

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
June 24, 2008**

REGENTS PRESENT: Ms. Michele Fortunato, Chair; Mr. John D. Hicks, Secretary; Ms. Lilia B. Escajeda; Mr. Carroll M. Forrester; Mr. Don L. Nicholson; Dr. Gene Norman; Mr. H. Bryan Poff; and Dr. David C. Woodburn

REGENT ABSENT: Mr. Prenis O. Williams, Vice Chair

OTHERS PRESENT: Mr. Robert Austin, Associate Dean, Enrollment Management; 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. Paul Matney, Acting President/Vice President and Dean of Instruction; Ms. Danita McAnally, Associate Dean, Assessment and Development; and Mrs. Damaris Schlong, Dean of Workforce & Economic Development

Mr. Steven A. Adams, representing First Southwest Company
Dr. Claudie Biggers, Assistant Professor, Biology
Mr. Gerald Bybee, representing Underwood Law Firm
Mrs. Norma Campbell, Marketing Coordinator, College Relations
Ms. Judy Carter, Professor, Speech/Honors Program
Mr. Bruce Cotgreave, Director, Physical Plant
Mrs. LuLu Cowan, Coordinator, Workforce Training
Mr. Daniel Esquivel, Executive Director, Hereford Campus
Mrs. Linda Hendrick, Director, Telecommunications
Ms. Sherry Hendrix, representing EduServe
Miss Danielle Hollis, Honors Program Student
Mrs. Lana Jackson, President, Faculty Senate
Ms. Patsy Lemaster, Director, Professional and Organizational Development
Mrs. Lori Merriman, Executive Secretary, President's Office
Miss Kate Mongrain, Honors Program Student
Mrs. Sheryl Mueller, Division Chair, Nursing
Mr. Brad Newman, representing *Amarillo Globe News*
Mrs. Linda Pitner, General Manager, KACV-TV/FM
Mrs. Brenda Rossnagel, President, Administrator's Association
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mr. Graham Sample, Honors Program Student
Mr. Robert Sanders, Legal Counsel
Mrs. Vickie Shelton, Director, Purchasing
Ms. Felicity Swann, representing Classified Employees Council
Miss Stephanie Zavala, Honors Program Student
Mr. David Ziegler, Assistant Director, Physical Plant

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

Minutes of the Amarillo College Board of Regents Regular Meeting of June 24, 2008**MINUTES APPROVED:**

Mr. Nicholson moved, seconded by Ms. Escajeda, that minutes of the special meeting of May 20, 2008, be approved. The motion carried unanimously. Ms. Escajeda moved, seconded by Mr. Nicholson, that minutes of the regular meeting of May 27, 2008, be approved. The motion carried unanimously.

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 and Gerald Bybee, bond attorney, presented a proposal for the general obligation bonds.

Consideration of the passage of an order authorizing the issuance and sale of Amarillo Junior College District general obligation bonds, series 2008 in a principal amount up to \$22,000,000; levying a tax and providing for the security and payment thereof; approving the official statement; accepting a bid therefore; and enacting other provisions relating thereto.

On June 23, 2008, we took bids on the Series 2008 General Obligation Bonds and received three bids; the Robert W. Baird & Co. bid 4.86%; they used FSA insurance, which is AAA/AAA rated. The Order authorizing the issuance of \$22,000,000, Amarillo Junior College District General Obligation Bonds Series 2008 will be filed with the original set of minutes.

Dr. Woodburn moved, seconded by Mr. Forrester, to authorize issuance of general obligation bonds to the Robert W. Baird & Co. and to adopt the order. The motion carried unanimously.

IT TACTICAL PLAN UPDATE:

Dr. Matney introduced Dr. Grandgenett and Sherry Hendrix from EduServe. Dr. Grandgenett discussed the Tactical Plan Progress Summary. In the plan there were four impact areas discussed: Impact Area 1: Culture, Governance and Technology Support Organization; Impact Area 2: Policy and Procedures; Impact Area 3: Strategic Planning and Resource Utilization; and Impact Area 4: Application Effectiveness. A copy of the presentation is attached at pages 230 through 237.

Ms. Hendrix discussed the Learning Management System (LMS). Amarillo College has been running WebCT versions of LMS since 1999. There has been significant growth in online courses and student enrollments from 105 courses with 2,734 student enrollments in spring 2004 to 262 courses with 5,999 student enrollments in spring 2008. A faculty-driven LMS team with Dr. Claudie Biggers and Mark Hutson serving as co-chairs was created; four students participated. In February 2008, WebCT migrated to Blackboard Version CE. In March 2008, a request for proposal (RFP) was submitted; five vendors responded; list was narrowed to Blackboard and Angel. References were checked and after discussions with other community colleges, it was determined that six out of ten used Angel. After considering the criteria brought forward as key issues, out-sourcing capabilities and cost, the final LMS recommendation was that Angel Learning, Inc. be selected as AC's LMS solution. The total five-year cost is \$383,470.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 24, 2008**IT TACTICAL PLAN UPDATE Continued:**

Dr. Matney commended the LMS team, Ms. Hendrix, and Dr. Grandgenett for their hard work and leadership.

