

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

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

**REGENTS ABSENT:** Ms. Mary Jane Nelson and 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; Dr. Russell Lowery-Hart, Vice President of Academic Affairs; Dr. Paul Matney, President; and Ms. Danita McAnally, Chief of Planning and Advancement

Mr. Gerald Bybee – Bond Counsel, Underwood Law Firm  
Mr. Bruce Cotgreave – Director, Physical Plant  
Mr. Daniel Esquivel – Executive Director, Hereford Campus  
Mr. Jonathan “Catfish” Evans – representing Classified Employees Council  
Mr. Jason Hughes – Senior Vice President, First Southwest Company  
Ms. Dana Jameson – representing the *Hereford Brand*  
The Honorable Bob Josserand – Mayor of Hereford  
Mrs. Lori Merriman – Executive Secretary, President’s Office  
Mr. Anthony Najar – President, Student Government Association  
Mrs. Lacy Mueggenborg – Assistant Director, Hereford Campus  
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  
Ms. Kim Silvia – Vice President, Student Government Association  
Mr. Andy Thorne – Advising Associate, Hereford Campus  
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, Chairman. He welcomed all present and asked if there were any public comments. Dr. Woodburn gave the invocation.

Mr. Hicks introduced Mayor Josserand. Mr. Josserand conveyed the excitement for which the community of Hereford has for the new AC Hereford Campus to be built. He said he had introduced William C. Hanshaw to Dr. Matney in order that they could meet concerning his gift proposal to Amarillo College. Mr. Josserand explained how they had worked diligently with Underwood Law Firm to bring this to fruition. He thanked Dr. Matney, the Board of Regents, and Amarillo College for making this happen.

**MINUTES APPROVED:**

Mr. Nicholson moved, seconded by Ms. Fortunato to approve minutes of the regular meeting of September 27, 2011. The motion carried unanimously.

**STUDENT GOVERNMENT ASSOCIATION REPORT:**

Anthony Najar, president of SGA, told the Regents that the Common Reader, *Extremely Loud and Incredibly Close*, by Jonathan Safran Foer, would be presented on Wednesday, November 2, at 7:00 p.m. at the Globe News Center. The SGA Executive Board will travel to Corpus Christi to the Association of Promotion for Campus Activities. Mr. Najar introduced Kim Silvia, vice president of SGA; she has been restructuring the role of vice president. SGA is trying to educate students on campus about what is going on in the Texas Legislature and government.

**EDUCATION REPORT – HEREFORD CAMPUS UPDATE:**

Daniel Esquivel, Executive Director, Hereford Campus, presented a PowerPoint report. He discussed the demographics of the students at the Hereford Campus. There are 267 academic students; 66 continuing education; 54 workforce development; and 110 dual credit students for a total of 497 students being served. Of the 267 academic, 186 (70%) are female; 81 (30%) are male. There are 153 Hispanic females and 70 Hispanic males enrolled. There are 97 full time and 170 part time students. Hereford is offering new training programs in Career and Technical Education; they want to explore what training the community needs. Some new classes being offered in spring 2012 include Introduction to Renewable Energy, AC/DC, safety classes, cake decorating classes, and card making. Mr. Esquivel expressed gratitude and excitement for the future Everett and Mabel McDougal Hinkson Memorial Campus.

**EVERETT & MABEL MCDUGAL HINKSON FOUNDATION, INC. BYLAWS APPROVED:**

With the establishment of the Everett & Mabel McDougal Hinkson Foundation, Inc. the bylaws of said entity need to be approved by the Amarillo College Board of Regents. The Foundation will be qualified for tax purposes as a support organization of Amarillo College under section 506(a) of the Internal Revenue Code. This requires that Amarillo College control the Foundation. This control is established because under the bylaws Amarillo College appoints the directors of the Foundation. Since the bylaws establish control it is necessary that Amarillo College control the bylaws. For this reason the Articles of Formation of the Foundation require that the bylaws and amendments to the bylaws be approved by the Amarillo College Board of Regents. The bylaws are attached at pages 48 through 58. The current foundation directors include Bob Josserand, mayor of Hereford; Mike Mauldin, Hereford Economic Development Corporation; and Dr. Paul Matney, president of Amarillo College.

