

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
February 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. 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. Rebecca Archer – representing Classified Employees Council  
Mr. Steve Chance – Chief, Amarillo College Campus Police  
Mrs. Teresa Clemons – Senior Director of Grants, Grant Development  
Mr. Bruce Cotgreave – Director, Physical Plant  
Mrs. Lori Merriman – Executive Secretary, President's Office  
Mr. John Page – Police Officer, AC Campus Police  
Mrs. Trena Rider – Mentoring Program Coordinator  
Mr. Greg Rohloff – representing *Amarillo Independent*  
Mrs. Brenda Sadler – Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents  
Mrs. April Sessler – Associate Vice President of Student Affairs  
Mrs. Vickie Shelton – Director, Purchasing  
Mr. Lynn Thornton – Director, Administrative Services/Human Resources  
Mr. Mario Villarreal – Representative Chairman, Student Government Association  
Mr. Lynn Ward – Police Officer, AC Campus Police  
Mr. Mark White – Attorney, Sprouse, Shrader, Smith P.C.  
Mrs. Lyndy Wilkinson – Dean of Technical Education  
Mr. John Windham – Resident of Amarillo

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. Proffer to approve minutes of the regular meeting of January 22, 2013. The motion carried unanimously.

**STUDENT GOVERNMENT ASSOCIATION REPORT:**

Mario Villarreal, representative chairman, SGA, reported that SGA students recently went to Whittier Elementary School and talked to the students about respecting the principal and the teachers. The Distinguished Lecture Series will be held on March 5; Aron Ralston will be the guest speaker. Due to the blizzard, SGA rescheduled comedian Ty Barnett until March 19. Twenty-four SGA students and six from Moore County Campus will be attending the state convention in April.

**EDUCATION REPORT – STUDENT SUCCESS NO EXCUSES UPDATE:**

Dr. Lowery-Hart, Mrs. Sessler, and Mrs. Rider presented the report. The No Excuses Initiative is to move students from poverty to completion. Texas is the eighth poorest state in the U.S.; 4.4 million live in poverty; 26% of children live in poverty. The U.S. poverty rate is the third worst among developed nations. Fifty-seven percent of AC students live in poverty. Two years ago, Dr. Donna Beegle, CEO and President, Communication Across Barriers Inc., came to Amarillo to address the poverty issue in our community. Dr. Beegle grew up in generational poverty. Her parents and their parents lived in poverty. She was homeless for a number of years of her life. Her work is devoted to helping those who do not live in poverty learn how to become mentors to those who do live in poverty. The top ten needs of students include: transportation, shelter, legal issues, utilities, food, clothing, childcare, medical/dental/vision, emergency referrals, and counseling. Life challenges that negatively affect college goals are personal, financial, academic issues, and family obligations. AC had to come up with a systemic response to our students in need. AC has integrated with community partners. The AC Social Services Coordinator connects students to people and support services. A website was created to assist Amarillo College employees and students. Sometimes students have individual concerns and situations that need to be addressed in order for them to be successful in school. The Early Alert System was created as a pilot and there were 799 alerts in fall 2012; faculty and staff identified the needs of the students and identified the intervention plans. AC operates a food pantry which served over 100 students in fall 2012; they partnered with the High Plains Food Bank and are funded by AC faculty and staff. The Benefit Bank helps students in financial matters and offers free tax and FASFA filing to apply for student aid. The Navigator Program has specialty coaches for AC; it is a one-year commitment; volunteers provide service in their area of expertise; coaches work closely with the Social Service Coordinator. The Champions/Coaches Program is a mentoring program for under-resourced students; the program works with students on fall to fall retention. Some students become peer coaches and help other students. All coaches have been trained in helping with poverty needs.

**TAX ABATEMENT RESOLUTION, GUIDELINES, AND CRITERIA ADOPTED:**

Pursuant to Tax Code Section 312.002 the guidelines and criteria are only effective for two years. A resolution and guidelines and criteria must be renewed at this time and are attached at pages 130 to 133.

