

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
January 22, 2013**

**REGENTS PRESENT:** Mr. John D. Hicks, Chair; Mr. Don L. Nicholson, Vice Chair; Ms. Mary Jane Nelson, Secretary; Mr. Carroll M. Forrester; Dr. Gene Norman; Dr. Paul L. Proffer; and Dr. David C. Woodburn

**REGENTS ABSENT:** Ms. Michele Fortunato; Mr. H. Bryan Poff

**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. Buster Bonjour – Student Help Center Coordinator, Center for Teaching/Learning  
Mrs. Renee` Burnam – Director of Career and Employment Services  
Ms. Blasina Capo-Rodriguez – representing Workforce Solutions Panhandle  
Mr. Steve Chance – Chief, Amarillo College Campus Police  
Ms. Kathy Cornett – representing Prana Development Group  
Ms. Cara Crowley – Director/Instructor, Title V Project, Center for Teaching/Learning  
Mr. Pedro Cunha - representing Prana Development Group  
Mrs. Kim Davis – Dean of Continuing Education  
Ms. Eboni Graham – representing *Amarillo Globe-News*  
Mr. George Herring – Manager of Facilities, Bell Helicopter Textron Inc.  
Ms. Patsy Lemaster – Associate Vice President of the Center for Teaching & Learning  
Mr. Joe Bob McCartt - representing Prana Development Group  
Mrs. Lori Merriman – Executive Secretary, President's Office  
Mr. Darryl Moore – Corporal, AC Campus Police  
Mr. Doug Nelson – Vice President, Amarillo Economic Development Corporation  
Mr. Ray Newburg – Assistant Professor, Theatre/Rank & Tenure Committee  
Mr. John Page – Police Officer, AC Campus Police  
Mrs. Susie Regan – Data Management Assistant, Career and Employment Services  
Ms. Sonnet Relph – representing *The Ranger*  
Mr. Alan Rhodes - representing Prana Development Group  
Mr. Dyke Rogers - representing Prana Development Group  
Mr. Greg Rohloff – representing *Amarillo Independent*  
Mr. Mark Rowh – Dean of Health Sciences  
Mrs. Brenda Sadler – Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents  
Mrs. Vickie Shelton – Director, Purchasing  
Mr. James Wester - representing Prana Development Group  
Ms. Kathy Wheeler representing Classified Employees Council  
Mr. Mark White – Attorney, Sprouse, Shrader, Smith P.C.  
Mrs. Lyndy Wilkinson – Dean of Technical Education  
Mr. T.J. Williams – Vice President, Student Government Association  
Mr. John Windham – Resident of Amarillo  
Mrs. H.Q. Wrampelmeier – Project Specialist, Center for Teaching & Learning  
Mr. Joseph Wyatt – Communications Coordinator, College Relations  
Ms. Megan Zanchettin - representing Prana Development Group

Minutes of the Amarillo College Board of Regents Regular Meeting of January 22, 2013

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:**

Mr. Nicholson moved, seconded by Dr. Proffer to approve minutes of the regular meeting of November 27, 2012. The motion carried unanimously.

**STUDENT GOVERNMENT ASSOCIATION REPORT:**

T.J. Williams, vice president of SGA, spoke of the Distinguished Lecture to be held on March 5. Aron Ralston, who amputated his own arm to get free from a boulder that held him trapped for five days, will be the guest speaker. Six SGA students will be attending Community Colleges Day in Austin in February where they will have the opportunity to visit with Senator Kel Seliger. On February 25, SGA will host comedian Ty Barnett.

Dr. Matney introduced Buster Bonjour who was the recipient of a kidney from H.Q. Wrampelmeier in December. Mrs. Wrampelmeier was presented the Special Achievement Award and accepted a plaque from Dr. Matney for her selfless act on behalf of her co-worker and friend.

**TENURE RECOMMENDATIONS APPROVED:**

The following faculty members have been approved for tenure by their supervisor(s), the Rank and Tenure Committee, the appropriate administrative channels, and the President. They meet all criteria for tenure as stated in the Amarillo College Faculty Handbook. The effective date will be September 1, 2013.

<u>NAME</u>	<u>RANK</u>	<u>DEPARTMENT</u>
Dr. Deborah J. Harding	Assistant Professor	Psychology/Sociology/Forensic Science
Macy Kohler	Instructor	Mathematics

Mr. Ray Newburg, chair of the Rank and Tenure Committee, spoke of the criteria and review process with which the candidates have to prepare their tenure petitions and the quality work ethic the faculty member must possess.

Dr. Woodburn moved, seconded by Mr. Nicholson to approve these faculty for tenure. The motion carried unanimously.

