

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
March 24, 2015**

REGENTS PRESENT: Mr. Don L. Nicholson, Chair; Dr. Paul L. Proffer, Vice Chair; Ms. Mary Jane Nelson, Secretary; Mr. Carroll M. Forrester; and Ms. Michele Fortunato; Mr. Daniel E. Henke; Mr. Johnny E. Mize; and Dr. David C. Woodburn

OTHERS PRESENT: Mr. Robert Austin, Vice President of Student Affairs; Mr. Terry Berg, Vice President of Business Affairs; Mr. Lee M. Colaw, Chief Information Officer; Ms. Cara Crowley, Chief of Staff, President's Office; Dr. Russell Lowery-Hart, President; and Dr. Deborah Vess, Vice President of Academic Affairs

Ms. Mollie Bryant – representing the *Amarillo Globe News*
 Mrs. Susan Burks – President, Faculty Senate
 Mr. Colton Castillo – WTA&M University government student
 Mr. Steve Chance – Chief, AC Police Department
 Mr. Bruce Cotgreave – Director, Physical Plant
 Mrs. Kim Davis – Dean of Continuing Education
 Mrs. Julia Douglass – student's parent
 Mr. Zack Douglass – student
 Mrs. Debby Hall – Assistant Program Director, Associate Degree Nursing
 Ms. Monica Herrera – representing Classified Employees Council
 Ms. Sydney Hickerson – WTA&M University government student
 Mrs. Lori Merriman – Executive Secretary, President's Office
 Mr. Doug Nelson – representing Amarillo Economic Development Corporation
 Ms. Brady Prescott – WTA&M University government student
 Dr. Richard Pullen – Dean of Nursing
 Mr. Mark Rowh – Dean of Health Sciences
 Mrs. Brenda Sadler – Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
 Mrs. Vickie Shelton – Director of Purchasing
 Ms. Kaitlin Steele – WTA&M University government student
 Ms. Katelyn Taschler – WTA&M University government student
 Mr. Robert Taylor – Corporal, AC Police Department
 Dr. Kathy Wetzel – Dean of STEM
 Mr. Mark White – Legal Counsel, Sprouse, Shrader, Smith P.C.
 Mr. Joseph Wyatt – Communications Coordinator, College Relations
 Mr. David Ziegler – Assistant Director, Physical Plant

STATUS UPDATE

REGENTS' REPORTS, COMMITTEES AND COMMENTS REGARDING AC AFFILIATES:

Ms. Fortunato said the *Achievement in Art: Wesley and Missy Cochran Collection* exhibit which features Andy Warhol prints was wrapping up at the AMoA.

Ms. Fortunato related how well the Panhandle PBS fundraising campaign activity went.

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

Dr. Woodburn said the Xcel Building was approved by the Tax Increment Reinvestment Zone (TIRZ) Board.

NURSING UPDATE:

Dr. Richard Pullen, Dean of Nursing, distributed a handout regarding the state of the Associate Degree Nursing Program and there was a presentation. The nursing program was placed on warning due to the low NCLEX-RN pass rates which dipped significantly in the October – December 2013 reporting period. In December 2014, there were 57 of 60 graduates who have taken NCLEX-RN and passed; which is a 95% pass rate. Dr. Pullen discussed some strategies which the Associate Degree Program is doing to improve NCLEX-RN pass rates. There should be 60-65 graduates in May. The strategies included: development of an enrollment plan; revised admission policies; revised progression policies; improved teaching in classroom; improved testing (module exams); improved standardized testing and remediation; and development of a revised clinical instruction model. The ADN program plans to be removed from full approval with warning back to full approval in the January 2016, Texas Board of Nursing meeting. The Vocational Nursing Program will be recognized from the Texas Board of Nursing with commendation. The commendation is due the achievement of an annual pass rate of 96% in 2014. The VN Program has 77 students in the program; there are an additional 100 seeking admission to the program.

BOND REFINANCING:

Mr. Berg related that at the April Board meeting, regents will be asked to adopt an order authorizing the issuance of bonds, establishing parameters for the sale and issuance of bonds and delegating certain matters to authorized officials of the District. Jason Hughes with First Southwest Company will be present at the meeting to present a proposal for the general obligation bonds.

CONSIDERATION OF TAX ABATEMENT AGREEMENT WITH GESTAMP RENEWABLE INDUSTRIES:

Mr. Doug Nelson, Vice President, Financial Services, Amarillo Economic Development Corporation, spoke of a possible tax abatement being granted to Gestamp Renewable Industries. Gestamp Renewables operates renewable energy manufacturing plants. AEDC has been working with Gestamp for months to identify the parameters of a manufacturing project in Amarillo. Amarillo EDC proposed a 48 acre site within Amarillo CenterPort Business Park. Gestamp is interested in pursuing a ten-year; 100% per year, tax abatement on the real and business personal property from all taxing jurisdictions. It would mean \$87,150 a year in tax abatement funds for Amarillo College.

Mr. Nelson also distributed a Texas Aerospace Freeport exemption extension handout. Currently, taxing jurisdictions may choose to extend a tax exemption on Freeport goods of 175 days. From the moment the raw materials or components are received by the manufacturer or assembler, the business has 175 days to complete the finished product and ship it out-of-state; this window is not long enough to meet the operational requirements of aerospace/aircraft

Minutes of the Amarillo College Board of Regents Regular Meeting of March 24, 2015**CONSIDERATION OF TAX ABATEMENT AGREEMENT WITH GESTAMP RENEWABLE INDUSTRIES Continued:**

manufacturers which must keep specialized inventory in stock much longer than most industries. Negatively affected companies are either moving inventory or entire operations out of Texas. By approving this measure, the increase in inventory by Bell Helicopter may offset any reduction in taxes by creating a larger pool of inventory that will be subject to taxes. In 2013, the Texas Legislature passed House Bill 3121 which provided longer periods for Freeport exemptions and placed Texas Constitutional amendment, Proposition 3, on the ballot for a vote; HB 1321 extended the 175 day timeframe to 730 days (two years). If approved by Amarillo College, it has to be approved by June.

