

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

REGENTS PRESENT: Mr. John D. Hicks, Chair; Mr. Don L. Nicholson, Vice Chair; Ms. Michele Fortunato; Ms. Mary Jane Nelson; and Dr. Gene Norman

REGENTS ABSENT: Mr. Carroll M. Forrester, Secretary; Mr. H. Bryan Poff; Dr. Paul L. Proffer; and Dr. David C. Woodburn

OTHERS PRESENT: Mr. Robert Austin, Vice President of Student 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

Mrs. Carol Bevel – representing Classified Employees Council
Mrs. Teresa Clemons – Senior Director of Grants, Assessment & Development
Mr. Bruce Cotgreave – Director, Physical Plant
Mrs. Kim Davis – Dean of Continuing Education
Dr. Shawn Fouts – Dean of Career and Technical Education
Ms. Pamela George – representing Faculty Senate
Ms. Andrea Godoy – representing *The Ranger*
Ms. Lani Hall – representing Connor, McMillon, Mitchell and Shennum, PLLC
Mr. Jacob Mayer – representing *Amarillo Globe News*
Mrs. Lori Merriman – Executive Secretary, President’s Office
Mr. Anthony Najar – President, Student Government Association
Mrs. Theresa Rider – Associate Vice President of Finance Administrative Services
Mr. Mark Rowh – representing Faculty Senate
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
Dr. Kathy Wetzel – Department Chair, Mathematics & Engineering
Mrs. Melissa Wilson – representing Administrators Association
Mr. Joseph Wyatt – Communications Coordinator, College Relations

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

MINUTES APPROVED:

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

Dr. Matney gave kudos to Dr. Kathy Wetzel; recently she was awarded the 2011 Carnegie Foundation for the Advancement of Teaching Outstanding Community Colleges Professor of the Year. The U.S. Professors of the Year program is administered by the Council for Advancement and Support of Education (CASE). The awards luncheon was held in Washington, DC.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Anthony Najar, president of SGA, reported that the next Distinguished Lecture Series speaker will be Jehan Sadat; she is the widow of the late Egyptian president, Anwar Sadat. Mrs. Sadat is an advocate for women's rights and peace in the Middle East. The lecture will be held on March 1. On November 30, SGA will host a Christmas party on the Washington Street Campus; Dr. Jim Rauscher will play the piano.

INDEPENDENT AUDIT REPORT FOR 2010-2011 APPROVED:

Ms. Lani Hall from Connor, McMillon, Mitchell & Shennum, PLLC presented the regular audit report for the fiscal year ending August 31, 2011. Copies of the audit were provided to the Board of Regents.

The financial statements of the College have been examined and were referred to fairly. Ms. Hall summarized the management's discussion and analysis and the statements of net assets. Total liabilities and net assets for 2011 were \$172,958,732. Income before including the special item (impairment loss on buildings) was \$1.5 million. No deficiencies in internal control over financial reporting were considered to be material weaknesses. However, the results of the auditing procedures did disclose instances of noncompliance with requirements that are required to be reported in accordance with OMB Circular A-133 which are included with the schedule of findings and questioned costs were discussed. There were 11 findings this year; five were compliance issues and six were significant deficiencies. New rules have been created for those overseeing grants and each grant is being more closely examined; we are implementing plans and responding to each issue concerning grants. There are 18 grants being managed at this time. These impediments were presented to AC straight up; one reason for these single-audits is to enable us to realize and fix problem areas. However, the state qualified us as a low-risk school. Corrective action plans have been discussed and all involved have committed to resolving these deficiencies.

Ms. Fortunato moved, seconded by Mr. Nicholson to approve the independent audit report. The motion carried unanimously.

EDUCATION REPORT – LOCAL HIGH SCHOOL GRADUATE DATA AND ENROLLMENT AT AMARILLO COLLEGE:

Mr. Austin discussed the data reported from the Texas Higher Education Coordinating Board on high school graduation and enrollment at Amarillo College. He discussed the enrollment trends at Amarillo College; in 2010, we enrolled under 100 students from Canyon, River Road, Bushland, Highland Park, and Richard Milburn high schools. We enrolled 100 from Randall; 112 from Palo Duro; 150 from Amarillo; 153 from Tascosa; and 177 from Caprock high schools. We recorded our largest academic enrollment of 11,675 in fall 2010. Of 2010 AISD graduates, Amarillo College initially enrolled 62%; WTAMU – 14%; and others – 24%. Letters are mailed to all AISD high school students and private meetings have been held with principals. In 2010, Amarillo College enrolled over 2,000 dual credit students.

