

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
March 25, 2008**

REGENTS PRESENT: Ms. Lilia B. Escajeda, Chair; Mr. Carroll M. Forrester, Vice Chair; Mr. H. Bryan Poff, Secretary; Ms. Michele Fortunato; Mr. John D. Hicks; Mr. Frank O. Nelson; Mrs. Sharon Oeschger; and Dr. David C. Woodburn

REGENT ABSENT: Mr. Prenis O. Williams

OTHERS PRESENT: Dr. Steven Jones, President; Mr. Terry Berg, Dean of Finance & Administrative Services; Dr. Laura Grandgenett, Interim Information Technology Chief Information Officer; Mrs. Ellen Green, Dean of College Communications and Marketing; Dr. Brad Johnson, Vice President and Dean of Development; Dr. Paul Matney, Vice President and Dean of Instruction; and Mrs. Damaris Schlong, Dean of Workforce & Economic Development

Ms. Ashley Alderman, KAMR-TV Channel 4
Ms. Elizabeth Bauman, President, Student Government Association
Mrs. Norma Campbell, Marketing Coordinator, College Relations
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Kris Dowd, KAMR-TV Channel 4
Mrs. Linda Hendrick, Director, Telecommunications
Ms. Randi Larson, representing *The Ranger*
Mrs. Lori Merriman, Executive Secretary, President's Office
Mr. Brad Newman, representing *Amarillo Globe News*
Mr. Bryan Oliver, KVII-TV Channel 7
Mr. Kendrick Rodriguez, WTAMU student
Mr. Hamilton Roushell, Jr., KFDA-TV Channel 10
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. Samuel Silverman, Guest
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mr. Corey Willis, representing Classified Employees Council
Mr. David Ziegler, Assistant Director, Physical Plant

The meeting was called to order by Ms. Escajeda, Chairman. She welcomed all present and asked if there were any public comments. Ms. Escajeda asked for a moment of silent prayer.

MINUTES APPROVED:

Ms. Fortunato moved, seconded by Dr. Woodburn, that minutes of the regular meeting of February 26, 2008, be approved. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Elizabeth Bauman, president of SGA, told of the resolution given to the President's Cabinet which included painting the foyer of the College Union Building to give it more color, naming parking lots complete with signage, and the smoking issue to designate certain areas as non-smoking. She said the smoking issue was approved by the President's Cabinet. AC will run for

Minutes of the Amarillo College Board of Regents Regular Meeting of March 25, 2008**STUDENT GOVERNMENT ASSOCIATION REPORT Continued:**

the vice-presidency at the State Convention in Houston this spring. They are nominated for Chapter of the Year. Badgerama will be held in April with the theme being a country hoedown.

EDUCATION REPORT – WORKFORCE DEVELOPMENT:

Mrs. Schlong gave a report on the AEDC/AISD/AC Workforce Development Collaborative; in existence since January. Also, they are working with Panhandle Twenty/20, Chamber of Commerce, and the *Amarillo Globe News*. The mission statement is to develop a qualified workforce for Amarillo and region to sustain a vibrant economy. Some core values are to get to know the employers with the community; improve the opportunities to earn a livable wage; and develop an improved applicant pool. The plan of action is to focus on the following career clusters: manufacturing; architecture and construction; finance; and transportation, distribution and logistics. They plan to engage a marketing firm to put together a marketing plan to create a name for the program; create a website; market the program with various careers and industries to students beginning with kindergarten through high school; market to parents and the underemployed using the marketing firm to identify ways to reach these audiences; and to gain community-wide exposure. The Amarillo Chamber of Commerce created a higher education council to examine these sorts of issues; and meet with small employers to find out what needs to be done to train these students to make them hireable. Statistics indicate that 45% of high school graduates do not pursue higher education. Local employers are willing to be a part of the collaborative solution to the workforce dilemma.

PROFESSOR EMERITUS NOMINATION PROPOSAL APPROVED:

Professor Scott Beckett, Faculty Senate President, was unable to attend the meeting; Dr. Matney presented the 2008 Professor Emeritus nomination of Diana Cox to the Board of Regents and recommended approval. Diana Cox was a professor of English and Literature. She taught from the 1960's and retired in the 1980's. Mrs. Cox started the Writer's Workbench in the English writing lab. She initiated the First Center which was the first computer training lab. Faculty Senate endorses this nomination.

