

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
January 27, 2009**

**REGENTS PRESENT:** Ms. Michele Fortunato, Chair; Mr. Prenis O. Williams, Vice 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

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

**Dr. Claudie Biggers, representing Faculty Senate**  
**Mrs. Carol Buse, Chair, Rank and Tenure Committee**  
**Mrs. Norma Campbell, Marketing Coordinator, College Relations**  
**Mr. Bruce Cotgreave, Director, Physical Plant**  
**Mrs. LuLu Cowan, Special Assistant to the President**  
**Mr. Bill Crawford, Assistant Dean of Career and Technical Programs**  
**Mrs. Kim Crowley, Director, Center for Continuing Healthcare Education**  
**Dr. Kim Hays, Department Chair, Manufacturing Technology**  
**Mrs. Linda Hendrick, Dir. of Telecommunications, Information Technology Systems**  
**Dr. Martha Howell, Director, Texas Panhandle Clinical Simulation Center**  
**Mrs. Lana Jackson, President, Faculty Senate**  
**Dr. Richard Jordan, Regional Dean, School of Medicine, TTUHSC**  
**Mr. Justin Lawlis, President, Student Government Association**  
**Mrs. Lori Merriman, Executive Secretary, President's Office**  
**Mrs. Sheryl Mueller, Division Chair, Nursing**  
**Mr. Taylor Norman, Chief Purchasing Agent, City of Amarillo**  
**Mr. David Pittman, representing *Amarillo Globe-News***  
**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**  
**Ms. Kinsey Smith, WTA&MU student**  
**Mr. John Smoot, Assistant Director, Texas Panhandle Clinical Simulation Center**  
**Mr. Dave Snelson, representing Classified Employees Council**  
**Mr. Jack Stanley, Division Chair, Sciences and Engineering**  
**Mr. Lynn Thornton, Director of Administrative Services/Human Resources**  
**Mr. David Ziegler, Assistant Director, Physical Plant**

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

**MINUTES APPROVED:**

Mr. Williams moved, seconded by Ms. Escajeda, to approve minutes of the regular meeting of November 25, 2008 and the special meeting of December 15, 2008. The motion carried unanimously.

**STUDENT GOVERNMENT ASSOCIATION REPORT:**

Justin Lawlis, president of SGA, told the Board that on February 3-4, a group of students would be traveling to Austin for Community College Days; they will be able to visit with our legislators. He reminded the Board that on March 5, John Walsh will be here to speak at the Distinguished Lecture Series. SGA worked on a resolution regarding cross-walks and submitted it to Physical Plant. Spring Fling at the West Campus will be held April 30.

**INVESTMENT REPORT APPROVED:**

The Board of Regents was presented the Quarterly Investment Report for the period of September 1, 2008 through November 30, 2008. A copy of the report was provided to the Regents. As of November 30, the overall portfolio yield was 2.3%; during this time frame the portfolio market value remained consistent at 100.258%. Mr. Berg explained that in a period of declining rates, our returns will be greater than that of the market and in a period of increasing rates our return will lag relative to the market.

Ms. Escajeda moved, seconded by Mr. Hicks, to approve the Quarterly Investment Report. The motion carried unanimously.

**EDUCATION REPORT – CLINICAL SIMULATION CENTER UPDATE:**

For two years Amarillo College has worked on an alliance with Texas Tech University Health Sciences Center at Amarillo and West Texas A&M University to develop the Texas Panhandle Clinical Simulation Center; recently the name of the facility was changed to SIM Central. LuLu Cowan, Special Assistant to the President, AC, and Dr. Martha Howell, Director of the Clinical Simulation Center, discussed the project and gave a PowerPoint presentation. Dr. Richard Jordan, Regional Dean, School of Medicine, TTUHSC, was introduced; he praised and offered his support of the Simulation Center. Mrs. Cowan and Dr. Howell, along with a group of AC faculty and staff, took a tour of the Temple Simulation Center in the fall; they also got together with their counterparts at Temple.

