

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
September 23, 2008**

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

REGENTS ABSENT: Ms. Lilia B. Escajeda and Mr. H. Bryan Poff

OTHERS PRESENT: Mr. Robert Austin, Dean of Enrollment Management; Mr. Terry Berg, Dean of Finance & Administrative Services; Mrs. Ellen Green, Dean of College Communications and Marketing; Dr. Paul Matney, Acting President/Vice President and Dean of Instruction; Ms. Danita McAnally, Dean, Assessment and Development; and Mrs. Damaris Schlong, Dean of Workforce & Economic Development

Ms. Jordan Bailey, representing *The Ranger*
Dr. Claudie Biggers, representing Faculty Senate
Mrs. Norma Campbell, Marketing Coordinator, College Relations
Mrs. Donna Cleere, Program Director, Dental Hygiene
Mrs. Jnita Collins, Assistant Professor, Dental Hygiene
Mrs. Joy Connors, President, Administrator's Association
Mr. Richard Constancio, Architect, Shiver-Megert & Associates
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Bill Crawford, Assistant Dean of Career & Technical Programs
Mr. Rusty Donelson, Student
Mr. Daniel Esquivel, Executive Director, Hereford Campus
Mrs. Linda Hendrick, Director, Telecommunications
Mrs. Holly Hicks, Chair, Classified Employees Council
Mrs. Lana Jackson, President, Faculty Senate
Mr. Justin Lawlis, President, Student Government Association
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Sheryl Mueller, Division Chair, Nursing
Mr. Brad Newman, representing *Amarillo Globe-News*
Mr. Bryan Oliver, representing KVII-TV, Channel 7
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
Mr. Jack Stanley, Division Chair, Sciences and Engineering
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mr. Jeff Todd, representing KFDA-TV, Channel 10
Mr. David Ziegler, Assistant Director, Physical Plant

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

Minutes of the Amarillo College Board of Regents Regular Meeting of September 23, 2008**MINUTES APPROVED:**

Mr. Hicks moved, seconded by Mr. Nicholson, to approve minutes of the regular meeting of August 26, 2008. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Justin Lawlis, president of SGA, reminded the Board that Fallfest would be held on September 25 and that the theme was to be the 80s. He told of John Walsh who was to be the Distinguished Lecture Series speaker in November. AC will be the regional host for other college SGAs on October 17 and 18. AC students will participate in The Race for the Cure on September 27.

STRATEGIC PLAN UPDATE:

Ms. McAnally presented a brief overview of the Strategic Plan update. The plan was started three years ago. A copy of the update was provided the Regents. There are currently seven goals. Goal 1: Develop responsive new programs and training to meet documented community needs. The Title V Cooperative grant with South Plains College has provided \$905,000.00 to date toward achieving this goal. Angel has been selected as the new learning management system; implementation is scheduled for summer 2009. Goal 6: Obtain new and expanded revenue opportunities. At the October Board meeting, Ms. McAnally will bring a report regarding some grants received and other opportunities available. Goal 2: Increase enrollment of recent high school graduates – especially first-generation students – as well as adult students. A new Higher Education Act includes 60 new grants. AC intends to pursue several of these grants which will allow recruiting economically-disadvantaged students and offering scholarships. The largest group of ACE students enrolled at AC for fall 2008 semester. Goal 3: Emphasize an institutional climate that encourages student success. AC's degree and certificate programs will be aligned into career clusters which will also line up with secondary career clusters. Goal 4: Impact economic and community development in the Texas Panhandle. The current Perkins Basic and Tech Prep grants require alignment of budget with the career clusters approach and tie specific activities/enhancements to the improvement of college programs which fall with the selected clusters. Goal 5: Deliver instruction and services using technology to improve effectiveness, efficiency, and convenience for students, faculty, and staff. EduServe has moved the College forward in this area. Goal 7: Enhance employee productivity. The College is actively searching for a Director of e-Learning, a new faculty position, and an instructional designer/technology specialist. These positions will allow the College to increase the technical proficiency of all faculty.

