

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
August 25, 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; Mr. Terry Berg, Dean of Finance & Administrative Services; Mr. Lee M. Colaw, Chief Information Officer and Dean of Information Technology; Mrs. Ellen Green, Dean of College Communications and Marketing; Dr. Paul Matney, Acting President; Ms. Danita McAnally, Dean of Assessment and Development; Mr. Jerry Moller, Acting Vice President and Dean of Instruction; and Mrs. Damaris Schlong, Dean of Workforce & Economic Development

Mr. Tyler Adams, President, Student Government Association
Ms. Nola Bartling, representing Classified Employees Council
Dr. Claudie Biggers, President, Faculty Senate
Mrs. Donna Cleere, Director, Dental Hygiene Program
Mrs. Jnita Collins, Assistant Professor, Dental Hygiene
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Bill Crawford, Asst Dean, Career & Technical Programs/Div Chair, Allied Health
Mr. Andrew Edmister, representing Henry Schein Dental
Mr. Daniel Esquivel, Executive Director, Hereford Campus
Dr. Robert Fowler (DDS), Part time Instructor, Dental Hygiene Program
Dr. Mike Henderson, Instructor, Dental Hygiene Program
Mrs. Linda Hendrick, Dir. of Telecommunications, Information Technology Systems
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Sheryl Mueller, Division Chair, Nursing
Mr. David Pittman, representing *Amarillo Globe-News*
Mrs. Theresa Rider, Manager of Budget & General Accounting, Business Office
Mr. Steve Roglin, representing Henry Schein Dental
Mr. Greg Rohloff, representing *Amarillo Independent*
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders, Legal Counsel
Mrs. Dana Scott, Director, Dental Assistant Program
Mrs. Vickie Shelton, Director, Purchasing
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mrs. Renee Vincent, Executive Director, Moore County Campus
Mr. Joseph 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:

Dr. Woodburn moved, seconded by Mr. Nicholson to approve minutes of the regular meeting of June 23, 2009 and the minutes of special meetings of July 15, August 6, August 14, and August 17, 2009. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of August 25, 2009**STUDENT GOVERNMENT ASSOCIATION REPORT:**

Tyler Adams, SGA president, reported that movie night which will feature "Alive," will be shown on Thursday, August 27 at 8:00 p.m. The Distinguished Lecture Series on February 9, 2010, will host Cal Ripken, Jr. as the speaker.

PUBLIC HEARING ON THE BUDGET FOR 2009-2010 FISCAL YEAR:

Any person and/or persons wishing to come before the Board of Regents regarding the 2009-2010 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 2009-2010 was discussed and is attached at pages 263 through 269. This summary represents the budget as discussed in the Board Budget Workshop of June 18, 2009.

BUDGET FOR 2009-2010 FISCAL YEAR ADOPTED:

It was recommended adopting the budget by passing the following resolution:

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 2009-2010 fiscal year is hereby designated as the official budget for Amarillo College in the Amarillo Junior College District for the 2009-2010 fiscal year.

BE IT FURTHER RESOLVED that Ms. Michele Fortunato, 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.

Dr. Woodburn moved, seconded by Mr. Forrester to adopt the proposed budget. The motion carried unanimously.

TAX RATE FOR 2009 APPROVED:

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 2009 for the Amarillo Junior College District is \$0.18170 per \$100 of assessed value.

Adoption of the following resolution will set the 2009 Tax Rate at \$0.18413 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

Minutes of the Amarillo College Board of Regents Regular Meeting of August 25, 2009**TAX RATE FOR 2009 APPROVED Continued:**

College District for the fiscal year beginning September 1, 2009, and ending August 31, 2010, the tax year 2009, now, therefore,

BE IT RESOLVED THAT:

1. An ad valorem tax of, and at the rate of four and three hundred forty-nine thousandths cents (\$0.04349) 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, February 1, 2005, July 24, 2008, and July 22, 2009.
2. An ad valorem tax of, and at the rate of fourteen and sixty four thousandths cents (\$0.14064) 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 2009-2010, the tax year 2009.

