

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
January 30, 2007**

REGENTS PRESENT: Ms. Lilia B. Escajeda, Chair; Ms. Michele Fortunato, Vice Chair; Mr. Carroll M. Forrester, Secretary; Mr. John D. Hicks; Mr. Frank O. Nelson; and Mrs. Sharon Oeschger

REGENTS ABSENT: Mr. H. Bryan Poff; Mr. Prenis O. Williams; and Dr. David C. Woodburn

OTHERS PRESENT: Dr. Steven W. Jones, President and Dr. Paul Matney, Vice President and Dean of Instruction

**Ms. Mindy Adams, Assistant Professor, Teacher Education Center
Mr. James Bauchert, representing Administrator's Association
Ms. Elizabeth Bauman, representing Student Government Association
Mr. Scott Beckett, Instructor, Music
Dr. Michael Bellah, Associate Professor, English
Mr. Bruce Cotgreave, Director, Physical Plant
Mrs. Ann Hamblin, Professor, Access Learning Center
Mrs. Linda Hendrick, Director, Telecommunications
Mrs. Holly Hicks, representing Classified Employees Council
Ms. Kaki Hoover, Assistant Professor, Lynn Library
Mrs. Judy Isbell, Professor, Reading
Mrs. Judy Jackman, Professor, Sciences & Engineering Advisor
Mr. James Keevan, Amarillo College Student
Ms. Danita McAnally, Associate Dean of Assessment and Development
Mr. Blake McCarty, KVII-TV, Channel 7
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Gay Mills, representing Faculty Senate
Mr. Terry Moore, Rank and Tenure Committee Chairman
Mrs. Sheryl Mueller, Division Chair, Nursing
Ms. Rachel Nelson, representing *The Ranger*
Mr. Brad Newman, representing *Amarillo Globe News*
Mrs. Theresa Rider, General Accounting and Budget Manager
Ms. Ellen Robertson, Director of Communications
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders, Legal Counsel
Mrs. Vickie Shelton, Director, Purchasing
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mrs. Renee Vincent, Executive Director, Moore County Campus
Mr. Henry Wyckoff, Department Chair, Automotive Technology
Mr. David Ziegler, Assistant Director, Physical Plant**

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

MINUTES APPROVED:

Mr. Hicks moved, seconded by Mrs. Oeschger, that the minutes of the special meeting of November 17, 2006, the regular meeting of November 28, 2006, and the special meeting of December 18, 2006 be approved. The motion carried unanimously.

STUDENT GOVERNMENT REPORT:

Elizabeth Bauman, SGA president, reported that they appointed new officers and went on an enjoyable ski trip. SGA plans to attend the regional conference in Midland on February 10; they will be working on amendments to their constitution. There will be a Peruvian concert on February 19 which SGA is hosting with the Music Department. Ms. Bauman and other students will be leaving for Austin on February 22 for Community College Day in Austin.

CAPITAL NEEDS ASSESSMENT – INTERNAL REPORT:

Mr. Thornton who chaired the Internal Capital Needs Committee gave a report. The Board was furnished a copy of the report at the Special Board meeting in December. Mr. Thornton stated that the committee was given the charge to validate and rank the needs identified by division chair and department heads earlier in the fall. They were also charged with ranking capital needs as to critical, significant, and important. The Internal Committee combined several areas and removed several deferred maintenance issues which will eventually have to be taken care of due to ADA compliance. Twenty-eight of the thirty members responded and prioritized the needs list. The top three areas which the committee deemed critical were Allied Health, Science and Engineering/Biology, and Nursing. The Internal Committee was encouraged to look beyond the needs assessment and asked not to consider solutions and their potential costs. The Community Needs Assessment Committee is being asked to review the internal assessment, make observations, collect information, tour campus facilities and then share observations and make recommendations. Phase Three of the process will begin when the Community Committee submits its report to the Board. The Board will review both the internal and community reports and make their observations and recommendations. It will then be the Board's responsibility to determine funding alternatives to accomplish the priorities and to decide how best to secure the funding. This process is consistent with recommended protocols for such an initiative as presented by the handout distributed by Dr. Jones from the Association of Governing Boards of Universities and Colleges regarding the Board's role in strategic planning. It is administration's intention to keep the Board involved in the progress of the work.

