

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
September 22, 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; and Dr. David C. Woodburn

REGENTS ABSENT: Gene Norman and Mr. H. Bryan Poff

OTHERS PRESENT: Mr. Terry Berg, Dean of Finance & Administrative Services; Mr. Lee M. Colaw, Chief Information Officer and Dean of Information Technology; Dr. Paul Matney, President; Ms. Danita McAnally, Dean of Assessment and Development; and Mr. Jerry Moller, Acting Vice President and Dean of Instruction

Mr. Tyler Adams, President, Student Government Association
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Bill Crawford, Asst Dean, Career & Technical Programs/Div Chair, Allied Health
Mrs. Linda Hendrick, Dir. of Telecommunications, Information Technology Systems
Mr. Mike Jager, representing Classified Employees Council
Ms. Patsy Lemaster, Associate Dean, Center for Teaching and Learning
Mr. Duane Litner, representing Faculty Senate
Mrs. Lori Merriman, Executive Secretary, President's Office
Mr. Ed Nolte, Division Chair, Industrial & Transportation Technologies
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders, Legal Counsel
Mrs. Lou Ann Seabourn, Associate Dean of Instruction
Mrs. Vickie Shelton, Director, Purchasing
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mr. David Tompkins, Instructor, High School Equivalency Program
Mr. Joseph Wyatt, Communications Coordinator, College Relations
Mr. David Ziegler, representing Administrators' Association

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. Nicholson moved, seconded by Mr. Williams to approve minutes of the regular meeting of August 25, 2009. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Tyler Adams, SGA president, reported that 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. Fallfest will be on Thursday, September 24 on the Washington Street Campus. There are 29 new SGA members. There will a college-wide retreat on October 9-10 based on the *Miracle in the Andes*; 50-75 students will participate. Amarillo College Student Government Association will serve as president of the SGA Region I this year.

EDUCATION REPORT – COLLEGE READINESS INITIATIVES:

Mrs. Lou Ann Seabourn, Associate Dean of Instruction, distributed handouts and presented a PowerPoint presentation regarding the Panhandle P-16 College Readiness initiatives. The P-16 Council's mission statement is to promote success across the education continuum so students will grow to be successful citizens, professionals, and life-long learners. P-16 has realized that not all high school graduates are college ready. Unfortunately if the students score 2100 on the TAKS test, which is a passing score, it does not meet the score of 2300 which indicates a college ready student. Achievement statistics at Region 16 indicates that 62% of high school graduates need some kind of developmental classes prior to taking college courses. College and Career Readiness Standards were established in cooperation with TEA and Vertical Alignment Teams were appointed from Clarendon College, Frank Phillips, WTAMU and Mrs. Seabourn represents Amarillo College. The local P-16 Council was established in 2008; it is supported by Panhandle Twenty/20 and Region 16. In attendance at the April 25 Summit were faculty from 4 Core Content Areas; the purpose was to find concrete ways to close the gap between high school and college curriculum; they developed an action plan; and a position paper on Breadth vs. Depth was requested. On September 18 THECB and TEA sponsored the Regional Round-Up; AC was the fiscal agent for a grant; current State initiatives, college readiness standards and reference courses were discussed; this was also a follow up to the April 25 meeting; the position paper was reviewed; and two priorities from the action plans were selected. Some positive outcomes of P-16 are the collaborations of local colleges and universities and between high school and college faculty; the mutual understanding of constraints; development of respect and position paper. WTAUMU was given a P-16 grant to host four more summits.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:**FacultyBarnett, Michael – Instructor, Biology

Effective Date: August 17, 2009

Salary: \$49,096.00 per year for 9 months full-time

Qualifications: D.C., Parker College of Chiropractic, Dallas, Texas

B.S., Parker College of Chiropractic, Dallas, Texas

B.S., Southwestern Oklahoma State University, Weatherford, OK

B.A., Southwestern Oklahoma State University, Weatherford, OK

Experience: 6 years related work

Replacement for: Barbara Taylor

Bio: Michael Barnett has been a part-time faculty member in the Amarillo College Biology Department since 2005. Dr. Barnett earned a Bachelor of Science in Biology and a Bachelor of Arts in Chemistry at Southwestern Oklahoma State University, a Bachelor of Science in Human Anatomy and a Doctor of Chiropractic from Parker College of Chiropractic in Dallas.