Dr. Woodburn moved, seconded by Mr. Forrester, to approve the Professor Emeritus nomination of Diana Cox. The motion carried unanimously.

Dr. Matney introduced Dr. Laura Grandgenett, EduServe representative, who will serve as the Information Technology Chief Information Officer for the next nine months. Dr. Grandgenett previously worked as the chief technology officer for the University of Dubuque, Iowa; a technology coordinator in southern California; and a science teacher in Kansas.

CONSENT AGENDA APPROVED:**A. BIDS AND PROPOSALS:**

- **REQUEST FOR PROPOSAL NO.1172 - PURCHASE OF SOMSO ANATOMICAL MODELS**

Request for proposal No.1172, for the purchase of Somso Anatomical Models for biology labs located at three campuses, Moore County, Hereford, and Washington, was

Minutes of the Amarillo College Board of Regents Regular Meeting of March 25, 2008**BIDS AND PROPOSALS Continued:**

advertised in the newspaper and issued to seven vendors for response. A tabulation of five proposals received is attached at page 151.

It was recommended to award Proposal No. 1172 to Biomedical Models LLC, low bidder to the specifications, for the amount of \$39,704.40. These models will be used in Anatomy and Physiology, Life Science, and Biology classes. Purchases will be ongoing to meet inventory target numbers. Having an adequate number of high-quality anatomical models is necessary to facilitate learning for both current and future student populations. Funds are available from each respective 2007-2008 campus budget.

- **SOLE SOURCE SOFTWARE PURCHASE FOR KACV-TV/FM90**

The software purchase is needed in order to upgrade KACV-TV fundraising/development software and to replace the current software "Scout." The Scout software is about five years old and the system is no longer meeting the fundraising/development needs of the TV station. Scout has informed KACV that it will no longer support the current software beyond 6/30/08.

There have only been two software systems consistently used by public television stations across the country. Those two systems have been Scout and Allegiance. Allegiance has been in business for 25 years and is the only system developed solely for public television and radio. The proposed Allegiance software will better prepare KACV to meet its extensive reporting requirements to the Corporation for Public Broadcasting.

The administration recommended the purchase from Allegiance Software, Inc. in the amount of \$42,030.00 for the first year and \$10,529.00 for the second year.

Funds are available from the Community Service Grant.

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

ORDER OF ANNEXATION APPROVED:

Attached at page 152 is an Order for Annexation of Territory to Amarillo Junior College District. The City of Amarillo has annexed 3 tracts of land lying adjacent to and adjoining the City of Amarillo, Texas. Maps and exhibits showing the area are attached at pages 153 through 156. It was recommended that this territory be annexed to the Amarillo Junior College District.

Mr. Nelson moved, seconded by Mr. Hicks, to approve the aforementioned territory annexation. The motion carried unanimously.

SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE AUTHORIZED AND TAX DEEDS EXECUTED:

Properties foreclosed for taxes and sold at a "Sheriff's Sale" must sell for a minimum bid which is the lower of the adjusted value or the taxes due plus costs of the sale. In some cases this

Minutes of the Amarillo College Board of Regents Regular Meeting of March 25, 2008**SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE AUTHORIZED AND TAX DEEDS EXECUTED Continued:**

puts the price above what people will pay at a "Sheriff's Sale." Those properties which do not sell are then held in trust by the county/school tax office. The law provides that they can be offered for sale by sealed bids or auction without a minimum bid at a later date. A listing of those properties is attached at pages 157 through 160. Board approval is required because the properties are held in trust by Potter County.

The Potter County Tax Assessor/Collector recommends acceptance of these bids as this puts the property back in production and on the tax rolls. The motion should authorize the Chairman of the Board of Regents to execute the Tax Deeds transferring these properties to the successful bidders.

Dr. Woodburn moved, seconded by Mrs. Oeschger, to approve and authorize the chair of the Board of Regents to execute the Tax Deeds. The motion carried unanimously.

