

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
May 24, 2011**

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

**REGENT ABSENT:** Dr. Gene Norman

**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. Danielle Arias – Asst. Dir. for Continuing Ed./Workforce Development, MCC  
Mrs. Karen Boatman – Advising/Counseling Assoc., Student Support Services, MCC  
Mr. Bruce Cotgreave – Director, Physical Plant  
Mrs. Kim Davis – Dean of Continuing Education  
Mr. Jonathan “Catfish” Evans – representing Classified Employees Council  
Dr. Shawn Fouts – Dean, Career and Technical Education  
Ms. Rachel Gillespie – Student Support Services, MCC  
Mrs. Irene Hughes – Advising Associate, Student Support Services, MCC  
Mrs. Lori Merriman – Executive Secretary, President’s Office  
Mr. Rowdy Rhoades – Judge & MCC Advisory Committee Member  
Mrs. Brenda Sadler – Exec. Asst., Pres’s Off. and Asst. Secy. to the Board of Regents  
Mr. Robert Sanders – Legal Counsel  
Mrs. Billie Faye Schumacher, Retired Judge & MCC Advisory Committee Member  
Mrs. Vickie Shelton – Director, Purchasing  
Mr. Mark Stroebel, DISD Superintendent & MCC Advisory Committee Member  
Mr. Lynn Thornton – Director, Administrative Services/Human Resources  
Mrs. Renee Vincent – Executive Director, Moore County Campus  
Mr. David Ziegler – Assistant Director, Physical Plant**

The meeting was called to order by Mr. Hicks, Interim Chairman. He welcomed all present and asked if there were any public comments. Mr. Nicholson gave the invocation.

Dr. Matney presented Dr. Proffer with a framed photograph of his swearing in at the April 26, 2011 meeting.

**MINUTES APPROVED:**

Mr. Nicholson moved, seconded by Ms. Fortunato to approve minutes of the regular meeting of April 26, 2011. The motion carried unanimously.

**EDUCATION REPORT – MOORE COUNTY CAMPUS:**

Mark Stroebel, DISD Superintendent, was introduced. Mrs. Vincent, Executive Director, Moore County Campus, presented a PowerPoint. She identified the critical needs for future growth: economic development; employer training needs; student service; and development of high school programs. Some challenges: business and industry survey; SWOT (strengths, weaknesses, opportunities, threats) group input from faculty, staff, students and the community; and identified three major topics for further study – taskforce committees developed to research and report findings. The taskforce committees include Workforce Development/New Programs; Student Success; and Facility Development. The MCC Advisory Committee recommendations for expansion were: secure land for expansion – 11 acres in DEDC Business Park for construction of an MCC Career and Technical Center and county owned lot west of current facility; establish employer focus groups to determine training needs; meet with Dumas and Sunray High School staff, AC Tech Prep and Dual Credit staff to look at developing high school CTE programs; identify the CTE programs; once CTE programs have been determined, develop a finance plan with Vice President of Business Affairs; and construction plans developed – project targeted to begin fall 2012. Other Advisory Committee recommendations: develop a cooperative plan with AC Washington Street Campus to offer online courses by fall 2012 and develop timeline for continuation of Phase VI construction project that includes the Student Activity Center that was previously postponed. Mrs. Hughes, Student Support Services, spoke of the SSS grant MCC has and student qualification criteria which includes low income; first generation; and individuals with disabilities. The grant objectives include retention; graduation; and transfer. Fifty percent of all participants served by the SSS project will continue from one academic year to the beginning of the next academic year or graduate or transfer from a two-year to a four-year institution during the academic year. Seventy percent of all enrolled participants served by the SSS project will meet the performance level required to stay in good academic standing at the grantee institution. Sixteen percent of new participants served each year will graduate with an associate's degree or certificate within four years and 12% of new participants served each year will transfer with an associate's degree or certificate within four years. The MCC-SSS actual graduation rate is at 20%.