ENROLLMENT MANAGEMENT PLAN:

Enrollment has decreased since fall 2010 when Amarillo College had its largest headcount of 11,600 students. Mr. Austin gave a brief overview of the Enrollment Plan which President's Cabinet has been framing. Following are the goals and strategies to work on: **RECRUITMENT – improve prospect generation and communication:** refine process for capturing and tracking prospects in Colleague; increase email follow-up to prospects and applicants; evaluate and improve campus tours; measure effectiveness of off-campus recruitment events; target dual credit seniors for continued AC enrollment after high school graduation and target high school students whose plans after high school are unclear. **Re-enroll former AC students who earned more than 30 credits but never graduated with a degree or certificate.** Convert prospects to applicants through direct mail: create and mail a series of post cards to prospective students. Increase enrollment of adult students: conduct Amarillo area employee recruitment campaign. **Enhance academic involvement in recruitment:** assign member of each department and/or academic programs to be the recruitment agent for that unit. **OUTREACH – Foster effective relationships with feeder high school counselors:** host annual high school counselor appreciation luncheon. **Share AC enrollment information with local school districts:** annually create and distribute AC enrollment report to key stake-holders a Amarillo area school districts. **ENROLLMENT – develop partnerships with local industries and businesses:** develop contracts with area employers to provide courses for their employees; increase enrollment at branch campuses; develop new “on-site programs in response to employer needs. **Increase adult student enrollment:** focus on new delivery methods and reconfigure course schedule. **Develop block schedules:** develop block schedules designed to foster full-time enrollment and degree completion. **Offer more accelerated degree programs:** develop more short-term level I certificates; develop focused, short-term paths to completion of associate degree programs with the largest enrollments. **Increase technical dual credit offerings:** target high schools where technical dual credit may be needed. **Redesign developmental education to accelerate progress and retention:** incorporate developmental education redesign into Title V funding/works; cluster developmental education courses at levels 5-6 with credit-bearing academic courses. **Streamline the enrollment process:** analyze the enrollment process at AC (admission, testing, advisement, Financial Aid, and New Student Orientation. **RETENTION AND PROGRESSION – Partner with Civitas Learning:** leverage AC data to improve student learning, persistence, and completion. **Adopt high-impact academic retention practices:** enhance the use of learner-centered pedagogies through faculty development; leverage midterm grades; redesign the entire curriculum; develop curriculum maps; and use data on an institutional and program basis to improve the attainment of competencies. **Increase student participation in academic support services and extra-curricular activities:** define and assess current levels of participation;

ENROLLMENT MANAGEMENT PLAN Continued:

emphasize the importance of student participation in extra-curricular activities; and leverage AC Connect portal. Help students to make informed career decisions: provide student access to My Plan from enrollment through completion. Intervene with students early and often: call students who are new to AC; and contact students who have recently withdrawn from AC. **MARKETING AND BRAND AWARENESS** – Increase/improve online presence: deploy StartHereCareers.com; convert old website to current content management system; and improve AC's online presence. Design and create program-specific printed materials: redesign and print program-specific panel cards. Promote student completion: create and deploy student completion photo stands; brand campuses through banners and building wraps; increase student awareness of support services; and improve way-finding on AC campuses. Increase word-of-mouth marketing: provide two AC logo shirts to every employee; and redesign new and continuing employee orientation. Improve customer service: create and assist in delivering online customer service surveys; and design series of thank you postcards. Develop student success videos: create videos designed to guide students through important AC entry points and success interventions.

EMPLOYEE TRAINING:

There were 250 employees who went through Greeter training. We are redesigning new orientation for roll-out on September 11, to include customer service based on some of the outcomes from the Human Resource Taskforce. Zappos training has been beneficial for a couple of AC employees who have brought back concepts and shared with their areas.

REGULAR AMARILLO COLLEGE BOARD OF REGENTS MEETING

The meeting was called to order by Mr. Nicholson, Chairman. He welcomed all present and asked if there were any public comments.

MINUTES APPROVED:

Mr. Forrester moved, seconded by Mr. Henke to approve minutes of the regular meeting of February 24, 2015. The motion carried unanimously.

PROFESSOR EMERITUS NOMINATION PROPOSAL APPROVED:

Mrs. Susan Burks, President of Faculty Senate, presented the 2015 Professor Emeritus recommendation to the Board of Regents and asked for approval of Ms. Jean Harris', former associate professor of Social Sciences and department chair, nomination; she served Amarillo College for 41 years. Mrs. Burks provided other pertinent information concerning the candidate.

Ms. Nelson moved, seconded by Dr. Woodburn to approve the Professor Emeritus nomination of Ms. Jean Harris. The motion carried unanimously.

EXTENSION OF COLLEGE BANK DEPOSITORY CONTRACT APPROVED:

The current bank depository contract with Amarillo National Bank is for a two-year term, from September 1, 2013 through August 31, 2015. It is recommended that the current contract be extended for an additional two-year term beginning September 1, 2015. Section 45.205 of the Education Code states that a District and its depository bank may agree to extend their contract for two additional two-year terms. A letter from ANB is attached at page 159.

Mr. Forrester moved, seconded by Mr. Henke to approve the extension of the College bank depository contract for an additional two years. The motion carried unanimously.

SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE APPROVED:

Properties foreclosed for taxes and sold at a "Sheriff's Sale" must sell for a minimum bid which is the lower of the adjusted value or the taxes due plus costs of the sale. In some cases this puts the price above what people will pay at a "Sheriff's Sale." Those properties which do not sell are then held in trust by the county/school tax office. The law provides that they can be offered for sale by sealed bids or auction without a minimum bid at a later date.

A listing of those properties and additional information is attached at pages 160 through 164. Board approval is required because the properties are held in trust by Potter County.

The Potter Tax Assessor/Collector recommends acceptance of these bids as this puts the property back in production and on the tax rolls. The motion should authorize the Chairman of the Board of Regents to execute the Tax Deeds transferring these properties to the successful bidders.