Bennett, Ronald Lynn – Instructor, Mathematics

Effective Date: August 17, 2009

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Salary: \$38,712.00 per year for 9 months full-time

APPOINTMENTS Continued:

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

Experience: 2 years related work

Replacement for: Walker Carlisle

Bio: Ronald Lynn Bennett earned a Bachelor of Science in Mechanical Engineering and a Master of Science in Mechanical Engineering from Texas Tech University in Lubbock. Mr. Bennett has worked as a part-time instructor and a teaching assistant at Texas Tech University.

Gonzales, Bernardino – Instructor, Biology

Effective Dates: August 17, 2009 through August 13, 2010

Salary: \$41,103.00 per year for 9 months full-time temporary

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

Experience: 5 years related work

Note: Gonzales held this position last year for 4.5 months.

Bio: Bernardino Gonzales has been working full-time as a Lab Instructor with Amarillo College since 2003 while completing graduate work and served as a temporary full-time instructor in the Biology Department for the last year. Mr. Gonzales started his college work at Amarillo College before earning a Bachelor of Science and a Master of Science in Biology at West Texas A&M University.

Lawler, Gregg Michael – Instructor, Mathematics, Moore County Campus

Effective Date: August 17, 2009

Salary: \$41,103.00 per year for 9 months full-time temporary

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

Experience: 3.5 years related work

Replacement for: Lina Hajje

Bio: Gregg Michael Lawler previously worked at Amarillo College as a Data Management Specialist and part-time instructor. Mr. Lawler earned a Bachelor of Science in Computer Science and a Master of Science in Mathematics from West Texas A&M University. Mr. Lawler has experience as a Teaching Assistant, Graduate Assistant, and Instructor at his alma mater and spent the last year as a Lecturer in the Mathematics Department of Texas A&M University in College Station.

Megenbier, Tracey – Instructor, Renewable Energy/Wind

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

Salary: \$47,817.00 per year for 10 months full-time temporary

Qualifications: B.B.A., University of North Texas, Denton, Texas
A.A.S., Triton College, River Grove, Illinois

Experience: 5 years related work

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

APPOINTMENTS Continued:

Bio: Tracey Megenbier has been working as Construction Manager, and Operations Management in the wind turbine industry with Clipper Windpower and Upwind Solutions. Mr. Megenbier earned a BBA from the University of North Texas in Denton. In addition Mr. Megenbier is a Certified Trainer in Tower Rescue.

Tucker, Terry P. – Instructor, Renewable Energy/Wind

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

Salary: \$40,876.00 per year for 9 months full-time temporary

Qualifications: M.S., University of Colorado at Boulder, Boulder, Colorado
B.S., Texas Tech University, Lubbock, Texas

Experience: 4 years related work

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

Bio: Terry P. Tucker earned a Bachelor of Science in Industrial/Manufacturing Engineering at Texas Tech University and a Master of Science in Engineering Management from the University of Colorado at Boulder. Mr. Tucker has worked as a Senior Engineer with Bell Helicopter and Pantex and with GTM Manufacturing, a renewable gas energy provider.

B. BIDS AND PROPOSALS:

- **REQUEST FOR PROPOSAL NO. 1231 – RE-ROOFING PROJECT, EAST CAMPUS HOUSING**

RFP No. 1231, for re-roofing twenty residential units, located on the East Campus, was advertised in the newspaper. Project Documents were received by four contractors. A tabulation of proposals received is attached at page 10.

It was recommended to award Proposal No. 1231 to Andrus Brothers Roofing, the low proposer to the specifications, for the amount of \$133,700.00.

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

- **REQUEST FOR PROPOSAL No. 1232 – ASBESTOS ABATEMENT, BUILDING 4302 AND 5401, EAST CAMPUS**

RFP No. 1232, for asbestos abatement of Buildings 4302 and 5401, located on East Campus, was advertised in the newspaper. Project Documents were obtained by eleven (11) contractors. Eight (8) contractors submitted proposals. A tabulation of the proposals received is attached at page 11.

It was recommended to award Building 4302 to Z & Z Environmental, the low proposer to the specifications, for the amount of \$24,323.00, and Building 5401 to Sisk-Rob, Inc., the low proposer to the specifications, for the amount of \$110,300.00.

Funds for the project are available in the 2009-2010 A&I budget.

