

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF SPECIAL BOARD MEETING
August 4, 2017**

REGENTS PRESENT: Mr. Johnny Mize, Vice-Chair, Mr. Jay Barrett; Ms. Michele Fortunato; Ms. Sally Jennings; Dr. David Woodburn

REGENTS ABSENT: Ms. Anette Carlisle; Mr. Dan Henke; Mr. Patrick Miller; Dr. Paul Proffer

CAMPUS REPRESENTATIVES PRESENT: Mr. Michael Kitten, Representative for the Hereford Campus

CAMPUS REPRESENTATIVES ABSENT: Mr. Mike Running, Representative for the Moore County Campus

OTHERS PRESENT: Mr. Robert Austin, Vice President of Student Affairs; Mr. Kevin Ball, Vice President of Communications and Marketing and CEO for Panhandle PBS; Dr. Tamara Clunis, Vice President of Academic Affairs; Dr. Russell Lowery-Hart, President; and Mr. Steve Smith, Vice President of Business Affairs

Ms. Tina Babb – Director of Institutional Effectiveness and Outcomes Assessment
Ms. Joy Brenneman – Exec. Asst., Pres’s Off. and Asst. Secy. to the Board of Regents
Mr. Wes Condray – Director of Communications and Marketing
Ms. Megan Eikner – Dean of Technical Education
Mr. Brian Jacob – Program Coordinator for Auto Collision and Kritser Diesel Program
Mr. Dan Porter – Biology Professor
Mr. Mark Rowh – Dean of Health Sciences
Mr. Frank Sobey – Associate Vice President of Academic Affairs
Mr. Robert Stein – Amarillo Globe News

SPECIAL MEETING

The Special Meeting was called to order at 12:22 p.m. by Mr. Johnny Mize, Vice-Chairman of the Board of Regents.

CALL TO ORDER

Mr. Mize welcomed those in attendance and noted that a quorum was present. There were no public comments.

TAX RATE FOR 2017 APPROVED

In accordance with provisions of Section 26.04 of the Texas Property Tax Code, the Randall County Tax Assessor/Collector published a legal notice on August 3, 2017, stating that the effective tax rate for the Amarillo Junior College District for 2017 is \$ 0.19853 per \$100 of assessed value. The rollback rate for the Amarillo Junior College District for 2017 published in the legal notice is \$ 0.22130 per \$100 of assessed value.

Section 26.05 of the Property Tax Code requires a taxing unit to hold two public hearings on a tax rate if the recommended tax rate for the year exceeds the lower of the rollback tax rate or the effective tax rate. The recommended tax rate is \$ 0.20750.

Mr. Smith noted that Amarillo College has proposed a balanced budget for 2017–2018 without raising taxes. The tax rate was also not increased in 2014, 2015, and 2016. Due to increased property

Minutes of the Amarillo College Board of Regents Special Meeting of August 4, 2017

valuations and new construction, the effective tax rate is higher resulting in an increased intake of approximately 4.5%.

Ms. Fortunato moved, seconded by Dr. Woodburn, that the property tax rate be increased by the adoption of a tax rate of \$0.20750, which is effectively a 4.51% increase in the tax rate. The motion carried unanimously.

TWO PUBLIC HEARINGS REGARDING THE TAX RATE FOR 2017 SCHEDULED

The Board set the date to adopt the tax rate for 2017, and scheduled two public hearings regarding the tax rate for 2017.

Ms. Fortunato moved, seconded by Mr. Barrett, to set the dates for two public hearings on the proposed tax rate for August 15, 2017, and August 21, 2017 at 12:00 noon in the Palo Duro Room on the Washington Street Campus and to set the date to adopt the 2017 tax rate for August 29, 2017 at 7:00 p.m., in the Palo Duro Room on the Washington street Campus. The motion carried unanimously.

TWO NEW AAS DEGREES AND ONE NEW CERTIFICATE APPROVED

Dr. Tamara Clunis, Vice President of Academic Affairs, introduced those in attendance who would be discussing these programs.

The Clinical Medical Assistant Associate in Applied Science curriculum was submitted to the Curriculum Committee on Friday, February 24, 2017, and was approved after relevant questions and discussion. This new program is a pathway for students to enter from the Administrative Medical Assistant Certificate and the Clinical Medical Assistant Certificate. Mr. Mark Rowh, Dean of Health Sciences, explained that the Administrative Medical Assistant certificate has been coupled together with the Clinical Medical Assistant program to create the Clinical Medical Assistant, AAS degree. Students may complete this program in one year.