Dr. Proffer moved, seconded by Mr. Mize to approve the property and to authorize the chair of the Board of Regents to execute the Tax Deeds. The motion carried unanimously.

INTERLOCAL AGREEMENT WITH REGION 14 EDUCATIONAL SERVICE CENTER THROUGH THE NATIONAL COOPERATIVE PURCHASING ALLIANCE APPROVED:

Pursuant to Chapter 791 of the Texas Government Code, Amarillo College desires to enter into an Interlocal Agreement with Region 14 Educational Service Center through the National Cooperative Purchasing Alliance, to provide shared contract pricing with other school districts. Attached at page 165 is a Resolution authorizing the Board Chair to execute the Interlocal Agreement, and a copy of the Interlocal Agreement to be executed is on pages 166 and 167.

Approval of the attached Resolution and Interlocal Agreement allowing Amarillo College to contract with Region 14 Educational Service Center is requested. This interlocal agreement will allow us to participate in purchasing goods and services competitively awarded by the alliance.

Mr. Forrester moved, seconded by Mr. Henke to approve the Interlocal Agreement with Region 14. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 24, 2015**INTERLOCAL AGREEMENT WITH REGION 16 EDUCATION SERVICE CENTER STATEWIDE COOPERATIVE PURCHASING PROGRAM THROUGH TEXBUY APPROVED:**

Pursuant to Chapter 791 of the Texas Government Code, Amarillo College desires to enter into an Interlocal Agreement with Region 16 Education Service Center Statewide Cooperative Purchasing Program through TexBuy, to provide shared contract pricing with other school districts. Attached at page 168 is a Resolution authorizing the Board Chair to execute the Interlocal Agreement, and a copy of the Interlocal Agreement to be executed is on pages 169 through 172.

Approval of the attached Resolution and Interlocal Agreement allowing Amarillo College to contract with Region 16 Education Service Center is requested. This Interlocal agreement will allow us to participate in purchasing goods and services competitively awarded by the program.

Dr. Woodburn moved, seconded by Mr. Mize to approve the Interlocal Agreement with Region 16. The motion carried unanimously.

2015-2016 ACADEMIC TUITION AND FEE INCREASE APPROVED:

The administration presented data and a recommendation to increase academic tuition and fees effective fall 2015. Proposed were an increase of \$2.00/credit hour to in-district tuition and a \$1.00 increase to the general fee. This would be a 5% increase for in-district to \$79.75/semester hour.

Dr. Woodburn moved, seconded by Mr. Forrester to approve the 2015-2016 academic tuition and fee increase. The motion carried unanimously.

CONTINUING EDUCATION RATE AND FEE INCREASES APPROVED:

Attached at pages 173 and 174 are the Continuing Education Co-Sponsor Rate and Technology Fee increase proposals.

Dr. Woodburn moved, seconded by Mr. Mize to approve the Continuing Education Co-Sponsor Rate and Technology fee increases. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:****Administrators**

Wilson, Rita – Associate Director of Enrollment Services, Customer Service

Effective Date: March 01, 2015

Salary: \$51,810.59 per year for 12 months full-time

Qualifications: B.S., Wayland Baptist University, Amarillo, Texas

A.A.S., Amarillo College, Amarillo, Texas

Experience: 8 years related work

Note: Reorganization/Promotion

APPOINTMENTS Continued:

Bio: Rita Wilson has spent the last four years serving as Customer Services Technical Specialist at Amarillo College. Ms. Wilson earned her Associate's degree in Business Management from Amarillo College and her Bachelor's degree in Occupational Education from Wayland Baptist University.

Faculty

Jagrup, Vanesta – Instructor, Student Support Services Health Sciences/Academic Success

Effective Dates: January 12, 2015 – May 15, 2015

Salary: \$22,628.00 per year for 4.5 months full-time temporary

Qualifications: B.S., Atlantic Union College, Lancaster, Massachusetts

A.S., Atlantic Union College, Lancaster, Massachusetts

Experience: 4 years related work

Note: New position approved in the 2014-2015 budget.

Bio: Vanesta Jagrup joins Amarillo College after serving two years as a Registered Nurse at Lawnwood Regional Medical Center. Ms. Jagrup earned her Associate's and Bachelor's degrees from Atlantic Union College.

Lamons, Dorothy Michelle – Instructor, Dean of Academic Success

Effective Dates: January 12, 2015 through May 15, 2015

Salary: \$19,462.00 per year for 4.5 months full-time temporary

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

A.S., Amarillo College, Amarillo, Texas

Experience: 1 year related work

Note: New position funded by the Adult Education and Literacy grant and the Development Education Scaling and Sustaining Success grants.

Bio: Dorothy Lamons joins Amarillo College after spending 12 years at Banana Bush. Ms. Lamons received her Associate's degree in Pre-physician Assistant from Amarillo College and her Bachelor's degree in Biology from WTA&M University.

B. BID PROPOSAL:**• Purchase of Two Police Patrol Vehicles**

Purchase of two, 2016 Ford Police Interceptors, equipped with police packages and emergency lighting, from Sam Pack's Five Star Ford in Carrollton, Texas is recommended. The total purchase price of the vehicles will be \$62,107.72. These vehicles are replacements for two Crown Victoria sedans. One sedan has over 100,000 miles, and the other unit has more than 150,000 miles. Both units require continuing, expensive maintenance, which is not cost effective.

The purchase will be made on the State Purchasing TX SmartBuy Term Contract 072-AT-2014 Law Enforcement Vehicles.

Funds are available from the 2014-2015 Police Department budget.

C. BUDGET AMENDMENTS:

A list of budget amendments for approval by the Board is attached at page 175.

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

REQUEST FOR PROPOSAL NO. 1302 – MECHANICAL UPGRADES AND ROOF REPLACEMENT FOR WEST CAMPUS, C BUILDING APPROVED:

RFP No. 1302, for mechanical upgrades and roof replacement, located on the West Campus, was advertised in the newspaper. A tabulation of the proposals received is attached at page 176.

Award of Proposal No. 1302 as indicated on the tabulation of proposals page is requested. Proposal amounts total \$836,959.00. The total construction portion of this project will not exceed \$890,500.00.