**EAST CAMPUS MASTER PLAN:**

In 1995, Amarillo College and TSTC- Amarillo (currently East Campus) merged. Dr. Fouts, Dean of Career and Technical Education, discussed the East Campus Master Plan. He proposed identifying the campus by programs offered; thus, Amarillo College Career and Technical Education Center. The project summary: Manufacturing Complex (Building V); Transportation Complex (Building S); Homeland Security Complex (Building T); Classroom & Resource Center (Building L); Student Activity Center; Outdoor Utility Power Worker/Renewable Energy Lab; Campus entrances; buildings coming off-line: Aviation/Welding & Auto Collision. Utility Power Worker partners include Sharyland; Xcel Energy; Golden Spread Co-op; Deaf Smith; Rita Blanca Electric Co-op; North Plains Electric Co-op; Zachary Engineering; Swisher Electric; Cross Texas Transmission; Independent Electrical Contractors – Jesse Williams and Brandon West; SWEPCO; and Amarillo Economic Development Corporation (AEDC). The initial start up of the Utility Power Worker focus would be \$740,000, including faculty; AEDC will pay for half of the cost. The Homeland Security Complex would require no further renovations; relocate Safety & Environmental, Fire; and TDCJ; offer a training facility for Pantex. The outdoor UPW/Renewable Energy Lab would include a tower and a green “demonstration” site. The summary of request includes: total from East Campus Reserve Funds: \$1.0 million; the maximum space utilization

**EAST CAMPUS MASTER PLAN Continued:**

and growth with no negative budgetary impact. The East Campus Career & Technical Education Center project could be funded by bond funds; East Campus Reserve Funds; AEDC; for a total of \$4,003,500, with no negative budgetary impact.

**RECORDS MANAGEMENT ANNUAL REPORT:**

Title 6, subtitle C, Local Government Code provides that a junior college district must establish by resolution an active and continuing records management program to be administered by a Records Management Officer. The records retention administrator schedules and administers rules issued by the Texas State Library and Archives Commission; determines if the records management program and the Amarillo Junior College's District's records control schedules are in compliance with state regulations. The commission reports that Amarillo College is in compliance.

The Records Management Officer, Vickie Shelton, reported per Amarillo College's records management policy the annual disposition of paper records totaling 315 cases, equaling approximately 391 cubic feet, was destroyed in November 2010. The disposition of these documents was approved by the Records Management Committee per Amarillo College Policy. The Texas State Library and Archives Commission approved our request to add the following record series: Housing Contracts and Fidelity Bonds.

**ASSESSMENT AND COLLECTION SERVICES CONTRACT WITH MOORE COUNTY APPROVED:**

Moore County assesses and collects the branch campus maintenance property tax within Moore County for the operation of the Moore County Branch Campus of Amarillo College. Amarillo College and Moore County wish to renew the contract for assessment and collection of taxes for the period covering July 1, 2011 through June 30, 2012. A copy of the Contract for Assessment and Collection Services is attached at pages 191 through 194.

Mr. Nicholson moved, seconded by Dr. Woodburn to approve the Assessment and Collection Services Contract with Moore County. The motion carried unanimously.

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

**McCurdy, Dale A.** – Instructor, Title V Curriculum Enhancement, Center for Teaching and Learning

Effective Date: April 11, 2011

Salary: \$59,321.00 per year for 11 months full-time temporary

Qualifications: M.Ed., Northwestern Oklahoma State University, Alva, Oklahoma  
B.S., Oklahoma Panhandle State University, Goodwell, Oklahoma

Experience: 13 years related work

Note: New position funded by Title V grant

**APPOINTMENTS Continued:**

**Bio:** Dale McCurdy has a Bachelor of Science degree in Natural Science Education from Oklahoma Panhandle State University and a Master of Education in Secondary Education from Northwestern Oklahoma State University. Mr. McCurdy has also completed graduate studies in school leadership at Sam Houston State University and online course development and facilitation through the University of Phoenix. Mr. McCurdy worked 9 years as a high school teacher in Kansas, and most recently, 4 years as a Science Content Coordinator with Region 16. Mr. McCurdy has also served as an army reservist and spent the last 3 years on active duty with the military.

