

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
February 26, 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:** 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; Dr. Paul Matney, Vice President and Dean of Instruction; and Mrs. Damaris Schlong, Dean of Workforce & Economic Development

**Ms. Elizabeth Bauman, President, Student Government Association  
Mr. Scott Beckett, President, Faculty Senate  
Dr. Claudie Biggers, representing Faculty Senate  
Mr. Robert Boyd, Division Chair, Language, Communication and Fine Arts  
Ms. Nancy Brent, representing Faculty Senate  
Mrs. Norma Campbell, Marketing Coordinator, College Relations  
Mr. Bruce Cotgreave, Director, Physical Plant  
Mrs. Connie deJesus, representing Classified Employees Council  
Mr. Tommy deJesus, AC Webmaster  
Mr. Daniel Esquivel, Executive Director, Hereford Campus  
Mr. Jeff Gibson, Director, Equipment Services, ITS  
Mrs. Linda Hendrick, Director, Telecommunications  
Ms. Sherry Hendrix, representing EduServe  
Ms. Kaki Hoover, Assistant Professor, Library  
Mrs. Sherri Hromas, Coordinator, Special Services, Library  
Mrs. Lana Jackson, representing Faculty Senate  
Mr. Terry Kleffman, Director, Programming Services, ITS  
Ms. Patsy Lemaster, Director, Professional & Organizational Development  
Ms. Danita McAnally, Associate Dean, Assessment and Development  
Ms. Casey McGee, CAI Instructional Lab Supervisor  
Mrs. Lori Merriman, Executive Secretary, President's Office  
Mr. Delton Moore, Director, Institutional Research  
Mrs. Nora Moore, Property Manager, Property Management, East Campus  
Mrs. Sheryl Mueller, Division Chair, Nursing  
Mr. Brad Newman, representing *Amarillo Globe News*  
Mrs. Linda Pitner, General Manager, KACV-TV/FM  
Mr. Lee Proctor, Director of Engineering, KACV-TV/FM  
Mrs. Brenda Rossnagel, representing Administrator's Association  
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. Bill Siddens, Helpdesk Operator, ITS  
Mr. John Slack, representing EduServe  
Mr. Lynn Thornton, Director of Administrative Services/Human Resources  
Mr. Gus Luis Trujillo, representing Student Government Association**

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Dr. Barbara Vrana, representing EduServe  
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. Mrs. Oeschger gave the invocation.

**MINUTES APPROVED:**

Ms. Fortunato moved, seconded by Mr. Forrester, that minutes of the regular meeting of January 22, 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. On Monday there will be a fundraiser at Blue Sky Restaurant; partial proceeds from Amarillo College employees or students eating there will benefit SGA. Badgerama/Sneak Peak is coming up. AC will run for the presidency at the State Convention in Houston this spring.

**EDUCATION REPORT – KACV UPDATE AND RULES OF PROCEDURES APPROVED AND ADOPTED:**

Linda Pitner, KACV General Manager, presented a KACV update and asked the Board to approve and adopt the Rules of Procedure for the KACV-TV Advisory Council. A draft of the Rules of Procedure is attached at pages 121 through 123.

Mrs. Pitner became General Manager on October 15, 2007. She explained that KACV offers a broad based service to 26 counties and 400,000 Panhandle residents. Mrs. Pitner spoke of some of the goals for KACV: renew visibility in community; complete digital equipment transition; and reengage advisory council. She told of the success of the Texas Panhandle WWII Stories Program which aired in fall 2007. There are 500 local stories that can be accessed on KACV's website. On December 7 all the WWII stories were aired. This year will mark the 20<sup>th</sup> anniversary of the station. KACV has a new logo and a new banner which will hang from the 24<sup>th</sup> bridge. They will begin rebroadcasting some local productions. Over the next year on Sundays from 5:00 – 6:00 p.m., KACV will air segments from "Telling the Story." "Face to Face" will air on April 1 at 8:00 p.m. March 1-12 is the pledge drive; March 11 will be "AC night" and Regents were invited to help answer phones.

The digital equipment has been purchased and is being put together. In the 2Scan is information about the digital TV schedule; on February 17, 2009, all stations will stop broadcasting their analog signal. KACV has started their educational campaign informing the community about the HD TV. A public service piece was shown on a DVD that is now airing. In March and April they will air different pieces to talk about the digital conversion. Mrs. Pitner continues to inquire about hiring an outreach coordinator and research programming options. There have been some changes in the Rules of Procedure for the KACV-TV Advisory Council.

