

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
February 15, 2019**

REGENTS PRESENT: Dr. Paul Proffer, Chair; Mr. Johnny Mize, Vice-Chair; Mrs. Anette Carlisle, Secretary; Mr. Jay Barrett; Ms. Michele Fortunato; Mr. Dan Henke; and Dr. David Woodburn

REGENTS ABSENT: Ms. Sally Jennings; Mr. Patrick Miller

CAMPUS REPRESENTATIVES PRESENT: None

CAMPUS REPRESENTATIVES ABSENT: Ms. Sara Pesina, Representative for the Hereford Hinkson Memorial Campus; Mr. Mike Running, Representative for the Moore County Campus

OTHERS PRESENT: Mr. Bob Austin, Vice President of Enrollment Management; Mr. Kevin Ball, Vice President of Communications and Marketing; Dr. Tamara Clunis, Vice President of Academic Affairs; Ms. Cara Crowley, Vice President of Strategic Initiatives; Ms. Cheryl Jones, Vice President of Employee and Organizational Development; Dr. Russell Lowery-Hart, President; Ms. Denese Skinner, Vice President of Student Affairs; Mr. Steve Smith, Vice President of Business Affairs; and Mr. Mark White, Executive Vice President and General Counsel

Ms. Cecelia Almanza – Student, SGA President
 Ms. Amber Buscarello – Parkhill, Smith & Cooper
 Mr. Kip Billups – Community Member
 Ms. Becky Burton – Dean of Academic Outreach and Support Services
 Mr. Wes Condray – Director of Communications and Marketing
 Ms. Lauren Ebben – Student, AC Ranger
 Mr. Daniel Esquivel – Dean of Campus Operations, Hinkson Memorial Campus Hereford
 Ms. Melissa Gaglione – KFDA
 Mr. Brian Griggs - Parkhill, Smith & Cooper
 Mr. Bill Netherton – Faculty, English Department, Faculty Senate Representative
 Mr. Kipper Sinclair – Community Member
 Mr. Fred Stormer – Underwood Law Firm
 Ms. Renee Vincent – Dean of Campus Operations, Moore County Campus
 Mr. Thomas Warren II – The Pioneer
 Mr. Thomas Warren III – The Pioneer

STATUS UPDATE

The Status Update meeting was called to order at 12:01 p.m. by Dr. Paul Proffer, Chairman of the Board of Regents. A quorum was present.

PRAYER

A prayer was given by Mr. Jay Barrett, Amarillo College Regent.

SGA UPDATE.

Cecelia Almanza, Student Government Association president, discussed SGA's partnership with the AC Diversity Committee to host an event honoring Black History Month. At the end of the month, SGA will be attending a conference to learn about potential speakers/events they could have on campus over the next year. Next month, SGA will also attend the SGA State Convention to learn about other Texas community colleges and student-centered events they have held on their respective campuses.

REGENTS' REPORTS, COMMITTEES AND COMMENTS REGARDING AC AFFILIATES**Executive Committee** – report by Proffer, Mize, Carlisle

Mr. Johnny Mize communicated the committee's most recent meeting at which was discussed the AC Master Plan and a potential funding source for that Master Plan. The committee discussed a potential bond referendum and how much the amount might be reduced from the original Master Plan amount. It was discussed that the amount must be aligned with the college's focus on workforce development, maintenance, and technology.

AC Foundation – report by Woodburn, Henke, Barrett

Dr. David Woodburn attended the AC Foundation board meeting. Dr. Woodburn stated the meeting focused on the most-recent donor report and fiscal audit, which was presented and approved by the committee. Dr. Lowery-Hart discussed the AC Master Plan.

Amarillo Museum of Art (AMoA) – report by Fortunato

No report.

Panhandle PBS – report by Miller, Jennings

No report.

Tax Increment Reinvestment Zone (TIRZ) – report by Mize

Mr. Mize discussed the February 13, 2019 TIRZ meeting. He stated Beth Duke discussed the downtown progress and the status of the ballpark construction.

