

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
May 25, 2010**

**REGENTS PRESENT:** 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

**REGENTS ABSENT:** Ms. Michele Fortunato, Chair; and 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; and Mr. Jerry Moller, Acting Vice President and Dean of Instruction

Mr. Larry Appel, Superintendent, Dumas ISD  
Mrs. Melissa Bates, Assistant Director, Academic Services, MCC  
Dr. Judith Carter, Coordinator, Developmental English  
Mr. Bruce Cotgreave, Director, Physical Plant  
Mr. Bill Crawford, Dean, Health Sciences  
Mr. Jonathan Evans, representing Classified Employees Council  
Dr. Shawn Fouts, Dean of Career and Technical Education  
Mr. Matthew Goodman, English Instructor, MCC  
Mrs. Linda Hendrick, Director of Telecommunications  
Mr. Jason Hughes, Senior Vice President, First Southwest Company  
Dr. Lana Jackson, Department Chair, Mass Communication  
Mrs. Kristen Johnson, Senior Staff Assistant, MCC  
Dr. Russell Lowery-Hart, future Vice President of Academic Affairs  
Mrs. Alexa Maples, Coordinator, Student Support Services, MCC  
Mr. Ben Maples, Guest  
Mrs. Lori Merriman, Executive Secretary, President's Office  
Mrs. Dina Montana, Administrative Clerk, MCC  
Moore County Campus Advisory Committee Members  
Moore County Campus Peer Leaders  
Mr. Chris Anthony Rivera, Student Government Association, MCC  
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents  
Mr. Robert Sanders, Legal Counsel  
Mrs. Billie Faye Schumacher, Retired Judge/MCC Advisory Committee  
Mrs. Vickie Shelton, Director, Purchasing  
Mr. Lynn Thornton, Director of Administrative Services/Human Resources  
Mr. C.J. Villegas, Student Government Association, MCC  
Mrs. Renee Vincent, Executive Director, MCC  
Mr. David Ziegler, Assistant Director, Physical Plant

The meeting was called to order by Mr. Hicks, Secretary. He welcomed all present and asked if there were any public comments. Dr. Matney introduced Dr. Russell Lowery-Hart, future Vice President of Academic Affairs. Dr. Woodburn gave the invocation.

**MINUTES APPROVED:**

Mr. Nicholson moved, seconded by Dr. Woodburn to approve minutes of the regular meeting of April 27, 2010. The motion carried unanimously.

**CONSIDERATION OF AUTHORIZATION TO ISSUE GENERAL OBLIGATION BONDS, AUTHORIZED BY PASSAGE OF THE BOND ISSUE BY THE VOTERS OF THE DISTRICT ON NOVEMBER 6, 2007:**

Jason Hughes with First Southwest Company presented a proposal for the general obligation bonds. The upcoming financing will be the third bond sale related to the 2007 bond election. In 2008, \$22 million was sold; in 2009, \$16 million; in 2010, \$16 million; it is anticipated that the remaining balance will be sold in 2011 or 2012. The approximate \$21.26 million will be sold via a negotiated process and will be presented to the Board at the June 22 Board meeting. Mr. Hughes discussed the advantages of the refunding/restructuring now. The preliminary projected FY 2011 interest and sinking rate is \$0.04928. The current Amarillo College ratings with both Fitch and Standard & Poor's are AA+. He anticipates approval for a bond sale on June 22; bond closing and delivery of funds on July 21. Mr. Hughes will attend the June 22 Board meeting seeking approval for the sale.

