

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

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; Mrs. Ellen Green, Dean of College Communications and Marketing; Dr. Paul Matney, Acting President/Vice President and Dean of Instruction; and Ms. Danita McAnally, Dean, Assessment and Development

Ms. Kaci Allison, representing Student Government Association
Mr. Zach Ambold, Amarillo College Student
Dr. Claudie Biggers, representing Faculty Senate
Ms. Gala Carpenter, Executive Secretary, Industrial & Transportation Technologies
Mrs. Joy Connors, President, Administrator's Association
Mr. Rusty Cornelius, Emergency Manager
Mr. Bruce Cotgreave, Director, Physical Plant
Ms. Lanni Hall, CPA, Connor, McMillon, Mitchell, Shennum, PLLC
Dr. Kim Hays, Department Chair, Manufacturing Technology
Mrs. Linda Hendrick, Dir. of Telecommunications, Information Technology Systems
Mrs. Lana Jackson, President, Faculty Senate
Mr. Mike Jager, representing Classified Employees Council
Mr. Terry Kleffman, Director of Program Services, Information Technology Systems
Mr. Robert Mathews, Dir. Of Operations, TXDot Training/Truck Driving Academy
Mr. Jerry McMillon, Partner, Connor, McMillon, Mitchell, Shennum, PLLC
Mrs. Lori Merriman, Executive Secretary, President's Office
Mr. Jerry Moore, Superintendent of Roads and Grounds, Physical Plant
Mrs. Sheryl Mueller, Division Chair, Nursing
Mr. Brad Newman, representing *Amarillo Globe News*
Mr. Mark Robertson-Baker, representing KVII-TV, Channel 7
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. Jack Stanley, Division Chair, Sciences and Engineering
Mrs. Kay Taylor, Instructor, ACcess Learning
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mr. Greg Welch, Amarillo Citizen
Mr. Richard Whitaker, Instructor, Aviation Maintenance
Mr. Joe 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. Dr. Norman gave the invocation.

Minutes of the Amarillo College Board of Regents Regular Meeting of November 25, 2008**MINUTES APPROVED:**

Mr. Hicks moved, seconded by Ms. Escajeda, to approve minutes of the regular meeting of October 28, 2008. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Kaci Allison, vice president of SGA, told the Board of the Christmas parties of which they were hosting for faculty and staff; December 2 will be on West Campus, December 3 on Washington Street Campus, and December 4 on East Campus. A group of students will be traveling to Austin in February for Community College Days. The Distinguished Lecture Series featuring John Walsh was rescheduled for March 5.

NOMINATION FOR AC DISTINGUISHED ALUMNUS AWARD REPORT:

Greg Welch, Distinguished Alumni Award Committee member, distributed 2009 Distinguished Alumni Award nomination forms. This award was established in 1993 by the SGA and the ACEx-Student Association for the purpose of honoring an outstanding alumnus who has made significant contributions to career and community. The committee is made up of ACEx-Student Association, SGA, faculty, administrators, and past alumni. Nominations are due January 30, 2009. The nominees should be former AC students. Nominations should include the nominee's strengths in areas of academic, extracurricular, leadership, honors and continuing support of AC; degrees and training earned, length of professional service, achievements or advancement, professional recognition, and current employer information; community service accomplishments, leadership, and recognition. Recommendation letters are optional.

INDEPENDENT AUDIT REPORT FOR 2007-2008 APPROVED:

Lani Hall and Jerry McMillon from Connor, McMillon, Mitchell & Shennum, PLLC presented the regular audit report for the fiscal year ending August 31, 2008. Copies of the audit were provided to the Board of Regents. Mr. McMillon reported that it was their responsibility to plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. He further added that in their opinion, the 2008 financial statements, in material respects, the financial position of the College as of August 31, 2008, and its changes in financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Mr. McMillon discussed the 2008 total assets which totaled \$149.3 million; and the total liabilities of \$47.7 million which include bond issue and debt. Schedule A is a schedule of operating revenues (tuition, fees, and scholarship allowances and discounts) received in 2008; total of tuition and fees revenue was \$10.9 million. No deficiencies in internal control over financial reporting were identified to be material weaknesses. Following were three findings: 2008-01: Carl Perkins Vocational Education Basic Grant – Expenditures charged to the grant should be within the period of availability established; the 2007-2008 grant was charged for an expenditure related to the 2006-2007 fiscal year; corrective action: with the establishment of a Grants Compliance Officer, expenditures will be reviewed for inclusion in the proper period of accountability. 2008-02: Carl Perkins Vocational Education Basic Grant – In order for a student to be eligible to receive aid, the student must be majoring in a career and technical education program; a student received aid but was not majoring in a career or technical education program; corrective action - grant personnel will verify eligibility prior to aid being disbursed. 2008-03: Migrant

INDEPENDENT AUDIT REPORT FOR 2007-2008 APPROVED Continued:

Education High School Equivalency Program Grant – Eligibility determinations need to be properly documented by the College; no documentation was available proving that applicants had been approved by the College to receive HEP funds; corrective action – Grant Director will verify and provide written documentation as to students' eligibility to receive HEP funds prior to disbursement of funds.

Mr. Hicks moved, seconded by Mr. Nicholson, to approve the Independent Audit Report for 2007-2008. The motion carried unanimously.

Mr. Rusty Cornelius, Emergency Manager, was introduced to the Board.

EDUCATION REPORT – EAST CAMPUS UPDATE:

The following East Campus faculty members were given an opportunity to discuss their programs:

**Dr. Kim Hays, Manufacturing Technology, Department Chair
Non-Destructive Testing and Evaluation**

An Associate in Applied Science degree and Certificate of Completions are offered; recently \$1.0 million was spent from a grant for equipment; the AAS program prepares the student for entry level through advanced levels of employment in a broad range of NDT testing methods; graduates' starting salaries are approximately \$90,000 a year.

**Richard Whitaker, Aviation Maintenance Technology, Instructor
Aerospace Manufacturing**

AC partners with Bell Helicopter; 222 graduates at Bell

An AAS degree is being proposed to the Texas Higher Education Coordinating Board; a certificate program offered was limited to 8 hours; now 18 hours of general education courses was added to the curriculum.

Bob Mathews, Director of Professional Truck Driving Academy

AC is the largest training facility to work with TXDot; AC supplies drivers for TXDot; TXDot equipment is used; beginning salary is \$35,000 – 40,000/year; \$50,000 – 60,000/second year; students complete 700 – 800 miles of driving; they have a 100% hiring rate; 88 classes were offered last year; women make up 15% of student truck drivers; truck drivers soon will be required to be trained from an accredited school before they are eligible to get their commercial driver's license; AC has five full-time and eight part-time instructors; and six TXDot instructors from around Texas.

Kay Taylor, ACcess Learning Center, Instructor

Developmental Classes in the East Campus Learning Center

She works closely with Ed Nolte, Industrial Technology Systems, Division Chair; four students passed the program in fall 2008 semester; they completed the equivalent of two college courses; they are trying to get students through levels quicker to enable them to begin taking college courses for credit; they are trying to get students taking developmental classes through their curriculum in eight weeks instead of sixteen.

PROPOSAL TO OFFER AAS DEGREE IN AEROSPACE MANUFACTURING APPROVED:

A handout displaying the proposed Aerospace Manufacturing Associate in Applied Science curriculum was distributed. In 2007, Amarillo College received a Wagner-Peyser grant to provide hands-on training and academic degrees to three categories of employees: incumbent employees from Bell Helicopter desiring to upgrade their skills, potential new hires interested in aerospace employment, and eligible youth who will enter the workforce for the first time.

Grant funds support the development of curriculum for an aerospace manufacturing program (AAS degree) and aerospace engineering program (AS degree) at Amarillo College. Several courses in aerospace engineering have already been added to the AC engineering transfer curriculum (AS degree).