Tax Increment Reinvestment Zone 2 (TIRZ 2) – report by Lowery-Hart (Kitten)

No report.

Amarillo Foundation for Education and Business – report by Proffer-Chair, Mize, Carlisle, Running

No report.

East Property Family Housing Committee – report by Mize-Chair, Proffer, Barrett

No report.

Standing Policies & Procedures Committee – report by Carlisle-Chair, Fortunato, Woodburn

No report.

Finance Committee (AC Investment, Potential Lease & Sales Opportunities) – report by Henke-

Chair, Proffer, Mize

No report.

Legislative Affairs Committee – Carlisle-Chair, Miller, Jennings, Barrett

Mrs. Anette Carlisle discussed the committee's focus on following both state and national legislative affairs, particular items related to college readiness, and proposed funding budgets. She also discussed a potential regent visit to Austin in the latter part of February.

Community College Association of Texas Trustees (CCATT) – report by Barrett

Mr. Jay Barrett discussed the Association of Community College Trustee's legislative summit in DC he attended last week. Mr. Barrett hosted a panel with several Texas community college leadership to discuss the status of state and national legislative affairs. The national discussion focused on workforce development and the need for a highly skilled and trained workforce to support the growing workforce need. Discussion also centered around Pell grant funding and the simplification of the FAFSA process. Mr. Barrett also discussed the increased government focus on transparency in the student loan award process and re-payment process. Mr. Barrett informed the regents that CCATT

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has five open positions. Nominations will start on March 15, with positions announced mid-April. The CCATT conference will be held in Austin on June 14-15, 2019. And, CCATT will continue to host weekly conference calls to discuss the status of state legislative affairs until the end of the Texas legislative session.

Nominating Committee – Fortunato-Chair, Proffer, Barrett

No report.

NO EXCUSES

Ms. Michele Fortunato announced that Amarillo College won the 2019 Bellwether Legacy Award in San Antonio two weeks ago. The Bellwether Legacy award is a national competition open to only those colleges who have already won a Bellwether award or were a finalist for an award. It is awarded every five years. Amarillo College was one of 10 colleges who competed for the award. Ms. Fortunato stated how impressive the other nine colleges were who were also up for the award. Ms. Fortunato thanked AC personnel for supporting the nomination process and presentation. She also thanked faculty and staff for their hard work, which is the highlight of the award. She acknowledged the importance of the award, but that what is most important is the work we are doing to help students achieve their educational goals. Mr. Mize discussed the attendance of Dr. Lowery-Hart, Ms. Sara Pesina, and himself at this year's Board of Trustees Institute. Mr. Mize and Dr. Lowery-Hart presented on behalf of Amarillo College at the institute. Mr. Mize stated that there are several action items that will be brought to the board next month. Dr. Tamara Clunis announced that on February 8 Amarillo College hosted its 2nd Data Summit. Over 120 key AC faculty and staff attended the summit. The purpose of the summit was to prepare key stakeholders for Pathways 3.0 and beyond. The Data Summit focused on accelerated learning and embedding developmental education in a redesigned curricula. Dr. Davis Jenkins was the keynote speaker and leader of breakout sessions. Dr. Clunis will work with faculty and student affairs on continuing the data discussion over the course of the next year. Dr. Clunis also presented about a new faculty survey tool. In partnership with Harvard University's Graduate School of Education and Collaborative on Academic Careers in Higher Education, Amarillo College will revise its current faculty shared governance tool to reflect a new survey tool that will provide actionable data. The partnership has been solidified for the next three years.

UPCOMING EVENTS AND DATES OF INFORMATION

These were listed on page two of the Status Update Agenda.

The status update meeting adjourned at 12:26 p.m.

REGULAR BOARD MEETING

The Regular Meeting was called to order at 12:27 p.m. by Dr. Paul Proffer, Chairman of the Board of Regents.

Dr. Proffer welcomed those in attendance. A quorum was still present.

