

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
October 26, 2010**

REGENTS PRESENT: Mr. Prenis O. Williams, Chair; Mr. John D. Hicks, Vice Chair; Ms. Lilia B. Escajeda; Ms. Michele Fortunato; Mr. H. Bryan Poff; and Dr. David C. Woodburn

REGENTS ABSENT: Mr. Don L. Nicholson, Secretary; Mr. Carroll M. Forrester; and Dr. Gene Norman

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; Dr. Russell Lowery-Hart, Vice President of Academic Affairs; and Dr. Paul Matney, President

Mrs. Cathy Bunch – Hereford City Commissioner
Mr. Kevin Bunch – spouse of Cathy Bunch
Mr. Bruce Cotgreave - Director, Physical Plant
Ms. Cara Crowley – Director of Grants, Assessment & Development
Mr. Daniel Esquivel – Executive Director, Hereford Campus
Mr. Eddie Farrell – representing *Hereford Brand*
Dr. Shawn Fouts - Dean of Career and Technical Education
Mrs. Gina Garrett – representing Classified Employees Council
Mrs. Linda Hendrick – Student Support Services Scholarship Project Coordinator
Hereford Campus Advisory Committee Members
Mrs. Lori Merriman - Executive Secretary, President’s Office
Mr. Jason Norman – representing Administrators Association
Mrs. Linda Pitner – General Manager, KACV-TV/FM
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. Jim Taylor – Instructor, English, Moore County Campus
Mr. Lynn Thornton - Director, Administrative Services/Human Resources
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. Mr. Poff gave the invocation.

MINUTES APPROVED:

Mr. Hicks moved, seconded by Ms. Escajeda to approve minutes of the regular meeting of September 28, 2010. The motion carried unanimously.

EDUCATION REPORT – HEREFORD CAMPUS UPDATE:

Daniel Esquivel introduced the Hereford Campus Advisory Committee. The projected income for FY11 is \$1,030,687.35 compared to \$952,162.87 in 2009-2010. Projected expenses for FY11 are \$144,608.02 compared to \$216,344.40. Use of reserves as of 8/31/10 is \$678,130.11. In fall 2010, academic students enrolled were 310; 93 males and 217 females; 173 on financial aid and 137

EDUCATION REPORT – HEREFORD CAMPUS UPDATE Continued:

not on financial aid; 254 non-traditional and 56 traditional. The fall semester enrollment trend was 175 in 2005 to 310 in 2010. The majority of students are from Hereford – 229; 34 from Dimmitt; 31 from Friona and the rest are from other communities. The Hereford Campus will promote AC's institutional priority for 2010-11 "To Expand Student Success." They celebrate each student's achievement; offer a mentorship program in the local community; offer intervention; and leadership building program. For the future, the Hereford Campus is looking to expand; the new mobile lab arrives November 1; expand Continuing Education programs; want to offer a Certified Nursing Assistant (CNA) program.

ANNUAL GRANTS AND CONTRACTS REPORT:

Cara Crowley, reported on the grants and contracts Amarillo College was awarded in 2010 which was \$11,572,233 in external funding. We have had an 85% award success rate. AC submitted 21 grant proposals; 11 state and 10 federal; 11 state and six federal proposals were funded; one federal proposal is still pending award announcement. We have had a 188% increase in grant funding since FY05. Ensure compliance for seven federal grants, totaling \$3.0 million; U.S. Department of Education – six projects annual total \$2,798,403; National Science Foundation – one project annual total \$266,142. Ensure compliance for ten state grants, totaling \$2.0 million; Texas Workforce Commission – two projects annual total \$44,662; Texas Comptrollers – four projects annual total \$661,096; THECB – four projects annual total \$965,499. Two monitoring visits for state-funded projects since the beginning of fiscal year have been coordinated. We are in the process of developing applications for the Student Aid and Fiscal Responsibility Act (SAFRA) grants.

