

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
January 27, 2010**

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; and Dr. Paul Matney, President

Mr. Tyler Adams, President, Student Government Association
Dr. Claudie Biggers, representing Faculty Senate
Mr. Bruce Cotgreave, Director, Physical Plant
Ms. A. J. McCormick, representing *The Ranger*
Mr. Benny Mendoza, representing Classified Employees Council
Mrs. Lori Merriman, Executive Secretary, President's Office
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. Lynn Thornton, Director of Administrative Services/Human Resources
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 Ms. Escajeda to approve minutes of the regular meeting of November 24, 2009. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Tyler Adams, president of SGA, reported that Cal Ripken, Jr. will be in Amarillo on February 9 for the Distinguished Lecture Series. He had raffle tickets which could be purchased to win an autographed baseball; ten will be given away. SGA members are scheduled to go to Lubbock for a Region I meeting; Amarillo College SGA will announce their bid for state presidency.

EDUCATION REPORT – TOUR OF SCIENCE LABORATORY BUILDING:

A tour of the Science Laboratory Building was given by Dr. Michael Kopenits, Biology Department Chair. An open house for employees will be hosted later this winter.

INVESTMENT REPORT APPROVED:

The Board of Regents was presented the Quarterly Investment Report for the period September 1, 2009 through November 30, 2009. As of November 30, 2009, AC was in compliance with our investment policy and the Public Funds Investment Act. The weighted average maturity of the

INVESTMENT REPORT APPROVED Continued:

portfolio is approximately 3.2 months. The overall portfolio yield is 0.584%, which is very competitive in this market. A copy of the report was provided to the Regents.

Dr. Woodburn moved, seconded by Mr. Forrester to approve the Quarterly Investment Report. The motion carried unanimously.

BOARD POLICY REGARDING EQUIPMENT INVENTORY MODIFIED:

This item was placed on the Agenda to allow the Board to consider, review, and possibly modify Board Policy CDB regarding inventories. The Business Office and ITS recommended a change in how the inventory of technology equipment under \$5,000 is maintained. It was recommended that the ITS Department maintain a detailed inventory of all technology equipment with a cost over \$500. This change was recommended due to recent changes in how technology equipment is inventoried and tracked. The ITS Department recently purchased an inventory system which ITS will use to inventory and track technology equipment. With the use of this inventory system, the Business Office and ITS are duplicating effort with both areas tracking the inventory of technology equipment costing between \$500.00 and \$5,000.00. The Business Office will continue tracking technology equipment with a cost over \$5,000.00 for capitalization and depreciation purposes.

Section CDB Accounting - Inventories with the modification is attached at page 88.

Mr. Nicholson moved, seconded by Mr. Hicks to modify Board Policy, Section CDB Accounting – Inventories. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:****Administrators****Eikner, Megan – Associate Director, Continuing Education**

Effective Date: November 16, 2009

Salary: \$46,000.00 per year for 12 months full-time

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

B.S., Oklahoma Panhandle State University, Goodwell, Oklahoma

Experience: 5 years related work

Replacement for: Linda Reed

Bio: Megan Eikner joins Amarillo College from Williams Welding Construction in Canadian. Ms. Eikner also has experience working with the Texas Cooperative Extension in Randall County as the Urban Youth Development Specialist. Ms. Eikner earned a Bachelor of Animal Science from Oklahoma Panhandle State University and a Master of Science in Agriculture from West Texas A&M University.

APPOINTMENTS Continued:**Shelton, Leslie G. – Workforce Training Coordinator, Continuing Education****Effective Date:** January 06, 2010**Salary:** \$45,500.00 per year for 12 months full-time**Qualifications:** B.G.S., West Texas A&M University, Canyon, Texas
A.G.S., Barton County Community College, Great Bend, Kansas**Experience:** 21 years related work**Replacement for:** Richard Chelf

Bio: Leslie G. Shelton joins Amarillo College from CS Stars, formerly Corporate Systems, where she spent 21 years, most recently as a Training Consultant/Specialist. Ms. Shelton earned an Associates Degree from Barton County Community College in Kansas and a Bachelors in General Studies from West Texas A&M University.

Faculty**Marion, Jenna Lynn – Instructor, ACcess Learning Center****Effective Date:** January 11, 2010**Salary:** \$49,438.00 per year for 11 months full-time**Qualifications:** M.Ed., West Texas A&M University, Canyon, Texas
B.S., West Texas A&M University, Canyon, Texas**Experience:** 3 years related work**Replacement for:** Priscilla Hunt

Bio: Jenna Marion has worked as an Instructional Lab Supervisor in the ACcess Learning Center since August 2007. Ms. Marion was a teaching assistant at West Texas A&M University and worked part-time for Amarillo College while a student. Following two years at Amarillo College, Ms. Marion earned a Bachelors in Science in Math and a Master in Education in Instructional Design Technology from West Texas A&M University.

B. BIDS AND PROPOSALS:**● ADVERTISING EXPENSES FOR COLLEGE RELATIONS**

It was recommended to continue TV/Radio Ad placement on behalf of Amarillo College to Mariwyn Webb dba MW & Associates. MW & Associates has unique expertise as media buyers with a specialty and long history in the Panhandle area. The anticipated \$90,000.00 expenditures are available in the 2009-2010 College Relations budget.

C. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 89.

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

Minutes of the Amarillo College Board of Regents Regular Meeting of January 27, 2010**FINAL PAYMENT – 2007 BOND PROJECT, CLASSROOM DEVELOPMENT AT BUILDING B FOR AMARILLO COLLEGE, WEST 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 \$1,207,837.00. The final cost for the project is \$1,155,516.12. A contingency in the amount of \$45,348.00 has been credited back to Amarillo College, along with a savings of \$6,972.88.

