

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
April 24, 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; Mr. H. Bryan Poff; Dr. Paul L. Proffer; and Dr. David C. Woodburn

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

Mr. Larry Appel – Retired Superintendent DISD/Chair, MCC Advisory Committee
Mrs. Judy Appel – wife of Larry Appel
Ms. Danielle Arias – Asst. Dir, Continuing Education/Workforce Development, MCC
Mrs. Melissa Bates – Assistant Director, Academic Services, MCC
Mr. Cleo Castro – MCC Advisory Committee member
Mr. Richard Constancio – representing Shiver-Megert
Mr. Bruce Cotgreave – Director, Physical Plant
Mrs. Ina Fiel – representing Classified Employees Council
Mrs. Juana Ree Forrester – wife of Carroll Mack Forrester
Dr. Shawn Fouts – Dean of Career and Technical Education
Mr. Jason Hughes – Senior Vice President, First Southwest Company
Dr. Alan Kee – Chairman, Rank and Tenure Committee
Mrs. Kara Larkan-Skinner – Director of Institutional Research
Mr. Gene Legg – Dumas Economic Development Corp/MCC Advisory Committee
Mrs. Alexa Maples – Coordinator, Student Support Services, MCC
Mrs. Lori Merriman – Executive Secretary, President’s Office
Mrs. Melanie Nicholson – wife of Don Nicholson
Mr. Ray Oglesby – Dumas Economic Development Corporation
Mrs. Patricia Oglesby – wife of Ray Oglesby
Mr. Rowdy Rhoades – Judge and MCC Advisory Committee member
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. Billie Faye Schumacher – Retired Judge and MCC Advisory Committee member
Mrs. Vickie Shelton – Director, Purchasing
Mr. Randy Sims – Instructor, Instrument & Control Technology, MCC
Ms. Jennifer Soto – representing Shiver-Megert
Mr. David Swinford – Retired Texas State Representative
Mr. Jeff Tankersley – Attorney, Sprouse, Shrader, Smith P.C.
Mr. John Vincent – Instructor, Instrument & Control Technology, MCC
Mrs. Renee Vincent – Executive Director, Moore County Campus
Mr. Mark White – Attorney, Sprouse, Shrader, Smith P.C.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 24, 2012

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

MINUTES APPROVED:

Mr. Nicholson moved, seconded by Ms. Fortunato to approve minutes of the regular meeting of March 27, 2012. The motion carried unanimously.

PROFESSOR EMERITUS NOMINATION APPROVED:

Mark Rowh presented the 2012 Professor Emeritus nomination of Therese Jones to the Board of Regents and recommended approval status. Therese Jones began work at Amarillo College in 1973 as a math lab supervisor; next, she worked as the Academic Coordinator and Project Director for ACcess from 1978–80; Assistant Professor in the Mathematics Department from 1984-88; Math Department Chair from 1986-88; and Division of Sciences and Engineering Chairman from 1988-99. Mrs. Jones served Amarillo College for 26 years. She helped write and apply for numerous grants.

Mr. Forrester moved, seconded by Dr. Proffer to approve Mrs. Therese Jones as the 2012 Professor Emeritus recipient. The motion carried unanimously.

EDUCATION REPORT – MOORE COUNTY CAMPUS UPDATE:

Mr. Larry Appel, retired Superintendent DISD and Chair, MCC Advisory Committee, expressed his gratitude to the Board of Regents and Dumas Economic Development Corporation for approving, donating the land, and building the Career Technical Center at the Industrial Business Park.

Mrs. Renee Vincent showed a PowerPoint presentation regarding the Moore County Campus Tactical Plan which was provided to the regents prior to the meeting.

Goal 1: Expand Student Success – Strategy 1.1 – Adjust instruction and services based on assessment data. Strategy 1.5 – Assess required competencies in credit CTE course/programs, linked CE courses, and CE certification programs.

Goal 2: Ensure Student Access – Strategy 2.1 – Explore expansion of services and offerings. MCC plans to expand the physical facilities of MCC to fulfill the needs of the community. They will remodel the garage space to create a multi-purpose EC classroom/industrial lab. MCC plans to coordinate with the Achieving the Dream and No Excuses initiatives to hold focus groups with successful students who have already overcome barriers.