EDUCATION REPORT – BENCHMARK STUDIES OVERVIEW:

Ms. McAnally gave a PowerPoint presentation on Amarillo College's position in national and State benchmark studies. There are 152 community colleges in the national study; eight from Texas. All 50 community colleges are participating in the State study; Amarillo College is one of eight in the benchmark (peer) group. In the national study, AC's population pool is smaller than most in study (38th percentile); unemployment is much lower at 3.6%; and the average household income is slightly lower. AC's enrollment is significantly larger than typical community colleges at 10,701. In the State study, AC is in the middle range of total enrollments within the peer group which is 14,361 to 8,169. The percent of total enrollment growth is equal to the State. The tuition and fee comparisons show that AC is very low at \$38/credit hour (6th percentile) in the national study and 19th lowest in State. AC is low in operating funds according

EDUCATION REPORT – BENCHMARK STUDIES OVERVIEW Continued:

to the national study (34th percentile) and slightly higher in administrative expenses in the State study. Typically, AC's average credit section class size is 20.5 students. In student/faculty ratio comparisons, AC is 18 to 1 in national and 20 to 1 in State. Percent of credit courses taught by full-time faculty is significantly higher at 70% (86th percentile) in national; 71% in State, but equal to peer group. In the last five years, AC has shown better growth in academic classes in contact hours and slightly less in technical in the State study. In the workforce contract training contact hour comparisons, AC did better in the national study with 8,746 duplicated headcount (80th percentile) and had more of a decline in the State study at -14% which may have been influenced by TDCJ shifting contract training to Plainview. In recruiting comparisons at the national level, AC did better with the credit student, 4.93% (86th percentile) and non-credit student, 8.69% (96th percentile). AC was significantly higher in the national study for first-time in college enrollments at 70% (86th percentile); AC was equal to the peer group but higher than the State average in State study. AC had a larger Hispanic enrollment in the national study; had smaller enrollment in State study but in last five years showed dramatic growth at 61%. In African-American enrollment, AC was in the 26th percentile in the national study; and had a significantly lower enrollment in the State study but in last five years showed a dramatic growth of 46%.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:**FacultyRangel, Celestina – Nursing Instructor, Associate Degree Nursing

Effective Date: January 08, 2007

Salary: \$40,299.00 per year for 9 months full-time

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

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

A.D.N., Amarillo College, Amarillo, Texas

Experience: 24 years related work

Note: Change of status from part-time Instructor to full-time Instructor

Bio: Celestina Rangel received her Associate Degree in Nursing from Amarillo College prior to earning a BSN and an MSN from West Texas A & M University. Ms. Rangel is a licensed Registered Nurse with 24 years experience in delivering a complete range of RN services in Amarillo hospitals, most recently working in the Intensive Care Unit of Northwest Texas Hospital.

B. BIDS AND PROPOSALS:Modification to Bid No. 1111 - Vehicles for the Washington Street Campus Facilities Management and Moore County Campus

A Request for Bid No. 1111, for the purchase of three Mini-Vans, was advertised in the newspaper and issued to six bidders. Four bids were returned; John Chandler Ford was awarded the bid in September.

BIDS AND PROPOSALS Continued:

John Chandler Ford could not honor the commitment to the above bid. The Ford manufacturer closed down the production of the mini-vans that were previously awarded. It was recommended that the modified procurement be awarded to Texas Dodge, the next low bidder to the specifications and representing best value for AC, for the amount of \$58,089.00.

Funds for this purchase are available from the 2006-2007 budget.

The amount of increase per vehicle is approximately \$4,000.

Ms. Fortunato moved, seconded by Mrs. Oeschger, that the consent agenda be approved. The motion carried unanimously.

REQUEST FOR PROPOSAL NO. 1116 – CLASSROOM DEVELOPMENT – PHASE III FOR AMARILLO COLLEGE, MOORE COUNTY CAMPUS APPROVED:

RFP No. 1116, for New Lecture Room Development, located on the Moore County Campus, was advertised in the newspaper. A tabulation of the proposals received is attached at page 97.

It was recommended to award Proposal No. 1116 as indicated on the tabulation. Proposal amounts total \$102,883.00. Total project will not exceed \$150,000.00. Funds for this project (\$100,000.00) are available in the 2006-2007 A & I Budget; the remaining funds (\$50,000.00) are available in the Moore County Reserve Fund.

Mr. Nelson moved, seconded by Mr. Hicks, to approve the award of Phase III for Moore County Campus to the indicated vendors. The motion carried unanimously.

TENURE RECOMMENDATIONS APPROVED:

The following faculty members were recommended for tenure by their supervisor(s), the Rank and Tenure Committee, the appropriate administrative channels, and the President. They meet all criteria for tenure as stated in the Amarillo College Faculty Handbook. The effective date will be September 1, 2007.

