

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
May 26, 2009**

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

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

Mr. Larry Appel, Superintendent, Dumas ISD
Mrs. Danielle Arias, Assistant Director, Continuing Ed & Workforce Development, MCC
Mrs. Melissa Bates, Assistant Director, Academic Services, MCC
Mr. Daniel Esquivel, Executive Director, Hereford Campus
Mrs. Linda Hendrick, Dir. of Telecommunications, Information Technology Systems
Mrs. Irene Hughes, Advising Associate, Student Support Services, MCC
Mr. Jason Hughes, representing First Southwest Company
Ms. Patsy Lemaster, Associate Dean, Center for Teaching and Learning
Mrs. Lissa Merchant, representing Classified Employees Council
Mrs. Lori Merriman, Executive Secretary, President's Office
Mr. David Pittman, representing *Amarillo Globe-News*
Mr. Rowdy Rhoades, County Judge/MCC Advisory Committee
Mrs. Theresa Rider, General Accounting & Budget Manager, Business Office
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders, Legal Counsel
Mrs. Billie Faye Schumacher, Retired Judge/MCC Advisory Committee
Mrs. Vickie Shelton, Director, Purchasing
Mr. Randall Simms, MCC Advisory Committee
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mrs. Renee Vincent, Executive Director, Moore County Campus
Mrs. Linda Williams, spouse, Regent Prenis Williams
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. Dr. Woodburn gave the invocation.

MINUTES APPROVED:

Mr. Nicholson moved, seconded by Mr. Williams to approve minutes of the regular meeting of April 28, 2009. The motion carried unanimously.

CONSIDERATION OF AUTHORIZATION TO ISSUE GENERAL OBLIGATION BONDS, AUTHORIZED BY PASSAGE OF THE BOND ISSUE BY THE VOTERS OF THE DISTRICT ON NOVEMBER 6, 2007:

Jason Hughes with First Southwest Company presented a proposal for the general obligation

Minutes of the Amarillo College Board of Regents Regular Meeting of May 26, 2009

bonds. He distributed a handout and discussed the proposal. The current financing plan is to sell the remaining authorization of \$46,305,000 in three sales: \$16 million in 2009; \$16 million in 2010; and \$14,305,000 in 2011. The \$16 million sale will be sold via a negotiated process and will be presented for approval at the June 23 Board meeting. The projected tax rate increase will be \$.0013 per \$100. Amarillo College's ratings with both Fitch Ratings and Standard & Poor's are AA. The bonds will be submitted to FSA and Assured Guaranty for qualification for bond insurance. Mr. Hughes discussed the historical interest rates over the past ten years; the current rate is 4.5%. The projected debt service over the next twenty years will be \$26.5 million. The timeline summary was discussed which began with Rating Agency conference calls on May 11, 2009 ending with the closing on July 22, 2009. Mr. Hughes will attend the June 23 Board meeting seeking approval for the sale.

2010; and \$14,305,000 in 2011. The \$16 million sale will be sold via a negotiated process and will be presented for approval at the June 23 Board meeting. The projected tax rate increase will be \$.0013 per \$100. Amarillo College's ratings with both Fitch Ratings and Standard & Poor's are AA. The bonds will be submitted to FSA and Assured Guaranty for qualification for bond insurance. Mr. Hughes discussed the historical interest rates over the past ten years; the current rate is 4.5%. The projected debt service over the next twenty years will be \$26.5 million.

The timeline summary was discussed which began with Rating Agency conference calls on May 11, 2009 ending with the closing on July 22, 2009. Mr. Hughes will attend the June 23 Board meeting seeking approval for the sale.

EDUCATION REPORT – MOORE COUNTY CAMPUS:

Renee Vincent gave a presentation regarding Moore County Campus. Topics discussed were "what's new" at MCC. They will offer Level I Wind Certificate courses in fall 2009. The renewable energy basic courses in fall 2009 will offer 25 hours; 39 hours in advanced wind energy courses will be offered in fall 2010. In Phase IV they opened a tech training center and a small classroom with a lab and shop with an outside entrance which included office space. In Phase V they got a physical plant shop, student parking lot with paved alley. Phase VI provides for energy in the West lot for training and providing power for MCC; two mobile classroom units purchased from DISD will be installed. They have a partnership with Dumas ISD and Sunray for technical training. Demographics at MCC have changed; in fall 2000, 62% of the students enrolled were Caucasian; in fall 2008, 62% of the students were Hispanic. In fall 2000, 25% of students were fulltime; in fall 2008, 38% were fulltime. Larry Appel, Superintendent, Dumas ISD, praised the QUEST program and its partnership with Amarillo College.