Goal 3: Collaborate with Partners in the Community – Instructional Leadership and development staff will seek external funding for students. MCC will provide customized training information to potential businesses considering locating in Dumas in the DEDC Business Park.

Goal 4: Ensure the College's Future - The branch campus Executive Directors will publish a Tactical Plan per campus to be reviewed annually. Review and update AC - MCC Technology Replacement Plan with CIO, adding new and emerging technologies needed for each budget year.

EDUCATION REPORT – MOORE COUNTY CAMPUS UPDATE Continued:

Mrs. Arias, Assistant Director, Continuing Education/Workforce Development, reported that Career and Technical Education will be housed in the new MCC building. She indicated they want to develop new programs and have received support from East Campus personnel. They are exploring other ideas to offer a high school pilot course.

CONSTRUCTION UPDATE:

Mr. Richard Constancio, Shiver-Megert & Associates updated the Board of Regents on the current status of the Moore County Career & Technical Center construction project. The Career & Technical Center is in the Dumas Industrial Business Park on land dedicated by Dumas Economic Development Corporation. Mr. Constancio showed and discussed the proposed site plan; it will be housed on 11 acres; the building will be 30,000 square feet; there will be 130 parking spaces; 18,000 feet will be developed into classrooms, offices; some areas of the building will have tall bays for certain programs. Constancio discussed the renewable energy yard; space for a climbing tower with a turbine. The brick on the building will be burnt pumpkin and cranberry with blue glass windows. The front of the building will face west and the highway. Xeriscaping and low irrigation will be used around the building and in the landscaping. The Student Activities Center is being refurbished into sticky spaces; the industrial shop is being expanded. Two technical labs will be built exactly the same for renewable energy and the industrial maintenance programs; there will be a large community room in the main building; and an ITV room.

ACHIEVING THE DREAM UPDATE:

The Achieving the Dream Initiative started last summer in Seattle, Washington. In August 2011, employees were given the roll-out of the student success initiative and in October the roll-out was offered to the community.

Dr. Lowery-Hart and Mrs. Larkan-Skinner presented the update. They started with the data analysis process. This data is used for decision-making. Amarillo College started the No Excuses philosophy with San Jacinto Elementary. Amarillo College is the first No Excuses College. Our challenge is “to be the right person.” The Student Success Framework includes: 1) preparation – ready and motivated for post-secondary success; 2) connection – interest to application to college; 3) readiness – enrollment to completion of gatekeeper courses; 4) progress – course of study to 75% requirements complete; 5) completion – credential, degree, or transfer with plan; and 6) employment – obtain living wage job with benefits. Student demographics: 73% are first time in college; 60% live in poverty; and 50% need developmental education.

How successful are AC students? Mrs. Larkan-Skinner reported and discussed the five Achieving the Dream goals:

Goal 1: Completion of developmental courses and advance to credit bearing courses – 29% of AC students successfully completed developmental English and reading coursework; and 27% successfully completed developmental math coursework.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 24, 2012**ACHIEVING THE DREAM UPDATE Continued:**

Goal 2: Completion of gateway courses – 31% of AC students successfully completed the gateway English course; 21% completed the gateway math course.

Goal 3: Completion of coursework with a grade of C or better – 69% of AC students completed coursework with a grade of C or better.

Goal 4: Persistence from one term to the next – 79% of students are still enrolled at AC after one year; 39% after two years; and 30% after three years.

Goal 5: earn a certificate, degree or transfer – 11% of students transferred without a degree or certificate; 14% graduated with a degree or a certificate; 30% are still enrolled; and 45% are no longer enrolled.

Dr. Watkins and Dr. Showers are AC's coaches and developed five priorities for AC: 1) tutoring expansion; 2) developmental education; 3) QEP for SACS; 4) poverty initiative; and 5) course redesign.

Chairman Hicks and Ms. Fortunato briefed the regents on their thoughts from the Achieving the Dream Board of Trustee's Institute they recently attended with Dr. Matney in Santa Fe. Both regents were encouraged and enthusiastic about AC's involvement with the Achieving the Dream initiative and requested that regular updates be presented at meetings.

