

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
August 24, 2010**

REGENTS PRESENT: Mr. Prenis O. Williams, Chair; Mr. John D. Hicks, Vice Chair; Mr. Don L. Nicholson, Secretary; Ms. Lilia B. Escajeda; Mr. Carroll M. Forrester; Ms. Michele Fortunato; Mr. H. Bryan Poff; Dr. Gene Norman; and Dr. David C. Woodburn

OTHERS PRESENT: Mr. Robert Austin, Dean of Enrollment Management; Mr. Terry Berg, Dean of Finance & Administrative Services; Mr. Lee M. Colaw, Chief Information Officer and Dean of Information Technology; Mrs. Ellen Robertson Green, Dean of College Communications and Marketing; Dr. Russell Lowery-Hart, Vice President for Academic Affairs; Dr. Paul Matney, President; Ms. Danita McAnally, Dean of Assessment and Development; and Mrs. Damaris Schlong, Dean of Continuing Education

Dr. Carol Buse, President, Faculty Senate
Mr. Bruce Cotgreave, Director, Physical Plant
Mrs. LuLu Cowan, Special Assistant to the President
Ms. Cara Crowley, Director of Grants, Assessment and Development
Mr. Doug Curry, Principal, San Jacinto Elementary
Dr. Shawn Fouts, Dean of Career and Technical Education
Mrs. Lori Merriman, Executive Secretary, President's Office
Ms. C.C. Mongrain, President, Student Government Association
Mrs. Sheryl Mueller, Division Chair, Nursing
Mr. Greg Rohloff, representing the *Amarillo Independent*
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders, Legal Counsel
Mrs. Vickie Shelton, Director, Purchasing
Ms. Lindsey Stiner, representing KVII-TV, Channel 7
Ms. Felicity Swann, representing Classified Employees Council
Mr. Lynn Thornton, Director, Administrative Services/Human Resources
Mrs. Renee Vincent, Executive Director, Moore County Campus
Mr. Joseph Wyatt, Communications Coordinator, College Relations
Mr. David Ziegler, President, Administrator's Association
Ms. Kim Zimmer, Community Liaison for AC and San Jacinto Elementary

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

MINUTES APPROVED:

Mr. Hicks moved, seconded by Mr. Nicholson to approve minutes of the regular meeting of June 22, 2010 and the minutes of special meetings of August 5, August 13, and August 16, 2010. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

C.C. Mongrain, SGA president, distributed a new list of upcoming events. SGA will offer a movie night on Thursday, August 26 which will feature *Blind Side*. They have narrowed their list for featured speakers for Distinguished Lecture Series to five; she distributed a form for Regents to

STUDENT GOVERNMENT ASSOCIATION REPORT Continued:

complete with their choice of speakers and asked that they turn into her. C.C. reminded the Board that the dedication of Jones Hall will be September 29.

EDUCATION REPORT – NO EXCUSES UNIVERSITY:

Dr. Matney introduced Doug Curry, principal of San Jacinto Elementary and Kim Zimmer, the AC/San Jacinto liaison. Mr. Curry expressed appreciation for the Amarillo College partnership. Damon Lopez from San Diego, California founded the No Excuses University Network of Schools and co-founded Turn-Around Schools. He now works with schools, districts, and educational organizations throughout the country in an effort to support the development of exceptional systems that result in academic success. Amarillo's No Excuses University is part of this network. Mr. Curry stated that every child has the right to be prepared to attend college; it is the responsibility of all advisors at the schools to develop an opportunity for all students to experience higher education. San Jacinto offers classes from pre-kindergarten through fifth grade; 95% are from low socio-economic families; 33% move around often which makes about one-third of the school population new every year. Five years ago the future for these students looked bleak and then the No Excuses University was put into the plan. **No Excuses University works diligently to expose students to powerful college symbolism. This symbolism is seen in the college flags and banners hung on every door, felt through the close partnerships forged between classrooms and universities, and heard in the college chants that exist at each grade level. Every week the students and faculty wear different college shirts to school. Every No Excuses University has a well-defined process for identifying and creating the following exceptional systems: 1) culture of universal achievement; 2) collaboration; 3) standards alignment; 4) assessment; 5) data analysis; and 6) interventions. There are now nine No Excuses University schools in Amarillo, including Sam Houston Middle School, which is the school San Jacinto students move to after fifth grade. The staff at Tascosa High School came to visit San Jacinto which is the high school district these students live in. There have been many tangible outcomes such as the partnerships; parents can obtain their GED through Amarillo College at San Jacinto; adults work alongside students in pursuit of higher education; and parent involvement has increased dramatically.**

