

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
November 27, 2007**

**REGENTS PRESENT:** Ms. Lilia B. Escajeda, Chair; Mr. Carroll M. Forrester, Vice Chair; Ms. Michele Fortunato; Mr. John D. Hicks; Mr. Frank O. Nelson; Mrs. Sharon Oeschger; and Mr. Prenis O. Williams

**REGENTS ABSENT:** Mr. H. Bryan Poff, Secretary and Dr. David C. Woodburn

**OTHERS PRESENT:** Dr. Steven Jones, President; Mr. Terry Berg, Dean of Finance & Administrative Services; Mr. Victor Fite, Dean of Informational Systems & Technology; 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

Mr. Bruce Cotgreave, Director, Physical Plant  
Mr. Daniel Esquivel, Executive Director, Hereford Campus  
Mrs. Linda Hendrick, Director, Telecommunications  
Hereford Advisory Committee  
Mr. Mike Jager, representing Classified Employees Council  
Mr. Bob Josserand, Mayor of Hereford  
Mr. Jerry McMillon, representing Clifton Gunderson LLP  
Mrs. Lori Merriman, Executive Secretary, President's Office  
Mrs. Lacy Mueggenborg, Assistant Director, Hereford Campus  
Mr. Jerry Roberts, Hereford County Commissioner  
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. and Mrs. Pat Smith, Hereford County Commissioner and wife, Deborah  
Mr. Lynn Thornton, Director of Administrative Services/Human Resources  
Mr. Henry Wyckoff, Chair/Instructor, Automotive Technology  
Mrs. Renee Vincent, Executive Director, Moore County Campus  
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. Mr. Josserand, Hereford's Mayor, thanked the Board for meeting at the Hereford Campus and expressed gratitude for the branch campus.

**MINUTES APPROVED:**

Ms. Fortunato moved, seconded by Mrs. Oeschger, that minutes of the regular meeting of October 23, 2007, be approved. Mr. Nelson moved, seconded by Mr. Forrester that the minutes be corrected exhibiting a motion to the Closed Session and then approval of the minutes of the special meeting of November 14, 2007. The motion carried unanimously.

**EDUCATION REPORT – HEREFORD CAMPUS UPDATE:**

Mr. Esquivel gave a PowerPoint presentation. He welcomed all to the Hereford Campus and introduced guests and members of the Hereford Advisory Committee. Mr. Esquivel reported on

**EDUCATION REPORT – HEREFORD CAMPUS UPDATE Continued:**

their facilities and the need to expand. They are using part of the old Shirley Elementary School building; there are 7 regular classrooms with a 24 student capacity; one computer classroom with 20 computers; an open access computer lab with 27 computers. Extra classrooms are used at the High School, HISD Administration Building, community center and local churches. Projected income for 2008 is \$794,212 which includes the projected branch tax collected at \$331,000. The enrollment trend shows a steady increase of students; the academic unduplicated headcount was 175 in fall 2005 and 230 in fall 2007; continuing education headcount increased from 26 in fall 2005 to 85 in fall 2007. Due to an increasing number of students and limited space, workforce projects were put on hold. In spring 2008 some new workforce projects will include working with Tejas Industries, Caviness Meat Packing, Dairies, and Cattle Feeders. Maury Roman, Community Link, plans to visit the Hereford community to address ESL concerns. Results from the Business 2 Business Forum included recruiting, training/safety, retention, and education needs in the Hereford community. Mr. Esquivel said one of their immediate challenges is to look into utilizing the rest of the elementary school building and expanding; the Texas Migrant Council is using the space to-date. They are also looking into effective and efficient ways to deliver classes via ITV; they have linked up with Moore County Campus to offer two ITV courses.

**INDEPENDENT AUDIT REPORT FOR 2006-2007 APPROVED:**

Mr. Jerry McMillon from Clifton-Gunderson, LLP, presented the regular audit report for the fiscal year ending August 31, 2007. Drafts of the audit were provided to the Board of Regents.