**EDUCATION REPORT – MOORE COUNTY CAMPUS:**

Renee Vincent spoke of the Moore County Campus ten-year anniversary. Fall 2000 headcount was 268 as opposed to 363 in fall 2009. The demographics in fall 2000 was 35% Hispanic students, 62% Caucasian, and 3% other; in fall 2009 there was 58% Hispanic, 37% Caucasian, and 5% other. In fall 2000, there were 65 students under the age of 20; in fall 2009 there were 137. Melissa Bates gave an overview of the QUEST program. In the first QUEST class in fall 2007, there were 64 students involved in the program; in fall 2009 there were 130. In fall 2007, 10 out of 64 students or 16% had QUEST eligible costs; in fall 2009, 53 out of 130 or 41% had costs. Spring 2010 QUEST students are in 44 different majors at Amarillo College; 32 have different career interests; top majors include business administration, nursing, and education. In Continuing Education/ Technical programs there are 23 students in the Wind Energy program; solar energy will be added next year; MCC will offer a summer Leadership Lunch and Learn program; Kids College and Business Writing are now offered. Matthew Goodman, English Instructor, was introduced and he spoke of a literary journal, Writer's Block. Alexa Maples told of the Student Support Services grant which was awarded to MCC in 2005; they received \$170,000 for five years to serve 100 students per year. Three main goals for these students are to be in good academic standing; graduate from Amarillo College; and transfer to a four-year university. They accomplish this by requiring the advisors to have five personal contacts per semester; offer a dedicated lab with tutors which are open four nights/week; give campus tours; and encourage them to participate in campus and community activities. Activities include Honors Convocation, Commencement, Top Ten; graduate brunch; Relay for Life and Habitat for Humanity.

**REPORT FROM COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT (CCSSE) ANALYSIS TEAM AND CONVERSATIONS ON STUDENT SUCCESS TEAM:**

Dr. Judith Carter chaired the 13 member Community College Survey of Student Engagement (CCSSE) analysis team and Drs. Lana Jackson and Kathy Wetzel facilitated the 25 member year-long "Conversations on Student Success" initiative. Both Dr. Carter and Dr. Jackson addressed

Minutes of the Amarillo College Board of Regents Regular Meeting of May 25, 2010**REPORT FROM COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT (CCSSE) ANALYSIS TEAM AND CONVERSATIONS ON STUDENT SUCCESS TEAM Continued:**

the Board. The CCSSE team was charged with reviewing the student and faculty engagement surveys and preparing a report of observations and recommendations from the data. The team looked at the five benchmarks the survey measured: active and collaborative learning; student effort; academic challenge; student-faculty interaction, and; support for learners. There were five positive conclusions: 1) Students are provided with the financial support needed to afford their education. 2) Students frequently visit academic advising/planning. 3) Students frequently access career counseling. 4) Students frequently use skills labs (writing, math, etc.). 5) Students are challenged by examinations to do their best work. Three primary concerns include: 1) Students need to make class presentations. 2) Students should work with other students on projects during class. 3) Students should work on a paper or project that requires integrating ideas or information from various sources. Recommendations to administrators, division and department chairs and differing perceptions of faculty and students were discussed. The Conversations team will identify challenges and opportunities for improving student success at Amarillo College by examining institutional data and applying practices found in research literature. The team met nine times throughout the year to discuss AC data and Best Practices research. The Conversations team participated in nine forums which included these areas: 1) completers (graduates and transfers); 2) first-generation students; 3) critical thinking; 4) experiential learning; 5) technology literacy; 6) oral presentations; 7) information literacy; 8) employment/career focus; and, 9) development education students/at-risk students. The team hosted *Secrets of our Success: A Student Conversation* with 16 student participants. The two teams (CCSSE and Conversations) met in May to identify the three main areas of concern for improving student success at Amarillo College: critical thinking; student engagement; and under-preparedness. The top three areas of concern will be presented to the President's Cabinet for selection of a Quality Enhancement Plan (QEP) topic for the SACS reaffirmation of accreditation.

**RECORDS MANAGEMENT ANNUAL REPORT:**

Title 6, subtitle C, Local Government Code provides that a junior college district must establish by resolution an active and continuing records management program to be administered by a Records Management Officer. The records retention administrator schedules and administers rules issued by the Texas State Library and Archives Commission; determines if the records management program and the Amarillo Junior College's District's records control schedules are in compliance with state regulations. The commission reports that Amarillo College is in compliance.

