

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
January 22, 2008**

REGENTS PRESENT: 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; Mr. Prenis O. Williams; and Dr. David C. Woodburn

REGENT ABSENT: Ms. Lilia B. Escajeda, Chair

OTHERS PRESENT: Dr. Steven Jones, President; Mr. Terry Berg, Dean of Finance & Administrative Services; Mrs. Ellen Green, Dean of College Communications and Marketing; Dr. Brad Johnson, Vice President and Dean of Development; and Dr. Paul Matney, Vice President and Dean of Instruction

Ms. Elizabeth Bauman, President, Student Government Association
Mr. Terry Bazylewicz, representing EduServe
Mr. Jon Bellah, Research Associate, Institutional Research
Dr. Claudie Biggers, Chair, Rank and Tenure Committee
Ms. Nancy Brent, representing Faculty Senate
Mr. Gerald Bybee, representing Underwood Law Firm
Mrs. Norma Campbell, Marketing Coordinator, College Relations
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Brian Frank, KACV-FM Program Director
Mrs. Ann Hamblin, representing Faculty Senate
Mrs. Linda Hendrick, Director, Telecommunications
Ms. Sherry Hendrix, representing EduServe
Mrs. Priscilla Hunt, Instructor, ACcess Learning Center
Mr. Jerry Johnson, representing Underwood Law Firm & former Regent
Ms. Danita McAnally, Associate Dean, Assessment and Development
Mr. Delton Moore, Director, Institutional Research
Mrs. Sheryl Mueller, Division Chair, Nursing
Mrs. Donna Pergrem, representing Classified Employees Council
Mr. Lee Proctor, Director of Engineering, KACV-TV/FM
Mr. Alan Rhodes, representing Underwood Law Firm
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
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mr. David Ziegler, Assistant Director, Physical Plant

The meeting was called to order by Mr. Forrester, Vice Chairman. He welcomed all present and asked if there were any public comments. Mr. Alan Rhodes, Underwood Law Firm, asked to be recognized later in the meeting. Mr. Hicks gave the invocation.

MINUTES APPROVED:

Mr. Nelson moved, seconded by Mr. Poff, that minutes of the regular meeting of November 27, 2007, be approved. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Elizabeth Bauman, president of SGA, reported that swearing in of new members would take place on January 23; there are 25-30 members. They will offer a Comedy Club act in February. SGA is currently working on a resolution to look at class schedules to allow a lunch break.

EDUCATION REPORT – AC COMPARISON BENCHMARK:

Ms. McAnally introduced Delton Moore and Jon Bellah. She presented a PowerPoint. Ms. McAnally discussed two topics, fiscal operations and accountability. From 2005 (103) to 2007 (175) there have been more community colleges participating in the Comparison Benchmark. From 2005 to 2007 unrestricted operating funds at AC increased from \$18 million to \$23.5 million. Available from the Texas Higher Education Coordinating Board is information regarding Amarillo College's accountability which includes enrollment, persistence, and success. AC's enrollment trend over the past five years; overall headcount has increased from 10,197 in fall 2003 to 10,387 in fall 2007. Our largest overall headcount occurred in fall 2004 with 10,701. Total funded contact hours by funding year was 4,687,704 in 2003 and 4,628,692 in 2007. The percentage of students returning in spring after attending in fall was 73% in fall 2003 to 72.35% in fall 2005; we are doing better than the national median. In a national comparison of full-time, first-time students who completed their degree or certificate within three years was AC 13.25% in 2007 compared to the national percentage of 19.43%; part-time students at AC fared better than the national group (9.12% to 5.77%). Some success predictors for students graduating or transferring include entering AC with reading skills or developing reading skills through remediation, enrolling in one or more on-line classes, having a father who holds a bachelor's degree, and enrolling and completing more credit hours during the first fall.

Ms. McAnally said we are going through the Southern Association of Colleges and Schools substantive change process in distance education and e-Learning; we have to begin now on the report, as the visit could be in fall 2008.

STRATEGIC PLAN UPDATE:

Dr. Johnson discussed the first update since reviewing the Strategic Plan last summer and distributed a handout of the most recent status report which is attached at pages 92 through 98. Dr. Johnson introduced Sherry Hendrix and Terry Bazylewicz from EduServe who have been helping us in the e-Learning Center. Ms. Hendrix plans to stay on to assist us in the transition.

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

- REQUEST FOR PROPOSAL NO. 1166 – PURCHASE OF A WIND TUNNEL FOR AEROSPACE ENGINEERING DEPARTMENT

RFP No. 1166, for the purchase of a Wind Tunnel, was advertised in the newspaper. Proposal packages were sent to three vendors. Two vendors returned proposals to specifications. Attached at page 99 is the bid tabulation. The Wind Tunnel will be used to aid instructors in teaching Aerospace Engineering related classes. The unit will have

BIDS AND PROPOSALS Continued:

full visibility of drag-force, lift-force, and angle of attach on a model plane. Other types of experiments will be designed and built by students.

