

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
September 24, 2013**

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

REGENT ABSENT: Mr. Johnny E. Mize

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; and Dr. Paul Matney, President

Mrs. Teresa Clemons – Assistant Chief of Advancement
Mr. Richard Constancio – representing Shiver Megert
Mr. Bruce Cotgreave – Director, Physical Plant
Ms. Tiffany Cruz – Student
Mr. Darius Dixon – Student
Mr. Daniel Esquivel – Executive Director, Hereford Campus
Mrs. Connie Lax – representing Classified Employees Council
Mrs. Lori Merriman – Executive Secretary, President's Office
Mr. Bruce Moseley – representing Faculty Senate
Ms. Bailie Myers – Editor, *The Ranger*
Mrs. Trena Rider – Mentoring Program Coordinator, Student Life
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. Lynn Thornton – Director, Administrative Services/Human Resources
Mr. Mario Villarreal – President of Student Government Association
Mr. Mark White – Legal Counsel, Sprouse Shrader Smith Law Firm
Mrs. Lyndy Wilkerson – Dean of Technical Education
Mr. Joseph Wyatt – Communications Coordinator, College Relations
Mr. David Ziegler – Assistant Director, Physical Plant

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

MINUTES APPROVED:

Dr. Proffer moved, seconded by Ms. Fortunato to approve minutes of the regular meeting of August 27, 2013. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Mario Villarreal, president of SGA, reported that a general election was held and they now have 25 new SGA members. On Thursday, SGA will host Fall Fest with the theme of "Mob Scene." A leadership retreat will be held October 4; 75 students have signed up. AC SGA executive members are going to Houston, October 24 to attend an Association for the Promotion of

STUDENT GOVERNMENT ASSOCIATION REPORT Continued:

Campus Activities Conference. Amarillo College is the regional host for the Texas Junior College Student Government Association Conference, November 8-9.

EDUCATION REPORT – NO EXCUSES MENTORING PROGRAM:

Mrs. Trena Rider, Mentoring Program Coordinator, was introduced. Amarillo College is working hard to expand the ACE program; we are partnering with the Amarillo Area Foundation to apply for a new TG Philanthropy grant. The No Limits/No Excuses initiative is geared to work with first-generation, first-time in college students. In fall 2010, AC focused on at-risk students; in fall 2011, the mentoring program pilot began; in December 2012, AC partnered with AAF on a TG grant which will continue through 2015. In 2011, AC created a group with 29 champions, or students, and 25 coaches to help with the Palo Duro ACE program; in 2012, there were 55 champions and 44 coaches. In 2013-2014, there are 135 champions to-date with 82 coaches to help with Palo Duro and Caprock High School students, Gear Up, ACE students, and Boys Ranch. There are five key issues coaches strive for: stay committed to your champion; introduce your champion to campus and community resources; empower your champion to become a scholar; build a lasting relationship and have an open-door; and develop your champion's awareness of college language. There is a Peer Advising Council (PAC) with 22 peer leaders. There are 139 students in six First Year Seminar (FYS) courses. Mrs. Rider introduced two students who have been involved with the No Excuses mentoring program. Tiffany Cruz graduated from Palo Duro High School and is now a peer leader; she is a nursing student. Darius Dixon graduated from Tascosa High School; he is a radiography student; Darius is also a peer leader and expressed the importance of having someone available to motivate students.

BOARD CONSTRUCTION UPDATE:

The Board of Regents was presented with an overview of the Dutton Hall renovation project, along with the College Union Building first floor renovation. Mr. Richard Constancio, Shiver Megert, shared the plan to renovate the College Union Building first floor. Where the cafeteria used to be located is where their main focus will be when constructing the student "living room." The living room will be primarily a student sticky space with a fireplace; space for a portable stage; wireless capabilities; and a computer bar. Where the kitchen was will be bookstore storage; bookstore offices will move to a different location within the space; and there will be more room for products on the floor in the bookstore. The middle of the cafeteria will be dedicated to the mailroom, which is now housed on the first floor of the library, and additional mailboxes will be added to the mailroom area. A server room will be included on the first floor. Mr. Cotgreave added that the CUB renovation will be tied to the first floor library and mall area renovation. Construction on the CUB will begin in October with completion due in April 2014. The Dutton Hall renovation project will include new sidewalks; parking spaces around the building will be relocated; the East side of the building will add handicap access; and a couple of trees will have to be removed. Dutton Hall has been the "swing" space where offices moved while their buildings were being renovated. Renovation of Dutton Hall will provide classrooms for the social sciences, early childhood and education classes along with faculty offices and advising spaces. Renovation plans are to have classes open in fall 2014.