Mr. Nicholson moved, seconded by Mr. Forrester to approve the Everett & Mabel McDougal Hinkson Foundation, Inc. bylaws. The motion carried unanimously.

**ISSUANCE OF REVENUE BONDS, FOR THE CONSTRUCTION OF THE CAREER AND TECHNICAL CENTER IN DUMAS, TEXAS AUTHORIZED AND APPROVED:**

Jason Hughes with First Southwest Company presented a proposal for the revenue bonds.

Consideration of the passage of a resolution authorizing the issuance and sale of Amarillo Junior College District Combined Fee Revenue Bonds, Series 2011; providing for the security and payment thereof; approving a bond purchase agreement; approving the official statement and enacting other provisions relating thereto. True interest cost (TIC) is 3.5%. The “Bond Buyer’s” Index of (20 year) municipal bonds is currently at 4.8%. The Fitch Rating for the

Minutes of the Amarillo College Board of Regents Regular Meeting of October 25, 2011**ISSUANCE OF REVENUE BONDS, FOR THE CONSTRUCTION OF THE CAREER AND TECHNICAL CENTER IN DUMAS, TEXAS AUTHORIZED AND APPROVED Continued:**

General Obligation bonds was given AA-/stable; and Standards and Poor's was A+/stable. Mr. Hughes indicated that Amarillo College was rated higher than most community colleges.

Mr. Forrester moved, seconded by Dr. Proffer to authorize issuance and approve sale of Amarillo Junior College District Combined Fee Revenue Bonds, Series 2011. The motion carried unanimously.

**PUBLIC HEARING ON THE PROPOSED NEW EXEMPTION OF "GOODS IN TRANSIT":**

Mr. Hicks read the following: "In accordance with provisions of Section 1-n (d), Article VIII, Texas Constitution, any person and/or persons wishing to come before the Board of Regents regarding the proposed New Exemption of "Goods in Transit" for the Amarillo Junior College District is given the opportunity to be heard." There was no public opposition.

**EXEMPTION OF "GOODS IN TRANSIT" – LOCAL OPTION TO TAX SB 1 APPROVED:**

At a regularly scheduled meeting of the Board of Regents of the Amarillo Junior College District on September 25, 2007, the Board passed a resolution to tax Goods-in-Transit, Tax Code Section 11.253. During the 2011 special session, the legislature acted to significantly limit the applicability of section 11.253. This exemption now applies only to goods that are stored in a public warehouse owned by someone other than the owner of the goods. The law no longer exempts goods that are in a location for assembly, manufacturing, fabrication or processing, as was the case under the law passed in 2007.

Passage was recommended of the attached resolution taxing tangible personal property in transit at page 59. An affirmative vote will reaffirm the action taken by the Board on September 25, 2007.

Dr. Woodburn moved, seconded by Mr. Nicholson to approve the resolution taxing tangible personal property in transit. The motion carried with Mr. Forrester opposing the approval.

**SACS QUALITY ENHANCEMENT PLAN (QEP) UPDATE:**

Dr. Matney explained that the SACS site visit will be presented to the off-site team first; on September 18-20, 2012, an on-site team will be on campus. Ms. McNally explained that the Quality Enhancement Plan (QEP) team has been working diligently and they are aligned with the No Excuses initiative. Information garnered from the First-Year Seminar Class will be submitted to SACS. In the spring, Drs. Lana Jackson and Judith Carter will present an extensive update for the Regents.

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

**APPOINTMENTS Continued:**Faculty**Bradshaw, Jimmy Don – Instructor, Welding Technology****Effective Dates: August 22, 2011 through August 31, 2012****Salary: \$48,159.00 per year for 9 months full-time temporary****Qualifications: B.S., West Texas A&M University, Canyon, Texas****A.A.S., Amarillo College, Amarillo, Texas****A.A., Amarillo College, Amarillo, Texas****Experience: 16 years related work****Note: Replacement for Jay Anders**

**Bio:** Jimmy Bradshaw has worked part-time in the Welding program for several years and in the 1980's he was a full-time Instructor and Department Chair in welding. Mr. Bradshaw left Amarillo College in 1986 to work full-time in the welding industry. Mr. Bradshaw earned an AAS in Welding and an AS in Biology from Amarillo College. Mr. Bradshaw also has a BS in Biology from West Texas A & M University.

