

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
May 27, 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; Mrs. Sharon Oeschger; and Mr. Prenis O. Williams

REGENTS ABSENT: Mr. Frank O. Nelson and Dr. David C. Woodburn

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

Mr. Bob Austin, Associate Dean, Enrollment Management
Mrs. Melissa Bates, Assistant Director, Academic Services, MCC
Mrs. Karen Boatman, Instructional Laboratory Supervisor, MCC
Mrs. Norma Campbell, Marketing Coordinator, College Relations
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Daniel Esquivel, Executive Director, Hereford Campus
Mrs. Paula Garrison, representing Classified Employees Council
Mrs. Linda Hendrick, Director, Telecommunications
Mrs. Alexa Maples, Coordinator, Student Support Services, MCC
Ms. Danita McAnally, Associate Dean, Assessment and Development
Mrs. Lori Merriman, Executive Secretary, President's Office
Mr. Brad Newman, representing *Amarillo Globe News*
Mr. Don Nicholson, Newly Elected Board Member
Dr. Gene Norman, Newly Elected Board Member
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
Honorable David Swinford, State Representative, District 87
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mrs. Renee Vincent, Executive Director, Moore County Campus
Mr. David Ziegler, Assistant Director, Physical Plant
Members of Moore County Campus Advisory Committee

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

MINUTES APPROVED:

Mr. Williams moved, seconded by Ms. Fortunato, that minutes of the regular meeting of April 22, 2008, be approved. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of May 27, 2008**CONSIDERATION OF AUTHORIZATION TO ISSUE GENERAL OBLIGATION BONDS, AUTHORIZED BY PASSAGE OF THE BOND ISSUE BY THE VOTERS OF THE DISTRICT ON NOVEMBER 6, 2007:**

Steven Adams with First Southwest Company was unable to attend the Board meeting to present a proposal for the general obligation bonds. Mr. Berg gave an overview of the General Obligation Bonds and said Mr. Adams would meet with the Board on June 24. The current financing plan is to sell the \$68,305,000 in three sales as follows: \$22 M in 2008; \$24 M in 2009; and \$22,305,000 in 2010. The initial \$22 M sale will be competitively bid and is planned to be sold at the Board's June 24 meeting. Bids should be received on June 23; sold on June 24 with closing on July 24, 2008. Mr. Berg showed a projected debt service chart from 6/15/08 through 2028.

No action taken.

EDUCATION REPORT – MOORE COUNTY CAMPUS:

Mrs. Renee Vincent gave an overview of the Moore County Campus, introducing staff as she gave her presentation. She first gave a budget comparison from FY08 – F09; there was an increase in the alterations and improvements project. She is requesting 2-1/2 new positions this next year. Mrs. Vincent spoke of being in the third year of the five-year Student Support Services grant. Services provided include a FASFA workshop; tours; provide special recognition events; cultural events; and community action events. She gave a Quest update. This is the first year for the QUEST students to be on the AC campus; forty-three students are enrolled at the MCC; they have to maintain a 3.0 GPA; 120 students are eligible for fall 2008; 114 for fall 2009; 150 for 2010; and 273 for 2011. In order for an individual to be eligible for the Quest program they must maintain an 80 GPA; have a 95% attendance rate; and graduate in four years. They are required to take a minimum of nine hours a semester. MCC Continuing Education has 11,013 contact hours. Some workforce development goals are to hire a full-time technology instructor and increase the number of contacts. Mrs. Vincent introduced Mark Stroebel, Assistant Superintendent from DISD. The Gear Up Program was discussed. Mrs. Vincent thanked the Board for meeting at the MCC.