PUBLIC COMMENTS

Two public comments were given. The first was by Mr. Thomas Warren II regarding Agenda item #6. Mr. Warren reviewed the agenda for information about a potential bond of up to \$100 million as well as a story in the AC Ranger regarding a potential information hub. It was disconcerting to him that Amarillo College did not seek information at-large from the community regarding the Master Plan and the fast-track approach to the information hub. He would like to know what relationships have been formed and who would be participating in the hub? He also requested when such information would be made available to the public. Dr. Lowery-Hart responded that Amarillo College worked with

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Parkhill, Smith & Copper over the last eight months on the Master Plan and in fact discussed the plan at length during the last two Board of Regent meetings. Dr. Lowery-Hart also stated that based on the board's decision, if any, regarding Agenda item #6 additional conversations in the community will continue. Dr. Lowery-Hart also stated the AC Master Plan has been available to the public on AC's website. The second comment was provided by Kip Billups, who stated this was his first board meeting to attend. He stated his questions had been answered during Mr. Warren's comment and made a request for a clear plan regarding tax dollars and a bond.

MINUTES APPROVED

Minutes of the regular meeting of January 31, 2019 were provided to the Regents in their Board materials. There was no discussion.

Dr. David Woodburn moved, seconded by Ms. Michele Fortunato, to approve the minutes. The motion carried unanimously.

CONSENT AGENDA APPROVED**A. APPOINTMENTS****Faculty****Hoffman, Carrie – Instructor, Drafting**

Effective Date: January 14, 2019

Salary: \$28,220.98 (4.5 mos.), 9 months, full-time

Qualifications: Bachelor's Degree – Applied Art and Science, Education

Experience: More than 12 years related experience

Replacement for: Julie Sutton

Bio: Ms. Hoffman earned an Associate's Degree in Drafting and Design Technology from Amarillo College, and a Bachelor's Degree in Applied Art & Science, Education from West Texas A&M University. She has worked as a drafter for Brown Consulting Engineers, Inc.

Mireles, Mario A. – Instructor, Biology

Effective Date: January 1, 2019

Salary: \$50,391.31, 9 months, full-time

Qualifications: Master's Degree – Biology

Experience: More than 4 years related experience

Replacement for: Moving from a temporary to a probationary position

Bio: Mr. Mireles received a Bachelor's Degree in Biochemistry and Master's Degree in Human Biology, and 36 graduate hours in major field from West Texas A&M University. His experience includes: Lab Assistant, Adjunct Instructor, and Instructor with Amarillo College, and Clinical Pharmacy Technician with Baptist St. Anthony's Hospital System.

Administrators**Mallard, Cammie – Continuing Professional Education Coordinator**

Effective Date: January 7, 2019

Salary: \$47,162/year, 12 months, full-time

Qualifications: Master's Degree – Interdisciplinary Studies & Professional Counseling

Experience: More than 15 years related experience

Replacement for: Maury Roman

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Bio: Ms. Mallard earned a Bachelor's Degree in Applied Arts & Sciences and her Master's Degree from West Texas A&M University. Her experience includes working in a shelter as a Licensed Child Care Administrator, CPS Investigator with Texas Department of Family and Protective Services, Executive Director with Plum Creek Place, Prevention Quality Manager for Managed Care Center, and part-time High School Equivalency Instructor for Amarillo College.

Montgomery, Cassie – Director of Outreach Services

Effective Date: January 7, 2019

Salary: \$64,000/year, 12 months, full-time

Qualifications: Master's Degree in Organizational Communication

Experience: Current adjunct faculty plus more than 10 years related experience

Replacement for: Melissa Burns

Bio: Ms. Montgomery earned her Bachelor's Degree in Corporate Communication and Master's Degree from West Texas A&M University. Her experience includes Sales & Service Supervisor, Sitel Corporation; Staffing Supervisor/Project Manager, Nationwide Insurance; Inquiry Supervisor/Social Media Specialist/Communication Consultant, Health Care Service Corporation; and, part time instructor at WTAMU.