Mr. McMillon discussed the audit report. He stated that in accordance with *Government Auditing Standards*, that the year ending August 31, 2007, was conducted in accordance with auditing standards generally accepted. The College changed its policy regarding the depreciation associated with its library books in 2006. Also, changed was that the audit firm is required to receive approval of the audit from the Board before the final audit is printed. The Management's Discussion and Analysis section was discussed. The auditing firm did not encounter any difficulties in dealing with management related to performance of the audit. Current assets increased from the 2006 audit; liabilities decreased. Operating revenues decreased due to student grants funding. Cash flow was consistent with the 2006 report. Mr. McMillon reviewed the Schedule of Operating Revenues. The auditing firm found no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. Under Section III – Federal and State Award Findings and Questioned Costs, they cited the findings. Finding 2007-01 – the monthly grant report due April 2007 was submitted in July 2007 for the Skills Development Bell Helicopter Aviation Grant from Texas Workforce Commission; recommendation was made to ensure that all monthly grant reports are submitted in a timely fashion. The corrective plan: The College has implemented internal controls to avoid any additional late report submissions. Finding 2006-01 – The September 2005 reimburse request and TIF reports were submitted in December 2005 rather than in October 2005 as required. The recommendation was made to ensure that all monthly grant reports are submitted in a timely fashion. Finding 2006-02 – the Migrant Education High School Equivalency Program (HEP) is available for migrant or seasonal workers and their families. It was determined that personnel did not obtain verification of applicant that they were indeed eligible to benefit from the program. Recommendation was to attempt to verify each applicant's eligibility prior to accepting applicants into the program and disbursing funds on their behalf. The corrective

Minutes of the Amarillo College Board of Regents Regular Meeting of November 27, 2007**INDEPENDENT AUDIT REPORT FOR 2006-2007 APPROVED Continued:**

plan: the College will contact employers of applicants or relatives to ensure the applicant does qualify for the grant prior to enrollment. Next year the auditing firm will have to deal with Risk Management Standards. They will have to document more and more time will be involved.

Mr. Nelson moved, seconded by Mr. Hicks, that the audit report for fiscal year ending August 31, 2007 be approved. The motion carried unanimously.

**REQUEST FOR USE OF EARNINGS FROM THE HARRINGTON LIBRARY CONSORTIUM ENDOWMENT FOR PURCHASES TO BENEFIT THE CONSORTIUM APPROVED:**

Attached at page 64 is a letter from Donna Littlejohn, Chair, Harrington Library Consortium Council, which gives details regarding this request of \$60,000.00 from HLC Endowment earnings.

Ms. Fortunato moved, seconded by Mr. Nelson, that the request of \$60,000.00 by HLC Council be paid out of endowment earnings be approved. The motion carried unanimously.

**ORDER OF ANNEXATION APPROVED:**

Attached at page 65 is an Order for Annexation of Territory to Amarillo Junior College District. The City of Amarillo has annexed 1 tract of land lying adjacent to and adjoining the City of Amarillo, Texas. Maps and exhibits showing the area are attached at pages 66 through 68. It was recommended that this territory be annexed to the Amarillo Junior College District.

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

**CONSENT AGENDA APPROVED:****A. APPOINTMENTS:****Faculty****Olivarez, Andrea Nicole – Instructor, English**

Effective Dates: January 14, 2008 through May 09, 2008

Salary: \$20,142.00 per year for 4.5 months full-time temporary

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

Experience: 4 years related work

Note: Emergency hire due to enrollment demands.

Bio: Andrea Nicole Olivarez has served Amarillo College as a part-time and full-time temporary English instructor since 2004. Ms. Olivarez has a Bachelors degree in General Studies and Master of Arts degree in English from West Texas A & M University; she is currently working on a Masters of Arts in History. Ms. Olivarez has worked as a part-time instructor and full-time as Assistant Director of the University Writing Center at West Texas A & M University.

**B. BIDS AND PROPOSALS:**

- **REQUEST FOR QUALIFICATIONS NO. 1139 – MARKETING AND IMAGE RESEARCH/ COLLEGE RELATIONS**

RFQ No. 1139, for the development of a plan to target specific prospects including adults and first generation students, was advertised in the newspaper and sent to five companies. Three proposals were returned that met specifications.