AGREEMENT WITH AMARILLO COLLEGE FOUNDATION, CENTER CITY OF AMARILLO, INC., AND UNDERWOOD LAW FIRM APPROVED:

The Board approved the agreement, attached at pages 184 through 186, with the Amarillo College Foundation, Center City of Amarillo, Inc., and Underwood Law Firm and authorized the Board Chair to sign said agreement. On October 16, 2012, "An Evening with Rudy Giuliani" will be presented at the Amarillo Civic Center. Amarillo College Foundation will receive all gifts designated to benefit Amarillo College students and 10% of the net proceeds from the Giuliani event.

Dr. Proffer moved, seconded by Ms. Nelson to approve the agreement with the Amarillo College Foundation, Center City of Amarillo, Inc., and Underwood Law Firm and authorized the Board Chair to sign said agreement. The motion carried unanimously.

FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED:

The following faculty members were recommended for promotion in rank by their supervisor, the Rank and Tenure Committee, the appropriate administrative channels, and the President. They meet all criteria for promotion in rank as stated in the Amarillo College Faculty Handbook. The effective date will be September 1, 2012.

Instructor to Assistant Professor

Susan Burgoon – Biological Sciences

Becky Burton – Radiography

Rebecca Easton – English

Minutes of the Amarillo College Board of Regents Regular Meeting of April 24, 2012**FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED Continued:**

Debbie Hall – Associate Degree Nursing
Tiffany Lamb – Biological Sciences
Camille Nies – Suzuki String Program, Music
Kelly Savage – Associate Degree Nursing
Rene West – Photography/Visual Arts
Amanda Wheeler – Mathematics, Sciences & Engineering
Karen White – Developmental Mathematics
Kim Wright – Associate Degree Nursing
Henry Wyckoff – Automotive Technology

Assistant Professor to Associate Professor

Susan Burks – Management

Associate Professor to Professor

LaVon Barrett – Vocational Nursing
Dr. Nichol Dolby – Biological Sciences
Dr. Dan Ferguson - English

Mr. Nicholson moved, seconded by Mr. Forrester to approve the faculty promotion in rank recommendations. The motion carried unanimously.

INTER-LOCAL AGREEMENT WITH ECTOR COUNTY APPROVED:

Pursuant to Section 791.0929 of the Texas Government Code, Amarillo College desires to enter into an inter-local cooperative agreement with Ector County to provide shared contract pricing on various contracts, including office supplies. Attached at pages 187 through 189 is the inter-local agreement.

Mr. Nicholson moved, seconded by Mr. Forrester to approve the attached inter-local agreement allowing Amarillo College to contract with Ector County for this service, and authorized the Board Chair to sign the inter-local agreement, as well as the Vice President of Business Affairs. The motion carried unanimously.

ELLUCIAN (DATATEL) COLLEAGUE ADVANCEMENT SOFTWARE PROFESSIONAL SERVICES FOR THE AMARILLO COLLEGE FOUNDATION APPROVED:

Acquisition of the Ellucian (Datatel) Colleague Advancement professional services to support Goal Number 4 of the Amarillo College Foundation Strategic Plan, in the amount of \$101,633.00 was requested. The Amarillo College Foundation Board voted unanimously to upgrade their technology investments on March 20, 2012. The Ellucian Colleague Advancement module will be seamlessly integrated into the existing Ellucian products currently in use at Amarillo College, creating an improved strategic partnership to benefit the Amarillo College students.

Funding is available from the Amarillo College Foundation.

Ms. Fortunato moved, seconded by Dr. Woodburn to approve acquisition of the Ellucian (Datatel) Colleague Advancement Software Professional Services for the AC Foundation. The motion carried unanimously.

AUDIO EQUIPMENT AND INSTALLATION FOR WEST CAMPUS LECTURE HALL APPROVED:

An increase in our existing contract dated September 1, 2008, in connection with purchases and installation services of audio video equipment from the awarded vendor Lubbock Audio Visual, Inc. (L.A.V. Amarillo) for the renovation and upgrade of audio visual in the West Campus Lecture Hall was recommended. The approximate amount is \$105,000.

