

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
September 25, 2012**

REGENTS PRESENT: Mr. John D. Hicks, Chair; Mr. Don L. Nicholson, Vice Chair; Ms. Mary Jane Nelson, Secretary; Mr. Carroll M. Forrester; Ms. Michele Fortunato; Dr. Gene Norman; Mr. H. Bryan Poff; and Dr. Paul L. Proffer

REGENT ABSENT: 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. Richard Constancio – representing Shiver-Megert & Associates
Mr. Bruce Cotgreave – Director, Physical Plant
Ms. Cara Crowley – Director/Instructor, Title V Project, Center for Teaching & Learning
Mr. Daniel Esquivel – Executive Director, Hereford Campus
Dr. Dan Ferguson – Department Chair, English
Mr. Mark Hanna – Director, Amarillo College Lynn Library
Ms. Taylor Johnson – West Texas A&M University student
Mrs. Kara Larkan-Skinner – Director of Institutional Research
Ms. Patsy Lemaster – Associate Vice President of Teaching & Learning
Mrs. Lori Merriman – Executive Secretary, President’s Office
Ms. Baillie Myers – Editor, *The Ranger*
Mr. Greg Rohloff – representing *Amarillo Independent*
Mr. Alex Rohr – representing *Hereford Brand*
Mrs. Brenda Sadler – Exec. Asst., Pres’s Off. and Asst. Secy. to the Board of Regents
Ms. Mikhaela Sample – President, Student Government Association
Mr. Robert Sanders – Legal Counsel
Mrs. Vickie Shelton – Director, Purchasing
Ms. Stefanie Thomison – West Texas A&M University student
Mr. Lynn Thornton - Director, Administrative Services/Human Resources
Mrs. Renee Vincent – Executive Director, Moore County Campus
Mr. Mark White – Attorney, Sprouse, Shrader, Smith P.C.
Mr. Joseph Wyatt – Communications Coordinator, College Relations
Mr. David Ziegler – Assistant Director, Physical Plant

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

MINUTES APPROVED:

Ms. Fortunato moved, seconded by Mr. Forrester to approve minutes of the regular meeting of August 28, 2012. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Ms. Mikhaela Sample, SGA president, reported that there are 30 new SGA members and 10 associate members. They presented a check in the amount of \$7,020 from the Distinguished Lecture Series to the AC Foundation. AC SGA members will attend the upcoming regional convention in El Paso.

EDUCATION REPORT – STUDENT SUCCESS UPDATE:

Dr. Russell Lowery-Hart, Ms. Cara Crowley, Dr. Dan Ferguson, and Mrs. Kara Larkan-Skinner presented a PowerPoint presentation regarding course redesign. Title V, a grant from the U.S. Department of Education, \$3.2 million was awarded to Amarillo College in October 2010; it is a five year grant. The three main activities covered under this grant include: course redesign for English, math, history and biology; stimulate teaching and learning (faculty professional development); and fortify student support (Datatel's Retention Alert and Grade Book). The English courses were showcased at this Board meeting. Course redesign for 22 sections of Comp I and 14 sections of Comp II in English was piloted in spring 2012; 11 faculty participated; approximately 900 students who enrolled in Comp I or II were in a redesigned section. Included in the English course redesign are two goals: increase student success and department consistency. Comp I improvements: Created a Comp I menu of assignments to ensure coverage of appropriate rhetorical, research, and compositional skills. Created an in-class essay final exam. Students were helped to meet these standards by the following: compiled better student writing samples; created better exercises, handouts, and writing lab activities; created active learning techniques; created a Learning Object Repository to house all course materials; and referred more students to the Writers' Corner for additional help. Comp II improvements: created a menu of assignments to ensure coverage of appropriate interpretative, research, and writing skills; and created an in-class analytical essay final exam requirement. Students were helped meet these standards by the same means as Comp I; plus, created a list of culturally diverse reading selections that would appeal to a variety of students. Dr. Ferguson discussed the curriculum required for each course. There has been an increase of 15% in success rate for all students in Comp I & II; a 12% increased success rate in Comp I all students; 19% increased success rate for Hispanic students; 16% increased success rate for Comp II all students; and a 15% increased success rate for Hispanic students in Comp II. The English Department has done a great job of increasing expectations for students and proving leadership for faculty. The pilot redesign program began in math this semester; in the first round of tests 74% of the students received an "A". A success rate is a "C" or better.

