

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
April 22, 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, Information Technology Chief Information Officer; 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

Mrs. Heather Atchley, Student Activities Coordinator
Ms. Elizabeth Bauman, Past President, Student Government Association
Ms. Nancy Brent, representing Faculty Senate
Mrs. Norma Campbell, Marketing Coordinator, College Relations
Mr. Richard Constancio, representing Shiver-Megert, Architectural Firm
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. David Green, Guest
Mrs. Linda Hendrick, Director, Telecommunications
Ms. Sherry Hendrix, representing EduServe
Mrs. Tonja Hester, representing Classified Employees Council
Mrs. Lola Hornstra, Director, Investment Management
Mr. Terry Kleffman, Director, Programming Services, ITS
Mr. Justin Lawlis, President, Student Government Association
Ms. Danita McAnally, Associate Dean, Assessment and Development
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Sheryl Mueller, Division Chair, Nursing
Mr. Brad Newman, representing *Amarillo Globe News*
Mr. Don Nicholson, Guest
Mr. Mark Robertson-Baker, 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. April Sessler, Director, Student Development
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mr. Gus Trujillo, representing Student Government Association
Mr. David Ziegler, Assistant Director, Physical Plant

EDUCATION REPORT – BOOKSTORE TOUR (GIVEN PRIOR TO MEETING):

A tour of the bookstore was conducted for the regents immediately following the buffet and prior to the meeting.

Dennis Leslie, Washington Street Bookstore Manager, gave an overview of the store. Leslie said the store was remodeled two years ago; it was repainted, received new carpet, and underwent a couple of layout changes which allowed for better traffic flow. A room was

Minutes of the Amarillo College Board of Regents Regular Meeting of April 22, 2008**EDUCATION REPORT – BOOKSTORE TOUR Continued:**

added for receiving books at the rear of the store. The receiving room also provides office space for the receiving clerk and the textbook buyer. In spring 2006, a new inventory control and point of sale (POS) system from Nebraska Book Company called WinPrism was purchased.

This system has been very efficient and trouble free offering many benefits to the AC bookstore. Benefits include quicker transaction processes; ability to accept multiple tender types for purchases; check and credit card purchases automatically pull in the total for the purchase; accounts receivable charges and third party charges are faster and easier to process; it is user friendly; FA-Link is a third party link from WinPrism to the Financial Aid Office's records on Datatel which allows students to charge their books and supplies directly against their financial aid balance with the swipe of their AC ID card; and it maintains an electronic sales journal. The WinPrism system is continuously updated. The AC online bookstore went live December 19, 2007. Through this site, students are able to view the textbooks required for their classes along with prices; the books can be purchased online and shipped directly to their homes.

The meeting was called to order by Ms. Escajeda, Chairman. She welcomed all present and asked if there were any public comments. Mr. Forrester gave the invocation.

MINUTES APPROVED:

Mr. Nelson moved, seconded by Mr. Hicks, that minutes of the regular meeting of March 25, 2008, be approved. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Elizabeth Bauman, past president of SGA, introduced Justin Lawlis who will serve as the new SGA president next year. Miss Bauman talked about the State Convention and told of the awards AC's chapter received. Some received included Chapter of the Year; first in written essay; third in scrapbook; first in song; won a sweepstake award and a video award. The winning video was shown which was titled "The Definition of a Hero." Mr. Lawlis told of the upcoming Badgerama which had a theme of "Redneck." This event is a recruiting tool for high school students and prospective AC students. Also, the student organizations banquet will be held May 3.

Ms. Escajeda presented Miss Bauman with a certificate from the All-USA Academic Team and a scholarship check. Miss Bauman was praised for her great leadership for the past two years.

BOND/CONSTRUCTION UPDATE:

Attached at page 180 is a resolution respectfully submitted for the Board's approval. The resolution designated the President, Dean of Finances and Administrative Services, and the Director of Physical Plant to act on behalf of the Board concerning certain items in regards to the 2007 bond projects. The Board will be apprised of all decisions made by any of these three.

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

Minutes of the Amarillo College Board of Regents Regular Meeting of April 22, 2008**BOND/CONSTRUCTION UPDATE Continued:**

The Board of Regents was updated on the current status of proposed construction projects and upcoming bond sale. Steven Adams, with First Southwest Company, will address the Board at the May 27 meeting to talk about the bond sale. He will also be here on June 24 to request the Board's approval of the bond sale.

Richard Constancio, architect with Shiver-Megert & Associates, was introduced and he gave a presentation of the construction plans. We will begin with the Wet Lab Building on the Washington Street Campus; it will be a three-story building with blue-tinted windows. The building will house primarily biology labs, anatomy and physiology labs, and physics and chemistry labs. The Wet Lab will be connected to the existing Warren Hall Building. Warren Hall will be renovated and will mostly be classrooms. This building will be presented to the Board in two phases; a structural phase and a final phase. Construction should begin fall 2008 with a proposed completion date of December 2009. Work on the new parking lot will begin this summer and work on the Nursing and Dental Health Center should begin January 2009.

Regents requested drawings of the new parking lot, floor plans of the Wet Lab & Warren Hall, before and after documentation of all construction, a simple timeline, and requested construction updates be placed on the AC website.

CONSENT AGENDA APPROVED:**A. APPOINTMENT:**AdministratorBarksdale, Lynda J. – Director, Advising

Effective Date: March 04, 2008

Salary: \$60,000.00 per year for 12 months full-time

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

B.S., Texas Tech University, Lubbock, Texas

A.A., Lubbock Christian University, Lubbock, Texas

Experience: 20 years related work

Note: Interim status to full-time status.