BOND CONSTRUCTION UPDATE:

The Science Lab Building on the Washington Street Campus kick off will begin October 6. Mr. Cotgreave and Mr. Constancio, architect from Shiver-Megert, presented building plans for the West Campus Nursing/Dental Health Center. Sheryl Mueller, Bill Crawford, and Donna Cleere have worked closely with the architects. Mr. Constancio discussed the Dental Clinic utilizing the first floor with Nursing on the second floor, and the simulation and practice labs on the third floor. Other discussion included the Resource Center, faculty offices, classrooms, student "sticky" areas, and parking. Mrs. Cleere, Program Director, Dental Hygiene, was very complimentary of how the planning was progressing and how involved they are with the

architects' plans. Next week, several faculty and Mr. Cotgreave will travel to view 22 different operatory set ups. A bond website is being created to keep employees and members of the community updated on construction.

EDUCATION REPORT – PRO (PURSUING REAL OPPORTUNITIES):

Mrs. Schlong gave an overview of PRO (Pursuing Real Opportunities). PRO was established in January 2008. It is a collaborative project between Amarillo College, Amarillo EDC, and Amarillo ISD. Employers are having difficulty finding qualified employees. Students and underemployed are not choosing skilled trade careers. Most students have had no experience to these types of jobs. Most schools and parents are encouraging all students to go to a four-year university. The mission statement of PRO is to develop a qualified workforce for Amarillo and region to sustain a vibrant economy. Some core values are to get to know the employers within the community; improve the opportunities to earn a livable wage; develop an improved applicant pool; and connect people with their passions. Some goals are to identify and communicate workforce development issues within the community from the employer and industry perspective; identify a wide variety of workforce opportunities that pay livable wages; educate students about these opportunities; provide employers with marketing ideas; and educate employers about generational differences that affect recruitment and retention. The career clusters which are being targeted are manufacturing, architecture and construction, finance, and transportation, distribution and logistics. The desired outcome is to educate students, parents, the underemployed and businesses about this program; market local careers to students; improve the image of skilled trades; build community partnerships with AEDC, AISD, and AC in order to work as a community to better our workforce. One goal is to work to incorporate soft skills such as workplace competencies, academic competencies, and personal effectiveness competencies. AISD definitions for work-based learning opportunities are to offer internships, mentorships, and job shadowing. The website (www.pro2day.com) which was developed by McCormick Advertising will go live November 11 which is also the date of the PRO public launch. AC programs which will be involved in this program are the ITT Division; Science and Engineering Division; Business Division; and the Language, Communication, and Fine Arts Division. On September 19, 32 AC personnel and 35 AISD counselors toured Pacific Cheese, Bell Helicopter, Nationwide Insurance, Amarillo Gear, and Ben E. Keith. Important future dates: October 14 – Amarillo Job Fair; October 31 – Dr. Karl Eschbach, State Demographer presentation; November 5 – High School Counselors' Round table (high school counselors from the 26 Panhandle counties); and November 11 – PRO public launch at the Business and Industry Center.

PROPOSAL TO OFFER CERTIFICATES AND AAS DEGREE IN WIND ENERGY APPROVED:

During spring and summer 2008, a team of Amarillo College faculty and administrators investigated the possibility of requesting Coordinating Board approval to offer a Basic Wind Technician Certificate, an Advanced Wind Technician Certificate, and an Associate in Applied Science degree in Renewable Energy/Wind Technology. At a meeting on July 24, 2008, of wind energy industry officials, AC personnel and educational colleagues indicated a strong interest in pursuing such a proposal. A second industry meeting was conducted on September 17, 2008, at which wind energy personnel evaluated the proposed wind energy curriculum. The industry officials recommended pursuing the wind energy program. Jack Stanley, lead curriculum developer, presented our proposal to the Board. Mr. Stanley distributed the three curriculums which we propose to submit to the Coordinating Board; they are attached at pages 11 through

Minutes of the Amarillo College Board of Regents Regular Meeting of September 23, 2008**PROPOSAL TO OFFER CERTIFICATES AND AAS DEGREE IN WIND ENERGY APPROVED
Continued:**

13. The curriculum is patterned after the TSTC/Sweetwater Campus which was the first in the State to offer these programs. Some new classes would have to be developed at Amarillo College for each of the certificate programs and the A.A.S. degree program. Graduates with the A.A.S. degree could start with a salary of \$24 – \$27/hour. If approved by the Coordinating Board, AC would like to begin offering the program in the spring 2009 semester.