Funds are available from the 2011 – 2012 Technology Replacement Task Force (TRTF) budget.

This request directly applies to *Goal 4: Ensure the College's Future, and more specifically, strategy 4.1: Connect planning and budgeting; and strategy 4.6: Commit the College to technology which attracts and retains students and enables effective and efficient College operations*, from the Amarillo College Strategic Plan through 2015.

Mr. Forrester moved, seconded by Mr. Nicholson to approve the audio equipment for the West Campus Lecture Hall. The motion carried unanimously.

REQUEST FOR PROPOSAL NO. 1272 – BOND PROJECT, RENOVATION AT MUSIC BUILDING FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:

RFP No. 1272 is for the renovation of the Music Building for Amarillo College, Washington Street Campus. Proposal Package includes the renovation of the building to include new interior finishes, plumbing, and electrical. New sound proof practice rooms will be constructed and new sound attention panels will be added in the choir room and band room. This renovation project will also bring this facility up to ADA standards. The project will also include the plaza level which consists of a new waterproofing and drainage system. Project was advertised in the newspaper for sub-contractors and suppliers by Page & Associates, Inc., Construction Manager-at-Risk (CMR).

Page & Associates, Inc. provides a guaranteed maximum price of \$2,499,083.00.

Funds are available in the 2007 Bond Budget.

Dr. Woodburn moved, seconded by Ms. Nelson to approve renovation of the Music Building. The motion carried unanimously.

REQUEST FOR PROPOSAL NO. 1274 – 2007 BOND PROJECT, BUILDING V FOR AMARILLO COLLEGE, EAST CAMPUS APPROVED:

RFP No. 1274 (part 1) is for renovation of Building V for Amarillo College, East Campus. This project will include a new addition that provides an elevator with new restrooms on both floors. Office areas will be completely renovated and lab areas will be enlarged. The electrical system will be completely renovated. New rooftop HVAC units and unit heaters will be installed that will eliminate an old boiler system. New windows will be installed around the perimeter of the building, and new lighting will be installed throughout the building for better energy efficiency. Also, this facility will be brought up to current ADA standards. The project was advertised in the newspaper for subcontractors and suppliers by Page & Associates, Inc., Construction Manager-at-Risk (CMR).

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REQUEST FOR PROPOSAL NO. 1274 – 2007 BOND PROJECT, BUILDING V FOR AMARILLO COLLEGE, EAST CAMPUS APPROVED Continued:

Page & Associates, Inc. provides a guaranteed maximum price of \$4,057,977.00.

Funds are available in the 2007 Bond Budget.

REQUEST FOR PROPOSAL NO. 1274 – 2007 BOND PROJECT, BUILDING S FOR AMARILLO COLLEGE, EAST CAMPUS APPROVED:

RFP No. 1274 (part 2) is for renovation of Building S for Amarillo College, East Campus. Project includes the renovation of the restrooms, student area, tool room, and storage areas. The project also consists of constructing a new wall that will divide one of the large bays that will allow the relocation of the Auto Body Program, along with the relocation of the Aviation Program. The project was advertised in the newspaper for subcontractors and suppliers by Page & Associates, Inc., Construction Manager-at-Risk (CMR).

Page & Associates, Inc. provides a guaranteed maximum price of \$733,324.00.

Funds are available in the 2007 Bond Budget.

Mr. Nicholson moved, seconded by Dr. Proffer to approve RFP No. 1274 for Building V and S renovation on East Campus. The motion carried unanimously.

INVESTMENT REPORT APPROVED:

The Board of Regents was presented the Quarterly Investment Report for the period December 1, 2011 through February 29, 2012. A copy of the report was provided to the Regents.

As of February 29, 2012, 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 0.277%, which is very competitive in this market. During this time frame the portfolio market value has remained consistent at 100.01%. We are heavy into CDs; until securities come up, we will keep CDs.

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

FINANCIAL REPORT ACCEPTED:

The financial statements as of March 31, 2012 are attached at pages 190 through 199.

Revenue

We are 7/12 through the year; we have received 68% of our total budgeted revenue; we are below budget; spring enrollments are down.