STRATEGIC PLAN UPDATE/EDUSERVE UPDATE:

Dr. Johnson discussed the Strategic Plan and gave a brief EduServe update. Sherry Hendrix from EduServe has been directing the E-Learning Center; the contract will end at the end of May. Significant progress on the learning management system (LMS) has been made in the last five months. The IT Tactical Plan will be discussed in greater detail at the June 24 meeting. A copy was provided the Board with an update to be distributed in June. Two programs initiated in recent years have been discontinued or modified; the Learning Communities program and the Supplemental Instruction program ended effective May 2008. Funds were shifted to Tutoring and First Year Experience. A new "First Year Experience" team has been assembled and begun work on its initial project, The Common Reader. The 2008 Common Reader will be "All Over But the Shouting," by Rick Bragg. This is to improve the engagement of first-year students to higher education. The career clusters strategy aligns the College's programs of study with one or more of 16 industry clusters. This program is to help students select a good field of study and understand how they can move within a cluster as their skills and educational level increase.

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Ms. Escajeda reported that this meeting would be Dr. Johnson's last with Amarillo College; she expressed her appreciation to him for all his service to AC. Dr. Johnson has accepted the presidency at Northeast Texas Community College in Mount Pleasant and will begin July 1.

RECORDS MANAGEMENT ANNUAL REPORT:

Title 6, subtitle C, Local Government Code provides that a junior college district must establish by resolution an active and continuing records management program to be administered by a Records Management Officer. The records retention schedules and administrative rules issued by the Texas State Library and Archives Commission; determines if the records management program and the Amarillo Junior College's District's records control schedules are in compliance with state regulations. The commission does report that Amarillo College is in compliance.

The Records Management Officer, Vickie Shelton, reported per Amarillo College's records management policy the annual disposition of paper records totaling 117 cases, equaling approximately 198 cubic feet of records was destroyed in 2008. These documents were approved by the Records Management committee which was re-established in June, 2007. We have new disposition procedures which were passed by the Records Management committee and followed this year. We also have added four record series (including: admission/assessment records for External Learning Experience, Dental Hygiene records, and admission and assessment records for Access Learning Center) to our current retention schedule.

No action was taken.

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

- REQUEST FOR PROPOSAL NO. 1175 – 2007 BOND PROJECT, NEW PARKING LOT, LANDSCAPE, IRRIGATION, AND LIGHTING FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS

RFP No. 1175, for a New Parking Lot, Landscape, Irrigation, and Lighting for Amarillo College, Washington Street Campus, was advertised in the newspaper for sub-contractors and suppliers, by Page & Associates, Inc., Construction Manager-at-Risk.

Page & Associates, Inc. provided a Guaranteed Maximum Price of \$757,586.00.

Funds are available in the 2007 Bond Budget.

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

FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED:

The following faculty members were recommended for promotion in rank by their supervisor, the Rank and Tenure Committee, the appropriate administrative channels, and the President.

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They meet all criteria for promotion in rank as stated in the Amarillo College Faculty Handbook. The effective date will be September 1, 2008.

Instructor to Assistant Professor

Kim Boyd – Medical Lab Technology
Jill Gibson – Speech/Theatre
Janice Hunt – Psychology (MCC)
Mark Rowh – Nuclear Medicine
Sheree Talkington – Occupational Therapy

Assistant Professor to Associate Professor

Jan Cannon – Nursing
Edie Carter – Mathematics
Mindy Graham – Reading
Dr. Michael Kopenits – Biology
Mark Usnick – Computer Information Systems

Associate Professor to Professor

Dr. Larry Adams – Social Science
Dr. Mike Bellah – English
Judith Carter – English
Dr. Alan Kee – Psychology
Gay Mills – Office Administration

Mr. Forrester moved, seconded by Mr. Williams, to approve the faculty promotions in rank recommendations. The motion carried unanimously.

CONSIDERATION OF CHANGES IN CONTINUING EDUCATION TUITION/FEEES APPROVED:

It was recommended to make the following changes to Continuing Education tuition and fees, to be effective for the fall/1st Quarter 2008 semester:

Continuing Education Tuition Increase

- Workforce classes (funded and non-funded) from \$1.90 to \$2.10 per contact hour
- Leisure Studies classes from \$2.10 to \$2.30 per contact hour

Continuing Education Co-Sponsor Rate Increase

- From \$19.00 to \$25.00 per contact hour

Establish Technology Fee for all Open Enrollment Continuing Education classes at \$2.00 per student.