ANNUAL GRANTS AND CONTRACT REPORT:

Ms. McAnally introduced Mrs. Teresa Clemons, Senior Director of Grants, Assessment & Development. A grant and contract analysis of FY 2011 was distributed and discussed. During FY 2011, Amarillo College received \$7,101,087 in external funds from grants and contracts. There was a 3.5% increase from FY 2010 grant funds received – \$5.5 million FY11; and, a 54% increase in contract funds received primarily due to two new funding contracts from Amarillo Economic Development Corporation – \$1.6 million. During FY 2011, 10 grants were awarded; two were denied. Of the grant proposals submitted, AC had an award success rate of 83.33%; according to THECB, the average award success rate for higher education institutions is 55%. Currently, a rural assistance grant is being pursued for the Hereford Campus.

RENAMING POLK STREET CAMPUS:

Mrs. Green reported the administration's desire to rename the Polk Street Campus to the Amarillo College Downtown Campus. Mrs. Green met with Mrs. Kim Davis, Mrs. Diane Brice and Mr. Cotgreave regarding the consequences regarding renaming the campus, signage, classes, and room scheduling. Mrs. Davis said she was excited about the upcoming name change as she expressed the need for a downtown presence. Mrs. Green showed an artist's rendering of the new signage. This will go into effect August 2012

SALE OF SURPLUS REAL PROPERTY ACCEPTED:

On the 27th day of September, 2011 a Resolution was passed by the Board of Regents declaring surplus and ordering the sale according to applicable law of the following described real property:

All of Lot 5, Block 137, Mrs. M.D. Oliver-Eakle Addition to the City of Amarillo, Randall County, Texas, subject to the use of the East 40 feet of Lot 5, Block 137 of said Addition by W.P. Buckthal, James B. Franklin, Natalie Buckthal and Yvonne Franklin until six months following the last to die of the said W.P. Buckthal, James R. Franklin, Natalie Buckthal and Yvonne Franklin.

In compliance with the Board resolution a notice of the sale was given to the general public which included the location of the land and the procedure by which sealed bids to purchase the land could be submitted. The notice was published on two separate dates as required. An appraisal of the land was obtained establishing the fair market value as \$50,000.00 and bids required that as a minimum bid.

Two bid packets (including bid forms) were picked up and one bid packet by Jim Austin with a bid of \$50,200.00 was returned.

The administration recommended the Board of Regents accept the bid of \$50,200.00 as the highest and best bid and authorize conveyance of the surplus described above to Jim Austin.

Ms. Fortunato moved, seconded by Ms. Mary Jane Nelson to accept the highest bid and authorize conveyance of surplus real property located at 3209 South Washington Street to Jim Austin. The motion carried unanimously.

SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE 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. Board approval is required because the properties are held in trust by Potter County.

Robert Miller, Potter County Tax Assessor/Collector, sold a property (1117 North Adams St.) in a private sale, as this puts the property back in production and on the tax rolls. Information on this property is attached at pages 88 through 90. The motion should authorize the Chairman of the Board of Regents to execute the Tax Deed transferring this property to the successful bidder.

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

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:****Administrators****Clemons, Teresa – Senior Director of Grants, Assessment & Development**

Effective Date: October 20, 2011

Salary: \$58,000.00 per year 12 months full-time

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

Experience: 6 years related work

Note: Replacement for Cara Crowley

Bio: Teresa Clemons comes to Amarillo College from West Texas A & M University where she served as Director of Development for the last six years. Prior to her time at WTAMU, Teresa was Business Services and Marketing Manager for Workforce Solutions. Teresa has a Bachelor of Science and Master of Art degrees in Psychology from WTAMU.

Faculty**Witherspoon, Reem A. – Instructor, ACcess Learning Center**

Effective Dates: October 19, 2011

Salary: \$45,964.00 per year for 11 months full-time

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

Experience: 3 years related work

Note: Change of status from classified employee to faculty. New position approved in the 2011-2012 budget.

APPOINTMENTS Continued:

Bio: Reem Witherspoon has been with Amarillo College since August 2009 as an Instructional Lab Supervisor. Reem has also worked part-time as a Math Lab Supervisor for Amarillo College and as a Math Lab Tutor at West Texas A & M University. Reem has a Bachelor's in Mathematics and Chemistry from WTAMU.

B. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 91.

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

REQUEST FOR PROPOSAL NO. 1263 – 2007 BOND PROJECT, NEW PARKING LOT FOR AMARILLO COLLEGE, POLK STREET CAMPUS APPROVED:

RFP No. 1263, for the construction of a new parking lot for Amarillo College, Polk Street Campus, was advertised in the newspaper for sub-contractors and suppliers, by Page & Associates, Inc., Construction Manager-at-Risk (CMR). Proposal package included general construction, miscellaneous demolition, paving, sidewalks, curb and gutter, and landscaping and lighting.