BE IT ORDERED by the Board of Regents of the Amarillo Junior College District that there is hereby levied for the tax year 2009 on all real property situated in, and all business personal property owned within the limits of said district on the first day of January 2009 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 four hundred thirteen thousandths cents (\$0.18413) 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 2009-2010. **“THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE.”**
“THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.24% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$1.72.”

Information regarding the tax rate increase is attached at page 270.

Mr. Nicholson moved, seconded by Lilia Escajeda to approve the tax rate of 2009. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:**Faculty

Goodman, Matthew J. – Instructor, English, Moore County Campus

Effective Dates: August 17, 2009 through August 31, 2010

Salary: \$40,306.00 per year for 9 months full-time

Qualifications: M.A., DePaul University, Chicago, Illinois

Minutes of the Amarillo College Board of Regents Regular Meeting of August 25, 2009

B.A., University of Miami, Coral Gables, Florida

A.A., Holy Cross College, Notre Dame, Indiana

APPOINTMENTS Continued:

Experience: 4 years related work

Replacement for: Jim Taylor

Bio: Matthew Goodman has been teaching English at Taipei Wego Senior High School and Kojen English School in Taiwan for the last two years. Prior to his time overseas, Mr. Goodman was an adjunct faculty member in the English Department of Robert Morris College in Chicago. Mr. Goodman earned an Associates Degree from Holy Cross College in Notre Dame, Indiana, a Bachelor of Arts in English from the University of Miami in Florida, and a Master of Arts in English Literature from DePaul University in Chicago.

Gustin, Robert L. – Instructor, Machining Technology

Effective Date: July 08, 2009

Salary: \$46,864.00 per year for 11 months full-time

Qualifications: A.A.S., Southeastern Community College, West Burlington, Iowa

Experience: 6 years related work

Note: New position approved in the 2008-2009 budget.

Bio: Robert Gustin joins Amarillo College after spending the last 14 years as a Toolmaker/Machine Designer and Toolroom Manager for Methode Electronics, Inc. Mr. Gustin earned an Associates Degree in Applied Science from Southeastern Community College in West Burlington, Iowa and spent two years as an Instructor at his alma mater before entering private industry.

Jung, Stephanie A. – Instructor, Art Department

Effective Date: August 17, 2009

Salary: \$45,456.00 per year for 9 months full-time

Qualifications: M.F.A., University of Oklahoma, Norman, Oklahoma

M.A., University of Oklahoma, Norman, Oklahoma

B.A., University of Oklahoma, Norman, Oklahoma

Experience: 10 years related work

Replacement for: Tamara Robertson

Bio: Stephanie Jung earned a Bachelor of Fine Arts in Art, a Master of Arts in Art History, and a Master of Fine Arts in Painting all from the University of Oklahoma. Ms. Jung spent seven years as an Art History Instructor with Seminole State College in Seminole, Oklahoma. Ms. Jung has also served as Curator of Mabee-Gerrer Museum of Art and has worked as an Adjunct Professor and Graduate Teaching Assistant at the University of Oklahoma.

Mashburn, Ronald G. – Instructor, Instrument & Technology, Instrumentation
& Control Technology, Moore County Campus

Effective Dates: August 17, 2009 through August 31, 2010

Salary: \$49,834.00 per year for 9 months full-time temporary

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

Minutes of the Amarillo College Board of Regents Regular Meeting of August 25, 2009

B.S., Wayland University, Plainview, Texas
A.A.S., Amarillo College, Amarillo, Texas

APPOINTMENTS Continued:

Experience: 32 years related work

Note: New position approved in the 2009-2010 budget.

Bio: Ronald Mashburn earned an Associates Degree from Amarillo College, a Bachelor of Science degree from Wayland Baptist University, and a Master of Science in Engineering Technology from West Texas A & M University. Mr. Mashburn was an Instructor of Computer Information Systems at WTAMU for 11 years and spent 19 years as an instructor in Electronics Technology for Texas State Technical College and remained for two more years as instructor after what is now Amarillo College East Campus became Amarillo Technical Center in 1995.