PUBLIC HEARING ON THE BUDGET FOR 2010-2011 FISCAL YEAR:

Any person and/or persons wishing to come before the Board of Regents regarding the 2010-2011 Budget for Amarillo College in the Amarillo Junior College District was given the opportunity to be heard. A summary schedule of the proposed budget for 2010-2011 was discussed and is attached at pages 251 through 257. This summary represents the budget as discussed in the Board Budget Workshop of June 22, 2010.

BUDGET FOR 2010-2011 FISCAL YEAR ADOPTED:

We recommend the adoption of the budget by passing the following resolution:

BUDGET FOR 2010-2011 FISCAL YEAR ADOPTED Continued:

R E S O L U T I O N

WHEREAS, the legal requirements of the laws of the State of Texas and the regulations of the Texas Higher Education Coordinating Board regarding this document have been met;

NOW, THEREFORE, BE IT RESOLVED that the said proposed budget for the 2010-2011 fiscal year is hereby designated as the official budget for Amarillo College in the Amarillo Junior College District for the 2010-2011 fiscal year.

BE IT FURTHER RESOLVED that Mr. Prenis Williams, Chair of the Board of Regents of the Amarillo Junior College District, be directed to file copies of this official budget with the county clerks of Potter and Randall counties of Texas, and with the Texas Higher Education Coordinating Board for distribution to the Governor's Budget and Planning Office, the Legislative Budget Board, and the Legislative Reference Library.

Mr. Nicholson moved, seconded by Dr. Woodburn to adopt the 2010-2011 budget. The motion carried unanimously.

TAX RATE FOR 2010 APPROVED AND ADOPTED:

In accordance with the provisions of Section 26.04 of the Texas Property Tax Code, the Randall County Tax Assessor/Collector published the legal notice stating that the effective tax rate for 2010 for the Amarillo Junior College District is \$0.18524 per \$100 of assessed value.

Adoption of the following resolution will set the 2010 Tax Rate at \$0.18996 for operations.

R E S O L U T I O N

WHEREAS, the Chair of the Board of Regents of the Amarillo Junior College District has caused to be formulated and adopted a budget for Amarillo College in the Amarillo Junior College District for the fiscal year beginning September 1, 2010, and ending August 31, 2011, the tax year 2010, now, therefore,

BE IT RESOLVED THAT:

1. An ad valorem tax of, and at the rate of four and eight hundred forty-seven thousandths cents (\$0.04847) on the one-hundred dollar (\$100) value thereof, estimated in lawful currency of the United States of America, be levied to pay interest on and provide a sinking fund for Amarillo College in the Amarillo Junior College District for bonds issued December 15, 2003, July 24, 2008, July 22, 2009 and July 21, 2010.
2. An ad valorem tax of, and at the rate of fourteen and one hundred forty-nine thousandths cents (\$0.14149) on the one-hundred dollar (\$100) value thereof, estimated in lawful currency of the United States of America, be levied to pay for the support and maintenance of Amarillo College in the Amarillo Junior College District for the fiscal year 2010-2011, the tax year 2010.

TAX RATE FOR 2010 APPROVED AND ADOPTED Continued:

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BE IT ORDERED by the Board of Regents of the Amarillo Junior College District that there is hereby levied for the tax year 2010 on all real property situated in, and all business personal property owned within the limits of said district on the first day of January 2010 same being the current year, except so much thereof as may be exempt by the Constitution and Laws of the State of Texas, or of the United States of America, a total of eighteen and nine hundred ninety six thousandths cents (\$0.18996) on the one-hundred dollar (\$100) value thereof, estimated in lawful currency of the United States of America for support and maintenance, payment of current interest, and a sinking fund for the retirement of bonds of Amarillo College in the Amarillo Junior College District for the fiscal year 2010-2011. "THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE."

Information regarding the tax rate increase is attached at page 258.

