

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
April 24, 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. H. Bryan Poff; and Dr. David C. Woodburn

**REGENTS ABSENT:** Mr. John D. Hicks and Mr. Prenis O. Williams

**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

Dr. Larry Adams, representing Faculty Senate  
Mrs. Heather Atchley, Student Activities Coordinator  
Ms. Hannah Bainum, representing Student Government Association  
Ms. Elizabeth Bauman, representing Student Government Association  
Mr. Scott Beckett, representing Faculty Senate  
Mrs. Nancy Brent, representing Faculty Senate  
Mrs. Gala Carpenter, representing Classified Employees Council  
Mr. Bruce Cotgreave, Director, Physical Plant  
Mrs. Sharon Doggett, Coordinator, Amarillo College Benefit Plan  
Mr. Perry Flores, representing Student Government Association  
Mrs. Toni Gordy, Director, Criminal Justice  
Mrs. Ann Hamblin, Professor, Access Learning Center  
Dr. Kim Hays, Coordinator, Manufacturing Technologies  
Mrs. Linda Hendrick, Director, Telecommunications  
Mr. John Huffaker, representing the External Capital Needs Committee  
Mrs. Judy Isbell, representing Faculty Senate  
Mrs. Lana Jackson, Department Chair, Radio/Television & Journalism  
Ms. Danita McAnally, Associate Dean of Assessment and Development  
Mrs. Lori Merriman, Executive Secretary, President's Office  
Mr. Jerry Moller, Division Chair, Behavioral Studies  
Mr. Terry Moore, representing the Rank and Tenure Committee  
Ms. Rachel Nelson, representing *The Ranger*  
Mr. Brad Newman, representing *Amarillo Globe-News*  
Mr. Ed Nolte, Division Chair, Industrial and Transportation Technologies  
Mrs. Alice O'Brien, representing the External Capital Needs Committee  
Mrs. Donna Pergrem, representing the Classified Employees Council  
Mrs. Debra Russell, representing the Classified Employees Council  
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  
Mr. Henry Wyckoff, representing Faculty Senate  
Mr. David Ziegler, Assistant Director, Physical Plant

Minutes of the Amarillo College Board of Regents Regular Meeting of April 24, 2007

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

**MINUTES APPROVED:**

Dr. Woodburn moved, seconded by Ms. Fortunato, that the minutes of the regular meeting of March 27, 2007 be approved. The motion carried unanimously.

**STUDENT GOVERNMENT REPORT:**

Elizabeth Bauman, past SGA president, reported that SGA recently attended the State convention; they won the State secretary position; the regional president was nominated as chapter of the year out of 54; and in 2008-09, Heather Atchley, Student Activities Coordinator, will serve as the State advisor. The annual student organizations banquet was held recently; there were over 100 in attendance. Badgerama will be held on Thursday, April 26 and Spring Fling on West Campus will be held on May 2. SGA recently held officer elections; outcomes include Perry Flores, president; Elizabeth Bauman, vice-president; Braeden Knight, secretary; and Sarah Butler, TJCSGA Secretary.

**STUDENT RECOGNITION:**

Ms. Escajeda presented Ms. Bauman, past SGA president, with a plaque and expressed the Board's appreciation for her service with SGA.

**MODIFICATION TO THE AMARILLO COLLEGE BENEFIT PLAN APPROVED AND ADOPTED:**

RESOLVED that, effective May 1, 2007, the Board approves and adopts the Amendment to the Amarillo College Benefit Plan (As Amended and Restated Generally Effective January 1, 2002) ("Plan") entitled Designated Roth Contributions ("Amendment"), which amends the Plan to allow participants to contribute after tax elective deferrals, also known as "Roth" deferrals, to the Plan, and each officer of the Company is authorized, empowered and directed to accept and to sign any documentation necessary to evidence the adoption of the Amendment. The changes are attached at pages 161 through 164. The Board was told there would not be any administrative costs associated with this amendment.

Mr. Nelson moved, seconded by Dr. Woodburn, to approve and adopt the changes to the Amarillo College Benefit Plan. The motion carried unanimously.