All three companies were evaluated by a committee. One finalist was selected for negotiation and checking of references. The firm, Creative Consumer Research, is being recommended to the Board for the maximum cost of services of \$50,000.00, plus travel expenses not to exceed \$5,000.00, for a total cost of \$55,000.00.

Creative Consumer Research will provide marketing research to gauge community image of the college. Creative Consumer Research has offices in Houston, San Antonio, and Phoenix, and brings more than 30 years of expertise and experience in the marketing research business. The company has experience working with both private and public education entities. All references verified gave the company high praise for its research and results.

The time line for completion of research results is mid-May 2008, with results reported to the Board of Regents at the June 2008 meeting.

Funds for the procurement are available from the 2007-2008 budget.

- **REQUEST FOR PROPOSAL NO. 1141 – RESTROOM RENOVATION AT LYNN LIBRARY FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS**

RFP No. 1141, for Restroom Renovation at Lynn Library, located on the Washington Street Campus, was advertised in the newspaper. Twenty (20) sub-contractors received construction documents. Twelve (12) sub-contractors submitted proposals. A tabulation of the proposals received and recommendations for each area is attached at page 69.

It was recommended to award Proposal No. 1141 to low bidder to the specifications. Funds for the project (\$320,000.00) are available in the 2007-2008 A&I Budget.

This project will provide hot water again to Lynn Library, along with bringing all of the restrooms up to ADA regulations.

- **REQUEST FOR PROPOSAL NO. 1142 - EXTERIOR SECURITY LIGHTING**

RFP No. 1142, for Exterior Security Lighting at the Transportation Complex and Industrial Center, located on the East Campus, was advertised in the newspaper. Proposal packages were sent to five electrical contractors. A tabulation of three proposals received is attached at page 70.

**BIDS AND PROPOSALS Continued:**

It was recommended to award Proposal No. 1142 to American Electric, the low bidder to the specifications, for the amount of \$63,650.00. Funds are available in the 2007-2008 A&I Budget.

This project will provide a much needed improvement in security lighting at East Campus.

- **REQUEST FOR PROPOSAL NO. 1146 - HVAC UPGRADES AT THE INDUSTRIAL CENTER**

RFP No. 1146, for HVAC Upgrades at the Industrial Center, located on the East Campus, was advertised in the newspaper. Proposal packages were sent to five contractors. A tabulation of three proposals received is attached at page 71.

It was recommended to award Proposal No. 1146 to MMM Plumbing, Heating & Air Conditioning, Ltd., the low bidder to the specifications, for the amount of \$74,288.00. Funds for the project are available in the 2007-2008 A&I Budget.

This project is a starting point that will eventually result in the removal of an old boiler and delivery system that is currently providing the majority of heating for this building. This will provide air conditioning in the Non-Destructive Testing lab, and result in some energy efficiencies.

- **REQUEST FOR PROPOSAL NO. 1156 – NEW LIEBERT AIR CONDITIONING UNIT**

RFP No. 1156, for a New Liebert Air Conditioning Unit for the server room in the Student Service Center, located on the Washington Street Campus. Augmentation of the current cooling system is necessary to keep pace with the growing number of servers and to provide redundancy to the system. Project was advertised in the newspaper. Proposal packages were sent to four suppliers. Simpson Technical Sales Co., Inc. was the only supplier to provide a proposal to the specifications.

It was recommended to award Proposal No. 1156 to Simpson Technical Sales Co., Inc., for the amount of \$40,411.00. Funds are available in the 2007-2008 Budget.

- **REQUEST FOR PROPOSAL NO. 1160 - PURCHASE OF A CHASSIS DYNAMOMETER SYSTEM FOR AUTOMOTIVE AND DIESEL DEPARTMENT**

RFP No. 1160, for the purchase of a Chassis Dynamometer System, was advertised in the newspaper. Proposal Packages were received by two vendors. One proposal was returned and met specifications.