Voran, Heather Lynn – Instructor, Center for Teaching & Learning

Effective Date: August 03, 2009

Salary: \$59,595.00 per year for 12 months full-time

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

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

Experience: 17 years related work

Note: New position approved in the 2009-2010 budget.

Bio: Heather Voran has been an Education Specialist with the Region 16 Education Service Center for the last 9 years. Prior to working for Region 16, Ms. Voran was a music teacher in the Canyon Independent School District. Ms. Voran earned a Bachelor of Music Education and a Master of Education, Instructional Technology from West Texas A & M University.

B. REAPPOINTMENTS:

These individuals are being reappointed to the position previously held. A list is attached at pages 271 through 272.

C. BIDS AND PROPOSALS:**• AUDIO EQUIPMENT AND INSTALLATION**

Administration recommended an additional one year renewal of an existing contract dated September 1, 2008, in connection with purchases of our audio video equipment from the awarded vendor Lubbock Audio Visual, Inc (L.A.V. Amarillo). The approximate amount to be purchased for the 2010 fiscal year will not exceed \$75,000.00.

Funds are available from the 2007 Bond and the 2009-2010 budget.

These funds will purchase upgrades to existing smart classrooms as well as equipping new classrooms currently needing technology. This is the second phase to address Strategy 5.2.2 of the Amarillo College Strategic Plan that states "Classroom technology will be current and available in all instructional areas."

BIDS AND PROPOSALS Continued:

- **PURCHASE OF CLASS CLIMATE - COURSE EVALUATION FEEDBACK SYSTEM**

An important requirement of the Southern Association of Colleges and Universities accreditation process is to continuously evaluate the academic endeavors of Amarillo College. Currently, Amarillo College uses the Survey Tracker Survey System from the NCS Corporation, which sold out their interests to another industry competitor over one year ago. Since the corporate transition the Survey Tracker Survey System has continued to degrade in both performance and support. A joint committee comprised of representatives from Information Technology Services, Assessment & Development, and Workforce & Economic Development have identified the Scantron Class Climate course evaluation feedback system as the industry leader in course surveys. In addition to fast and accurate processing of paper questionnaires, Class Climate automates the processing of online surveys which continues to grow in importance due to AC's continuing education initiatives.

The sole source acquisition of Scantron's Class Climate course evaluation system will be approximately \$45,000 funded from the 2010 budget and College Cost Reduction and Access Act (CCRAA) Grant. Second year maintenance costs are projected to be less than \$8,000.

- **REQUEST FOR PROPOSAL NO. 1226 - PRINTING OF THE AC CONTINUING EDUCATION CLASS SCHEDULES FOR 2009-2010 – COLLEGE RELATIONS DEPARTMENT**

RFP No. 1226, for the printing of the 2009-2010 Continuing Education class schedules, was advertised in the newspaper and mailed to thirteen vendors. A tabulation of the proposals received is attached at page 273.

It was recommended to award Proposal No. 1226 to Liberty Press, based on best value to specifications, in the amount of \$35,502.00. This contract may be extended for an additional three years, provided both parties are in agreement.

Funds for this procurement are available from the 2009-2010 budget.

- **REQUEST FOR PROPOSAL NO. 1229 – FURNISHING AND INSTALLATION OF CARPET, EAST CAMPUS HOUSING**

RFP No. 1229, for furnishing and installation of carpet, located on the East Campus, was advertised in the newspaper. Project involves furnishing and installation of carpet on an as-needed basis for the East Campus Housing. Five carpet contractors received proposal packages for the project. Three proposals were submitted. A tabulation of the proposals received is attached at page 274.

It was recommended to award Proposal No. 1229 to Casey Carpet One, for the amount of \$101,885.00 (based on 7,100 sq. yards of carpet & pad).