B. BUDGET AMENDMENTS

The Budget Amendments for approval by the Board are attached at page 122.

Ms. Michele Fortunato moved, seconded by Mr. Jay Barrett, to approve the consent agenda. The motion carried unanimously.

ORDER CALLING A BOND ELECTION; PROVIDING FOR THE CONDUCT OF THE ELECTION, AND APPROVING OTHER MATTERS INCIDENT THERETO APPROVED

A copy of the First Original Order will be kept in the President's Office with the original minutes.

Mr. Johnny Mize discussed the AC Master Plan, available on the AC website, and wanted everyone to recognize that the college has been a good steward of bond funds in the past and will continue that path. Mr. Mize highlighted the HVAC needs of the college and recognized the ongoing discussion led by the board regarding a future bond. Mr. Mize expressed support for a bond and election and wants to consider what is most important for the college and how it can continue to provide for the needs of the Amarillo community and its workforce. Dr. Paul Proffer appreciated the hard work of Parkhill, Smith & Copper for their diligence on the Master Plan. While the initial plan revealed needs over \$150 million dollars, the board and college leadership reduced this amount considerably focusing on college maintenance needs, ADA compliance needs, and support for workforce development. Mrs. Anette Carlisle added that she was impressed with the facilities analysis. She appreciated the diligence in developing the plan and its intentionality on addressing basic maintenance of facilities. Dr. Lowery-Hart discussed the plan's focus on campus safety, addressing the need of first responders in our community, and the parking concerns by our community neighbors and faculty/staff.

Mr. Johnny Mize then moved that the Board adopt an Order, as presented, calling a Bond Election relating to the possible issuance of \$89,206,000 in bonds of the Amarillo Junior College District, providing for the conduct of the election, and other matters incident thereto; and, authorize the Chair, Board Secretary and/or College President, as appropriate, to execute such Order and all documents necessary to effectuate the matters contained therein.

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After a second by Mrs. Anette Carlisle, Ms. Fortunato commented that the Master Plan addresses pressing maintenance needs and not new construction. She highlighted the decrease in state funding and that Amarillo College has limited funding to provide for maintenance due to the state funding reductions. Because state funds cannot support basic maintenance needs of the college, a bond will provide much needed support for infrastructure. Dr. Proffer stated that Amarillo College is funded by three sources: student tuition/fees, local taxes, and state funding. Only local taxes can support building maintenance. Dr. Lowery-Hart stated that for a home valued at \$100,000, the issuance of bonds in the amount under discussion would increase the tax rate \$3.34 per month, or \$40.00 annually. Dan Henke requested Amarillo College's current tax rate, which is \$0.205. Mr. Mize stated that Amarillo College's last bond of \$68 million reflected the good stewardship of public funds by the college and leadership. Dr. David Woodburn stated the last bond was an increase of \$0.02 in tax rates. Mr. Jay Barrett discussed the solid return on investment for a \$0.04 tax rate increase, an investment in our students and community. Mr. Steve Smith discussed that the bond would be a four-year borrowing process with a 25-year repayment plan.

After discussion, the motion by Mr. Mize, seconded by Mrs. Anette Carlisle, to approve the Order Calling a Bond Election; Providing for the Conduct of the Election, and Approving Other Matters Incident Thereto carried unanimously.

AGREEMENT FOR RANDALL COUNTY ELECTIONS ADMINISTRATOR TO CONDUCT A JOINT ELECTION BETWEEN THE CITY OF AMARILLO, AMARILLO JUNIOR COLLEGE, AND AMARILLO INDEPENDENT SCHOOL DISTRICT APPROVED

A copy of the proposed joint election agreement was provided to the Regents.

Mr. Steve Smith discussed the agreements between Amarillo College and Randall County and Potter County to assist us with conducting the May 2019 Amarillo College Board of Regents election. Regents approved the agreement with Potter County last month. The agreement with Randall County is proposed this month. Amarillo College will save significant funds by having these agreements in place with both counties.