Funds for the project, in the amount of \$550,000.00, are available in the 2014-2015 A & I budget. The remaining funds, in the amount of \$340,507.00, are available from the May 2013 hail storm insurance proceeds.

Mr. Forrester moved, seconded by Mr. Henke to approve RFP No. 1302 – Mechanical Upgrades and Roof Replacement for West Campus, C Building. The motion carried unanimously.

REQUEST FOR PROPOSAL NO. 1309 – RE-ROOFING PROJECT FOR WASHINGTON STREET CAMPUS, PHASE II APPROVED:

RFP No. 1309, for re-roofing project that includes Ordway Hall, Durrett Hall/Engineering, Student Services Center, Carriage House, Music Building, Concert Hall Theatre, Amarillo Museum of Art, Facilities Management Center, and Experimental Theatre.

RFP No. 1309 was advertised in the paper; documents were obtained by three contractors; only one contractor submitted a proposal. Approval of the award being granted to Tecta America/CS in the amount of \$1,400,500.00 is requested.

Funds for the project are available from the May 2013 hail storm insurance proceeds.

Mr. Forrester moved, seconded by Dr. Proffer to approve RFP No. 1309 – Re-roofing Project for Washington Street Campus, Phase II. The motion carried unanimously.

INVESTMENT REPORT:

The Board of Regents was presented the Quarterly Investment Report for the period December 1, 2014 through February 28, 2015. A copy of the report was provided the Regents.

The weighted average maturity of the portfolio is approximately 3.7 months. The overall portfolio yield is 0.256%. During this time frame the portfolio market value has remained consistent at 100%.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 24, 2015**INVESTMENT REPORT Continued:**

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

FINANCIAL REPORTS ACCEPTED:

The financial statements as of February 28, 2015 are attached at pages 177 through 187.

Revenue

There has been 58% (\$37.6 million) of the \$61 million revenue budgeted received. There has been a decrease of \$371,895 received in academic tuition and fees from this time last year due to lower enrollment; and an increase in Continuing Education by \$907,224. In other income a \$1.0 million gift was added.

Expenditures

We are 50% through the year. Fringe benefits are at 51%; a \$179,863 increase since last year.

Auxiliary Enterprises

The bookstores' profits are \$328,045. Rental properties' net profit is \$508,300. Employees have used \$123,860 in employee scholarships.

Restricted Funds

Federal grants and contracts have decreased \$44,789; state grants and contracts have decreased \$129,710; local grants and contracts have decreased \$452,350; and Panhandle PBS grants and contracts have increased \$260,277. Resident instruction has decreased \$25,140.

Cash and Investments

\$52.2 million total minus \$1.4 million (bond) = \$50.8 million – February 2015; \$54.7 million total minus \$4.0 million (bond) = \$50.7 million – February 2014; \$61.9 million total minus \$13.0 million (bond) = \$48.9 million – February 2013.

Alterations & Improvements

\$260,000 has been spent from A&I designated reserves of \$2.1 million allocated; \$539,529 has been spent from A&I allocated funds of \$700,000; \$496,000 has been spent from A&I from branch campuses of \$783,215.

Tax Schedule

\$21,438,773 has been collected out of \$21,909,519 budgeted with \$470,746 remaining to collect.

Bond Expenditures

There has been \$67.2 million on Amarillo campuses projects spent out of \$68.3 million budgeted.

Mr. Henke moved, seconded by Mr. Forrester to accept the financial reports. The motion carried unanimously.

PERSONNEL:

At 7:55 p.m., Mr. Nicholson announced there would be a closed meeting in order that the Board of Regents might consult with the attorney and discuss personnel issues related to Human Resources and title changes.

At 8:30 p.m., Mr. Nicholson 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.

Mary Jane Nelson, Secretary



Amarillo National Bank

February 06, 2015

Board of Regents
Amarillo Junior College District
P.O. Box 447
Amarillo, TX 79178

Amarillo National Bank and Amarillo Junior College District hereby agree to extend the depository contract for an additional 2 years, beginning September 1, 2015 through August 31, 2017.

The terms of the contract will be the same as those in the original contract dated September 1, 2011 through August 31, 2013.


Thank you for your banking business.

Amarillo National Bank



Darren Jenks
Vice President

Amarillo Junior College District



Terry Berg
Vice President of Business Affairs

County of Potter

STATE OF TEXAS
SANTA FE BUILDING

TAX OFFICE
900 S. POLK, SUITE 106
PO BOX 2289
AMARILLO, TEXAS 79105-2289



PHONE: (806) 342-2600
FAX: (806) 342-2637
pcto@co.potter.tx.us

SHERRI AYLOR
TAX ASSESSOR-COLLECTOR

March 3, 2015

Amarillo Jr. College
Terry Berg
P. O. Box 447
Amarillo, TX 79178-0001

Mr. Berg:

Enclosed is a list of Sheriff Sale properties that Potter County, as Trustee, sent out for bid. The bidder who qualified to purchase the property has been highlighted, and we have received their payment for the property. Please place this item on your governing body's March 24th agenda for their deed approval and signature(s).

If you would please e-mail a confirmation that this item has been placed on your agenda to katrinaadams@co.potter.tx.us or contact Katrina at #342-2607.

Sincerely,

A handwritten signature in blue ink that reads "Sherril Aylor".