Funds for this project are available in the 2009-2010 Housing Budget.

D. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 275.

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

REQUEST FOR PROPOSAL NO. 1218 - RENEWAL OF CAMPUSCRUISER CONTRACT TO PROVIDE PORTAL SERVICES APPROVED:

CampusCruiser currently serves as the Amarillo College web portal, providing instructional access and email accounts for students. A web portal is a web site for an organization to allow a user to log in with a user name and password and then securely access information pertinent to that user. For instance, an instructor would have access to the classes he or she is teaching and a student would see his or her student loan information or club memberships.

In February 2009, the Information Technology Council established a committee to evaluate if Amarillo College continues to need a web portal and, if so, to evaluate which product would best fulfill the College's requirements. The committee determined a web portal was needed, developed a matrix of functionality requirements, and wrote a Request for Proposal (RFP) based on those requirements. Two vendors responded to the RFP and presented on site demonstrations. The committee recommends the renewal of the existing CampusCruiser contract for another 3-year term. Information Technology Services recommends the contract renewal of CampusCruiser from TimeCruiser Corporation on a three-year contract.

The amount of the first year's contract is still in negotiation, but it will not exceed \$150,000; with industry normal cost increases of 3%-10% for subsequent years. Funding will be provided from the 2009-2010 budget and Title V for FY 2009-2010, and from College funds for future years.

Dr. Woodburn moved, seconded by Mr. Nicholson to approve the recommendation for renewal of CampusCruiser contract to provide portal services. The motion carried unanimously.

Mr. Williams moved, seconded by Dr. Woodburn to approve the contingency allowance expenditure. The motion carried unanimously.

REQUEST FOR PROPOSAL NO. 1222 – DENTAL EQUIPMENT FOR JONES HALL APPROVED:

RFP No. 1222, for dental equipment for the new Jones Hall, located on the West Campus, was advertised in the newspaper. Project Documents were received by three vendors. A tabulation of the proposals received is attached at page 276. Project includes the delivery and installation of dental equipment which includes dental chairs, cabinetry, assistant stools, inter-oral x-ray units, panoramic x-ray units, and sterilization unit.

It was recommended to award the cabinetry and dental chairs to Midwest Dental for the amount of \$824,826.00. And, it was recommended award of the x-ray equipment to Patterson Dental for the amount of \$359,336.04.

Minutes of the Amarillo College Board of Regents Regular Meeting of August 25, 2009

Funds are available in the 2007 Bond.

**REQUEST FOR PROPOSAL NO. 1222 – DENTAL EQUIPMENT FOR JONES HALL APPROVED
Continued:**

Mr. Nicholson moved, seconded by Mr. Williams to approve the recommendation for dental equipment purchases. The motion carried unanimously.

COMPUTER PURCHASES- FISCAL YEAR 2009-2010 APPROVED:

Every August, Amarillo College brings a request to the Board of Regents for computer and printer 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. This year, an estimate of 660 computers and printers, comprised of personal computers (PC's), Apple computers, Hewlett Packard and Dell printers, and a few boutique peripherals from other vendors have been identified for replacement. The estimated cost for the computers is not to exceed \$500,000.00.

Information Technology Services' recommends continuation of prior year purchases from Dell, Apple, and Hewlett Packard based on past performance. The Dell computers/printers, and Hewlett Packard printers are available through the State of Texas Department of Information and Technologies (DIR) contract with Dell and Hewlett Packard. Amarillo College's participation in the State/DIR purchasing cooperatives was approved by 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.

The funds for the purchase of these computers are available from the 2009-2010 budget, Carl Perkins grant, and other grant funding sources.

Dr. Woodburn moved, seconded by Ms. Escajeda to approve the recommendation for computer purchases. The motion carried unanimously.