Goals of medical simulation include saving more lives; improving patient safety; alleviating the nursing shortage; providing hospital specific continuing medical education; giving medical and nursing trainees state-of-the-art education; positively impacting the Panhandle area's economic development; and conducting research without risk to patients. Construction costs to build the 30,000 square foot center will be approximately \$14 million; the furnishings and equipment costs will be approximately \$3.5 million; the patient simulators/mannequins will be approximately \$1.5 million; and personnel costs will be approximately \$220,000. The Laura W. Bush Institute for Women's Health in Amarillo is temporarily housing the simulation center; the Amarillo Area Foundation has funded this project for \$314,000 in support of the project's planning and staffing; Amarillo College has made a \$1.0 million commitment from bond issue funding; and the Harrington Regional Medical Center is set to donate four to five acres near

Minutes of the Amarillo College Board of Regents Regular Meeting of January 27, 2009**EDUCATION REPORT – CLINICAL SIMULATION CENTER UPDATE Continued:**

TTUHSC at Amarillo's campus to construct the facility. Kim Crowley, Director, Center of Continuing Healthcare, AC, will work closely with Dr. Howell.

**MEMORANDUM OF UNDERSTANDING WITH TEXAS STATE TECHNICAL COLLEGE (TSTC) ACCEPTED:**

This item was placed on the agenda so the Board might consider a project with TSTC which may result in a more encompassing or umbrella agreement in the future. TSTC has approached community colleges for possible collaboration with them on projects or courses; they are no longer competing or involved in contact hours. We will work with them on a project-by-project basis.

Ms. Escajeda moved, seconded by Mr. Hicks, to accept and enter into this Memorandum of Understanding with Texas State Technical College. The motion carried unanimously.

**WEST CAMPUS BUILDING NAME RECOMMENDATION ADOPTED:**

A committee was formed to determine a name for the future West Campus building in honor of Steven W. Jones, President, Amarillo College. Jerry Moller, chair of the Building Name Committee, presented the recommendation of the committee which was Steven W. Jones Hall.

Mr. Hicks made the following motion:

"I move that the Amarillo College Board of Regents adopt Steven W. Jones Hall as the official name of the new building soon to be built on AC's West Campus. In addition, I move that the names of the programs housed in that building, Nursing and Dental, be identified on the building and in signage around the building in appropriate locations." Dr. Woodburn seconded the motion. The motion carried unanimously.

**INTERLOCAL AGREEMENT WITH THE CITY OF AMARILLO APPROVED:**

Administration recommended entering into a local agreement with the City of Amarillo. The purpose of the agreement is to provide Amarillo College with additional purchasing options to significantly reduce the cost of purchasing supplies, furniture, equipment, or any other items made available through this cooperative. Authority for such services is granted by Chapter 791, The Interlocal Cooperation Act of the Local Government Code, which allows and encourages educational entities to establish interlocal agreements to take advantage of volume discount pricing.

Dr. Woodburn moved, seconded by Mr. Nicholson, to approve the Interlocal Agreement with the City of Amarillo. The motion carried unanimously.

**CONSENT AGENDA APPROVED:****A. BIDS AND PROPOSALS:****● REQUEST FOR PURCHASE OF PHYSICS EQUIPMENT**

Purchase of Physics equipment will be used to design new physics experiments, upgrade the current physics experiments, and for classroom demonstrations for various related courses. The purchase of the new equipment will align our curriculum with New Mexico Tech or other 4-year institutions. This equipment will ensure our students a seamless transition to a 4-year institution.

The equipment request designated purchase of equipment from PASCO Scientific with approximately \$36,000 being a sole source purchase.

Funds are available from the College Cost Reduction and Access Act-Hispanic Serving Institutions (CCRAA-HSI) Model for Participatory, Collaborative STEM Learning Grant.

**● SOLE SOURCE NON-DESTRUCTIVE TESTING EQUIPMENT**

Purchase of Non-Destructive Testing equipment will be used to design new Non-Destructive Testing experiments, upgrade the current Non-Destructive Testing experiments, and for classroom demonstrations for various related courses. The purchase of the new equipment will align our curriculum with New Mexico Tech or other 4-year institutions. This equipment will ensure our students a seamless transition to a 4-year institution.

The administration recommended the equipment be purchased from Triangle Engineering, Inc. for approximately \$60,670.00, being a sole source purchase.

Funds are available from the College Cost Reduction and Access Act-Hispanic Serving Institutions (CCRAA-HSI) Model for Participatory, Collaborative STEM Learning Grant.

**● SOLE SOURCE ACCUTRACK SOFTWARE PURCHASE FOR CAMPUS WIDE LAB TRACKING SYSTEM**

The learning center administration software purchase is needed in order to track history and lab usage for all campuses. This AccuTrack software allows Amarillo College to track students' visits to each lab center. This feature will be an electronic replacement of sign-in sheets currently being used and provide data upon which to base decisions to change the number or purpose of computer labs (Technology Tactical Plan 3.3.1.3).

