

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
October 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; 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. Tyler Adams, President, Student Government Association
Mrs. Rebecca Archer, representing Classified Employees Council
Dr. Claudie Biggers, representing Faculty Senate
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Daniel Esquivel, Executive Director, Hereford Campus
Mrs. Linda Hendrick, Dir. of Telecommunications, Information Technology Systems
Ms. Patsy Lemaster, Associate Dean, Center for Teaching and Learning
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Sheryl Mueller, Division Chair, Nursing
Mr. Greg Rohloff, representing *Amarillo 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
Dr. Kathy Wetzal, Department Chair, Mathematics
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mr. Joseph Wyatt, Communications Coordinator, College Relations
Mr. David Ziegler, representing Administrators' Association

Board members attended a KACV reception and celebration where they welcomed former Arkansas Senator, David Pryor, to KACV as he presented staff members with a special Corporation for Public Broadcasting award in honor of the local World War II veteran interviews produced by KACV-TV.

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. Nicholson moved, seconded by Ms. Escajeda to approve minutes of the regular meeting of September 22, 2009. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Tyler Adams, SGA president, reported on the recent AC SGA hosted leadership retreat; he said it was a huge success. There were approximately 1,000 in attendance for Nando Parrado's presentation of *Miracle in the Andes* on October 20. Amarillo College Student Government

STUDENT GOVERNMENT ASSOCIATION REPORT Continued:

Association will serve as president of the SGA Region I this year. Club participation is high this semester. SGA members continue to volunteer as mentors at San Jacinto Elementary.

EDUCATION REPORT – KACV-TV RECEPTION (Attended prior to meeting)**ANNUAL GRANTS AND CONTRACTS REVENUE REPORT:**

Ms. McAnally presented a slide entitled “Grant and Contract Revenue Comparison FY05 – FY09.” Grant revenue continues to average a twenty percent increase each year. Competition for grants is getting stiffer. There are six grant applications in process. Dr. Matney commended Ms. McAnally and her grant team.

RESOLUTION RELATING TO AMERICAN RECOVERY AND REINVESTMENT ACT FUNDS APPROVED:

Attached at page 34 is a Resolution Approving an Application for Funding through the Texas Higher Education Coordinating Board for American Recovery and Reinvestment Act Funds. The specific activity for which the institution is requesting funds is contained in the Resolution, and clarification will be provided. This resolution, authorizing the submission of an application for ARRA Funds from the THECB, must be included in the application.

The proposal must be submitted to the Texas Higher Education Coordinating Board; we must detail proposed use of funds, if received; and report monthly usage of funds. The AC President was authorized to accept on behalf of the Board of Regents. Mr. Colaw explained that we are requesting equipment to replace the entire infrastructure and 10 classrooms.

Ms. Escajeda moved, seconded by Mr. Nicholson to approve the aforementioned Resolution. The motion carried unanimously.

RECOMMENDATION TO STREAMLINE PURCHASE PROCESS ACCEPTED:

Administration requests a change in the dollar amount for Board notification of purchase approvals. Currently purchases of items costing \$25,000 or more in aggregate are included in the Board agenda for Board consideration. Administration requests this amount be increased to \$50,000 in aggregate to be included in the Board agenda for approval.

Justification for this change includes:

- 1) Streamlining the purchasing process
- 2) Allows for more rapid and timely purchases
- 3) Allows the College to take advantage of current quoted prices
- 4) Eliminates purchasing delay caused by no board meetings in December and July
- 5) Streamlines required grant purchases
- 6) Streamlines and speeds up purchase of specialized equipment which are sole source items requiring no bidding
- 7) Proposal follows purchasing best practices
- 8) Proposal takes into consideration price increases over the past several years.