BOND CONSTRUCTION UPDATE:

Mr. Richard Constancio, Shiver-Megert & Associates and Mr. Cotgreave presented an update on the current status of bond projects. The Board was presented with an overview of the Byrd Business Building/Parcells Hall first floor renovation and the Lynn Library second floor renovation projects. Mr. Constancio spoke of the enclosed first floor space of the Byrd Business Building/Parcells Hall; there is 11,500 square feet to be used for offices and work spaces. Plans are underway to move Dr. Lowery-Hart's office and Ms. Lemaster's area to the second floor of the Lynn Library; this will leave part of the first floor of the library vacant to be used for a new student center.

AMARILLO COLLEGE BENEFIT PROGRAM EXTERNAL AUDIT:

The external audit of the Amarillo College Benefit Program for the 2011 calendar year has been completed by Johnson & Sheldon, P.C. A copy of the audit was furnished for review. This is an information item only and requires no action. The Independent Auditors' Report found the financial statements referred to in the audit to be presented fairly and to be a clean audit. Net assets available for benefits in 2011 were \$78.7 million; this was down \$4.5 million from 2010. At December 31, 2011, program membership totaled 953, including 19 participants receiving disability and death survivors' retirement contributions.

REQUEST FOR USE OF EARNINGS FROM THE HARRINGTON LIBRARY CONSORTIUM ENDOWMENT FOR PURCHASES TO BENEFIT THE CONSORTIUM APPROVED:

Attached at page 10 is a letter from Donna Littlejohn, Chair, Harrington Library Consortium Council, which gives details regarding this request of \$60,000.00 from HLC Endowment earnings.

Mr. Forrester moved, seconded by Ms. Nelson to approve the Harrington Library Consortium Council's request to be allowed to use earnings income from the Harrington Library Consortium endowment for purchases to benefit the Consortium. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:****Administrators****Wilkinson, Lyndy – Dean of Technical Education**

Effective Date: September 17, 2012

Salary: \$78,000.00 per year 12 months full time

Qualifications: B.A., Angelo State University, San Angelo, Texas

Experience: 5 years related work

Replacement for: Shawn Fouts

Bio: Lyndy Wilkinson comes to Amarillo College from the Amarillo Economic Development Corporation where she has been Business Development Manager for the last four years. Prior to her time at AEDC she was the Community Relations officer for the City of Amarillo for three years. Ms. Wilkinson also has experience working at Owens Corning and Brown & Fortunato Law Firm. Ms. Wilkinson has a Bachelor of Arts degree in Communications from Angelo State University.

Faculty**Eaves, Dennis S. – Instructor, Fire Protection Technology**

Effective Date: August 20, 2012

Salary: \$52,459.00 per year for 11 months full-time

Qualifications: A.A.S., Amarillo College, Amarillo, Texas

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

APPOINTMENTS Continued:

Experience: 20 years related work

Replacement for: Jim Clements

Bio: Dennis Eaves has been working as a part-time instructor in the Amarillo College Fire Academy for the last 20 years. In March of this year he retired as Training Captain with the City of Amarillo Fire Department after 30 years' service to the City. Mr. Eaves earned an Associate in Applied Sciences degree in Fire Protection Technology and an Associate's degree in Nursing both from Amarillo College. Mr. Eaves is a licensed Registered Nurse and worked in the Surgical Intensive Care Unit of BSA for 13 years.

Ingham, Lesley – Instructor, Speech/Theatre

Effective Dates: August 20, 2012 through December 31, 2012

Salary: \$20,600.50 per year for 4.5 months full-time temporary

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

B.A., West Texas A&M University, Canyon, Texas

Note: Emergency hire

Bio: Lesley Ingham has several years' experience as a Speech Teacher/Coach in the Amarillo Independent School District. Ms. Ingham also has experience as a Curriculum Designer for Amarillo ISD and as a Public Relations Coordinator with Family Support Services. Ms. Ingham earned a Bachelor of Arts in Speech Communication and a Master of Science in Speech and Education from West Texas A & M University.

Rocsko, Tamra L. - Instructor, Nuclear Medicine

Effective Date: August 27, 2012

Salary: \$53,730.00 per year for 11 months full-time

Qualifications: B.S., Bellevue University, Bellevue, Nebraska

A.A.S., Amarillo College, Amarillo, Texas

Experience: 4 years related work

Replacement for: Mark Rowh

Bio: Tamra Rocsko has been working with the Continuing Healthcare Education department since last October, serving as Professional Education Coordinator. Prior to joining Amarillo College Ms. Rocsko had more than 15 years' experience working in the nuclear medicine field in Florida, Maryland, Idaho, and Texas. Ms. Rocsko earned an Associate in Nuclear Medicine from Amarillo College and a Bachelor of Science in Healthcare Administration from Bellevue University.

