

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
March 23, 2010**

**REGENTS PRESENT:** Ms. Michele Fortunato, Chair; Mr. John D. Hicks, Secretary; Ms. Lilia B. Escajeda ; Mr. Carroll M. Forrester; Mr. Don L. Nicholson; Dr. Gene Norman; Mr. H. Bryan Poff; and Dr. David C. Woodburn

**REGENT ABSENT:** Mr. Prenis O. Williams, Vice Chair

**OTHERS PRESENT:** Mr. Robert Austin, Dean of Enrollment Management; Mr. Terry Berg, Dean of Finance & Administrative Services; Mr. Lee M. Colaw, Chief Information Officer and Dean of Information Technology; Mrs. Ellen Green, Dean of College Communications and Marketing; Dr. Paul Matney, President; Ms. Danita McAnally, Dean of Assessment and Development; Mr. Jerry Moller, Acting Vice President and Dean of Instruction; and Mrs. Damaris Schlong, Dean of Continuing Education

Mr. Tyler Adams, President, Student Government Association  
Ms. Sondra Beighle, Associate Director, Criminal Justice Programs  
Ms. Brenda Bernet, representing *Amarillo Globe News*  
Dr. Claudie Biggers, representing Faculty Senate  
Mr. Alex Chancia, Coordinator, Criminal Justice Programs  
Mr. Bruce Cotgreave, Director, Physical Plant  
Mrs. Kim Davis, Director, Continuing Education  
Dr. Shawn Fouts, Dean of Career and Technical Education  
Ms. Toni Gray, Director, Criminal Justice Programs  
Mr. Hayden Link, representing KAMR, Channel 4  
Mr. Billy Loftin, representing KVII, Channel 7  
Mrs. Lori Merriman, Executive Secretary, President's Office  
Mrs. Sherrie Nunn, Administrative Systems Specialist, Continuing Education  
Mr. Greg Rohloff, representing *The Independent*  
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents  
Mr. Robert Sanders, Legal Counsel  
Mrs. Vickie Shelton, Director, Purchasing  
Mrs. Jeanetta Smiley, representing Classified Employees Council  
Mr. Lynn Thornton, Director of Administrative Services/Human Resources  
Mr. Eric Wallace, Coordinator, Intervention Program, Criminal Justice Programs  
Mr. Joseph Wyatt, Communications Coordinator, College Relations

The meeting was called to order by Ms. Fortunato, Chairman. She welcomed all present and asked if there were any public comments. Dr. Norman gave the invocation.

**MINUTES APPROVED:**

Mr. Nicholson moved, seconded by Mr. Hicks to approve minutes of the regular meeting of February 23, 2010. The motion carried unanimously.

**STUDENT GOVERNMENT ASSOCIATION REPORT:**

Tyler Adams, president of SGA, reported that Amarillo College announced their bid for state presidency; they will attend the state conference in April. They will submit a scrapbook, song, and a video highlighting the Distinguished Lecture Series which featured Cal Ripkin, Jr. Dr. Matney recently addressed SGA members about the proposed increase in tuition and fees for fall 2011; they were supportive of this decision if approved by the Board of Regents.

**EDUCATION REPORT – PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY:**

Mrs. Schlong thanked everyone who attended the 100<sup>th</sup> Panhandle Regional Law Enforcement Academy graduation March 17; a Continuing Education organizational chart was distributed. She introduced Toni Gray, Director of Criminal Justice Programs. Ms. Gray introduced her staff members who were in attendance: Sondra Beighle; Alex Chancia; Eric Wallace; and Jeanetta Smiley. In September 1968, nine recruits attended the 1<sup>st</sup> Academy; 150 hours of course work was state mandated they worked with a \$14,000 budget. The 100<sup>th</sup> Academy began October 13, 2009 with 25 recruits; 700 hours were state mandated with a budget of \$130,000. The academy has 30 expert instructors who teach 42 topics. There have been 2,247 recruits enrolled for the 100 academies; graduates have been employed in Sheriff's offices, Police Departments, and State and Federal agencies. The Day Academy runs from October – March and meet 8:00 am – 5 pm, Monday – Friday; the Night Academy runs from January – August, 6:00 pm – 10:00 pm, Monday – Friday and 8:00 am – 5 pm on Saturdays. The recruits take a series of assignments and tests to earn 24 credit hours and finish up with a 250 question State exam by video. Ms. Gray finished her presentation with a video of the 98<sup>th</sup> Academy.

