

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
April 27, 2010**

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

**REGENTS ABSENT:** Mr. Prenis O. Williams, Vice Chair; and Dr. Gene Norman

**OTHERS PRESENT:** Mr. Robert Austin, Dean of Enrollment Management; Mr. Terry Berg, Dean of Finance & Administrative Services; Mrs. Ellen Green, Dean of College Communications and Marketing; Dr. Paul Matney, President; Ms. Danita McAnally, Dean of Assessment and Development; and Mr. Jerry Moller, Acting Vice President and Dean of Instruction

Mr. Tyler Adams, President, Student Government Association  
Dr. Claudie Biggers, representing Faculty Senate  
Mr. Richard Constancio, representing Shiver-Megert  
Mr. Bruce Cotgreave, Director, Physical Plant  
Mrs. LuLu Cowan, Special Assistant to the President  
Mr. Daniel Esquivel, Executive Director, Hereford Campus  
Dr. Shawn Fouts, Dean of Career and Technical Education  
Mrs. Linda Hendrick, Director of Telecommunications  
Dr. Martha Howell, Director of the Clinical Simulation Center  
Mrs. Lori Merriman, Executive Secretary, President's Office  
Mrs. Sheryl Mueller, Chair, Nursing Division  
Mr. Anthony Najar, State President, Student Government Association  
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  
Mr. Lynn Thornton, Director of Administrative Services/Human Resources  
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. Mr. Forrester gave the invocation.

**MINUTES APPROVED:**

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

**STUDENT GOVERNMENT ASSOCIATION REPORT:**

Tyler Adams, president of SGA, said that Badgerama will be held on Thursday on the Washington Street Campus. Amarillo College bid for state presidency and won; Anthony Najar will represent Amarillo College next year as state president. Ms. Fortunato presented Adams with a plaque of appreciation and expressed how much the Board had enjoyed working with him this year.

**EDUCATION REPORT – AMARILLO COLLEGE ALERT SYSTEM:**

Mrs. Green distributed a handout regarding the Amarillo College Alert System. AC has a new emergency notification system called AC Alert that will send phone and email alerts in the event of an emergency or campus closure. Current students and staff were automatically signed up; 13,164 in the system. The Board can be set up as well. The system was tested on April 15 and College Relations received over 1,000 call backs; a dedicated line has since been designated.

**BOND CONSTRUCTION UPDATE AND APPROVAL OF JONES HALL BUILDING PLAQUE:**

The Board of Regents was updated on the current status of bond projects. The Board also was presented with an overview of the Byrd Business/Parcels renovation project. Jones Hall is progressing on time. The dental equipment should be delivered by May 15. At this time, the project is running \$400,000 under budget. The completion date projected for Warren Hall is August 1. Richard Constancio, Shiver-Megert, exhibited boards showing future work to be done at Parcels Hall and the Byrd Business Building. The two elevators seem to be sufficient; the Panhandle Sports Hall of Fame was relocated to the 3<sup>rd</sup> floor lobby. The plan is to develop a wireless-access sticky space on the 3<sup>rd</sup> floor between Parcels and Byrd. Photography and graphic design will be located on the 3<sup>rd</sup> floor of Parcels; the 4<sup>th</sup> floor will house interior design and drafting. CIS computer labs will occupy the 2<sup>nd</sup> floor of Byrd Business; administrative offices will be on 3<sup>rd</sup>; and additional classrooms will be on the 4<sup>th</sup> floor. All of the windows will have shades of gray in them. The Parcels Hall and Byrd Business Building renovation may take two years beginning in August. The employee parking lot will close down in August as well.

In addition, it was requested the Board review wording of the proposed building plaque for Jones Hall attached at page 173.

Mr. Nicholson moved, seconded by Dr. Woodburn to approve the wording of the Jones Hall Building plaque. The motion carried unanimously.

**SIM CENTRAL REQUEST APPROVED:**

Sim Central requested approval by the Amarillo College Board of Regents to spend the remaining \$250,000 of the \$1.0 million Amarillo College bond money committed to Sim Central. This money will be used for equipment purchases.

Dr. Woodburn moved, seconded by Mr. Nicholson to approve the request for use of the remaining money committed to Sim Central for equipment. The motion carried unanimously.

**PROPOSAL TO OFFER MACHINING CERTIFICATE APPROVED:**

The individual courses were submitted to and approved by Academic Affairs and are listed in the 2010-11 catalog. The pursuit of the Machining Certificate was approved by the Academic Affairs Committee, but it needs approval from the Board of Regents before the Certification Form can be submitted to the Coordinating Board. If the Board gives its blessing to pursue the certificate we can submit the “Certification for New Associate of Applied Science and Certificate Programs” to the Coordinating Board and it will be posted for public comment for 30 days. If there are no objections during that time period the certificate will automatically be approved. Industries in our Panhandle career cluster helped design and update this program.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 27, 2010**PROPOSAL TO OFFER MACHINING CERTIFICATE APPROVED Continued:**

Mr. Nicholson moved, seconded by Ms. Escajeda to approve submittal of the Machining certificate and degree program to the Texas Higher Education Coordinating Board. The motion carried unanimously.

