

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
April 23, 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; and Dr. David C. Woodburn

REGENTS ABSENT: Mr. H. Bryan Poff and Dr. Paul L. Proffer

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; Dr. Russell Lowery-Hart, Vice President of Academic Affairs; Dr. Paul Matney, President; and Ms. Danita McAnally, Chief of Planning and Advancement

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
Mrs. M. J. Coats – Marketing Consultant, College Relations
Mr. Richard Constancio – representing Shiver-Megert
Mr. Bruce Cotgreave – Director, Physical Plant
Mr. Daniel Esquivel – Executive Director, Hereford Campus
Mr. David Hudson – Resident of Amarillo
Mrs. Kristen Johnson – Advising Specialist, MCC
Mrs. Lori Merriman – Executive Secretary, President’s Office
Mrs. Brenda Sadler – Exec. Asst., Pres’s Off. and Asst. Secy. to the Board of Regents
Mrs. Billie Faye Schumacher – Retired Judge and MCC Advisory Committee member
Mrs. Vickie Shelton – Director, Purchasing
Mr. Mark Stroebel – Superintendent, Dumas ISD
Mr. Lynn Thornton – Director, Administrative Services/Human Resources
Mrs. Renee Vincent – Executive Director, Moore County Campus
Mrs. Lyndy Wilkinson – Dean of Technical Education

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 Ms. Nelson to approve minutes of the regular meeting of March 26, 2013 with the modification of the extension by one year of Dr. Matney’s contract through August 31, 2015. (This action was taken in open session after the closed session and was not recorded.) The motion carried unanimously.

MOORE COUNTY CAMPUS UPDATE:

Richard Constancio with Shiver-Megert updated the Board on the Student Activity Center at Moore County Campus. Completion of the center is targeted for August 1. Mark Stroebel, Dumas ISD superintendent, thanked Amarillo College regents and administration for all that is done to help students succeed in Dumas.

MOORE COUNTY CAMPUS UPDATE Continued:

Mrs. Vincent presented a PowerPoint report. She reminded the Board that the Moore County Campus opened in 2000 with 129 students. Demographics have changed with 62 Caucasians and 35 Hispanics in 2000 and in 2012, 30 Caucasians and 64 Hispanics. Eighty-five percent of students attending MCC live in Dumas; 53% of students receive financial aid; in 2000 25% were fulltime and in 2012 45% were fulltime students.

EDUCATION REPORT – STUDENT SUCCESS OVERVIEW AND UPDATE:

Dr. Lowery-Hart presented the student success overview and update. Amarillo College has adopted the No Excuses initiative for the past year and a half; our goal now is to become a “leader college.” A “No Excuses” guide to student planning was distributed. The Texas Association of Community Colleges (TACC) established a legislative priority built around student success and proposed a 5-point plan to ensure state support for this critical part of the community college mission. TACC and the Texas Higher Education Coordinating Board recommended a new funding system for community colleges to the 83rd Legislature with three different components: core college operations, student success points, and contact hour funding. The Student Success 5-point plan includes: (1) completion of developmental classes – only students who are not ready in math, reading and/or writing as first-time undergraduates can qualify for this category; the present year and two previous ones can be measured; if a student successfully completes developmental work in the fiscal year being measured, then one point is awarded for math completion, .5 for reading completion, and .5 for writing completion. They are working on combining the reading and writing classes. (2) first college course for credit – if a student completes the first college level math, reading and/or writing course with a C or better one point for math, .5 for reading, and .5 for writing will be awarded. (3) completion of 15 credit hours per semester for a fiscal year. (4) earn a degree or certificate – an “early alert” system is in place; (5) transfer to a four-year school with 15 semester credit hours – 15% of students who transfer 9% complete their degree. The “No Excuses” plan has five interventions: show promise, data driven, college-wide, no quick fixes, and leader vision. Dr. Lowery-Hart reported that there are 27 Achieving the Dream peer institutions; he said he would furnish the Board with a list of the peer institutions. Fifty percent of students go through the Math Outreach Center and they do the best as students. Dr. Matney told the Board that the President’s Cabinet will have a retreat on May 9 focusing on student success; a Board retreat on student success will be held in either August or September.

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, 2013 through June 30, 2014. A copy of the Contract for Assessment and Collection Services is attached at pages 187 through 190.