**PROFESSOR EMERITUS NOMINATION PROPOSAL APPROVED:**

Dr. Claudie Biggers, Faculty Senate President, presented the 2010 Professor Emeritus nomination of Joyce Hinsley to the Board of Regents and recommended approval status for the nominee. Ms. Hinsley was a Spanish professor and Chair of the Modern Languages Department and worked at Amarillo College for 37 years. She teaches ESL at Polk Street Methodist Church; is a reading tutor at Hilltop Learning Center; conducts an informal class on Tuesday afternoons for women wanting to learn Spanish, past recipient of the John F. Mead Faculty Excellence Award; is President of the League of Women Voters Board; and a member of the American Association of University Women.

Ms. Escajeda moved, seconded by Mr. Forrester to approve the Professor Emeritus nomination of Joyce Hinsley. The motion carried unanimously.

**CONSIDERATION OF ELECTION CANCELLATION APPROVED:**

The Election Code states that a political subdivision may cancel its election if each candidate whose name is to appear on the ballot is unopposed and no proposition is to appear on the ballot. In accordance with Section 2.052 of the Texas Election Code, the Secretary of the Board of Regents has presented to the Board Chair a Certification of Unopposed Candidates which is attached at page 146. Section 2.053 states that upon receipt of the certification, the governing body of the political subdivision by order or ordinance may declare each unopposed candidate elected to the office. Attached at page 147 is an Order of Cancellation which cancels the Board of

Minutes of the Amarillo College Board of Regents Regular Meeting of March 23, 2010**CONSIDERATION OF ELECTION CANCELLATION APPROVED Continued:**

Regents election scheduled to be held on May 8, 2010, and declares the unopposed candidates, Carroll Mack Forrester; Michele Fortunato; and John Hicks elected.

Mr. Nicholson moved, seconded by Mr. Forrester to approve the Order of Cancellation. The motion carried unanimously.

**USE OF EARNINGS FROM THE HARRINGTON LIBRARY CONSORTIUM ENDOWMENT FOR PURCHASES TO BENEFIT THE CONSORTIUM APPROVED:**

Attached at page 148 is a letter from Donna Littlejohn, Chair, Harrington Library Consortium Council, which gives details regarding the request of \$60,000.00 from HLC Endowment earnings.

Dr. Woodburn moved, seconded by Ms. Escajeda to approve the usage of \$60,000.00 from HLC Endowment earnings. The motion carried unanimously.

**CONSENT AGENDA APPROVED:****A. APPOINTMENTS:**Faculty**Bacon, Eddie (Howard) – Instructor, Medical Data Specialist/Nuclear Medicine**

Effective Dates: January 19, 2010 through May 31, 2010

Salary: \$23,463.10 per year for 4.5 months full-time temporary

Qualifications: B.A.A.S., West Texas A&M University, Canyon, Texas

A.A.S., Amarillo College, Amarillo, Texas

Experience: 14 years related work

Note: Mr. Bacon is an emergency hire

**Bio:** Eddie Bacon worked as instructor and program coordinator in Radiology for Amarillo College from 1978 until his retirement in 2002. Since retirement he has remained active as a part-time instructor in the Allied Health Division. Mr. Bacon earned an Associate in Applied Science Degree and Certificate in Radiologic Technology from Amarillo College and a Bachelor of Applied Arts & Sciences from West Texas State University. Prior to working for Amarillo College Mr. Bacon worked in x-ray and nuclear medicine at St. Anthony's Hospital.

**B. BUDGET AMENDMENTS:**

A list of budget amendments for approval by the Board is attached at page 149.

Mr. Nicholson moved, seconded by Dr. Woodburn to approve the Consent Agenda. The motion carried unanimously.

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**REQUEST FOR PROPOSAL NO. 1239 – 2007 BOND PROJECT, DATA ROOM DEVELOPMENT AT KACV-TV BUILDING, BIOLOGY BUILDING, AND DURRETT HALL FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:**

RFP No. 1239, for Data Room Development at KACV-TV Building, Biology Building, and Durrett Hall for Amarillo College, Washington Street Campus, was advertised in the newspaper for sub-contractors and suppliers, by Page & Associates, Inc., Construction Manager-at-Risk.

All of these projects are to make preparations for the renovation of Byrd Business/Parcells Hall, along with providing suitable swing space as classes are relocated.

