

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
October 28, 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; and Mr. H. Bryan Poff

REGENTS ABSENT: Mr. Prenis O. Williams, Vice Chair and Dr. David C. Woodburn

OTHERS PRESENT: Mr. Robert Austin, Dean of Enrollment Management; Mr. Terry Berg, Dean of Finance & Administrative Services; Mrs. Ellen Green, Dean of College Communications and Marketing; Dr. Paul Matney, Acting President/Vice President and Dean of Instruction; and Ms. Danita McAnally, Dean, Assessment and Development

Ms. Katie Ahlbom, Administrative Assistant, Physical Plant
Ms. Jordan Bailey, representing *The Ranger*
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Daniel Esquivel, Executive Director, Hereford Campus
Mr. Randy Farr, Hereford Advisory Committee
Mrs. Gina Garrett, representing Classified Employees Council
Mr. Terry Kleffman, Director, Program Services, Information Technology Systems
Mrs. Alexa Maples, Coordinator, Student Support Services, Moore County Campus
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Lacy Mueggenborg, Assistant Director, Hereford Campus
Mr. Anastacio Nieves, Network Security Engineer, Information Technology Systems
Mr. Ed Nolte, Division Chair, Industrial & Transportation Technologies
Mrs. Linda Pitner, General Manager, KACV-TV/FM
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
Ms. Karron Smith, Hereford Advisory Committee
Mr. Andy Thorne, Combined Services Assistant, Hereford Campus
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mrs. Renee Vincent, Executive Director, Moore County Campus
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. Norman gave the invocation.

MINUTES APPROVED:

Mr. Nicholson moved, seconded by Mr. Hicks, to approve minutes of the regular meeting of September 23, 2008. The motion carried unanimously.

EDUCATION REPORT – HEREFORD CAMPUS UPDATE:

Mr. Esquivel made a presentation to the Board. Topics included facilities; new personnel additions; action; finance; enrollment trends; demographics; Workforce Development; and

EDUCATION REPORT – HEREFORD CAMPUS UPDATE Continued:

future plans. The Hereford Campus continues to be housed in half of the old Shirley Elementary School Building; they have seven regular classrooms and one computer classroom with 20 computers. There is an open access computer lab with 27 computers, two general office areas and a separate classroom for upholstery, art, and ceramics. There are extra classrooms used at the high school, HISD Administration Building, Community Center and local churches. There is a fundraising campaign to help with expansion; plans for expansion may include the old Sugarland Mall, old ALCO, or new construction. Projected income for the Hereford Campus for FY09 is \$870,498; projected expenses are \$865,718. As of September 10, 2008, there are 306 students enrolled at the Hereford Campus for fall 2008. Regarding fall 2008 demographics: 170 females, 56 males; 159 Hispanics, 65 white, 1 black, and 1 other. Current Workforce projects include Caviness Meat Packing, Cattle Feeders, Job Readiness Seminars & Construction Trades.

BOND WEBSITE UPDATE:

The Board of Regents was updated on the current status of the Bond Website. This website is being created in an effort to keep the community, as well as Amarillo College employees, informed of all activities related to the Bond Projects.

Information has been gathered recently to place on the newly created bond website. The website will be an on-going project with updates placed on there as progress is made. The purpose of the website is to communicate to College employees and the community what projects are being worked on and incorporate photographs of the progress. A timeline will also be included. Katie Ahlbom gave a presentation and went through steps showing how to get to and maneuver through the website. First, one would open the Amarillo College home page; then go to the link on the web "About AC." Included on the website will be bulleted information, photos, a list of projects, new construction and renovation; a subscription to a monthly newsletter will also be available. Shiver-Megert and Page and Associates will also have a link on the site. Ahlbom is striving to make the site user friendly with assistance from College Relations and IT staff. Feedback from Regents is welcomed.