Mr. Williams moved, seconded by Dr. Woodburn to approve the final payment for the 2007 Bond Project, Classroom Development at Building B for Amarillo College, West Campus. The motion carried unanimously.

TENURE RECOMMENDATIONS APPROVED:

The following faculty members were recommended for tenure by their supervisor(s), the Rank and Tenure Committee, the appropriate administrative channels, and the President. They meet all criteria for tenure as stated in the Amarillo College Faculty Handbook. The effective date will be September 1, 2010.

<u>NAME</u>	<u>RANK</u>	<u>DEPARTMENT</u>
Mrs. Susan Burgoon	Instructor	Biology Department
Mrs. Monique Dupuis	Instructor	Mathematics Department
Mr. David Hernandez	Associate Professor/Chair	Business Division

Mr. Nicholson moved, seconded by Mr. Williams to approve these faculty for tenure. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of December 31, 2009 are attached at pages 90 through 100.

Revenue

We are 4/12th into the year; 46% of revenue has been received. Academic tuition and fees is up due to higher enrollment. Spring enrollment is up 9.7% Contact hours are up 11.6%.

Expenditures

We have expended 32% of funds budgeted. The following are over 33%: institutional support due to property insurance being paid; fringe benefits due to worker's compensation; and special items due to technology equipment replacements.

Auxiliary Enterprises

Bookstores' net loss is \$60,000. Rental property is at \$295,000; employee scholarships are at \$83,000.

FINANCIAL REPORT ACCEPTED Continued:**Restricted Funds**

Federal grants and contracts are up by \$894,321; state grants and contracts are up \$615,242; local grants and contracts are down and KACV grants and contracts are up \$43,375. Resident instruction is up due to the CCRAA grant; public service is down due to loss of digital expenditures.

Cash and Investments

\$50.1 million total minus \$30.7 million (bond); \$19.4 million – December 2009; \$50.8 million minus \$30.4; \$20.4 million – December 2008; \$30.3 million – December 2007.

Alterations & Improvements

\$412,000 in actual expenditures out of the \$1.8 million projected cost.

Tax Schedule

\$3,043,767 has been collected out of \$17,561,130 budgeted; \$14.5 million to be collected.

Bond Expenditures

\$19.6 million has been spent out of an estimated \$41.3 million. We may sell bonds in the summer.

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

PRESIDENT'S REPORT:

Dr. Matney congratulated Ms. Escajeda for being named the *Amarillo Globe-News* "Woman of the Year."

The ribbon-cutting ceremony for the new Science Laboratory Building on January 21 was a success.

Dr. Matney distributed a spring 2010 academic enrollment update; unduplicated headcount is at 10,016 (+9.7%); credit hours are at 92,100 (+12%); contact hours are at 2,036,284 (+11.6%).

The Math Outreach Center was one of the finalists for a Bellwether Award; Dr. Matney and Ms. Escajeda traveled to Orlando recently for the presentation. The DVD presentation, produced by Ellen Green, will be shown at the February Board meeting. Jackson State Community College won in the category in which the Math Outreach Center was nominated.

Dr. Matney, Ms. McAnally, Mr. Nicholson, and Mr. Williams attended the 2009 Texas Higher Education Leadership Conference at the Westin Center – Dallas, 12/3-12/4/09. AC's Math Outreach Center won a STAR Award.

Dr. Matney, Mr. Forrester, Mr. Williams and Dr. Woodburn attended the Texas Association of Community College Trustees and Administrators Conference at the Hyatt Regency – Austin, 1/11- 1/12/10. Dr. Woodburn reported he believed the conference to be informative.

PRESIDENT'S REPORT:

New AC signs were recently affixed to light poles on Washington Street.

Board of Regent Election filing dates are from February 6 through March 8; packets may be picked up and filed in the President's Office.

The Texas Association of Community College Regional meeting will be held at South Plains College in Levelland on February 16; regents were invited to attend.

Dr. Matney distributed a Vice President of Academic Affairs organizational chart. He reported that he had recently named Dr. Shawn Fouts as Dean of Career & Technical Education. Dr. Fouts will have an office on the East Campus. Two divisions – Industrial and Transportation Technologies and Business will report directly to Fouts. Dr. Fouts will also lead the Rapid Response Team, soon to be named.

Dr. Matney discussed upcoming grant proposals and pending submitted grant proposals.

A letter from Community College Association of Texas Trustees was distributed; the organization has invited Amarillo College to become a member. The membership fee is determined by full-time equivalent students (11,100) X \$.20 = \$2,220.00.

Dr. Matney referred to a letter penned by Governor Perry, Lt. Governor Dewhurst, and Speaker of the House Joe Straus. The letter was requesting that each state agency submit a plan to identify savings in priority increments totaling 5% of the general revenue and general revenue-dedicated appropriations for the 2010-2011 biennium; this will mean \$857,000 less revenue than last year. The plan is due by February 15.

The Board retreat will be held on Saturday, February 6, 8:30 a.m. – 1:00 p.m. Dr. Greg Williams, President, Odessa College, will facilitate the retreat.

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

Mr. Nicholson attended the 10th Anniversary of the Amarillo College Moore County Campus; he was very complimentary.

Dr. Woodburn reminded the Board of the Art Force cooking schools and urged everyone to sign up quickly if they wanted a space.

Mr. Forrester talked about the 2010 Creative Mind Humanities Lecture Series; it highlights Russia – past, present and future.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

John D. Hicks, Secretary