It is now time for AC to develop the AAS degree in aerospace manufacturing as stipulated in the Wagner-Peyser grant. Ed Nolte is serving as lead curriculum developer and is developing the new program proposal.

It was requested for the Board to approve submission of the Aerospace Manufacturing AAS degree curriculum to the Texas Higher Education Coordinating Board.

Mr. Nicholson moved, seconded by Dr. Woodburn, to approve submission of the Aerospace Manufacturing AAS degree curriculum to the Texas Higher Education Coordinating Board. The motion carried unanimously.

STRATEGIC PLAN UPDATE:

Ms. McAnally distributed a Strategic Plan update through November 2008. She discussed Goal 3: Emphasize an intuitional climate that encourages student success. Strategy 3.1 Identify and promote student goal attainment. No report to date. Strategy 3.2 Increase the retention of first-time college students. The AC "First-Year Experience" team has implemented the Common Reader program as a tool designed to connect students with the college. AC fosters good study and personal life habits and helps students make wise career decisions and understand the past required to reach their goals. Strategy 3.3 Use assessment to drive improvement. More than half of the instructional programs have plans of action based on data which are designed to improve student learning for the upcoming year. Two-thirds of all non-instructional departments and offices have plans of action designed to improve student and administrative services.

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

- **REQUEST FOR PROPOSAL NO. 1202 – DEMOLITION AND REMOVAL OF STRUCTURES LOCATED AT 1911 F AVENUE AND 1900 F AVENUE, AMARILLO COLLEGE, EAST CAMPUS**

RFP No. 1202, for the demolition and removal of the structures located on the East Campus, which includes Building 6300 and Student Apartments North, East, and West, was advertised in the newspaper. Project Documents were obtained by ten (10) contractors. Four (4) Contractors submitted proposals. Tabulation of proposals received is attached at page 70.

BIDS AND PROPOSALS APPROVED Continued:

It was recommended to award Proposal No. 1202 to Grant Construction, the low proposer to the specifications, for the amount of \$154,708.00.

Funds for the project are available in the 2008-2009 A & I Budget.

- **REQUEST FOR PROPOSAL NO. 1204 – USED DUMP TRUCK**

RFP No. 1204, for a Used Dump Truck to be used primarily at the East Campus, but may be used at all Amarillo Campuses was advertised in the newspaper. Proposal Packages were received by five (5) vendors. A tabulation of three proposals received is attached at page 71.

It was recommended to award Proposal No. 1204 to Roberts Truck Company in the amount of \$30,950.00, determined to be the best value to Amarillo College.

Funds are available in the 2008-2009 Budget.

- **CLASSROOM TECHNOLOGY**

With technology playing an increasingly larger role in teaching, the College has made a commitment to providing appropriate technologies in the classroom (See Tactical Technology Plan Section 3.3). The interface between educational technology and instruction is integral and symbiotic. The demand for Smart Classrooms grows every year.

The Technology Replacement Task Force is charged with assessing the age and condition of current Smart Classrooms and planning for future growth. The Task Force has identified 19 current Smart Classrooms as needing equipment refreshed, and five additional Smart Classrooms.

It was recommended to purchase Audio-Visual equipment from LAV Amarillo for \$77,700.00 on the LAV Amarillo Contract previously approved by the Board.

Funds are available in the 2008-2009 Technology Replacement Budget.

- **NETWORK SWITCHES**

Network switches are needed to replace current switches that have reached end of life and need to be replaced (See Tactical Technology Plan Section 2.1.3 and 3.2). The new switches will support increased security and faster connectivity.

It was recommended to purchase approximately \$100,000.00 of network switches from AT&T from the State of Texas Department of Information Resources contract.

Funds are available in the 2008-2009 Technology Replacement Budget.

