

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
June 26, 2012**

**REGENTS PRESENT:** Mr. John D. Hicks, 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

**REGENT ABSENT:** Mr. Don L. Nicholson, Vice Chair

**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; Dr. Paul Matney, President; and Ms. Danita McAnally, Chief of Planning and Advancement

Mrs. Rebecca Archer – representing Classified Employees Council  
Mr. Bruce Cotgreave – Director, Physical Plant  
Mr. Daniel Esquivel – Executive Director, Hereford Campus  
Mr. John Jenkins – representing Lavin Architects  
Mr. Jacob Mayer – representing *Amarillo Globe News*  
Mrs. Lori Merriman – Executive Secretary, President’s Office  
Mr. David Nowell – representing Lavin Architects  
Mr. Steve O’Kelley – representing Summit Consultants, Inc.  
Mrs. Linda Pitner – General Manager, KACV-TV/FM  
Mr. Mike Robertson – representing Western Builders  
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  
Mr. Lynn Thornton - Director, Administrative Services/Human Resources  
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.  
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. There was a moment of silence for Mr. Jeff Tankersley, attorney with Sprouse, Shrader, Smith, who recently passed away. Mr. Hicks gave the invocation.

**MINUTES APPROVED:**

Dr. Woodburn moved, seconded by Mr. Forrester to approve minutes of the regular meeting of May 22, 2012. The motion carried unanimously.

**CONSTRUCTION UPDATE:**

The Board of Regents were updated on the status of the “Everett and Mabel McDougal Hinkson Memorial Campus” (new Hereford Campus) construction project. John Jenkins and David Nowell from Lavin Architects and Steve O’Kelly from Summit Consultants, Inc., gave a presentation update of the new Hereford Campus. Mr. Jenkins spoke of and showed blueprints

**CONSTRUCTION UPDATE Continued:**

of Phase I which included the parking lot; teaching stations, general classrooms, offices, multi-purpose community room, and sticky spaces. Various views of the building were displayed. Landscaping and xeriscaping were discussed.

**KACV-TV ADVISORY COUNCIL MEMBER APPOINTMENTS APPROVED:**

Attached at page 230 is a recommended list of advisory council member appointments. Mr. Hicks and Mr. Nicholson served on this advisory council last year.

Mr. Forrester moved, seconded by Ms. Nelson to approve the appointments to the KACV-TV Advisory Council. The motion carried unanimously.

**UPDATE ON SACS REAFFIRMATION PROCESS:**

Danita McAnally, Chief of Planning and Advancement, updated the Board on the AC response to recommendations presented by the SACS off-site evaluation team. SACS off-site team had a few recommendations; responses will be submitted in late July; the Quality Enhancement Plan will be submitted as well. The 12-member on-site team will be on campus September 18. They plan to visit four AC dual credit schools and one branch campus.

**UPDATE OF AMARILLO COLLEGE STRATEGIC PLAN THROUGH 2015 APPROVED:**

Danita McAnally updated the Board on the completion status of items in the AC Strategic Plan. The Board was asked to take action on expanding strategies and tasks to Goal #1 – Expand Student Success and Goal #2 – Ensure Student Access regarding distance education. Attached at pages 231 through 232 are the expanding strategies and tasks to Goal #1 and #2.

Dr. Proffer moved, seconded by Dr. Woodburn to approve the expanding strategies and tasks to Goal #1 – Expand Student Success and Goal #2 – Ensure Student Access regarding distance education of the *Amarillo College Strategic Plan through 2015*. The motion carried unanimously.

**ASSESSMENT AND COLLECTION SERVICES CONTRACT WITH MOORE COUNTY APPROVED:**

Moore County assesses and collects the branch campus maintenance property tax within Moore County for the operation of the Moore County Branch Campus of Amarillo College. Amarillo College and Moore County wish to renew the contract for assessment and collection of taxes for the period covering July 1, 2012 through June 30, 2013. A copy of the Contract for Assessment and Collection Services is attached at pages 233 through 236.

Ms. Fortunato moved, seconded by Dr. Woodburn to approve the assessment and collection services contract with Moore County. The motion carried unanimously.

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

Minutes of the Amarillo College Board of Regents Regular Meeting of June 26, 2012

## APPOINTMENTS Continued:

AdministratorsBlanchard, Robert Hank – Coordinator of Law Enforcement Programs, Criminal Justice

Effective Date: June 06, 2012

Salary: \$48,000.00 per year 12 months full time

Qualifications: B.S., Texas Tech University, Lubbock, Texas

Experience: 25 years related work

Replacement for: Alexander Chancia

**Bio:** Robert “Hank” Blanchard retired from the Texas Alcoholic Beverage Commission as a Captain after 25 years of service. In his capacity as Captain he was responsible for direction and oversight of all enforcement operations for a 103 county region encompassing the western half of the state, supervising a staff of 70. Mr. Blanchard earned a Bachelor of Science Degree in Agriculture from Texas Tech University, holds a TCLEOSE Instructor’s license, and a Master Peace Officer certification from TCLEOSE. In 2009 he led a group that rewrote the Enforcement Policy Manual for the TABC and has served as a part-time instructor in the A.C. criminal justice program since 2002.

