

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
March 27, 2012**

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; Dr. Paul L. Proffer; and Dr. David C. Woodburn

REGENT ABSENT: Mr. H. Bryan Poff

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; and Dr. Paul Matney, President

Mrs. Olga Bustos – representing Classified Employees Council
Mrs. M. J. Coats – Consultant, Workforce Training/Continuing Education
Mr. Richard Constancio – representing Shiver-Megert
Mr. Bruce Cotgreave – Director, Physical Plant
Mrs. Kim Crowley – Director of Center for Continuing Healthcare Education
Mrs. Kim Davis – Dean of Continuing Education
Mrs. Megan Eikner – Associate Director of Continuing Education
Dr. Shawn Fouts – Dean of Career and Technical Education
Ms. Pam George – representing Faculty Senate
Mrs. Lori Merriman – Executive Secretary, President’s Office
Mr. Luke Morrison – Coordinator of Personal Enrichment
Mr. Anthony Najar – President, Student Government Association
Mr. Yann Ranaivo – representing *Amarillo Globe-News*
Mr. Greg Rohloff – representing *Amarillo Independent*
Mrs. Brenda Sadler – Exec. Asst., Pres’s Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders – Legal Counsel
Mrs. Leslie Shelton – Coordinator, Workforce Training/Continuing Education
Mrs. Vickie Shelton – Director, Purchasing
Mrs. Jeanetta Smiley – Administrative Clerk II, Continuing Education
Mr. Jeff Tankersley – Attorney, Sprouse, Shrader, Smith P.C.
Mr. Lynn Thornton – Director, Administrative Services/Human Resources
Dr. Kathy Wetzel – Department Chair/Professor, Mathematics & Engineering
Mr. Mark White – Attorney, Sprouse, Shrader, Smith P.C.
Mrs. Melissa Wilson – representing Administrator’s 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. Dr. Woodburn gave the invocation.

MINUTES APPROVED:

Mr. Nicholson moved, seconded by Ms. Fortunato to approve minutes of the regular meeting of February 21, 2012 and the special meeting of March 9, 2012. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Anthony Najar, president of SGA, reported they attended the State Convention in Austin this month. SGA has ratified their constitution. SGA students were nominated for a Golden Nail Award for their "Aftermath: Images from Ground Zero," exhibition by Joel Meyerowitz; the banquet will be held April 12. They were nominated for the award by the Amarillo Museum of Art.

PROFESSOR EMERITUS NOMINATION PROPOSAL:

Deferred

EDUCATION REPORT – AMARILLO CONTINUING EDUCATION:

Kim Davis, Dean of Continuing Education, gave an overview of the division. She introduced her staff and they gave a short presentation regarding their area. Leslie Shelton, Coordinator, Workforce Training, said she works with many instructors from Pantex and Tyson Foods and many business etiquette classes are taught. Kim Crowley, Director of Center for Continuing Healthcare Education, said they have many partnerships with healthcare providers. All healthcare professionals have to take courses to earn CEUs. CNA classes are taught within the healthcare education area. M. J. Coats, Consultant, Workforce Training, is the program consultant for workforce training. She targets certain markets by using Facebook and Twitter. Megan Eikner, Associate Director of Continuing Education, serves as CE registrar and works closely with the Coordinating Board, Region XVI, coordinates the real estate classes, she is working on getting project management certification preparation online, and she works with Xcel Energy to provide classes. Luke Morrison, Coordinator of Personal Enrichment, offers classes to people from two years old to 102. Some of the children's programs include gymnastics and dance; the conservatory theatre also falls under his area. Half-day and full-day camps are offered at Ascension Academy. Other classes offered include: ballroom dance and country & western dancing; upholstery classes; Seniors College Program; computer classes for seniors; and motorcycle safety classes. Mr. Morrison briefly spoke of the 20 motorcycles which were destroyed recently in the fire at B Building on West Campus; DPS is furnishing them with eight replacement motorcycles.

BOND CONSTRUCTION UPDATE:

The Board of Regents was updated on the current status of proposed construction projects. The Board was also presented with an overview of the renovations at Buildings V and S, East Campus, and the Music Building on the Washington Street Campus. Mr. Cotgreave spoke of the fire at B Building on West Campus. He said there was extensive smoke damage; the new ceiling will go in tomorrow; the walls will also be cleaned and deodorized tomorrow. Classes will be able to move back in the south end of the building on Monday. Custodian, Olga Prieto, will be honored for her swift actions which led to the safe evacuation of the building and the timely arrival of the Amarillo Fire Department, which managed to contain the blaze to a single room.

