

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
March 27, 2007**

REGENTS PRESENT: Ms. Lilia B. Escajeda, Chair; Ms. Michele Fortunato, Vice Chair; Mr. Carroll M. Forrester, Secretary; Mr. Frank O. Nelson; Mrs. Sharon Oeschger; Mr. Prenis O. Williams; and Dr. David C. Woodburn

REGENTS ABSENT: Mr. John D. Hicks and Mr. H. Bryan Poff

OTHERS PRESENT: Dr. Steven Jones, President; Mr. Terry Berg, Dean of Finance & Administrative Services; Mr. Victor Fite, Dean of Informational Systems & Technology; 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

Mrs. Heather Atchley, Student Activities Coordinator
Ms. Elizabeth Bauman, representing Student Government Association
Ms. Sondra Beighle, Associate Director, Criminal Justice
Mrs. Nancy Brent, representing Faculty Senate
Mrs. Gala Carpenter, representing Classified Employees Council
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Bill Crawford, Division Chair, Allied Health
Mr. Perry Flores, representing Student Government Association
Mrs. Linda Hendrick, Director, Telecommunications
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Gay Mills, representing Faculty Senate
Mrs. Sheryl Mueller, Division Chair, Nursing
Ms. Rachel Nelson, representing *The Ranger*
Mr. Brad Newman, representing *Amarillo Globe-News*
Mr. Ed Nolte, Division Chair, Industrial and Transportation Technologies
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. April Sessler, Director, Student Development
Mrs. Vickie Shelton, Director, Purchasing
Ms. Norma Stary, Marketing Coordinator, College Relations
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
Mr. Eric Wallace, Coordinator, Intervention Programs
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. Mrs. Oeschger gave the invocation.

MINUTES APPROVED:

Ms. Fortunato moved, seconded by Mrs. Oeschger, that the minutes of the regular meeting of February 27, 2007 be approved. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 27, 2007**STUDENT GOVERNMENT REPORT:**

Elizabeth Bauman, SGA president, reported that Badgerama will be held on April 26. She distributed tickets to the Board to attend the Student Organizations Banquet on April 21. Officer elections will be held the following week. Ms. Bauman chaired a meeting earlier in the day to select the Distinguished Alumni; the name will be released after the recipient is notified.

STUDENT FUNDING BOARD REQUEST TO INCREASE STUDENT SERVICE FEE APPROVED:

Ms. Bauman distributed a handout with the Funding Board's proposal to raise the Student Activity fee. The increase will help with student travel expenses, Distinguished Lecture Series costs, club activities, FallFest and Badgerama events. Following is the proposed increase:

Effective Fall 2007

Increase Student Service Fee \$.50 = \$1.75/credit hour

Increase collected for fall 2007, spring 2008, and summer
2008: Approximately \$83,000 more in revenue

Dr. Woodburn moved, seconded by Ms. Fortunato, to approve the student service fee increase. The motion carried unanimously.

EDUCATION REPORT – HEALTHCARE TRAINING:

Bill Crawford, Division Chair, Allied Health, distributed a floor plan of the Allied Health building showing the two phases it has undergone. The first phase was in 1974. Phase two was added in 1996. In 1974, the building was a state-of-the-art facility, and the equipment was up to date, but technology has changed and programs have outgrown the facility. The first programs were radiology, dental hygiene, respiratory care, and medical laboratory technology. The dental hygiene clinic is now in too close of quarters; when it was first built they had 12 operatories, now there are 18 and they are crowded. The ventilation system was not built to get rid of aerosols; the compressors were put into place in 1974. The dental hygiene program was put on notice; they have until 2010 to make the necessary changes and better conditions or possibly lose their accreditation.

