

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
April 26, 2011**

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

OTHERS PRESENT: 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; and Dr. Paul Matney, President

Mrs. Heather Atchley – Director, Student Life, Student Activities
Dr. Carol Buse – President, Faculty Senate
Mrs. Olga Bustos – representing Classified Employees Council
Mr. Bruce Cotgreave – Director, Physical Plant
Mr. Hoz Fierro – representing Student Government Association
Dr. Shawn Fouts – Dean, Career and Technical Education
Mr. Edmund Johnston – Amarillo Citizen
Mrs. Lori Merriman – Executive Secretary, President’s Office
Mrs. Sheryl Mueller – Division Chair, Nursing
Mr. Anthony Najar – President, Student Government Association
Mrs. Camille Nies – Suzuki String Program and Suzuki Musicians/Students
Mr. Jason Norman – representing Administrator’s Association
Ms. Hanna Osteen – representing Student Government Association
Dr. Liana Proffer – Paul Proffer’s wife
Mrs. Paula Proffer – Paul Proffer’s mother
Miss Sarah Proffer – Paul Proffer’s daughter
Dr. Richard Pullen – Rank and Tenure Committee Chair
Dr. James Rauscher – Department Chair, Music
Mr. Bryce Robertson – representing 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. Devin Singleton – representing KAMR-TV, Channel 4
Mr. Dale Stanton – Photographer of Paul Proffer taking Oath of Office
Mr. Lynn Thornton – Director, Administrative Services/Human Resources
Mr. Joseph Wyatt – Communications Coordinator, College Relations

The meeting was called to order by Mr. Hicks, Interim Chairman. He welcomed all present and asked if there were any public comments. Mr. Edmund Johnston was recognized to make public comments. He expressed displeasure with the current policy for senior citizens wishing to audit classes. He was thanked for his comments. Mr. Forrester gave the invocation.

OATH OF OFFICE:

Mrs. Brenda Sadler administered the oath of office to Dr. Paul L. Proffer. He was declared duly sworn in to serve on the Amarillo Junior College District Board of Regents until May 2012.

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A moment of silence was taken in memory of Mr. Prenis Williams who passed away on April 17, 2011.

MINUTES APPROVED:

Mr. Nicholson moved, seconded by Mr. Forrester to approve minutes of the regular meeting of March 22, 2011, with corrections made to the Tuition and Fee Increase. The motion carried unanimously. Mr. Nicholson moved, seconded by Dr. Woodburn to approve minutes of the special meeting of April 12, 2011. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Anthony Najar, SGA president, recently presided over the recent TJCSGA Conference in Austin. AC's SGA was named Chapter of the Year. Hanna Osteen was named TJCSGA Student of the year. Hos Fierro was elected state parliamentarian and Bryce Robertson was elected region president. Heather Atchley will serve as region advisor. The Student Organization Banquet will be on May 6 and student elections will be held next week.

EDUCATION REPORT – SUZUKI STRING PROGRAM:

Mrs. Camille Nies, Coordinator of the Suzuki String Program, was introduced. The AC Suzuki String program started in 1977; it was founded by Amarillo music educators Suzanne Grooms and Helen Gerald; in 1979 Beverly de la Bretonne joined them. The program believes that all children can develop their abilities in music to a higher level. This spring there are 125 students between the ages of 3-17. There are group lessons; solo recitals; Orff classes which features rhythmic movement; annual workshops and recitals; parent classes; and orchestra and ensembles. Fundraisers are conducted each year.

Mrs. Nies introduced and played several pieces with some of the students in the program. The mini-concert was enjoyed by all.

BOARD POLICY MANUAL CHANGES DUE TO TITLE CHANGES ACCEPTED:

Pages from the Board Policy Manual affected by title changes were distributed to policy manual holders.

Mr. Nicholson moved, seconded by Dr. Woodburn to accept the Board Policy Manual updates due to title changes. The motion carried unanimously.

