

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
May 22, 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

Mrs. Deborah Brown – representing Classified Employees Council
Mr. Gerald Bybee – Attorney, Underwood Law Firm
Mr. Bruce Cotgreave – Director, Physical Plant
Mr. Daniel Esquivel – Executive Director, Hereford Campus
Dr. Shawn Fouts – Dean of Career and Technical Education
Mr. Jason Hughes – Senior Vice President, First Southwest Company
Mrs. Lori Merriman – Executive Secretary, President’s Office
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
Mr. Jeff Tankersley – Attorney, Sprouse, Shrader, Smith P.C.
Mr. Mark White – Attorney, Sprouse, Shrader, Smith P.C.
Mr. Joseph Wyatt – Communications Coordinator, College Relations
Mr. David Ziegler – representing Administrator’s Association

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. Poff to approve minutes of the regular meeting of April 24, 2012. The motion carried unanimously.

AUTHORIZATION TO ISSUE GENERAL OBLIGATION BONDS, AUTHORIZED BY PASSAGE OF THE BOND ISSUE BY THE VOTERS OF THE DISTRICT ON NOVEMBER 6, 2007 APPROVED:

Jason Hughes with First Southwest Company was present at the Board meeting to present a proposal for the general obligation bonds. Final issuance of \$68.305 million in debt voted in the November 2007 bond election; Standard & Poor’s and Fitch affirmed their AA+ ratings; the bonds were sold through a competitive bid; the College will receive the full \$14.305 million for project proceeds.

Mr. Nicholson made the following motion: “I move to approve the order authorizing the issuance and sale of Amarillo Junior College District General Obligation Bonds, Series 2012 in a principal amount up to \$14,305,000; levying a tax and providing for the security and payment thereof;

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AUTHORIZATION TO ISSUE GENERAL OBLIGATION BONDS, AUTHORIZED BY PASSAGE OF THE BOND ISSUE BY THE VOTERS OF THE DISTRICT ON NOVEMBER 6, 2007 APPROVED
Continued:

approving the official statement and enacting other provisions relating thereto.” Dr. Woodburn seconded. The motion carried unanimously.

CONSIDERATION OF DEVELOPMENT OF EAST CAMPUS:

At 6:15 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 8:36 p.m., Mr. Hicks called the Amarillo College Board of Regents meeting back into open session. No action was taken at that time.

RECORDS MANAGEMENT ANNUAL REPORT:

Title 6, subtitle C, Local Government Code provides that a junior college district must establish by resolution an active and continuing records management program to be administered by a Records Management Officer. The records retention administrator schedules and administers rules issued by the Texas State Library and Archives Commission; determines if the records management program and the Amarillo Junior College’s District’s records control schedules are in compliance with state regulations. The commission reported that Amarillo College is in compliance. We are in the process of updating our current records retention schedule with the Texas State Library and Archives Commission.

The Records Management Officer, Vickie Shelton, reported per Amarillo College’s records management policy the annual disposition of paper records totaling 316 cases, equaling approximately 391 cubic feet, was destroyed in November 2011. The disposition of these documents was approved by the Records Management Committee per Amarillo College Policy.

BOARD POLICY MANUAL CHANGE APPROVED:

This item was placed on the agenda to allow the Board to consider, review and possibly modify Board Policy Manual Section BFA – College President Duties and Section C – Business and Support Services.

SACS Comprehensive Standard 3.2.12 in the *Principles of Accreditation* states: “The institution demonstrates that its chief executive officer controls the institution’s fund-raising activities.”

The addition of a new policy statement (#21) will confirm Amarillo College’s compliance with the SACS requirement as attached on pages 207 through 209.

A new category addition (CS Fundraising) will be included in the AC Board Policy Manual as attached on pages 210 through 211.

Mr. Nicholson moved, seconded by Dr. Proffer to approve the modification to Board Policy Sections BFA and C to confirm Amarillo College’s compliance with the SACS requirement. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. BIDS AND PROPOSALS :****• Request to Purchase IBM SPSS Modeler Software and ITS Subscription/Support Services**

The purchase of professional statistical software upgrades and predictive modeling software which will more efficiently aid the staff in responding to increased campus-wide demand for data research and in-depth analysis was recommended. The software and corresponding training will allow the office of Institutional Research to more quickly process routine data requests, validate data in a timely manner, and provide compatible software with existing software used by Institutional Research. The purchase will be from IBM, sole source provider of this software, in response to a special pricing discount. Total cost for software (upgrades and modeling) and relevant training is \$66,087.50.