AMARILLO COLLEGE BENEFIT PROGRAM EXTERNAL AUDIT:

The external audit of the Amarillo College Benefit Program for the 2012 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 2012 were \$88.4 million compared to \$78.7 million in 2011; a difference of \$9.7 million. Accrued income was \$111,231 in 2012; \$60,486 in 2011. In 1982, the AC Board of Regents elected to terminate its participation in Social Security; the Amarillo College Benefit Program was created and has continued to provide similar benefits to eligible employees of Amarillo College.

SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE ACCEPTED:

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 below and additional information is attached at pages 11 through 13. Board approval is required because the properties are held in trust by Potter and Randall County.

Potter County

1407 Pryor St.	\$ 17,000.00
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Randall County

Windmill Acres #10, Lot 005 Block 0013	\$ 3,004.43
Windmill Acres #10, Lot 006 Block 0013	\$ 3,004.43

The Potter/Randall 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.

Ms. Fortunato moved, seconded by Dr. Woodburn to accept the bids and authorize the chair of the Board of Regents to execute the Tax Deeds. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:****Administrators****Prater, Kelly – Director of Financial Aid**

Effective Date: August 28, 2013

Salary: \$70,000.00 per year for 12 months full time

APPOINTMENTS Continued:

Qualifications: B.B.A., University of Texas at Arlington, Arlington, Texas

Experience: 11 years related work

Replacement for: Kay Mooney

Bio: Kelly Prater has spent the last eight years as Corporate Director of Financial Aid for A.T.I. Enterprises, a private educational company in Hurst; prior to that she was Assistant Director of Financial Aid for Lincoln Technical Institute in Grand Prairie. Ms. Prater graduated from high school in Dalhart before attending West Texas A&M University. She completed her Bachelor of Business Administration at the University of Texas at Arlington.

Faculty

Ayer, Robert Mitchell – Assistant Professor, Mathematics

Effective Date: August 19, 2013

Salary: \$61,469.00 per year for 9 months full-time

Qualifications: Ph.D., University of Southern California, Los Angeles, California

M.S., Harvard University, Cambridge, Massachusetts

B.S., University of Southern California, Los Angeles, California

Experience: 9 years related work

Replacement for: Ronald Bennett

Bio: Robert Ayer has owned and operated his own Engineering firm in San Clemente, California for the last 5 years and has 27 years of experience as a licensed professional engineer. Mr. Ayer also has experience as an Associate Professor at Tarleton State University, Dean of Engineering at Northrop University in Los Angeles. Mr. Ayer has a Bachelor of Science in Civil Engineering at the University of Southern California, a Master of Science in Applied Mechanics from Harvard University and a Doctorate of Philosophy in Civil Engineering from the University of Southern California.

Pendleton, Amanda R. – Assistant Professor, Biology

Effective Date: August 19, 2013

Salary: \$54,804.00 per year for 9 months full-time

Qualifications: Ph.D., Johns Hopkins University School of Medicine, Baltimore, Maryland

B.S., Brigham Young University, Provo, Utah

A.A., Ricks College, Rexburg, Idaho

Experience: 7 years related work

Replacement for: Bernardino Gonzales

Bio: Amanda Pendleton comes to Amarillo College from Oxford College in Oxford, Georgia where she has spent the last four years as Assistant Professor of Biology. Ms. Pendleton earned an Associates of Art from Ricks College in Rexburg, Idaho, a Bachelor of Science in Molecular Biology from Brigham Young University in Provo, Utah, and a Doctorate of Philosophy in Biochemistry, Cellular and Molecular Biology from Johns Hopkins University School of Medicine in Baltimore.

APPOINTMENTS Continued:**Pinter, Kimberly A. – Instructor, Associate Degree Nursing****Effective Dates:** August 19, 2013 through August 31, 2014**Salary:** \$45,106.00 per year for 9 months full-time temporary**Qualifications:** M.S.N., University of Texas at Arlington, Arlington, Texas

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

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

Experience: 4 years related work**Note:** New grant funded position in the 2012-13 budget.

Bio: Kimberly Pinter has been with Northwest Texas Hospital as a registered nurse since 2009. Ms. Pinter earned an Associate degree of Nursing from Amarillo College, a Bachelor degree of Nursing from the University of Texas at Arlington and is on schedule to receive her Master of Science degree in Nursing from the University of Texas in Arlington this December.

B. BIDS AND PROPOSALS:

- **Request For Proposal No. 1290 – Furnishing And Installation Of Carpet, Amarillo College, East Campus, Housing**

RFP No. 1290, for the Furnishing & Installation of Carpet for Amarillo College East Campus Housing, was advertised in the newspaper. Project Documents were obtained by eight (8) contractors. Three (3) contractors submitted proposals. A tabulation of the proposals received is attached at page 14.