Smith, Kim N. – Instructor, Vocational Nursing

Effective Date: August 20, 2012

Salary: \$42,809.00 per year for 9 months full-time

Qualifications: B.S.N., University of Texas at Arlington, Arlington, Texas

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

Experience: 10 years related work

Replacement for: Ginny Coppock

APPOINTMENTS Continued:

Bio: Kim Smith earned an Associate's degree in Nursing from Amarillo College and a Bachelor of Science in Nursing from the University of Texas at Arlington. Ms. Smith has 14 years' experience as a Registered Nurse working in the home health care field and hospitals in Amarillo and Grand Island, Nebraska. Ms. Smith has spent the last 8 years as a Staff RN in the NICU at Baptist St. Anthony's.

B. BIDS AND PROPOSALS:

- **Request for Proposal No. 1279 – Furnishing and Installation of Carpet, East Campus Housing**

RFP No. 1279, for furnishing and installation of carpet in the housing units located on the East Campus, was advertised in the newspaper. Project involves furnishing and installation of carpet on an as needed basis for the East Campus Housing units. Three (3) carpet contractors received proposal packages for the project. Three (3) proposals were submitted. A tabulation of the proposals received is attached at page 11.

It was recommended to award Proposal No. 1279 to Quality Service & Supply, low proposer to the specifications, for the amount of \$88,537.00 (based on 7,100 sq. yards of carpet & pad).

Funds for this project are available in the 2012-2013 Housing Budget.

- **Request for Proposal No. 1280 – Re-roofing Project, East Campus Housing**

RFP No. 1280, for re-roofing five (5) residential units, located on the East Campus, was advertised in the newspaper. Project Documents were received by four (4) contractors. A tabulation of proposals received is attached at page 12.

It was recommended to award Proposal No. 1280 to Construction Services, the low proposer to the specifications, for the amount of \$135,308.00.

Funds are available in the 2012-2013 Housing Budget.

C. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 13.

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

REQUEST FOR PROPOSAL NO. 1272 – 2007 BOND PROJECT, 2ND FLOOR RENOVATIONS AT LYNN LIBRARY FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:

RFP No. 1272, for the Renovation of the 2nd Floor of Lynn Library for Amarillo College, Washington Street Campus, was advertised in the newspaper for sub-contractors and suppliers, by Page & Associates, Inc., Construction Manager-at-Risk (CMR). Proposal Package included

**REQUEST FOR PROPOSAL NO. 1272 – 2007 BOND PROJECT, 2ND FLOOR RENOVATIONS AT LYNN LIBRARY FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED
Continued:**

the complete renovation of the 2nd floor to include some new plumbing, HVAC, electrical, new interior finishes, and new network infrastructure. Page & Associates, Inc. provides a guaranteed maximum price of \$1,173,481.00.

Funds are available in the 2007 Bond Budget and Title V grant.

Dr. Proffer moved, seconded by Mr. Nicholson to approve RFP No. 1272. The motion carried unanimously.

REQUEST FOR PROPOSAL NO. 1277 – NEW CAREER AND TECHNICAL CENTER CAMPUS FOR AMARILLO COLLEGE, MOORE COUNTY APPROVED:

RFP No. 1277, for the New Career and Technical Center Campus at Moore County. Proposal Package included general conditions, site work, building pad, concrete foundation and slab, rebar, structural steel, bar joist, and other miscellaneous steel components. The project will also include masonry, roofing, carpentry, interior finishes, mechanical, electrical, plumbing, landscaping, parking, and other items to complete the construction of this facility.

Project was advertised in the newspaper for sub-contractors and suppliers, by Page & Associates, Inc., Construction Manager-at-Risk (CMR). This project is scheduled to be complete and to have the facility open by fall semester 2013.

Page & Associates, Inc. provides a Guaranteed Maximum Price of \$4,064,599.00.

Funds are available in the Moore County Bond Budget.

Ms. Fortunato moved, seconded by Mr. Nicholson to approve RFP No. 1277. The motion carried unanimously.

USE OF RESERVES FOR HEREFORD HINKSON MEMORIAL CAMPUS APPROVED:

The project construction-manager-at-risk and the architects have worked together to determine the opinion of probable cost for the Everett and Mabel McDougal Hinkson Memorial Campus in Hereford. In order to take advantage of cost savings of concrete foundation and slab and finish-out of exterior walls of several additional classrooms, the Board heard a request for use of \$500,000 in college reserves.

Funds are available in board restricted reserves and Hereford Campus reserves.

Mr. Forrester moved, seconded by Mr. Nicholson to approve the use of reserves for the Hereford Hinkson Memorial Campus. The motion carried unanimously.