Mr. Nicholson moved, seconded by Dr. Woodburn to approve and adopt the tax rate for 2010. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:**Faculty**Downs, Angela Renee – Instructor, Associate Degree Nursing**

Effective Date: August 16, 2010

Salary: \$46,941.00 per year for 9 months full-time

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

B.S., West Texas A&M University, Canyon, Texas

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

Experience: 3 years related work

Replacement for: Rebecca Vincent

Bio: Angela Downs has experience as Director of Nurses at Kirkland Court Health and Rehab and at Community Care Center of Clarendon and was a staff nurse in the Medical/Surgical areas of Northwest Texas Hospital. Ms. Downs earned an Associate's Degree in Nursing from Amarillo College, a Bachelor of Science in Nursing and a Master of Science in Nurse/Education from West Texas A&M University.

Edford, Kristin L. – Instructor, Humanities

Effective Date: August 16, 2010

Salary: \$41,816.00 per year for 9 months full-time

Qualifications: M.H., University of Texas at Dallas, Richardson, Texas

M.M., American Conservatory of Music, Chicago, Illinois

B.A., Illinois Benedictine University, Lisle, Illinois

Experience: 4 years related work

Replacement for: Joan Urban

APPOINTMENTS Continued:

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Bio: Kristin L. Edford comes to Amarillo College from the Metroplex where she has served as a part-time instructor in the Dallas County and Tarrant County Community College systems since 2003. Ms. Edford earned a Bachelor of Arts Degree from Illinois Benedictine University, a Master of Music from the American Conservatory of Music in Chicago, and a Master of Humanities from the University of Texas at Dallas.

Hergert, Carol J. – Instructor, Associate Degree Nursing

Effective Date: August 16, 2010

Salary: \$46,345.00 per year for 9 months full-time

Qualifications: M.S.N., University of Phoenix, Phoenix, Arizona

M.H.A., University of Phoenix, Phoenix, Arizona

B.S.N., Texas Christian University, Fort Worth, Texas

Experience: 5 years related work

Replacement for: Katherine Reed

Bio: Carol J. Hergert has 16 years experience at Baptist Saint Anthony's and Northwest Texas Hospital, most recently serving as Medical-Surgical Department Director at NPTH. Ms. Hergert earned a Bachelor of Science in Nursing Degree from Texas Christian University, and a Master of Science in Nursing Degree and a Master of Healthcare Degree from the University of Phoenix.

Rankin, James Scott – Instructor, Mortuary Science

Effective Date: August 16, 2010

Salary: \$41,056.00 per year for 9 months full-time temporary

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

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

Experience: 4 years related work

Replacement for: Lisa Meehan who replaced Preston Childers

Bio: James Scott Rankin Scott Rankin has been working as a Licensed Funeral Director/Embalmer for Carmichael-Whatley Funeral Directors in Pampa since 2006. Mr. Rankin earned a Bachelor of General Studies Degree from West Texas A&M University and an Associates of Applied Science in Mortuary Science from Amarillo College.

Yarbrough, Ramona J. – Instructor, Associate Degree Nursing

Effective Date: August 16, 2010

Salary: \$44,550.00 per year for 9 months full-time

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

Experience: 8 years related work

Replacement for: Delores Thompson

Bio: Ramona J. Yarbrough started at Amarillo College before earning a Bachelor of Science in Nursing Degree from West Texas A&M University, and is nearing completion of course work for a Master of Science in Nursing Education from the University of Phoenix. Ms. Yarbrough has been a Registered Nurse since 1992 at various hospitals including Baptist Saint Anthony's Hospital and Northwest Texas Hospital. Ms. Yarbrough has experience as a teacher in the River Road Independent School District.

B. REAPPOINTMENTS:

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These individuals are being reappointed to the position previously held. A list is attached at page 259.

C. BIDS AND PROPOSALS:

- **Request for Proposal No. 1244 - Furnishing and Installation of Carpet, East Campus Housing**

RFP No. 1244, for furnishing and installation of carpet, East Campus, was advertised in the newspaper. Project involves furnishing and installation of carpet on an as needed basis for the East Campus Housing units. Four carpet contractors received proposal packages for the project. Two proposals were submitted. A tabulation of the proposals received is attached at page 260.

It was recommended to award bid to Casey Carpet One, the low proposer to the specifications, in the amount of \$94,998.00 (based on 7,100 sq. yards of carpet & pad).

Funds are available in the 2010-2011 Housing Budget.

- **Custodial Supplies – Fiscal Year 2010 – 2011**

Purchase custodial supplies for the 2010-2011 budget year approved. Purchases will be made through the Buy Board Contract originally approved by a Board resolution on January 27, 2003.