GRANTS AND CONTRACTS UPDATE:

A copy of the Grants and Contracts Report was provided the Board. Grants and contracts revenue have dropped 3% from 2005 to 2008. Ms. McAnally reviewed the report card of success in achieving targets for grants and major contracts in 2008. She focused on five out of the seven goals of grant and contract development. Goal 1 is to develop responsive new programs and training to meet documented needs. Strategy 1.2 will align workforce development training with projected local demands. Strategy 1.3 will expand access to Amarillo College courses; there are five potential new programs that will provide funding for low-income, first-generation students. Goal 2 is to increase enrollment of recent high school graduates – especially first generation students – as well as adult students. One action plan is to pursue a higher education grant and look for any early college or bridge program grants targeting Caprock High School seniors in spring 2009 or any other AISD high school seniors who are seeking ACE scholarships. In August 2008, AC submitted a grant application, Scholarships for STEM (Science, Technology, Engineering and Mathematics) grant students, to the National Science Foundation. Goal 4 will work toward impacting economic and community development in the

GRANTS AND CONTRACTS UPDATE Continued:

Texas Panhandle. Curriculum was submitted to THECB for approval of a renewable energy program to begin spring 2009. Goal 5 is to deliver instruction and services using technology to improve effectiveness and convenience for faculty, staff, and students. AC will pursue an NSF Course Curriculum Laboratory Improvement grant of \$100,000 to improve the biology labs. Goal 6 is to obtain new and expanded revenue. AC is in the process of coordinating a grant proposal to the U.S. Department of Commerce for building construction/renovation. Texas Tech University Health Science Center will submit the proposal since it will be the owner of the building. AC would receive a portion of the grant if approved. In August 2008, AC entered into a Memorandum of Understanding with Texas Tech University Health Science Center and West Texas A&M University to share a clinical simulation laboratory; these three have agreed to begin fund raising to build a new clinical simulation facility. AC will continue to look for new grants this year.

In late September, AC was awarded approximately \$3.3 million for a College Cost Reduction and Access Act (CCRAA) grant from the U.S. Department of Education. This grant is a collaboration with New Mexico Tech. AC will receive 54% of the grant funds to purchase equipment and faculty professional development in the areas of Engineering, Non-Destructive Testing and Physics.

INVESTMENT REPORT APPROVED:

The Board of Regents was presented the Quarterly Investment Report for the period of June 1, 2008 through August 31, 2008. A copy of the report was provided to the Regents. The overall portfolio yield is 2.610%, which is very competitive. During this time frame the portfolio market value has remained consistent at 100.083%.

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

ORDER OF ANNEXATION APPROVED:

Attached at page 37 is an Order for Annexation of Territory to Amarillo Junior College District. The City of Amarillo has annexed one tract of land lying adjacent to and adjoining the City of Amarillo, Texas. Maps and exhibits showing the area are attached at pages 38 through 40. It was recommended that this territory be annexed to the Amarillo Junior College District.

Mr. Nicholson moved, seconded by Ms. Escajeda, to approve the aforementioned territory annexation. The motion carried unanimously.

EXTENSION OF EDUSERVE CONTRACT APPROVED:

On February 26, 2008, the Board approved a revision of the contract with EduServe to provide services to implement the IT Tactical Plan which included providing management oversight of the IT functions and assistance in a search for a permanent CIO. The current contract ends December 15, 2008; Amarillo College is pleased with the job which Dr. Laura Grandgenett has performed. We desire overlapping time and a smooth transition when a CIO is hired and assumes the position. The CIO search is in progress and a successful candidate may not be

Minutes of the Amarillo College Board of Regents Regular Meeting of October 28, 2008**EXTENSION OF EDUSERVE CONTRACT APPROVED Continued:**

able to assume the responsibilities until early spring of next year. We are requesting an extension through March 31, 2009 of the EduServe contract. The cost of such an extension will be \$23,500.00 per month. It was requested that funds be allocated from the Strategic Plan Contingency.

Ms. Escajeda moved, seconded by Mr. Hicks, to extend the EduServe Contract. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:**Administrators**Ashcraft, Jennifer Leigh – Grants Compliance Officer, Assessment & Development**

Effective Dates: October 01, 2008 through October 31, 2008, 85% November 01, 2008, 100%

Salary: \$43,000.00 per year for 12 months full-time

Qualifications: M.B.A., Midwestern State University, Wichita Falls, Texas
B.B.A., Texas A&M University, College Station, Texas

Experience: 2 years related work

Note: New position approved in 2008-2009 budget. Mrs. Ashcraft's position will be split; October 01, 2008 through October 31, 2008 between Nursing the Numbers (current position) 15% and Grants Compliance Officer (new position) 85%. Beginning November 01, 2008 she will become 100% in her new position.