**Gilbert, Emily R.** – Instructor, AC Library

Effective Date: April 25, 2011

Salary: \$55,207.00 per year for 12 months full-time

Qualifications: M.I.S., University of North Texas, Denton, Texas

B.A., State University of New York College at Geneseo, Geneseo,  
New York

Experience: 3 years related work

Replacement for: Lillian Withrow

**Bio:** Emily Gilbert earned a Bachelor of Arts in History and Psychology from the State University of New York College and a Master of Library and Information Science from the University of North Texas. Ms. Gilbert has worked for the City of Amarillo as Young Adult Services Librarian at the Downtown Branch of the Public Library.

**B. BIDS AND PROPOSALS:**

- **Request for Proposal No. 1259 – Demolition and Removal of Structure at 1800 F Avenue, Amarillo College, East Campus**

RFP No. 1259, for the demolition and removal of Building 5401 located on the East Campus, was advertised in the newspaper. Project Documents were obtained by seven (7) contractors. Three (3) contractors submitted proposals. A tabulation of the proposals received is attached at page 195.

It is recommended to award the bid to Empire Environmental Group, L.L.C., the **low proposer to the specifications**, in the amount of \$57,000.00.

Funds are available in the current 2010-2011 A & I Budget.

**C. BUDGET AMENDMENTS:**

A list of budget amendments for approval by the Board is attached at page 196.

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

Minutes of the Amarillo College Board of Regents Regular Meeting of May 24, 2011**COMMUNICATIONS AND TECHNOLOGY INFRASTRUCTURE PURCHASES FOR ALLIED HEALTH RENOVATION – 2007 BOND PROJECT APPROVED:**

New communications and technology equipment is needed to equip the renovated Allied Health building.

Network equipment including network switches, computers, telephones, audiovisual equipment, and other miscellaneous components projected at \$300,000.

An increase 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 was recommended. 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. Wireless networking components will be provided through a matching grant from Aruba Networks/Dell through the State of Texas Department of Information Technologies (DIR) contract. 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. Forrester moved, seconded by Mr. Nicholson to approve the communications and technology infrastructure purchases for the Allied Health renovation. The motion carried unanimously.

**REQUEST FOR CHANGE ORDER – 2007 BOND PROJECT, RENOVATIONS AT BYRD BUSINESS BUILDING AND PARCELLS HALL, WASHINGTON STREET CAMPUS APPROVED:**

A Change Order in the amount of \$323,056.00 to provide funds for construction to close in the first floor under Parcels Hall was requested. This will create an open shell at the first floor level for future development. This will also provide space for mechanical/electrical and custodial space.

Funds are available in the 2007 Bond Budget.

Dr. Woodburn moved, seconded by Mr. Forrester to approve the request for change order. The motion carried unanimously.

**SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE ACCEPTED AND AUTHORIZED:**

Properties foreclosed for taxes and sold at a "Sheriff's Sale" must sell for a minimum bid which is the lower of the adjusted value or the taxes due plus costs of the sale. In some cases this puts the price above what people will pay at a "Sheriff's Sale." Those properties which do not sell are then held in trust by the county/school tax office. The law provides that they can be offered for sale by sealed bids or auction without a minimum bid at a later date. A listing of those properties is attached at pages 197 through 203. Board approval is required because the properties are held in trust by Randall County.

Minutes of the Amarillo College Board of Regents Regular Meeting of May 24, 2011**SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE ACCEPTED AND AUTHORIZED Continued:**

The Randall County Tax Assessor/Collector recommended acceptance of these bids as this puts the property back in production and on the tax rolls. The motion should authorize the Chairman of the Board of Regents to execute the Tax Deeds transferring these properties to the successful bidders.

Ms. Fortunato moved, seconded by Mr. Forrester to accept and authorize the chair of the Board of Regents to execute the Tax Deeds. The motion carried unanimously.

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of April 30, 2011 are attached at pages 204 through 213.

Revenue

We are 66% through the fiscal year. We have received 75% of our total budgeted revenue; \$16.0 million in tuition and fees or 96%.

Expenditures

We have spent 61% or \$32.0 million of the \$51.9 million amended fiscal 2011 budget.

Auxiliary Enterprises

Bookstores' net profit is \$303,295, \$20,000 less than last year; rental property net profit is \$542,496, up from last year.