The estimated cost of supplies is \$100,000.00.

Funds are available in the 2010-2011 Custodial Budget.

- **Science Lab Supply Purchases – Fiscal Year 2010-2011**

It was recommended to award the 2010-2011 purchase of science laboratory supplies to Fisher Scientific, for an approximate amount of \$65,000.00. These purchases will be priced based on the Provista Participation Agreement, approved by the Board on March 23, 2010, that Fisher Scientific was awarded via competitive bidding requirements.

The funds for the purchase of these supplies are available from the 2010-2011 physical sciences and biology lab supply budgets.

D. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 261.

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

PERSONAL COMPUTERS, SERVERS, AND PERIPHERAL PURCHASES APPROVED:

Every August Amarillo College brings a request to the Board for computer, printer, and

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peripheral purchases for the upcoming fiscal year. The Technology Replacement Task Force has developed a multi-year plan for the replacement of classroom and desktop technologies on a planned rotation cycle. The task force evaluated all computers and printers and devised a replacement schedule to insure appropriate technology is available campus-wide. The plan is based upon a computer life cycle of four years, and a printer life-cycle of five years, and other peripherals of varying life-cycles. For 2010-2011, up to 600 computers and printers, comprised of personal computers (PC's), Apple computers, Hewlett Packard and Dell printers, CDWG peripherals and a few boutique peripherals from other vendors have been identified for replacement. The estimated cost for the projected life-cycle replacements is not to exceed \$600,000.00.

Information Technology Services' recommends continuation of prior years purchases from Dell, Apple, Hewlett Packard, and CDWG based on past performance. The Dell computers and printers, and Hewlett Packard printers are available through the State of Texas Department of Information Technologies (DIR) contract with Dell and Hewlett Packard. Amarillo College's participation in the State/DIR purchasing cooperatives was approved by a Board resolution in 1993. The Apple computers are only available directly from Apple, the sole source provider due to the Collegiate Purchase Program Agreement that Amarillo College has had with Apple for approximately the last 18 years. CDWG acquisitions are available through The Cooperative Purchasing Network (TCPN), approved by Board resolution in 2000, and State/DIR purchasing cooperatives approved by Board resolution in 1993.

Funds are available from the 2010-2011 approved budget and various grants.

Dr. Woodburn moved, seconded by Ms. Escajeda to approve the purchase of personal computers, servers, and peripheral purchases. The motion carried unanimously.

AUDIO EQUIPMENT AND INSTALLATION APPROVED:

An additional one-year renewal of an existing contract dated September 1, 2008, in connection with purchases of audio video equipment from the awarded vendor Lubbock Audio Visual, Inc (L.A.V. Amarillo) was recommended. The approximate amount to be purchased for 2010-2011 is not to exceed \$50,000.00.

These funds will purchase upgrades to existing classrooms, conference rooms, and other appropriate areas as well as equipping new classrooms currently requiring technology. This is the third phase to address Strategy 5.2.2 of the Amarillo College 2010 Strategic Plan that states "Classroom technology will be current and available in all instructional areas."

Funds are available from the 2010-2011 approved budget and various grants.

Ms. Fortunato moved, seconded by Mr. Forrester to approve audio equipment purchase and installation. The motion carried unanimously.

NETWORK EQUIPMENT, SWITCHES, AND RELATED INFRASTRUCTURE PURCHASES APPROVED:

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Every August Amarillo College brings a request to the Board for network equipment, switches, and related infrastructure purchases for the upcoming fiscal year. The Technology Replacement Task Force has endorsed the network infrastructure plan for 2010-2011. The projected cost for network infrastructure is not to exceed \$250,000.00.

Information Technology Services' recommends continuation of prior years purchases from INX and CISCO based on an outstanding past performance. INX and CISCO acquisitions are available through The Cooperative Purchasing Network (TCPN), approved by Board resolution in 2000, and State/DIR purchasing cooperatives approved by Board resolution in 1993.

Funds are available from the 2010-2011 approved budget and various grants.

Mr. Forrester moved, seconded by Ms. Fortunato to approve the network equipment, switches, and related infrastructure purchases. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of July 31, 2010 are attached at pages 262 through 272.

Revenue

We have received 88% of our allocated State appropriations and 92% of total revenues. Enrollment trends are up; we have received \$13,211,477 in academic tuition and fees or 107%.