The Kritser Diesel Associate in Applied Science curriculum was submitted to the Curriculum Committee on Friday, February 24, 2017, and was approved after relevant questions and discussion. This new program prepares a person to be a diesel technician and for ASE certification. Mr. Brian Jacob, Program Coordinator for Auto Collision and the Kritser Diesel Program, discussed this new AAS degree and the addition of a hydraulics course. This is a 60 credit hour degree program. The AAS degree was created at the request of students and industry and will match up with local industry needs. Many were involved in getting this program ready which has resulted in 40 new enrollments. Mr. Jacob hopes to grow this program further.

The Plant Science and Cultivation Certificate (Horticulture) curriculum was submitted to the Curriculum Committee on Wednesday, July 19, 2017, and a quorum vote has been received by the committee for approval of this curriculum to be offered in the 2018-19 academic year. This level 1 certificate will create a stackable foundation for certificate seeking students in STEM areas. Mr. Dan Porter, Biology Professor, explained that this is a Level I Horticulture certificate created at the suggestion of their advisory board to help students and employees in the field become more marketable. Students may begin enrolling in this certificate program in the Fall of 2018. The college is working to get this on the schedule so that recruitment of students for the program may begin.

Dr. Woodburn moved, seconded by Ms. Fortunato, to approve the Clinical Medical Assistant, AAS and Kritser Diesel AAS degrees and the Plant Science and Cultivation (Horticulture) Certificate. The motion carried unanimously.

**ADULT EDUCATION COLLEGE INTEGRATION PATHWAYS II GRANT
EXPENDITURES APPROVED**

Amarillo College is requesting approval from the Board of Regents to proceed with the purchase of all grant funded services under the newly awarded Adult Education College Integration Pathways II Grant. These will include contractual services with Gibson Consulting Group-External Evaluator in an amount not to exceed \$80,500 and contracted services with Professional Learning Consultant – AVID not to exceed \$136,453. The grant budget is attached at pages 230 through 233.

Dr. Clunis briefly reviewed this grant from the Texas Workforce Commission in which Amarillo College will be mentoring other schools in integrated pathways. Amarillo College staff will share their knowledge and expertise with other community colleges across Texas in the areas of needs analysis, change management, data, student support, and course redesign. Because some of these can be time-intensive, Amarillo College is requesting that some of the work be contracted out as outlined above so that AC faculty and staff may continue to focus on current programs and initiatives.

Mr. Barrett moved, seconded by Ms. Fortunato, to approve the expenditures listed under the Adult Education College Integration Pathways II Grant. The motion carried unanimously.

ACE PROGRAM

No discussion or action was taken on this item.

ADJOURNMENT

There being no further items for discussion or action, the meeting was adjourned at 12:36 p.m.

Anette Carlisle, Secretary

AMARILLO COLLEGE

ADULT EDUCATION AND LITERACY COLLEGE INTEGRATION PATHWAYS II

BUDGET SUMMARY AND BUDGET DETAIL FORMS

BUDGET SUMMARY FORM			
Cost Categories	Administrative Costs (Cannot exceed 10% of Total Funds Requested)	Program Costs	Total Funds (Administrative and Program Costs)
Personnel Salary/Wage	\$7,810	\$70,355	\$78,165
Fringe Benefits	\$2,657	\$23,930	\$26,588
Travel	\$0	\$100,700	\$100,700
Equipment	\$0	\$0	\$0
Supplies	\$1,500	\$19,500	\$21,000
Contractual	\$0	\$211,453	\$211,453
Other	\$37,094	\$25,000	\$62,094
Enter Indirect Cost Rate (if applicable): 8%			
Subtotal	\$49,061	\$450,938	
Total Funds Requested (Administrative and Program Costs)			\$500,000

BUDGET DETAIL FORM		
ADMINISTRATIVE COSTS: <i>Admin. functions that are not related to direct provision of services (direct or indirect)</i>		
Cost Categories	Amount (Whole Dollars)	Budget Justification
Personnel Salary/Wage (Title and % of time charged)	\$7,810	
Grant Project Contact	\$3,125	5% on IET grant; 95% AEL grant funded; 100% of IET grant funded time & effort will be administrative; based on \$62,500 annual salary
Program Assistant - full time	\$3,245	100% grant funded; 12% of time & effort for administrative activities; based on \$27,040 annual wages
Data Analyst - full time	\$1,440	100% grant funded; 3% of time & effort for administrative activities; based on \$48,000 annual salary
Fringe Benefits (Title of personnel listed above)	\$2,657	
Grant Project Contact	\$1,063	based on current estimate of 34% of salary/wages
Program Assistant - full time	\$1,105	based on current estimate of 34% of salary/wages
Data Analyst - full time	\$490	based on current estimate of 34% of salary/wages
Travel (In-state only and location)	\$0	
None		
Equipment (Unit costs ≥ \$5,000)	\$0	
None		
Supplies (Tangible property, other than equipment, used to carry out administrative activities)	\$1,500	
General Supplies	\$1,500	Administrative supplies for copies, postage, office supplies, etc.
Contractual (Contractual services (e.g. subcontracts, employment services, stipends, utilities, telephone, space rental) used to carry out administrative activities)	\$0	
Other (Other costs to carry out administrative activities)	\$37,094	
Indirect Cost Reimbursement	\$37,094	based on de minimis rate of 8% of direct costs
Administrative Costs Subtotal	\$49,061	