Burnam, Renee’ E. – Director of Career & Employment Services

Effective Dates: June 01, 2012 through August 31, 2012

Salary: \$56,000.00 per year for 12 months full-time temporary

Qualifications: M.Ed., West Texas A&amp;M University, Canyon, Texas

M.S., West Texas A&amp;M University, Canyon, Texas

B.S., University of New Mexico, Albuquerque, New Mexico

Experience: 19 years related work

Note: New position created in the 2011-2012 budget year.

**Bio:** Renee’ Burnam joins Amarillo College after 19 years with the Amarillo Independent School District where she has been District Career Guidance Counselor since 2006. In that capacity she implemented “Achieve Texas” and “16 Career Cluster Concept” while supervising Career Information Centers at all four AISD high schools. Ms. Burnam earned a Bachelor of Science in Education with Distinction from the University of New Mexico, a Master of Education in Counseling from West Texas A&M University, and a Master of Science in Exercise and Sport Science from West Texas A&M University.

FacultyCoppock, Ginny Lynn – Instructor, Associate Degree Nursing

Effective Date: August 20, 2012

Salary: \$45,533.00 per year for 9 months full-time

Qualifications: M.S.N., West Texas A&amp;M University, Canyon, Texas

A.D.N., Amarillo College, Amarillo, Texas

Experience: 6 years related work

Note: New position created in the 2011-2012 budget year.

**Bio:** Ginny Lynn Coppock is returning to Amarillo College after a brief absence, she was an Instructor in the LVN program from October 2009 until March of this year. Prior to

## APPOINTMENTS Continued:

joining A.C. she had more than ten years of experience working for area health care providers, most recently as a Registered Nurse in the Post Anesthesia Care Unit of B.S.A. Ms. Coppock received her Associate Degree in Nursing from Amarillo College and earned a Master of Science in Nursing from West Texas A&M University.

## B. BIDS AND PROPOSALS:

- SmartBoard Technology Classrooms for Engineering and Professional Truck Driving

An increase in the 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 acquisition and installation of six (6) SmartBoard technology classrooms was recommended. Total acquisition cost should not exceed \$140,000.00.

The Math Technology Committee has recommended the installation of five (5) academic SmartBoard classrooms in the Engineering Building on the Washington Street Campus in support of the HSI STEM program; and the Continuing Education Division recommended the installation of one (1) SmartBoard classroom for the Professional Truck Driving Program in Building R on the East Campus.

Funds are available from Amarillo College's HSI STEM grant; and the Professional Truck Driving Program for FY 2012.

This request directly applies to the goals of the HSI STEM project, the goals of the Continuing Education Professional Truck Driving Program, and the goals of the *Amarillo College Strategic Plan through 2015*.

- Request for Proposal No. 1271 – A & I Project, Re-paving of the Parking Lot at Building L for Amarillo College, East Campus

RFP No. 1271, for re-paving of the parking lot at Building L for Amarillo College, East Campus. Project includes the repaving and expansion of the existing parking lot to accommodate a compact motorcycle training course. Project also includes new LED parking lot lights, new curb and gutter, entryways, and re-striping of the parking lot. Project was advertised in the newspaper for sub-contractors by Amarillo College.

Award of Proposal No. 1271 for the paving to Advanced Pavement, the low proposer to the specifications for the amount of \$151,000.00, and for the electrical portion of the work to American Electric, the low proposer to the specifications for the amount of \$55,026.00 was recommended. Attached at page 237 is the proposal tabulations.

Funds are available in the 2012 A & I Budget.

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

**EMERGENCY PURCHASES: FIRE DAMAGE AT WEST CAMPUS BUILDING B APPROVED:**

As a result of a fire at Building B on the West Campus on March 22, 2012, Amarillo College accrued a loss to the facility in the approximate amount of \$452,578.37. Purchases were for extensive restoration services, backup tapes, electrical repairs, data and camera repairs, filters, computers, and repairs to structure utilizing current vendors in place. These purchases to vendors were all vitally necessary to restore facilities for continued operations of academic classes being held in that building.

Motorcycles having to be replaced due to loss will total approximately \$50,000.00 in replacement value.

Funds for these purchases were expensed to the Damage Recovery account.

Dr. Proffer moved, seconded by Ms. Nelson to approve purchases to restore Building B after fire damage. The motion carried unanimously.