INVESTMENT REPORT:

The Board of Regents was presented the Quarterly Investment Report for the period of December 1, 2010 through February 28, 2011. A copy of the report was provided to the Regents.

The weighted average maturity of the portfolio is approximately 2.3 months. The overall portfolio yield is 0.421%, which is competitive in this market. The stated objective in the investment policy is to maximize return within the constraints of preserving capital and maintaining liquidity; during this timeframe the portfolio market value has remained consistent at 100.1%.

INVESTMENT REPORT Continued:

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

COURSE FEE PROPOSAL APPROVED:

This item was placed on the agenda in order that the Board of Regents might consider approval of new course fees. The course fees are proposed to ensure Amarillo College is able to:

- Offer courses in ITT
- Continue to grow the Math Outreach Center
- Fully integrate SIM Central into the Applied Health programs.

Attached at pages 167 through 170 are specific course fees which were reviewed and approved by the Academic Affairs Curriculum Committee, the Vice-President of Academic Affairs, Vice-President of Business Affairs, and the President.

Dr. Woodburn moved, seconded by Dr. Norman to approve the course fee proposal. The motion carried unanimously.

FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED:

The following faculty members were recommended for promotion in rank by their supervisor, the Rank and Tenure Committee, the appropriate administrative channels, and the President. They meet all criteria for promotion in rank as stated in the Amarillo College Faculty Handbook. The effective date will be September 1, 2011.

Instructor to Assistant Professor

Theresa Edwards – Associate Degree Nursing
Verena Johnson – Associate Degree Nursing
Bruce Moseley – Paralegal Studies
Wade Olsen – Emergency Medicine Services
Sam Schwarzlose – Biology
Teresa Smoot – Vocational Nursing

Assistant Professor to Associate Professor

Kim Boyd – Medical Lab Technology
Pamela George – Nutrition
D'dee Grove – Associate Degree Nursing
Mark Rowh – Nuclear Medicine Technology

Associate Professor to Professor

Eddie Carter – Mathematics
Dr. Michael Kopenits – Biology
Jan Martin – Medical Laboratory Technology

Ms. Fortunato moved, seconded by Mr. Forrester to approve the faculty promotion in rank recommendations. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:****Administrators****McDonald-Willey, Kristin D. – Assessment Coordinator, Outcomes Assessment****Effective Date: March 25, 2011****Salary: \$48,500.00 per year for 12 months full-time****Qualifications: M.Ed., West Texas A&M University, Canyon, Texas****B.A., West Texas A&M University, Canyon, Texas****Experience: 4 years related work****Replacement for: Kara Larkan-Skinner**

Bio: Kristin D. McDonald-Willey earned a Bachelor of Arts in English and a Masters of Education in Instructional Design and Technology from West Texas A & M University. Ms. McDonald-Willey has worked for WTAMU for seven years, the last four as Assistant Director of Admissions.

B. BIDS AND PROPOSALS:**Request for Proposal No. 1257 – Asbestos Abatement, Allied Health, West Campus**

RFP No. 1257, for asbestos abatement of the Allied Health Building, located on the west Campus, was advertised in the newspaper. Project Documents were obtained by six (6) contractors. Five (5) contractors submitted proposals. A tabulation of the proposals received is attached at page 171.

It was awarded to Empire Environmental, the low proposer to the specifications, in the amount of \$98,500.00.

Funds are available in the 2007 Bond Project Budget.

C. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 172.

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

FINAL PAYMENT – REPAVING OF NORTH PARKING LOT FOR AMARILLO COLLEGE, WEST CAMPUS APPROVED:

Approval for final payment was requested, in the amount of \$14,654.78, for the project listed above. Construction Manager-at-Risk, Page & Associates, Inc. provided a Guaranteed Maximum Price of \$354,972.00. The final cost for the project is \$320,022.78. A savings of \$34,949.22 has been credited back to Amarillo College.