RECOMMENDATION TO STREAMLINE PURCHASE PROCESS ACCEPTED Continued:

Mr. Forrester moved, seconded by Ms. Escajeda to accept this recommendation. Mr. Nicholson and Mr. Poff opposed the recommendation. The motion carried.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:****Faculty****Creacy, Christy Lynn – Instructor, English**

Effective Dates: August 17, 2009 through December 31, 2009

Salary: \$21,443.50 per year for 4.5 months full-time temporary

Qualifications: M.Ed., Texas Wesleyan University, Fort Worth, Texas

B.A., Texas Wesleyan University, Fort Worth, Texas

A.A., Tarrant County College, Fort Worth, Texas

Experience: 16 years related work

Note: Mrs. Creacy is an emergency hire.

Bio: Christy Lynn Creacy knows the value of a Community College, earning an A.A. degree from Tarrant County College and then moving on to earn a B.A. and M.Ed., from Texas Wesleyan University. Mrs. Creacy has 18 years teaching experience on the high school level and has served Amarillo College as a Dual Credit English instructor since 2007.

Johnson, Gretta V. – Instructor, Mathematics

Effective Date: August 17, 2009

Salary: \$42,437.00 per year for 9 months full-time

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

Experience: 5 years related work

Replacement for: Bradley Borden

Bio: Gretta Vonne Johnson has been with Amarillo College since 2004 serving in various capacities. Ms. Johnson has worked as a Learning Specialist, a Mathematics Instructor, and an Outreach Center Instructional Lab Supervisor. Ms. Johnson also has experience teaching in the Highland Park ISD and holds a B.S. in Horticulture from West Texas A&M University and completed course work at West Texas A&M University to qualify for a teaching certificate in Mathematics.

Tabor, Tammie LaRaye – Instructor, Vocational Nursing

Effective Date: September 28, 2009

Salary: \$32,339.00 per year for 9 months full-time temporary

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

Experience: 4 years related work

Replacement for: Sarah Williamson

APPOINTMENTS Continued:

Bio: Tammie LaRaye Tabor earned her Associate Degree Nursing from Amarillo College. Ms. Tabor is licensed in Texas as an RN, LVN, ACLS, and BLS. Ms. Tabor has four years practical experience with Triumph Hospital serving as a Floor RN, ICU RN and Team Leader RN.

Yesudas, Rekha – Instructor, Biology

Effective Date: September 01, 2009

Salary: \$51,440.00 per year for 9 months full-time

Qualifications: M.S., Mar Ivanios College, University of Kerala, Kerala, India

B.S., Mar Ivanios College, University of Kerala, Kerala, India

Experience: 8 years related work

Replacement for: Richard Howard

Bio: Rekha Yesudas comes to Amarillo College from Texas Tech University School of Pharmacy where she has spent the last 3 years as a Postdoctoral Research Associate. Ms. Yesudas also has 9 years experience as a University Lecturer in her native India. Ms. Yesudas earned a B.S. and M.S. in Biology, a M.Phil., and a Ph.D in Zoology from the University of Kerala, India.

B. BIDS AND PROPOSALS:

- **REQUEST FOR QUALIFICATIONS NO. 1235 – TESTING, ADJUSTING, AND BALANCING**

RFQ No. 1235, for qualified independent testing company to provide services for testing, adjusting, and balancing for mechanical systems associated with the 2007 Bond Election Projects was advertised in the newspaper. Qualification Packages were sent to five (5) companies. Three companies responded by submitting their qualifications package.

In accordance with Section 2254.004 of the Government Code, we recommend award of RFQ No. 1235 to N. D. White Engineering Services, Inc., the most qualified contractor in the opinion of the selection committee. (Selection Committee consists of the Physical Plant Director, Assistant Physical Plant Director, Maintenance Superintendent, and Maintenance Foreman). The amount to provide testing, adjusting, and balancing services for the Science Laboratory and Jones Hall will not exceed \$60,000.00.

Funds for the project are available in the 2007 Bond Projects Budget.

- **REQUEST FOR PROPOSAL NO. 1236 - NEW LANDSCAPING AT TRANSPORTATION CENTER**

RFP No. 1236, for New Landscaping at Transportation Center, located on the East Campus, was advertised in the newspaper. Proposal Packages were received by five contractors. A tabulation of the proposals received is attached at page 35.