Ms. Fortunato moved, seconded by Mr. Nicholson to approve renewal of the above contract. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 23, 2013**ORDER OF APPOINTMENT FOR ELECTION JUDGES APPROVED:**

Attached at page 191 is the Order of Appointment for Election Judges for the Amarillo College Board of Regent election on May 11, 2013.

Dr. Woodburn moved, seconded by Ms. Nelson to approve the Order of Appointment for Election Judges. The motion carried unanimously.

SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE ACCEPTED AND CHAIRMAN AUTHORIZED TO EXECUTE THE TAX DEEDS:

Properties foreclosed for taxes and sold at a "Sheriff's Sale" must sell for a minimum bid which is the lower of the adjusted value or the taxes due plus costs of the sale. In some cases this puts the price above what people will pay at a "Sheriff's Sale." Those properties which do not sell are then held in trust by the county/school tax office. The law provides that they can be offered for sale by sealed bids or auction without a minimum bid at a later date. A listing of those properties is attached at pages 192 through 196. Board approval is required because the properties are held in trust by Potter County.

The Potter County Tax Assessor/Collector recommends acceptance of these bids as this puts the property back in production and on the tax rolls. The motion should authorize the Chairman of the Board of Regents to execute the Tax Deeds transferring these properties to the successful bidders.

Mr. Nicholson moved, seconded by Mr. Forrester to authorize the chair of the Board of Regents to execute the Tax Deeds. The motion carried unanimously.

FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED:

The following faculty members have been 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, 2013.

Instructor to Assistant Professor

Theresa Jiwa – English

Tamara Rhodes – Vocational Nursing

Terry Tucker – Instrumentation Technology

Assistant Professor to Associate Professor

Michael Barnett – Biological Sciences

Ann Fry – Interior Design

Deborah Harding – Psychology

Associate Professor to Professor

Claudie Biggers – Biological Sciences

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

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CONSENT AGENDA APPROVED:

A. APPOINTMENTS:

Faculty

Murray, Jona R. – Instructor, Access Learning Center, East Campus

Effective Dates: February 18, 2013 through August 31, 2013

Salary: \$27,297.40 per year for 6 months full-time temporary

Qualifications: B.S., Eastern Montana College, Billings, Montana
A.S., Miles Community College, Miles City, Montana

Experience: 4 years related work

Note: Emergency hire. New position funded by Adult Basic Education Innovation grant.

Bio: Jona Murray has been working part-time in the Access Learning Center on East Campus since August 2011. Prior to joining Amarillo College she taught 7th grade math for Dimmitt ISD. Ms. Murray received an Associate's Degree in Business Management from Miles Community College in Miles City, Montana, and a Bachelor's degree in Accounting from Eastern Montana College in Billings, she also attended West Texas A&M University to get a teaching certificate through the PACE program.

B. BIDS AND PROPOSALS:

- Purchase Of Laerdal SimMan Patient Simulator for the Center for Continuing Healthcare Education

We recommend the purchase of the Laerdal SimMan Patient Simulator to be used for instruction purposes in the Center for Continuing Healthcare Education, from the sole source manufacturer and distributor, Laerdal Medical Corporation, in the amount of \$79,146.48.

The new simulator will be utilized to create and incorporate simulation scenarios in patient care courses including, CNA, CMA, EKG, Patient Care Technician, and Phlebotomy. The simulator will be necessary equipment that is an essential component of the course redesign.

Funds are available from the Department of Labor TAACCCT Grant to Amarillo College, contingent on formal notification of approval from Department of Labor.

C. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 197.

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

Minutes of the Amarillo College Board of Regents Regular Meeting of April 23, 2013**REQUEST FOR CHANGE ORDER – FOR THE EVERETT & MABEL MCDUGAL HINKSON MEMORIAL CAMPUS FOR AMARILLO COLLEGE, HEREFORD CAMPUS APPROVED:**

We are requesting a Change Order in the amount of \$537,403.00 to construct two industrial labs. These labs will connect to the existing structure. Work will include dirt work, concrete foundation and slab, rebar, structural steel, bar joist, decking and other miscellaneous steel components. This project will also include masonry, roofing, carpentry, interior finishes, mechanical, plumbing, electrical, parking and other items to complete the addition.