SHERRI AYLOR
Tax Assessor/Collector

SA/ka

Enclosure

**TRUSTEE PROPERTY SALE
MARCH 2, 2015**

PROPERTY DESCRIPTION:

R-044-4200-3150

CAUSE # 20414D and 14027C

TOTAL DUE: \$ 36,067.46

LOT: 14 BLOCK: 8
LAWNDALE ADDN #2

2504 S BIVINS ST

BIDS RECEIVED:

SCHIMPF LIVING TRUST	\$	29,029.00
PABLO VILLARREAL	\$	27,100.00
ABDIEL PEREZ	\$	25,150.00
C F CLIMER	\$	22,700.00
VIRGINIA C VILLARREAL	\$	22,179.00
CLAUDIA E SOTO	\$	21,000.00
VERONICA LOPEZ	\$	17,609.00
STEVE D MCNEAL	\$	14,111.00
SANTIAGO FUENTES	\$	13,200.45
LEONOR GUERRA	\$	13,100.00
HIGH PLAINS MORTGAGE CAPITAL LLC	\$	12,051.00
MARIO R QUINTERO	\$	12,000.00
SALVADOR C GONZALEZ	\$	10,000.00
NEIL E MOORE JR	\$	3,000.00
RAINBOW GLOW LLC	\$	923.00
ORLANDO JOHNSON	\$	777.77
ERIC & VIRGINIA ESPINOZA	\$	601.00
L E TOUCHON	\$	10.00

PROPERTY DESCRIPTION:

R-039-6700-0535

CAUSE # 17551A

TOTAL DUE: \$ 17,226.99

LOT: 6 BLOCK: 10
HUMPHREY'S HIGHLAND

3700 SE 11TH AVE

BIDS RECEIVED:

ABDIEL PEREZ	\$	5,001.99
UBALDO ARMENDARIZ	\$	4,000.00
NEIL E MOORE JR	\$	1,500.00
LEONOR GUERRA	\$	1,500.00
BRENDA ROCHA	\$	1,001.00
ORLANDO JOHNSON	\$	667.77
JIM LAUGHREN	\$	503.00
HIGH PLAINS MORTGAGE CAPITAL LLC	\$	156.00
ERIC & VIRGINIA ESPINOZA	\$	101.00

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**TRUSTEE PROPERTY SALE
MARCH 2, 2015**

PROPERTY DESCRIPTION:

R-061-8350-0356

LOT: 16 **BLOCK:** 3
PARK TERRACE #2 AMD

CAUSE # 17283B

TOTAL DUE: \$ 19,884.77

5406 KEYSTONE DR

BIDS RECEIVED:

GRACE MCCORMICK & DERENDA RUSH	\$	5,026.00
MAGALY & CHRISTOHPER VELASCO	\$	4,500.00
SANDRA NEVAREZ	\$	3,750.00
JAIME & GUADALUPE V VARELA	\$	3,500.00
ELYESEL G MORENO NEVAREZ	\$	3,360.00
RUBEN SOTO JR	\$	2,750.00
UBALDO ARMENDARIZ	\$	2,000.00
LEONOR GUERRA	\$	1,701.00
NEIL E MOORE JR	\$	1,200.00
BRENDA ROCHA	\$	551.00
ORLANDO JOHNSON	\$	303.03
HIGH PLAINS MORTGAGE CAPITAL LLC	\$	156.00
RAINBOW GLOW LLC	\$	77.00

PROPERTY DESCRIPTION:

R-035-7300-0335

LOT: 7 **BLOCK:** 1
HIGHLAND ADDN

CAUSE # 20162E

TOTAL DUE: \$ 752.15

FRONT BLVD

BIDS RECEIVED:

ORLANDO JOHNSON	\$	333.33
NEIL E MOORE JR	\$	150.00
RAINBOW GLOW LLC	\$	20.00
LEONOR GUERRA	\$	10.00
L E TOUCHON	\$	7.00

PROPERTY DESCRIPTION:

R-078-1600-0950

LOT: 10 **BLOCK:** 38
TARTER

CAUSE # 20403A

TOTAL DUE: \$ 40,809.26

1206 N BUCHNAN ST

BIDS RECEIVED:

UBALDO ARMENDARIZ	\$	10,000.00
SANTIAGO FUENTES	\$	6,975.20
HIGH PLAINS MORTGAGE CAPITAL LLC	\$	5,000.00
BRENDA ROCHA	\$	2,001.00
NEIL E MOORE JR	\$	1,500.00
L E TOUCHON	\$	500.00
RAINBOW GLOW LLC	\$	406.00
LEONOR GUERRA	\$	100.00

**TRUSTEE PROPERTY SALE
MARCH 2, 2015**

PROPERTY DESCRIPTION:

R-044-9600-1220

LOT: 9 & 10 **BLOCK:** 19
MILLER HEIGHTS

1001 NW 10TH AVE

CAUSE # 19034E

TOTAL DUE: \$ 4,075.46

BIDS RECEIVED:

UBALDO ARMENDARIZ	\$	1,000.00
JOHN D'COSTA	\$	400.00
NEIL E MOORE JR	\$	300.00
HIGH PLAINS MORTGAGE CAPITAL LLC	\$	255.00
LEONOR GUERRA	\$	150.00
L E TOUCHON	\$	100.00
RAINBOW GLOW LLC	\$	32.00

PROPERTY DESCRIPTION:

R-044-9600-1360

LOT: 17 & 18 **BLOCK:** 20
MILLER HEIGHTS

1012 N WASHINGTON

CAUSE # 20058E

TOTAL DUE: \$ 2,616.39

BIDS RECEIVED:

JOHN D'COSTA	\$	400.00
NEIL E MOORE JR	\$	300.00
HIGH PLAINS MORTGAGE CAPITAL LLC	\$	155.00
LEONOR GUERRA	\$	100.00
RAINBOW GLOW LLC	\$	26.00

PROPERTY DESCRIPTION:

R-052-5000-2300

LOT: 5 **BLOCK:** 12
NORTH HEIGHTS

1703 N JEFFERSON ST

CAUSE # 18618D

TOTAL DUE: \$ 6,619.65

BIDS RECEIVED:

ORLANDO JOHNSON	\$	505.25
NEIL E MOORE JR	\$	300.00
HIGH PLAINS MORTGAGE CAPITAL LLC	\$	155.00
LEONOR GUERRA	\$	100.00
L E TOUCHON	\$	50.00
RAINBOW GLOW LLC	\$	13.00

PROPERTY DESCRIPTION:

R-052-5000-2400

LOT: 10 **BLOCK:** 12
NORTH HEIGHTS

1706 N ADAMS ST

CAUSE # 20362E and 14274C

TOTAL DUE: \$ 5,679.94

BIDS RECEIVED:

UBALDO ARMENDARIZ	\$	3,500.00
ORLANDO JOHNSON	\$	333.33
HIGH PLAINS MORTGAGE CAPITAL LLC	\$	255.00
NEIL E MOORE JR	\$	200.00
LEONOR GUERRA	\$	100.00
RAINBOW GLOW LLC	\$	62.00
L E TOUCHON	\$	10.00

**TRUSTEE PROPERTY SALE
MARCH 2, 2015**

PROPERTY DESCRIPTION:

R-082-0820-3644

LOT: 23 & 24 **BLOCK:** 42
UNIVERSITY HEIGHTS

CAUSE # 19962E
TOTAL DUE: \$ 1,716.48
1945 NW 15TH AVE

BIDS RECEIVED:

ORLANDO JOHNSON	\$	531.35
JOHN D'COSTA	\$	400.00
NEIL E MOORE JR	\$	300.00
LEONOR GUERRA	\$	50.00
RAINBOW GLOW LLC	\$	12.00

PROPERTY DESCRIPTION:

R-069-1000-3123

LOT: 12 **BLOCK:** 84
SAN JACINTO HEIGHTS

CAUSE # 20419E and 18089E
TOTAL DUE: \$ 19,802.06
100 N LOUISIANA ST

BIDS RECEIVED:

LEONOR GUERRA	\$	301.00
NEIL E MOORE JR	\$	300.00
LARRY G ROUSH	\$	300.00
HIGH PLAINS MORTGAGE CAPITAL LLC	\$	255.00
RAINBOW GLOW LLC	\$	53.00
KAREN TOUCHON	\$	10.00

PROPERTY DESCRIPTION:

R-069-1000-4238

LOT: 4 **BLOCK:** 116
SAN JACINTO HEIGHTS AMD

CAUSE # 20528D
TOTAL DUE: \$ 1,536.72
204 S MARYLAND ST

BIDS RECEIVED:

UBALDO ARMENDARIZ	\$	4,000.00
BRENDA ROCHA	\$	1,501.00
LEONOR GUERRA	\$	1,500.00
NEIL E MOORE	\$	1,000.00
HIGH PLAINS MORTGAGE CAPITAL LLC	\$	500.00
RAINBOW GLOW LLC	\$	410.00
ORLANDO JOHNSON	\$	402.22
ERIC & VIRGINIA ESPINOZA	\$	110.00
L E TOUCHON	\$	25.00

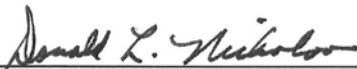
RESOLUTION**PARTICIPATION IN THE REGION 14 EDUCATIONAL SERVICE CENTER THROUGH THE
NATIONAL COOPERATIVE PURCHASING ALLIANCE**

Whereas, Amarillo Junior College District, pursuant to the authority granted by Title 7, Chapter 791 Interlocal Cooperation Contracts Act of the Texas Government Code, as amended, desires to participate in the described Region 14 Educational Service Center through the National Cooperative Purchasing Alliance. Said Alliance to be coordinated and administered by the Region 14 Educational Service Center;

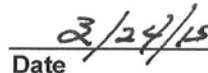
Whereas, Amarillo Junior College District is of the opinion that participation in this program will provide the best value to the taxpayers of this district through the anticipated savings to be realized;

Now therefore, be it resolved by the Board of Regents, that Amarillo Junior College District of Potter and Randall Counties is authorized to participate in the National Cooperative Purchasing Alliance and that the Vice President of Business Affairs, is authorized and directed to sign and deliver all necessary requests and other documents in connection therewith for and on behalf of Amarillo Junior College District.

Further, the Board of Regents adopts the Interlocal Agreement attached to this Resolution, which describes the purpose, terms, rights, and duties of the contracting parties; and authorizes the Chair to execute the agreement on behalf of the District.



Don L. Nicholson, Chair, Board of Regents
Amarillo Junior College District



Date

NCPA

National Cooperative Purchasing Alliance

INTERLOCAL AGREEMENT

Contracting Parties

Amarillo Junior College District
(Participating Agency)

Region 14 Educational Service Center
(Lead Agency)

75-6000031
(Federal Tax ID Number)

This agreement is effective upon signature and shall be automatically renewed unless either party gives sixty (60) days prior written notice of non-renewal. This agreement may be terminated with or without cause by either party upon (60) days prior written notice, or may also be terminated for cause at anytime upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

Statement of Services to be Performed:

Authority for such services is granted under Government Code, Title 7, Chapter 791 Interlocal Cooperation Contracts, Subchapter B and Subchapter C, and Local Government Code, Title 8, Chapter 271, Subchapter F, Section 271.101 and Section 271.102. The purpose of this cooperative is to obtain substantial savings for member school districts and public entities through volume purchasing.

Role of the Purchasing Cooperative

1. Provide for the organizational and administrative structure of the program.
2. Provide staff time necessary for efficient operation of the program.
3. Receive quantity requests from entities and prepare appropriate tally of quantities.
4. Initiate and implement activities related to the bidding and vendors selection process.
5. Provide members with procedures for ordering, delivery, and billing.

Role of the Participating Agency:

1. Commitment to participate in the program as indicated by an authorized signature in the appropriate space below.
2. Designate a contact person for the cooperative.
3. Commit to purchase products and services that become part of the official products and services list when it is in the best interest of the member entity.
4. Prepare purchase orders issued to the appropriate vendor from the official award list provided by the Purchasing Cooperative.

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- 5. Accept shipments of products ordered from vendors in accordance with standard purchasing procedures.
- 6. Pay vendors in a timely manner for all goods and services received.

Authorization:

Region 14 Education Service Center and the National Cooperative Purchasing Alliance (NCPA) executed a contract to provide cooperative purchasing opportunities to public and nonprofit agencies nationwide.

Please send a signed Interlocal Agreement by email to membership@ncpa.us, fax to (888) 543-6515, or mail to NCPA, P.O. Box 701273, Houston, TX 77270. A facsimile or email transmission of an executed signature page of the agreement shall have the same force and effect as an original signature page.