Funds are available from Department of Education HSI-STEM grant for \$39,795.00, Perkins Basic grant for \$18,895.00, and existing Institutional Research budget for \$7,397.50.

B. BUDGET AMENDMENTS:

A list of budget amendments approved by the Board is attached at page 212.

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

BLACKBOARD LEARNING MANAGEMENT SYSTEM EXTENSION AND UPGRADE APPROVED:

An increase and multiyear extension of the existing awarded contract to Angel/Blackboard, originally dated June 27, 2008, and scheduled to be renewed June 27, 2012, in providing online learning management solutions was recommended. Alternative vendor solutions were considered and determined not to be feasible.

The Blackboard Learn license, managed hosting fees, installation services, training, consulting, annual maintenance, and implementation cost travel reimbursements are projected to not exceed \$255,000.00.

Funds are tentatively available from two projected funding sources; 60% from the Technology Replacement Task Force (TRTF) projected budget for FY 2013, and 40% from the Amarillo College Perkins funding for FY 2013.

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.

Ms. Fortunato moved, seconded by Mr. Forrester to approve the increase and multiyear extension of the existing awarded contract to Angel/Blackboard. The motion carried unanimously.

DATATEL (ELLUCIAN) COLLEAGUE INTELLIGENT LEARNING PLATFORM UPGRADE:

In support of the Amarillo College Strategic Plan, the Datatel (Ellucian) enterprise resource planning system must be upgraded to integrate with the faculty endorsed Blackboard learning management system. The requested upgrade of the Datatel (Ellucian) Intelligent Learning Platform provides a seamless, real-time integration between Datatel Colleague and the Blackboard learning management system, to provide a more valuable and cost-effective teaching and learning solution.

An increase in the existing awarded contract to Datatel (Ellucian), dated November 2, 1998 was recommended. Alternative vendor solutions are not considered feasible for the tight integration requirements required for this initiative.

The Intelligent Learning Platform License, installation services, training, consulting, annual maintenance, and implementation cost travel reimbursements are projected to not exceed \$207,000.00.

Funds are tentatively available from two projected funding sources; 60% from the Technology Replacement Task Force (TRTF) projected budget for FY 2013, and 40% from the Amarillo College Perkins funding for FY 2013.

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. Nicholson moved, seconded by Dr. Proffer to approve the Datatel (Ellucian) Colleague Intelligent Learning Platform upgrade. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of April 30, 2012 are attached at pages 213 through 222.

Revenue

We are 8/12 through the year; we have received 76% of our total budgeted revenue; we are below budget.

Expenditures

We have spent 61% or \$33.3 million of the \$54 million amended fiscal 2012 budget.

Auxiliary Enterprises

Bookstores' net profit is \$334,200; and rental properties' net profit is \$628,147. At the end of April, the employee scholarships are at \$100,187.

Restricted Funds

Total expenditures have decreased \$285,196. Federal grants and contracts have decreased \$1,621,167; state grants and contracts are up \$543,571; local grants and contracts are up \$477,319; and KACV grants and contracts are up \$315,081.

Minutes of the Amarillo College Board of Regents Regular Meeting of May 22, 2012**FINANCIAL REPORT ACCEPTED Continued:**Cash and Investments

\$52.6 million total minus \$8.1 million (bond) = \$44.5 million – April 2012; \$56.5 million total minus \$15.2 million (bond) = \$41.3 million – April 2011; \$54.3 million total minus \$15.4 million (bond) = \$38.9 million – April 2010.

Alterations & Improvements

There has been \$726,715 in actual expenditures out of the \$1.6 million projected cost.

Tax Schedule

\$18,600,188 has been collected out of \$18,659,577 budgeted; we are under budget by \$59,389.

Bond Expenditures

There has been \$51.4 million spent for completed projects out of \$63.1 million projected.