REQUEST FOR PROPOSAL NO. 1278 – EVERETT & MABEL MCDUGAL HINKSON MEMORIAL CAMPUS STRUCTURAL PACKAGE FOR AMARILLO COLLEGE, HEREFORD CAMPUS APPROVED:

RFP No. 1278, for the Structural Package for the New Hereford Campus, was advertised in the newspaper for sub-contractors and suppliers, by Page & Associates, Inc., Construction Manager-at-Risk (CMR). Proposal Package included site work, parking lot, building pad, concrete foundation and slab, rebar, structural steel, bar joist, and other miscellaneous steel components. Page & Associates, Inc. provided a price of \$1,203,599.00.

Funds are available in the 2012-2013 Hereford A & I Budget.

Ms. Nelson moved, seconded by Mr. Forrester to approve RFP No. 1278. The motion carried unanimously.

INVESTMENT REPORT APPROVED:

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

The weighted average maturity of the portfolio is approximately 3.2 months. The overall portfolio yield is 0.268%. During this time frame the portfolio market value has remained consistent at 100%. We are heavily invested in CDs.

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

PRELIMINARY FINANCIAL REPORT ACCEPTED:

The financial statements as of August 31, 2012 are attached at pages 14 through 23.

Revenue

We reached 98% of our total budgeted revenue.

Expenditures

We spent 94% or \$51.2 million of the \$54.6 million amended fiscal 2012 budget.

Auxiliary Enterprises

Bookstores' net profit is \$817,281; and rental properties' net profit is \$1,059,781.

Restricted Funds

Federal grants and contracts have increased \$4.6 million; state grants and contracts are up \$562,231; local grants and contracts are up \$710,219; and KACV grants and contracts have decreased by \$170,119.

Cash and Investments

\$62.0 million total minus \$18.5 million (bond) = \$43.5 million – August 2012; \$44.3 million total minus \$11.8 million (bond) = \$32.5 million – August 2011; \$66.6 million total minus \$24.3 million (bond) = \$42.3 million – August 2010.

PRELIMINARY FINANCIAL REPORT ACCEPTED Continued:**Alterations & Improvements**

There has been \$1.1 in actual expenditures out of the \$1.6 million projected costs minus Hereford improvements.

Tax Schedule

\$19,277,169 has been collected out of \$18,659,577 budgeted; we are over budget by \$617,592.

Bond Expenditures

There has been \$54.9 million spent for completed projects out of \$66.4 million projected for the Amarillo campuses.

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

PRESIDENT'S REPORT:

The SACSCOC On-site team was on campus September 17-20; AC received a positive and successful exit report. AC was given two recommendations. A written report will be delivered in two weeks.

Dr. Matney reported on his recent trip to Austin for the Legislative Appropriations Request (LAR) Hearing; besides community college presidents, there were staff from the Legislative Budget Board and staff who wrote Senate Bill 1. Those testifying included Dr. Bill Holda, Kilgore College President; Dr. Rey Garcia, TACC President, and Dr. Richard Carpenter, Chancellor, Lone Star College System.

Mr. Hicks and Dr. Matney will attend the West Texas Community College Presidents Meeting on September 26, in Midland to discuss the upcoming legislative package with Senator Seliger.

Dr. Matney will attend a meeting at Hahn, TX, TACC Legislative Agenda training for community college presidents, in Austin on September 28.

Amarillo Opera's production of *Madama Butterfly* will be presented on September 29 and 30.

The 2012 Higher Education Leadership Conference will be held in Austin on October 4-5; Dr. Proffer and Dr. Matney will be in attendance.

The Wendy & Stanley Marsh Creative Mind Lecture Series on Amarillo by Dr. Gary Nall, will be held on October 4, 12:30 pm, Oak Room, CUB and 7:30 pm, AMoA.

Presentation by Timothy Egan, author of *The Worst Hard Times*, will be on October 11, 11:30 am, 3rd floor Gallery, AMoA; and 7:00 pm, Heritage Room Civic Center

The Career and Technical Center Groundbreaking in Dumas will be held on Friday, October 19 at 10:00 a.m.

PRESIDENT'S REPORT Continued:

“An Evening with Rudy Giuliani,” benefiting Center City of Amarillo and the Amarillo College Honors Program will be held on Tuesday, October 16.

Ms. McAnally’s office received a call from the THECB requesting AC apply for a Department of Labor grant. A notification of receipt should be forthcoming.

Dr. Matney told of the AC Foundation Annual meeting and honoring Dr. Bud and Janice Joyner.

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

A handout for KACV regarding Colonial Williamsburg, Electronic Field Trips on KACV was distributed.

CONSIDERATION OF EAST PROPERTY DEVELOPMENT:

At 7:34 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 Texas Government Codes 551.071, 551.072, and 551.087, Deliberation Regarding Economic Development Negotiations.

At 8:40 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.

Mary Jane Nelson, Secretary