**Davidson, Brenda Jeane – Instructor, Center for Teaching & Learning****Effective Date: October 01, 2011****Salary: \$56,011.00 per year for 11 months full-time****Qualifications: M.S., University of Houston-Clear Lake, Houston, Texas****B.F.A., University of Houston, Houston, Texas****Experience: 14 years related work****Note: Change of status from classified employee to faculty.****Reclassification to align with other positions in department.**

**Bio:** Brenda Davidson has been with Amarillo College since January 2006 as a Classified Employee, E-Learning Instructional Designer. Ms. Davidson earned a BFA in Graphic Communications from the University of Houston and a MS in Education Instructional Technology from the University of Houston-Clear Lake. Ms. Davidson taught 3D Animation in the Spring Branch ISD and worked in private industry including time as an instructional designer with Rockwell Space Operations developing programs for NASA.

**McUne, Sharla "Delane" - Instructor, Instrument & Control Technology, Wind Energy****Effective Dates: August 22, 2011 through August 31, 2012****Salary: \$48,749.00 per year for 9 months full-time temporary****Qualifications: M.B.A., Eastern New Mexico University, Portales, New Mexico****B.S., University of Texas, Austin, Texas****Experience: 11 years related work****Replacement for: Terry Tucker**

**Bio:** Sharla McUne earned a BS in Mechanical Engineering from the University of Texas, a MBA in Management from Eastern New Mexico University and a Graduate Certificate in Wind Energy Management from Texas Tech University. Ms. McUne has spent the last 4 years at Clovis Community College as an Instructor and Program Coordinator in Industrial Technology. Ms. McUne also spent a year as an Instructor in the Management Department of ENMU.

**APPOINTMENTS Continued:****Sharp, Elizabeth A. – Instructor, Vocational Nursing****Effective Date: October 03, 2011****Salary: \$42,809.00 per year for 9 months full-time****Qualifications: B.S., Medical College of Georgia, Augusta, Georgia****Experience: 9 years related work****Replacement for: Tammie Tabor**

**Bio:** Elizabeth Sharp earned a BS in Nursing from the Medical College of Georgia and is a licensed Registered Nurse in Texas. Ms. Sharp most recently worked as a staff RN in Chemo Administration at the Harrington Cancer Center and has worked in the same capacity at Longstreet Cancer Center in Gainesville, Georgia.

**B. BIDS AND PROPOSALS:****• Johnson Controls, Energy Management System**

Project includes the purchase and installation of new equipment as a part of the existing Energy Management System that will provide controls for Community Link and will upgrade and enhance the controls at KACV, Engineering, and Durrett Hall. This project will allow us to be more energy efficient while providing a more comfortable atmosphere in the buildings listed.

**This is a single source purchase;** new equipment needs to be able to communicate and be compatible with existing components.

It was recommended to contract with Johnson Controls, per the TXMAS Contract #6-840160, for the amount of \$154,735.00 to complete this work.

Funds are available in the 2011-2012 A&I Budget.

**• Copy Paper – Fiscal Year 2011-2012**

Purchase of copy paper for the 2011-2012 budget year was approved. Purchases will be made according to Board Policy and State regulations. The estimated cost is \$51,000.00.

Funds for this procurement are available from the 2011-2012 Print Shop budget.

**C. BUDGET AMENDMENTS:**

A list of budget amendments for approval by the Board is attached at page 60. Dr. Woodburn and Mr. Poff questioned the transfer of funds from Fire Protection Technology – Appointed Personnel Pool. Dr. Matney explained that we have not been able to hire a Coordinator of Fire Protection Technology; consequently, we have extra funds in that account to use to cover the expense of a temporary emergency English salary.

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

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of August 31, 2011 and September 30, 2011 are attached at pages 61 through 80.

**August 31, 2011:****Reserve Analysis FY 2011**

The balance as of 8/31/2010 was \$21,927,855; the current fiscal year activity was \$828,983, leaving \$21,098,872 as the ending balance. Year-end close was \$2,868,611 with a balance of \$23,967,483 as of 8/31/11.

