

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
September 28, 2010**

REGENTS PRESENT: Mr. Prenis O. Williams, Chair; Mr. Don L. Nicholson, Secretary; Ms. Lilia B. Escajeda; Mr. Carroll M. Forrester; Ms. Michele Fortunato; Dr. Gene Norman; and Dr. David C. Woodburn

REGENTS ABSENT: Mr. John D. Hicks, Vice Chair; and Mr. H. Bryan Poff

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 Robertson Green, Dean of College Communications and Marketing; Dr. Russell Lowery-Hart, Vice President of Academic Affairs; Dr. Paul Matney, President; Ms. Danita McAnally, Dean of Assessment and Development; and Mrs. Damaris Schlong, Dean of Continuing Education

Mrs. Tina Babb - representing Administrator's Association
Dr. Carol Buse - President, Faculty Senate
Mr. Bruce Cotgreave - Director, Physical Plant
Dr. Shawn Fouts - Dean of Career and Technical Education
Mrs. Linda Hendrick - Director, Telecommunications, Information Technology Systems
Mrs. Lori Merriman - Executive Secretary, President's Office
Mr. Jerry Moller - Dean of Academic Transfer Programs
Ms. C.C. Mongrain - President, Student Government Association
Mrs. Sheryl Mueller - Division Chair, Nursing
Mr. Greg Rohloff - representing the *Amarillo Independent*
Mrs. Brenda Sadler - Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders - Legal Counsel
Ms. Rachel Segura - representing *The Ranger*
Mrs. Vickie Shelton - Director, Purchasing
Mrs. Jeanetta Smiley - representing Classified Employees Council
Mr. Lynn Thornton - Director, Administrative Services/Human Resources
Mr. Michael Ward - Telecommunications Services Coordinator, ITS
Mr. Darryl Wertz - Investigator/Corporal, AC Police
Mr. Joseph Wyatt - Communications Coordinator, College Relations
Mr. David Ziegler - Assistant Director, Physical Plant

The meeting was called to order by Mr. Williams, Chairman. He welcomed all present and asked if there were any public comments. Dr. Woodburn gave the invocation.

MINUTES APPROVED:

Mr. Nicholson moved, seconded by Ms. Escajeda to approve minutes of the regular meeting of August 24, 2010. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

C.C. Mongrain, SGA president, distributed a new list of upcoming events. Hanna Osteen, will serve as historian for the executive board of SGA. Upcoming events include attendance at the

STUDENT GOVERNMENT ASSOCIATION REPORT Continued:

Association for the Promotion of Campus Activities Conference in Houston; Region 1 Convention in October; Justin Lawlis will serve as Region 1 Parliamentarian this year; and Student Leadership Retreat is on October 22-23, between 50-75 students from AC will be going.

EDUCATION REPORT – DEVELOPMENTAL EDUCATION AND STUDENT SUCCESS AT AC:

Dr. Lowery-Hart reported that Amarillo College's Developmental Education programs have been recognized as outstanding by the National Association for Developmental Education (NADE) and Texas Association for Developmental Education (TADE) for transferring students to academic success. ACcess has helped under-prepared students to advance. The NADE award was given to three institutions that exceeded in all three levels. The TADE award was given to AC for the best developmental program in the State. The Math Outreach Center was recognized last year with the Texas Higher Education Coordinating Board STAR award. These programs help students find and sharpen their skills. Seventy-six percent of incoming freshmen require developmental education; this has increased by 40% in the last two years. AC students who complete developmental math pass college algebra at a higher rate than other AC peers.