The administration recommended the purchase of the Accutrack software from Engineerica Systems, Inc. the developer and sole source of AccuTrack in the amount of \$41,668.00. This purchase was approved by the Technology Replacement Task Force on December 16, 2008.

Funds are available in the 2008-2009 Technology Replacement Budget.

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- **ADVERTISING EXPENSES FOR COLLEGE RELATIONS**

Amarillo College administration recommended G&P Associates for placement (board location and paper production) of outdoor advertising on behalf of AC's College Relations Department. Terry Pedigo, through his company G&P Associates, has a long history and expertise in dealing with Lamar Outdoor for advertising in Amarillo and throughout the Panhandle area. The anticipated \$36,000.00 expenditures are available in the 2008-2009 College Relations budget.

Amarillo College administration made the recommendation that with the death of media buyer, T. Nina Coats, Amarillo College continue its TV/Radio placement with Mariwyn Webb dba MW & Associates. MW & Associates has unique expertise as media buyers with a specialized and long history in the Panhandle area. The anticipated \$80,000.00 expenditures are available in the 2008-2009 College Relations budget.

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

**TENURE RECOMMENDATIONS APPROVED:**

The following faculty members were recommended for tenure by their supervisor(s), the Rank and Tenure Committee, the appropriate administrative channels, and the Acting President. They meet all criteria for tenure as stated in the Amarillo College Faculty Handbook. The effective date will be September 1, 2009.

<u>NAME</u>	<u>RANK</u>	<u>DEPARTMENT</u>
Mr. Daniel Ferguson	Assistant Professor/Department Chair	English Department
Mr. Paul Whitfield	Assistant Professor	Emergency Medical Services Profession

Ms. Escajeda moved, seconded by Mr. Hicks, to approve these faculty for tenure. The motion carried unanimously.

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of December 31, 2008 are attached at pages 94 through 103.

**Revenue**

We are a third of the way through the fiscal year. We have received \$21.5 million or 43%.

**Expenditures**

We have expended \$15.0 million or 30%.

**Auxiliary Enterprises**

Bookstores are down \$61,000. Family housing is at \$309,372 compared to \$252,189 last year.

**FINANCIAL REPORT ACCEPTED Continued:****Restricted Funds**

Local grants and contracts have decreased due partially to the conclusion of the Nursing the Numbers Grant. KACV Grants and Contracts show a decrease due to timing of the CPB Grant.

**Cash and Investments**

\$30.4 million; \$21 million (bond) – December 2008; \$30.3 million – December 2007; \$26.1 million – December 2006.

**Alterations & Improvements**

\$329,500 has been spent out of \$1.7 million projected cost.

**Tax Schedule**

\$17,059,598.00 was budgeted; \$4.3 million has been collected.

**Bond Expenditures**

\$1.6 million has been spent out of an estimated \$34.4 million.

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

**PRESIDENT'S REPORT:**

Dr. Matney introduced David Pittman, *Amarillo Globe-News* reporter; he will be covering future Board meetings.

The Hispanic Chamber of Commerce Banquet will be held on January 29.

Dr. Matney reported that nine students and three supervisors will be in Austin on February 3 and 4 for Community College Days; they will visit with Panhandle legislators.

Ellen Green will moderate "State of the City Address" featuring Mayor Debra McCartt and Gary Molberg, President of the Amarillo Chamber of Commerce, for KACV to air in early February.

The Developmental Mathematics Program at Amarillo College was the recipient of the John Champaign Memorial Award for Outstanding Developmental Education Program.

The Wind Energy Program has enrolled 120 students with 200+ on a waiting list.

The Nursing program graduated 102 in December; there were 130 admitted this spring.

Dr. Matney praised the faculty and staff newsletter, *AC Plugged In*, published by Joe Wyatt, Communications Coordinator, College Relations.

A copy of the AC View Book targeting Adult Students was distributed.

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

Mr. Forrester encouraged everyone to attend the Creative Mind Humanities Series – China this semester.

Ms. Escajeda reported on the TIRZ Board events. They are working on a project for possible living units downtown, and updating the Fisk and Barfield Buildings.

Mrs. Fortunato expressed appreciation for the partnership with the BSA Healthcare System.

**CLOSED SESSION:**

At 7:25 p.m., Ms. Fortunato announced there would be a closed meeting to afford an opportunity for the Board to consider issues concerning the present and future status of the Office of President 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























