

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
May 28, 2013**

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

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. Russell Lowery-Hart, Vice President of Academic Affairs; and Dr. Paul Matney, President

Mr. William Brooks – Highland Park Senior & AC Dual Degree Program Graduate
Ms. Olga Bustos – representing Classified Employees Council
Mr. Steve Chance – Chief, AC Campus Police
Mrs. Teresa Clemons – Assistant Chief of Advancement, Grants & Compliance
Mr. Bruce Cotgreave – Director, Physical Plant
Ms. Cara Crowley – Director, Title V Program, Center for Teaching & Learning
Mrs. Lori Merriman – Executive Secretary, President's Office
Mr. Johnny Mize – Newly Elected Regent
Mr. Darryl Moore – Corporal, AC Campus Police
Mr. Bruce Moseley – representing Faculty Senate
Mr. Lance Mullens – Highland Park Senior & AC Dual Degree Program Graduate
Mr. Greg Rohloff – representing *Amarillo Independent*
Mrs. Brenda Sadler – Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mrs. Lou Ann Seabourn – Retiree, Extended Programs
Mrs. Vickie Shelton – Director, Purchasing
Mr. Myles Smith – Highland Park Senior & AC Dual Degree Program Graduate
Mr. Lynn Thornton – Director, Administrative Services/Human Resources
Mrs. Lyndy Wilkinson – Dean of Technical Education
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 Dr. Woodburn to approve minutes of the regular meeting of April 23, 2013 and minutes of the special meeting of May 20, 2013. The motion carried unanimously.

EDUCATION REPORT – HIGHLAND PARK/AC DUAL DEGREE PROGRAM GRADUATES:

Lou Ann Seabourn spoke of the history of the pilot in which Highland Park chose to participate; former Highland Park superintendent, Bill Mayfield was interested. The Dual Degree Program is a rigorous 60 credit-hour combination of dual-credit classes and mainstream college work. Seven Highland Park ninth graders signed up for the program; four persevered and have received an associate's degree in general studies and will graduate from high school later in May. Three of the four graduates were present and introduced: William Brooks will attend New

EDUCATION REPORT – HIGHLAND PARK/AC DUAL DEGREE PROGRAM GRADUATES
Continued:

Mexico Institute of Mining and Technology and major in physics and engineering; Lance Mullens will attend Abilene Christian University and major in business and possibly go on to dental school; and Myles Smith will attend West Texas A&M University and major in communications and possibly go to law school after his undergraduate degree is earned. Breann Hobbs is the fourth student to receive her general studies degree from AC before graduating from Highland Park; she will attend West Texas A&M University and major in pre-vet studies. All four students are involved in extra-curricular activities and are very well-rounded individuals. Rala Underwood, counselor at Highland Park, was instrumental in helping these students make good decisions and be available for them whenever they questioned their choice to blast through their high school years.

Mrs. Seabourn said this opportunity was offered to all high schools in the Texas Panhandle and four years ago Highland Park was the only one interested in the partnership with Amarillo College; Panhandle High School may be the next school to have students enroll in the program.

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 reports that Amarillo College is in compliance. We continue to be 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 439 cases, equaling approximately 457 cubic feet, was destroyed in November 2012. The disposition of these documents was approved by the Records Management Committee per Amarillo College Policy.

ENERGY AND UTILITY SAVINGS OPTIONS:

Chairman Hicks appointed a Board ad hoc committee comprised of Mr. Forrester, Mr. Hicks, Mr. Mize, and Dr. Woodburn to study energy/utility savings to the college. The ad hoc committee will meet in the near future to review three options which it might wish to recommend that the board pursue: 1) approve a proposal from Cenergistic (formerly Energy Education), 2) approval of a Request for Proposal (RFP) to be submitted to appropriate vendors, or 3) approve specific plans by AC staff to improve energy/utility efficiency.

No board action will be taken until the ad hoc committee has had time to study and evaluate the three options on energy/utilities cost efficiencies.

CONSIDERATION FOR PROPOSED USE OF LAND SALE PROCEEDS FROM EAST PROPERTY SALES APPROVED:

The board heard a proposal for the use of East property land sale proceeds which included a split between an undesignated reserve account and an East Campus restricted development fund.

Mrs. Lyndy Wilkinson, Dean of Technical Education, described her vision for East Campus. Discussion ensued as to the significant needs at East Campus; administration proposed that a 70/30 split of East property land sale proceeds be split as follows: 70% of proceeds will go into a restricted fund for East Campus development and 30% will go into an undesignated reserve fund.

Several board members were not pleased with the split ratio and said they believed other campuses besides the East Campus should benefit from the land sales as well.

Mr. Nicholson moved, seconded by Ms. Fortunato to approve the proposal for use of land sales proceeds without split ratio adjustment. The motion carried unanimously.

REQUEST FOR USE OF EAST PROPERTY LAND SALE PROCEEDS TO PURCHASE LOCKING STORAGE CABINETS FOR EAST CAMPUS APPROVED:

The purchase of eighty locking storage cabinets for East Campus is needed for the moving and consolidation process of East Campus; storage of expensive equipment is an issue as there is now less space with more sharing of equipment and space. These durable storage units are critical for East Campus to best utilize space and secure expensive equipment. The cabinets are available on the TXMAS (Texas Multiple Award Schedule) contract #2-539030 through the State of Texas in the amount of \$70,880.00 from Grainger.

