

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
June 28, 2011**

**REGENTS PRESENT:** Mr. John D. Hicks, Chair; Mr. Don L. Nicholson, Vice Chair; Mr. Carroll M. Forrester, Secretary; Ms. Michele Fortunato; Ms. Mary Jane Nelson; 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. Paul Matney, President; and Ms. Danita McAnally, Chief of Planning and Advancement

Mr. Bruce Cotgreave – Director, Physical Plant  
Dr. Shawn Fouts – Dean, Career and Technical Education  
Ms. Pamela George – representing Faculty Senate  
Mr. Mark Hanna – Director, AC Lynn Library  
Mr. Jacob Mayer – representing *Amarillo Globe-News*  
Mrs. Lori Merriman – Executive Secretary, President’s Office  
Mr. Anthony Najjar – President, Student Government Association  
Mrs. Linda Pitner – General Manager, KACV-TV and 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  
Mrs. Joni Stone – representing Classified Employees Council  
Mr. Lynn Thornton – Director, Administrative Services/Human Resources  
Mrs. Renee Vincent – Executive Director, Moore County Campus  
Mr. David Ziegler – Assistant Director, Physical Plant  
Members of Mary Jane Nelson’s family

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

**MINUTES APPROVED:**

Mr. Nicholson moved, seconded by Mr. Forrester to approve minutes of the regular meeting of May 24, 2011. The motion carried unanimously.

**STUDENT GOVERNMENT ASSOCIATION REPORT:**

Anthony Najjar, president of SGA, told the Board about AC Wonderland Night on Friday, July 11, upcoming movie night, and Badger Boot Camp.

**OATH OF OFFICE:**

Mrs. Brenda Sadler administered the oath of office to Ms. Mary Jane Nelson. She was declared duly sworn in to serve on the Amarillo Junior College District Board of Regents until May 2012.

**EDUCATION REPORT – AMARILLO COLLEGE TEACHING SEMINAR (ACTS):**

Ms. Pamela George, faculty senate, presented a report about the ACTS conference which faculty attended this summer and some of the subjects discussed. She explained the various initiatives Dr. Lowery-Hart spoke about to the group; one was “Closing the Gaps.” Amarillo College is working toward that initiative and will work harder to help students succeed in finishing their course work at AC; we have gotten them in the door, but now we need to help them succeed in finishing. Students will learn time management skills, critical thinking, and social skills. In 2001, 1.5 students were below the poverty level; today 75% of our students qualify for Pell grants (need based grants). Amarillo College is working on several initiatives; one is to help students who are considered below the poverty level; another is Achieving the Dream; AC will become a No Excuses College which will teach students to succeed; and, the recent Opportunity Conference, in which AC participated, where disadvantaged families in the community were assigned a navigator to help and teach them important skills – there were 80 families and 120 navigators. AC offers the ACE program to area high school students which gives them the opportunity to pay for and attend college, but we have to do a better job in helping them complete their courses and earn a certificate or degree or transfer to a four-year school. Faculty learned about the initiatives AC will be involved in this next year and it is hopeful that data will be gathered regarding student success. Ms. George said it was an exciting Amarillo College Teaching Seminar.

**BOARD POLICY MANUAL CHANGE APPROVED:**

This item was placed on the agenda to allow the Board to consider, review and possibly modify Board Policy DBD regarding Intellectual Property Rights to meet SACSCOC compliance. Copies of updated pages were distributed.

Mr. Nicholson moved, seconded by Dr. Woodburn to approve the modification to Board Policy DBD, Intellectual Property Rights after amending Section 2 Individuals Subject to this Policy. Bullet #3 will read: “Amarillo College students working at non-Amarillo College facilities as part of an Amarillo College project.” The motion carried unanimously.

Dr. Matney introduced the new *Amarillo Globe-News* beat reporter, Jacob Mayer.

**WAIVER OF BOARD POLICY FOR COLLEGE EVENT APPROVED:**

This item was placed on the agenda to allow the Board to consider a policy waiver for the annual summer event, June Jazz.

