

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
February 22, 2011**

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

REGENT ABSENT: Mr. Prenis O. Williams, Chair

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. Tina Babb – Associate Registrar
Dr. Carol Buse – President, Faculty Senate
Dr. Judith Carter – Professor, English
Mr. Bruce Cotgreave – Director, Physical Plant
Dr. Shawn Fouts – Dean, Career and Technical Education
Mrs. Gina Garrett – Chair, Classified Employees Council
Mr. Mark Hanna – Director, Lynn Library
Dr. Lana Jackson – Director, Quality Enhancement Plan
Mrs. Lori Merriman – Executive Secretary, President's Office
Mr. Jerry Moller – Dean, Academic Transfer Programs
Mr. Anthony Najar – President, Student Government Association
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. 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. Hicks, Vice Chairman. He welcomed all present and asked if there were any public comments. Dr. Norman gave the invocation.

MINUTES APPROVED:

Mr. Nicholson moved, seconded by Ms. Fortunato to approve minutes of the regular meeting of January 25, 2011. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Anthony Najar, SGA president, reported that Coffee Memorial Blood Bank will honor Amarillo College as one of the businesses of the year at a banquet on May 3. Since the students were unable to go to Austin for Community College Day, due to the recent snow storm, they made appointments with Representatives Price and Smithee at their local offices and met with them to express their thoughts and concerns for the future of higher education. Tickets are available for the Distinguished Lecture Series speaker, Bill Nye, who will be in Amarillo on March 8.

EDUCATION REPORT – ACHIEVING THE DREAM:

Dr. Matney explained that in 2004, Lumina Foundation for Education launched “Achieving the Dream: Community Colleges Count,” a national initiative aimed at improving success among community college students. This will give us another avenue to gather data in improving student success. Amarillo College got on their radar through programs such as Partners in Post Secondary Success; Panhandle Twenty/20; Pursuing Real Opportunities; and No Excuses University. AC was invited to become an Achieving the Dream school; 30 more schools will be added. Dr. Lowery-Hart and Ms. McAnally completed an application on February 18. Dr. Lowery-Hart was introduced. He said that nine out of ten high school students say they want to go to college; 39% of them actually complete a college degree. He stated some of the reasons to be involved with Achieving the Dream: they help institutions identify data points to track; plot out paths of success for students; they shape the process specific to our students; and help set goals that lead to completion. Improved student outcomes and reduced achievement gaps are based on five indicators: improving completion rates of developmental courses and progression to credit courses; completion of first college-level or degree credit courses in math and English; all attempted courses must be completed with a C or better; improvement of persistence; and attained credentials. As an Achieving the Dream College will open up other grant opportunities for AC which will be available only to these colleges. The opportunity to learn from other schools will be beneficial. With the Meadows Foundation help, AC will become one of 40 community colleges in Texas which will allow us to share policies and data gathering for decision making. Forty colleges include 26 of the Texas System schools. Amarillo College should receive official notification of acceptance this week. There will be a membership fee of which the Meadows Foundation will pay over 50%.

REVISIONS AND ADDITIONS TO THE FACULTY HANDBOOK APPROVED:

A copy of the revisions and additions was provided the Regents prior to the meeting. Mr. Moller represented the Faculty Handbook Committee and indicated where the changes had been made. He explained that due to restructuring and renaming areas none of the changed titles were in the Faculty Handbook. Mr. Moller also presented and discussed an organizational chart of the Vice President of Academic Affairs’ area. Some titles and job descriptions do not appear on the chart but will be in the Handbook; they were created to give Dr. Lowery-Hart the opportunity in the future to determine if there is a need for those titles.

Mr. Forrester moved, seconded by Mr. Nicholson to approve the revisions and additions to the Faculty Handbook. The motion carried unanimously.