Page & Associates, Inc. provides a Guaranteed Maximum Price of \$324,357.00.

Funds are available in the 2007 Bond Budget.

Dr. Woodburn moved, seconded by Mr. Nicholson to approve Request for Proposal No. 1239. The motion carried unanimously.

**EDUCATION PARTICIPATION AGREEMENT WITH PROVISTA APPROVED:**

Provista is a leading supply chain improvement company providing group purchasing on behalf of organizations. Provista negotiates for more than 15,000 health care systems, hospitals, medical facilities, universities, colleges, and corporations nationwide. Provista employs a competitive bid process following the American Bar Association Model Procurement Code. This type of contract process uses a purchasing scale and leverage to achieve stronger negotiation power on behalf of its members. Many of the commodities provided on this agreement include, but are not limited to, health care education such as lab, medical, and pharmaceutical supplies.

This type of agreement is authorized by Chapter 791 of the Texas Local Government Code. Community colleges in the state are invited to participate in an Interlocal Participation agreement that will permit participating members to take advantage of the combined purchasing power of the cooperative giving us a competitive edge. The purpose of the Agreement is to facilitate compliance with state bidding requirements, to identify qualified vendors of commodities, goods, and services, and to relieve the burdens of the governmental purchasing function, including administrative cost savings for Cooperative members.

Mr. Forrester moved, seconded by Ms. Escajeda to approve the Education Participation Agreement with Provista. The motion carried unanimously.

**SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE AUTHORIZED:**

Properties foreclosed for taxes and sold at a "Sheriff's Sale" must sell for a minimum bid which is the lower of the adjusted value or the taxes due plus costs of the sale. In some cases this puts the price above what people will pay at a "Sheriff's Sale." Those properties which do not sell are then held in trust by the county/school tax office. The law provides that they can be offered for sale by sealed bids or auction without a minimum bid at a later date. A listing of those properties is attached at pages 150 through 153. Board approval is required because the properties are held in trust by Potter County.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 23, 2010**SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE AUTHORIZED Continued:**

The Potter County Tax Assessor/Collector recommended acceptance of these bids as this puts the property back in production and on the tax rolls. The motion should authorize the Chairman of the Board of Regents to execute the Tax Deeds transferring these properties to the successful bidders.

Ms. Escajeda moved, seconded by Mr. Hicks to accept the sale of property and authorize the Chairman of the Board of Regents to execute the Tax Deeds. The motion carried unanimously.

**CHANGES IN TUITION AND FEES APPROVED:**

It was recommended to make the following changes, effective fall 2010.

Academic:Effective Fall 2010

Increase Tuition	\$2.00 = \$36.00/credit hour
Increase General Fee	\$1.00 = \$16.00/credit hour
Increase Technology Fee	\$1.00 = \$9.00/credit hour
Increase Out of District Fee	\$5.00 = \$22.00/credit hour
Increase Out of State Tuition	\$6.00 = \$76.00/credit

Minimum tuition for Resident of State for 1 credit hour will be \$54

Minimum tuition for Resident of State for 2 credit hours will be \$90

Minimum tuition for Non-Resident of State/Country for up to 2 credit hours will be \$209.00

Continuing Education:

Workforce (Funded & Non-Funded) from \$2.10 to \$2.30 per contact hour

Personal Enrichment from \$2.30 to \$2.50 per contact hour

Dr. Matney explained that Amarillo College's tuition and fees remain affordable at or below the State average. The recommendation of the increase was an on-going six week study by President's Cabinet. For the past two years, Amarillo College's tuition has not increased. We enrolled 1,000 more students in fall 2009 and spring 2010. Increased enrollment equals increased instructional costs; we have enrolled and graduated more nursing students; there is a need to hire more nursing faculty; we have a growing Renewable Energy program; State appropriations continue to decline as percentage of College revenue; the State does not fund instructional costs at full formula; a modest \$750 raise was given for 2009-2010; and new programs in solar, sonography and hydrology are being considered.

Dr. Woodburn moved, seconded by Mr. Nicholson to approve the academic and continuing education tuition and fee changes. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 23, 2010**BOARD POLICY CHANGE REGARDING FACULTY PERSONAL LEAVE APPROVED:**

This item was placed on the agenda to allow the Board to consider, review and possibly modify Board Policy DEC regarding Compensation and Benefits – Leaves and Absences, Emergency Leave. The approved Section DEC – Faculty Personal Leave is attached at page 154.

