

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
January 25, 2011**

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

OTHERS PRESENT: Mr. Robert Austin, Vice President of Student Affairs; Mr. Terry Berg, Vice President of Business Affairs; Mr. Lee M. Colaw, Chief Information Officer; Mrs. Ellen Robertson Green, Chief of Communication and Marketing; Dr. Russell Lowery-Hart, Vice President of Academic Affairs; Dr. Paul Matney, President; and Ms. Danita McAnally, Chief of Planning and Advancement

Mrs. Heather Atchley – Director of Student Life
Mrs. Brenda Bernet – representing the *Amarillo Globe News*
Dr. Carol Buse – President, Faculty Senate
Mrs. Donna Cleere – Professor, Dental Hygiene Program, Dental Assisting
Mr. Bill Crawford – Dean of Health Sciences
Mrs. Kimberly Crowley – Director, Center for Continuing Healthcare Education
Ms. Melissa Lewis – WTAMU government student
Ms. Patsy Lemaster – Associate VP, The Center for Teaching and Learning
Mrs. Lori Merriman – Executive Secretary, President’s Office
Mr. Anthony Najar – President, Student Government Association
Dr. Richard Pullen – Professor, Assoc. Degree Nursing/Chair, Rank & Tenure Comm.
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. Dave Snelson – representing Classified Employees Council
Mr. Michael Sugden – Disbursement Supervisor, Business Office
Mr. Lynn Thornton – Director, Administrative Services/Human Resources
Mrs. Renee Vincent – Executive Director, Moore County Campus
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. Nicholson gave the invocation.

MINUTES APPROVED:

Mr. Hicks moved, seconded by Mr. Nicholson to approve minutes of the regular meeting of November 23, 2010. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Heather Atchley, Director of Student Life, introduced Anthony Najar as the new SGA president. Anthony also serves as the Texas Junior College SGA Region I President. On Tuesday, 2/2/11, a group of students and sponsors will travel to Austin for Community College Day; there they plan to visit with Representatives Price and Smithee and Senator Seliger. Najar mentioned the student project of reconstructing “911” this semester and that plans are underway.

EDUCATION REPORT – DENTAL HYGIENE PROGRAM:

Dr. Matney introduced Bill Crawford, Dean of Health Sciences, who introduced Donna Cleere, Professor, Dental Hygiene Program, Dental Assisting, who presented an education report about her program. The Amarillo College Dental Hygiene Program started in 1972. The Dental Hygiene students are a part of a community outreach service in the Amarillo area. They work with the Panhandle Assessment Center to locate individuals who have been displaced from their homes and who are in need of dental work; recently they screened 34 homeless children for tooth decay oral problems, and general oral hygiene. This is the third year for Amarillo College and WTAMU to partner at a health fair. Educational materials were distributed; over 200 individuals were examined at this year's fair. Dental Hygiene students have held a Health Fair for Head Start students for eight years; parents can also get screened for decay and other oral problems at this fair. Students drove to Lubbock, Hereford, and Cactus to participate in a Dental Society Mission of Mercy fair where they treat patients who are not insured and are in need of oral hygiene. Amarillo plans to host a mission of mercy at the Civic Center October 28 and 29, 2011. Dental Hygiene students visit many agencies and centers in Amarillo. They have also made a trip to Nicaragua to assist dentists during their short stay in that country. Amarillo College has been asked to host a National Dental Hygiene Clinic Testing Center.

PROPOSAL TO OFFER 43 HOUR CERTIFICATE – ELECTRIC LINEMAN APPROVED:

During fall 2010, a team of Amarillo College faculty and administrators, and industry representatives investigated the possibility of requesting Coordinating Board approval to offer an advanced 43 hour certificate for Electric Lineman. At a meeting on November 1, 2010, of Utility industry officials, AC personnel and educational colleagues indicated a strong interest in pursuing such a proposal. A second industry meeting was conducted on November 15, 2010, at which Utility industry personnel evaluated the proposed Electric Lineman curriculum. The industry officials recommended pursuing the Electric Lineman program. The Electric Lineman curriculum (43 hour certificate) was submitted to and approved by Academic Affairs on January 21, 2010, but it needs approval from the Board of Regents before the Certification Form can be submitted to the Coordinating Board. If the Board approves to pursue the certificate we can submit the "Certification for New Associate of Applied Science and Certificate Programs" 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.