Bio: Jennifer Leigh Ashcraft has been working as a Grant Manager with Amarillo College since February 2006. Ms. Ashcraft has a B.B.A. from Texas A & M University and a M.B.A. from Midwestern State University.

Cornelius, James Rusty – Emergency Manager, Emergency Management

Effective Date: November 03, 2008

Salary: \$55,000.00 per year for 12 months full-time

Qualifications: J.D., South Texas College of Law, Houston, Texas
B.B.A., Sam Houston State University, Houston, Texas

Experience: 8 years related work

Note: New position approved in 2008-2009 budget.

Bio: James "Rusty" Cornelius comes to Amarillo College from Houston where he spent the last 8 years working in the Harris County Office of Homeland Security and Emergency Management. Mr. Cornelius earned a Bachelor of Business Administration from Sam Houston State University and a J.D. from South Texas College of Law. Prior to making a career change to Emergency Management, Mr. Cornelius spent 15 years in private practice specializing in Family Law.

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APPOINTMENTS Continued:

FacultyChambers, Richard L. – Instructor, Mathematics

Effective Date: August 18, 2008

Salary: \$42,378.00 per year for 9 months full-time

Qualifications: M.E., Texas Tech University, Lubbock, Texas

M.S., Texas Tech University, Lubbock, Texas

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

Experience: 1 year related work

Replacement for: Catherine Mechenbier

Note: Chambers was a temporary instructor, August 2007 to present.

Bio: Richard L. Chambers joined the A.C. math department as an Instructor last fall. Prior to joining Amarillo College, Mr. Chambers was an Engineer with Southwestern Public Service/Xcel Energy since 1978. Mr. Chambers has a Bachelor of Science in Chemistry from West Texas A & M University, a Masters Degree in Physical Chemistry and a Masters Degree in Engineering both from Texas Tech University.

Gonzales, Bernardino – Instructor, Biology

Effective Dates: August 18, 2008 through December 12, 2008

Salary: \$20,144.50 per year for 4.5 months full-time temporary

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

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

Experience: 5 years related work

Replacement for: Barbara Taylor

Bio: Bernardino Gonzales has been working full-time as a Lab Instructor with Amarillo College since 2003 while completing graduate work. Mr. Gonzales started his college work at Amarillo College before earning a Bachelor of Science and a Masters of Science in Biology at West Texas A & M University.

Schwarzlose, Samuel John – Instructor, Biology

Effective Date: August 18, 2008

Salary: \$40,538.00 per year for 9 months full-time

Qualifications: M.S., Texas State University, San Marcos, Texas

B.A., University of Dallas, Irving, Texas

Experience: 9 years related work

Replacement for: Steve Dutton

Bio: Samuel John Schwarzlose joins Amarillo College from the Texas Tech University School of Pharmacy where he was a Research Associate for the last two years. Mr. Schwarzlose earned a Bachelor of Arts in Biology from the University of Dallas and an Masters of Science in Biology from Texas State University. He has experience on the secondary level with AISD.

B. BIDS AND PROPOSALS:

- **REQUEST FOR PROPOSAL NO. 1193 – 2007 BOND PROJECT, SCIENCE LABORATORY BUILDING, PHASE II FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS**

RFP No. 1193, for the new Science Laboratory Building – Phase II for Amarillo College, Washington Street Campus. In August, the Board of Regents approved the structural package component for this project. Phase II will encompass all of the remaining aspects of the project, to include but not limited to General Conditions, Site Work, Masonry, Carpentry, Interior Finishes, Equipment, Elevator, Mechanical and Electrical to complete the construction of the New Science Lab. This Proposal Package also includes the installation of a second elevator in Parcels Hall. This will prepare the College for future bond work in Byrd Business Building and Parcels Hall. The Contractor will use the existing elevator for construction purposes and avoid the cost of an exterior construction elevator. Students, faculty and staff will use the newly installed elevator. Once the renovations are complete in Byrd Business/Parcels Hall the college will enjoy the benefits of two elevators in this building. This project was advertised in the newspaper for sub-contractors and suppliers, by Page & Associates, Inc., Construction Manager-at-Risk.