**INFORMATION SHARING WITH PRANA DEVELOPMENT GROUP OFFICIALS:**

Information concerning the Prana partnership was discussed in Badger Den. Members of the Prana Development Group were introduced. Mr. Nicholson gave an update of the Amarillo Foundation for Education and Business (AFEB) which was formed due to the Prana partnership. Members of the AFEB include: Don Nicholson, president; Mary Jane Nelson, vice-president; Alan Rhodes, secretary; other members include Joe Bob McCartt and Dr. Paul Proffer. On December 17 a contract was signed by the Prana Development Group and ABEF to purchase a 13.6 acres tract of land at the East Campus. James Wester, Prana member, entertained questions concerning Prana and AFEB. The meeting reconvened in the Palo Duro Room.

**EDUCATION REPORT – CAREER AND EMPLOYMENT SERVICES PROGRAM:**

Mr. Austin reported that several months ago with the Amarillo Area Foundation and the Partners for Postsecondary Success Initiative, Amarillo College had the opportunity to apply for a subcontract to secure better outcomes for our community and students. AC came up with the expansion of the Career and Employment Services Program. The following employees were introduced: Renee' Burnam, director of Career and Employment Services, who previously worked at AISD for 19 years was hired in June 2012; Susie Regan was hired as the data management assistant; Blasina Capo-Rodriguez serves as the full-time workforce development specialist from Workforce Solutions Panhandle. Caprock ACE students were on campus today; they got the opportunity to visit the Career Center. Career and Employment Services is an on-campus destination that offers free, comprehensive career planning resources for students and alumni. Services offered are career assessments, job search tutorials, resume reviews, and career development workshops. A full-time presence from Workforce Solutions Panhandle is also offered to provide student and alumni with labor market information, employment services, and aid including subsidized or free child care. In the first six months they have had 680 student meetings; 346 resumes have been reviewed; 139 new employers registered; 93 likes on Facebook; 78 student employees trained; 20 classroom presentations; 16 in-office workshops; 10 community presentations; a 5% increase in MyPlan use; and two on-campus hiring events. Career and Employment Services fosters connections with local employers for job postings, internships, and job shadowing opportunities. The employer partners are invited to participate in job fairs, and on-campus interviewing. Career and Employment Services assist students with hands-on, out-of-class learning experiences. Students are introduced to the College Central Network which offers an online job board, workshops, and help with building resumes. Over 1,500 local employers have accounts on College Central; over 50 jobs are posted each month on average. Students and alumni can come into Career and Employment Services to use computers to do job searches and work on their resumes. MyPlan.com offers information on occupations, colleges, and majors. Assessments are given for free; they address personality, interests, values, skills, and results in corporate career matches and occupation descriptions.

**TAX ABATEMENT AGREEMENT WITH BELL HELICOPTER TEXTRON, INC APPROVED:**

This item was placed on the agenda to allow the Board to consider joining in a Tax Abatement Agreement between Bell Helicopter Textron, Inc. and the City of Amarillo, including signing a Resolution and Participation Agreement authorizing such Abatement, all such documents being attached at pages 81 through 100. Dr. Matney said Bell has employed 300-350 Amarillo College students. George Herring, Manager of Facilities, Bell Helicopter Textron Inc., and Doug Nelson, Vice President, Amarillo Economic Development Corporation were introduced. Mr. Herring spoke of the impact Bell has had on the community since being reestablished in 1999 in Amarillo; \$950,000 was put back into the community which has had a huge effect on Amarillo and Amarillo College. Bell has enjoyed the tax abatement; this will be phase nine.

Mr. Forrester moved, seconded by Dr. Proffer to approve this tax abatement agreement. The motion carried unanimously.

**INVESTMENT COMMITTEE REPORT ACCEPTED:**

A review of the Amarillo College Investment Policy is required annually. The Investment Committee comprised of Mr. Forrester, Nicholson, Berg and Drs. Woodburn and Matney met

**INVESTMENT COMMITTEE REPORT ACCEPTED Continued:**

prior to the regularly scheduled Board Meeting to review the policy, as well as the Quarterly Investment Report for the period ending November 30, 2012.

It was recommended that the Investment Policy, Section CAK, of the Board Policy Manual be amended to reflect the changes. Modified policy is attached at pages 101 through 111.

Mr. Nicholson recommended acceptance of the changes proposed by the Investment Committee and the Quarterly Investment Report.

**EAST CAMPUS BUILDING NAME CHANGES APPROVED:**

The proposed building name changes and a map of East Campus were provided to the Board.