Participating Agency

Region 14 Education Service Center

By Donald L. Nishler
Authorized Signature

By _____
Authorized Signature

Chair, Board of Regents
Title

Title

March 24, 2015
Date

Date

Terry Berg
Contact Person

Contact Person

Vice President of Business Affairs
Title of Contact

Telephone Number

2201 South Washington Street
Street Address

Email Address

Amarillo, TX 79109
City, State Zip

(806) 345-5500
Contact's Telephone Number

t1berg@actx.edu
Email Address

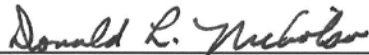
RESOLUTION**PARTICIPATION IN THE TEXBUY PURCHASING COOPERATIVE, HOSTED BY THE REGION 16
EDUCATION SERVICE CENTER STATEWIDE COOPERATIVE PURCHASING PROGRAM**

Whereas, Amarillo Junior College District, pursuant to the authority granted by Title 7, Chapter 791 Interlocal Cooperation Contracts Act of the Texas Government Code, as amended, desires to participate in the described Region 16 ESC Statewide Cooperative Purchasing Program through TexBuy. Said Program to be hosted by the Region 16 Education Service Center;

Whereas, Amarillo Junior College District is of the opinion that participation in this program will provide the best value to the taxpayers of this district through the anticipated savings to be realized;

Now therefore, be it resolved by the Board of Regents, that Amarillo Junior College District of Potter and Randall Counties is authorized to participate in the Region 16 Education Service Center Statewide Cooperative Purchasing Program and that the Vice President of Business Affairs, is authorized and directed to sign and deliver all necessary requests and other documents in connection therewith for and on behalf of Amarillo Junior College District.

Further, the Board of Regents adopts the Interlocal Agreement attached to this Resolution, which describes the purpose, terms, rights, and duties of the contracting parties; and authorizes the Chair to execute the agreement on behalf of the District.



Don L. Nicholson, Chair, Board of Regents
Amarillo Junior College District



Date

**INTERLOCAL AGREEMENT
for Participation in the
Region 16 ESC Statewide Cooperative Purchasing Program**

Contracting Parties:

Amarillo Junior College District
School District/Governmental Entity

AND

Region 16 Education Service Center

Texas Education Code §8.002 charges regional education service centers to provide services to enable school districts to operate more efficiently and economically. In order to increase the efficiency and effectiveness of purchasing operations, the Region 16 Education Service Center ("ESC 16") and [Amarillo Junior College District School District/Governmental Entity (the "Entity"), collectively referred to as "the Parties," enter into this Interlocal Agreement.

I. Creation of the Cooperative Purchasing Program

ESC 16, by this Agreement, agrees to serve as the sponsoring entity of a cooperative purchasing program (the "Program") in conjunction with the above-named Entity and any other entity legally entitled to enter into the Program, which executes a similar agreement. The purpose of the Program shall be to obtain substantial savings for participating school districts and other governmental entities through executions of economies of scale and through seeking vendors on a regional, state, and nationwide basis.

II. Authority

Authority for the services provided under this Interlocal Agreement is granted under Government Code, Chapter 791, Subchapters A, B, and C; and Local Government Code, Chapter 271, Subchapter F, §§ 271.101 and 271.102.

III. Termination

This Interlocal Agreement (hereinafter the "Agreement") is effective upon final execution by ESC 16 and shall automatically renew annually unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon (60) days prior written notice, or may also be terminated for cause at anytime upon written notice stating the reason for the termination and the effective date of such termination; however, the terminating party agrees to give the affected party a thirty (30) day period to cure any identified breach. The terminating party further agrees to make

any required payment to a vendor incurred during the time the party was a member of the Program.

IV. Duties and Roles

A. Role of the ESC 16 as Program Sponsor:

- (1) Provide for the organizational and administrative structure of the Program as Program Sponsor, by either using internal assets or through contracting with a third party to provide such matters.
- (2) Provide staff time necessary for efficient operation of the Program.
- (3) Provide for the initiation and implementation of activities related to the bidding and vendors selection process.
- (4) Provide members with procedures for ordering, delivery, and billing of goods and services available through the Program.

B. Role of the Entity:

- (1) Commit to participate in the Program by taking all action necessary to authorize the execution of this agreement in the appropriate space below.
- (2) Designate a contact person for the Program who will act under the direction of and on behalf of the Entity.
- (3) Commit to purchase products and services that become part of the official products and services list when it is in the best interest of the member Entity.
- (4) Prepare purchase orders issued to the appropriate vendor from the official award list provided by the Program.
- (5) Accept shipments of products ordered from vendors in accordance with standard purchasing procedures.
- (6) Pay vendors in a timely manner for all goods and services received.
- (7) Pursue any disputes regarding the quality or quantity of a vendor's goods and/or services directly with that vendor.

V. General Provisions

- A. The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the Program contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such Program.
- B. This Agreement shall be governed by the law of the State of Texas and the Parties agree that venue shall be in the county in which the central administrative offices of ESC 16 are located.
- C. This Agreement contains the entire agreement of the Parties hereto with respect to

the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

- D. If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.
- E. The Parties to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from budgeted available funds for the current fiscal year of each such Entity.
- F. The Parties agree that payments made through this Agreement fairly compensate the performing party for any services or functions performed.
- G. Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation.
- H. Nothing contained in this agreement prohibits a Party from either creating other purchasing cooperatives or participating as a member of other purchasing cooperatives.
- I. No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.
- J. This Agreement may be negotiated and transmitted between the Parties by means of a facsimile machine or e-mail and the terms and conditions agreed to by such means are binding upon the Parties.

VI. Authorization

ESC 16 and the Entity have entered into this Agreement to provide cooperative purchasing opportunities to public schools and other governmental entities and the governing boards of such entities delegate to the superintendent or chief executive officer of the Entity the discretion to determine that making purchases through the program provides the best value to the Entity.

This Agreement was approved by the governing boards of the respective Parties at meetings that were posted and held in accordance with state law, including Chapter 551 of the Texas Government Code, commonly known as the Texas Open Meetings Act.

