

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
April 28, 2009**

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; Mr. H. Bryan Poff; and Dr. David C. Woodburn

REGENT ABSENT: Ms. Lilia B. Escajeda

OTHERS PRESENT: Mr. Robert Austin, Dean of Enrollment Management; Mr. Terry Berg, Dean of Finance & Administrative Services; Dr. Laura Grandgenett, Information Technology Chief Information Officer; Dr. Paul Matney, Acting President; and Ms. Danita McAnally, Dean, Assessment and Development

Mr. Tyler Adams, President, Student Government Association
Dr. Claudie Biggers, representing Faculty Senate
Mrs. Carol Buse, Chair, Rank and Tenure Committee
Mrs. Joy Connors, President, Administrators Association
Mr. Bruce Cotgreave, Director, Physical Plant
Ms. Elaina Cunningham, representing *The Ranger*
Mr. Jonathan "Catfish" Evans, representing Classified Employees Council
Dr. Kim Hays, Department Chair, Manufacturing Technologies
Mrs. Linda Hendrick, Dir. of Telecommunications, Information Technology Systems
Mr. Justin Lawlis, Past-President, Student Government Association
Ms. Patsy Lemaster, Associate Dean, Center for Teaching and Learning
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Sheryl Mueller, Division Chair, Associate Degree Nursing
Mr. Ed Nolte, Division Chair, Industrial & Transportation Technologies
Mr. David Pittman, representing *Amarillo Globe-News*
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders, Legal Counsel
Mr. Rod Schroder, Superintendent, AISD
Mrs. April Sessler, Associate Dean, Enrollment Management
Mrs. Vickie Shelton, Director, Purchasing
Ms. Ciera Soto, Amarillo College Student
Mr. Jack Stanley, Division Chair, Sciences & Engineering
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Ms. Brittany Vargas, Amarillo College Student
Mr. Joe Wyatt, Communications Coordinator, College Relations
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 APPROVED:

Mr. Hicks moved, seconded by Mr. Nicholson to approve minutes of the regular meeting of March 24, 2009. The motion carried unanimously.

EDUCATION REPORT – ACE PROGRAM AND AMARILLO COLLEGE:

Rod Schroder, Superintendent of AISD, was introduced and later presented a PowerPoint about the Achievement through Commitment to Education Program (ACE). The ACE program had approximately 200 students participating this past year. Dr. Matney expressed the importance of this and other partnerships between AC and AISD. Mr. Schroder presented his report. The ACE mission established a scholarship program guaranteeing every qualified student access to a college education. This generated hope that a college education is attainable. The ACE program first began at Palo Duro High School in 1994. For a student to be eligible they must maintain a GPA of 80 or above; have a 95% attendance rate; exhibit good behavior; and be continuously enrolled at the same high school. Caprock High School was offered the program in 2002. This year ACE was introduced to three Tascosa Cluster elementary schools. Students enrolled at AC must take the ACT or SAT exams; maintain a 2.0 GPA each semester; and register for 12 hours a semester. ACE students must complete appropriate financial assistance applications and receive extensive counseling. First-year college (ACE) students usually are the first in their family to attend college. At Palo Duro, 80% of the students are economically disadvantaged; at Caprock it is 67.2%; for a family of four the average income is \$27,560 per year. One challenge of the program is to create a college-going culture; to instill aspiration to seek to attain and accomplish a particular goal. Some barriers for these students include low family income; lack of family support; peer pressure; lack of personal interest; and insecurities.

If they can keep students ACE eligible they can get them to Amarillo College. Some ACE success statistics are that 29% of ACE students graduate from college compared to 29% in Texas and 39% nationwide. Post secondary percentages from 1997 – 2001, 16% graduated from college; 8% with associate degrees; 4% with certificates; and 71% have not completed their education. In the future, plans include the expansion to Tascosa cluster schools (San Jacinto, Bivins, and Margaret Wills Elementary); continued work to graduate more ACE eligible students; and a greater effort to increase awareness of the two-year programs offered by AC as fifth graders begin this program.

Amarillo College has the “No Excuses University” partnership with San Jacinto Elementary. All faculty are working to urge their students to go to college. Doug Curry, San Jacinto Principal, is very instrumental in making this partnership a reality.