This is a continuation of a project that was started a few years ago that will make improvements to the landscaping and irrigation system around the Transportation Complex.

BIDS AND PROPOSALS Continued:

It was recommended to award Proposal No. 1236 to Krause Landscape Contractors, Inc., the low proposer to the specifications, for the amount of \$49,950.00.

Funds are available in the 2009-2010 A & I Budget.

- **EAST CAMPUS HOUSING - APPLIANCES**

Informal quotes were requested to furnish appliances for East Campus Housing. Quotes were received from five vendors. A tabulation of the proposals received is attached at page 36.

It was recommended to award to Ferguson in the amount of \$16,595.00 for the dishwashers and refrigerators, and to Morrison Supply in the amount of \$10,500.00 for the ranges.

Funds are available in the FY 2009-2010 East Campus Housing Budget.

- **PURCHASE OF LAERDAL SIMMAN PATIENT SIMULATOR FOR THE NURSING RESOURCE CENTER**

This new simulator will be used to improve the clinical instruction of nursing students by building and validating certain clinical competencies and critical thinking skills in the safety of the lab environment, without risk to “real” patients in the clinical agencies.

It was recommended to purchase the Laerdal SimMan Patient Simulator to be used for instruction purposes in the Nursing Resource Center, from the sole source, the manufacturer, Laerdal Medical Corporation, for the approximate amount of \$68,728.51.

Funds for this procurement are available from the Carl Perkins grant.

C. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 37.

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

PURCHASE OF TWO 3D PRINTERS FOR THE ENGINEERING DEPARTMENT APPROVED:

The two 3D Printers will be used by students in Introduction to Engineering and Engineering Graphics to create models in three dimension of projects and designs for these classes. The two printers are needed because the print time for each project is several hours, depending on the size and complexity of the model, and there are 20 students in each class that would require access. The students will gain a practical understanding of design revision, concept to production cycles, and solid modeling by using advanced technology.

Minutes of the Amarillo College Board of Regents Regular Meeting of October 27, 2009**PURCHASE OF TWO 3D PRINTERS FOR THE ENGINEERING DEPARTMENT APPROVED
Continued:**

It was recommended to award to Teaching Systems, Inc., the sole proprietor of the design and technology of the Dimension 3D Printer line and the only manufacturer using durable ABS Plastic build material, for a total cost of approximately \$100,000.00.

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

Mr. Nicholson moved, seconded by Dr. Woodburn to approve the purchase of two 3D printers. The motion carried unanimously.

REQUEST FOR PROPOSAL No. 1230 - AMARILLO COLLEGE CONTRACT FOR PRINTING SERVICES APPROVED:

RFP No.1230, for printing services for Amarillo College, was issued to ten vendors and advertised in the newspaper. Five proposals were returned. A tabulation of the proposals received is attached at pages 38 and 39.

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 Amarillo College location.

It was recommended that this contract be awarded to the following vendors: Custom Printing, Office Depot, Whitney Russell, and Zip Print based on best value to the specifications requested in the proposal. The contract will begin November 1, 2009 with the possibility of an additional four consecutive one (1) year periods.

Funds are provided in the 2009-2010 Budget.

Mr. Williams moved, seconded by Mr. Hicks to approve this proposal. The motion carried unanimously.

BOARD POLICY CHANGE REGARDING DISMISSAL OF TEMPORARY FACULTY APPROVED:

This item was placed on the Agenda to allow the Board to consider, review and possibly modify Board Policy DMC regarding Separation of Employment, Dismissal – Temporary Faculty. Section DMC is attached at pages 40 through 43.

Mr. Hicks moved, seconded by Mr. Forrester to approve the Board Policy change of section DMC. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of August 31, 2009 and September 30, 2009 are attached at pages 44 through 63.

FINANCIAL REPORT ACCEPTED Continued:August 31, 2009Reserve Analysis

Balance as of 8/31/08 was \$19,474,630; current year activity is \$1,701,958 with an ending balance of \$17,772,072. Fiscal year end revenue over expenses is \$3,321,192; with a reserve of \$21,093,864.