Mr. Nelson moved, seconded by Mr. Forrester, to approve and adopt the Rules of Procedure for the KACV-TV Advisory Council. The motion carried unanimously.

**IT TACTICAL PLAN REPORT:**

Dr. Johnson introduced Dr. Barbara Vrana of EduServe to give a report. Dr. Vrana referred to the Amarillo College Tactical Technology Plan which was distributed to Regents earlier. In November 2007, an overview was conducted of AC and its institutional vision especially in the technology area. The IT Tactical Plan's purpose is to help AC meet our vision of delivering high quality online degrees and certificates; providing online student services; creating efficiencies in administrative processes; and utilizing state of the art classroom technologies. This is a short term tactical plan which will run through 2008. Following are four areas which have been identified as most critical areas to impact the vision for information technology:

- **I. Culture, Governance and Technology Support Organization –**  
Create an IT Council to provide input and direction for IT; define and communicate the IT role of the organization; transition ownership of systems to the end users; broaden the scope of the IT dean's responsibilities; redefine the IT support organization to maximize resources.
- **II. Policy and Procedures –**  
Develop a security policy and procedures; create service level agreements to support end users; create a change management procedure to implement changes and new technologies so that end users would be aware; develop testing protocols and keep everyone apprised.
- **III. Strategic Planning and Resource Utilization –**  
Provide a redundant, secure and recoverable data environment (this recovery plan should be tested twice annually); create an infrastructure that can take advantage of standardization and integrations; replace technology in a planned, logical and organized fashion.
- **IV. Enterprise Application Effectiveness –**  
Educate the functional user community about Colleague and Resource 25 (do additional training); develop and implement new process maps regarding job duties; create in-house training, working manuals and user documentation; address data access and reporting needs.

Direct costs for implementing this plan are: I. Culture, Governance and Technology Support Organization - \$110,000 - \$150,000; II. Policy and Procedures – \$0; III. Strategic Planning and Resource Utilization – \$425,000 - \$1.2 million; IV. Enterprise Application Effectiveness – \$115,000 - \$165,000 = \$650,000 - \$1.5 million total.

In summary, the tactical plan will provide a roadmap and framework for addressing each of the four major areas.

**CONSENT AGENDA APPROVED:****A. APPOINTMENT:****Administrator**

**Maples, Alexa Marie** – Coordinator of Student Support Services, Moore County Campus  
Effective Dates: February 04, 2008 through August 31, 2008

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## APPOINTMENT Continued:

Salary: \$42,000.00 per year for 12 months full-time temporary

Qualifications: M.S., Oklahoma State University, Stillwater, Oklahoma  
B.S., University of Tulsa, Tulsa, Oklahoma

Experience: 14 years related work

Replacement for: Danielle Arias

Note: Temporary position subject to grant renewal funding annually.

Bio: Alexa Maples worked in Tulsa, Oklahoma public school system several years prior to joining the Moore County Campus staff. Ms. Maples also has experience as a Psychology Instructor of Lithuania Christian College. Ms. Maples earned a Bachelor of Science in Education from the University of Tulsa and a Master of Science in Applied Behavioral Studies from Oklahoma State University.

## B. BIDS AND PROPOSALS:

- REQUEST FOR PROPOSAL NO. 1154 – WINDOW REPLACEMENT AND REPAIR OF EXTERIOR CONCRETE AT THE FINE ARTS CENTER

RFP No. 1154, for upgrades at the Amarillo Museum of Art, Music Building, and Concert Hall Theatre, located on the Washington Street Campus, was advertised in the newspaper. Proposal packages were received by seven contractors. A tabulation of five proposals received is attached at page 124.

It was recommended to award Proposal No. 1154 to Glass, Inc., the low bidder to the specifications, for the window replacement, for the amount of \$65,200.00 and to Jack C. Thomas & Son, the low bidder to the specifications for the exterior concrete repair, for the amount of \$15,016.00. Funds are available in the 2007-2008 A&I Budget.