Mrs. Anette Carlisle moved, seconded by Dr. David Woodburn, that the Board approve the Agreement for the Randall County Elections Administrator to Conduct a Joint Election Between the City Of Amarillo, Amarillo Junior College District, and Amarillo Independent School District, as presented, and authorize the Vice President of Business Affairs to execute the Agreement, and authorize the Chair or Vice President of Business Affairs to take all other action on behalf of the College, as needed, for the conduct of said joint election. The motion carried unanimously.

HIRING OF THE UNDERWOOD LAW FIRM AS BOND COUNSEL APPROVED

Mr. Mark White recommended that Amarillo College hire Underwood Law Firm to provide counsel to Amarillo College regarding the bond election. Underwood has significant experience in providing this service. Mr. Fred Stormer will be the Underwood Law Firm representative to Amarillo College.

Mr. Dan Henke moved that the Board hire the Underwood Law Firm as bond counsel, and, authorize the Chair to execute the bond counsel engagement letter on behalf of the College.

Ms. Fortunato requested the fee amount for this service. Mr. Fred Stormer stated that the total fee will be slightly over \$99,000 for the bond counsel provided by Underwood Law Firm if the total amount of the bonds is actually issued.

After discussion, the motion by Mr. Henke was seconded by Ms. Michele Fortunato, to approve the hiring of the Underwood Law Firm as Bond Counsel. The motion carried unanimously.

FINANCIAL REPORT APPROVED

The financial statements as of January 31, 2019 were provided to the Regents.

Mr. Steve Smith presented the Amarillo College month of January financials. He reviewed the Balance Sheet statements, including current revenue and liabilities. Amarillo College has a total net position of \$15 million in the positive state as of January 31, 2019. He then discussed the Income Statements, which reflected a net gain of \$9 million. The final item discussed was the budget sheets comparing this year and last year. The difference between this year and last year was the addition of insurance proceeds.

Mr. Dan Henke moved, seconded by Mr. Johnny Mize, to approve the January 31, 2019 Financial Report. The motion carried unanimously.

At 12:56, Dr. Proffer announced a closed session for the following reasons:

CLOSED SESSION FOR CONSULTATION WITH LEGAL COUNSEL CONCERNING FORMER EMPLOYEE FRANCISCA GARCIA PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE, and FOR CONSULTATION WITH LEGAL COUNSEL CONCERNING PENDING AND CONTEMPLATED LITIGATION PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE

Mark White, Dr. Russell Lowery, and Cheryl Jones were asked to stay.

The closed session concluded at 1:16 p.m. and the open meeting reconvened at 1:17 p.m. with a quorum still present. No final decision, action or vote was taken in the closed session.

ADJOURNMENT

There being no further items for discussion, Ms. Michele Fortunato moved, seconded by Mrs. Anette Carlisle, that the meeting then adjourn. The meeting then adjourned at 1:17 p.m.

Anette Carlisle, Secretary

**AMARILLO COLLEGE
BUDGET AMENDMENTS
February 15, 2019**

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|-----------|---|---------------|
| 1. | Vice President of Academic Affairs – transfer of funds to cover expenses of windows for Hagy Center. | |
| | Increase Alterations and Improvements – Capital Equipment Pool | \$12,000.00 |
| | Decrease Vice President of Academic Affairs – Capital Equipment Pool | (\$12,000.00) |
| 2. | Communications and Marketing – transfer of funds to cover expenses of advertising. | |
| | Increase Communications and Marketing – Other Pool | \$12,500.00 |
| | Decrease College Relations – Supplies Pool | (\$ 7,000.00) |
| | Decrease College Relations – Travel Pool | (\$ 5,500.00) |
| 3. | Employee and Organizational Development – transfer of funds to cover expenses of personnel. | |
| | Increase General Contingency – Contingency Pool | \$15,000.00 |
| | Decrease Employee and Organizational Development – Appointed Personnel Pool | (\$15,000.00) |