, the introduced bills for state appropriations, HB 1 and SB 1, both proposed a \$6.5 million decrease in formula funding to reflect the one-half of one percent reduction in contact hours.
- **Continuing Education:** TACC's second legislative priority - restoring community colleges' authority to offer workforce continuing education programs reimbursable by the state - was passed by both Chambers. HB 2994 was authored in the House by Appropriations Article III Subcommittee Chairman Trent Ashby and in the Senate by Appropriations Committee Vice Chairman Chuy Hinojosa. We should recognize that our legislative priority was not just enacted by the Legislature, but advanced by two senior and greatly respected Members of the Legislature.
- **Dual Credit:** Texas Community Colleges successfully persuaded the Legislature to provide a two-year reprieve on major changes to the Dual Credit programs and policies. Our colleges enroll 93% of the 150,000 students in dual credit. These programs are critical to our colleges, our students, and the state. In the next year, we will engage in discussions among our Members and key stakeholders to build consensus on a set of recommendations for the 86th Legislature.
- **Bachelor Degrees:** A subset of our Members, working under the auspices of a consortium, successfully advanced legislation to provide broader authority for community colleges to offer one or more bachelor degree programs. SB 2118 was adopted in both Chambers.

Jacob (Fraire) plans to attend our July board meeting on August 1 to go into more detail. Another bill that passed which has potential "game-changing" implications for us is HB 2223. Authored by Representative Giddings, this bill related to developmental coursework. It basically requires the implementation of a co-requisite model of development education which is targeted toward students taking regular courses at the same time they are enrolled in developmental education. The full phase-in would be for 75% of developmental education students to be enrolled in both regular and developmental courses at the same time. The Texas Higher

Education Coordinating Board has already scheduled a workshop to discuss with stakeholders, and Fred (Hills) is leading a group to attend. Fred (Hills) did an initial review of the amendments to the Texas Education Code by HB 2223 and found the biggest change is under 51.336 (C) Developmental Education (DE). The Code is amended to state that we must move toward offering developmental education coursework as a co-requisite with the college freshmen-level course in the same subject area (English or Math). The law goes into effect September 2017, with the transition starting in 2018 along the following timeline - 25% of our DE offerings must be co-requisite in 2018-19, 50% in 2019-20 and 75% in 2020 forward. This does not include basic education or basic academic skills education. As Fred (Hills) understands the amendment, we would need to move our INRW 0402 to co-requisite with ENGL 1301 or 2311, our MATH 0307/0308 with MATH 1332 and 1342 and MATH 0311 with MATH 1314. We have a number of courses already set up that way but will need to revisit our full offering in the coming year. However, as Fred (Hills) understands the amendment, we can continue to offer INRW 0401 and our BASE NCBOs as standalone courses for the near future (or the next legislative session).

Lindsey has also posted a summary of the status of bills tracked by the Texas Association of Community Colleges as of June 14, 2017. There is also a summary of the SB General Appropriations Act for all community colleges for FY2019 and FY 2019. You will notice that there is money under Special Items which has become a huge relief because the state portion of our Small Development Center is funded here under the Dallas County Community College District (DCCCD), and DCCCD is making all of their sub-recipients (including us) whole. We will have complete results later.

12. (Agenda Item XIII—Regular—FY 2018 Budget) Our budget workshop (which will include discussion of priorities for next year as well as a Title IX presentation), does not happen until the evening of July 25, but I wanted you to have an opportunity to discuss some of the major components before then if you are interested. In a perfect world, we would not be having a Special Session which could determine our options for setting taxes. However, legislative decisions may or may not influence your own opinion about taxes. The budget continues to be influx, but I wanted to provide some information to be helpful.

Overview

The final numbers for the budget will change as we get closer to the workshop and also possibly change again slightly before we submit the final budget to you in August since taxes are estimates at this point, and we continue to fine tune specifics of revenue and expenditures. The current version shows an income of \$53,297,203 and expenditures of \$54,972,997 which is a deficit of \$1,675,794. However, this does not include any additional revenue from taxes or any raises for administrators nor significant expenditure cuts. We will be looking at that separately. Below are highlights of major categories:

State Appropriations

State appropriation for FY18 are projected to increase by \$243,368, and this is already posted within our anticipated income. We don't have the specific numbers yet, but we should also recover some of what we lost last biennium in group health insurance from the state. We

basically receive 50% of group health insurance, and last biennium we lost 10% of that which meant we received 40% due to our enrollment being down. This year enrollment is slightly up, so we should recover the 10%.

Tuition

Since the cost to our students remains relatively high, we are not planning to request an increase in tuition. At the time we raised tuition several years ago, we hoped that we could stay at that level for several years, and we have done that very thing since Summer 2012.