**CONSENT AGENDA APPROVED:****A. APPOINTMENTS:**Administrator

Crabtree, Cynthia D. – Associate Director, Center for Continuing Healthcare Education

Effective Date: March 22, 2010

Salary: \$49,000.00 per year for 12 months full-time

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

B.S.N., West Texas A&M University, Canyon, Texas

A.D.N., Amarillo College, Amarillo, Texas

Experience: 17 years related work

Replacement for: Jeanette Embrey

Bio: Cindy Crabtree joined Amarillo College after serving nine years as an Instructor in Medical/Surgical Nursing at West Texas A&M University. Ms. Crabtree also worked as a Staff Nurse at Northwest Texas Hospital for seven years. She received an Associate Degree in Nursing from Amarillo College and a Bachelor's Degree and Master's Degree in Nursing from West Texas A&M University.

**B. BUDGET AMENDMENT:**

A budget amendment approved by the Board is attached at page 174.

Mr. Hicks moved, seconded by Mr. Forrester to approve the Consent Agenda. The motion carried unanimously.

**REQUEST FOR PROPOSAL NO. 1237 – 2007 BOND PROJECT, NEW HVAC EQUIPMENT AT CORE FACILITIES FOR AMARILLO COLLEGE, EAST CAMPUS APPROVED:**

RFP No. 1237, for new HVAC equipment at core facilities for Amarillo College, East Campus, was advertised in the newspaper for suppliers by Page & Associates, Inc., Construction Manager-at-Risk (CMR). Proposal Package includes HVAC equipment only. Approval of this request will allow the CMR to expedite this project. The remaining portion of this project will be presented to the Board of Regents in May. The overall project is budgeted at \$2,100,000.00.

Page & Associates, Inc. provided a price of \$250,446.00.

Funds are available in the 2007 Bond Budget.

Ms. Escajeda moved, seconded by Mr. Hicks to approve Request for Proposal No. 1237. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 27, 2010**REQUEST FOR PROPOSAL NO. 1238 – A & I PROJECT, RE-PAVING OF NORTH PARKING LOT FOR AMARILLO COLLEGE, WEST CAMPUS APPROVED:**

RFP No. 1238, for re-paving of the north parking lot for Amarillo College, West Campus, was advertised in the newspaper for sub-contractors and suppliers by Page & Associates, Inc., Construction Manager-at-Risk. Project includes the installation of new sewer lines, replacing existing clay tile lines, and the re-paving and re-striping of the parking lot.

Page & Associates, Inc. provides a Guaranteed Maximum Price of \$344,293.00.

Funds are available in the 2010 A & I Budget.

Mr. Hicks moved, seconded by Ms. Escajeda to approve Request for Proposal No. 1238. The motion carried unanimously.

**FURNITURE & EQUIPMENT PURCHASES FOR JONES HALL – 2007 BOND PROJECT APPROVED:**

New equipment and furniture is needed to equip Jones Hall. The breakdown is as follows and numbers are approximate:

<b>Furniture &amp; Equipment:</b>	<b>\$425,000.00</b>
<b>Network equipment including network switches, computers, telephones, AV equipment and other miscellaneous components:</b>	<b>\$645,000.00</b>

The estimated cost is not to exceed \$1,070,000.00.

Funds are available in the 2007 Bond Project.

Mr. Hicks moved, seconded by Dr. Woodburn to approve the furniture and equipment purchases for Jones Hall. The motion carried unanimously.

**FURNITURE & EQUIPMENT PURCHASES FOR WARREN HALL – 2007 BOND PROJECT APPROVED:**

New equipment and furniture is needed to equip Warren Hall. The breakdown is as follows and numbers are approximate:

<b>Furniture &amp; Equipment:</b>	<b>\$125,000.00</b>
<b>Network equipment including computers, telephones, AV equipment and other miscellaneous components:</b>	<b>\$175,000.00</b>

The estimated cost is not to exceed \$300,000.00.

Funds are available in the 2007 Bond Project.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 27, 2010**FURNITURE & EQUIPMENT PURCHASES FOR WARREN HALL – 2007 BOND PROJECT APPROVED Continued:**

Mr. Hicks moved, seconded by Mr. Forrester to approve the furniture and equipment purchases for Warren Hall. The motion carried unanimously.

**FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED:**

The following faculty members were recommended for promotion in rank by their supervisor, the Rank and Tenure Committee, the appropriate administrative channels, and the President. They meet all criteria for promotion in rank as stated in the Amarillo College Faculty Handbook. The effective date will be September 1, 2010.

**Instructor to Assistant Professor**

Debra Avara – Sociology/Government

Dr. Michael Barnett – Biology

Monique Dupuis – Mathematics

Dr. Deborah Harding – Psychology/Sociology

Patricia Maddox – English

**Assistant Professor to Associate Professor**

Dr. Claudie Biggers - Biology

**Associate Professor to Professor**

Dr. Carol Buse – Computer Information Systems

Rathna Prabhakar – Math & Engineering

Mr. Forrester moved, seconded by Mr. Hicks to approve the faculty promotion in rank recommendations. The motion carried unanimously.

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of March 31, 2010 are attached at pages 175 through 185.

**Revenue**

We are 7/12ths the way through the fiscal year; 67% of revenue has been received. Academic tuition and fees are up by \$1 million from this time last year.

**Expenditures**

We have expended 55% of funds budgeted.

**Auxiliary Enterprises**

Bookstores' net profit is \$357,000. Rental property is at \$391,000; employee scholarships are at \$83,000.

**Restricted Funds**

Federal grants and contracts are up by \$3.6 million; state grants and contracts are up \$779,000; local grants and contracts are down and KACV grants and contracts are up \$250,310. Resident instruction is up due to the CCRAA grant.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 27, 2010**FINANCIAL REPORT ACCEPTED Continued:**Cash and Investments

\$56.6 million total minus \$20.6 million (bond); \$36.0 million – March 2010; \$55.6 million minus \$18.3 million (bond); \$37.3 million – March 2009; \$35.7 million – March 2008.

Alterations & Improvements

There has been \$610,000 in actual expenditures out of the \$1.8 million projected cost.

Tax Schedule

\$17,310,632 has been collected out of \$17,561,130 budgeted; \$250,498 still to be collected.

Bond Expenditures

\$22.4 million has been spent out of an estimated \$45.2 million.

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

**PRESIDENT'S REPORT:**

There are three finalists for the Vice President of Academic Affairs position; they will be on campus May 3, 4, 5.

BSA and NWTB have both given Amarillo College \$50,000 each to start up the Sonography program. AC hopes to enroll eight in the beginning class.

Betty Roller was honored at the Amarillo Country Club as this year's Distinguished Alumnus.

Joyce Hinsley was honored last week as Professor Emeritus.

On Thursday, April 29, AC will host the UT Harrington Fellows Symposium.

On May 7, Dr. Matney will travel to Dallas for the 3<sup>rd</sup> of three Council for Resource Development Workshops in this series.

Dr. Matney lauded Joe Wyatt and his *Plugged In* newsletter.

Dr. Matney discussed dates to remember which included the UT Harrington Fellows Symposium on April 29; VPAA finalists' campus visits on May 3-5; AC/San Jacinto Elementary School Partnership celebration on May 5; and AC Commencement on May 14.

A Calendaring Task Force was named; a new software program may have to be purchased in order to capture campus-wide dates and events.

Dr. Matney presented Ms. Fortunato a plaque and thanked her serving as Board Chair for two years.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 27, 2010**OATHS OF OFFICE ADMINISTERED:**

Mrs. Brenda Sadler, Executive Assistant to the President and Assistant Secretary to the Board, administered the oaths of office to Mr. Carroll Forrester (will begin his third term), Mrs. Michele Fortunato (will begin her second term), and Mr. John Hicks (will begin his second term) for six-year terms; and declared them duly sworn in to serve on the Amarillo Junior College District Board of Regents. The six-year terms of office will end in May 2016.

**NOMINATING COMMITTEE APPOINTMENTS:**

The following regents were named to serve on the Nominating Committee: David Woodburn, chair; John Hicks; and Gene Norman. They will bring a slate of officer nominations to the May 25, 2010 Board meeting.

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

KACV will have a fundraiser on May 23 at Tradewinds Airport featuring Steven Raichlen, grilling authority and author of *Planet Barbecue*; reservations are required and the cost is \$75 per person.

AC Foundation is currently working on their Strategic Plan; Dr. Bud Joyner is heading up the venture.

The Amarillo Museum of Art is hosting an art festival.

**CLOSED SESSION:**

At 7:35 p.m., Ms. Fortunato announced there would be a closed meeting to afford an opportunity for the Board to discuss the employment, evaluation, reassignment, and/or duties of an employee pursuant to Section 551.074, Texas Government Code.

At 7:55 p.m., Ms. Fortunato called the Amarillo College Board of Regents meeting back into open session. No action was taken.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

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John D. Hicks, Secretary

