- REQUEST FOR PROPOSAL NO. 1163 – RE-ROOFING PROJECT, FINE ARTS CENTER

RFP No. 1163, for re-roofing the Amarillo Museum of Art, Music Building, and Concert Hall Theatre, located on the Washington Street Campus, was advertised in the newspaper. Project Documents were received by seven contractors. A tabulation of three proposals received is attached at page 125.

It was recommended to award Proposal No. 1163 to Advantage USAA, Inc., the low bidder to the specifications, for the amount of \$231,000.00. Funds are available in the 2007-2008 A&I Budget.

- REQUEST FOR PROPOSAL NO. 1164 – RE-ROOFING PROJECT, ORDWAY HALL

RFP No. 1164, for re-roofing portions of Ordway Hall, located on the Washington Street Campus, was advertised in the newspaper. Project documents were received by seven contractors. A tabulation of four proposals received is attached at page 126.

Minutes of the Amarillo College Board of Regents Regular Meeting of February 26, 2008**BIDS AND PROPOSALS Continued:**

It was recommended to award Proposal No. 1164 to All Star Sheet Metal & Roofing, L.L.C., the low bidder to the specifications, for the amount of \$87,491.00. Funds are available in the 2007-2008 A&I Budget.

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

**REQUEST FOR STATEMENT OF QUALIFICATIONS NO. 1162 – CONSTRUCTION MANAGER-AT-RISK APPROVED:**

RFQ No. 1162, for selecting a Construction Manager-at-Risk for the 2007 Bond Issue Projects (per Texas Education Code 44.038, two step process), was advertised in the newspaper. RFQ packages were received by six firms. Four firms provided Qualification Statements.

The Selection Committee selected three firms to be interviewed and to submit proposals. The Selection Committee which included the President's Cabinet; Director of Purchasing; (Director of Physical Plant, Bruce Cotgreave, who was not a voting member to avoid any possible conflict of interest) presented its recommendation of Page & Associates which it believes the best qualified and the best value to Amarillo College. Ms. Escajeda told the Regents that the main principal from Page & Associates is Stan Cotgreave who is Bruce Cotgreave's brother. This should not be a conflict of interest because although Bruce will work closely with the Construction Manager-at-Risk, as will the architect, and the President's Cabinet, Mr. Berg will have final approval of invoices. Funds are available in the 2007 Bond Issue Projects.

Dr. Woodburn moved, seconded by Ms. Fortunato, to approve the Construction Manager-at-Risk selection of Page & Associates. The motion carried unanimously.

**RESOLUTION EXPRESSING OFFICIAL INTENT TO REIMBURSE COST OF PROJECT ADOPTED:**

Amarillo Junior College District intends to undertake a program of construction and renovation of college buildings and the possible acquisition of sites to be financed with the proceeds of the issuance of bonds as approved by the voters of the Amarillo Junior College District at an election held November 7, 2007. Prior to the issuance of such bonds Amarillo Junior College District expects to pay certain capital costs reasonably necessary for the project prior to issuance of bonds. Adoption of the following resolution allows Amarillo Junior College District to expend college funds prior to bond issuance and allows Amarillo Junior College District to be reimbursed from bond proceeds for these expenditures. Attached at page 127 is the Resolution Expressing Official Intent to Reimburse Cost of Project.

Mr. Hicks moved, seconded by Mrs. Oeschger, to adopt the Resolution. The motion carried unanimously.

**EXTENSION OF EDUSERVE CONTRACT FOR MANAGEMENT SERVICES APPROVED:**

The CIO management position will be in place by mid-March and will be in the position and help with the transition for nine months. A sheet of reference checks regarding EduServe, Inc.'s

Minutes of the Amarillo College Board of Regents Regular Meeting of February 26, 2008**EXTENSION OF EDUSERVE CONTRACT FOR MANAGEMENT SERVICES APPROVED Continued:**

previous leadership and services performed was distributed. Datatel Corporation and three colleges were most complimentary of EduServe's management services.

Dr. Woodburn moved, seconded by Ms. Fortunato, to approve an extension of the contract with EduServe. The motion carried unanimously. Mr. Nelson requested receiving timely reports from EduServe.

**ELECTION ORDER APPROVED AND ADOPTED:**

The Election Order for the May 10, 2008, combined election for the Amarillo Junior College District and the City of Amarillo is attached at pages 128 through 130. There will be three six-year terms and one four-year unexpired term for Board of Regent on the ballot.