Dr. Woodburn moved, seconded by Mr. Nicholson to adopt the tax abatement resolution, guidelines, and criteria. The motion carried unanimously.

**ELECTION ORDERS APPROVED AND ADOPTED:**

There will be a general election to fill three six-year terms and a special election to fill one two-year unexpired term on May 11, 2013. Cumulative voting will be used for the general election but not for the special election.

The Election Orders for the election for the Amarillo Junior College District are attached at page 134.

Ms. Fortunato moved, seconded by Ms. Nelson to approve and adopt the Election Orders. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of February 28, 2013**AGREEMENT FOR RANDALL COUNTY ELECTIONS ADMINISTRATOR TO CONDUCT A JOINT ELECTION BETWEEN THE CITY OF AMARILLO, AMARILLO INDEPENDENT SCHOOL DISTRICT, AND AMARILLO JUNIOR COLLEGE DISTRICT RATIFIED:**

Attached at pages 135 through 140 is the signed Ratification of Agreement for Randall County Elections Administrator to conduct a joint election between the City of Amarillo, Amarillo Independent School District, and Amarillo Junior College District.

Mr. Nicholson moved, seconded by Dr. Woodburn to ratify said agreement. The motion carried unanimously.

**AC GRANT TARGET LIST – 2013 APPROVED:**

The Planning & Advancement Division provides a list of projects that are targeted for grant funding during the fiscal year. Attached at pages 141 and 142 is information identifying the Strategies from the *AC Strategic Plan Through 2015 – v.2.0* that are addressed, the intent of the project, and the funding source.

Ms. Fortunato moved, seconded by Dr. Proffer to approve the 2013 Grant Target List. The motion carried unanimously.

**INTERLOCAL AGREEMENT BETWEEN THE PANHANDLE REGIONAL PLANNING COMMISSION AND AMARILLO COLLEGE APPROVED:**

In accordance with the provisions of the Economic Development Administration (EDA) grant award to provide training equipment for the new Hereford Hinkson Campus, AC will contract for administrative services to assist with the management of the federal grant. Through the use of an Interlocal Agreement, AC proposes to contract with Panhandle Regional Planning Commission (PRPC) to provide the administrative services for a fee of \$50,000 funded by the grant. PRPC has prior experience in the management of EDA grant projects similar to the one awarded to AC. Attached at pages 143 through 149 is the letter from the Economic Development Administration and the Interlocal Agreement.

Mr. Nicholson moved, seconded by Ms. Nelson to approve the Interlocal Agreement with PRPC. The motion carried unanimously.

**CONSENT AGENDA APPROVED:****A. APPOINTMENTS:****Faculty****Butcher, Elton Richard** – Instructor, Safety & Environmental Technology

Effective Dates: January 07, 2013 through May 10, 2013

Salary: \$20,960.50 per year for 4.5 months full-time temporary

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

Experience: 8 years related work

Note: Position funded by National Institute of Environmental Health & Safety grant.

**APPOINTMENTS Continued:**

**Bio:** Elton Butcher is a Lieutenant with the Amarillo Fire Department. Mr. Butcher joined the fire department in 2004 after working two years for the Dumas Fire Department. Mr. Butcher is a graduate of Palo Duro High School and earned his Associates in Applied Science for Fire Protection Technology from Amarillo College.

**Thompson, Blaine K.** – Instructor, Biology

Effective Dates: January 07, 2013 through May 10, 2013

Salary: \$20,743.00 per year for 4.5 months full-time temporary

Qualifications: M.S., University of Texas at Arlington, Arlington, Texas

B.S., University of Texas at Arlington, Arlington, Texas

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

Experience: 2 years related work

Note: Emergency hire for spring semester.