It was recommended to award Proposal No. 1166 to Hampden Engineering Corporation, low bidder to the specifications, for the amount of \$65,000.00. Funds are available from the Wagner-Peyser Education in Flight Grant.

- **REQUEST FOR PROPOSAL NO. 1167 – PURCHASE OF A 3D PRINTER FOR INSTRUMENT AND CONTROL TECHNOLOGY DEPARTMENT**

RFP No. 1167, for the purchase of a 3D Printer, was advertised in the newspaper. Proposal packages were sent to three vendors. Teaching Systems, Inc. was the only vendor to provide a proposal to specifications. The 3D printer will be used to aid instructors in teaching computer integrated manufacturing (CIM) and other related classes. The student will gain a practical understanding of design revision, concept to production cycles, and solid modeling by using advanced technology. The printer will produce a functional prototype from ABS plastic.

It was recommended to award Proposal No. 1167 to Teaching Systems, Inc., the only vendor to provide a proposal to specifications, for the amount of \$29,400.00. Funds are available in the 2007-2008 Carl Perkins budget.

- **REQUESTED COMPUTER PURCHASES FOR THE GEAR UP GRANT**

A significant part of the GEAR UP grant is use of computers for student tracking and tutoring for three school districts; Amarillo I.S.D., Hereford I.S.D., and Dumas I.S.D. In order to accomplish this, we are requesting approval to make the following estimated purchases:

10 Student Dell Laptop computers	\$15,855.00
5 Faculty Dell Laptop computers	\$15,061.00
1 Desktop Dell computer	<u>\$ 1,354.46</u>
Estimated Grand Total	<u>\$32,270.46</u>

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a discretionary grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. GEAR UP provides six-year grants to states and partnership to provide services at high-poverty middle and high schools. GEAR UP granters serve an entire cohort through high school. GEAR UP funds are also used to provide college scholarships to low-income students.

It was recommended to purchase this from Dell Computers, and will be purchased on the State of Texas DIR Contract.

BIDS AND PROPOSALS Continued:

- **REQUESTED COMPUTER PURCHASES FOR THE WAGNER-PEYSER EDUCATION IN FLIGHT GRANT**

A significant part of the Wagner-Peyser grant is the establishment of computer labs for students and the purchase of computers for faculty. To accomplish this, we are requesting approval to make the following estimated purchases:

Aerospace Engineering Program (Dr. Kathy Wetzel – Chair-Mathematics):

20 Student Dell Laptop computers	\$31,710.00
2 Faculty Dell Laptop computers	\$ 3,339.00
1 Desktop Dell computer	<u>\$ 1,354.46</u>
	<u>\$36,403.46</u>

Aerospace Manufacturing Program (Ed Nolte – Chair-ITT Division):

20 Student Dell Laptop computers	<u>\$31,710.00</u>
----------------------------------	--------------------

Estimated Grand Total	<u>\$68,113.46</u>
-----------------------	--------------------

Education in Flight will provide hands-on training and academic degrees (A.A.S. and B.A.A.S.) 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.

It was recommended to purchase from Dell Computers, and will be purchased on the State of Texas DIR Contract.

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

EMERGENCY EXPENDITURES FOR REPAIRS TO FM-90 TRANSMISSION LINE APPROVED:

On December 13, 2007 KACV-FM went off the air. As KACV engineering staff began to evaluate the situation, it was suspected that the problem was a very serious issue with the station's transmission facilities. A tower crew and engineer have determined that 1,100 feet of the inner transmission line has failed and must be replaced. The failure is due to the age of the line (about 20 years).

The total cost to evaluate, replace, and complete all testing required is estimated to be \$65,000. The contract with Coast to Coast Tower Service, Inc., in the amount of \$49,650, is for material and labor for replacement of 1,100 feet of transmission line.

Due to the nature of this emergency situation, and the fact that the tower crew is already on location to perform other work at the tower site, the contract was executed to ensure timely scheduling of work to be performed. Administration recommends approval of this contract.

Minutes of the Amarillo College Board of Regents Regular Meeting of January 22, 2008**EMERGENCY EXPENDITURES FOR REPAIRS TO FM-90 TRANSMISSION LINE APPROVED
Continued:**

Dr. Woodburn moved, seconded by Ms. Fortunato, to approve the emergency expenditures for repairs to FM-90 transmission line. The motion carried unanimously.

TENURE RECOMMENDATIONS APPROVED:

Dr. Matney introduced Dr. Claudie Biggers, Chairman, Rank and Tenure Committee, who explained the rank and tenure criteria and process.

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, 2008.