Page & Associates, Inc., provides a Guaranteed Maximum Price of \$829,975.00.

Funds are available in the 2007 Bond Budget.

Ms. Fortunato moved, seconded by Mr. Nicholson to approve the parking lot for Polk Street Campus. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of October 31, 2011 are attached at pages 92 through 101.

Revenue

We have received 26% of our total budgeted revenue; \$8 million in academic tuition and fees or 45%.

Expenditures

We have spent 15% or \$8.3 million of the \$54.0 million amended fiscal 2012 budget.

Auxiliary Enterprises

Bookstores' net loss is \$46,285; and rental properties net profit is \$268,951; a decrease of \$2.4 thousand from last year.

Restricted Funds

Total expenditures have decreased \$1,358,604. Federal grants and contracts are down \$1,136,368; state grants and contracts are up \$177,914; local grants and contracts are down \$12,013; and KACV grants and contracts are down \$82,782.

FINANCIAL REPORT ACCEPTED Continued:**Cash and Investments**

\$45.0 million total minus \$9.5 million (bond) = \$35.7 million – October 2011; \$53.8 million total minus \$21.9 million (bond) = \$32.0 million – October 2010; \$56.0 million total minus \$23.1 million (bond) = \$32.9 million – October 2009.

Alterations & Improvements

There has been \$21,595 in actual expenditures out of the \$1.5 million projected cost.

Tax Schedule

\$533,790 has been collected out of \$18,659,577 budgeted; we are under budget by \$18,125,787.

Bond Expenditures

There has been \$16.4 million spent for completed projects; \$29.5 million for construction in progress.

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

PRESIDENT'S REPORT:

Dr. Matney reported that he, Dr. Lowery-Hart, and Ms. Judy Carter, Honors Program Coordinator, have been meeting with local high school principals informing them about the Honors Program and what Amarillo College has to offer in the way of honors curriculum and extra-curricular activities.

The architectural firm presentations will be on November 29 and December 2; Cabinet members, Mr. Hicks, Daniel Esquivel, Bruce Cotgreave, and Randy Farr, chairman of the Hereford Campus Advisory Committee, will be involved in these meetings. Six bids were submitted; five firms have been invited to give presentations.

Commencement will be held on Saturday, December 10 at 10:00 a.m.

Mr. Austin was asked to give a brief report regarding the new rules regarding vaccination requirement against bacterial meningitis for all entering students, including transfers, and returning students following a break in enrollment of at least one semester. This rule will go into effect in January 2012. This rule could affect spring enrollment; vaccine availability is limited and costly for community college students. It is the student's responsibility to provide proof of immunization prior to enrolling.

The SACSCOC Re-affirmation Preparation Update and Annual meeting will be held in Orlando, Florida, December 3 – 6. The compliance report is due in spring 2012. The site visit will be September 18 – 20, 2012.

Dr. Matney, Mr. Hicks, Ms. Nelson, and Mr. Nicholson attended the Texas Higher Education Leadership Conference in Austin, on November 3-4.

The Vocational Nursing Pinning will be on December 6; the A.D.N. Pinning on December 9.

PRESIDENT'S REPORT Continued:

Dr. Matney reported phoning Mr. William C. Hanshaw recently; Mr. Hanshaw was excited to hear of the progress on the Hereford Campus.

On November 30 at 10:00 a.m., Amarillo College, Clarendon College, and Frank Phillips College will formalize a partnership and sign a Memorandum of Understanding aimed at making students' lives easier and to expand educational opportunities. Programs will be aligned and offered with greater options for all three of the Colleges' students.

Mr. Sanders, AC's legal counsel, will be leaving the Underwood Law Firm December 31, 2011.

There will be a special Board meeting on December 13 to recommend an architectural firm, chosen by a selection committee, to design the Hereford Hinkson Campus and an update of the Facilities Master Plan.

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

KACV's annual membership drive will run December 2-11. On Pearl Harbor Day, December 7, KACV will host a night of local productions. KACV will air Amarillo Opera's La Boheme on December 23.

Ms. Fortunato reported that in partnership with KACV, AMoA presented a special screening of NOVA's "Engineering Ground Zero," on Friday, October 28. On November 17, the Reverend Stuart Hoke, former Rector of St. Andrews Episcopal Church, gave his personal testimony regarding involvement with the emergency 9/11 workers.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

John D. Hicks, Chairman