**As of 09/30/11:****Revenue**

We are 8% through the year. We have received 21% of our total budgeted revenue; \$8 million in academic tuition and fees or 46%.

**Expenditures**

We have spent 8% or \$4.4 million of the \$53.7 million amended fiscal 2012 budget.

**Auxiliary Enterprises**

Bookstores' net loss is \$15,845; rental properties net profit is \$159,331; an increase of 15%.

**Restricted Funds**

Total expenditures have decreased \$764,144. Federal grants and contracts are down \$174,081; state grants and contracts are up \$182,080; local grants and contracts are down \$1,442; and KACV grants and contracts are up \$68,438. Resident instruction is down \$430,895.

**Cash and Investments**

\$45.8 million total minus \$10.5 million (bond) = \$35.3 million – September 2011; \$55.2 million total minus \$22.8 million (bond) = \$32.4 million – September 2010; \$57.6 million total minus \$24.4 million (bond) = \$33.2 million – September 2009.

**Alterations & Improvements**

There has been \$1,500 in actual expenditures out of the \$1.2 million projected cost.

**Tax Schedule**

\$78,528 has been collected out of \$18,659,577 budgeted; we under our budget by \$18,581,049.

**Reserve Analysis**

As of 8/31/11, we have a total of \$23,967,483.

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

**PRESIDENT'S REPORT:**

Matney polled the Board to schedule the best date in December for a special board meeting; Tuesday, December 13 at 6:00 p.m. was selected. The Board will be asked to approve an architectural firm for the Hereford Campus and the Facilities Master Plan.

The National League for Nursing (NLN) accreditation review was recently conducted; the Nursing Division received full accreditation with no recommendations. There are 27 full-time faculty.

On October 12, 2011, Dr. Matney, Mr. Hicks, Ms. Nelson, and Mr. Nicholson traveled to Dallas for the Texas Association of Community Colleges Trustees and Administrators (TACCTA) and the Community College Association of Texas Trustees (CCATT) Conference.

On November 3-4, Dr. Matney, Mr. Hicks, Ms. Nelson, and Mr. Nicholson will travel to Austin for the Texas Higher Education Leadership Conference.

The Wendy and Stanley Marsh Creative Mind Series Lecture and mentor dinner was held on October 13.

The AC Common Reader Lecture, *Extremely Loud and Incredibly Close*, by Jonathan Safran Foer, will be held at the Globe-News Center for the Performing Arts on Wednesday, Nov. 2; the reception will be at 6:00 p.m. with the lecture at 7:00 p.m.

The No Excuses Summit will be held on October 26; Damen Lopez, founder of No Excuses, will be the keynote speaker.

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

Mr. Forrester spoke of the recent AC Benefit Plan Investment Committee which he attended.

Ms. Fortunato distributed a one-page flyer from the AMoA which featured the *Aftermath: Images from Ground Zero* exhibit will be highlighted October 28 – December 31. These photographs were taken after the September 11, 2001 attack. In partnership with KACV, AMoA will present a special screening of NOVA's "Engineering Ground Zero," on Friday, October 28, 7:15 p.m. On November 17 at 7:15 p.m., the Reverend Stuart Hoke, former Rector of St. Andrews Episcopal Church, will give his personal testimony regarding involvement with the emergency 9/11 workers.

**CLOSED SESSION:**

At 8:06 p.m., Mr. Hicks announced there would be a closed meeting so the Board may review and amend or not amend the terms of the President's Contract as they deem appropriate, including but not limited to compensation, length of term and any other matters.

At 8:25 p.m., Mr. Hicks called the Amarillo College Board of Regents meeting back into open session. 1) Mr. Poff moved, seconded by Mr. Nicholson to authorize a President's Discretionary fund in the amount of \$10,000 to be established for use by the President for College business

**CLOSED SESSION Continued:**

and to take funds from Regents' operational budget. The motion carried unanimously. 2) Dr. Woodurn moved, seconded by Dr. Proffer to amend the President's contract to extend three more years to expire on August 31, 2014. The motion carried unanimously.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

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**John D. Hicks, Chairman**











































