<u>NAME</u>	<u>RANK</u>	<u>DEPARTMENT</u>
Mrs. LaVon Barrett	Assistant Professor/Coordinator	Vocational Nursing
Mrs. Jan Cannon	Assistant Professor	Nursing
Dr. Nichol Dolby	Associate Professor	Biology
Ms. Kaki Hoover	Assistant Professor	Lynn Library
Mr. Trent Oneal	Instructor	Fitness & Life Services

Mr. Williams moved, seconded by Dr. Woodburn, to approve tenure for the recommended faculty. The motion carried unanimously.

SELECTION OF BOND COUNSEL:

The Request for Qualifications for Bond Counsel was advertised in the *Amarillo Globe News* and sent to seven law firms. Four firms responded. A short list was determined and references were checked. The most qualified firm account to the RFQ was contacted and asked for a services fee quote.

An ad hoc committee of the Board was named to include Mr. Forrester, Ms. Fortunato, Mr. Williams and Dr. Woodburn. They met three times and brought a recommendation to the Board based on the firm's experience and their service fees. They recommended awarding the bond counsel contract to the McCall Parkhurst firm at a fee of \$7,500 for the first \$1,000,000.00 and \$0.75/\$1,000 for the remainder of each issue. McCall Parkhurst served as bond counsel for the 1994 bond.

Mr. Rhodes, Underwood Law Firm, asked to address the Board. Underwood submitted their bid for the bond counsel contract and understood their firm to be the best fit since they were local and had an on-going relationship with Amarillo College.

After lengthy discussion, the Board expressed a preference to use a local firm.

SELECTION OF BOND COUNSEL Continued:

Dr. Woodburn made a motion to authorize Mr. Berg, Dean of Finance & Administrative Services, to negotiate with the Underwood Law Firm regarding their fees, not to exceed the McCall Parkhurst fees, and then to name Underwood as AC's bond counsel. Mr. Hicks seconded. The motion carried unanimously.

BUDGET AMENDMENTS APPROVED:

A list of budget amendments for approval by the Board is attached at page 100.

Mr. Nelson moved, seconded by Mr. Poff, to approve these budget amendments. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of December 31, 2007, are attached at pages 101 through 112. Mr. Berg discussed the financial report.

Revenue

Everything appears favorable. Other Income which comes from branch campus maintenance taxes will be applied in January. The TPEG adjustment will be made in January.

Expenditures

Twenty-nine percent of revenue has been expended.

Auxiliary Enterprises

Roofing projects were done on family housing. Rent will be going up \$30/unit March 1.

Restricted Funds

Federal grants and contracts have increased \$418,343; local grants and contracts have decreased \$311,240.

Cash and Investments

There was \$30.3 million in December 2007; \$26.1 million in December 2006; \$25.4 million in December 2005.

A & I

Budgeted funds – Moore County building renovations (Phase IV) has budgeted \$62,000.

Designated reserves - \$1.5 million has been designated for general A & I; \$101,000 spent to-date

Allocated funds – Paving Crow and Nail parking lots cost \$19,563.

Tax Schedule

\$14.4 million was budgeted to be collected; \$4.3 million in current and delinquent taxes has been collected to-date; we are still \$10.1 million under budget.

Reserve Analysis

In facility reserves there is \$2.9 million remaining for facility purchases required but not budgeted.

FINANCIAL REPORT ACCEPTED Continued:

Mr. Nelson moved, seconded by Mr. Poff, to accept the financial report. The motion carried unanimously.

PRESIDENT'S REPORT:

Dr. Jones thanked the Bond Counsel Ad Hoc Committee for their diligent work.

Dr. Jones asked Regents, all of whom have completed a Code of Ethics form to please review that form prior to the next meeting.

Bruce Cotgreave was given the floor. He reported on the architects, Shiver-Megert. In the last two weeks they have met with dental hygiene, nursing, biology, and chemistry faculty about the Health Science Center on the West Campus and the Wet Lab on Washington Street Campus. Some have been asked to reduce the requested square footage; everyone is being very cooperative. An ad will be placed in the *Amarillo Globe News* to sell some houses needed to be moved for the parking lot.

Mr. Berg told the Board that money will be spent to start projects up to the point that bond proceeds will reimburse the cash.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:

Dr. Woodburn told of the Art Force of Amarillo's 17th series of gourmet cooking classes. The tuition helps provide scholarships for fine arts students at Amarillo College.

Mrs. Oeschger spoke of the Amarillo Museum of Art's gala and the art exhibit given to the museum.

Ms. Fortunato said KACV FM-90 is back on air after their brief absence. FM-90's 20th anniversary is coming up in March. The Pledge Drive is March 1-12; Board members will be asked to work a shift to answer phones.

CLOSED SESSION:

At 8:15 p.m., Mr. Forrester 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 8:41 p.m., Mr. Forrester 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