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

2013 PRELIMINARY BUDGET OVERVIEW:

Dr. Matney and Mr. Berg presented the 2013 preliminary budget overview. This allowed the Regents advance information and preparation for the budget and planning workshop being held Tuesday, June 19, 12:00 noon – 3:00 p.m. Projected total revenue is \$51.8 million; projected expenditures total \$57.2 million with a projected use of reserves to help balance the budget. We are still \$82,867 in deficit. In 1980, AC received 68% from the State; in 2012, 28%. Budget priorities were distributed.

No action was taken.

PRESIDENT'S REPORT:

Amarillo College received a \$50,000 grant from TIRZ to go toward the Downtown Campus parking lot.

There were 871 applicants who applied for graduation in May; there were 531 who participated in the spring Commencement on May 11.

The Common Reader for 2012-2013 will be *The Worst Hard Time* by Timothy Egan. Egan will be in Amarillo in October.

We are waiting for the recommendations from the SACS report previously submitted; June and July will be spent making changes and correcting the recommendations made by the Off-Site Team.

The Construction Manager-at-Risk candidates will be interviewed in June.

Dr. Matney hopes to visit Mr. William Hanshaw in Phoenix, Arizona soon to update him on the new Hereford Campus plans.

Minutes of the Amarillo College Board of Regents Regular Meeting of May 22, 2012**PRESIDENT'S REPORT Continued:**

Dr. Matney and Mrs. Green met with Senator Kel Seliger recently; he was given some JACC-PAC contribution checks; Senator Seliger will be invited to be a guest at a President's Cabinet Roundtable this summer.

The Amarillo High School Historical Marker dedication will be held on May 30, 2012.

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

PBS President and CEO, Paula Kerger, named KACV as one of four stations doing a wonderful job at highlighting local arts.

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.

Arlette Klaric was named as the new AMoA curator. She will begin her new job on June 15.

BOARD NOMINATING COMMITTEE REPORT ACCEPTED:

On April 24, 2012, Mr. Hicks appointed the following regents to serve on the Nominating Committee: Dr. Woodburn, chair; Ms. Fortunato; and Dr. Norman; they met on May 16, 2012. Dr. Woodburn moved to appoint the following Regents to serve as officers; Mr. Forrester seconded; consensus was to accept the following slate of officers for 2012-2013: John Hicks, chairman; Don Nicholson, vice chairman; and Mary Jane Nelson, secretary.

DISCUSSION CONCERNING REAL PROPERTY IN HEREFORD:

At 9:25 p.m., Mr. Hicks announced there would be a closed meeting so the Board might deliberate the purchase, exchange, lease, or value of real property in Hereford.

At 9:30 p.m., Mr. Hicks called the Amarillo College Board of Regents meeting back into open session. Mr. Nicholson moved, seconded by Ms. Fortunato to authorize the College to use Hereford reserves to purchase approximately a ten-acre tract of land adjoining the AC Hereford Campus, to be used for future expansion; such expenditure not to exceed the sum of \$200,000. The motion carried unanimously.

Also, the following motion was made by Ms. Fortunato, seconded by Mr. Nicholson: "I move that we : 1) Enter into negotiations with the Northeast Amarillo Development Foundation, and with the private developer known as Prana Development Group, in an effort to agree on suitable terms under which Amarillo College's East Campus real estate may be developed pursuant to a development agreement between the College and the Northeast Amarillo Development Foundation to be entered under the guidelines of Section 272.001(b)(4) of the Local Government Code; and that, 2) This includes the negotiation of a five member Foundation board to be composed of two appointees from the College, two appointees from Prana, and one independent member to be appointed by the other four; and, 3) That the College's independent legal counsel and such other advisors as the Chairman may require, conduct the negotiations for the East Campus development; and, 4) If our advisors are able to negotiate one or more agreements on

CONSIDERATION OF DEVELOPMENT OF EAST CAMPUS Continued:

terms that they deem to be beneficial to the College, that they submit the agreement to the Board of Regents for consideration under Section 272.001(b)(4) of the Local Government Code.” The motion carried unanimously.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Carroll M. Forrester, Secretary