SACSCOC REAFFIRMATION UPDATE:

Amarillo College is well underway with its reaffirmation efforts. The Board was presented an update on reaffirmation, planning, and progress including our certification of compliance and quality enhancement plan (QEP). A five-person team was sent to Atlanta in January for an orientation session intended to increase their knowledge of the reaffirmation process and in the development of a successful Compliance Certification and Quality Enhancement Plan. Also, this trip was supposed to help AC prepare for the site visit in September 2012. We have been working on new initiatives, critical priorities, and a new Strategic Plan. This process is done every ten years and planning is of utmost importance. Ms. McAnally discussed the reaffirmation timeline which is 2009-2012; and AC should be awarded in 2013. Amarillo College should be

SACSCOC REAFFIRMATION UPDATE Continued:

accredited because it is required for students to transfer credits and for students to receive federal financial aid and/or AC to receive federal grants. Ten years ago, AC worked on the Self-Study; now we have to complete the Compliance Certification (President's Cabinet members are responsible for assigned principle statements) and the Quality Enhancement Plan (the QEP team is proposing a plan for a major development at AC based on data and the literature review which includes best practices). The Compliance Certification is due March 2012 and QEP is due July 2012. Both of these have been being prepared and developed since 2009. It is our plan to have everything written by August 2011. The off-site team is comprised of three community college peer reviewers and then a nine-member team validates the recommendations. An electronic Compliance Certification must stand on its own; all documentation links must work; they will not contact anyone at AC, but will write up recommendations. Recommendations from the off-site team will be sent to AC in August 2012; we will have 30 days to respond. This response is referred to as the Focused Report; it will be submitted to the on-site team in late August for their review before coming to AC; this will afford AC a chance to clear up any misunderstandings but probably not time to correct any deficient actions. A seven- to nine-member team from other community colleges in SACSCOC region and one QEP expert will serve on the on-site team; they will arrive on September 17, 2012 and will depart on September 20; they will review the recommendations of the off-site team and Focused Report response from AC; they may visit three off-campus sites; and spend most of their time on the QEP review. The following AC employees will lead the reaffirmation of accreditation processes: (Compliance Certification) Director – Mark Hanna, College Librarian and Assistant Director – Dr. Kathy Wetzel, Professor and Department Chair of Mathematics and Engineering and (Quality Enhancement Plan) Director – Dr. Lana Jackson, Professor of Mass Communication and Assistant Director – Dr. Judith Carter, Professor and Program Chair of Developmental Writing. There will be much work on the part of the President's Cabinet; employees assigned leadership or researching/writing, and the QEP team. Two areas that other SACSCOC institutions have received recommendations for include institutional effectiveness and faculty credentials.

INVESTMENT COMMITTEE REPORT APPROVED:

A review of the Amarillo College Investment Policy is required annually. The Investment Committee met prior to the regularly scheduled Board meeting to review the Policy; a report was presented during the Board meeting. In a letter received by Scott McIntyre, Senior Vice President, First Southwest Asset Management, Inc., it stated that the necessary language is present in the written Investment Policy of Amarillo College. However, it is necessary to make changes within the Investment Policy to reflect the change in new titles.

Mr. Nicholson moved to make corrections to reflect the new titles which appear in the Investment Policy and, seconded by Mr. Forrester to approve the report of the Investment Committee. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:**

APPOINTMENTS Continued:

FacultyBradshaw, Jimmy Don – Instructor, Welding Technology

Effective Date: January 18, 2011

Salary: \$47,559.00 per year for 8 months full-time

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

A.S., Amarillo College, Amarillo, Texas

A.A.S., Amarillo College, Amarillo, Texas

Experience: 15 years related work

Note: Emergency Hire

Bio: Jimmy Bradshaw has been a part-time instructor at Amarillo College since 2006 and served as a full-time instructor from 1979 to 1986. Mr. Bradshaw earned an Associate of Applied Science Degree in Welding and an Associate in Science Degree in Biology from Amarillo College and a Bachelor of Science Degree in Biology from West Texas State University. Mr. Bradshaw is a Journeyman welder with more than 30 years industrial experience.

B. BIDS AND PROPOSALS:

- Request for Proposal No. 1251- Purchase of Copy Paper for Amarillo College

RFP No. 1251, for the purchase of white and colored paper for Amarillo College was advertised in the newspaper. Nine proposals were sent out, and five proposals were returned. A tabulation of proposals returned is attached at page 122.

It was recommended the award be given to Liberty Paper for the white paper with an estimated cost of \$40,128.00. In addition, we recommend the award be given to Graphic Equipment & Supply for the colored paper with an estimated cost of \$10,000.00, with an aggregate estimated total cost of \$50,128.00 based on low bid to specifications.

Funds are available from the 2010-2011 Print Shop budget.

- Purchase of Four Physical Plant Vehicles

It was requested to purchase two F150 Pickups, one F350 Pickup, and one E350 15 Passenger Van.