Mr. Forrester moved, seconded by Mrs. Oeschger, to approve and adopt the Election Order for the May 10, 2008, combined election for the Amarillo Junior College District and the City of Amarillo. The motion carried unanimously.

**BUDGET AMENDMENTS APPROVED:**

A list of budget amendments for approval by the Board is attached at page 131.

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

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of January 31, 2008, are attached at pages 132 through 143. Mr. Berg discussed the financial report.

**Revenue**

We are 42% through the year and have received 51% of revenue budgeted.

**Expenditures**

Forty-four percent of revenue has been expended. Utilities continue to increase.

**Auxiliary Enterprises**

The bookstores' profit are similar to last year's. Rent will be going up \$30/unit March 1.

**Restricted Funds**

Local grants and contracts have decreased \$294,908. KACV grants and contracts have increased partially due to the Texas Panhandle WWII Stories series.

**Cash and Investments**

There was \$36.1 million in January 2008; \$32.8 million in January 2007; \$33.3 million in January 2006.

Minutes of the Amarillo College Board of Regents Regular Meeting of February 26, 2008**FINANCIAL REPORT ACCEPTED Continued:****A & I**

**Budgeted funds** – Moore County landscaping (Phase IV) is 96% complete.

**Designated reserves** - \$1.5 million has been designated for general A & I; \$293,295 spent to-date

**Tax Schedule**

\$14.4 million was budgeted to be collected; \$10.2 million in current and delinquent taxes has been collected to-date; we are still \$4.1 million under budget.

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

**STUDENT APARTMENTS RECOMMENDATION ACCEPTED:**

A report and recommendation was presented concerning the East Campus Student Apartments. The student apartments located on the East Campus are four wood framed, stucco veneer buildings built in the 1950s. The two main apartment buildings are two story with 12 three bedroom units for a total of 72 bedrooms. The most up-to-date building is the south unit which is one story with six two bedroom units. The north building consists of mail facilities and storage. Since 2005 the net loss for the student apartments has been \$84,501.80. The projected loss for 2008 is estimated to be \$45,000.00. Last fall a survey was given to students residing in the apartments which indicated that if housing was not available on the East Campus, students would find other accommodations in which to live without dropping out of school.

It was recommended to consolidate student apartment operations to the existing single story south unit and reserve it for use by the Truck Driving Academy. Cost to demolish the three unused buildings would be approximately \$71,000.

Mr. Forrester moved, seconded by Dr. Woodburn, to accept the recommendation to all apartments to the South Building and reserve for the Truck Driving Academy. The motion carried unanimously.

**INVESTMENT COMMITTEE REPORT APPROVED:**

It is required that the Investment Policy of the institution be reviewed annually. Dr. Woodburn reported on their proposed revisions to the rest of the Board. Modifications to Section CAK, Appropriations and Revenue Sources: Investments of the Board Policy Manual which includes the Investment Policy were discussed by the Investment Committee and recommended changes, which are underlined, and is attached at page 144.

Dr. Woodburn moved, seconded by Ms. Fortunato, to approve the report of the Investment Committee and the proposed changes to the Investment Policy.

**PRESIDENT'S REPORT:**

Dr. Matney reported that we have begun the FY09 budget process; first requests are due to the Business Office on March 31.

**Minutes of the Amarillo College Board of Regents Regular Meeting of February 26, 2008****PRESIDENT'S REPORT Continued:**

Lynda Barksdale came out of retirement to be named the Director of Advising. An ad hoc committee has been named to work on Amarillo College transfer issues. With the support of Dr. Jones and Dr. Pat O'Brien, WTAMU President, we are working on an articulation agreement for joint admissions.

Mr. Nelson asked for an update on the University Center. Dr. Johnson reported that WTAMU is interested in the University Center concept and we are working on a letter of interest. We are moving forward in collaboration with WTAMU and Texas Tech for the Clinical Simulation Center. We are working on an interlocal agreement for all three institutions.

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

The Art Force is still looking for participants for Amarillo's 17<sup>th</sup> series of gourmet cooking classes. The tuition helps provide scholarships for fine arts students at Amarillo College.

The KACV Pledge Drive is March 1-12; Board members were asked to work a shift to answer phones.

**CLOSED SESSION:**

At 8:15 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 8:39 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.

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H. Bryan Poff, Secretary





















