The Records Management Officer, Vickie Shelton, reported per Amarillo College's records management policy the annual disposition of paper records totaling an estimate of 261 cases, equaling approximately 253 cubic feet, was destroyed in 2010. The disposition of these documents was approved by the Records Management Committee per Amarillo College Policy. The Texas State Library and Archives commission approved our request to add the following record series: Disability Student Files and Actuarial Studies.

**ASSESSMENT AND COLLECTION SERVICES CONTRACT WITH MOORE COUNTY APPROVED:**

Moore County assesses and collects the branch campus maintenance property tax within Moore County for the operation of the Moore County Branch Campus of Amarillo College. Amarillo College and Moore County wish to renew the contract for assessment and collection of taxes for the period covering July 1, 2010 through June 30, 2011. A copy of the Contract for Assessment and Collection Services is attached at pages 193 through 196.

Ms. Escajeda moved, seconded by Mr. Nicholson to approve this contract with Moore County. The motion carried unanimously.

**PROPOSAL TO OFFER SONOGRAPHY CERTIFICATE APPROVED:**

The Sonography Certificate curriculum (advanced technical certificate) was submitted to and approved by Academic Affairs and are listed in the 2010-11 catalog. The pursuit of the Sonography Certificate was approved by the Academic Affairs Committee Monday, May 17, 2010, but needed approval from the Board of Regents before the Certification Form can be submitted to the Coordinating Board. Since the Board approved to pursue the certificate, the "Certification for New Associate of Applied Science and Certificate Programs" will be submitted 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.

Both local hospitals, BSA Health System and Northwest Texas Healthcare System, committed to donate \$50,000 each to Amarillo College to cover an instructor's salary for one year and purchase set-up equipment. The program will accept eight students into the program the first year. There are only 13 schools in Texas which offer this program.

Mr. Nicholson moved, seconded by Dr. Woodburn to approve submission of the Sonography certificate and degree program to the Texas Higher Education Coordinating Board. The motion carried unanimously.

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

RFP No. 1237A, for new HVAC installation at core facilities for Amarillo College, East Campus was advertised in the newspaper for sub-contractors and suppliers, by Page & Associates, Inc., Construction Manager-at-Risk (CMR). Proposal Package includes the installation of new equipment and ductwork along with the installation of new ceilings and light fixtures. The overall project is budgeted at \$2,100,000.00.

Page & Associates, Inc. provides a guaranteed maximum price of \$2,258,587.00.

Funds are available in the 2007 Bond Budget.

Dr. Woodburn moved, seconded by Ms. Escajeda to approve RFP No. 1237A. The motion carried unanimously.

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**REQUEST FOR PROPOSAL NO. 1241 – 2007 BOND PROJECT, RENOVATION AT BYRD BUSINESS BUILDING AND PARCELLS HALL FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:**

RFP No. 1241, for the Renovation at Byrd Business Building and Parcels 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 (CMR). Proposal Package includes the complete renovation of the structure to include new plumbing, HVAC, electrical, exterior windows, and new interior finishes, along with new network infrastructure.

Page & Associates, Inc. provides a guaranteed maximum price of \$11,140,239.00.

Funds are available in the 2007 Bond Budget.

Ms. Escajeda moved, seconded by Mr. Forrester to approve RFP No. 1241. The motion carried unanimously.

**WIND ENERGY - MOBILE LABS APPROVED:**

Dr. Shawn Fouts presented the proposal for purchase of two 44-foot trailers, complete with trainers that will be used to aid instructors in teaching wind and other related industry technology classes at various sites including industry locations, branch campuses, and area high schools.

Trailers and equipment will be purchased from various vendors for sole source compatibility and vendor proprietary for our existing labs at Amarillo and Dumas campuses. The trailers are custom designed with furniture for trainers. The estimated cost is not to exceed \$414,397.00.