F150	\$13,822.43 ea.	Dealer: Philpott Motors
F350	\$24,171.05	Dealer: Philpott Motors
E350	\$23,605.68	Dealer: Sam Pack's Five Star Ford

The total purchase price of the four vehicles is \$75,421.59. The purchase of the two F150s and the one E350 will be on the State Purchasing BuyBoard Contract #358-10. The purchase of the F350 will be on the TX SmartBuy Contract 071-A1.

Funding is available in the 2011 East Campus Housing Capital Budget.

Minutes of the Amarillo College Board of Regents Regular Meeting of February 22, 2011**CONSENT AGENDA APPROVED Continued:**

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

FINAL PAYMENT – 2007 BOND PROJECT, KACV-TV, BIOLOGY BUILDING, AND DURRETT HALL FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:

Approval for final payment was requested, in the amount of \$15,955.21, for the project listed above. Construction Manager-at-Risk, Page & Associates, Inc. provided a Guaranteed Maximum Price of \$434,442.00. The final cost for the project is \$407,013.21. A savings in the amount of \$27,428.79 has been credited back to Amarillo College.

Mr. Nicholson moved, seconded by Ms. Fortunato to approve final payment of the 2007 Bond Project, KACV-TV, Biology Building and Durrett Hall. The motion carried unanimously.

FINAL PAYMENT – 2007 BOND PROJECT, SCIENCE LABORATORY BUILDING FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:

Approval for final payment was requested, in the amount of \$143,152.00, for the project listed above. Construction Manager-at-Risk, Page & Associates, Inc. provided a Guaranteed Maximum Price of \$9,110,514.00. The final cost for the project is \$8,969,467.00. A contingency in the amount of \$141,047.00 has been credited back to Amarillo College. The Guaranteed Maximum Price includes the following:

Science Laboratory Building	\$ 8,581,907.00
New Elevator @ Parcels Hall	\$ 276,308.00
Repairs along North Side of 24 th Street	\$ <u>111,252.00</u>
Total Project	\$ 8,969,467.00

Ms. Fortunato moved, seconded by Mr. Forrester to approve the final payment of the 2007 Bond Project, Science Laboratory Building. The motion carried unanimously.

FINAL PAYMENT – 2007 BOND PROJECT, RENOVATIONS AT WARREN HALL FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:

Approval for final payment was requested, in the amount of \$70,706.00, for the project listed above. Construction Manager-at-Risk, Page & Associates, Inc. provided a Guaranteed Maximum Price of \$2,091,626.00. The final cost for the project is \$2,091,626.00. The Guaranteed Maximum Price includes the following:

Repave Herring Parking Lot	\$ 70,054.00
Warren Hall Renovation Project	\$ <u>2,021,572.00</u>
Total	\$ 2,091,626.00

Ms. Fortunato moved, seconded by Dr. Norman to approve final payment of 2007 Bond Project, renovations at Warren Hall. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of February 22, 2011**COMMUNICATIONS AND TECHNOLOGY INFRASTRUCTURE PURCHASES FOR PARCELLS HALL – 2007 BOND PROJECT APPROVED:**

New communications and technology equipment is needed to equip the renovated Parcels Hall.

Network equipment including network switches, computers, telephones, audiovisual equipment and other miscellaneous components are projected at \$474,277.31.

The top four vendors identified to receive the largest percentage of funds are Lubbock Audio Visual, Inc. (\$245,700.93), INX (\$182,286.02), Apple Inc. (\$10,458.00), and Dell (\$9,180.00). The remaining funds will be utilized through established vendors that have been competitively reviewed.

An increase was recommended in the existing awarded contract to Lubbock Audio Visual, Inc (L.A.V. Amarillo), dated September 1, 2008, and approved this fiscal year for extension by the Board on Aug 24, 2010. INX acquisitions are available through The Cooperative Purchasing Network (TCPN) and State/DIR purchasing cooperatives approved by Board resolution in 1993. The Dell computers are available through the State of Texas Department of Information Technologies (DIR) contract with Dell. The Apple computers are only available directly from Apple, the sole source provider due to the Collegiate Purchase Program Agreement that Amarillo College has had with Apple for approximately the last 18 years.

Funds are available in the 2007 Bond Project.

Mr. Nicholson moved, seconded by Dr. Norman to approve the communications and technology infrastructure purchases for Parcels Hall. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of January 31, 2011 are attached at pages 123 through 132.