Mr. Nicholson moved, seconded by Dr. Woodburn, to recommend approval to submit the Wind Energy certificates and degree program to the Texas Higher Education Coordinating Board. The motion carried unanimously.

AMARILLO COLLEGE BENEFIT PROGRAM EXTERNAL AUDIT:

The external audit of the Amarillo College Benefit Program for the 2007 calendar year has been completed by Johnson & Sheldon, P.C. A copy of the audit was furnished for the Board. This was an information item only and required no action.

Mr. Berg read aloud part of the report and added that it was a clean report. Net assets available for benefits in 2007 were \$88.3 million and in 2006, \$83.4 million. Under the program, employees are offered an opportunity to make a permanent, fixed member salary deferral contribution of 6.65% of their annual compensation. There are 944 participants which includes 21 participants receiving disability and death survivors' retirement contributions.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:**AdministratorsAtchley, Heather Lane – Director of Student Activities

Effective Date: September 01, 2008

Salary: \$44,913.03 per year for 12 months full-time

Qualifications: M.A., Wayland Baptist University, Plainview, Texas

B.A., University North Texas, Dallas, Texas

A.S., Amarillo College, Amarillo, Texas

Experience: 2 years related work

Replacement for: April Sessler

Bio: Heather Atchley has been employed at Amarillo College since 2003, working first as a Texas Success Initiative Testing Specialist/VA Coordinator in the Registrar's Office before becoming Student Activities Coordinator in the Student Activities Department. Ms. Atchley earned an Associates Degree at Amarillo College, a Bachelor of Arts in Psychology from the University of North Texas, and a Master of Arts in Management from Wayland Baptist University.

Minutes of the Amarillo College Board of Regents Regular Meeting of September 23, 2008

APPOINTMENTS Continued:

Wyatt, Joseph V. – Communications Coordinator, College Relations

Effective Date: September 01, 2008

Salary: \$49,000.00 per year for 12 months full-time

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

Experience: 18 years related work

Note: New position approved in 2008-2009 budget.

Bio: Joseph V. Wyatt comes to Amarillo College from West Texas A & M University where he has worked in Public Relations for the last 10 years. Mr. Wyatt is a former reporter and writer for the *Amarillo Globe News* and the *Midland Reporter-Telegram*. Mr. Wyatt earned a Bachelor of Arts degree in Journalism from W.T.A.M.U.

FacultyBuchanan, Gene Ray – Instructor, Auto Body Collision

Effective Date: August 25, 2008

Salary: \$37,097.00 per year for 9 months full-time temporary

Experience: 15 years related work

Replacement for: Chris Fincher

Bio: Gene Ray Buchanan spent 25 years working in the automobile paint and body business before opening his own auto body shop in 2003. Mr. Buchanan is a graduate of Caprock High School.

Nakhiengchanh, Kham Khoun – Instructor, Welding Technology

Effective Dates: August 18, 2008 through August 14, 2009

Salary: \$38,959.00 per year for 9 months full-time temporary

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

A.S., Texas State Technical Institute, Amarillo, Texas

Experience: 14 years related work

Replacement for: Bobby Wilson

Bio: Kham Khoun Nakhiengchanh has worked as a part-time and temporary full-time welding instructor for Amarillo College since 2001. Mr. Nakhiengchanh earned an Associate Degree from Amarillo College in Welding, an Associates Degree from T.S.T.I. in Automotive, and has done course work in engineering at W.T.A.M.U.

Thompson, Troy – Instructor, Diesel Engine Mechanics

Effective Date: August 25, 2008

Salary: \$38,449.00 per year for 9 months full-time temporary

Qualifications: A.S., Texas State Technical Institute, Amarillo, Texas

Experience: 20 years related work

Replacement for: Michael Graf

APPOINTMENTS Continued:

Bio: Troy Thompson has been a part-time instructor in the Amarillo College Diesel Technology Program for the last year. Prior to joining Amarillo College, Mr. Thompson spent more than 25 years as a diesel mechanic. Mr. Thompson earned an Associates Degree from T.S.T.I. in Automotive.