Ms. Escajeda moved, seconded by Mr. Nicholson to approve submission of the Electric Lineman 43 hour certificate to the Texas Higher Education Coordinating Board. The motion carried unanimously.

INVESTMENT REPORT APPROVED:

The Board of Regents was presented the Quarterly Investment Report for the period of September 1, 2010 through November 30, 2010. A copy of the report was provided to the Regents. The weighted average maturity of the portfolio is approximately 3.2 months. The overall portfolio yield is 0.468%, which is very competitive in this market. During this time frame the portfolio market value has remained consistent at 100.1%

Mr. Nicholson moved, seconded by Mr. Forrester to approve the Quarterly Investment Report. The motion carried unanimously.

JPMORGAN CHASE PROCUREMENT CARDS APPROVED:

JPMorgan Chase, our Procurement and Corporate Travel Card services provider since 2005, did not receive the renewal of the state contract with State of Texas Comptroller of Public Accounts. The award, which begins September 1, 2010, was given to Citibank.

We, as a local government entity, have the option to go with the state contract or continue to provide credit card services with our current provider. We would like to enter into a Cooperative Purchasing Agreement with the City of Fort Worth, piggy backing pursuant to the Texas Interlocal Corporation Act, Chapter 791, of Texas Government Code, on their existing contract with JPMorgan Chase for credit card services. This agreement will satisfy the provisions of Section 271.02 of the Local Government Code.

We have had very little information provided to us from the new state contract provider, Citibank. JPMorgan held a local meeting with all local participants, and provided AC with in-depth information via commercial card agreements that have been reviewed by management and our attorney prior to this recommendation.

It was recommended to continue services of our 168 card holders with our current provider, JPMorgan Chase, and enter into a Cooperative Purchasing Agreement with the City of Fort Worth. This agreement will be applicable for approximately two and one-half years. Other local entities who have entered into this agreement with the City of Fort Worth include Amarillo ISD, Pampa ISD, Potter and Randall Counties, City of Borger, and City of Canyon.

Mr. Hicks moved, seconded by Ms. Fortunato to approve the Cooperative Purchasing Agreement with the City of Fort Worth and continue services with JPMorgan Chase. 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 President. They meet all criteria for tenure as stated in the Amarillo College Faculty Handbook. The effective date will be September 1, 2011.

<u>NAME</u>	<u>RANK</u>	<u>DEPARTMENT</u>
Dr. Claudie Biggers	Associate Professor	Biology Department
Jana Comerford	Instructor	Library
Shannon Cornell	Instructor	Mathematics Department
Jill Gibson	Assistant Professor	Speech/Mass Communication
Lynae Jacob	Assistant Professor	Speech and Theatre
Patricia Maddox	Assistant Professor	English Department

Ms. Escajeda moved, seconded by Ms. Fortunato to approve recommended faculty for tenure with the effective date of September 1, 2011. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of January 25, 2011

CONSENT AGENDA APPROVED:

A. APPOINTMENTS:

AdministratorCoats, Mary Jane – Continuing Education Consultant, Continuing Education

Effective Date: January 03, 2011

Salary: \$51,000.00 per year for 12 months full-time

Qualifications: B.A., Rutgers University Douglass College, New Brunswick, New Jersey
A.A., Simon's Rock of Bard College, Great Barrington, Massachusetts

Experience: 5 years related work

Replacement for: Jackie Farrell

Bio: Mary Jane Coats earned an Associate of Arts degree from Simon's Rock of Bard College in Massachusetts and a Bachelor of Arts degree in Political Science from Rutgers University Douglass College in New Jersey. Ms. Coats has worked as an account executive with companies in New Jersey and California and most recently as Publication Director with St. Andrew's Episcopal Church in Amarillo.

FacultyConrad, Michelle R. – Instructor, Associate Degree Nursing

Effective Date: January 10, 2011

Salary: \$50,807.00 per year for 9 months full-time

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

Experience: 16 years related work

Replacement for: Lindy Billington

Bio: Michelle R. Conrad returns to Amarillo College after spending the last three years working as a Clinical Specialist Coordinator II, at Northwest Texas Healthcare. Ms. Conrad previously served Amarillo College as a Teaching Assistant and a Clinical Instructor. Ms. Conrad earned her Associate of Applied Science in Nursing from Amarillo College, a Bachelor of Science in Nursing and a Master of Science in Nursing Education at West Texas A & M University.