REPAVING OF NORTH PARKING LOT – WEST CAMPUS APPROVED Continued:

Mr. Nicholson moved, seconded by Ms. Fortunato to approve final payment of re-pavement of North Parking Lot for Amarillo College, West Campus. The motion carried unanimously.

REQUEST FOR PROPOSAL NO. 1254 – 2007 BOND PROJECT, RENOVATION OF ALLIED HEALTH BUILDING, AMARILLO COLLEGE, WEST CAMPUS APPROVED:

RFP No. 1254, renovation of the Allied Health Building, Amarillo College West Campus. Proposal package includes general construction including miscellaneous demolition and all heating, ventilating, air conditioning, plumbing, and electrical. Project was advertised in the newspaper for sub-contractors and suppliers, by Page & Associates, Inc., Construction Manager-at-Risk (CMR).

Page & Associates, Inc. provides a Guaranteed Maximum Price of \$2,456,939.00.

Funds are available in the 2007 Bond Budget.

Ms. Fortunato moved, seconded by Mr. Forrester to approve RFP No. 1254, 2007 Bond Project, renovation of Allied Health Building, Amarillo College, West Campus. The motion carried unanimously.

REQUEST FOR CONTINGENCY ALLOWANCE EXPENDITURE – 2007 BOND PROJECT - RENOVATIONS AT BYRD BUSINESS BUILDING AND PARCELLS HALL APPROVED:

Request for Contingency Allowance Expenditure in the amount of \$66,351.00 to furnish and install a new data room on the first floor of Byrd Business Building, and to provide additional telephone lines and fiber optic lines that will serve 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.

Mr. Nicholson moved, seconded by Ms. Fortunato to approve the request for contingency allowance expenditure for renovations at Byrd Business Building and Parcels Hall. The motion carried unanimously.

FURNITURE & EQUIPMENT PURCHASE FOR PARCELLS HALL – 2007 BOND PROJECT APPROVED:

New furniture and equipment is needed to equip the newly renovated Parcels Hall. This price includes furniture & equipment for offices, classrooms and labs, conference room, “sticky spaces” and other miscellaneous areas.

The estimated cost is not to exceed \$345,000.00.

Funds are available in the 2007 Bond Project.

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Ms. Fortunato moved, seconded by Mr. Nicholson to approve the furniture and equipment purchase for Parcels Hall. The motion carried unanimously.

TITLE V PROJECT TECHNOLOGY PURCHASES APPROVED:

Acquisition of the following technology items in support of Amarillo College's Title V project, *Revitalizing Student Success at Amarillo College* was recommended.

The Title V project has three interwoven, interdependent components that together and individually will increase persistence and graduation rates over a 5-year time period. These three components are to invigorate the general education core, fortify student support, and stimulate teaching and learning, and all require additional technology components to support their academic, student, and faculty success initiatives.

Technology hardware and software inventory in support of the Title V project will be acquired from several smaller vendors such as CDWG, B&H Photo, WB Consulting, Graybar, Adobe, and others. Larger awards for technology related items will be to Lubbock Audio Visual, Inc (L.A.V. Amarillo), dated September 1, 2008, and approved this fiscal year for extension by the Board of Regents on August 24, 2010. INX and CISCO 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. Pilot video capturing software will be acquired from Echo360 based on sole source. Datatel related products and services will be acquired based on sole source justification as integrated add-on modules to the existing Enterprise Resource Planning system in use at Amarillo College for over 10 years.

Initial year technology oriented purchases will be approximately \$325,000, with 4-year maintenance and support projected around \$100,000 for the duration of this project.

Funds are available in the Title V project.

Mr. Forrester moved, seconded by Ms. Fortunato to approve the Title V project technology purchases. The motion carried unanimously.

LEASE AGREEMENT WITH MOORE COUNTY AUTHORIZED:

This item was placed on the agenda so the Board might consider changes to the lease with Moore County Texas which was previously approved by the Board. The lease will begin on the date approved by the Moore County Commission and end on July 15, 2020.