Wheeler, Amanda Michelle – Instructor, Mathematics

Effective Date: August 18, 2008

Salary: \$38,996.00 per year for 9 months full-time

Qualifications: M.S., Texas Tech University, Lubbock, Texas

B.S., Angelo State University, San Angelo, Texas

Experience: 2 years related work

Replacement for: John Pool

Bio: Amanda Michelle Wheeler started her education at Amarillo College before earning a Bachelor of Science degree with a double major in Mathematics and Chemistry from Angelo State University and a Master of Science degree in Mathematics from Texas Tech University. Ms. Wheeler worked as a graduate instructor prior to becoming a full-time Instructor at Texas Tech in August 2007.

B. BIDS AND PROPOSALS:

- **REQUEST FOR PROPOSAL NO. 1182 – RE-ROOFING PROJECT, EAST CAMPUS HOUSING**

RFP No. 1182, for re-roofing sixteen residential units, located on the East Campus, was advertised in the newspaper. Project Documents were received by three contractors. A tabulation of proposals received is attached at page 14.

It was recommended to award Proposal No. 1182 to Andrus Brothers Roofing, the low bidder to the specifications, for the amount of \$85,466.00.

Funds for this project are available in the current 2008-2009 Housing Budget.

- **REQUEST FOR PROPOSAL NO. 1191 - PRINTING OF THE AC CONTINUING EDUCATION CLASS SCHEDULES FOR 2008-2009 – COLLEGE RELATIONS DEPARTMENT**

RFP No. 1191, for the printing of the 2008-2009 Continuing Education class schedules, was advertised in the newspaper and mailed to seven vendors. A tabulation of proposals received is attached at page 15.

It was recommended to award Proposal 1191 to Trend Offset Printing for the amount of \$62,436.00, low bidder to the specifications; the total price does not include postage.

Funds for the procurement are available from the 2008-2009 budget.

BIDS AND PROPOSALS Continued:

- **REQUEST FOR PROPOSAL NO. 1197 – JOHNSON CONTROLS, ENERGY MANAGEMENT SYSTEM - UPGRADE**

Project includes the upgrading of the Energy Management System that will provide for future expansion, including the 2007 Bond Projects and beyond, as well as removing the risk and inefficiencies of an outdated system. The upgrade will integrate with all of the existing components, while providing the flexibility to provide new technology to the equipment in the newly constructed or renovated buildings. The upgrade will allow Amarillo College to convert to a web based system utilizing the existing AC network. This will allow any AC maintenance technician to control the energy management system from any computer on any AC campus or any computer that has internet capabilities.

This is a single source purchase; existing equipment needs to be able to communicate with new components.

It was recommended to award Proposal No. 1197 to Johnson Controls, for the amount of \$56,538.00.

Funds for this project are available in the 2008-2009 A&I Budget.

- **REQUEST FOR PROPOSAL NO. 1198 – GROUNDS EQUIPMENT**

RFP No. 1198 will allow us to replace high hour equipment and purchase additional equipment. The John Deere 5425 tractor with rotary cutter will be used primarily at the East Campus, but will also be used at West Campus and Community Link.

The John Deere 1420 Mower, along with the attachments, will be used on all Amarillo College Campuses. This piece of equipment will be used year-round and is needed for the additional parking lots and landscaping areas constructed from the 2007 Bond Projects.

It was recommended to award Proposal No. 1198 to Western Equipment, for the amount of \$53,239.19, which is based upon the TXMAS Contract, in which Amarillo College is eligible to participate.

Funds for the procurement are available from the 2008-2009 Budget.

John Deere 5425 Tractor w/Rotary Cutter	\$27,799.00
John Deere 1420 Gas Front Mower	\$11,250.16
Collection System	\$5,452.71
72" Side Discharge Mower Deck	\$3,879.23
Hard Cab	\$4,962.82
Front Blade	<u>\$1,695.19</u>
Total	<u>\$53,239.19</u>

BIDS AND PROPOSALS Continued:

- **REQUEST FOR PROPOSAL NO. 1199 – PURCHASE OF TWO POLICE PATROL VEHICLES**

RFP No. 1199 is for the purchase of two Ford Crown Victoria Sedans equipped with police packages and emergency lighting. These vehicles are replacements for two existing Police Units. One is permanently inoperable and is being used to provide parts as needed. The other, with more than 150,000 miles, requires continuing expensive maintenance, which is not cost effective.