**REQUEST FOR STATEMENTS OF QUALIFICATIONS NO. 1267 – CONSTRUCTION MANAGER-AT-RISK APPROVED:**

RFQ No. 1267, for selecting a Construction Manager-at-Risk for the Moore County Bond Project and the new Hereford Campus (per Texas Education Code 44.038, two step process) was advertised in the newspaper. RFQ Packages were received by nine firms. Seven firms provided Qualification Statements. The Selection Committee selected four firms to be interviewed and to submit proposals.

The Selection Committee recommends award of RFQ No. 1267 to Page & Associates Contractors, Inc., which the Selection Committee believes to be the best qualified and the best value to Amarillo College. Funds are available in the Moore County Bond budget and the new Hereford Campus Budget.

Dr. Woodburn moved, seconded by Mr. Forrester to approve Page & Associates Contractors, Inc. as the Construction Manager-at-Risk for the Moore County Bond Project and the new Hereford Campus. The motion carried unanimously.

**INVESTMENT REPORT APPROVED:**

The Board of Regents was presented the Quarterly Investment Report for the period March 1, 2012 through May 31, 2012. A copy of the report was provided to the Regents.

As of May 31, 2012, we were in compliance with our investment policy and the Public Funds Investment Act. The weighted average maturity of the portfolio is approximately 3.1 months.

The overall portfolio yield is 0.283%, which is competitive in this market. During this time frame the portfolio market value has remained consistent at 100.00%. We are heavily invested in CDs.

Dr. Proffer moved, seconded by Dr. Woodburn to approve the Quarterly Investment Report. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 26, 2012**FINANCIAL REPORT ACCEPTED:**

The financial statements as of May 31, 2012 are attached at pages 238 through 247.

Revenue

We are 9/12 through the year; we have received 82% of our total budgeted revenue; we are below budget. We have received 95% of our academic tuition and fees; we were down 7.6% in spring enrollment.

Expenditures

We have spent 69% or \$37.5 million of the \$54.2 million amended fiscal 2012 budget.

Auxiliary Enterprises

Bookstores' net profit is \$360,713; and rental properties' net profit is \$729,297. At the end of May the employee scholarships are at \$195,413.

Restricted Funds

Federal grants and contracts have decreased \$760,643; state grants and contracts are up \$535,872; local grants and contracts are up \$581,578; and KACV grants and contracts are up \$282,627.

Cash and Investments

\$51.3 million total minus \$7.9 million (bond) = \$43.4 million – May 2012; \$54.1 million total minus \$14.8 million (bond) = \$39.3 million – May 2011; \$50.9 million total minus \$15.4 million (bond) = \$35.5 million – May 2010.

Alterations & Improvements

There has been \$835,825 in actual expenditures out of the \$1.6 million projected cost.

Tax Schedule

\$18,789,851 has been collected out of \$18,659,577 budgeted; we are over budget by \$130,274.

Bond Expenditures

There has been \$51.6 million spent for completed projects out of \$66.1 million projected for the Amarillo campuses. Moore County Campus has spent \$83.0 million in bond projects.

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

**PRESIDENT'S REPORT:**

Bob Austin is working to name the Amarillo College loaned executives for this next year.

Reminder the SACSCOC On-site team will be on campus September 17-20.

As part of an agreement Amarillo College has with Clarendon College and Frank Phillips College, Frank Phillips will begin a Cosmetology program in Hereford which will open August 27.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 26, 2012**PRESIDENT'S REPORT Continued:**

Dr. Matney had planned to make a visit to see William Hanshaw in Phoenix, AZ; as it turned out, it was not a good time for Mr. Hanshaw.

Amarillo College has entered into a partnership with the Lone Star College System to enable students to transfer courses from universities into the community college to allow them to gain an associate's degree.

Mrs. Green was a recent graduate of Leadership Texas and invited a group of 110 women from this year's class to Amarillo College; honors students were showcased. Drs. Matney and Lowery-Hart and Mrs. Green spoke to the group as well as several honors students.

A study was conducted to learn how many area high school valedictorians and salutatorians took dual credit courses at Amarillo College; out of 62 students from 31 high schools, only six did not take dual credit courses at AC.

Therese Jones was recently honored at a reception as the 2012 Professor Emeritus.

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

The Downtown Campus parking lot has received a lot of kind comments regarding its appearance.

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

Ms. Fortunato reported that the AC Foundation would host a Badger Bash on September 8; this will be their annual fundraiser. The AC Foundation annual meeting will be held on September 18.

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

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

At 7:15 p.m., Mr. Hicks announced there would be a closed meeting so the Amarillo College Board of Regents could discuss the consideration of East property development under the Texas Government Code 551.087, Deliberation Regarding Economic Development Negotiations.

At 8:25 p.m., Mr. Hicks reconvened the Amarillo College Board of Regents open meeting, having concluded its closed meeting. No final decision, action or vote was taken during the closed meeting.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

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Mary Jane Nelson, Secretary



