Funds are available from the proceeds of the East Campus land sale in the restricted development fund.

Mr. Nicholson moved, seconded by Ms. Fortunato to approve the purchase of locking storage cabinets for East Campus from land sale proceeds. The motion carried unanimously.

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

Leeper, Timothy Bryan – Instructor, Mathematics, Moore County Campus

Effective Date: August 19, 2013

Salary: \$41,486.00 per year for 9 months full-time probationary

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

B.S., Embrey-Riddle Aeronautical University, Prescott, Arizona

Experience: 3 years related work

Replacement for: Tammy Holmes

APPOINTMENTS Continued:

Bio: Timothy Leeper spent the spring semester as a full-time temporary instructor at Moore County. Mr. Leeper earned a Bachelor of Science in Space Physics from Embry-Riddle Aeronautical University in Prescott, Arizona and a Master of Science in Mathematics from West Texas A&M University. Prior to joining Amarillo College in January, Mr. Leeper served as a math instructor at Clarendon High School.

Smith, Jamie L. – Instructor, Radiography

Effective Dates: May 20, 2013

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

Qualifications: B.S., Midwestern State University, Wichita Falls, Texas
A.A.S., Amarillo College, Amarillo, Texas

Experience: 19 years related work

Replacement for: Ken Woody

Bio: Jamie Smith has more than 18 years of experience as an x-ray technician and x-ray supervisor with the Amarillo Bone and Joint Clinic. Ms. Smith earned an Associate of Applied Science in Radiography from Amarillo College and Bachelor of Science in Radiologic Science from Midwestern State University.

Trout, Richard E. – Instructor, Biology, Moore County Campus

Effective Date: August 19, 2013

Salary: \$56,891.00 per year for 9 months full-time probationary

Qualifications: M.S., Oklahoma State University, Stillwater, Oklahoma
B.S., Oklahoma Christian University, Oklahoma City, Oklahoma

Experience: 22 years related work

Replacement for: Dalila Paredes

Bio: Richard Trout earned a Bachelor of Science in Biology from Oklahoma Christian University, a Master of Science in Zoology from Oklahoma State University, and ABD in Environmental Health from the University of Oklahoma Health Sciences Center. Mr. Trout has experience in the community college setting having taught for 24 years at Oklahoma City Community College before spending two years as Associate Professor of Biology at Oklahoma Christian University.

B. BIDS AND PROPOSALS:

- **Furniture & Equipment Purchase for the Music Building – 2007 Bond Project**

New furniture and equipment is needed to equip the newly renovated Music Building. The majority of this furniture is to be manufactured by Hon. Hon Furniture is available through an Inter-Local Agreement with the City of Amarillo BPA/TXMAS Contract #6-71-111060, and will not exceed \$95,000.00. This purchase will provide furniture for classrooms, offices, “Sticky Spaces,” and other miscellaneous areas.

Funds are available in the 2007 Bond Project.

BIDS AND PROPOSALS Continued:

- **Furniture & Equipment Purchase For The New Career & Technical Center, Moore County**

New furniture and equipment is needed to equip the newly constructed Career & Technical Center. This price includes furniture for offices, classrooms, labs, workrooms, conference rooms, file/storage rooms, and other miscellaneous areas.

The top two vendors identified are Hon and Virco. Furniture and Equipment for this project will not exceed \$110,000.00.

Hon Furniture is available through an Inter-Local Agreement with the City of Amarillo BPA/TXMAS Contract #6-71-111060. Virco furniture is available through U.S. Communities Contract.

Funds are available in the Moore County Construction Budget.

- **Purchase of HON Furniture for the Center for Teaching and Learning**

The purchase of HON furniture from OfficeWise to be used in the newly renovated Center for Teaching and Learning space on the 2nd floor of the library is recommended. We will be utilizing the City of Amarillo BPA/TXMAS Contract #6-71-111060, in the estimated amount of \$80,000.00.

Funds are available from the U.S. Department of Education Title V grant.

C. BUDGET AMENDMENT:

A budget amendment for approval by the Board is attached at page 223.

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

REQUEST FOR CONTINGENCY ALLOWANCE EXPENDITURE – 2007 BOND PROJECT, RENOVATIONS AT THE MANUFACTURING EDUCATION CENTER & TRANSPORTATION CAREER CENTER APPROVED:

Request for Contingency Allowance Expenditure in the amount of \$54,527.00 at the Transportation Career Center, Aviation Maintenance, to extend the existing corridor, provide additional security doors, and provide plumbing and electrical for a relocated autoclave.

Request for Contingency Allowance Expenditure in the amount of \$53,796.00 to provide exterior signage at the Transportation Career Center, Logistics Training Center, Academic Classroom Center, Student Services Center, and Public Service Training Center.

These costs will not affect the Guaranteed Maximum Price but will reduce the contingency.