AC STRATEGIC PLAN THROUGH 2015:

Ms. McAnally distributed a Strategic Plan through 2015 Executive Summary. She discussed the new look for this publication and mentioned that it would also be on AC's website. At AC, we aspire for every student to have a success story is AC's vision. Three things which came out of the process for creating the Strategic Plan was the cost of tuition, convenience, and collaborative learning. Dr. Lowery-Hart stated that AC has experienced a lot of growth; this growth gives us new opportunities; diversity of students; opportunity to deal with diverse needs; skill sets; meet more community needs; and improve over the next five years. The State has shifted their expectations, they want colleges to increase the number of completers; give each college less money; funding will be tied to completions. We will offer a foundation for students to get into the workplace. There will be more collaborative learning offered. This Strategic Plan is the product of significant input from current and former students, faculty, staff, business and community leaders, and the Board of Regents; focus groups were added, also. It became clear that student success was most important to all of these groups. This five-year plan will serve as a driving force in AC's quest to be a community college that puts students and community first. Funding sources for community colleges continue to diversify. Various stakeholders will be competing to change the College's purpose and expand its mission. Community colleges will be expected to increase the number of completers. Job-training and retraining will continue to grow in importance in light of these economic times. The student population continues to shift toward those students who have life issues such as academic under-preparedness, family obligations, and limited funds. AC's mission: Amarillo College – enriching the lives of our students and our community. Goal #1: Expand Student Success; Goal #2: Ensure Student Access; Goal #3: Collaborate with Partners in the Community; and Goal #4: Ensure the College's Future.

AC FACULTY HANDBOOK REVISION REGARDING “CONTRIBUTIONS TO COMMUNITY” APPROVED:

Last spring, both the Rank and Tenure Committee and the Faculty Handbook Committee recommended a revision to the faculty petition for Rank and Tenure under the category “Contribution to the Community” as a part of the petition for professorial rank. The proposed revisions are attached at page 9.

Mr. Nicholson moved, seconded by Dr. Woodburn to approve the Rank and Tenure revisions regarding “Contributions to Community.” The motion carried unanimously.

AMARILLO COLLEGE BENEFIT PROGRAM EXTERNAL AUDIT:

The external audit of the Amarillo College Benefit Program for the 2009 calendar year has been completed by Johnson & Sheldon, P.C. A copy of the audit was furnished for the Board.

The net assets available for benefits at the end of December 2009 were \$75 million which increased by \$13 million from 2008. As of December 31, 2009, there were 898 participants. The AC Benefit Program Committee meets four times a year; Board members who serve on this committee are Carroll Forrester, John Hicks, and Gene Norman.

This is an information item only and requires no action.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:**Faculty**Holmes, Tammy D. – Instructor, Mathematics, Moore County Campus**

Effective Dates: August 16, 2010 through August 12, 2011

Salary: \$42,650.00 per year for 9 months full-time temporary

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

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

Experience: 9 years related work

Replacement for: Gregg Lawler

Bio: Tammy Holmes has more than 9 years experience as a secondary math teacher in Amarillo area schools. Most recently she has worked as a Teaching/Graduate Assistant and Part-time Instructor at West Texas A&M University while completing her Master’s Degree. Ms. Holmes earned a Bachelor’s Degree and Master’s Degree in Mathematics from West Texas A&M University.

Kessler, Raymond James – Instructor, Physical Sciences

Effective Date: August 16, 2010

Salary: \$41,853.00 per year for 9 months full-time

Qualifications: M.S., Baylor University, Waco, Texas

B.S., Texas Lutheran University, Seguin, Texas

APPOINTMENTS Continued:

Experience: 5 years related work
Replacement for: Raymond "Jay" Smallwood

Bio: Raymond James Kessler earned a Bachelor's Degree in Chemistry from Texas Lutheran University and a Master's Degree in Chemistry from Baylor University. Mr. Kessler worked as a Graduate Assistant at Baylor. He has spent the last several years as a Chemist for Encysive Pharmaceuticals and a Production Support Scientist for Rohm and Haas. Mr. Kessler has been a part-time instructor for Amarillo College since August 2009.

Paredes, Dalila Elizabeth – Instructor, Biology, Moore County Campus

Effective Date: August 16, 2010 through May 13, 2011

Salary: \$40,259.00 per year for 9 months full-time temporary

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

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

A.S., Seward County Community College, Liberal, Kansas

Experience: 3 years related work

Replacement for: Heather Funderburg

Bio: Dalila Paredes has worked as a graduate assistant and a research assistant while completing her Master's degree at West Texas A&M University. Ms. Paredes earned an Associate's Degree in Science from Seward County Community College in Liberal, Kansas before completing a Bachelor's Degree in Chemistry and Biology, Cum Laude and a Master's Degree in Chemistry/Biochemistry from West Texas A&M University.