BIDS AND PROPOSALS Continued:

- **REQUEST FOR PROPOSAL No. 1233 – ASBESTOS ABATEMENT, WARREN HALL, WASHINGTON STREET CAMPUS**

RFP No. 1233, for asbestos abatement of Warren Hall, located on Washington Street Campus, was advertised in the newspaper. Project Documents were obtained by eleven (11) contractors. Eight (8) contractors submitted proposals. A tabulation of the proposals received is attached at page 12.

It was recommended to award Proposal No. 1233 to Zavala Environmental, the low proposer to the specifications, for the amount of \$32,000.00.

Funds for the project are available in the 2007 Bond Project Budget.

- **PURCHASE OF A KODAK DIRECTVIEW CLASSIC CR SYSTEM**

The purchase of the Kodak equipment will be used by the Radiography program. The CR system with mini pacs will be used in our onsite laboratory. A CR system allows for digital imaging instead of processed films. This technology is the technology that the students are exposed to in their clinical settings. This equipment will ensure we are providing students with the entry level skills necessary to work in today's hospitals.

It was recommended to award to Southwest X-Ray Company for the amount of \$43,125.00, sole source purchase, to ensure the local technical support for the equipment.

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

C. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 13.

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

EAST CAMPUS TELECOMMUNICATIONS AND NETWORK DISTRIBUTION AND CONNECTIVITY APPROVED:

At East Campus, the central hub for distributing telecommunications and network connectivity for the campus is currently located in Building M. The fiber and copper infrastructure that delivers these services to other buildings on campus is old and beginning to fail, causing disruptions to business continuity and class delivery to students. The hub of the infrastructure, known as the demarcation, needs to be moved to a new location that is more centrally located on campus, and the fiber and copper infrastructure that allow the distribution of phone and network services needs to be replaced. The following two items relate to this project which is scheduled to be completed in December 2009.

EAST CAMPUS TELECOMMUNICATIONS AND NETWORK DISTRIBUTION AND CONNECTIVITY APPROVED Continued:**REQUEST FOR PROPOSAL NO. 1227 – DEMARC INSTALLATION, EAST CAMPUS**

RFP No. 1227, for the construction and installation of the Demarc, located on the East Campus Building T, was advertised in the newspaper. Project Documents were received by six contractors. A tabulation of the four proposals received is attached at page 14.

It was recommended to award Proposal No. 1227 to AAA Electric, the low proposer to the specifications, for the amount of \$287,152.00.

Funds are available in the 2009-2010 budget.

This project provides new telecommunications and fiber optic infrastructure from Building T to the Student Activity Center, Resource Center, Transportation Complex and Industrial Center.

AT&T Application and Letter of Agreement for Construction Services

The work will consist of relocating the fiber and copper demarcation to the new building location, Building T. As provider of the service, AT&T is the sole source to relocate the fiber and copper demarcation. The estimated cost of the work is \$32,603.46.

Funds, in the amount of \$99,000, are available from the College Cost Reduction and Access Act-Hispanic Serving Institutions (CCRAA-HSI) Model for Participatory, Collaborative STEM Learning Grant.

Mr. Nicholson moved, seconded by Mr. Forrester to approve the East Campus telecommunications, network distribution & connectivity request. The motion carried unanimously.

REQUEST FOR PROPOSAL NO. 1228 – 2007 BOND PROJECT, RENOVATIONS AT WARREN HALL FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS APPROVED:

RFP No. 1228, for renovations at Warren Hall for Amarillo College, Washington Street Campus. Project includes the complete renovation of Warren Hall including interior finishes, ADA compliant restrooms, new energy efficient exterior windows, exterior access control, new roofing, and upgrades to the mechanical and electrical systems. Project was advertised in the newspaper for sub-contractors and suppliers, by Page & Associates, Inc., Construction Manager-at-Risk.

Page & Associates, Inc. provides a Guaranteed Maximum Price of \$1,999,739.00.

Funds are available in the 2007 Bond Budget.

Mr. Williams moved, seconded by Ms. Escajeda to approve the renovations at Warren Hall. The motion carried unanimously.

PURCHASE OF INFORMATION TECHNOLOGY SERVICE MANAGEMENT SOFTWARE APPROVED:

Information Technology Services requires new information technology service management software that allows a single system of records for all processes being used to acquire, deploy, manage, assess, and retire business services and the underlying infrastructure upon which Amarillo College depends. The software product chosen to provide this functionality is *Service-now.com*. *Service-now.com* is an on demand information technology service management software combining the industry's most widely accepted approach to information technology service management and best practices known as the Information Technology Infrastructure Library (ITIL®) guidelines with Web 2.0 technology provided as a modern Software as a Service product.