Page & Associates, Inc., provides a Guaranteed Maximum Price of \$7,700,542.00.

Funds are available in the 2007 Bond Budget.

- **REQUEST FOR PROPOSAL NO. 1200 – VEHICLES**

RFP No. 1120, will allow us to replace and/or roll down high mileage and older vehicles, based on our Five Year Replacement Schedule, and purchase five new pick-ups. The Ford Rangers will be used by Amarillo College mail couriers. Two of the Ford F150's will be used in the Physical Plant Maintenance Department. One Ford F150 will be used by East Campus Housing.

It was recommended to award Proposal No. 1200 to Planet Ford, for the amount of **\$64,023.40. This recommendation is based upon the Texas Association of School Boards Buy Board Contract, in which Amarillo College is eligible to participate.**

Funds are available in the 2008-2009 Budget.

2 ea. Ford Ranger	\$22,354.80
3 ea. Ford F150	<u>\$41,668.60</u>
Total	<u>\$64,023.40</u>

BIDS AND PROPOSALS Continued:

- **REQUEST FOR PROPOSAL NO. 1201 - PURCHASE OF HEAVY CUSTOM METAL STORAGE UNITS FOR STUDENTS**

RFP No. 1201, for the purchase of heavy custom storage units built for students, was advertised in the newspaper, and bid information provided upon request. Only one proposal was returned and met specifications.

It was recommended to award Proposal No. 1201 to Medley Material Handling Co., the sole bidder to the specifications, for the amount of \$30,310.00.

Funds for this procurement are available from the 2008-2009 Welding budget.

- **FLUKE OPTIVIEW**

A Fluke Optiview network analysis device will enable enhanced network analysis, troubleshooting, and security (see ITS Tactical Plan 2.1.3). It will expedite Ethernet troubleshooting, allow fiber inspection, help pinpoint performance problems, and increase security on both the wired and wireless networks.

It was proposed to purchase Fluke Optiview from AT&T at a cost of \$42,325.87. Funds are available in the 2008-2009 Technology Replacement Budget. The purchase will be made from the Department of Information Resources contract.

- **ASA**

The current Cisco PIX firewalls that are in place on the AC network are at end of life and nearing end of support from Cisco. They need to be replaced with the next generation of network firewall protection which is Cisco ASA 5540 appliances (see ITS Tactical Plan 2.1.3).

Firewalls provide protection from unauthorized or malicious access to the network. They are critical to protect college data and systems.

It was proposed to purchase ASA from AT&T for \$30,843.40 off the Department of Information Resources contract.

Funds are available in the 2008-2009 Technology Replacement budget.

- **ANTI-VIRUS**

The college has used ETrust anti-virus software from Computer Associates for the past four years. Recently, the ITS Division has re-evaluated anti-virus and malware products and has determined that Symantec Endpoint Protection will be a superior anti-virus solution (see ITS Tactical Plan 2.1.3). It will provide strong analysis of and protection from malware, security risks, and vulnerabilities as well as more advanced administration capabilities.

BIDS AND PROPOSALS Continued:

It was recommended to purchase Symantec Endpoint Protection from Checkpoint Services, Inc. for \$31,320.00 off the Department of Information Resources contract.

Funds are available in the 2008-2009 Technology Replacement budget.

- **NETINSTALL**

NetInstall is a software package that simplifies basic software and update installation tasks by allowing them to run unattended over the network. This ability will improve the efficiency of deploying the new software that will be on campus, such as MS Outlook and the new anti-virus software (see ITS Tactical Plan 3.3.1.1). The software will also standardize update deployment to end user machines resulting in greater security and provide discovery of assets such as hardware and software over the network.

It was recommended to purchase NetInstall from SHI Government Solutions for \$74,385.00 off the Department of Information Resources contract.

Funds are available from the 2008-2009 ITS departmental budget.