B. BIDS AND PROPOSALS:

● Advertising Expenses For College Relations

It was recommended to continue TV/Radio Ad placement on behalf of Amarillo College to Mariwynn Webb, dba MW & Associates. MW & Associates has unique expertise as media buyers, with a specialty and long history in the Panhandle area.

The anticipated \$70,000.00 expenditures are available in the 2010-2011 College Relations budget.

BIDS AND PROPOSALS Continued:

- **Purchase of a Laerdal Simman Essential/Sim Baby Patient Simulator Package**

These items are to be used for instructional purposes for the Texas Workforce Commission Skills Development Fund Grant, from the sole source provider and manufacturer, Laerdal Medical Corporation, for the amount of \$77,110.75.

We are involved with this grant through a subcontract with Texas State Technical College and Northwest Texas Healthcare system. The new simulator will be used to provide clinical instruction of nurse resident employees of NWTSH in accordance with our SDF Grant contract. Building and validating certain clinical competencies and critical thinking skills in the safety of the lab environment, without risk to “real” patients in the hospital, is the goal of this training program.

This equipment will be housed at SimCentral for the duration of the grant period, and may also be housed there permanently upon conclusion of the grant.

Funds for this procurement are available from the TWC/TSTC Skills Development Fund grant.

- **Request for Proposal No. 1249 - Purchase of a 2012 Freightliner for Truck Driving Academy**

RFP No. 1249, for the purchase of a 2012 Freightliner for instruction in the Truck Driving Academy, was advertised in the newspaper. Four proposals were sent out and one proposal was returned. We found most of the 4-door cabs that are available would not meet Gross Vehicle Weight Requirements for DPS testing. Amarillo Truck Center will be customizing this unit to meet all of our specifications and requirements.

It was recommended to purchase a 2012 Freightliner from Amarillo Truck Center, in the amount of \$72,281.00.

Funds for this procurement are available from the Carl Perkins grant and Truck Driving Academy funds.

C. BUDGET AMENDMENTS:

A list of budget amendments approved by the Board is attached at page 103.

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

FINANCIAL REPORT ACCEPTED:

The financial statements as of December 31, 2010 are attached at pages 104 through 113.

Revenue

We are one-third of the way through the fiscal year. We have received 47% of our total revenues. We have received \$12.5 million in academic tuition and fees or 85%. KACV-TV has received 42% of their revenue due to a successful December pledge drive.

FINANCIAL REPORT ACCEPTED Continued:**Expenditures**

We have spent 32% of the \$51.9 million amended fiscal 2011 budget. Special items are at 40% due to technology equipment replacements.

Auxiliary Enterprises

Bookstores' net loss is \$88,555; rental property net profit, through the end of December, is at \$479,369. Employee tuition scholarships are at \$95,892.

Restricted Funds

Federal grants and contracts are up by \$264,469; state grants and contracts are down \$374,731; local grants and contracts are up \$5,038 and KACV grants and contracts are up \$39,196.

Cash and Investments

\$51.7 million total minus \$19.5 million (bond) = \$32.2 million – December 2010; \$50.1 million total minus \$19.4 million (bond) = \$30.7 million – November 2009; \$50.8 million total minus \$20.4 million (bond) = \$30.4 million – December 2008.

Alterations & Improvements

There has been \$442,009 in actual expenditures out of the \$1.5 million projected cost or 30%.

Tax Schedule

\$2,926,778 has been collected out of \$18,315,475 budgeted with \$15,388,697 left to be collected.

Bond Expenditures

\$35.5 million has been spent out of an estimated \$52.9 million.

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

PRESIDENT'S REPORT:

Spring enrollment is up to 11,207 which represents a 2.6% increase.

At fall Commencement on December 11 there were 414 eligible graduates with 200 participating.

A Board of Regents' dinner was held on January 20; 74 attended; fun was had by all.

Dr. Matney furnished the Board with a copy of his PowerPoint presentation given at the January 11 General Assembly regarding budget reductions and cost saving ideas.