We would also like to include a Request for Contingency Allowance Expenditure in the amount of \$72,622.00 to finish out rooms 132, 134, and 141. This will include HVAC, drywall & ceilings, electrical and all interior finishes. This will not affect the Guaranteed Maximum Price but will reduce the contingency.

Funds are available from the Sybil B. Harrington Fund at the Amarillo Area Foundation and the Campaign for Hereford Funds at the Amarillo College Foundation.

Mr. Nicholson moved, seconded by Dr. Woodburn to approve the request for change order. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of March 31, 2013 are attached at pages 198 through 207.

Revenue

We are 67% through the year. We have received \$15.3 million in academic tuition and fees.

Expenditures

We have spent \$32.0 million out of the 2013 amended budget of \$58 million.

Auxiliary Enterprises

Bookstores' profit is \$386,444; and rental properties' net profit is \$411,239 which is down \$81,380 from last year; family housing is at 100% occupancy.

Restricted Funds

Federal grants and contracts have increased \$391,844; state grants and contracts are up \$377,410; local grants and contracts have decreased \$136,688; and KACV grants and contracts have decreased \$624,696. Resident instruction has increased \$896,000 due to Title III grant.

Cash and Investments

\$58.8 million total minus \$12.3 million (bond) = \$46.5 million – March 2013; \$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.

Alterations & Improvements

There has been \$1.7 million in actual costs spent out of \$3.5 million in projected costs. There has been \$1.3 million spent on the new Hereford Campus to-date.

FINANCIAL REPORT ACCEPTED Continued:**Tax Schedule**

\$19.7 million has been collected out of \$19,866,400 budgeted; we have \$187,111 to collect.

Bond Expenditures

There has been \$59.9 million spent for completed projects out of \$68.0 million projected for the Amarillo campuses. Moore County Campus has spent \$1.5 million out of \$3.8 million.

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

PRESIDENT'S REPORT:

Dr. Matney spoke of the Highland Park seniors who were in a dual degree program pilot with Amarillo College; four will be awarded their associates' degree at Commencement on Friday, May 10; they will earn their associate's degree before graduating from high school.

Dr. Matney, Mr. Nicholson, and Ms. Nelson attended the Achieving the Dream 2013 Board of Trustees Institute March 28 – 30, in Santa Fe, NM.

An update to the Campaign for Hereford was presented; Dr. Matney broke it down by funding priorities (two technical labs, finish out classrooms and labs) showing pledges to-date, and displaying unfunded priorities which include the portal to the campus in the amount of \$180,000 and completion of the chemistry lab for \$181,000.

Dr. Richard Carpenter, Chancellor, Lone Star College System and Dr. Bill Holda, President, Kilgore College testified at the finance committee of the legislature in Austin; performance-based funding was agreed upon; the House and Senate passed the community college funding bill which will provide \$4.8 million to community colleges.

Dr. Matney, Mr. Berg and Mr. Cotgreave are working on options for energy/utilities savings plans.

Current regents and candidates had the opportunity to have some of their questions regarding different aspects of the College answered at two information-sharing meetings.

The League of Women Voters along with Student Government Association students will host a Candidates Forum for all Board candidates at the Downtown Campus on Thursday, April 25, at 7:00 p.m.

Vickie Shelton, director of purchasing, has been selected to serve on an advisory committee to work with the new director of cooperative purchasing with the Texas Association of Community Colleges.

The CCATT Annual Conference will be held at the Westin Domain in Austin, TX, on Saturday, June 1, 2013.

The administration has been working diligently on balancing the FY 2014 budget; a preliminary presentation will be given at the May 28 Board meeting.

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PRESIDENT'S REPORT Continued:

Dr. Matney is working on a date to hold the Board Budget Workshop; it will be sometime in June; the date will be determined and selected by the Board.

NOMINATING COMMITTEE APPOINTMENTS:

Item was deferred until after election results on May 11, 2013.

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

Ms. Fortunato said a print fair will be held May 17 – 19 at the AMoA.

Mr. Forrester is impressed with the progress of the new Hereford Campus.

Mr. Forrester attended the AC Benefits Plan Investment Committee presentation; he thought it was excellent.

CONSIDERATION OF PRESIDENT'S CONTRACT:

This item was approved in open session after discussion in closed session at the March 26, 2013 Board meeting but was not recorded. Decision was unanimous to extend Dr. Matney's contract by an additional year ending August 31, 2015.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Mary Jane Nelson, Secretary