Taxes

We will want to get your perspective on this. By keeping the same rate, our current estimate would be we could we would add \$784,441 in tax revenue which would be an increase of 3.09%. I am looking at two other possibilities. One would be 4.99% which would generate [REDACTED]; another would be 7.99% which would generate \$1,617,616. These numbers are all a moving target currently, and we hope to know more by the budget workshop, but we have no assurance we will know what will happen in the Special Session. Currently, the rollback rate is 8%; an earlier Senate version was a rollback of 5% with other stipulations; the House is not thought to have an appetite for lowering the rate. If so, it might be 6%. We will provide the best information we can at the Board workshop and will follow your lead on where you want to go. We most often end up needing public hearings since we must have a hearing when we collect more revenue in a year than the prior year. Lindsey has attached a possible schedule which we may discuss during this item or during future dates in case we need to have meetings. Steve or Terry, remind me of the current rules.

Salary

We are hoping to include a salary increase for all employees. All three employee groups are asking for that as a priority, and we will provide options when we meet for the workshop.

Operational Costs

We continue to be vigilant in monitoring and reducing costs where we can and in either not filling positions or reallocating the money to the most critical projects. There will be some budget balancing as we develop final information for you.

Technology

As has been our practice, we will make purchases this summer with anticipated savings to begin the year, and we will plan to reduce some of the technology request in the budget. However, we are beginning to really get behind in staying abreast of technology with the lean budgets we have presented to you year after year.

Unobligated Contingency

We are continuing to budget \$1,300,000 to cover potential reductions in appropriations for both general state aid and for insurance or for unanticipated tuition shortages. If this amount is not required, then we can return at least part of this to the budget for unfunded projects or to our fund balance..

At the end of the day, we will make the budget work. I do not feel we are out of options if we can include a tax revenue increase. We just don't know for sure how much we will end up with until all appraisal challenges are over and valuations are certified. This agenda item just provides an opportunity to begin the discussion and to do some thinking before the retreat.

13. (Agenda Item XVI—Regular—Closed Session) The closed session will include your evaluation of me, an opportunity for you to ask questions about any contract renewals, and a discussion with Mr. McCleery about recent personnel and student actions.
14. We'll plan on seeing you Thursday, June 29, at 6:00 p.m. for dinner at Northwood. Great Western will a Boston Bibb salad with marinated cherry tomato halves, crumbled feta cheese, and diced bacon; a 6 oz. grilled beef tenderloin medallion with black peppercorn demi; scalloped potatoes; honey glazed carrots; and cinnamon apple turnovers.

**MINUTES OF MEETING OF THE BOARD OF TRUSTEES
OF McLENNAN COMMUNITY COLLEGE**

THE STATE OF TEXAS

THE COUNTY OF McLENNAN

McLENNAN COUNTY JUNIOR COLLEGE DISTRICT

The Board of Trustees of McLennan Community College met for a regular meeting at The Northwood House on the McLennan Community College campus, on Tuesday, May 30, 2017, at 7:00 p.m. Those present were: Dr. Donald Balmos, Vice President, Instruction; Dr. Stephen Benson, Vice President, Finance and Administration; Mr. Matt Boles, RBC Capital Markets; Ms. Amber Bracken, Associate Professor, Spanish; Mr. Phillip Erickson, *Waco Trib*; Ms. Melody Flowers, Vice President, Faculty Council; Ms. Nikki Hill, Andrews Kurth LLP; Dr. Fred Hills, Dean, Arts and Sciences; Ms. Terry Lechler, Director, Financial Services; Mr. Phil McCleery, College Attorney; Dr. Johnette McKown, President; Ms. Kim Patterson, Executive Director, MCC Foundation; Mr. Larry Radke, Chief of Police; Ms. Andi Ramon, President, Faculty Council; Mr. Phil Rhodes, Vice President, Research, Effectiveness, and Information Technology; Dr. Staci Taylor, Chair, Administrative Staff Advisory Committee; Ms. Jodi Tindell, Vice-Chair, Administrative Staff Advisory Committee; Mr. Buddy Vass, Vice-Chair, Support Staff Advisory Committee; Ms. Lisa Wilhelmi, Director, Marketing and Communications; Ms. Cloddy Williams, Chair, Support Staff Advisory Committee; and members of the Board of Trustees as follows:

Ms. Pauline Chavez
Mr. K. Paul Holt, Chairman
Mr. Bob Sheehy, Vice Chairman
Mr. Earl Stinnett, Sr.
Mr. Ricky Turman
Ms. Geneva Watley, Secretary

Absent: Mr. Doug McDurham

Mr. Holt, Chairman of the Board, called the meeting to order at 7:00 p.m.

Dr. McKown introduced the guests present at the meeting.

Mr. McCleery administered the Oath of Office to Ms. Chavez. Ms. Vanek presented her with a Certificate of Election.

Mr. Sheehy nominated Mr. K. Paul Holt as Chairman of the Board, Mr. Stinnett seconded the motion, and the motion carried unanimously.

Ms. Watley nominated Mr. Earl Stinnett as Vice Chairman of the Board, Ms. Chavez seconded the nomination, and the motion carried unanimously.