Mr. Nicholson read the following motion to amend Board Policy Manual Section FLBE: “The use of intoxicating beverages shall be prohibited on all College property, excluding private residences and commercial leases. The use of intoxicating beverages shall be prohibited at all College-sponsored activities without prior administration consent for the specific event. State law shall be strictly enforced at all times on all property controlled by the College in regard to the possession and consumption of alcoholic beverages.” Dr. Woodburn seconded. The motion carried unanimously.

**KACV-TV ADVISORY COUNCIL MEMBER APPOINTMENTS APPROVED:**

Attached at page 221 is a recommended list of advisory council member appointments.

Mr. Forrester moved, seconded by Dr. Woodburn to approve the appointments to the KACV-TV Advisory Council. The motion carried unanimously.

**SELECTION OF COLLEGE BANK DEPOSITORY APPROVED:**

The Investment Committee reviewed the responses to RFP No. 1260, Bank Depository Proposal, and submitted a recommendation to retain Amarillo National Bank for two more years beginning September 1, 2011.

Mr. Forrester moved, seconded by Mr. Nicholson to approve the depository bank selection. The motion carried unanimously.

**ACHIEVING THE DREAM UPDATE:**

Dr. Matney distributed a handout. He told of the recent Achieving the Dream kick-off in Seattle. There are five key goals of the initiative: 1) successfully complete remedial or developmental instruction and advance to credit-bearing courses; 78% of students show a need for remedial classes; 2) enroll in and successfully complete the initial college-level or gatekeeper courses in subjects such as math and English; if a student can complete these classes there is a good chance they will succeed; 3) complete all classes they take with a grade of C or better; 4) persist from one term to the next; and, 5) earn a certificate or associate degree. Amarillo College obtained two coaches for Achieving the Dream, Dr. Linda Watkins, and Nancy Showers. They will be in Amarillo August 16 and will have meetings with the President's Cabinet, administrators and key employees from the three employee groups. On August 17 they will furnish a soft roll-out of Achieving the Dream and on August the 18 they will meet with other groups. The hard roll-out for the community will be on October 21; Dr. Kay McClenny will give this presentation. The Board will be provided periodic updates. Amarillo College is delighted to be one of 130 Achieving the Dream institutions.

**EAST CAMPUS MASTER PLAN FUNDING APPROVED:**

At the May Board meeting Dr. Shawn Fouts, Dean of Career and Technical Training, presented the East Campus Master Plan which included facility planning and programming for the entire campus. Funding for this Master Plan includes grants from the Amarillo Economic Development Corporation (AEDC), bond proceeds, and use of College reserves designated as "set aside from the State of Texas for operations of programs at TSTC (East Campus)." It was requested to use \$1,000,000 of these reserves to fund part of the East Campus Master Plan.

Dr. Woodburn moved, seconded by Mr. Nicholson to approve funding for the East Campus Master Plan from East Campus reserves. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 28, 2011

## CONSENT AGENDA APPROVED:

## A. APPOINTMENTS:

Administrators

Salazar, John P. – Director of Customer Services

Effective Date: June 01, 2011

Salary: \$57,400.00 per year for 12 months full-time

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

Experience: 11 years related work

Replacement for: Dale Longbine

Note: Promotion

Bio: John Salazar joined Amarillo College as Customer Service Supervisor in November 2010. Mr. Salazar earned an Associate of Science from Amarillo College and then completed a Bachelor of Business Administration/Management from West Texas A & M University. Prior to joining Amarillo College, Mr. Salazar was Executive Director of the Amarillo Hispanic Chamber of Commerce. Mr. Salazar also spent several years with Atmos Energy in a customer support and call center supervisory capacity.

## B. BIDS AND PROPOSALS:

- Request for Proposal No. 1262 – A&I Project, New Paving of Alley at the Moore County Campus, Dumas, Texas

RFP No. 1262, for the new paving of alley at the Moore County Campus, Dumas Texas, was advertised in the newspaper. Project documents were obtained by eight (8) contractors. Four (4) contractors submitted proposals. A tabulation of the proposals received is attached at page 222.

It was recommended to award Proposal No. 1262 to Holmes Construction Co., L.P., the low proposer to the specifications, in the amount of \$50,175.00.