VII. Non-Discrimination Clause

It is the policy of ESC 16 and the Entity not to discriminate on the basis of age, race, religion, color, national origin, sex, or handicap in its programs, services, or activities as

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required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The individuals signing below are authorized to do so by the respective parties to this Agreement.

Entity	ESC 16
By: <u>Donald L. Nicholas</u> Authorized Signature	By: _____ Authorized Signature
<u>CHAIR, BOARD OF REGENTS</u> Title	<u>CHIEF FINANCIAL OFFICER</u> Title
<u>MARCH 24, 2015</u> Date	_____ Date
<u>TERRY BERG</u> Entity Contact Person	<u>ANDREW PICKENS</u> ESC 16 Contact Person
<u>VICE PRESIDENT OF BUSINESS AFFAIRS</u> Title of Contact	<u>DIRECTOR OF PURCHASING</u> Title of Contact
<u>2201 SOUTH WASHINGTON</u> Street Address	<u>5800 BELL STREET</u> Street Address
<u>AMARILLO, TX 79109</u> City, State Zip	<u>AMARILLO, TX 79109</u> City, State Zip
<u>806-345-5500</u> Contact's Telephone Number	<u>806-677-5040</u> Contact's Telephone Number
<u>tlberg@actx.edu</u> E-mail Address	<u>andrew.pickens@esc16.net</u> E-mail Address

Please send two signed original Interlocal Agreements to Region 16 ESC, Attn: Andrew Pickens, Director of Purchasing, 5800 Bell Street, Amarillo, TX 79109-6230. Upon execution, a signed original will be returned to the Entity Contact Person listed above.

**CONTINUING EDUCATION
CO-SPONSOR RATE**

Continuing Education Co-Sponsor Rate Recommendation

A proposal regarding a continuing education Co-Sponsor rate increase will be presented at the board meeting.

We recommend approval of the following proposed continuing education Co-Sponsor rate for the 2015-2016 fiscal year, effective for the Fall 2015 term.

NOTE: The Continuing Education Co-Sponsor rate has not increased since the 2006-2007 fiscal year.

Current and proposed continuing education Co-Sponsor rate:

Co-Sponsor Rate –

<u>current rate</u>	<u>proposed rate</u>
\$25 per contact hr.	\$30.00 per contact hr.

Co-Sponsor Agreement/Relationship –

This partnership is appropriate and preferred for most professional organizations and/or, trade and technical organizations.

Formula for calculating Co- Sponsor Contact Hour Funded Training Pricing Standard:

- Co-Sponsor rate per contact hour = Amount to be billed to the client

Examples:**FY - 2012-2013 - 31,798 contact hours X co-sponsor rate**

@ \$25.00 per hour = \$794,950
@ \$30.00 per hour = \$953,940

FY - 2013-2014 - 29,403 contact hours X co-sponsor rate

@ \$25.00 rate = \$735,075
@ \$30.00 rate = \$882,090

FY – 2014-2015 - 30,000 projected contact hours

@ \$25.00 rate = \$750,000
@ \$30.00 rate = \$900,000

\$900,000 less \$750,000 = \$150,000

\$150,000 additional income generated at the proposed \$30 rate per contact hour

**PROPOSED CONTINUING EDUCATION
TECHNOLOGY FEE**

Continuing Education Technology Fee Rate Recommendation

A proposal regarding a continuing education Technology Fee increase will be presented at the board meeting.

We recommend approval of the following proposed continuing education Technology Fee for the 2015-2016 fiscal year, effective for the Fall 2015 term.

NOTE: The Continuing Education Technology Fee has not increased since it originated in the 2006-2007 fiscal year.

Current and proposed continuing education Technology Fee:

Continuing Education Technology Fee –

<u>current rate</u>	<u>proposed rate</u>
\$2.00 per class/per student	\$5.00 per class/per student

Examples:

FY 2012-2013 -	@ \$2.00 per class X 18,727 open enrollment student = \$37,454
	@ \$5.00 per class X 18,727 open enrollment student = \$93,635
FY 2013-2014 -	@ \$2.00 per class X 17,356 open enrollment student = \$34,712
	@ \$5.00 per class X 17,356 open enrollment student = \$86,780
FY 2014-2015 -	@ \$2.00 per class X 18,500 projected open enrollment student = \$37,000
	@ \$5.00 per class X 18,500 projected open enrollment student = \$92,500

\$92,500 less \$37,000 = \$55,500

\$55,500 additional income generated at the proposed \$5.00 rate per class/per student

**Amarillo College
Budget Amendments
March 24, 2015**

1. Truck Driving - transfer of funds to cover expenses of faculty salary.

Increase Truck Driving – Appointed Personnel Pool	\$ 26,100.00
Decrease TXDOT Contract CE – Appointed Personnel Pool	-\$ 26,100.00

2. Planning and Advancement – transfer of funds to cover expenses of Civitas.

Increase Dean ITS – Other Pool	\$ 43,839.20
Decrease Planning and Advancement – Appointed Personnel Pool	-\$ 18,839.20
Decrease Institutional Research – Other Pool	-\$ 12,500.00
Decrease Institutional Effectiveness – Other Pool	-\$ 12,500.00

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Bid Opening RFP# 1302 Building C Roof Replacement and HVAC Upgrade			
	March 5, 2015	4:00 PM	
Company	Proposal	Selected Company	Selected Companies Proposal
Mechanical			
Howards Mechanical	\$ 325,275.00		
Plains Plumbing	\$ 325,650.00		
MMM Plumbing	\$ 321,316.00	MMM Plumbing	\$ 321,316.00
Building Insulation			
Denman Building	\$ 110,400.00		
Diversified Interiors	\$ 89,926.00	Diversified Interiors	\$ 89,926.00
Electric			
American Electric	\$ 45,717.00	American Electric	\$ 45,717.00
Triple A Electric	\$ 49,514.00		
Roofing			
Parsleys	\$ 380,000.00	Parsleys	\$ 380,000.00
Construction Services	\$ 407,000.00		
CS Advantage	\$ 309,000.00		
		Total:	\$ 836,959.00