Expenditures

We have expended 86% of funds budgeted. Resident instruction is at 92% due to enrollment increase.

Auxiliary Enterprises

Bookstores' net profit is \$409,880; food service is -\$80,279; rental property is at \$780,000; we are at 99% occupancy in family housing with less maintenance and repairs; employee scholarships are at \$162,000 through the spring semester.

Restricted Funds

Federal grants and contracts are up by \$5.3 million; state grants and contracts are up \$768,000; local grants and contracts are down \$271,000 and KACV grants and contracts are up \$305,000. Resident instruction is up \$1.6 million.

Cash and Investments

\$60.8 million total minus \$26.3 million (bond) = \$34.5 million – July 2010; \$61.9 million minus \$29.3 million (bond) = \$32.6 million – July 2009; \$52.5 million total minus \$21.7 million (bond) = \$30.8 million – July 2008.

Alterations & Improvements

There has been \$782,000 in actual expenditures out of the \$1.8 million projected cost.

FINANCIAL REPORT ACCEPTED Continued:

Tax Schedule

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\$18,072,953 has been collected out of \$17,561,130 budgeted.

Bond Expenditures

\$28.6 million has been spent out of an estimated \$52.6 million.

Dr. Woodburn moved, seconded by Mr. Nicholson to accept the financial reports. The motion carried unanimously.

PRESIDENT'S REPORT:

As of today, fall enrollment is up 7% in headcount.

AC received \$3 million to support TRIO Programs for the STEM (science, technology, engineering, and math) Project at the Washington Street Campus; Health Sciences Project at West Campus and for the Moore County Campus Project. The funding will be utilized by AC's Student Support Services to provide instruction and support for low-income, first-generation, and disabled students. These grants will be funded for five years.

The *Strategic Plan through 2015* has been complete; Ms. McAnally and Dr. Lowery-Hart will present a report at the September Board meeting.

Dr. Matney distributed a copy of the AC 2010-2011 Institutional Priority. It states to Expand student success by increasing the number of students who: stay in school (fall to fall); earn academic and continuing education certificates; and complete a degree.

There have been five sessions scheduled of the School Violence Prevention Training for the fall.

AC continues to seek an additional faculty member to teach in the Sonography Program; the class will begin in-part during the fall semester.

Inspire Amarillo, an effort of Panhandle Twenty/20, is planning a guided bus tour through Amarillo on Thursday, September 2, 2010. Inspire Amarillo is partnering with community agencies and organizations to help low-income families become more successful in Amarillo and the Texas Panhandle. The mission is to be a catalyst for positive change by connecting, equipping and informing.

The Panhandle Regional Law Enforcement Academy will hold its 101st graduation on August 26, 2010 at 6:30.

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

Dr. Woodburn mentioned an article in the *Austin Statesman* regarding the new Austin Community College Campus opening in Round Rock; he said it was similar to AC's branch campuses.

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

Mrs. Robertson Green told Regents about new billboards going up around the city which feature

past AC students who are now successful members of the community.

Ms. Escajeda reported that the AC Foundation is completing their Strategic Plan with assistance from Dr. Bud Joyner. The annual campaign meeting will be held on September 14; Myrna and Daniel Raffkind will be honored.

TIRZ has not had much activity of late; Ms. Escajeda will be attending a national conference in Fort Worth.

Ms. Fortunato distributed AMoA Alliance 2010 Recycle Art Festival invitations. The festival will be held September 10 and 11; the art exhibition will continue until September 26. The Recycle Art Festival is patterned after one in San Francisco, California.

Ms. Fortunato distributed a KACV update featuring Educational Outreach Initiatives which includes outreach tubs that are plastic tubs and include hands-on topical lessons developed by early childhood teachers, lesson plans, PBS children's television program, book and hands-on activity; and individual books for participating children. These tubs are available for check out to parents, caregivers, and preschool teachers and topics include math, science, art, language arts, and health. In the last 12 months tubs have been used by 650 parents, 30 caregivers, and 4,550 children. KACV held a *Cyberchase* summer math tour and the KACV crew traveled to 20 Panhandle communities; partnered with public libraries, visited 700 children and their parents. The visits included a viewing of *Cyberchase*, a book for every child, and photos with the show's star, Digit.

Mr. Forrester said preliminary discussions regarding a new Hereford Campus location have begun.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Don L. Nicholson, Secretary