Sheryl Mueller, Division Chair, Nursing, distributed a handout. Currently the Nursing Division is spread out all over West Campus. They occupy Building A where the division offices are, faculty have offices, there are two conference rooms, three classrooms and the Nursing Resource Center. In Building C they have two classrooms; in Building D is the CAI lab with 35 computers and a testing center with 42 computers. The both sides of the lecture hall are used; each side seats 150. The Vocational Nursing program enrollment is stable at 90-100 students with no planned growth in the VN program. In the Associate Degree Nursing program 405 students are enrolled in nursing courses and 1,015 have declared an ADN major but are not yet enrolled in nursing courses. The "Nursing the Numbers" grant which expires in November 2008 has plans for an increase in admissions to expand program enrollment to 600 students by 2010-11. Plans for consideration for the projected ADN enrollment growth include increasing the Nursing Resource Center space; increasing the CAI lab and Testing Center space; more classrooms and lecture halls; and additional faculty and staff offices. The state of Texas

Minutes of the Amarillo College Board of Regents Regular Meeting of March 27, 2007**EDUCATION REPORT – HEALTHCARE TRAINING Continued:**

estimates the need of 71,000 more nurses by 2010. The VN degree is a one-year certificate program and the ADN degree qualifies student to sit for testing. Nursing clinicals are held at BSA and NWTN. There are 132 ADN students graduating this year; that is a 47% increase in graduates. If we graduated 350 per year, BSA and NWTN would be able to hire them today.

NAMING OF AMARILLO COLLEGE LIBRARY ART GALLERY:

Deferred.

BIDS AND PROPOSALS APPROVED:**Request for Proposal No. 1117 – Phase 1 - Project 25 – VHF-Portable and Mobile Radios- Amarillo College Police**

RFP No. 1117, for the purchase of 13 new VHF Portable and seven Mobile Radios for Amarillo College Police, is Phase I with anticipated additional phases as budget allows.

It was recommended to award Proposal No. 1117 to Motorola, Inc., with WT Services, Inc. as the local authorized dealer for installation services, for the amount of \$48,023.18. This recommendation is based on the Houston-Galveston Area Council inter-local agreement approved December 18, 2006, which Amarillo College is eligible to participate in. Motorola, Inc. is the awarded communications provider for the Houston-Galveston Area Council.

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

Dr. Woodburn moved, seconded by Mrs. Oeschger, to approve purchase of VHF portable and mobile radios. 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 139 through 141. Board approval is required because the properties are held in trust by Potter County.

The Potter County 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.

Mr. Nelson moved, seconded by Ms. Fortunato, to approve the sale of county property and authorize the chair of the Board of Regents to execute the Tax Deeds. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 27, 2007**CHANGES IN TUITION AND FEES APPROVED:**

Mr. Berg explained the request to make the following changes to tuition and fees, effective fall 2007. No student tuition increase was requested.

Effective Fall 2007

Increase General Fee	\$2.00 = \$7.00/credit hour
Increase Technology Fee	\$2.00 = \$7.00/credit hour

Increase would bring in approximately \$700,000 per year

The General Fee covers the cost of doing business at the college such as legal fees, credit card collection fees, election costs, tax collection fees, increased bad debt from student loans, and increased insurance and workman's compensation costs.

The Technology Fee covers the increased costs for computer hardware and software licenses, enables AC to increase the number of smart classrooms with Internet and wireless connectivity, and covers the costs of increased user supporter for student computer labs at AC.

If the fee increase is approved, Amarillo College will still be below most Texas community colleges.

Mr. Williams moved, seconded by Ms. Fortunato, to approve the tuition and fee changes. The motion carried unanimously.

BUDGET AMENDMENTS APPROVED:

A list of budget amendments for approval by the Board is attached at page 142.

Mr. Berg reported that there is \$24,053 left in the general contingency account.

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

FINANCIAL REPORT ACCEPTED:

The financial statements as of February 27, 2007, are attached at pages 143 through 153. Mr. Berg discussed the financial report.

Revenue

We are half way through the year; there is a 12% spread between the revenue and expenses.