ACADEMIC SUCCESS INITIATIVES:

Dr. Lowery-Hart presented a reformation of the ACcess Division; Judy Johnson, Division Chair, is retiring January 31, 2011. AC will hire a Dean of Academic Success which is already a successful program, but now is the opportunity to build. The mission of the ACcess Division is to help under-prepared students prepare; prepared students advance; and advanced students excel. This mission gives students the opportunity and experience to broaden their view and understanding of student success beyond developmental courses. The Student Support Success (SSS) grants will be under the Dean of Academic Success; these grants concentrate on Science, Technology, Engineering, and Mathematics (STEM) education and Allied Health courses and help move students through the pipeline. English as a Second Language (ESL), ACcess Learning Center, High School Equivalency Program (HEP), and developmental reading will remain in the division; First Year Experience Success is a new area in the division. Also, they plan to move the Honors Program into this division. The Academic Success Division will be a unique opportunity to provide a service that our community needs. Currently, there are 30 students in the Honors Program; there are about 1,500 who could meet the criteria. The plan is to broaden the base of the Honors Program.

KACV-TV CHANNEL CHANGE PROJECT APPROVED:**Background:**

KACV-TV is currently broadcasting its digital signal on channel 8, and is restricted to 5,000 watts Effective Radiated Power (ERP) due to interference issues with Oklahoma Educational Television's channel 8 digital signal located in Cheyenne, Oklahoma. Viewers, translators and cable systems in the region, and even within the city of Amarillo, cannot receive a reliable signal from KACV. It is believed that increasing power would remedy and/or enhance most of KACV's signal coverage issues. The only option that would allow an increase in power was to petition the FCC to move KACV from channel 8 to channel 9. The FCC granted digital channel 9 to KACV, and issued a construction permit to allow KACV to install the necessary equipment to complete the project.

The current channel 8 digital signal is broadcast in partnership with KVII television's channel 7 signal from the KVII tower. The current digital transmitter will not accommodate the channel 9 configuration or increased power. Because the KACV signal is combined with the channel 7 signal using KVII's antenna, KACV does not own a digital antenna. KACV still has an active tower lease for its old analog equipment at a site owned by American Tower. KACV FM is also located at this site. The lease term is in effect until 2017.

KACV applied for and received a grant from the Corporation for Public Broadcasting under the Digital Distribution Fund to assist in funding the equipment necessary for KACV to complete the channel change project. The grant will provide up to 75 percent of the total cost of the project, or \$750,000, whichever is less.

Project:

KACV will move its digital television broadcast signal to the American Tower site, eliminating the lease with KVII. The project will require that a new transmitter, transmission line, antenna, and microwave studio transmitter link be purchased and installed. Some electrical and HVAC work at the site will also be needed to accommodate the new equipment. An antenna study will be completed with a consultant to identify the most efficient antenna, and an engineering/tower study will be required to identify any tower modifications necessary to accommodate the new equipment. Tower modifications are expected to be minimal, as the new digital equipment will replace the analog equipment that is still on the tower.

The existing 5,000 watt ERP channel 8 transmitter will be moved to the channel 9 site and re-channelled to operate channel 9 as a back-up transmitter at 5,000 watts. KACV will reallocate current systems, parts, and spare parts to reduce the cost of the project where possible, while maintaining the integrity of the system and meeting the overall goal of the project.

Project Costs:

Transmitter System	\$ 608,275
Antenna System	710,543
Back-Up Power	20,000
Electrical Upgrades	15,000
HVAC Upgrades	10,000

Minutes of the Amarillo College Board of Regents Regular Meeting of October 26, 2010**KACV-TV PROJECT APPROVED:**

Tower Study	10,000
Antenna Consultant	5,000
Analog Equipment Removal	25,000
Tower Modifications (if needed)	85,000
Miscellaneous	<u>11,182</u>
Total Project Cost:	<u>\$1,500,000</u>

Funding for the project will come from the CPB Digital Distribution Grant (\$750,000) and the KACV Harrington Digital Equipment Fund (\$750,000).

It was recommended to approve the project and authorize KACV and College administration to accept and award all equipment, consultant, and related contracts for the project in a total project amount not to exceed \$1,500,000.

Mr. Poff moved, seconded by Ms. Escajeda to approve the KACV project. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:**AdministratorSchneider, Arthur – Director of Renewable Energy, Instrumentation/Renewable Energy

Effective Dates: September 13, 2010 through August 31, 2011

Salary: \$56,000.00 per year for 12 months full-time temporary

Qualifications: M.S., Western Connecticut University, Danbury, Connecticut

B.S., University of Texas, Edinburg, Texas

Experience: 25 years related work

Note: New position funded by National Science Foundation grant.