Expenditures

We have spent 54% or \$29 million of the \$54 million amended fiscal 2012 budget.

FINANCIAL REPORT ACCEPTED Continued:**Auxiliary Enterprises**

Bookstores' net profit is \$356,165; and rental properties net profit is \$492,619. At the end of March, the employee scholarships are at \$100,187.

Restricted Funds

Total expenditures have decreased \$604,111. Federal grants and contracts have decreased \$1,840,528; state grants and contracts are up \$603,002; local grants and contracts are up \$308,231; and KACV grants and contracts are up \$294,167.

Cash and Investments

\$55.1 million total minus \$9.5 million (bond) = \$45.6 million – March 2012; \$58.0 million total minus \$16.3 million (bond) = \$41.7 million – March 2011; \$56.6 million total minus \$16.9 million (bond) = \$39.7 million – March 2010.

Alterations & Improvements

There has been \$614,049 in actual expenditures out of the \$1.6 million projected cost.

Tax Schedule

\$18,367,035 has been collected out of \$18,659,577 budgeted; we are under budget by \$292,542.

Bond Expenditures

There has been \$50.0 million spent for completed projects out of \$63.1 million projected.

Jason Hughes, Senior Vice President of First Southwest Company, said he will give a report at the May Board meeting requesting approval to sell bonds. He distributed a financing plan. Current Amarillo College ratings are AA+ from both Fitch and Standard & Poor's ratings. If approved, the bond closing and delivery of funds is scheduled to be on June 19.

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

PRESIDENT'S REPORT:

Dr. Matney spoke of the Accountability Report from the THECB regarding "Closing the Gaps." The State has challenged community colleges to enroll more students of other ethnic groups besides Caucasian and to retain them through completion, earning a degree or certificate. By 2015, Texas will be a minority majority state.

Brittney Richerson, editor of *The Ranger*, received the TIPA Editor of the Year, Division 2 award.

SGA students were the recipients of a Golden Nail Award for their "Aftermath: Images from Ground Zero" exhibition at the AMoA.

Dr. Matney thanked the regents who contributed to the Junior and Community College Political Action Committee (JACC-PAC).

Minutes of the Amarillo College Board of Regents Regular Meeting of April 24, 2012**PRESIDENT'S REPORT Continued:**

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.

An Evening with Ken Burns, highlighting his film, *The Dust Bowl*; was held on Sunday, April 15, in the Botanical Gardens. The film will premier on November 18 & 19, 2012.

Dates to Remember:

- April 26 – Hispanic Graduate Banquet, Civic Center Grand Plaza, 6:00 p.m.
- April 29 – GED Graduation, Central Church of Christ, 3:00 p.m.
- May 8 – VN Pinning, Ordway Auditorium, 1:00 p.m.
- May 10 – ADN Pinning, Central Church of Christ, 6:00 p.m.
- May 11 – Commencement; Cal Farley Coliseum at Civic Center, 7:00 p.m.

Texas State Representative John Smithee was named the 2012 AC Distinguished Alumnus recipient. He was awarded and spoke at Honors Convocation on April 15. There will be a Distinguished Alumnus Luncheon on November 14, 2012 in his honor.

NOMINATING COMMITTEE APPOINTMENTS:

Chairman Hicks appointed three regents to serve on the Nominating Committee to determine a slate of Board officers to bring back to the May Board meeting. Members of the committee include Dr. Woodburn, chair; Ms. Fortunato; and Dr. Norman.

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

Mr. Nicholson said that KACV won the 2012 Media Partnership Award at the AISD Partners in Education Awards Banquet.

Ms. Fortunato reported that the Theodore Waddell: For Love of 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.

CONSIDERATION OF DEVELOPMENT OF EAST CAMPUS:

At 8:40 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 9:47 p.m., Mr. Hicks called the Amarillo College Board of Regents meeting back into open session. No action was taken.

APPOINTMENT OF REPRESENTATIVES TO THE BOARD OF DIRECTORS OF NORTHEAST AMARILLO DEVELOPMENT FOUNDATION:

Deferred

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Carroll M. Forrester, Secretary