BIDS AND PROPOSALS APPROVED Continued:**• REPORTING STRATEGY SOLUTION**

Section 4, Plan and Objectives, of the Amarillo College Tactical Technology Plan identifies in item 4.4 the need to address the data access and reporting needs of the management team.

A Reporting Strategy Task Force was charged with the reviewing and recommendation of reporting options for Amarillo College.

The Reporting Strategy Task Force recommended a reporting strategy for Amarillo College from Datatel; that includes Data Orchestrator Operational Data Store (ODS) and Business Objects a partner company with Datatel, our software provider which handles all of Amarillo College business functions.

It was recommended to purchase Data Orchestrator and Business Objects from Datatel for approximately \$148,206.00.

Funds are available in the 2008-2009 Technology Replacement Budget.

B. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 72.

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

FINANCIAL REPORT ACCEPTED:

The financial statements as of October 31, 2008 are attached at pages 73 through 82.

Revenue

As of October 31, 2008, we have received a total of \$11.4 million in revenues.

Expenditures

There has been \$7.7 million expended or 16%.

Auxiliary Enterprises

Bookstores are down \$30,000; major sales are in January and August. Rental property is showing a profit of \$177,000.

Cash and Investments

\$31.1 million; \$21 million (bond) – October 2008; \$28.9 million – October 2007; \$26.5 million – October 2006.

Tax Schedule

\$17,059,598.00 was budgeted; \$396,848.00 has been collected.

FINANCIAL REPORT ACCEPTED Continued:**Bond Expenditures**

\$1.3 million has been spent out of an estimated \$34.2 million.

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

PROPOSAL FOR BOARD TO CONSIDER NAMING A WEST CAMPUS BUILDING APPROVED:

Dr. Woodburn addressed Chairman Fortunato and the Regents and made the following motion:

WHEREAS, Dr. Steven W. Jones became President of Amarillo College in October 2003; and

WHEREAS, Dr. Steven Jones provided outstanding leadership and vision which led Amarillo College to a successful bond issue in November of 2007; and,

WHEREAS, Dr. Steven Jones provided unfailing support of healthcare education, including his untiring efforts on behalf of AC's nursing and allied health programs;

THEREFORE, "I move that the Amarillo College Board of Regents approve naming the proposed new Nursing and Dental Health Center which will be constructed on the AC West Campus in honor of Dr. Steven W. Jones to honor his dedicated and outstanding service to Amarillo College." Ms. Escajeda seconded the motion. The motion carried unanimously.

The exact name of the building will be determined by a named committee and approved by the Board of Regents.

PRESIDENT'S REPORT:

Dr. Matney told the Board that the Wind Energy Degree proposal sent to the Texas Higher Education Coordinating Board was recently approved.

A director of E-Learning was just hired; he will be on campus by early February.

The First Year Experience (FYE) Team has initiated a way to recognize outstanding efforts by AC employees to foster student commitment. The first "Badger of Honor" awards were presented to Jack Stanley, division chair, Sciences and Engineering; Cherie Clifton, advisor for Allied Health; and Frank Sobey, English instructor.

The SACS Annual Meeting will be held in San Antonio on December 6-9; several from the College will be in attendance.

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

Mr. Williams reported that KACV will host a pledge drive in December; they will air a program on all local stations regarding the digital conversion scheduled to take place February 17, 2009.

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

Ms. Escajeda told of the Pirates of the Canyon an AC Foundation fundraiser; it was successful, but a lot of work for such modest community participation; they will possibly seek other fundraising avenues in the future.

Mr. Nicholson thanked all involved in making the New Board Orientation both informative and interesting.

Mr. Forrester spoke of the PRO program which was addressed at Palo Duro High School.

CLOSED SESSION:

At 8:05 p.m., Ms. Fortunato announced there would be a closed meeting to afford an opportunity for the Board to consider issues concerning the present and future status of the Office of President pursuant to Section 551.074, Texas Government Code.

At 8:50 p.m., Ms. Fortunato 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.

John D. Hicks, Secretary