Minutes of the Amarillo College Board of Regents Special Meeting of August 4, 2017

BUDGET DETAIL FORM (continued)		
PROGRAM COSTS: Direct costs that can be identified specifically with a final cost objective to carry out the award		
Cost Categories	Amount (Whole Dollars)	Budget Justification
Personnel Salary/Wage (Title and % of time charged)	\$70,355	
Grant Project Director	\$0	5% on IET grant; 95% AEL grant funded; 0% of IET grant funded time & effort will be programmatic
Program Assistant - full time	\$23,795	100% grant funded; 88% of time & effort for programmatic activities; based on \$27,040 annual wages
Data Analyst - full time	\$46,560	100% grant funded; 97% of time & effort for programmatic activities; based on \$48,000 annual salary
Fringe Benefits (Title of personnel listed above)	\$23,930	
Grant Project Contact	\$0	based on current estimate of 34% of salary/wages
Program Assistant - full time	\$8,100	based on current estimate of 34% of salary/wages
Data Analyst - full time	\$15,830	based on current estimate of 34% of salary/wages
Travel (In-state only and location)	\$100,700	
Kick Off Convening - Dallas, TX	\$26,800	Based on 5 people per team X 5 Mentee Provider teams (Tier I) @ \$900 per person (avg.)
Kick Off Convening - Dallas, TX	\$4,500	Based on 5 people from Mentor team @ \$900 per person (avg)
Leadership Institute I - Amarillo, TX	\$20,000	Based on 5 people per team X 5 Mentee Provider teams @ \$600 per person (avg.)
Leadership Institute II - Dallas, TX	\$22,500	Based on 5 people per team X 5 Mentee Provider teams @ \$900 per person (avg.)
Leadership Institute II - Dallas, TX	\$4,500	Based on 5 people per team from Mentor team @ 900 per person (avg)
Site Visits to Mentee Providers	\$8,500	One visit per Mentee Provider site; for 2 AC Mentor Team Members; @ \$850 per person (avg.) for 5 (Tier I) sites
External Evaluator Site Visits to Mentee Providers	\$5,500	One visit per Mentee Provider site X 5 sites; for 1 Evaluator @ \$1,100 per trip (avg.)
TWC Annual Meeting - Dallas, TX	\$6,000	One trip per year; for 3 AC Mentor Team Members; @ \$2,000 per person (avg.); includes registration
Consultant Travel - Lubbock/Amarillo, TX	\$2,400	One round trip visit to Dallas for Kick-Off Convening @ 900 and Six round trips; Lubbock to Amarillo; @ \$250 per trip (mileage and per diem)
Equipment (Unit costs ≥ \$5,000)	\$0	
None		

BUDGET DETAIL FORM (continued)		
PROGRAM COSTS: <i>Direct costs that can be identified specifically with a final cost objective to carry out the award</i>		
Supplies (Tangible property, other than equipment, used to carry out program activities)	\$19,500	
Laptop Computers	\$2,500	Two laptops @ \$1,250 each; program support for Project Coordinator and Data Analyst
Instructional Supplies	\$9,000	Project Plan manuals, Leadership Institute manuals,
General Supplies	\$4,500	Copies, postage, data storage, supplies for records and reporting, etc.
Software	\$1,000	Software not preinstalled on computers
Print Media	\$2,500	Advertising & Marketing
Contractual (Contractual services (e.g. subcontracts, employment services, stipends, utilities, telephone, space rental) used to carry out program activities)	\$211,453	
External Evaluator	\$75,000	Gibson Consulting Group to perform program external
Professional Learning Contracts	\$136,453	Professional Learning Contracts for Mentee Sites and Amarillo College; individual site costs will be determined by Needs Assessment Service plan
Other (Other costs to carry out program activities)	\$25,000	
Professional Development	\$25,000	Leadership Consultant for Leadership Institute I
Program Costs Subtotal	\$450,938	
TOTAL FUNDS REQUESTED	\$500,000	
For Agency Use Only		
Direct cost category budget{s} associated with the above costs:		
100 Administration		\$49,061
899 Program Costs		\$452,461
899 Correctional Institutions		\$0
899 Professional Development		\$0
899 Integrated Education and Training		\$0
End of Worksheet		