The sole source acquisition of Service-now.com will be for a three year subscription service at a cost of less than \$44,000 for the first year, with minimal industry increase of 3%-10% in future years funded from 2010 and subsequent year budgets. Service-now.com Information Technology Infrastructure Library's application represents a solution that provides the required feature set that is not available from any of the other 14 companies with corresponding applications. The unique capabilities within *Service-now.com* are the comprehensive suite of Information Technology Infrastructure Library applications including project management, the ability to create customized applications, run book automation, and service oriented architecture based integration utilities.

Ms. Escajeda moved, seconded by Mr. Nicholson to approve the purchase of Information Technology Service Management software. The motion carried unanimously.

FURNITURE & EQUIPMENT PURCHASES FOR THE NEW SCIENCE LABORATORY – 2007 BOND PROJECT APPROVED:

Equipment and furniture are needed for the new Science Laboratory Building. The breakdown follows and amounts are approximate:

\$ 40,000.00 Furniture

\$360,000.00 Network equipment including network switches, computers, telephones, AV equipment, and other miscellaneous components

\$400,000.00 Lab equipment including appliances, microscopes, balances, fire cabinets, water-baths, incubators, autoclaves, and other equipment

The estimated cost is not to exceed \$800,000.00. Funds are available in the 2007 Bond Project.

Dr. Woodburn moved, seconded by Mr. Forrester to approve the furniture and equipment purchases for the new Science Laboratory. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of August 31, 2009 are attached at pages 15 through 24.

Revenue

We have received \$49.5 million this year.

Expenditures

We have expended 94%; \$2.8 million less than budget. We were \$4.6 million under last year.

Auxiliary Enterprises

Bookstores' net profit is \$765,000. Rental property is up \$218,000 from last year. Employee tuition scholarships show \$211,000 expended at the end of August.

Restricted Funds

Federal grants and contracts are up by \$3.6 million; Local grants and contracts have increased by \$58,953; State and KACV grants and contracts have decreased. College work study has decreased by \$15,000.

Cash and Investments

\$66.1 million total; \$40.0 million (bond); \$26.0 million – August 2009; \$58.3 million – August 2008; \$34.5 million – August 2007.

Alterations & Improvements

\$1.3 million has been spent out of the \$1.7 million projected cost.

Tax Schedule

\$17,059,598 was budgeted; \$573,438 has been collected above the budgeted amount (which includes current and delinquent taxes and penalties/interest).

Bond Expenditures

\$12.6 million has been spent out of an estimated \$38.1 million.

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

PRESIDENT'S REPORT:

The Early Bird Breakfast Series has begun. Discussion at the breakfast included the \$5.0 million given by AEDC for Zargas Aluminum Systems from Germany to move to Amarillo to build components for the wind energy industry; it is hopeful that this will generate 100+ jobs.

The Diploma and Certificate Program held on the East Campus is a partnership with AISD. It is a program for persons between the ages of 17-25 who did not complete high school.

Twenty one people have been named to serve on the Conversations on Student Success Team. One of their missions is to define the best way to work with students and help them learn.

PRESIDENT'S REPORT Continued:

The Community College Survey on Student Engagement (CCSSE) Analysis Team will work to bring together an analysis of observations and recommendations on how AC can work as a team and improve in certain areas.

The Amarillo Area Foundation Design Team is pro-bono work on a partnership between AC and AISD to work on a technical institute plan.

Work on the new Strategic Plan is in progress.

Doug Curry, San Jacinto Elementary Principal, has been visiting with AC Faculty Senate regarding AC's "No Excuses University."

Dr. Matney will name a search committee to seek a candidate to fill the VP of Academic Affairs position. Jerry Moller is still the Acting VP.

The Star Awards will be presented at the Texas Higher Education Leadership Conference in Dallas on December 3-4.

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

KACV – they are editing a documentary about the natural wonders of Palo Duro Canyon which was filmed in August.

The Art Force cooking schools are in progress.

The Holiday Decorations Committee has met twice; they plan to begin with a few decorations and lights on the Washington Street Campus for this year. Mr. Nicholson will give a report at the October Board meeting.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Michele Fortunato, Chairman