Proposal No. 1290 is recommended to award to Quality Service & Supply, Inc., the low proposer to the specifications, for the amount of \$58,374.00.

Funds for the project are available in the 2013-2014 Housing Budget.

C. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 15.

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

REQUEST FOR CHANGE ORDER NO. 5 – EVERETT & MABEL MCDUGAL HINKSON MEMORIAL CAMPUS FOR AMARILLO COLLEGE, HEREFORD CAMPUS APPROVED:

A Change Order was requested in the amount of \$190,613.00 to finish out the Micro-Biology Lab. This will include the slab, HVAC, drywall & ceilings, lab casework, plumbing, electrical, and all interior finishes.

REQUEST FOR CHANGE ORDER NO. 5 – EVERETT & MABEL MCDOUGAL HINKSON MEMORIAL CAMPUS FOR AMARILLO COLLEGE, HEREFORD CAMPUS APPROVED Continued:

Also included was a Request for a Contingency Allowance Expenditure in the amount of \$53,879.00 to construct a water wall feature. The water fall feature will be located in the Commons area and is as directed by the Everett & Mabel McDougal Hinkson Memorial Agreement.

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.

Ms. Fortunato moved, seconded by Mr. Hicks to approve the request for change order and request for a Contingency Allowance Expenditure to construct a water wall feature. The motion carried unanimously.

REQUEST FOR PROPOSAL No. 1291 – 2007 BOND PROJECT, RENOVATION OF DUTTON HALL FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:

RFP No. 1291, for the Renovation of Dutton Hall 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 includes the complete renovation of the structure to include new plumbing, HVAC, electrical, exterior windows, and new interior finishes.

Page & Associates, Inc., provides a guaranteed maximum price of \$2,677,623.00.

Funds are available in the 2007 Bond Budget.

Mr. Hicks moved, seconded by Dr. Woodburn to approve RFP No. 1291. The motion carried unanimously.

REQUEST FOR PROPOSAL No. 1292 – 2007 BOND PROJECT, RENOVATION OF FIRST FLOOR, COLLEGE UNION BUILDING, AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:

RFP No. 1292, for the Renovation of the First Floor, College Union Building 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 includes the renovation of the 1st floor to include the creation of a new relocated Mail Room, a student “Living Room,” storage space, and a larger display area for the Bookstore.

Page & Associates, Inc. provides a guaranteed maximum price of \$866,990.00.

Funds are available in the 2007 Bond Budget (\$285,990.00) and the 2014 A&I Budget (\$581,000.00).

Dr. Proffer moved, seconded by Ms. Nelson to approve RFP No. 1292. The motion carried

unanimously.

REQUEST FOR PURCHASE APPROVAL OF JET GRANT EQUIPMENT APPROVED:

Approval was requested to purchase equipment from the Texas Comptroller of Public Accounts Jobs and Education for Texas (JET) Program Grant. Attached at pages 16 through 18 is additional information and a listing of the equipment. These items will be purchased to support Industrial Maintenance Technology training leading to high demand skills for Heating, Air Conditioning, & Refrigeration Mechanics and Installers. The equipment will be utilized at East Campus, Moore County Campus, Hereford Hinkson Campus and several dual credit sites in AC's service district.

Total cost is not to exceed \$306,447.00.

Ms. Nelson moved, seconded by Dr. Proffer to approve the JET Grant equipment. The motion carried unanimously.

PURCHASE OF LAERDAL SIMMAN ESSENTIAL COMPLETE MANIKIN FOR THE NURSING RESOURCE CENTER APPROVED:

The purchase of the Laerdal SimMan Essential Complete Manikin to be used in the Nursing Resource Center was recommended from the sole source manufacturer and distributor, Laerdal Medical Corporation, in the amount of \$53,556.71.

The manikin will allow students to use their senses such as hearing, touch, and sight to observe and assess, as the manikin portrays different patient scenarios. By utilizing the manikin, it enhances the student's ability to use critical thinking in different situations in a safe environment.

Funds are available from 2013-2014 Perkins Basic Grant.

Dr. Woodburn moved, seconded by Ms. Nelson to approve the purchase of the Laerdal SimMan Essential Complete Manikin for the Nursing Resource Center. The motion carried unanimously.

INVESTMENT REPORT APPROVED:

The Board of Regents was presented the Quarterly Investment Report for the period June 1, 2013 through August 31, 2013. A copy of the report was provided to the Regents.

The weighted average maturity of the portfolio is approximately 4.5 months. The overall portfolio yield is 0.294%. During this time frame the portfolio market value has remained consistent at 100%. We are heavily invested in CDs.

Mr. Hicks moved, seconded by Dr. Proffer to approve the Quarterly Investment Report. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

Minutes of the Amarillo College Board of Regents Regular Meeting of September 24, 2013

The preliminary financial statements as of August 31, 2013 are attached at pages 19 through 28.