Restricted Funds

Federal grants and contracts are up \$738,080; state grants and contracts are down \$112,631; local grants and contracts are down \$35,708; and KACV grants and contracts are up \$44,209.

Cash and Investments

\$56.5 million total minus \$15.2 million (bond) = \$41.3 million – April 2011; \$54.3 million total minus \$15.4 million (bond) = \$38.9 million – April 2010; \$53.0 million total minus \$16.6 million (bond) = \$36.4 million – April 2009.

Alterations & Improvements

There has been \$511,395 in actual expenditures out of the \$1.5 million projected cost or 35%.

Tax Schedule

\$18,223,529 has been collected out of \$18,315,475 budgeted; there is \$91,946 left to be collected.

Bond Expenditures

\$39.9 million has been spent out of an estimated \$53.6 million.

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

**2012 PRELIMINARY BUDGET OVERVIEW:**

Mr. Berg presented the 2012 preliminary budget overview. This provided Regents advance information and preparation for the budget and planning workshop being held on June 16, 2011. Projected total revenue is \$53.5 million; projected expenditures total \$53.6 million with a projected use of reserves of \$171,019 to balance the budget.

No action was taken.

**PRESIDENT'S REPORT:**

Dr. Matney introduced Kim Davis as the new Dean of Continuing Education; Mrs. Davis has been with AC for 28 years.

There were 765 students qualified to graduate at the May 13 Commencement; 573 completed in the spring; 457 participated in Commencement.

AEDC will give \$370,000 to the AC Utility Power Worker and Machining programs.

Currently, there are 690 students in the Nursing program; this spring there were 87 Associate Degree Nursing Graduates; and 44 Vocational Nursing Graduates.

Dr. Matney spoke of the recent luncheon for Beth Duke, the 2011 AC Distinguished Alumna, which was held on May 11 at the Amarillo Country Club.

Dr. Matney was recently interviewed for the *Education Executive* magazine; May/June 2011 edition.

The fall 2011 Common Reader – *Extremely Loud and Incredibly Close* by Jonahan Safran Foer, will tie in closely with the students' theme and memorial of the 9/11 ten-year anniversary.

There is a possible contract training opportunity for AC with Ronco; Wales Madden is a partner; the University of Texas and Texas A&M are possible future partners. This opportunity could be a potential revenue producer.

The 2011-2012 Budget Process Review and Board Budget Workshop will be held Thursday, June 16, noon – 3:00 p.m.

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."

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

Mr. Hicks informed Dr. Proffer of the committees he, as regent, would be serving on which includes the Amarillo Museum of Art and Standing Policies.

Ms. Fortunato discussed the Amarillo Museum of Art 12 x 12 exhibition and silent auction which was held on May 12; there were 99 artists represented; 399 individuals participated in the event. The AMoA is pleased to present the recent work of the Spanish painter José Manuel Ciria; the

Minutes of the Amarillo College Board of Regents Regular Meeting of May 24, 2011**REGENTS' REPORTS, COMMITTEES, AND COMMENTS REGARDING AC AFFILIATES Continued:**

exhibit runs through July 31. The AMoA is currently accepting applications for the director position at the museum.

The AC Foundation will host a fundraiser in mid-July.

Dr. Woodburn reported that TIRZ is working on the landscaping around Polk Street Methodist Church.

**BOARD NOMINATING COMMITTEE REPORT ACCEPTED:**

On April 26, 2011, Mr. Hicks appointed the following regents to serve on the Nominating Committee: Ms. Fortunato, Chair; Mr. Poff, and Dr. Woodburn; they met on May 10, 2011. Ms. Fortunato moved to elect the following Regents to serve as officers; consensus was to accept the following slate of officers for 2011-2012: John Hicks, chairman; Don Nicholson, vice chairman; and Carroll Mack Forrester, secretary.

**CLOSED SESSION:**

At 8:30 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 9:15 p.m., Mr. Hicks called the Amarillo College Board of Regents meeting back into open session. Mr. Nicholson moved, seconded by Ms. Fortunato that Mary Jane Nelson be appointed to fill the vacancy on the Board of Regents. The motion carried unanimously.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

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Don L. Nicholson, Secretary



















