CONSIDERATION OF CHANGES IN ACADEMIC TUITION AND FEES APPROVED:

Mr. Berg distributed a tuition and fee history per academic hour from fall 1981 through projected fall 2008. He explained that since fall registration begins in mid-April, the decision of whether to make increases has to be addressed at the March Board meeting.

It is recommended to make the following changes, effective fall 2008.

Effective Fall 2008

Increase Tuition	\$2.00 = \$34.00/credit hour
Increase Matriculation/General Fee	\$2.00 = \$15.00/credit hour
Increase Technology Fee	\$1.00 = \$ 8.00/credit hour
Increase Out of District Fee	\$1.00 = \$17.00/credit hour
Increase Out of State Tuition	\$4.00 = \$70.00/credit hour

A student taking 12 hours would pay an increase of \$60 per semester.

Amarillo College is currently 21st lowest of 50 Texas community colleges and with the projected increase, 26th. That information was estimated without the knowledge of what other community colleges in the State plan to do in regards to their tuition and fees. All the Texas community colleges are apprehensive as to what the state funding will be, but feel good about the reinstatement of the health insurance coverage. Each college needs to take responsibility and be prepared in case State funding changes in the next session. In the 1980s and 1990s the State economy was booming and the State funded community colleges 100%; currently it is 30%.

Mr. Berg explained the breakdown as to how AC makes their revenue: ad valorem taxes; tuition and fees; and state funding.

Dr. Woodburn moved, seconded by Mr. Nelson, to approve these academic tuition and fee changes. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 25, 2008**BUDGET AMENDMENTS APPROVED:**

A list of budget amendments for approval by the Board is attached at page 161.

Ms. Fortunato moved, seconded by Mr. Forrester, to approve these budget amendments. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of February 29, 2008, are attached at pages 162 through 173. Mr. Berg discussed the financial report.

Revenue

We are 50% through the year and have received 59% of revenue budgeted. Indirect cost is down some from this time last year due partially to Bell building aircraft for the military that they do not have as much time to schedule classes.

Expenditures

Forty-five percent of revenue has been expended. Utilities continue to increase as well as building maintenance.

Auxiliary Enterprises

The bookstores have made a profit of \$234,000. Rental property has made a profit of \$139,000. Family housing rent increased \$30/unit March 1. Employee scholarships continue to be utilized due to more employees or family members taking advantage of tuition-free classes.

Restricted Funds

Federal and state grants and contracts have increased; local grants and contracts have decreased; and resident instruction has increased due to the Gear-Up grant. KACV grants and contracts have increased partially due to the Texas Panhandle WWII Stories series.

Cash and Investments

There was \$36.6 million in February 2008; \$33.1 million in February 2007; \$31.0 million in February 2006.

A & I

Budgeted funds – Moore County landscaping (Phase IV) is complete.

Tax Schedule

\$14.4 million was budgeted to be collected; \$14.0 million in current and delinquent taxes has been collected to-date; we are still \$354,000 under budget.

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

PRESIDENT'S REPORT:

Dr. Jones said phase one has begun on construction plans; preliminary drawings and architect plans will be brought and discussed at the April Board meeting. He distributed a drawing for the

Minutes of the Amarillo College Board of Regents Regular Meeting of March 25, 2008**PRESIDENT'S REPORT Continued:**

new parking lot. We will gain approximately 125 new parking spaces and 40-45 new trees will be planted. Dr. Jones told about the four houses we are keeping at 24th and Van Buren and Harrison; they will be occupied by (2) Amarillo Opera, Adult Literacy, and a costume house for the AC theatre program.

We have been working with Wes Reeves, president of the Amarillo Historical Preservation Foundation, who will have historical plaques made and placed at entry ways for Ordway Hall, built in 1937; and Russell Hall, built in 1939.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:

The KACV Pledge Drive was March 1-12; several Board members volunteered to answer phones on March 11.

CLOSED SESSION:

At 7:18 p.m., Ms. Escajeda announced there would be a closed meeting to deliberate the purchase, exchange, lease or value of real property pursuant to Section 551.072, Texas Government Code.

At 7:30 p.m., Ms. Escajeda called the Amarillo College Board of Regents meeting back into open session. No action was taken.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

H. Bryan Poff, Secretary