Mr. Forrester made the following motion: "I move that the President be authorized to execute a lease with Moore County Texas of the property designated as property immediately west of and adjacent to the existing Moore County Campus of Amarillo College under the terms of the lease agreement approved by the College attorney and provided the Board." Ms. Fortunato seconded the motion. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of March 31, 2011 are attached at pages 173 through 182.

Revenue

We are three-fourths through the fiscal year. We have received 67% of our total budgeted revenue; \$14.6 million in tuition and fees or 87%.

Expenditures

We have spent 54% of the \$51.9 million amended fiscal 2011 budget.

Auxiliary Enterprises

Bookstores' net profit is \$341,000; rental property net profit is \$442,000; employee tuition scholarships are at \$95,892.

Restricted Funds

Federal grants and contracts are up \$1,054,347; state grants and contracts are down \$281,771; local grants and contracts are down \$25,568; and KACV grants and contracts are up \$94,323.

Cash and Investments

\$58.1 million total minus \$16.3 million (bond) = \$41.8 million – March 2011; \$56.6 million total minus \$16.9 million (bond) = \$39.7 million – March 2010; \$55.6 million total minus \$18.3 million (bond) = \$37.3 million – March 2009.

Alterations & Improvements

There has been \$500,000 in actual expenditures out of the \$1.5 million projected cost or 34%.

Tax Schedule

\$18,037,730 has been collected out of \$18,315,475 budgeted with \$277,745 left to be collected.

Bond Expenditures

\$39.4 million has been spent out of an estimated \$53.1 million.

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

PRESIDENT'S REPORT:

AEDC will give \$370,000 to the AC Utility Power program.

Currently, the Facility Master Plan is being updated. In 2006 and 2007, when the bond planning was taking place, AC hired master planners/consultants; they have been asked to help us again with bond funds which have not been utilized and guide us as we prioritize and apply it to unmet needs which were placed at the end of the construction/renovation list.

The Hereford Campus Expansion Planning Regents Committee of Mr. Forrester, Mr. Nicholson, and Dr. Woodburn met recently with the Hereford Futures Committee. An architect has been

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hired to do some rendering on plans for a new Hereford campus.

PRESIDENT'S REPORT Continued:

Moore County is working on a Strategic Plan. The Dumas EDC reserved 11 acres north of the Dumas campus for a building to meet the career/technology needs of Moore County Campus.

Community College Association of Trustees (CCATT) Annual Conference on June 4 in Austin; the topic "Understanding the new normal: growing demand and declining state support."

May 1 – GED Graduation, Central Church of Christ, 3:00

May 10 – VN pinning, Amarillo High School, 6:00

May 12 – A.D.N. pinning, Central Church of Christ, 6:00

May 11 – AC Distinguished Alumna (Beth Duke) luncheon, Amarillo Country Club, 11:30

May 13 – Commencement, Cal Farley Coliseum at Civic Center, 7:00

The budget workshop was scheduled for Thursday, June 16, noon – 3:00.

NOMINATING COMMITTEE APPOINTED:

Mr. Hicks appointed the following regents to serve on the Nominating Committee: Ms. Fortunato, Chair; Mr. Poff, and Dr. Woodburn. The committee will meet before May 24; they will present a slate of officers for the next year at the May Board meeting.

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

Ms. Fortunato discussed the AMoA spring membership event on May 5 at 5:30. The 12 x 12 exhibition and silent auction will be on May 12. The telethon in March was successful.

The AC Foundation Strategic Plan is still being worked on. They will host a fundraiser which will be in mid-July.

CLOSED SESSION:

At 7:50 p.m., Mr. Hicks announced there would be a closed meeting to afford an opportunity for the Board of Regents to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee pursuant to Section 551.074, Texas Government Code. A replacement for Prenis Williams was considered; interested citizens were discussed.

At 8:30 p.m., Mr. Hicks 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