**AGREEMENT BETWEEN AMARILLO HOSPITAL DISTRICT AND AMARILLO COLLEGE
ACCEPTED:**

While Amarillo Hospital District and Amarillo College have had an agreement for Amarillo College to provide dental care to indigent and needy people of the City of Amarillo and Potter County, AHD and AC want to formalize the agreement and make available to AC various equipment and supplies currently owned by AHD. The equipment identified in this agreement would be on loan from AHD to AC until the agreement is terminated by either party. The equipment would be placed in the new Dental Hygiene Lab of Jones Hall on the West Campus, and will reduce the cost of equipment purchased from bond proceeds for the Dental Hygiene Lab. A copy of the Interlocal Cooperation Contract is attached at pages 277 through 285.

Mr. Nicholson moved, seconded by Dr. Woodburn to accept the agreement between Amarillo

Minutes of the Amarillo College Board of Regents Regular Meeting of August 25, 2009

Hospital District and Amarillo College. The motion carried unanimously.

CONSIDERATION OF BOARD POLICIES REGARDING ELECTION OF BOARD OFFICERS AND APPOINTMENT OF BOARD COMMITTEES APPROVED:

This item is placed on the Agenda to allow the Board to consider, review and possibly modify Board Policy BCA regarding election of Board Officers and appointment of Board Committees. Section BCA, Board Officers and Officials is attached at page 286.

This item is placed on the Agenda to allow the Board to consider, review and possibly modify Board Policy BCB regarding Board Internal Organization, Board Committees. Section BCB, Board Officers and Officials is attached at page 287.

Mr. Hicks moved, seconded by Mr. Nicholson to approve Section BCA of the Board Policy Manual with discussed modifications. The motion carried unanimously.

Dr. Woodburn moved, seconded by Mr. Hicks to approve Section BCB of the Board Policy Manual with the inclusion of "including a nominating committee." Mr. Forrester, Mr. Nicholson, and Mr. Poff opposed the inclusion. The motion carried.

FINANCIAL REPORT ACCEPTED:

The financial statements as of July 31, 2009 are attached at pages 288 through 297.

Revenue

We are 92% through the fiscal year.

Expenditures

We have expended 85%. We should come in under budget.

Auxiliary Enterprises

Bookstores' net profit is \$250,000. Rental property is up \$102,000 from last year. Employee tuition scholarships show \$211,000 expended at the end of July.

Restricted Funds

Federal grants and contracts are up by \$1.8 million. Local grants and contracts have increased by \$116,000. State and KACV grants and contracts have decreased.

Cash and Investments

\$61.9 million total; \$34.0 million (bond); \$27.0 million – July 2009; \$52.5 million – July 2008; \$28.2 million – July 2007.

Alterations & Improvements

\$1,021,133 has been spent out of \$1.7 million projected cost.

Tax Schedule

\$17,059,598 was budgeted; \$469,317 has been collected (which includes current and delinquent taxes and penalties/interest) above the budgeted amount.

Minutes of the Amarillo College Board of Regents Regular Meeting of August 25, 2009Bond Expenditures

\$11.3 million has been spent out of an estimated \$36.8 million.

FINANCIAL REPORT ACCEPTED Continued:

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

PRESIDENT'S REPORT:

Nando Parrado, co-author of *Miracle in the Andes*, will give a presentation on October 20 at 7:00 p.m. at the Civic Center.

G.I. Jobs has rated Amarillo College as a veteran friendly college.

Enrollment is up 8% from this time last year.

Eleven surgical technology students recently passed their board certification.

The President's Cabinet recently had a beneficial retreat at Starlight Canyon and came up with a Core Value statement: Integrity + Innovation + Teamwork = Success.

The State Employee Charitable Campaign (SECC) has had eleven volunteers; Dr. Matney, Bob Austin, and Ellen Green are also working closely with the United Way. Eric Wallace, Coordinator, Intervention Programs, is the loaned executive for Amarillo College.

Lilia Escajeda and LuLu Cowan are serving on the Comprehensive Plan Committee with the City of Amarillo.

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

Dr. Matney's reception will be held at the Skyline Room of the Amarillo National Bank Building on August 27, 2009.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

John D. Hicks, Secretary