**Bio:** Blaine Thompson started his journey in higher education at Amarillo College after graduating from Amarillo High. Mr. Thompson went on to earn a Bachelor of Science in Biology and a Master of Science in Genomics from the University of Texas at Arlington. Mr. Thompson worked as a tutor and a graduate teaching assistant and research assistant while pursuing his education at Amarillo College and the University of Texas at Arlington. For the last year and a half he has worked as Research Faculty at the University of Texas at Arlington conducting genetic research.

**B. BIDS AND PROPOSALS:**

- **Approval For Final Payment – 2007 Bond Project, Renovation of Allied Health Building, West Campus**

Approval was requested for final payment, in the amount of \$38,694.00, for the project listed above. Construction Manager-at-Risk, Page & Associates, Inc. provided a Guaranteed Maximum Price of \$2,456,939.00. The final cost for the project is \$2,380,644.00. A contingency in the amount of \$43,894.00 has been credited back to Amarillo College along with a savings of \$32,401.00.

- **Approval For Final Payment – 2007 Bond Project, New Parking Lot for Amarillo College, Polk Street Campus**

Approval was requested for final payment, in the amount of \$36,380.53, for the project listed above. Construction Manager-at-Risk, Page & Associates, Inc. provided a Guaranteed Maximum Price of \$829,975.00. The final cost for the project is \$824,396.98. A contingency in the amount of \$471.00 has been credited back to Amarillo College along with a savings of \$5,107.02.

- **Furniture & Equipment Purchase for the First Floor of Byrd Business Building & Parcels Hall – 2007 Bond Project**

New furniture and equipment is needed to equip the newly renovated first floor of Byrd Business Building and Parcels Hall. Most of this furniture is to be purchased from the Hon

**BIDS AND PROPOSALS Continued:**

Company through Officewise Furniture of Amarillo on the BPA/TXMAS Contract #6-71-111060 and will not exceed \$165,000.00. This price includes furniture for offices, work rooms, conference rooms, file/storage rooms, and other miscellaneous areas.

Funds are available in the 2007 Bond Project.

**C. BUDGET AMENDMENT:**

A budget amendment for approval by the Board is attached at page 150.

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

**FINANCIAL REPORTS ACCEPTED:**

The financial statements as of January 31, 2013 are attached at pages 151 through 160.

**Revenue**

We are 5/12 through the year; we have received 55% of total revenues. We have received \$15 million in academic tuition and fees.

**Expenditures**

We have spent \$23 million out of the 2013 amended budget of \$58 million.

**Auxiliary Enterprises**

Bookstores' net loss is \$415,018; and rental properties' net profit is \$159,423.

**Restricted Funds**

Federal grants and contracts have increased \$6.3 million; state grants and contracts are up \$494,620; local grants and contracts have increased \$391,567; and KACV grants and contracts have increased \$74,192. Public service has decreased \$445,046.

**Cash and Investments**

\$64.9 million total minus \$14.2 million (bond) = \$50.7 million – January 2013; \$53.8 million total minus \$11.8 million (bond) = \$42.0 million – January 2012; \$56.0 million total minus \$18.6 million (bond) = \$37.4 million – January 2011.

**Alterations & Improvements**

There has been \$829,281 in actual costs spent out of \$3.5 million in projected costs. There has been \$687,000 spent on the new Hereford Campus to-date.

**Tax Schedule**

\$14.3 million has been collected out of \$19,866,400 budgeted; we have \$5.6 million to collect.

**Bond Expenditures**

There has been \$58.8 million spent for completed projects out of \$68.0 million projected for the Amarillo campuses.

**FINANCIAL REPORTS ACCEPTED Continued:**

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

**PRESIDENT'S REPORT:**

Dr. Matney read an email he wrote to physical plant and payroll personnel for their great work during the blizzard. Physical plant staff cleared the parking lots and sidewalks and payroll worked from home to get everyone's payroll checks in the bank on time.

Carol Nicklaus, retired employee and creator of the Creative Mind Series, was honored with a reception for her many years of service.