B. BIDS AND PROPOSALS:

- **Request for Proposal No. 1245 - Amarillo College Contract for Printing Services**

RFP No.1245, for printing services for Amarillo College was issued to nine vendors, and advertised in the newspaper. Seven proposals were returned.

Amarillo College was seeking proposals for qualified companies who could provide offset and digital printing services at the vendor's location with delivery to any of the Amarillo College's locations.

It was recommended that this contract beginning November 1, 2010 with the possibility of an additional four consecutive one (1) year periods, be awarded to Zip Print based on the best value to the specifications, extent to which goods and services meet Amarillo College's needs and customer service.

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

CONTINGENCY ALLOWANCE EXPENDITURE – 2007 BOND PROJECT, JONES HALL APPROVED:

Request for Contingency Allowance Expenditure in the amount of \$30,572.00 to furnish and install a fire alarm system for the entire building.

This will not affect the Guaranteed Maximum Price, but will reduce the contingency.

Funds are available in the 2007 Bond Budget.

Ms. Fortunato moved, seconded by Ms. Escajeda to approve contingency allowance expenditure. The motion carried unanimously.

CHANGE ORDER FOR THE DATA ROOM DEVELOPMENT AT KACV-TV, BIOLOGY, AND DURRETT HALL, WASHINGTON STREET CAMPUS APPROVED:

A Change Order to increase the Guaranteed Maximum Price by the amount of \$108,858.00 was requested. The request was to provide funds for additional electrical work and for additional telephone lines and fiber optic lines to Biology and KACV-TV.

Funds are available in the 2007 Bond Budget.

Dr. Woodburn moved, seconded by Mr. Nicholson to approve the change order to increase the Guaranteed Maximum Price for additional electrical work and for telephone lines and fiber optic lines to Biology and KACV-TV. The motion carried unanimously.

TELECOMMUNICATIONS PHONE SWITCH REPLACEMENT FOR WEST CAMPUS APPROVED:

The acquisition and installation of a new telecommunications phone switch for the West Campus was recommended in order to provide full telecommunications functionality in Jones Hall. The existing West Campus telecommunications phone switch was procured as a refurbished switch with components dating back before 2002 with a history of intermittent service, and is at the end of its industry supported life cycle. The existing telephone switch is incapable of providing modern digital services essential to supporting the Allied Health disciplines. The estimated cost of the new telecommunications switch, including installation, is \$28,684.49.

The purchase of these updates from Black Box Network Services in Arlington, Texas, off of the State of Texas Department of Information and Technologies (DIR) contract approved by a Board resolution in 1993 was recommended.

Funds are available from the 2007 Bond Budget.

Ms. Fortunato moved, seconded by Mr. Nicholson to approve the purchase of the telecommunication phone switch for the West Campus. The motion carried unanimously.

INVESTMENT REPORT APPROVED:

The Board of Regents was presented the Quarterly Investment Report for the period of June 1, 2010 through August 31, 2010. A copy of the report was provided the Regents. The weighted average maturity of the portfolio is approximately 2.6 months. The overall portfolio yield is 0.452%. The portfolio market value has remained consistent at 100.16%. As of August 31, 2010, we were in compliance with our investment policy and the Public Funds Investment Act. The investment portfolio was prepared by First Southwest Asset Management Company.

Dr. Woodburn moved, seconded by Ms. Fortunato to approve the Quarterly Investment Report. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The preliminary financial statements as of August 31, 2010 are attached at pages 10 through 20.

Revenue

We have received 95% of our allocated State appropriations and 99% of total revenues. Enrollment trends are up; we have received \$13,177,097 in academic tuition and fees or 106%.

Expenditures

We have expended 95% of funds budgeted. Resident instruction is at 99% due to enrollment increase.

Auxiliary Enterprises

Bookstores' net profit is \$962,101; food service is -\$87,385; rental property is at \$900,000; we are at 99% occupancy in family housing with less maintenance and repairs; employee scholarships are at \$194,000 through summer.