Bio: Lynda Barksdale has been serving Amarillo College in a part-time capacity since retiring in 1998. Prior to her retirement Ms. Barksdale worked in the Amarillo College Counseling/Advising area for 15 years and in the public school system for 17 years. Ms. Barksdale earned an Associates degree from Lubbock Christian; a Bachelor of Science degree from Texas Tech; and a Master of Education in Counseling from West Texas State University.

B. BIDS AND PROPOSALS:

- PURCHASE OF DELL POWEREDGE SERVERS FOR INFORMATION TECHNOLOGY SERVICES

Numerous servers on the AC network are reaching end of life and need to be replaced.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 22, 2008**BIDS AND PROPOSALS Continued:**

The administration recommends the purchase of twelve Dell Power Edge 1955 Blade Servers at \$2,500.00 each for a total purchase price of \$30,000.00. The new servers will allow IT staff to migrate off some of the old servers onto new servers. The ITS Division has standardized on Dell for networked application servers. It was recommended to purchase these from Dell Computers.

Funds are available from the ITS Network budget for 2007-2008. The computers will be purchased off of the State of Texas Department of Information Resources contract.

- SOLE SOURCE SURVEY TRACKER SOFTWARE PURCHASE FOR INSTRUCTIONAL DIVISION AND WORKFORCE DEVELOPMENT

The software purchase will replace existing programming and will be used for academic instruction and faculty evaluations, continuing education course evaluations, and other institutional surveys. The purchase includes network software with three concurrent users, Insight 4 Dual Side Read Scanners with second year support/exchange, Online Training, Application Jump Start (Generic CE Evaluation Design), and Auto Hosting for 60 days.

Amarillo College already uses Survey Tracker in Institutional Research. This adds capacity, consistency and capability to existing software utilized by the institution.

The administration recommended the purchase from Pearson Data Management, a sole source provider of all Oscan scanners and Plus version Survey/Tracker, in the amount of \$36,319.00.

Funds are available from Perkins Basic-Administrative grant, Perkins Leadership grant, Instructional Division and Workforce Development 2007-2008 budget.

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

ORDER OF APPOINTMENT FOR ELECTION JUDGES APPROVED:

Attached at page 181 is the Order of Appointment for Election Judges for the joint City of Amarillo/Amarillo College Regent election on May 10, 2008. We split election equipment, polls, and, supply costs with the City of Amarillo.

Dr. Woodburn moved, seconded by Ms. Fortunato, to approve the Order of Appointment for election judges. The motion carried unanimously.

BUDGET AMENDMENT APPROVED:

A budget amendment for approval by the Board is attached at page 182.

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

Minutes of the Amarillo College Board of Regents Regular Meeting of April 22, 2008**INVESTMENT REPORT APPROVED:**

The Board of Regents was presented the Quarterly Investment Report for the period of December 1, 2007 through February 29, 2008. A copy of the report was provided to the Regents. Mr. Berg stated that on February 29, 2008, we were in compliance with our investment policy and the Public Funds Investment Act. We are only buying securities from brokers that have reviewed our investment policy and signed a statement that they will comply with our investment policy. The overall portfolio yield is 3.9% which is competitive in this market. An investment report summary sheet for the quarter of December 1, 2007 through February 29, 2008 is attached at page 183.

Mr. Forrester moved, seconded by Ms. Fortunato, to approve the Quarterly Investment Report. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of March 31, 2008, are attached at pages 184 through 195. Mr. Berg discussed the financial report.

Revenue

We have received 65% 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

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

Auxiliary Enterprises

The bookstores have made a profit of \$211,983. Food Service continues going down for a \$44,000 loss; the contract will end at the end of this fiscal year; an RFP will go out next month. 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.

Cash and Investments

There was \$35.7 million in March 2008; \$32.1 million in March 2007; \$30.3 million in March 2006.

A & I

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

Designated Reserves - \$557,000 has been spent.

Tax Schedule

\$14.4 million was budgeted to be collected; \$14.2 million in current and delinquent taxes has been collected to-date; we are still \$137,000 under budget.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 22, 2008**FINANCIAL REPORT ACCEPTED Continued:**

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

PRESIDENT'S REPORT:

Dr. Jones reported on the Nursing the Numbers Community Based Training grant which we received in 2005. He reminded the Board that we needed to train more faculty; we accepted 20 students; 19 out of 20 students will graduate this year; and 17 have applied for the six faculty positions requested in the 2009 budget.

Dr. Jones explained that the President's Cabinet continues working to balance the budget.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:

Ms. Escajeda appointed Mrs. Oeschger to serve as chair, Mr. Hicks, and Dr. Woodburn to serve on the nominating committee and charged them to bring a slate of officers to the May Board meeting.

Mrs. Oeschger told of the All that Jazz Art Force Membership luncheon the next day and said that the AC Jazz ensemble, "Past to Present," would perform.

Ms. Escajeda lauded the recent Honors Convocation and said it was an outstanding program. Dr. Neal Nossaman, former regent, was named 2008 Distinguished Alumnus.

CLOSED SESSION:

At 7:55 p.m., Ms. Escajeda announced there would be a closed meeting to discuss the employment, evaluation, reassignment, and/or duties of an employee pursuant to Section 551.074 Texas Government Code.

At 8:12 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.

Lilia B. Escajeda, Chairman