STRATEGIC PLAN REPORT:

Danita McAnally discussed the Strategic Plan and introduced Patsy Lemaster, Associate Dean, Center for Teaching and Learning. Ms. Lemaster requests receiving more information garnered from employee evaluations in order to plan more efficient training sessions to meet their technical needs. Teaching is clearly shifting to an online instruction culture. Ms. McAnally spoke of the recent submission to the Southern Association of Colleges and Schools (SACS) of a substantive change for distance learning. She reported that we have recently submitted an application for a Title V grant with the Department of Education. We have applied for \$700,000 in construction funds for a centralized center for teaching and learning which will be located in the library; this would be a collaborative investment. We will be contacted in September 2009 if our application was accepted or denied.

RECORDS MANAGEMENT ANNUAL REPORT:

Title 6, subtitle C, Local Government Code provides that a junior college district must establish by resolution an active and continuing records management program to be administered by a Records Management Officer. The records retention schedules and administrative rules issued

Minutes of the Amarillo College Board of Regents Regular Meeting of May 26, 2009

by the Texas State Library and Archives Commission; determines if the records management program and the Amarillo Junior College's District's records control schedules are in RECORDS MANAGEMENT ANNUAL REPORT Continued:

compliance with state regulations. The commission does report that Amarillo College is in compliance.

The Records Management Officer, Vickie Shelton, reported per Amarillo College's records management policy the annual disposition of paper records totaling 271 cases, equaling approximately 260 cubic feet, was destroyed in 2009. The disposition of these documents was approved by the Records Management committee per Amarillo College Policy. The Texas State Library and Archives commission approved our request to make changes to the following record series: Faculty Grant Selection Records and Student Evaluations of Course Instructors.

ASSESSMENT AND COLLECTION SERVICES CONTRACT WITH MOORE COUNTY APPROVED:

Moore County assesses and collects the branch campus maintenance property tax within Moore County for the operation of the Moore County Branch Campus of Amarillo College. Amarillo College and Moore County wish to consolidate the assessment and collection of taxes by eliminating the duplication of effort in the existing Moore County tax collection system, and to promote governmental efficiency. Several documents and contracts are now consolidated into one contract. A copy of the Contract for Assessment and Collection Services is attached at pages 185 through 188.

Mr. Nicholson moved, seconded by Ms. Escajeda to approve the Assessment and Collection Services Contract with Moore County. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENT:**AdministratorWilson, Rita N. – Director of Top of Texas Tech Prep Consortium

Effective Dates: May 18, 2009 through August 31, 2009

Salary: \$45,500.00 per year for 12 months full-time

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

B.S., Wayland Baptist University, Amarillo, Texas

Experience: 3 years related work

Replacement for: John Smoot

Bio: Rita Wilson has worked her way up through the ranks at Amarillo College starting as an Assistance Center Specialist in 1999, becoming a Financial Aid Assistant, Scheduler/Report Specialist, and in 2007 a Recruitment Specialist. While working for AC she earned her Associates in Business Management, completed a Bachelor's in Management from Wayland Baptist University, and has taken graduate courses through Ft. Hays University in Kansas. In addition to English, Ms. Wilson is fluent in Lao and Thai and is currently learning Spanish. Ms. Wilson is a second generation AC employee; her father, Kham Nakhiengchanh, is an AC Welding Instructor.

B. BIDS AND PROPOSALS:**● BRADFORD NETWORK ACCESS CONTROL**

The AC network is vulnerable to attack when unauthorized devices attach to the network. These devices could compromise the network by either unintentional or malicious means. ITS staff has evaluated different network access control (NAC) technologies, and Bradford System provides the functionality and administrative features most desirable, since its systems are specifically designed for educational environments. Bradford's NAC will help ITS staff proactively prevent harmful devices from attaching to the AC network.

It was recommended to purchase Bradford Network Access Control from Business Security Solutions, Inc., from the State of Texas Department of Information Resources contract for the amount of \$50,646.42.

Funds are available in the 2008-2009 Technology Replacement Budget.

● NETWORK EQUIPMENT

Network Equipment is needed to complete the network infrastructure for B Building at West Campus. Equipment includes network switches, wireless Access Points (APs) with antenna, and an Uninterruptible Power Supply (UPS).

It was recommended to purchase approximately \$32,136.00 of equipment from AT&T from the State of Texas Department of Information Resources contract.