<b>Current Name</b>	<b><i>Building Purpose</i></b>	<b>Proposed Name</b>
Building S	<i>Automotive and Aviation</i>	<b>Transportation Career Center</b>
Building V	<i>Industrial Maintenance, UPW, Instrumentation, Welding</i>	<b>Manufacturing Education Center</b>
Building L	<i>Contract classes, Potter County, Fire Academy</i>	<b>Public Service Training Center</b>
Building R	<i>Truck Driving</i>	<b>Logistics Training Center</b>
Building T	<i>Spillover class rooms for multiple uses</i>	<b>Academic Classroom Center</b>
SAC	<i>Advising, Learning Center, Activities</i>	<b>Student Services Center</b>

Dr. Woodburn moved, seconded by Mr. Nicholson to approve the East Campus building name changes. The motion carried unanimously.

**U.S. DEPARTMENT OF EDUCATION GRANT PROGRAMS LOAN REQUESTS APPROVED:**

The Office of HSI Programs, in coordination with the Business Office, requests approval to secure two bank loans from Amarillo National Bank. The bank loans will support the expenses related to the renovation projects for the Math Outreach Center (first floor of Durrett Hall) and Center for Teaching & Learning (second floor of Lynn Library). Both renovation projects are funded by U.S. Department of Education grant programs. Due to federal regulations and requirements, Amarillo College is not allowed to fund the renovation projects up front and seek reimbursement for future years from the federal funding source. Therefore, a bank loan will be required to complete both renovation projects. Both bank loans (including principal and interest) will be paid from the federal grant sources and not by Amarillo College institutional funds.

**U.S. DEPARTMENT OF EDUCATION GRANT PROGRAMS LOAN REQUESTS APPROVED**  
**Continued:**

**Math Outreach Center: First Floor of Durrett Hall –**

Loan request in the amount of \$183,962.15 plus interest. The loan will be paid back in full by October 31, 2013 from the US Department of Education Hispanic-Serving Institution (HSI) STEM grant (Award # P031C110020).

**Center for Teaching & Learning: Second Floor of Lynn Library –**

Loan request in the amount of \$224,906 plus interest. The loan will be paid back in full in two installments with due dates of October 31, 2013 and October 31, 2014 from the US Department of Education Title V grant (Award # P031S100127).

Dr. Woodburn moved, seconded by Mr. Forrester to approve the two bank loans from Amarillo National Bank. The motion carried unanimously.

**CONSENT AGENDA APPROVED:**

**A. APPOINTMENTS:**

**Administrators**

**Burns, Melissa D. – Continuing Professional Education Coordinator, Center for  
Continuing Healthcare Education**

Effective Date: November 26, 2012

Salary: \$46,000.00 per year 12 months full time

Qualifications: B.B.A., Wayland Baptist University, Amarillo, Texas  
A.S., Amarillo College, Amarillo, Texas

Experience: 24 years related work

Replacement for: Tamra Rocsko

**Bio:** Melissa Burns earned an Associate's degree from Amarillo College and a Bachelor in Business Administration from Wayland Baptist University. Ms. Burns has worked at Baptist St. Anthony's Hospital since 1988 spending the last 10 years as Education Coordinator.

**Chance, Steve L. – Chief of Amarillo College Campus Police**

Effective Date: January 01, 2013

Salary: \$63,000.00 per year for 12 months full-time

Experience: 32 years related work

Replacement for: Mike Duval

**Bio:** Steve Chance joined the Amarillo College Campus Police Department in November 1999. He was promoted to Corporal/Investigator in February 2006, Sergeant in August 2007, and Lieutenant in April 2011. Officer Chance has served as interim Chief of Police since September 1, 2012. Officer Chance has more than 30 years law enforcement experience beginning his career with TSTI in Amarillo before moving on to join the

**APPOINTMENTS Continued:**

Pampa Police Department where he promoted to the rank of Lieutenant. Prior to coming to Amarillo College Chance spent two and a half years as Chief of the Tahoka Police Department.

**Faculty****Terrell, Keri E. – Instructor, Vocational Nursing**

Effective Date: January 07, 2013

Salary: \$43,961.00 per year for 9 months full-time

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

Experience: 7 years related work

Replacement for: Teresa Smoot

**Bio:** Keri Terrell earned her Bachelor of Science in Nursing from West Texas A&M University. Ms. Terrell joins Amarillo College from Harrington Cancer Center where she spent the last year and half as a primary care nurse. Ms. Terrell also has two years' experience as a registered nurse in the Intensive Care Unit of Providence Health Center in Waco and a year in the Neuro Intermediate Unit at Baptist St. Anthony's Hospital.