Dr. Matney introduced an outstanding Amarillo College student, Brittany Vargas, who gave a brief testimony of what the ACE program meant to her at Caprock High School. She was a 2008 high school graduate who qualified for the ACE program. Brittany is involved in the Student Government Association, Honors Program, and Biology Club; her major is marine biology; she is a certified SCUBA diver. Her mother has sixteen siblings; her father, eight. Brittany has 35-40 cousins living in Amarillo and she encourages them to go to college. She brought some of the cousins to the AC Natural History Museum and toured them around AC. Most of her high school friends do not attend college and their parents never finished high school. Brittany enjoys Amarillo College and is thankful for the ACE Program.

Bob Austin, Dean of Enrollment Management, spoke of the Gear Up Grant and how the AC Gear Up coordinators work closely with the Palo Duro and Caprock students and their cluster middle schools. They also work with Dumas ISD and Hereford ISD. Some of the money from this grant follows the ACE students. A classroom at Palo Duro will be set up for training and money set aside for summer camps. Gear Up coordinators will assist students in deciding where they want to go to summer camp.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 28, 2009**STUDENT GOVERNMENT ASSOCIATION REPORT:**

Justin Lawlis, past-president of SGA, reported they won sweepstakes at the State SGA Conference. He introduced Tyler Adams, newly elected SGA President; he is a graphics design major. The Board presented Justin a plaque for his year as SGA President and thanked him for the great job he performed. A video was shown displaying different events that SGA had participated in during the year; they dedicated the video in memory of Dr. Steven Jones.

ORDER OF ANNEXATION APPROVED:

Attached at page 160 is an Order for Annexation of Territory to Amarillo Junior College District. The City of Amarillo has annexed one tract of land lying adjacent to and adjoining the City of Amarillo, Texas. Maps and exhibits showing the area are attached at pages 161 through 162. It was recommended that this territory be annexed to the Amarillo Junior College District.

Mr. Nicholson moved, seconded by Dr. Woodburn to approve the aforementioned territory annexation. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENT:**Administrator

Colaw, Lee – Chief Information Officer and Dean of Information Technology Systems

Effective Date: June 15, 2009

Salary: \$110,000.00 per year for 12 months full-time

Qualifications: M.B.A., Boston University, Boston, Massachusetts

M.S., Oklahoma State University, Stillwater, Oklahoma

B.S., Oklahoma State University, Stillwater, Oklahoma

Experience: 17 years related work

Replacement for: Victor Fite

Bio: Lee Colaw joins Amarillo College after serving 10 years as Vice President and Chief Information Officer for Pacific University in Oregon. He has also worked as Director of Computing and Telecommunications at the University of Oklahoma for 4 years and Director of Computer Systems for the United States Military Academy at West Point for 3 years. In addition, Mr. Colaw was the Chief Facility Operations Officer for Allied Command Europe Integrated Systems Support Center in Belgium. The Tulsa, Oklahoma native earned Bachelor of Science and Master of Science degrees from Oklahoma State University, an MBA from Boston University, and graduated from Command and General Staff College in Fort Leavenworth, Kansas. Mr. Colaw will begin his work with Amarillo College in mid-June.

B. BIDS AND PROPOSALS:

- **REQUEST FOR PROPOSAL NO. 1213 – RE-ROOFING PROJECT, PHYSICAL PLANT BUILDING, EAST CAMPUS**

RFP No. 1213, for re-roofing the Physical Plant Building, located on the East Campus, was advertised in the newspaper. Project Documents were received by six roofing contractors. A tabulation of proposals received is attached at page 163.

It was recommended to award Proposal No. 1213 to Norton Roofing, Inc., the low proposer to the specifications for the amount of \$119,340.00.

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

- **REQUEST FOR PROPOSAL NO. 1214 - NEW LANDSCAPING AT TRANSPORTATION CENTER**

RFP No. 1214, for New Landscaping at Transportation Center, located on the East Campus, was advertised in the newspaper. Proposal packages were received by four contractors. Only one proposal was received.

It was recommended to award Proposal No. 1214 to Krause Landscape Contractors Inc., the only proposer to the specifications, for the amount of \$39,500.00. Funds are available in the A & I Budget.

This is a continuation of a project that was started a few years ago that will make improvements to the landscaping and irrigation system around the Transportation Complex.

- **REQUEST FOR PROPOSAL NO. 1216 – MOBILE RADIOGRAPHY EQUIPMENT**

RFP No. 1216 is for the purchase of Non-Destructive Testing equipment which will be used to design new Non-Destructive Testing experiments, upgrade the current Non-Destructive Testing experiments, and for classroom demonstrations for various related courses. The purchase of the new equipment will align our curriculum with New Mexico Tech or other 4-year institutions. This equipment will ensure our students a seamless transition to a 4-year institution.