EDUCATION REPORT – HONORS PROGRAM:

Ms. Judy Carter, Honors Program Coordinator, introduced two of her students, Kate Mongrain and Danielle Hollis who told what the Honors Program had meant to them. Ms. Carter gave a brief summary of the Honors Program. Students who are in the program are in public speaking, Texas Government, Survey of Art & Music; and English Literature of the Western World. Students have to maintain a 3.5 GPA or better; and they are in a learning community and travel from class to class as a group. She reported that the Honors Program is not more but it is different in the learning style; their classes are faster paced; and students all are in different majors. Ms. Carter gave examples of what the students participated in in the fall, i.e., back to school picnic; Dallas trip; Amarillo Museum of Art; Amarillo Opera, and Amarillo College theatre and music events. In the spring, they participated in an Honors Program leadership seminar; Sneak Peak; and started planning a summer abroad experience. Several excursions they went on were to visit Santa Fe, Dallas/Ft. Worth, Oklahoma City, and San Antonio. Ms. Carter showed a video which included some student-produced videos and some footage of their excursions. She thanked the AC Foundation for their help in scholarship and fund raising efforts for the summer 2009 trip planned to Great Britain. The Honors Program was started in 1988 by Dr. R. E. Byrd, former VP/Dean of Instruction.

KACV-TV ADVISORY COUNCIL MEMBER APPOINTMENTS APPROVED:

The KACV-TV Advisory Council is being reorganized in accordance with the Council's Rules of Procedure. Attached at page 238 is a recommended list of appointments. Linda Pitner, General Manager, requested two members of the Board to also serve on the KACV-TV Advisory Council.

Mr. Forrester moved, seconded by Ms. Escajeda, to approve the KACV-TV Advisory Council member appointments. The motion carried unanimously.

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

Groom, Lynne Ann – Development Director, KACV-TV

Effective Date: June 01, 2008

Salary: \$43,500.00 per year for 12 months full-time

Qualifications: B.B.A., University of North Texas, Denton, Texas

Experience: 10 years related work

Replacement for: Jodi Lindseth

Bio: Lynne Ann Groom has worked as Corporate Coordinator with KACV since January 2006. Previously Ms. Groom spent eight years as a Senior Account Executive with RC & P Advertising and eight years as Promotions and Marketing Director with KFDD-TV.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 24, 2008

APPOINTMENTS Continued:

Ms. Groom is an Amarillo High School graduate and attended Amarillo College before transferring to the University of North Texas where she earned a Bachelor of Business Administration degree.

FacultyFunderburg, Heather Ann – Instructor, Biology, Moore County Campus

Effective Dates: August 18, 2008 through August 19, 2009

Salary: \$38,225.00 per year for 9 months full-time temporary

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

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

Experience: 8 years related work

Note: Funderburg was a part-time instructor, May 2005 to present.

Bio: Heather Ann Funderburg has taught Biology at Dumas High School for the last four years. Ms. Funderburg is a graduate of Caprock High School and got her start at Amarillo College before transferring to West Texas A & M University where she earned Bachelor of Science and Master of Science degrees in Biology.

B. BIDS AND PROPOSALS:

● PURCHASE OF WIRELESS NETWORKING EQUIPMENT:

Amarillo College's Strategic Plan and the IT Tactical Plan both called for wireless access on AC campuses to be available to students, staff, and faculty. For the first phase of implementing wireless access, administration proposes the purchase of wireless networking equipment in the amount of \$65,000.00. It was recommended the equipment be purchased from AT&T.

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

● REQUEST FOR PROPOSAL NO. 1174 - PURCHASE OF ANGEL LEARNING MANAGEMENT SYSTEM (LMS) FOR ONLINE COURSE DELIVERY

Amarillo College has been using WebCT as its LMS since 1999, when AC began to offer online courses. AC is currently using WebCT CE4.1. WebCT has been bought by Blackboard. As a result, WebCT CE4.1 will not be supported by Blackboard after 2011. Thus, AC is required to change LMS providers. To insure that AC students and faculty are best served by a new LMS, an EduServe consultant was hired to help with implementation, an LMS Implementation Team of faculty was appointed, and a request for proposal was completed and released. Proposal was advertised in the newspaper and submitted to 10 vendors. Five proposals were returned, and the AC Implementation Team viewed demonstrations by three companies. As a result of this process, Angel was recommended by the Implementation Team under the leadership of the EduServe Consultant.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 24, 2008**BIDS AND PROPOSALS Continued:**

The Angel LMS purchase includes Angel Application software: user account license, basic implementation services, hosting services, and technical consulting. With the input of Dr. Laura Grandgenett, AC will outsource the hosting of the LMS. Angel provides a 24/7 hosting solution with 99.9% up-time.