**B. BUDGET AMENDMENTS:**

A list of budget amendments for approval by the Board is attached at page 112.

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

**FINANCIAL REPORTS ACCEPTED:**

The financial statements as of December 31, 2012 are attached at pages 113 through 122.

**Revenue**

We have received 47% of total revenues. We have received \$14 million in academic tuition and fees. Continuing education tuition and fees has brought in \$750,000.

**Expenditures**

We are 4/12 through the year. We have spent \$19 million out of the 2013 amended budget of \$58 million.

**Auxiliary Enterprises**

Bookstores' net loss is \$49,564; and rental properties' net profit is \$280,214. Sewers needed cleaning and siding was put up.

**Restricted Funds**

Federal grants and contracts have increased \$898,204; state grants and contracts are up \$761,442; local grants and contracts have increased \$110,137; and KACV grants and contracts have increased \$80,851. Resident instruction has increased \$808,931.

**FINANCIAL REPORTS ACCEPTED Continued:****Cash and Investments**

\$54.5 million total minus \$15.3 million (bond) = \$39.2 million – December 2012; \$45.8 million total minus \$13.0 million (bond) = \$32.8 million – December 2011; \$51.7 million total minus \$19.4 million (bond) = \$32.3 million – December 2010.

**Alterations & Improvements**

There has been \$533,514 in actual costs spent out of \$3.5 million in projected costs.

**Tax Schedule**

\$6.3 million has been collected out of \$19,866,400 budgeted; we have \$13.6 million to collect.

**Bond Expenditures**

There has been \$58.0 million spent for completed projects out of \$68.0 million projected for the Amarillo campuses.

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

**PRESIDENT'S REPORT:**

Dr. Matney distributed a spring 2013 tuition/fee report for the 50 Texas community colleges. Following is the breakdown for AC: In-district – AC - \$77/hour, State average - \$76; Out-of-District – AC - \$116/hour, State average - \$118; and Out-of-State – AC - \$177/hour, State average - \$173.

Also, distributed was a chart of valuation/taxes for the 50 Texas community colleges. M & O tax rate: AC - \$.15, State average - \$.14; Debt rate: AC - \$.05, State average - \$.02; FY13 tax levy estimate – AC \$.20 and State average - \$.16.

There were 460 students who earned degrees in fall 2012; 241 participated in commencement. Representative John Smithee gave the commencement address.

Dr. Bud Joyner and Mrs. Sharon Oeschger will be honored at a luncheon for the *Amarillo Globe News* 2012 Man and Woman of the Year on January 23.

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.

The MCC Career and Technical Training Center will open in fall 2013.

The Everett & Mabel McDougal Hinkson Memorial Campus will open in spring 2014.

Dr. Mark Milliron, Chancellor of Western Governors University – Texas, spoke at Amarillo College's spring opening convocation. Western Governors University provides AC students an affordable way to obtain a baccalaureate degree with online classes.

**PRESIDENT'S REPORT Continued:**

Dr. Matney will travel to Austin on January 23 to address the Senate Finance Committee Hearing on January 24.

On February 4, Texas Community College Association will host their winter conference and Community Colleges Day at the Capitol will be held on February 5 in Austin.

The Achieving the Dream Trustees Institute will be held March 28 – 30 in Santa Fe, NM.

A Board evaluation, President's evaluation surveys and overview will be given to the Board for completion prior to the March 26 Board meeting.

Dr. Matney requested that Ms. McAnally host the Amarillo College table at the Hispanic Chamber of Commerce Banquet on February 7; he will be out-of-town.

Following documents were distributed: 1) WTAMU, AC, and TTUHSC School of Nursing Memorandum of Understanding – the document addresses the desire to affiliate with AC and WTAMU; with no plans for TTUHSC SON to offer a traditional nursing undergraduate program in the Amarillo region. 2) TIRZ letter thanking Amarillo College for the willingness to incorporate elements of the Downtown Amarillo Urban Design Standards as part of redevelopment of the Fuqua parking lot at the AC Downtown Campus.

**AC BOARD OF REGENTS ELECTION REPORT:**

Legal counsel, Mark White, reported to the Board that on the May 11, 2013 there will be an election, of which there will be three – six-year positions available and one – two-year available. Candidate application packets will be available in the President's office from January 30 through March 1. Randall County will hold the election.

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

Mr. Nicholson reported that KACV had a successful fall pledge drive.

Mr. Nicholson spoke of the Amarillo Area Foundation annual meeting on January 15.

Mr. Forrester praised Randy Farr's hard work on the Hereford Advisory Committee. Mr. Farr recently submitted his resignation.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

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Mary Jane Nelson, Secretary



















































