Richard Constancio reported that construction on the Music Building will begin in the summer. Some of the areas to be remodeled include: building a new ramp to meet ADA codes; new choir rooms; better acoustics will be installed; practice sound rooms; new recording studio; office spaces and classroom will be renovated on the 2nd and 3rd floors; and they are working on a plan to waterproof the roof. Estimated cost: \$3.3 million. Bids for the renovations on Buildings V

Minutes of the Amarillo College Board of Regents Regular Meeting of March 27, 2012**BOND CONSTRUCTION UPDATE Continued:**

and S, East Campus, will go out in April. Areas to be renovated include: new insulation; new ceilings; and façade; shops and classrooms will be enlarged; a new elevator installed; and smart classrooms wired and equipped. Estimated cost: \$4.2 million.

CONSENT AGENDA APPROVED:**A. BIDS AND PROPOSALS:**

- Request For Proposal No. 1270 – Asbestos Abatement – Music Building & Durrett Hall, East Campus Buildings N, V, Old Post Office, and Club House

RFP No. 1270, for asbestos abatement of the Music Building and Durrett Hall, located on the Washington Street Campus, and Buildings N, V, Old Post Office, and Club House, located on the East Campus, was advertised in the newspaper. Six (6) contractors submitted proposals. A tabulation of proposals received is attached at page 156.

It was recommended to award Proposal No. 1270 to Empire Environmental, the low proposer to the specifications, in the amount of \$181,607.50.

Funds for the Music Building and East Campus Building V (\$59,200.00) are available in the 2007 Bond Project Budget.

Funds for Durrett Hall and East Campus Building N, Old Post Office, and Club House projects (\$122,407.50) are available in the 2011-2012 A&I Budget.

B. BUDGET AMENDMENTS:

A list of budget amendments approved by the Board is attached at page 157.

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

FINAL PAYMENT – 2007 BOND PROJECT, JONES HALL FOR AMARILLO COLLEGE, WEST CAMPUS APPROVED:

Approval for final payment was requested, in the amount of \$78,040.71, for the project listed above. Construction Manager-at-Risk, Page & Associates, Inc. provided a Guaranteed Maximum Price of \$9,663,276.00. The final cost for the project is \$9,224,618.71. A contingency in the amount of \$368,315.00 has been credited back to Amarillo College, along with a savings of \$70,342.29.

Mr. Nicholson moved, seconded by Mr. Forrester to approve final payment of Jones Hall, Amarillo College West Campus. 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. 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 158 through 161. Board approval is required because the properties are held in trust by Potter County.

The Potter County Tax Assessor/Collector recommends 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.

Dr. Woodburn moved, seconded by Mr. Nicholson to authorize the chair of the Board of Regents to execute the Tax Deeds transferring these properties to the successful bidders. The motion carried unanimously.

CONSUMABLE FEE PROPOSAL APPROVED:

This item is placed on the agenda in order that the Board of Regents may consider approval of consumable fees for indicated Professional Truck Driving Academy courses.

Following are specific course fees which were reviewed and approved by the Academic Affairs Curriculum Committee, the Vice-President for Academic Affairs, the Vice-President for Business Affairs, and the President.

- CVOP 2135: Defensive Driving Course - \$147.00
- CVOP 1205: Commercial Driver's License Written Skills - \$367.00
- CVOP 1301: Commercial Driver's License Driving Skills - \$440.00
- CVOP 2233: Advanced Driving Skills I - \$440.00
- CVOP 2337: Advanced Driving Skills II - \$440.00

Mr. Forrester moved, seconded by Ms. Nelson to approve the consumable fee proposal for indicated Professional Truck Driving Academy courses. The motion carried unanimously.

TUTORING FEE PROPOSAL TABLED:

This item was placed on the agenda in order that the Board of Regents might consider approval of a \$20 tutoring fee to be added to selected science courses.

Attached at pages 162 through 163 are science courses which were reviewed and approved by the Academic Affairs Curriculum Committee, the Vice-President for Academic Affairs, the Vice-President for Business Affairs, and the President.

Dr. Kathy Wetzel discussed the reason for requesting this tutoring fee for the science lab. She indicated there were 2,700 visits to the science lab in the fall; and there has been a 25% increase this spring due to offering additional tutoring. Dr. Wetzel explained that the lab was modeled

TUTORING FEE PROPOSAL TABLED Continued:

after the successful Math Outreach Center. After many questions and much discussion, Mr. Nicholson moved, seconded by Ms. Nelson to table until more data was provided. The motion carried unanimously.