Mr. Sheehy nominated Mr. Doug McDurham as Secretary of the Board, Ms. Chavez seconded the nomination, and the motion carried unanimously.

The following Board members were appointed by Mr. Holt to serve on committees as noted:

Art Center Waco Board	Ms. Pauline Chavez
Retired Senior Volunteer Program	Mr. Earl Stinnett, Sr.
McLennan Community College Foundation Board	Ms. Geneva Watley
McLennan Community College Foundation Board	Mr. Doug McDurham
Waco's Tax Increment Funding Board	Mr. Ricky Turman
Heart of Texas Council of Governments	Mr. K. Paul Holt

Dr. McKown presented the following Consent Agenda Items for Board approval: 1) Consideration of and Approval of Minutes of April 25, 2017, and May 16, 2017; 2) Consideration of and Approval of 9-Month Non-Faculty Contract; 3) Consideration of and Approval of Great Western Dining Contract Agreement; 4) Consideration of and Approval of Revisions to the Board of Trustees: Board By-Laws Policy (A-I); 5) Consideration of and Approval of Purchase of Learning Technology Center (LTC) Commons Furniture; 6) Consideration of and Approval of Cooperative Purchasing Agreement for Continuing Education Industrial Training with Vernon College; 7) Consideration of and Approval of Purchase of Firearms Simulation System; and 8) Appointment of Personnel: Collections and Resource Management Librarian; Assistant Professor, Math (Tenure Eligible); Transition Specialist (Adult Education and Literary); Barn Manager, Highlander Ranch; Assistant Professor, Government (Tenure Eligible) (Two Positions) *Conversions*; and Advising Specialist, Student Support Services. (D.F. V—171)

Mr. Turman moved to approve the Consent Agenda Items. Ms. Watley seconded the motion, and it carried unanimously.

Dr. Benson presented the financial report for April 2017. (D.F. V—172)

Mr. Sheehy moved to approve the financial report for April 2017 as presented. Ms. Watley seconded the motion, and the motion carried unanimously.

Dr. Benson introduced Mr. Matt Boles who presented information about refunding bonds. (D.F. V—173)

Mr. Turman moved to approve to authorize the president of McLennan Community College, or the vice president of finance and administration, to authorize RBC Capital to execute the refunding of the 2009 and 2010 revenue bonds at a point where the net present value of the savings is at 5% or above, and this authorization runs through 180 days. Mr. Sheehy seconded the motion, and the motion carried unanimously.

Dr. Benson presented information on the purchase of a replacement bus. (D.F. V—174)

Ms. Watley moved to approve the purchase of a replacement bus in the amount of \$117,800 from Carpenter Bus Sales. Ms. Chavez seconded the motion, and the motion carried unanimously.

Dr. Balmos introduced Ms. Amber Bracken who presented a Teaching Moment Presentation. (D.F. V—175)

Dr. Rhodes presented the Student Success Initiative entitled *Student Success Data Review*. (D.F. V—176)

Mr. Holt presented information regarding the evaluation instrument to be used for the evaluation of the college president. (D.F. V—177)

Dr. McKown presented information regarding the presidential evaluation instrument. (D.F. V—178)

Ms. Watley moved to approve the presidential evaluation instrument as presented. Mr. Stinnett seconded the motion, and it carried unanimously.

Under the President's Report, President, Dr. McKown reported:

- Dr. McKown have been in Grand Junction, Colorado, with the Highlander Baseball team, at the Junior College World Series.
- On Thursday, June 1, 2017, the McLennan Community College Alumni and Friends Reunion will be held before the River Sounds Concert, at the Bosque River Stage.
- Dr. McKown, Dr. Rhodes, Mr. Holt, and Mr. Sheehy will travel to San Antonio, Texas, to attend the Community College Association of Texas Trustees' Annual meeting on June 2-4, 2017.
- Dr. Martha Ellis will be bringing a group of Doctoral Students to visit our campus on June 9-10, 2017.
- Dr. McKown will travel to Louisville, Kentucky, to attending the Southern Association of Colleges and School Commission on Colleges Annual Meeting on June 12-15, 2017.
- The EMS Program will have their Summer Commencement on August 8, 2017.

Under Other Business, the next Board meeting is scheduled for Thursday, June 29, 2017, and the board retreat is on Tuesday, July 25, 2017, followed by Regular Board meeting on Tuesday, August 1, 2017.

The Board took a break from 8:36 p.m. until 8:40 p.m.

At 8:40 p.m., Mr. Holt announced that the Board wished to meet under Closed Meeting and cited V.T.C.A. Government Code, Section 551.074, To Deliberate the Appointment of, Employment of, and Duties of Employees and To Deliberate Regarding Personnel Matters.

At 8:45 p.m., Mr. Holt reconvened the meeting in Open Session and announced that no action had taken place during the Closed Session. The Board met in Closed Session.

With no further business, the meeting was adjourned at 8:45 p.m.

Lindsey Vanek, Assistant Secretary
Board of Trustees