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

## C. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 223.

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

Minutes of the Amarillo College Board of Regents Regular Meeting of June 28, 2011**FURNITURE & EQUIPMENT PURCHASE FOR ALLIED HEALTH – 2007 BOND PROJECT APPROVED:**

New furniture and equipment is needed to equip the newly renovated Allied Health Building. This price includes furniture for offices, classrooms and labs, conference room, “sticky spaces,” and other miscellaneous areas. This also includes specialized equipment for sonography, respiratory care, medical lab, nuclear medicine, and radiology.

The estimated cost is not to exceed \$975,000.

Funds are available in the 2007 Bond Project.

Ms. Fortunato moved, seconded by Dr. Woodburn to approve the Allied Health furniture and equipment purchase. The motion carried unanimously.

**INVESTMENT REPORT APPROVED:**

The Board of Regents was presented the Quarterly Investment Report for the period March 1, 2011 through May 31, 2011. A copy of the report was also provided to the Regents. We were in compliance with our investment policy and the Public Funds Investment Act. The weighted average maturity of the portfolio is approximately 2.8 months. The overall portfolio yield is 0.423%, which is very competitive in this market. During this time frame the portfolio market value has remained consistent at 100.14%.

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

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of May 31, 2011 are attached at pages 224 through 233.

Revenue

We are 75% through the fiscal year. We have received 80% of our total budgeted revenue; \$16.4 million in tuition and fees or 98%.

Expenditures

We have spent 68% or \$35.3 million of the \$51.9 million amended fiscal 2011 budget.

Auxiliary Enterprises

Bookstores' net profit is \$391,130; \$18,750 less than last year, rental property net profit is \$673,538; up \$60,000 from last year. \$183,395 in employee tuition scholarships has been used.

Restricted Funds

Federal grants and contracts are up \$623,615; state grants and contracts are down \$215,540; local grants and contracts are down \$62,530; and KACV grants and contracts are up \$77,135.

Cash and Investments

\$54.1 million total minus \$14.8 million (bond) = \$39.3 million – May 2011; \$50.9 million total minus \$14.1 million (bond) = \$36.8 million – May 2010; \$50.9 million total minus \$15.4 million (bond) = \$35.5 million – May 2009.

**FINANCIAL REPORT ACCEPTED Continued:****Alterations & Improvements**

There has been \$513,654 in actual expenditures out of the \$1.5 million projected cost or 35%.

**Tax Schedule**

\$18,379,161 has been collected out of \$18,315,475 budgeted; we have exceeded our budget by \$63,686.

**Bond Expenditures**

\$40.3 million has been spent out of an estimated \$53.6 million.

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

**PRESIDENT'S REPORT:**

Twenty-seven or 100% of the Dental Hygiene students passed their written and clinical exams.

Several months ago we were asked to move one of the AC Foundation classified positions back to the Foundation for funding; it will go into effect September 1.

Amarillo College is the first community college in the country to become a No Excuses Community College.

There are 32 high schools in the Panhandle for which AC offers dual credit classes; 61 valedictorian and salutatorian students from 31 schools enrolled in dual credit courses at AC this past spring.

First summer term enrollment was down a little.

Dr. Matney praised Dr. Lowery-Hart on a great job during his first year at AC; Bruce Cotgreave and his staff were also praised on doing what they can to conserve energy and water.

Last fall the Board approved the administration to spend \$85,000 to update facilities on the Master Plan; a laundry list has been developed; the consultants will be back on campus on August 2 to present the President's Cabinet with a plan.

Mr. Hicks, Board chair, appointed three regents to serve on the Moore County Campus Expansion Committee: Michele Fortunato, John Hicks, and Bryan Poff.

On July 24 there will be a Larry Appel Center dedication in Dumas. He has done much to make the Moore County Campus a success.

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

Ms. Fortunato said the AMoA is pleased to present the recent work of the Spanish painter José Manuel Ciria; the exhibit runs through July 31. The AMoA is currently accepting applications for the director position at the museum.

**CLOSED SESSION:**

At 7:57 p.m., Mr. Hicks announced there would be a closed meeting to afford an opportunity for the Board of Regents to deliberate the purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code.

At 8:10 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.

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Carroll Mack Forrester, Secretary





