A picture of Gus Trujillo, former AC student, who recently finished his degree in law at WTAMU, was passed around. He was a Caprock High School student who is an AC success story.

A copy of the AEDC annual report was distributed.

Another success story was distributed of a former AC student, Katherine Fong, a musician with the Metropolitan Opera, started playing violin at age four in the Suzuki Program at AC.

A copy of the site marker text for the AC Downtown Campus Fuqua parking lot which will honor Amarillo pioneer W. H. Fuqua and the location of his mansion which was built in 1906 were distributed. The marker will be placed on the brick façade on the northeast corner of the parking lot.

Dr. Matney reported that the Everett & Mabel McDougal Hinkson Memorial Campus will open in spring 2014; the MCC Career and Technical Training Center will open in fall 2013. The exterior of the AMoA should be completed at the end of April. The Parcels Hall/Byrd Business Building first floor enclosure should be ready at the end of the summer; the Business Office will be moving into the first floor of Byrd Business Building; College Relations will move into the first floor of Parcels Hall. Employees displaced from the Music Building have been officing and teaching in Dutton Hall. The Lynn Library upper floors remodel should be completed this spring; the Vice President of Academic Affairs' office will move to the second floor. Funds need to be secured for the first floor of the library for a student commons area; administration is looking to secure private funds for this project. The Manufacturing Center on East Campus is in progress.

Dr. Matney has traveled to Austin three times to testify at the Senate Finance Committee and House Appropriations Subcommittee on Higher Education on behalf of community colleges. Since community colleges have to make up the difference of what is not covered by the State Appropriations for retirement and healthcare costs, more money is being requested by community colleges.

Dr. Matney attended the Chamber of Commerce Panhandle Days at the Capitol on February 18.

AC launched a public Campaign for Hereford; we have raised private funds; received a Don and Sybil Harrington matching funds grant to build two technical labs. Initial private gifts include \$185,000; \$395,000 is needed for five classrooms.

**PRESIDENT'S REPORT:**

A fall 2013 tuition and fees recommendation may be presented at the March 26 Board meeting.

An AC "Snapshot Data" handout was placed in the Regent Candidate packets to furnish interested parties with pertinent data regarding the College.

The Panhandle Regional Law Enforcement Academy Graduation will be held Thursday, March 7, 6:30 p.m., at Oasis Baptist Church.

Texas Tech University is hosting the "Power of the Purse" Luncheon, Wednesday, April 17; AC has a table for 8; proceeds go to SiM Central.

A packet containing the President's Self-Evaluation, Board Evaluation of the President, and a Board Self-Evaluation was distributed; it was requested that Regents complete the evaluations and return to the President's Office by March 13; collated documents of both surveys will be in your March Board packet; Regents will conduct an evaluation of Dr. Matney in a closed session at the March 26 Board meeting.

A 2013 Community Report comparing the Amarillo community and the State was distributed. The community report card is a project of No Limits No Excuses, an initiative of MDC funded by the Bill and Melinda Gates Foundation.

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

Mr. Nicholson, chairman of the Amarillo Foundation for Education and Business, reported that 13.26 acres were sold for \$144,000 where the old hangars are on the East Campus. There are companies interested in property at the East property; a real estate office may be interested in buying property. Mr. Nicholson, Ms. Nelson, and Dr. Proffer serve on the committee.

Mr. Nicholson reported that KACV will kick off their spring pledge drive.

Ms. Fortunato spoke of the AC/WTAMU Student/Faculty Exhibition which will open Friday, April 5 at the AMoA. *Conversation: A Hands-on History of Printmaking Its Techniques* will be held on April 18 with a print fair on May 17.

Mr. Nicholson distributed a flyer/registration form for the Child Abuse Prevention Conference to be held on March 28 at the Amarillo Civic Center Grand Plaza.

Mr. Poff's term on the Board of Regents will come to an end in May; he indicated that he will not file for another term.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

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Mary Jane Nelson, Secretary





































