<u>NAME</u>	<u>RANK</u>	<u>DEPARTMENT</u>
Mr. Don Abel	Assistant Professor	Radio-TV/Speech
Dr. Larry Adams	Associate Professor	Social Sciences
Ms. Nancy Brent	Assistant Professor	Adult Student Programs/Advising and Counseling
Mrs. Gale Brewer	Instructor	Mathematics
Mrs. Carol Buse	Assistant Professor	Computer Information Systems
Mrs. Edie Carter	Assistant Professor	Mathematics
Dr. Richard Hobbs	Professor	Physical Sciences
Dr. J. Alan Kee	Associate Professor	Psychology
Mrs. Mary Clare Munger	Assistant Professor	Child Development/Early Childhood
Mr. Ray Newburg	Assistant Professor	Theatre Arts

TENURE RECOMMENDATIONS APPROVED Continued:

Dr. Jim Powell	Associate Professor	Social Sciences
Mrs. Rathna Prabhakar	Assistant Professor	Mathematics/Physical Sciences
Mr. Henry Wyckoff	Instructor	Automotive Technology

Mr. Hicks moved, seconded by Mr. Forrester, to approve these faculty members for tenure. The motion carried unanimously.

BUDGET AMENDMENTS APPROVED:

A list of budget amendments for approval by the Board is attached at page 98.

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

FINANCIAL REPORT ACCEPTED:

The financial statements as of December 31, 2006, are attached at pages 99 through 108. Mrs. Rider discussed the financial report.

Revenue

We are one-third of the way through the year; 43% of the revenue has been collected. Academic tuition and fees is 79% of the total budget. Other income is down; Moore County and Hereford have not been collected yet.

Expenditures

Thirty-one percent of expenditures have been spent.

Auxiliary Enterprises

Bookstores show loss; all fall 2006 book sales show up on August 2006 (FY06) statement. Rental property profits are down partially due to student housing. The employee scholarship is at \$75,798.

Restricted Funds

Federal grants and contracts have increased \$80,796 from 2006. Pell grants show a decrease of \$178,787.

Cash & Investments

There was \$26.1 million in December 2006; \$25.4 million in December 2005; and \$24.2 million in December 2004.

A & I

Budgeted funds – are at 31% complete.

Designated reserves - \$159,055 was spent removing East Campus dilapidated structures.

Allocated funds - \$382,538 has been spent for WSC sidewalks and handicap ramps, WSC parking lots, and EC roof replacement and is 80% complete.

FINANCIAL REPORT ACCEPTED Continued:**Tax Schedule**

\$13.1 million was budgeted; \$3.4 million has been collected. January and February are the largest collection months.

Reserve Analysis

Current fiscal year activity is at \$815,256.

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

RESTORATION OF SALARY INCREASE:

The Board authorized up to a 3.5% salary increase for all employees in August for FY 2007, but since fall enrollment looked to be significantly down the Cabinet reduced the raise to 3%, effective September 1. This was done with hopes that enrollment would recover and employees could be given the .5% back in the spring. Dr. Jones recommended giving a 1% raise to base pay which will in effect cost the College .5% and will be effective March 1. The salary base will be 1% higher as we prepare budgets for FY08.

Mr. Forrester moved, seconded by Mr. Hicks, to restore the salary increase for employees. The motion carried.

PRESIDENT'S REPORT:

Dr. Jones mentioned the handouts he distributed, the ad from *Texas Monthly* regarding the importance of community colleges; the newspaper article about WTAMU requesting a fee increase; and the TCCTA 2007 "talking points" for communicating with legislators. Dr. Jones drafted a letter today to four legislators requesting that they look at Senate Bill 1 which further reduces state funding to Amarillo College by 5.3%; failing to increase state funding to Amarillo College will place added fiscal burdens on students and local tax payers. A copy of the letter will be sent to regents.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:

The Amarillo Museum of Art's annual gala was a success.

Mr. Nelson will bring a report from the Athletic Ad Hoc Committee sometime in the spring.

CLOSED SESSION:

At 7:20 p.m., Ms. Escajeda announced there would be a closed meeting to have an informal discussion of the President's evaluation pursuant to Section 551.074, Texas Government Code.

At 8:05 p.m., Ms. Escajeda called the Amarillo College Board of Regents meeting back into open session.

No action was taken.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Carroll Mack Forrester, Secretary