RFP No. 1216, for Mobile Radiography equipment for Non-Destructive Testing, was advertised in the newspaper. Two proposal packages were sent out and two proposals were received. A tabulation of proposals received is attached at page 164.

It was recommended to award Proposal No. 1216 to Venture Technical Sales & Service, Inc., low proposer to the specifications for the amount of \$47,175.00.

Funds are available from the College Cost Reduction and Access Act-Hispanic Serving Institutions (CCRAA-HSI) Model for Participatory, Collaborative STEM Learning Grant.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 28, 2009**BIDS AND PROPOSALS Continued:**

- **REQUEST FOR PROPOSAL NO. 1217 – PURCHASE OF WIND TURBINE TRAINERS FOR WIND TECHNOLOGY PROGRAM**

RFP No. 1217 is for the purchase of six different trainers used in wind related operations. These trainers will be used to aid instructors in teaching Wind Technology classes. Proposal was advertised in the newspaper and sent to three vendors, with two vendors returning proposals to specifications.

It was recommended to award Hampden Engineering Corporation for four advanced trainers.

<u>ITEM</u>	<u>COST</u>	<u>QUANTITY</u>	<u>AMARILLO</u>	<u>DUMAS</u>
Wind Power Unit	\$17,020	3	(2) \$ 34,040	(1) \$ 17,020
Transformer Kits	8,853	4	(4) 35,412	0
Adv Motor Control	18,329		(1) 18,329	0
Adv Industrial Control	16,327		(1) <u>16,327</u>	<u>0</u>
			\$104,108	\$ 17,020

It was recommended to award Depco LLC for two basic trainers.

<u>ITEM</u>	<u>COST</u>	<u>QUANTITY</u>	<u>AMARILLO</u>	<u>DUMAS</u>
Basic Motor Control	\$14,440	3	(2) \$28,880	(1) \$14,440
Basic Mech. Systems	10,995	4	(3) <u>32,985</u>	(1) <u>10,995</u>
			\$61,865	\$25,435

It was recommended to award Hampden Engineering Corporation for the estimated amount of \$121,128 and Depco LLC for the estimated amount of \$87,300, both low proposer to specifications. Funds are available through the Amarillo Economic Development Corporation grant and Dumas Economic Development Corporation grant.

- **PURCHASE OF AVOTEK ADVANCED ELECTRICAL AND AIRCRAFT SYSTEMS TRAINERS**

The purchase of AVOTEK equipment will be used to aid instructors in teaching Aviation related classes. The equipment is used for functional simulations of single-engine aircraft electrical systems. The equipment's advanced features enhance the instructor's ability to develop troubleshooting skills in the classroom.

It was recommended to award AVOTEK, sole source manufacturer of the equipment for the amount of \$35,916.00.

Funds are available from Wagner-Peyser Education in Flight Grant.

- **PURCHASE OF A CHARPY IMPACT TEST MACHINE**

This Non-Destructive Testing equipment will be used to design new Non-Destructive Testing experiments, upgrade the current Non-Destructive Testing experiments, and for classroom demonstrations for various related courses. The purchase of the new equipment will align

Minutes of the Amarillo College Board of Regents Regular Meeting of April 28, 2009**BIDS AND PROPOSALS Continued:**

our curriculum with New Mexico Tech or other 4-year institutions. This equipment will ensure our students a seamless transition to a 4-year institution.

It was recommended the tester be purchased from MPM Technologies, Inc., the sole source supplier of this tester for the approximate amount of \$60,800.00.

Funds are available from the College Cost Reduction and Access Act-Hispanic Serving Institutions (CCRAA-HSI) Model for Participatory, Collaborative STEM Learning Grant.

- **PURCHASE OF THE THERMOFISHER SCIENTIFIC NITON XL3 900 SERIES ALLOY ANALYZER WITH HARDWARE**

This Non-Destructive Testing equipment will be used to design new Non-Destructive Testing experiments, upgrade the current Non-Destructive Testing experiments, and for classroom demonstrations for various related courses. The purchase of the new equipment will align our curriculum with New Mexico Tech or other 4-year institutions. This equipment will ensure our students a seamless transition to a 4-year institution.

It was recommended the equipment be purchased from Thermo Niton Analyzers, LLC, Inc., the sole source manufacturer of this type of analyzer for the amount of \$48,339.00.