The cost for year one of Angel LMS, the development phase, is \$97,800.00. Funds are available from the Title V grant and the 2007-2008 budget.

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

REQUEST FOR PROPOSAL No. 1179 - CONTRACT FOR A FULL-SERVICE AGREEMENT WITH A VENDOR TO PROVIDE FOOD SERVICE FOR WASHINGTON AND WEST CAMPUS CAFETERIA SERVICES APPROVED:

RFP No. 1179, for a full-service agreement with a vendor to provide food service for Washington and West campus cafeteria services, was issued to nine vendors and advertised in the newspaper. Two proposals were returned. The tabulation is attached at page 239.

This three year contract with the recommended vendor is to replace the expiring contract now in place with Great Western Dining Service, Inc. This contract is for a three year period beginning August 1, 2008 and ending July 31, 2011. This new contract has a provision to be renewed for two additional one year contracts, if agreed upon by both Amarillo College and the vendor.

It was recommended that this contract for five years be awarded to Great Western Dining Service, Inc. to the specifications requested in the proposal. The cost of management fees will be a total of \$79,600.00 annually.

Dr. Woodburn moved, seconded by Mr. Hicks, to approve the recommendation for food service. 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 is attached at pages 240 through 244. Board approval is required because the properties are held in trust by Randall County.

The Randall County Tax Assessor/Collector recommended 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 approve the transfer of these properties to the successful bidders.

Mr. Nicholson moved, seconded by Dr. Woodburn, to authorize the chair of the Board of Regents to approve the transfer of these properties. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 24, 2008**BUDGET AMENDMENTS APPROVED:**

A list of budget amendments approved by the Board is attached at page 245.

Ms. Escajeda moved, seconded by Dr. Woodburn, to approve these budget amendments. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of May 31, 2008, are attached at pages 246 through 257. Mr. Berg discussed the financial report.

Revenue

We are $\frac{3}{4}$ through the year. Tuition/fees are lagging, but summer I & II are not reported yet.

Expenditures

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

Auxiliary Enterprises

The bookstores have made a profit of \$199,749. Property rental is at \$423,000; the rental occupancy rate is at 98%

Restricted Funds

Federal and state grants and contracts have increased \$812,948; local grants and contracts have decreased due to HLC accounting changes; and public service is up \$651,588.

Cash and Investments

There was \$34.3 million in May 2008; \$31.2 million in May 2007; \$28.9 million in May 2006.

A & I

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

Designated Reserves - \$763,403 has been spent.

Tax Schedule

\$14.4 million was budgeted to be collected; we are over budget by \$115,163.

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

PRESIDENT'S REPORT:

Dr. Matney spoke on Dr. Jones' behalf. Ms. Fortunato, Mr. Berg, and Dr. Matney met to discuss the FY09 budget. He gave an update of summer enrollment; as of the 4th class day we were down 82 students or 2-1/2% from this time last summer. We are offering more online classes.

Dr. Matney addressed the reorganization. Dr. Brad Johnson's position will not be replaced; as of July 1, Mr. Robert Austin's new title will be Dean of Enrollment Management and Ms. Danita McAnally's new title will be Dean of Assessment and Development; they have joined the

Minutes of the Amarillo College Board of Regents Regular Meeting of June 24, 2008**PRESIDENT'S REPORT Continued:**

President's Cabinet. Mrs. LuLu Cowan will be the Special Assistant to the President in a ten-month, full-time position. Workforce Development will have a few minor realignments organization.

Dr. Matney reminded the Board of the June Jazz Fest which will end with tonight's performance.

CLOSED SESSION:

At 7:35 p.m., Ms. Fortunato announced there would be a closed meeting to afford an opportunity for the Board to deliberate the purchase, exchange, lease or value of real property, pursuant to Section 551.072 Texas Government Code.

At 7:50 p.m., Ms. Fortunato called the Amarillo College Board of Regents meeting back into open session. Dr. Woodburn moved, seconded by Mr. Nicholson, to ratify agreement signed by Mr. Curtis Richards' on June 9, 2008, owner of 2212 Harrison Street residence. The motion carried unanimously.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

John D. Hicks, Secretary