Revenue

We are 42% of the way through the fiscal year. We have received 54% of our total revenues; \$13.2 million in academic tuition and fees or 90%.

Expenditures

We have spent 39% of the \$51.9 million amended fiscal 2011 budget. Special items are at 47% due to technology equipment replacements.

Auxiliary Enterprises

Bookstores' net profit is \$422,000; \$29,000 less than last year. Rental property net profit is \$207,418; employee tuition scholarships are at \$95,892.

Restricted Funds

Federal grants and contracts are down by \$226,513; state grants and contracts are down \$408,705; local grants and contracts are up \$32,806; and KACV grants and contracts are up \$16,333.

FINANCIAL REPORT ACCEPTED Continued:Cash and Investments

\$56.0 million total minus \$18.6 million (bond) = \$37.4 million – January 2011; \$57.8 million total minus \$18.3 million (bond) = \$39.5 million – January 2010; \$57.6 million total minus \$20.8 million (bond) = \$36.8 million – January 2009.

Alterations & Improvements

There has been \$473,000 in actual expenditures out of the \$1.5 million projected cost or 32%.

Tax Schedule

\$12,970,032 has been collected out of \$18,315,475 budgeted with \$5,345,443 left to be collected.

Bond Expenditures

\$36.5 million has been spent out of an estimated \$53.1 million.

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

PRESIDENT'S REPORT:

Larry Appel, former Dumas ISD Superintendent, chairs the Moore County Campus Expansion Planning Committee. They are working on a tactical plan for Moore County. Local businesses will be visited to find out what the community needs. The Dumas Economic Development Commission is considering leasing a tract of land to MCC.

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; it can be built for \$3.5 million; still working to find what will work for Hereford. Chairman Williams named three Regents to serve on the committee: Mr. Forrester, Mr. Nicholson, and Dr. Woodburn.

Damaris Schlong, Dean of Continuing Education, has resigned her position to be the caregiver of Dean, her husband. She has served the college for 15 years. Mrs. Schlong's resignation is effective March 4.

Dr. Matney spoke of the digital suggestion box which was placed on the AC website to allow employees and students to submit cost savings ideas. These submissions will be visited by President Cabinet members and suggestions will be addressed and some implemented.

We are currently in the midst of working on the budget for next year. Budget directives were sent to budget managers. Students have been asked to pay more in tuition and fees for the last two years and the taxpayers have seen ad valorem taxes increase some. The state appropriation is decreasing significantly; a partial hiring freeze at AC and essential trips only will be approved for the next year.

Last Friday, Dr. Matney, along with other community college presidents, testified at a House Appropriations Committee Hearing in Austin.

PRESIDENT'S REPORT Continued:

KACV-TV was recognized at the annual event in which Amarillo's chapter of the American Advertising Federation recognizes excellence in advertising. KACV received a Gold ADDY for Best Radio Campaign and a Special Judge's Award for Best of Show in Radio.

Dr. Matney discussed possible State Appropriation reductions for the next biennium and consequences with these deductions. As it stands now, with House Bill 1 reductions, we would have an 11% reduction for the 2012-2013 biennium in the instructional formula; 82% in group health insurance; and 44% in retirement contributions. The total deduction for the biennium would be a reduction of \$5.6 million for Amarillo College. Dr. Matney stated that we will continue to lobby our legislators.

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

Ms. Fortunato distributed an Amarillo Museum of Art newsletter. Achievements in Art 2011 – The Collector: Treasures from the Texas Panhandle will be on exhibit through March 20. On March 25, the AC & WTAMU faculty and student exhibition will have its opening; it will run from March 26 – April 10. The 12 x 12 exhibit and auction will be held May 12; the next Third Thursdays will be on March 17 and April 21.

Mr. Forrester praised the Leonardo da Vinci Creative Mind Series which continues through March 8.

CLOSED SESSION:

At 7:45 p.m., Mr. Hicks 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 8:00 p.m., Mr. Hicks called the Amarillo College Board of Regents meeting back into open session. Ms. Fortunato made the following motion: The board approved the lease with Moore County to lease the lot west of Moore County Campus with changes to Article 2.1 to read the Tract II lease will begin on the date approved by the Moore County Commission and end on July 15, 2020. Mr. Nicholson seconded. The motion carried unanimously.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Don L. Nicholson, Secretary