Expenditures

Forty-seven percent has been expended. We have purchased three vans and spent \$40,000 on snow removal and parking lot repairs.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 27, 2007**FINANCIAL REPORT ACCEPTED Continued:**Auxiliary Enterprises

The East Campus bookstore has gone through some changes. It was not a large operation; the administration met with the division chair and East Campus faculty. The recommendation was to close the East Campus bookstore. There have been arrangements made for students to come to the Washington Street Campus bookstore and there are arrangements to take books to East Campus for students. Family housing is at \$307,000 profit.

Restricted Funds

Local grants and contracts have decreased. Pell grants are down. Resident instruction is down by \$72,000.

Cash & Investments

There was \$33.0 million in February 2007; \$30.7 million in February 2006; and \$30.5 million in February 2005.

A & I

Budgeted funds – are at 56% complete.

Designated reserves - East Campus dilapidated structures are down and area is being cleaned.

Allocated funds - \$476,000 has been spent for WSC sidewalks and handicap ramps, WSC temporary parking lots, and EC roof replacement and is 99% complete.

Tax Schedule

\$13.1 million was budgeted; \$12.9 million has been collected; there is \$280,000 to be collected.

Reserve Analysis

There is \$14,700,000 available.

Mr. Nelson moved, seconded by Mr. Williams, to accept the financial report. The motion carried unanimously.

INVESTMENT COMMITTEE REPORT ACCEPTED:

It is required that the Investment Policy of the institution be reviewed annually. Dr. Woodburn reported that the committee reviewed the policy and no changes were required.

Ms. Fortunato moved, seconded by Mrs. Oeschger, to accept the report of the Investment Committee. The motion carried unanimously.

PRESIDENTS REPORT:

Dr. Jones thanked Drs. Johnson and Matney for their leadership during his medical leave. He also thanked his office staff and the President's Cabinet. Dr. Jones discussed a letter from Senator Kel Seliger which was distributed to the Board. The Senate Finance Committee approved a 15% increase in higher education funding overall; only a 3.8% increase for community colleges, however. The House is looking at a 12.5% increase for higher education and a 1.8% for community colleges. Dr. Jones thinks community colleges will receive a 2.5 – 2.6% increase at best. Dr. Jones talked about a handout regarding the maintenance projects

Minutes of the Amarillo College Board of Regents Regular Meeting of March 27, 2007**PRESIDENTS REPORT Continued:**

since 2000. AC has spent more than \$6.7 million in capital projects (maintenance and improvements) in the last seven years. He said there is no way to continue funding six campuses out of budget funds.

Dr. Jones discussed the Board's involvement in upcoming critical decisions. There are three major areas of planning currently taking place which will continue over the next few months.

Review and update the AC Strategic Plan; Biennial budget priorities for 2007-2009 and the operating budget for FY08; and Capital needs assessment and priorities for the next five years (campus master planning for AC facilities in consultation with architects and planning groups, capital equipment assessment, technology and critical maintenance needs). Jones referenced a Request for Qualifications that has been sent to area architects.

Ms. Escajeda asked the regents to look over the handout and to make her aware of any involvement in which they wish to participate by the April Board meeting.

Dr. Jones informed the Board of upcoming events such as a preliminary budget workshop in May or June; the 2008 Budget presentation in June; and the Strategic Plan modification report in August. He plans to distribute the External Community Report before the April Board meeting.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:

Dr. Woodburn gave kudos to the administration and how they kept things running smoothly during Dr. Jones' medical leave.

Mr. Williams told about several Athletic Committee meetings. They recently met with Frank Phillips College's Athletic Director. Ms. Escajeda would like a committee report given at the May Board meeting.

CLOSED SESSION:

At 7:38 p.m., Ms. Escajeda announced there would be a closed meeting to confer with the College legal counsel pursuant to Section 551.071, Texas Government Code.

At 8:00 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