Funds are available in the 2007 Bond Budget.

Minutes of the Amarillo College Board of Regents Regular Meeting of May 28, 2013

REQUEST FOR CONTINGENCY ALLOWANCE EXPENDITURE – 2007 BOND PROJECT, RENOVATIONS AT THE MANUFACTURING EDUCATION CENTER & TRANSPORTATION CAREER CENTER APPROVED Continued:

Ms. Fortunato moved, seconded by Dr. Proffer to approve the request for contingency allowance expenditure. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of April 30, 2013 are attached at pages 224 through 233.

Revenue

We have received \$16.9 million in academic tuition and fees.

Expenditures

We have spent \$36.7 million out of the 2013 amended budget of \$58 million.

Auxiliary Enterprises

Bookstores' profit is \$371,202; and rental properties' net profit is \$539,348 which is down \$89,000 from last year; \$112,000 has been used in employee scholarships.

Restricted Funds

Federal grants and contracts have increased \$279,258; state grants and contracts are up \$292,204; local grants and contracts have decreased \$215,334; and KACV grants and contracts have decreased \$384,311. Public service has decreased by \$628,570.

Cash and Investments

\$56.4 million total minus \$11.0 million (bond) = \$45.4 million – April 2013; \$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.

Alterations & Improvements

There has been \$2.1 million in actual costs spent out of \$3.6 million in projected costs. There has been \$1.7 million spent on the new Hereford Campus to-date.

Tax Schedule

\$19.9 million has been collected out of \$19,866,400 budgeted; we have collected \$64,948 over budget.

Bond Expenditures

There has been \$60.9 million spent for completed projects out of \$68.0 million projected for the Amarillo campuses. Moore County Campus has spent \$1.8 million out of \$3.8 million.

Reserve Analysis

Proceeds from East Campus land sales will be placed under Board Restricted funds.

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

2014 PRELIMINARY BUDGET OVERVIEW:

Dr. Matney and Mr. Berg presented the 2014 preliminary budget overview. This presentation will allow regents advance information and preparation for the budget and planning workshop being held at a later date. 2013-2014 budget assumptions include the Board approved fee increases of \$3.00 (general fee) and \$2.00 (out-of-district fee); assume senior frozen tax and TIRZ tax exemptions; assume tax valuation increases in the college district; assume no ad valorem tax rate increase; and assume unfunded mandates for tuition waivers. The Legislative Conference Committee on the Budget has approved: an increase in "formula" funding; a 50-50 cost share agreement on benefits (group health insurance and retirement); adopted the three-point TACC methodology for funding; and will require student "success point" funding for college be based on a college "competing against itself." Budget priorities were discussed.

Projected total revenue and expenditures are both at \$57.8 million. Projected raises include: a 2-1/2% increase for Board appointed employees hired as of 6/1/13; 4% for non-appointed employees hired as of 6/1/13; \$25 per semester hour for overload and part-time instructors; and \$1 per clock hour for employees making \$19 to \$21 per clock hour.

No action was taken.

PRESIDENT'S REPORT:

There were 483 students who walked across the stage at the spring commencement.

President's Cabinet had an all-day retreat on May 9 which was beneficial.

Regents Nicholson and Woodburn along with President Matney will attend the Community College Association of Texas Trustees (CCATT) annual conference in Austin on June 1.

Thanks goes to Regent Nelson for recommending application for a USA Funds Grant which if awarded will make \$400,000 to \$800,000 available to cover a two- to three-year grant period. This grant supports disadvantaged students through key transition points in postsecondary education.

There was discussion regarding a Board retreat in mid-September.

The Board Budget Workshop will be conducted at the First United Bank, Lone Star Room on June 12 from noon – 2:30 p.m.

OATHS OF OFFICE FOR NEWLY ELECTED REGENTS:

Chairman Hicks thanked Regent Poff for serving as a Board of Regent for seven years and presented him with a plaque of appreciation.

Mrs. Brenda Sadler administered the oath of office to the newly elected regents – Mr. Johnny Mize, Dr. Paul Proffer, and Dr. David Woodburn for the three six-year terms; and Ms. Mary Jane Nelson for the two-year unexpired term and declared them duly sworn in to serve on the Amarillo Junior College District Board of Regents. The six-year terms of office will end in May 2019 and

OATHS OF OFFICE FOR NEWLY ELECTED REGENTS Continued:

the two-year unexpired term will end in May 2015. All were welcomed and congratulated as Regents.

BOARD NOMINATING COMMITTEE APPOINTMENTS:

Chairman Hicks named three regents to serve on the Board Nominating Committee to determine a slate of officers for 2013-2014 to be presented at the June Board meeting. Members of the committee include Ms. Fortunato, Mr. Hicks, and Dr. Woodburn.

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

KACV will celebrate their 25th anniversary in August with a cookout.

Dr. Woodburn reported that the Texas Dental Association Smiles Foundation will hold their Mission of Mercy clinic in Amarillo on June 28-29. The Mission of Mercy is a mobile dental clinic that travels around the state providing free dental care to uninsured Texans.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Mary Jane Nelson, Secretary