Restricted Funds

Federal grants and contracts are up by \$9.6 million; state grants and contracts are up \$768,000; local grants and contracts are down \$315,000 and KACV grants and contracts are up \$355,000.

Cash and Investments

\$66.6 million total minus \$24.3 million (bond) = \$42.3 million – August 2010; \$66.1 million minus \$26.1 million (bond) = \$40.0 million – August 2009; \$58.3 million total minus \$21.0million (bond) = \$37.3 million – August 2008.

Alterations & Improvements

There has been \$862,000 in actual expenditures out of the \$1.8 million projected cost.

Tax Schedule

\$18,194,953 has been collected out of \$17,561,130 budgeted.

Bond Expenditures

\$30.8 million has been spent out of an estimated \$52.6 million.

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

PRESIDENT'S REPORT:

As of today, enrollment is up 15% in headcount for the last two years at 11,675 students.

The Steven W. Jones Hall Dedication will be September 29, at 4:00 p.m., on the West Campus; five members of the Jones' family will be in attendance.

Mrs. Green and Dr. Matney met with Representative John Smithee and Senator Kel Seliger on September 7 to visit with them on the importance of Amarillo College to the community. They have also met with Four Price, candidate for the 87th district state representative; they will meet with Abel Bosquez, also a candidate.

James Bradley, author of this year's Common Reader book, *Flags of Our Fathers*, will visit campus on October 28. Alan Rhodes, AC Foundation Board Chair, created a monthly group to meet and discuss the Common Reader and invited five honor students to join their group.

In the spring, it will have been four years since we had the Internal and External Capital Needs Assessment Committees; we are coming up with additional needs and priorities to use the remaining bond funds.

School Violence Prevention Training has been on-going at Amarillo College. Dr. Harry Hueston and Dr. Amy Andersen, faculty from WTAMU, have been our instructors. Five, 3-1/2 hour, sessions have been scheduled.

Dr. Matney mentioned the "goody bags" which College Relations put together for the Board; included in there are Institutional Priority 2010-2011 "to-do" pads.

We have two employees who were honored at the Top Twenty Under 40; Jason Norman, Director of Advising; and Toni Gray, Director of Criminal Justice Programs.

The 2010 Texas Higher Education Leadership Conference will be November 8-9, in Austin; if any Regents are interested in attending make the President's Office aware.

The Steve Dutton Hall dedication will be on November 4 at 4:00 p.m.

Influenza vaccinations will be offered at Amarillo College September 29, 30, and October 1.

APPOINTMENT OF BOARD ASSIGNMENTS/ADHOC COMMITTEES:

Attached at page 21 is a list of Board representation on committees.

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

The Courtyard by Marriott located at the historic Fisk Building in downtown Amarillo will open in November 2010. This is one of TIRZ's first projects.

Ms. Escajeda reported that the AMoA 2010 Recycle Art Festival event was successful. Leo Jensen's pop art exhibit will be shown from October 9 – January 2. In the month of September there have been 3,000+ museum attendees.

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

Mr. Nicholson told of the AC Foundation annual campaign meeting on September 14; Myrna and Daniel Raffkin were honored. Also, honored was Mr. Dee Osborne, the President and Chairman at Cody Investment Company, Inc. in Houston, Texas, who is an AC alumni and lifetime philanthropist.

On Thursday, October 14, a Christian, Jew, Muslim and an Atheist will meet to discuss faith in the Panhandle and how it affects their daily lives. Ellen Robertson Green will host this KACV-TV Face-to-Face program.

Dr. Woodburn told of the Smiles Foundation which provides free dental projects was in Cactus last week. The AC Dental Hygiene students helped.

CLOSED SESSION:

At 7:33 p.m., Mr. Williams announced there would be a closed meeting to afford an opportunity for the Board to consult with its attorney to seek his advice on legal matters pursuant to Section 551.071, Texas Government Code.

At 8:10 p.m., Mr. Williams 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.

Prenis O. Williams, Chairman