Bio: Arthur Schneider has worked for Amarillo College in both full and part-time capacities since 1976. Mr. Schneider achieved the rank of Professor and was serving as Division Chair of Science and Engineering when he retired in 2004. Mr. Schneider earned a Bachelor of Science in Astro-Sciences from the University of Texas, and Master of Science from Western Connecticut University and has taken numerous graduate course at West Texas A & M University, Texas Tech University, Texas A & M University in College Station, and New Mexico State University.

FacultyDavies, Penelope Ann - Instructor, Mathematics

Effective Date: September 13, 2010

Salary: \$43,326.00 per year for 10 months full-time

Qualifications: M.A., University of Texas, Austin, Texas

B.A., University of Texas, Austin, Texas

APPOINTMENTS Continued:

Experience: 3 years related work

Note: New position approved in the 2010-2011 budget.

Bio: Penelope Davies has worked as an Instructional Laboratory Supervisor at Amarillo College for the last year while also serving as a part-time instructor in math. Ms. Davies earned a Bachelor of Arts and a Master of Arts in Math from the University of Texas at Austin. Ms. Davies was the Executive Director of Center City of Amarillo from 1999 to 2005.

B. BIDS AND PROPOSALS:

- **Request For Change Order – 2007 Bond Project – Warren Hall**

A Change Order in the amount of \$20,615.00 to furnish and install a fire alarm system for the entire building was requested.

This will increase the Guaranteed Maximum Price in the amount of \$18,701.00.

Funds are available in the 2007 Bond Budget.

- **Request For Contingency Allowance Expenditure – 2007 Bond Project – Science Laboratory Building**

Request for Contingency Allowance Expenditure in the amount of \$31,182.00 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.

- **Request For Contingency Allowance Expenditure – 2007 Bond Project, Renovations at Byrd Business Building and Parcels Hall**

Request for Contingency Allowance Expenditure in the amount of \$58,308.00 to furnish and install a fire alarm system for both Byrd Business and Parcels Hall.

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

Funds are available in the 2007 Bond Budget.

- **Purchase of Two Police Patrol Vehicles**

Purchase of two 2011 Ford Crown Victoria Sedans, equipped with police packages and emergency lighting, from Sam Pack's Five Star Ford in Carrollton, Texas was recommended. The total purchase price of the vehicles will be \$51,652.56. These vehicles are replacements for two existing Police units. One unit is permanently inoperable and is being used to provide

BIDS AND PROPOSALS Continued:

parts as needed and the other, with more than 150,000 miles and requires continuing expensive maintenance which is not cost effective.

The purchase will be on the State Purchasing TX SmartBuy Term Contract 071-A1- Law Enforcement Vehicles.

Funds are available from the 2010-2011 Police Department Budget.

C. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 31.

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

FINAL PAYMENT – 2007 BOND PROJECT, CENTRAL PLANT UPGRADES AT PARCELLS HALL FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:

Approval for final payment for the project listed above was requested. Construction Manager-at-Risk, Page & Associates, Inc. provided a Guaranteed Maximum Price of \$886,513.00. The final cost for the project is \$828,013.54. A contingency in the amount of \$29,305.12 has been credited back to Amarillo College, along with a savings of \$29,194.34.

Ms. Fortunato moved, seconded by Mr. Hicks to approve final payment of central plan upgrades at Parcels Hall. The motion carried unanimously.

SONOGRAPHY EQUIPMENT PURCHASES – FISCAL YEAR 2010-2011 APPROVED:

It was recommended to award purchase of two refurbished medical sonography machines to General Electric Healthcare for a total amount of \$107,800.00. These purchases will be purchased on the Provista Participation Agreement, approved by the Board on March 23, 2010, that GE Healthcare was awarded via competitive bidding requirements.

The funds for the purchase of these machines are available from the 2010-2011 JET Grant, provided by the Office of the Comptroller for the State of Texas.

Dr. Woodburn moved, seconded by Mr. Hicks to approve sonography equipment purchases. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of August 31, 2010 and September 30, 2010 are attached at pages 32 through 52.

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FINANCIAL REPORT ACCEPTED Continued:

August 31, 2010Reserve Analysis FY 2010

Balance as of 8/31/09 was \$21,093,864; current year activity is \$1,911,649 with an ending balance of \$19,182,215. Year-end close is \$2,745,640 with a balance as of 8/31/10 of \$21,927,855.