It was recommended to award Proposal No. 1199 to Sam Pack's Five Star Ford in Carrollton, TX, for the amount of \$49,204.00, which is based upon the State of Texas Comptroller of Public Accounts (CPA) Term Contract 071-A2-Law Enforcement Vehicles.

Funds for the procurement are available from the 2008-2009 Budget.

C. BUDGET AMENDMENT:

A budget amendment for approval by the Board is attached at page 16.

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

EMERGENCY PURCHASE OF EAST CAMPUS PHONE SWITCH:

The East Campus phone switch lost some of its functionality on Wednesday, August 13, 2008. On East Campus, voice mail did not work, long distance calls could not be placed, and 4-digit dialing did not work for calls going into or out of East Campus. AC Telecommunication's staff worked with AT&T, online technical support from our primary telecommunications vendor, and local telecommunications specialist to resolve the problem, but was not successful. The decision was made to replace the phone switch on an emergency basis so basic services could be restored to East Campus. Black Box was selected as the vendor based on the previous experience with the company. A new phone switch for East Campus was purchased from Black Box for \$40,081.53.

The East Campus phone switch was scheduled for replacement in the 2009 Budget year.

Emergency purchase made in accordance with Texas Education Code, Chapter 44.031 section (h).

FINANCIAL REPORT ACCEPTED:

The preliminary financial statements as of August 31, 2008, are attached at pages 17 through 26. Next month Mr. Berg will give a final report for FY 2008.

Minutes of the Amarillo College Board of Regents Regular Meeting of September 23, 2008**FINANCIAL REPORT ACCEPTED Continued:**Revenue

As of August 31, 2008, we have received a total of \$47.7million in revenues.

Expenditures

There have been 90% of expected expenditures used through August 31, 2008.

Auxiliary Enterprises

Bookstores are showing a net profit of \$627,973.00. Food service shows a decrease of \$72,417.00. Property rental net income is \$663,000.00. \$194,000.00 has been used from the employee tuition scholarship.

Restricted Funds

Federal grants and contracts have increased due to Pell grants. Local grants and contracts decreased due to an accounting change in the Harrington Library Consortium.

Cash and Investments

\$58.3 million; \$21 million (bond) – August 2008; \$34.5 million – August 2007; \$32.3 million – August 2006.

Alterations and Improvements

There has been \$1.4 million spent; the remainder will be spent in early 2009.

Tax Schedule

\$14,363,909.00 was budgeted; \$14,924,638.00 has been collected.

Bond Expenditures

In October, the Board of Regents will be updated on the current status of the Bond Website. This website is being created in an effort to keep the community, as well as Amarillo College employees, informed of all activities related to the Bond Projects.

Reserve Analysis

\$2.0 million has been spent to-date. It was requested to split out the Board restricted reserve on this report.

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

PRESIDENT'S REPORT:

Dr. Matney reminded the Board that Rick Bragg, author of "All Over but the Shoutin'" would be on campus on October 7.

Dr. Matney explained some of AC's future goals: bond issue construction; implementation of the Informational Technology Tactical Plan; development of a new teaching and learning center; new program initiatives; PRO will continue to be an important initiative; online management; Strategic Plan; and continued developmental education.

PRESIDENT'S REPORT Continued:

Dr. Matney told the Board that we are in the midst of emergency training; we are offering two hour training sessions.

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

Mr. Williams reported on the KACV Founders' picnic; KACV will celebrate 20 years of affiliation with Public TV; they raised \$45,000.00 during their last pledge drive.

CLOSED SESSION:

At 8:20 p.m., Ms. Fortunato announced there would be a closed meeting to afford an opportunity for the Board to discuss the employment, evaluation, reassignment, and/or duties of an employee pursuant to Section 551.074, Texas Government Code.

At 9:30 p.m., Ms. Fortunato 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.

John D. Hicks, Secretary