Funds are available through the Comptroller of Public Accounts for Energy Sector Training Center Program Grant.

Dr. Woodburn moved, seconded by Ms. Escajeda to approve the Wind Energy – Mobile Labs. The motion carried unanimously.

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of April 30, 2010 are attached at pages 197 through 207.

Revenue

We have received 67% of our allocated State appropriations and 76% of total revenues.

Expenditures

We have expended 62% of funds budgeted.

Auxiliary Enterprises

Bookstores' net profit is \$323,761 with a 42% increase in online sales. Rental property is at \$512,119; employee scholarships are at \$162,000 through the spring semester.

Minutes of the Amarillo College Board of Regents Regular Meeting of May 25, 2010**FINANCIAL REPORT ACCEPTED Continued:****Restricted Funds**

Federal grants and contracts are up by \$4.0 million; state grants and contracts are up \$764,959; local grants and contracts are down \$131,000 and KACV grants and contracts are up \$388,288. Resident instruction is up \$1.0 million due to the CCRAA grant.

**Cash and Investments**

\$54.3 million total minus \$23.4 million (bond); \$30.9 million – April 2010; \$53.0 million minus \$16.6 million (bond); \$36.4 million – April 2009; \$34.0 million – April 2008.

**Alterations & Improvements**

There has been \$631,046 in actual expenditures out of the \$1.8 million projected cost.

**Tax Schedule**

\$17,489,525 has been collected out of \$17,561,130 budgeted; \$71,605 still to be collected.

**Bond Expenditures**

\$23.4 million has been spent out of an estimated \$46.2 million.

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

**2011 PRELIMINARY BUDGET OVERVIEW:**

Mr. Berg presented the 2011 preliminary budget overview. This overview provided Regents advance information and preparation for the budget and planning workshop being held at a later date. Projected revenues total \$51.8 million; with a 5% reduction in State allocation which equals approximately \$857,663 per year; a proposed salary increase would be \$626,270.

No action was taken.

**PRESIDENT'S REPORT:**

The Board Budget Workshop was scheduled for June 22 at 2:00.

Dr. Russell Lowery-Hart was selected for the Vice President of Academic Affairs position. He will begin his position on July 1.

Amarillo College and WTAMU signed a Memorandum of Understanding on May 6. This MOU will smooth any transfer of students from Amarillo College to WTAMU.

Dr. Matney expressed appreciation for all that Representative David Swinford has done for Amarillo College.

Dr. Matney, Kathy Dowdy, Tracy Dougherty and Nancy Williams, AC Foundation Board member, attended the Council of Resource Development Seminar in Dallas on May 7.

Minutes of the Amarillo College Board of Regents Regular Meeting of May 25, 2010**PRESIDENT'S REPORT Continued:**

Dr. Matney thanked the Board for their attendance at the Commencement on May 14. There were 1,301 who completed coursework for fall 2009, spring and summer 2010; 656 who qualified for graduation and 482 who walked across the stage.

The ADN and LVN had their pinning ceremonies the week prior to Commencement.

Dr. Matney referred to a packet of information which had previously been delivered to the Board regarding a building name recommendation in memory of Steve Dutton; the formal recommendation will be presented at the June 22, 2010 Board meeting.

The SACS Reaffirmation of Accreditation project is in progress; a visit to Amarillo College is planned for fall 2012.

Approval of the latest Institutional Strategic Plan will be presented to the Board at a meeting in summer 2010.

**BOARD NOMINATING COMMITTEE REPORT:**

The following regents served on the Nominating Committee: David Woodburn, chair; John Hicks; and Gene Norman. Dr. Woodburn moved to elect the following Regents to serve as officers. Consensus was to accept the following slate of officers for 2010-2011: Prenis Williams, chairman; John Hicks, vice chairman; and Don Nicholson, secretary.

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

KACV hosted an event at the television studio for 2<sup>nd</sup> and 4<sup>th</sup> graders.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

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John D. Hicks, Secretary

