September 30, 2010 FY 2011Revenue

We have received 19% of our total revenues. We have received \$6.7 million in academic tuition and fees or 46% due higher enrollment and tuition and fees.

Expenditures

We are 8.3% through the year. Institutional support is at 9%; we paid our yearly liability insurance payment in September. Special items are at 22% due to technology items purchased.

Auxiliary Enterprises

Bookstores' net loss is \$32,127; rental property is at \$143,927.

Restricted Funds

Federal grants and contracts are up by \$44,981; state grants and contracts are up \$131,382; local grants and contracts are up \$27,582 and KACV grants and contracts are down \$12,440.

Cash and Investments

\$55.2 million total minus \$22.8 million (bond) = \$32.4 million – September 2010; \$57.6 million total minus \$24.4 million (bond) = \$33.2 million – September 2009; \$52.6 million total minus \$20.7 million (bond) = \$31.9 million – September 2008.

Alterations & Improvements

There has been \$201,000 in actual expenditures out of the \$1.5 million projected cost.

Tax Schedule

\$62,703 has been collected out of \$18,315,475 budgeted.

Bond Expenditures

\$32.3 million has been spent out of an estimated \$52.9 million.

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

PRESIDENT'S REPORT:

There are 11,675 students enrolled for the fall 2010 semester. Bob Austin distributed and discussed a preliminary report to include FA 06 through FA 10. Under the age demographics the under 20 years of age has increased by 35%. Under ethnic groups white students decreased by 191 and Hispanic students increased by 724. Full-time students increased by 506. There are 295 ACE students this fall; Caprock High School is our second feeder school at Amarillo College.

PRESIDENT'S REPORT Continued:

Dr. Shawn Fouts reported on the Wind Energy and Electrical Lineman Program. There is a shortage of linemen; we will need 400+ to build the wind towers. Two advisory committees advocated for a one-year certificate and a two-year degree program which will be directly tied into renewable energy. Lindy Forrester from AISD has agreed to be the chair of the Renewable Energy and Electrical Lineman Advisory Committee. We will pattern our program after Oklahoma State University's program. Zarges Aluminum Systems will refurbish the two wind towers which were given to Amarillo College by the U. S. Department of Agriculture.

The American Board of Funeral Service Education unanimously approved the accreditation of Amarillo College's mortuary science program at its October 10 meeting.

The Bill and Melinda Gates Foundation and MDC, a nonprofit organization dedicated to expanding opportunity and reducing poverty, announced that Amarillo has been selected as one of four cities to participate in the *Partners for Postsecondary Success* initiative as part of a Gates funded national effort to improve postsecondary completion rates among low-income young adults. The Amarillo Area Foundation alerted AC of this opportunity. The other cities selected to participate in the initiative include Brownsville, Texas, Charlotte and Raleigh, North Carolina.

On October 16 the Opportunity Conference – Panhandle Twenty/20 was held at the Central Church of Christ. We have a growing level of poverty in the Panhandle which is one out of four families. The average annual salaries in Potter County are approximately \$22,000.

The Steven W. Jones Hall dedication was held on September 29 and was a huge success.

The Steve Dutton Hall Dedication will be held on Thursday, November 4 at 4:00 p.m.

A new executive editor has been hired at the *Amarillo Globe News*.

James Bradley, author of *Flags of Our Fathers*, will be in Amarillo on Thursday, October 28 for a reception and lecture.

The Higher Ed Leadership Conference will be in Austin on November 8 – 9; Dr. Matney, Mr. Forrester, Mr. Nicholson, and Mr. Williams will be attending.

The Community Prayer Breakfast will be at 6:00 a.m. on Tuesday, November 23.

Dr. Matney will be attending the Texas Association of Community Colleges quarterly meeting in Austin tomorrow.

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

Ms. Fortunato told of the excellent job Dr. Bud Joyner did in spearheading the AC Foundation Strategic Plan. The Foundation's annual campaign is underway.

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

The AMoA will join with the Amarillo Symphony on the Christmas Round-up event November 5.

One project of TIRZ is the sidewalks around the Potter County Courthouse. A future plan may be to sell obligation bonds in the amount of \$750,000. The Courtyard by Marriott located in the historic Fisk Building in downtown Amarillo will open in November.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Don L. Nicholson, Secretary