Mr. Nicholson moved, seconded by Mr. Hicks to approve changes of Board Policy DEC from Faculty Emergency Leave to Personal Leave. The motion carried unanimously.

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of February 28, 2010 are attached at pages 155 through 165.

**Revenue**

We are half way through the year; 61% of revenue has been received. Academic tuition and fees are up by \$1 million from this time last year.

**Expenditures**

We have expended 47% of funds budgeted. All items are on target with the exception of special items which includes technology equipment replacement; it is up 28% over this time last year.

**Auxiliary Enterprises**

Bookstores' net profit is \$409,000. Rental property is at \$269,000; employee scholarships are at \$83,000.

**Restricted Funds**

Federal grants and contracts are up by \$3.5 million; state grants and contracts are up \$779,000; local grants and contracts are down and KACV grants and contracts are up \$163,205. Resident instruction is up due to the CCRAA grant.

**Cash and Investments**

\$58.7 million total minus \$19.6 million (bond); \$39.1 million – February 2010; \$57.7 million minus \$18.8 million (bond); \$38.9 million – February 2009; \$36.6 million – February 2008.

**Alterations & Improvements**

There has been \$550,000 in actual expenditures out of the \$1.8 million projected cost.

**Tax Schedule**

\$16,960,780 has been collected out of \$17,561,130 budgeted; \$600,350 still to be collected.

**Bond Expenditures**

\$21.4 million has been spent out of an estimated \$41.3 million.

Ms. Escajeda moved, seconded by Mr. Hicks to accept the financial reports. The motion carried unanimously.

**INVESTMENT COMMITTEE REPORT ACCEPTED:**

A review of the Amarillo College Investment Policy is required annually. The Investment Committee met prior to the regularly scheduled Board Meeting to review the Policy; after which a report was presented during the Board meeting.

Dr. Woodburn moved to accept the report of the Investment Committee.

**PRESIDENT'S REPORT:**

The Wind Energy Program hosted an open house at East Campus on March 11. Representative David Swinford gave Jack Stanley a flag which had been flown at the State capitol. Scholarships were given; Alstom Power, Inc. and Zargas Aluminum Systems both had booths at the open house.

President's Cabinet approved conducting a fall commencement on Saturday, December 11, 2010 at 10:00 am.

A Calendar Committee will be named at a meeting next month to explore a more efficient way of reporting events on-line.

The Vice President of Academic Affairs search is ongoing; Regent Williams serves on the committee; the field of candidates continues to narrow.

Dr. Matney attended a Council for Resource Development Workshop in Dallas on February 26; on March 26 there will be a webinar of which several from Amarillo College will participate in from our campus along with others from other community colleges; on May 7 Dr. Matney will travel to Dallas for the 3<sup>rd</sup> of three workshops in this series.

Dr. Matney distributed and discussed a list of dates for Regents to remember which included Amarillo Opera, March 27; GED Graduation, March 28; LITE Luncheon, April 6; Honors Convocation, April 18; Commencement, May 14; and fall Commencement, December 11.

Betty Roller will be named as AC's Distinguished Alumni at the Honors Convocation.

Round three of "Listening and Learning" meetings are in progress.

A handout of the Art Force Cooking Schools was distributed.

An article entitled "Osprey at War," from the *Air & Space* magazine was distributed.

A report card from responses collected from the Employee Survey will be shared with the Board.

**REGENTS' REPORTS, COMMITTEES, AND COMMENTS REGARDING AC AFFILIATES:**

Dr. Woodburn reported that the Art Force Cooking Schools are doing well, but said there were still some spaces available for the April 1 session. He explained that all proceeds go toward scholarships.

**REGENTS' REPORTS, COMMITTEES, AND COMMENTS REGARDING AC AFFILIATES Continued:**

Mr. Nicholson said that the AC Foundation is currently reviewing by-laws; working on a Strategic Plan; and are planning a fundraiser event in mid-summer.

Ms. Escajeda told of the "Dancing with the Stars" event being hosted by the Ascension Academy on Thursday.

The TIRZ Board has been working on the Downtown Marriott which should open in November.

The UT Harrington Fellows will give a symposium at Amarillo College on the Washington Street Campus on April 29.

KACV recently conducted a successful pledge drive.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

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John D. Hicks, Secretary













