Funds are available from the College Cost Reduction and Access Act-Hispanic Serving Institutions (CCRAA-HSI) Model for Participatory, Collaborative STEM Learning Grant.

C. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 165.

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

REQUEST FOR CHANGE ORDER, B BUILDING, AMARILLO COLLEGE, WEST CAMPUS APPROVED:

A Change Order to provide funds for upgrades that include painting, carpeting, new lay-in ceilings and light fixtures for the existing corridors and existing classrooms that will be used for testing by the Nursing Program was requested. Details were provided at the Board meeting.

Project is scheduled to be completed by the 2009 fall semester.

Funds are available in the 2007 Bond Budget.

Dr. Woodburn moved, seconded by Mr. Hicks to approve the request for change order to B Building at the West Campus. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 28, 2009**FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED:**

The following faculty members were recommended for promotion in rank by their supervisor, the Rank and Tenure Committee, the appropriate administrative channels, and the Acting President. They meet all criteria for promotion in rank as stated in the Amarillo College Faculty Handbook. The effective date will be September 1, 2009.

Instructor to Assistant Professor

Douglas Adcock - Emergency Medical Services Professions
Ann Fry – Interior Design
Jana Rice – Education
Frank Sobey – English
Sarah Uselding – Criminal Justice

Assistant Professor to Associate Professor

LaVon Barrett – Vocational Nursing
Dan Ferguson – English
David Hernandez – Business
Paul Whitfield – Emergency Medical Business Professions

Associate Professor to Professor

Dr. Jim Powell – Social Sciences
Margaret Waguespack – English

Dr. Woodburn moved, seconded by Mr. Williams to approve the faculty promotion in rank recommendations. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of March 31, 2009 are attached at pages 166 through 175.

Revenue

We are 7/12 through the fiscal year. We are at 67% compared to 65% last year.

Expenditures

We are at or below target expenditures except in fringe benefits due to workmen's compensation.

Auxiliary Enterprises

Bookstores are up \$270,000. Family housing is up due to rental rates. Employee tuition scholarships show \$86,000 expended.

Restricted Funds

Federal grants and contracts are up by \$1.0 million. State and local grants and contracts have decreased. KACV grants and contracts are down due to the Harrington loss.

Cash and Investments

\$55.6 million total; \$17.7 million (bond); \$37.9 million – March 2009; \$35.7 million – March 2008; \$32.1 million – March 2007.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 28, 2009**FINANCIAL REPORT ACCEPTED Continued:**Alterations & Improvements

\$673,000 has been spent out of \$1.7 million projected cost.

Tax Schedule

\$17,059,598 was budgeted; \$16,866,841 has been collected.

Bond Expenditures

\$4.6 million has been spent out of an estimated \$36.7 million. The Science Lab Building project is moving along well.

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

PRESIDENT'S REPORT:

The 30th Annual AC/WTAMU Student & Faculty Art Exhibition premiered earlier this month.

Recently the National Association of Schools of Music conducted a site visit with our Music Department for reaccreditation.

The opera, *Tosca*, was a great success and Mila Gibson's last opera to oversee.

Honors Convocation was a huge success; there were 1,200 people in attendance; Gene Shelburne was recognized as the AC Distinguished Alumnus. There will be a luncheon in Shelburne's honor at the Amarillo Country Club.

The reception for the 2009 Professor Emeritus, Art Schneider, was today.

Commencement will be on May 15 at 7:00 p.m.

Abigail Snow and Jennifer Albertson were awarded Phi Theta Kappa All-USA Scholarships.

Mike Haynes, Instructor, Student Publications, was recently inducted into the Panhandle Press Association Hall of Fame.

On May 7, two Amarillo College buildings, Ordway Hall (1937) and Russell Hall (1939) will be dedicated as historical buildings.

It was discussed and decided that the Board Budget Workshop will be held on June 18, 2:00-5:00 p.m.

NOMINATING COMMITTEE APPOINTMENTS:

The following regents were named to serve on the Nominating Committee: John Hicks, chair; Carroll Mack Forrester; and David Woodburn. They will bring a slate of officer nominations to the May 26, 2009 Board meeting.

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

Presidential Search Advisory Committee – the position for president was posted April 22; May 4 is the deadline. The Committee will give a report and recommendation at the May Board meeting. The Board was asked to look at their calendars for either June 9 or 10 to interview the candidates.

Mr. Forrester praised the *Tosca* opera production.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

John D. Hicks, Secretary