Funds are available in the 2007 Bond Budget.

● NETWORK SERVERS

New network servers are needed to replace current servers that have reached end of life and need to be replaced (See Tactical Technology Plan Section 2.1.3 and 3.2). The new servers will allow IT staff to migrate off some of the old servers on to new servers. The ITS Division has standardized on Dell for networked application servers.

It was recommended to purchase approximately \$80,000 of network servers from Dell Computers from the State of Texas Department of Information Resources contract.

Funds are available in the 2008-2009 Technology Replacement Budget.

● NETWORK SWITCHES

New network switches are needed to replace current switches that have reached end of life and need to be replaced (See Tactical Technology Plan Section 2.1.3 and 3.2). The new switches will support increased security and faster connectivity.

It was recommended purchase approximately \$373,000 of network switches from AT&T from

Minutes of the Amarillo College Board of Regents Regular Meeting of May 26, 2009

the State of Texas Department of Information Resources contract.

BIDS AND PROPOSALS Continued:

Funds are available in the 2008-2009 Technology Replacement Budget.

- **NIKON E2000 MICROSCOPES**

The 24 Nikon E-2000 microscopes will be used to equip one microbiology laboratory in the Science Laboratory Building. These microscopes will match the existing microscopes currently being used in the microbiology labs.

It was recommended to award Nikon Instruments, Inc., based on pricing per State of Texas Contract, for an estimated amount of \$29,629.44.

Funds are available from the 2008-2009 budget and Carl Perkins grant.

- **PURCHASE OF 130A UPGRADE TO 130E NIDA CORPORATION TRAINERS FOR ELECTRONICS SYSTEMS TECHNOLOGY**

It was recommended to purchase 14 NIDA trainers for \$34,797.00, these NIDA 130E trainers are to replace existing 130A models which are no longer supported by the manufacturer. This purchase will upgrade the Electronics Systems Technology lab equipment located at East Campus, Building T, which was purchased over ten years ago. NIDA Corporation is the sole source provider of this equipment.

Funds for this procurement are available from the Carl Perkins grant.

- **REQUEST FOR PROPOSAL NO. 1220 – TEMPORARY OVERFLOW PARKING LOT, WEST CAMPUS**

RFP No. 1220, for the construction of a temporary parking lot, located on the West Campus, was advertised in the newspaper. Project Documents were received by six contractors. A tabulation of proposals received is attached at page 189.

It was recommended to award Proposal No. 1220 to Advanced Pavement Maintenance, Ltd., the low proposer to the specifications for the amount of \$26,800.00.

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

This temporary parking lot is needed as a result of the continued growth of the West Campus programs. Additional, permanent parking will be constructed along with the construction of the new Steven W. Jones Hall.

- **REQUEST FOR PROPOSAL NO. 1221 – TENSILE TESTER**

The 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 May 26, 2009

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. This equipment will allow
BIDS AND PROPOSALS Continued:

students to manually or automatically plot stress/strain curves and learn to predict material behavior.

RFP No. 1221, for a Tensile Tester, was advertised in the newspaper. Two proposal packages were sent out, and two proposals were submitted. A tabulation of proposals received is attached at page 190.

It was recommended to award Proposal No. 1221 to Instron, the low proposer to specifications for the amount of \$196,500.00.

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

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

FINAL PAYMENT – 2007 BOND PROJECT, NEW PARKING LOT, LANDSCAPE, IRRIGATION AND LIGHTING FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:

Approval was requested for final payment for the project listed above. Construction Manager-at-Risk, Page & Associates, Inc. provided a Guaranteed Maximum Price of \$757,586.00. The final cost for the project is \$747,321.78. A contingency in the amount of \$8,632.00 has been credited back to Amarillo College, along with a savings of \$1,632.22.

Ms. Escajeda moved, seconded by Mr. Hicks to approve the final payment for this project. The motion carried unanimously.

REQUEST FOR CHANGE ORDER, NEW SCIENCE LAB BUILDING, AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:

A Change Order was requested in the amount of \$94,699.00 to provide funds for parking improvements along 24th Street. This will allow the contractor to continue with the curb and sidewalk repairs along the north side of 24th Street.

Project is scheduled to be completed during the summer of 2009.

Funds are available in the 2009 A & I Budget.

Mr. Williams moved, seconded by Mr. Nicholson to approve the request for change order for the new Science Lab Building. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of April 30, 2009 are attached at pages 191 through 200.