The Board was informed that Amarillo College is now a member of the Community College Association of Texas Trustees (CCATT).

The Texas Association of Community College Trustees and Administrators (TACCTA) meeting in Austin will be held on January 31 and February 1; Mr. Forrester, Ms. Fortunato, and Mr. Nicholson plan to attend.

PRESIDENT'S REPORT Continued:

The Sonography Program began this semester; there are ten students enrolled; Cindy Manchester, who has thirty years of experience in sonography, is the instructor; as a reminder, both BSA and NWTH contributed \$50,000 each to start this program at Amarillo College.

The 2011 Creative Mind Humanities Lecture Series is underway; Leonardo da Vinci is the subject. It will run through March 8.

The Hereford Campus expansion planning continues. There have been several possible sites looked into; the Hereford Advisory Committee has met with Dr. Matney; the Canyon ISD Support Center was toured for emulation; it can be built for \$3.5 million; still working to find what will work for Hereford.

The TWC Skills Development Fund Grant presentation ceremony with Amarillo College and Bell Helicopter will be held Thursday, January 27 at 10:00 a.m., second floor, CUB; Tom Pauken, TWC chairman, will present the check. This will afford AC money to train 120 more students for Bell.

Dr. Matney distributed a unity letter from all 50 community colleges in Texas addressed to the Honorable Joe Straus, Speaker of the House of Representatives and the Honorable Jim Pitts, Chairman, House Committee on Appropriations to reverse and rescind the recommendation to close four community colleges: Brazosport College, Frank Phillips College, Odessa College, and Ranger College.

A team from AC will be attending the SACSCOC orientation meeting in Atlanta, Georgia on January 31. This will help us as we prepare for our reaffirmation in two years.

Dr. Matney will be attending the TACC quarterly meeting in Austin on February 1; Community College Day at the Capitol will follow on February 2.

Dr. Matney told of plausible State Appropriation reductions for community colleges in the next biennium. Numbers and scenarios are ever-changing; Dr. Matney will keep the regents updated.

DECLARE A VACANCY OF THE BOARD OF REGENTS ACCEPTED:

The Chair received a letter from Regent Lilia B. Escajeda, dated January 17, 2011, whereby she tendered her resignation as a member of the Amarillo College Board of Regents, effective January 31, 2011. There is a need to declare a vacancy on the Board of Regents.

Mr. Nicholson moved, seconded by Mr. Hicks to accept the resignation of Regent Lilia B. Escajeda and declare a vacancy on the Board of Regents. The motion carried unanimously.

CONSIDERATION OF ALTERNATIVES FOR FILLING A VACANCY ON THE BOARD:

This item was placed on the agenda in order that the Board might consider alternatives for filling this vacancy on the Board. It was explained that there are three alternatives: hold a special election, appoint someone for the unexpired term, or choose not to fill. The Chair will set up a meeting of the Executive Committee of the Board (John Hicks, Don Nicholson, and himself) and review individuals who express interest and request a short resume or bio from them.

CONSIDERATION OF APPOINTMENT OF REPLACEMENT FOR LILIA B. ESCAJEDA AS AMARILLO COLLEGE'S REPRESENTATIVE ON THE BOARD, TAX INCREMENT REINVESTMENT ZONE #1 (TIRZ):

Chairman Williams will appoint a replacement in the next few months.

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

Mr. Williams will name three regents to serve on a Hereford Campus Expansion Planning Committee.

Mr. Williams will request that the Standing Policies & Procedures Committee, of Fortunato; Poff; and Woodburn, schedule a meeting in the near future to examine AC's current policies.

Ms. Fortunato told of the last AC Foundation meeting where they met and toured Jones Hall at the West Campus.

Ms. Fortunato spoke of the upcoming Amarillo Museum of Art Gala which will be held on January 29.

On KACV-TV, area artists will be highlighted; KACV will air several local productions which include an archeological dig near Perryton, Texas; a show about Charles Goodnight; the Dust Bowl series; and a tribute to Carver High School.

Ms. Escajeda said there are no new projects of TIRZ at this time.

CLOSED SESSION:

At 7:46 p.m., Mr. Williams announced there would be a closed meeting to afford an opportunity for the Board to discuss the purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code.

At 8:03 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.

Don L. Nicholson, Secretary