FINANCIAL REPORT ACCEPTED Continued:Revenue

We are 100% through the year; 98% of revenue budgeted has been received. AC should be collecting the remaining \$3.1 million for damages incurred from the May hailstorm.

Expenditures

Fringe Benefits include payment of TRS of \$650,000 which was paid in July; funds came out of reserves.

Auxiliary Enterprises

Bookstores' profit is \$871,794; and rental properties' net profit is \$957,751 which is down \$102,000 from last year; \$265,000 has been used in employee scholarships.

Restricted Funds

Federal grants and contracts have increased \$432,615; state grants and contracts are up \$200,235; local grants and contracts have decreased \$328,396; and KACV grants and contracts have decreased \$327,685. Resident instruction has increased \$990,432.

Cash and Investments

\$45.0 million total minus \$6.5 million (bond) = \$38.5 million – August 2013; \$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.

Alterations & Improvements

\$5.4 million has been spent out of total A&I/Land Improvements plus branches.

Tax Schedule

\$20.6 million has been collected out of \$19,866,400 budgeted; we have collected \$742,602 over amount budgeted.

Bond Expenditures

There has been \$63.1 million spent for completed projects out of \$68.0 million projected for the Amarillo campuses. There has been \$4.3 million spent on Moore County Campus out of \$4.7 million budgeted.

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

PRESIDENT'S REPORT:

On September 16, Amarillo College hosted a Texas Higher Education Coordinating Board Task Force on Community and Technical Colleges meeting for the West Texas Region. There was a good turnout of community college presidents and regents and Texas Higher Education Coordinating Board members. There was positive discussion concerning issues relating to student success, collaboration and partnership with the Texas Higher Education Coordinating Board. Regents Forrester, Mize and Nicholson attended.

PRESIDENT'S REPORT Continued:

AC is seeking private funding to construct the Student Commons area on the first floor of the Lynn Library. Total cost will be approximately \$2.0 million.

The AC Board Retreat with Dr. Bill Holda, president of Kilgore College, is scheduled for Friday, October 11; 11:00 a.m. – 4:00 p.m. It will be held in the Skyline Room of the Amarillo National Bank.

The Ultimate Board Member's Book by Kay Sprinkel Grace was at Regents' place.

Mr. Austin distributed and discussed a fall 2013 12th Class Day enrollment report. AC is down across the board. Adult students' enrollment is down. In the category of range of enrollment by hours, is down in all areas except in the area of students taking 7-11 hours, which is up 400 students. There is hope that this trend will continue to grow. AC demographics have changed. AC is using data which shows prospective students who applied to enroll in school but did not. AC enrolls 65% of AISD students who attend college after high school graduation. Dual credit students are down 98, but still have the second largest group in history. There are 400 active ACE students. Caprock High School is the number one AISD school which has graduates attending AC.

The Achieving the Dream (AtD) coaches were on campus on September 12; AC is starting its third year as an AtD school.

Panhandle PBS (KACV-TV) will celebrate their 25th anniversary on November 2. AC will purchase two tables.

Kudos to Dr. Lowery-Hart who was inducted into the WTAMU Communication Hall of Fame.

Mr. Lee Colaw explained to the Board that he is investigating a couple of options to make their request to receive board packets electronically come to fruition and will keep the President's office in the loop. It is our hope that a software program will be in place for a November Board packet delivery.

An article from *The Chronicle of Higher Education*, entitled "Students with Credentials Fare Better as Transfers from Community Colleges" was at the regents' place.

Regents were told of the THECB Leadership Conference in Austin, November 21-22.

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

Mr. Nicholson said the AC Foundation Badger Bash was a huge success; it served as a fundraiser.

Ms. Fortunato distributed an AMoA 2013-2014 season calendar and a handout with the October and November exhibits.

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Allen Durrett, AC 2013 Distinguished Alumnus, will be honored with a luncheon at the Amarillo Country Club on November 13; Sam Lovelady will be the guest speaker.

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

Mr. Nicholson gave an update of the Amarillo Foundation for Education and Business Committee; they met on September 19 to discuss what Prana is planning; Prana would like to purchase another five acres. There was discussion at the AFEB meeting to expand the board with two additional members; there are currently five members. They would also like to hire a CPA.

CONSIDERATION OF REAL PROPERTY:

At 7:56 p.m., Mr. Nicholson announced there would be a closed meeting to afford an opportunity for the Board to discuss the purchase, exchange, lease, or value of real property pursuant to Texas Government Code Section 551.072.

At 8:22 p.m., Mr. Nicholson called the Amarillo College Board of Regents meeting back into open session. No action was taken.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Mary Jane Nelson, Secretary