The increases should generate about \$100,000 next year.

Ms. Fortunato moved, seconded by Mrs. Oeschger, to approve the Continuing Education tuition and fee changes. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of May 27, 2008**BUDGET AMENDMENTS APPROVED:**

A list of budget amendments for approval by the Board is attached at page 210.

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

FINANCIAL REPORT ACCEPTED:

The financial statements as of April 30, 2008, are attached at pages 211 through 222. Mr. Berg discussed the financial report.

Revenue

We are 8/12 of the way through the year. 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

Sixty percent of revenue has been expended. Utilities continue to increase as well as building maintenance.

Auxiliary Enterprises

The bookstores have made a profit of \$196,065. Food Services continue losing at a \$50,000 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 \$34.4 million in April 2008; \$31.5 million in April 2007; \$29.1 million in April 2006.

A & I

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

Designated Reserves - \$638,295 has been spent.

Tax Schedule

\$14.4 million was budgeted to be collected; we are over budget by \$207.

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

Mr. Berg made the recommendation to hold the Board Budget Workshop on June 24 from 2:30-5:30 in the Palo Duro Room of the College Union Building.

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Dr. Matney spoke on Dr. Jones' behalf. He spoke of the recent graduations and pinnings; there were 1,145 students eligible to graduate on May 9; last Friday, 14 students graduated from the Fire Academy; and 105 nurses were pinned, of which 60 will be hired by BSA.

Dr. Matney and others thanked Mrs. Oeschger for her 18 years of service on the Amarillo College Board of Regents. Frank Nelson who was absent was also praised.

Dr. Matney discussed the Nursing the Numbers Grant which was a federal grant we just completed after 2-1/2 years; 20 A.D.N. students signed up for this program and 19 earned their masters degree; 17 applied to teach at AC; six have been hired so far.

Ms. Escajeda was given a plaque for her two years serving as Board Chair. She was thanked for her hard work and dedication to Amarillo College.

BOARD NOMINATING COMMITTEE REPORT ACCEPTED:

Mrs. Oeschger reported that the nominating committee met and she presented the results. Following is the slate of 2008-09 officers: Michele Fortunato, Chairman; Prenis O. Williams, Vice Chairman; and John D. Hicks, Secretary.

Mr. Poff moved, seconded by Mr. Forrester, to accept the slate of officers. The motion carried unanimously.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:

Mrs. Oeschger reminded everyone of the fall balloon fest which the AC Foundation would conduct this coming October. She also expressed appreciation to Amarillo College for the years of service she had been involved in as a Board of Regent.

OATHS OF OFFICE FOR NEWLY ELECTED REGENTS:

Mrs. Brenda Sadler administered the oath of office to the newly elected regents – Mr. Don Nicholson, Dr. Gene Norman, and Mr. Prenis Williams for the three six-year terms; and Ms. Lilia Escajeda for the four-year unexpired term – and declared them duly sworn in to serve on the Amarillo Junior College District Board of Regents. The six-year terms of office will end in May 2014 and the four-year unexpired term will end in May 2012. All were welcomed and congratulated as Regents.

CLOSED SESSION:

At 7:50 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 8:10 p.m., Ms. Escajeda called the Amarillo College Board of Regents meeting back into open session. Mr. Nicholson moved, seconded by Mr. Forrester, that the Amarillo College Board of Regents grant a three week medical leave of absence to College President, Steven Jones. And

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acting on the advice of Dr. Jones, the Board named Vice President and Dean of Instruction, Dr. Paul Matney, acting College President in his absence. The motion carried unanimously.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

H. Bryan Poff, Secretary