September 30, 2009Revenue

We are 1/12th through the year. We have received 18% of the revenue budgeted. We have received \$5,898,535 (48%) in academic tuition and fees; \$636,000 more than this time last year. Continuing Education and Community Service have also increased.

Expenditures

We have expended 8% of funds budgeted. The following are over budget: institutional support due to property insurance being paid; fringe benefits due to worker's compensation; and special items due to technology replacements are showing up.

Auxiliary Enterprises

Bookstores' profit is \$20,951 compared to -\$2,802 this time last year. We have a net profit in rental property of \$137,000.

Restricted Funds

Federal grants and contracts are up by \$124,396; state grants and contracts are down; as well as local and KACV grants and contracts. Resident instruction has increased to \$136,619.

Cash and Investments

\$57.6 million total minus \$25.8 million (bond); \$31.8 million – September 2009; \$52.6 million – September 2008; \$29.2 million – September 2007.

Alterations & Improvements

\$152,562 in actual expenditures out of the \$1.8 million projected cost.

Tax Schedule

\$63,000 has been collected out of \$17,561,130 budgeted.

Bond Expenditures

\$14.0 million has been spent out of an estimated \$38.1 million.

Reserve Analysis

As of 8/31/09, the balance was \$21 million; there has been \$260,846 in activity, leaving a balance of \$20.8 million.

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

PRESIDENT'S REPORT:

Mr. Nicholson and Frank Nelson, former regent, have met several times regarding the campus Christmas decorations. Decorations will start off small and will begin on the Washington Street Campus; blue lights were suggested to outline Ordway and Russell Halls, and Carter Gym; wreathes, along with garland, will be placed on the 24th Street bridge; and a sign will be set up in front of the grassy area which reads "Peace on Earth." AT&T has offered use of their bucket truck.

An H1N1 team has been appointed to include Ellen Green, Bob Austin, Rusty Cornelius, and Bruce Cotgreave; they meet regularly; send out weekly emails with flu tips; have posters displayed; two vendors have offered flu shots to employees; and 60 hand sanitizer stands will be purchased to distribute around campuses.

The search for a Vice President of Academic Affairs is underway; a 16 person search committee has been named; they will try to have someone in this position by late spring or early summer.

Mrs. Green met with city officials and Excel utility personnel about placing Amarillo College signs along Washington Street; she received approval.

There were approximately 1,000 in attendance for the Common Reader event and Nando Parrado's presentation of *Miracle in the Andes* on October 20.

Dr. Matney spoke of the six Listening and Learning forums he conducted on the various campuses; he was pleased with the turnout and will offer six more in December. He is trying to keep the lines of communication open with the employee groups.

We were recently awarded the Texas Association of Developmental Education award.

The Math Outreach Center is one of the finalists for the THECB Star Award and a Bellwether Award.

Following are events in which tables were purchased: Amarillo Coalition for the Homeless "Beans and Cornbread Luncheon," NAACP Freedom Fund Banquet, National Philanthropy Day Luncheon, and the Community Prayer Breakfast. Regents were encouraged to attend as our guests.

Dr. Matney discussed two upcoming trips in which Regents were encouraged to travel to: Texas Higher Education Leadership Conference in Dallas on December 3-4; and the Texas Association of Community College Trustees and Administrators in Austin on January 11-12.

Joe Wyatt was commended for his part in the online publication "Plugged In."

Dr. Matney encouraged the Regents to begin thinking about dates and topics to be discussed at a Board retreat; after the first of the year in January or February will be most ideal. He will be contacting the Board for input.

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

Mr. Nicholson said that the AC Foundation Annual Giving Campaign is underway; Foundation board members are being asked to sign letters.

Ms. Escajeda commented about the Amarillo Museum of Art Third Thursday events.

CLOSED SESSION:

At 8:12 p.m., Ms. Fortunato announced there would be a closed meeting to afford an opportunity for the Board to deliberate the purchase, exchange, lease or value of real property, pursuant to Section 551.072 Texas Government Code.

At 8:25 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.

John D. Hicks, Secretary