Minutes of the Amarillo College Board of Regents Regular Meeting of May 26, 2009**FINANCIAL REPORT ACCEPTED Continued:**Revenue

We are 67% through the fiscal year. All areas are on target except continuing education; which we expect to increase in the summer.

Expenditures

We are at 62%. All areas are on target except fringe benefits

Auxiliary Enterprises

Bookstores are up \$51,000 over this time last year. Rental property has made a profit of \$410,000. Employee tuition scholarships show \$168,000 expended.

Restricted Funds

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

Cash and Investments

\$53.0 million total; \$16.8 million (bond); \$36.2 million – April 2009; \$34.4 million – April 2008; \$31.5 million – April 2007.

Alterations & Improvements

\$740,000 has been spent out of \$1.7 million projected cost.

Tax Schedule

\$17,059,598 was budgeted; \$20,000 remains to be collected.

Bond Expenditures

\$5.6 million has been spent out of an estimated \$36.8 million.

Mr. Hicks moved, seconded by Mr. Forrester to accept the financial reports. The motion carried unanimously.

2010 PRELIMINARY BUDGET OVERVIEW:

Theresa Rider, General Accounting & Budget Manager, presented the 2010 preliminary budget overview. This will allow the Regents advance information and preparation for the budget and planning workshop being held on June 18, 2009. We are not increasing fall 2009 tuition/fees; and are not recommending a tax increase. The projected carry forward of retained earnings is \$550,000; technology reserves -- \$146,000; MCC reserves -- \$300,000. We will not know what the State funding will be until the legislative session ends June 1, 2009.

No action was taken.

PRESIDENT'S REPORT:

The Dumas Economic Development Committee presented the MCC with a check for \$69,000 to

Minutes of the Amarillo College Board of Regents Regular Meeting of May 26, 2009

begin the wind energy program at that campus.

PRESIDENT'S REPORT Continued:

Texas Workforce Commission will present Amarillo College with two checks for Skills Development grants on June 18.

Lee Colaw, Chief Information Officer and Dean of Information Technology Systems, will begin work on June 2.

The Amarillo Opera is in negotiations with a candidate to fill Mila Gibson's position.

The Dance Program was moved under Continuing Education; June 1 more classes will be offered.

Dean and Damaris Schlong presented Amarillo College with a generous gift of \$30,000 for client-friendly décor in the lobby and auditorium of the Business and Industry Center.

Ordway Hall, built in 1936 and Russell Hall, built in 1939 on the Washington Street Campus were dedicated as Texas Historical buildings on May 7.

There were 1,035 students who marched during Commencement on May 15.

Summer classes began today; online classes will begin June 9. We are up 349 students; we are up 7.6% in contact hours; we are up in fall enrollment.

The Board Budget Workshop will be held June 18, 2:00-5:00 p.m.

BOARD NOMINATING COMMITTEE REPORT PRESENTED AND ACCEPTED:

Mr. Hicks served as chair of the committee, Mr. Forrester, and Dr. Woodburn served on the committee. Mr. Hicks made the motion to accept the following slate of officers for 2009-2010: Michele Fortunato, chairman; Prenis Williams, vice chairman; and John Hicks, secretary. Discussion ensued.

Ms. Escajeda seconded the motion to accept the slate of officers for 2009-2010. The motion carried with Mr. Poff opposing.

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

Ms. Escajeda reported that TIRZ currently does not have any new projects on the horizon.

Ms. Escajeda reported that the AC Foundation was making some changes to their bylaws.

Both Mr. Forrester and Mr. Nicholson attended the Fire Protection Training graduation.

PRESIDENTIAL SEARCH ADVISORY COMMITTEE REPORT:

Mr. Ziegler, who served on the Presidential Search Advisory Committee, reported the committee

Minutes of the Amarillo College Board of Regents Regular Meeting of May 26, 2009

recommended Dr. Paul Matney as the presidential candidate.

CLOSED SESSION:

At 7:50 p.m., Ms. Fortunato announced there would be a closed meeting to afford an opportunity for the Board to consider issues concerning the appointment, employment, and duties of the President together with the present and future status of the Office of President pursuant to Section 551.074, Texas Government Code.

At 9:08 p.m., Ms. Fortunato called the Amarillo College Board of Regents meeting back into open session.

Mr. Nicholson made the motion to accept the recommendation of the Presidential Search Advisory Committee and interview Dr. Paul Matney on June 10. Mr. Poff seconded the motion. The motion carried unanimously.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

John D. Hicks, Secretary