- **HARDING GROUP**

In December 2006, Amarillo College migrated from a Novell to a Microsoft network platform as the first step in standardizing on Microsoft as the platform for AC servers. To complete the process, the email system needs to be converted from Novell GroupWise to Microsoft Exchange and Outlook. Replacement personnel and technical support are more readily available for Microsoft products than Novell. The conversion to Microsoft Outlook allows the use of applications and resources that are already owned by the college (see ITS Tactical Plan 3.2.1.2).

Because the migration processes are outside the scope of knowledge of ITS staff, the migration can be more efficiently conducted by using a specialized consultant with experience in GroupWise to Outlook conversions. We recommend outsourcing the email migration to the Harding Group of Arlington, Texas. The ITS Division has used the Harding Group previously for assistance with Novell server problems, and is confident in their ability to handle the conversion of highly sensitive data in a secure, professional manner.

The scope of work provided by the Harding Group includes recommendations for hardware and software, assessment of the network structure and configuration, the conversion of 1,100 email accounts, and knowledge transfer to ITS staff.

It was proposed to engage the services of the Harding Group for \$32,920.00.

Funds are available in the 2008-2009 IT departmental budget and Technology Replacement budget.

C. BUDGET AMENDMENT:

A budget amendment for approval by the Board is attached at page 41.

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

FINANCIAL REPORT ACCEPTED:

The financial statements as of August 31, 2008 and September 30, 2008, are attached at pages 42 through 61.

Reserve Analysis – FY08

Current fiscal year activity - (\$2,040,642); ending balance - \$15,228,162; year-end close - \$19,474,630. Overlapping purchase orders - \$ 383,950; Carry-over - \$550,000. Planned reserve spending - \$1.6 million. Equipment reserve – increased by \$800,000.

Revenue

As of September 30, 2008, we have received a total of \$5.3 million in academic tuition/fee revenues.

Expenditures

There have been 8% of expected expenditures used through September 30, 2008.

Auxiliary Enterprises

Bookstores are showing a loss of \$2,800. Property rental net income is \$125,493.

Restricted Funds

Local grants and contracts increased \$102,471.

Cash and Investments

\$30.5 million – September 2008; \$29.2 million – September 2007; \$26.8 million – September 2006.

Alterations and Improvements

There has been \$2,119.48 spent on projects; there is \$1.7 million in the budget.

Tax Schedule

\$17.0 million was budgeted; \$50,175.00 has been collected.

Bond Expenditures

Expenses for FY08 is \$983,131; \$280,000 – construction manager fees; projected costs - \$34.2 million.

Reserve Analysis

\$19.5 balance as of 8/31/08.

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

PRESIDENT'S REPORT:

Dr. Matney expressed encouragement regarding Mr. Williams' recent release from the hospital; and offered condolences in the death of Mrs. Schlong's mother.

Mrs. Green was accepted as one of 100 Texas women to participate in the 2009 Leadership Texas Program. Leadership Texas, a program of the Foundation for Women's Resources, is the premier statewide women's leadership program. Leadership Texas brings together Texas women who have demonstrated their leadership ability in their profession, community or workplace. There will be five different sessions in five locations around Texas during 2009. Kudos to Mrs. Green.

Mrs. Green's area began offering a new quarterly email newsletter, "Plugged In." Regents' email addresses will be furnished to College Relations to receive the newsletter.

Three theatre students were recently honored in Houston.

Dr. Matney reminded the Board about the upcoming NAACP Freedom Fund Banquet and the National Philanthropy Day Luncheon.

The New Board Orientation was set up for November 17 from 12:00 – 2:00. The orientation will be geared especially for the two new regents, Mr. Nicholson and Dr. Norman, but any regent is welcome to attend.

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

It will be necessary to conduct a special Board meeting in December; Monday, December 15 at noon was selected.

Mr. Forrester praised the AC Opera on their recent operetta, Die Fledermaus.

CLOSED SESSION:

At 7:50 p.m., Ms. Fortunato announced there would be a closed meeting to afford an opportunity for the Board to confer with the College legal counsel pursuant to Section 551.071, Texas Government Code.

At 8:25 p.m., Ms. Fortunato 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.

John D. Hicks, Secretary