TUITION AND FEE INCREASE APPROVED:

The administration presented data and a recommendation to increase tuition and fees effective fall 2012 was discussed.

The recommendation: increase in-district tuition and fees - \$6/credit hour; out-of-district - \$9/credit hour; and out-of-state - \$10/credit hour.

Mr. Nicholson moved, seconded by Dr. Proffer to approve the tuition and fee increase requested and to add an additional \$1 to the General fee; bringing it to \$4; and to use the additional dollar for the selected science courses tutoring fee requested. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of February 29, 2012 are attached at pages 164 through 173.

Revenue

We are half way through the year; we have received 62% of our total budgeted revenue; we are below budget; spring enrollments are down.

Expenditures

We have spent 47% or \$25 million of the \$54 million amended fiscal 2012 budget.

Auxiliary Enterprises

Bookstores' net profit is \$363,801; and rental properties net profit is \$363,157. The employee scholarships are at \$100,187.

Restricted Funds

Total expenditures have decreased \$544,757. Federal grants and contracts have decreased \$1,773,012; state grants and contracts are up \$125,086; local grants and contracts are up \$79,711; and KACV grants and contracts are down \$350,523.

Cash and Investments

\$56.5 million total minus \$10.7 million (bond) = \$45.8 million – February 2012; \$61.7 million total minus \$17.5 million (bond) = \$44.2 million – February 2011; \$58.7 million total minus \$19.6 million (bond) = \$39.1 million – February 2010.

Alterations & Improvements

There has been \$504,863 in actual expenditures out of the \$1.6 million projected cost.

Tax Schedule

\$18,014,930 has been collected out of \$18,659,577 budgeted; we are under budget by \$644,647.

FINANCIAL REPORT ACCEPTED Continued:**Bond Expenditures**

There has been \$49.0 million spent for completed projects out of \$55.8 million projected.

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

PRESIDENT'S REPORT:

The Harrington Faculty Fellows and Harrington Graduate Fellows of The University of Texas at Austin luncheon and symposium will be on Tuesday, April 3, 2012, 12:00 noon at the Amarillo Country Club.

Representative John Smithee was named the 2012 AC Distinguished Alumnus recipient. He will be awarded and speak at Honors Convocation on Sunday, April 15, 2:00 p.m., in the Civic Center Auditorium.

The Math Outreach Center received a National Council of Instructional Administrators (NCIA) Exemplary Initiative award.

As Anthony Najar mentioned in his report, SGA students were nominated for a Golden Nail Award for their "Aftermath: Images from Ground Zero" exhibition at the AMoA.

The 2012 Common Reader selection will be Rudy Giuliani's *Leadership*. The 2012 Faculty and Staff Reader is *The Worst Hard Time* by Timothy Egan.

Dr. Matney spoke of the Achieving the Dream Conference in Dallas, February 28 – March 2; the AtD team was in attendance.

Mr. Hicks, Ms. Fortunato and President Matney were invited, as an Achieving the Dream school, to attend a Board of Trustees Institute in Santa Fe, New Mexico on March 29-31. The institute is being sponsored by the University of Texas.

An Evening with Ken Burns, highlighting his film, "The Dust Bowl"; will be held on Sunday, April 15, in the Botanical Gardens.

Dr. Matney referred to a handout focusing on Brian and Stacy Sanning, former AC students; the Sannings believe that attending Amarillo College is a logical choice. They recommend AC to everyone.

Amarillo Opera has upcoming performances on Saturday evening and Sunday afternoon.

The Coffee Memorial Blood Center's Annual Recognition Luncheon is on April 10.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 27, 2012**REGENTS' REPORTS, COMMITTEES, AND COMMENTS REGARDING AC AFFILIATES:**

Ms. Fortunato distributed AMoA brochures and bookmarks. The Board was invited to attend the Recycle Art Festival, March 31; the exhibition will be up March 31 – April 8. The Theodore Waddell: The Horse Exhibition will be from May 18 – August 5; The Art of George Rodrigue: Cajuns to Blue Dogs will be exhibited August 11 – October 14. An invitation to the Recycle Art Festival on March 30 was distributed.

Mr. Nicholson said the KACV membership drive has begun.

Dr. Woodburn stated that at the last meeting the TIRZ Committee was presented a \$50,000 request for lights in the new parking lot at the Polk Street Campus

CONSIDERATION OF DEVELOPMENT OF EAST CAMPUS:

At 8:05 p.m., Mr. Hicks announced there would be a closed meeting so the Board might discuss and consider an economic development opportunity at the East Campus.

At 9:27 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.

Carroll M. Forrester, Secretary