In the Automotive Department this equipment will benefit seven classes and will allow the department to add a new training program. This dynamometer will also allow Amarillo College to become a state certified testing station for IM 240 emission inspections.

**BIDS AND PROPOSALS Continued:**

It was recommended to award Proposal No. 1160 to Mustang Dynamometer, the only bidder to the specifications, for the amount of \$42,998.63. Funds for this procurement are available in the 2006-2007 Carl Perkins budget.

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

**BUDGET AMENDMENT APPROVED:**

A budget amendment for approval by the Board is attached at page 72.

Mrs. Oeschger moved, seconded by Mr. Nelson, to approve this budget amendment. The motion carried unanimously.

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of October 31, 2007, are attached at pages 73 through 84. Mr. Berg discussed the financial report.

**Revenue**

We are 16 percent through the fiscal year. Forty four percent of academic tuition and fees budgeted has been received.

**Expenditures**

Institutional support has spent 17% of their budget; fringe benefits – 20% has been expended; Physical Plant operations and maintenance has expended 17%.

**Auxiliary Enterprises**

Bookstores are running at a loss; rental property is up \$141,000.

**Restricted Funds**

Federal grants and contracts have increased \$316,539; local grants and contracts have decreased \$455,237.

**Cash and Investments**

There was \$28.9 million in October 2007; \$26.5 million in October 2006; \$24.9 million in October 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.

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

**Tax Schedule**

\$14.4 million was budgeted to be collected; \$538,010 in current and delinquent taxes has been collected to-date; we are still \$13.8 million under budget.

**FINANCIAL REPORT ACCEPTED Continued:****Reserve Analysis**

The current fiscal year activity is at \$1.5 million. In facility reserves there is \$3 million set up for facility purchases required but not budgeted.

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

Mr. Clint Formby, Hereford Campus Advisory Committee member, asked permission to address the Board and then reiterated Mayor Josserand's expression of gratitude for opening a campus in Hereford. He recommended consideration that KACV conduct more promotion of AC and other higher education entities. The administration was encouraged to check into advertising agencies and acquiring in-kind funds to seriously promote higher education via KACV. Ms. Green invited Mr. Formby to attend KACV's next advisory committee meeting. He was informed of the new KACV general manager, Linda Pitner, and told that she would welcome innovative ideas of promotion. Mr. Formby, again, praised Amarillo College for being such an asset to the Texas Panhandle.

**PRESIDENT'S REPORT:**

Dr. Jones said that work had begun on the Lynn Library.

Dr. Jones reported on a joint meeting with Moore County Campus and Hereford in which he and Dr. Matney both participated. He said there were great exchanges in discussion regarding special issues. One issue was about the lack of space for the Hereford Campus. Dr. Mick Stevens was contacted about AC's interest in using the other part of the building in which Hereford Campus occupies. No resolution was made.

Dr. Jones distributed a copy of an article from the 11/22/07 *Amarillo Globe-News*. The article concerned the vacated Albertson's grocery store building at 18<sup>th</sup> and Washington Street. Potential use of that building has been explored. Interested parties must submit bids by February 4. This item will be discussed at the next Board meeting.

Shiver-Megert, architects, have been on campus for the last two days to discuss the Nursing and Allied Health buildings. There will be several more meetings with them before specific plans are achieved.

Mr. Berg and Mr. Thornton have been studying the future of the student apartments on East Campus. A report should be given at the February Board meeting.

Dr. Jones acknowledged the audit results. He thanked all who worked with Clifton-Gunderson to make this another successful report.

**REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:**

Mr. Forrester expressed sadness regarding the recent deaths of two of Amarillo College's faculty members, Steve Dutton and Bob Sloger.

Tom Hodges, English professor, will retire in December after 40 years of service.

Ms. Escajeda expressed her gratitude on behalf of everyone who worked so diligently to assure the bond election's passage earlier in the month.

KACV's pledge drive will begin on December 3.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

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Lilia B. Escajeda, Chairman









