**EDUCATION REPORT – CONCEPT FOR A CENTER OF EXCELLENCE ON THE EAST CAMPUS:**

Dr. Matney introduced Mr. Ed Nolte, division chair of Industrial and Transportation Technologies and Dr. Kim Hays, coordinator of Manufacturing Technologies at the East Campus (EC). Dr. Matney also thanked Mr. Frank Nelson and Mrs. Damaris Schlong for co-chairing the East Campus Development Committee. The East Campus Development Committee published and distributed their report in May 2006. Mr. Nolte gave a PowerPoint presentation. Last year Dr. Jones, Dr. Matney and Mr. Nolte began discussion regarding a Center of Excellence to be housed on the East Campus. Today, EC houses programs, has a strategic plan, and offers workforce training. Some programs of study include aerospace manufacturing, aviation maintenance technology, and non-destructive testing and evaluation. The Industrial and

**CONCEPT FOR A CENTER OF EXCELLENCE ON THE EAST CAMPUS Continued:**

Transportation Technologies Division provides industry-driven technical education. They are also dedicated to providing a quality technical education to the diverse population in our service area. Annual contracts for workforce training include TxDOT heavy equipment, TxDOT Truck Driving, Ford, and Chrysler. We have contracts with the City of Amarillo and Affiliated Foods in truck driving. Non-destructive testing (NDT) and evaluation is offered to Pantex and targeted industries. We received a Wagner-Peyser Aerospace (TWC) grant, a Bell Helicopter Skills Development Fund (TWC) grant, a TWC apprenticeship grant, and a HEMTRI grant. EC offers sponsored training in the area of fire protection for Potter and Randall County Fire Departments, Amarillo Fire Department, and Pantex Fire Department. Industrial training is offered to Pantex. The Center of Excellence Concept includes a complete training package for workforce training, lodging, food service, and transportation. There are two divisions under the Center of Excellence and they are academic programs and hospitality. The academic programs would offer contract training. Dr. Hays reported that AC is in a great position to capitalize on the NDT programs. Business and industry wants to have training available for their employees and to offer basic skills and grant them degrees and certificates. Within hospitality we can offer lodging such as student apartments, offer food service and transportation. The Center of Excellence concept would offer turn around training in half the time and short term training. It is currently in the concept phase; it still needs to be priced and talked over with area businesses. At this time it is only a study and concept; no decision to go forward was made.

**COMMUNITY CAPITAL NEEDS ASSESSMENT REPORT:**

Dr. Jones introduced Alice O'Brien and John Huffaker, co-chairs of the Community Capital Needs Assessment Committee. They gave a report of their work on the committee and their findings. The Board was given a copy of their report prior to the meeting. The committee worked from January to April on this project. The purpose of their work was to review and discuss possible capital needs priorities facing AC and to make suggestions to the Board. The members of this taskforce took their position on the committee seriously. Mr. Huffaker said that their committee toured Amarillo College facilities to get an idea of needs. The steering committee depended heavily on Linda Pitner, member of the community needs assessment committee, to work on the final report. Facilities were not the only capital needs that should be addressed; technology needs were an important part of the findings and report. We need to make improvements that best meet the needs of the students and community. We must make certain that we invest the limited funds on the top priority needs. Ms. Escajeda thanked Mr. Huffaker and Mrs. O'Brien and their entire committee for the hard work they did on the committee, for Amarillo College, and the community.

**CONSENT AGENDA APPROVED:****A. BIDS AND PROPOSALS:****REQUEST FOR PROPOSAL NO. 1118 – RE-ROOFING PROJECT, EAST CAMPUS HOUSING**

RFP No. 1118, for re-roofing fifteen residential units located on the East Campus, was advertised in the newspaper. Project Documents were sent to five contractors. A tabulation of the proposals received is attached at page 165.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 24, 2007**BIDS AND PROPOSALS Continued:**

It was recommended to award Proposal No. 1118 to Andrus Brothers Roofing, the low bidder to the specifications, for the amount of \$53,350.00. Funds for the project are available in the current 2006-2007 Housing Budget.

**REQUEST FOR PROPOSAL NO. 1120 – REPAVING OF NAIL & CROW PARKING LOTS, WASHINGTON STREET CAMPUS**

RFP No. 1120, for repaving of the Nail & Crow Parking Lots, located on the Washington Street Campus, was advertised in the newspaper. Project Documents were obtained by three (3) pavement contractors. A tabulation of proposals received is attached at page 166.

It was recommended to award Proposal No. 1120 to Holmes Construction Co., L.P., the low proposer to the specifications, for the amount of \$192,000.00. Funds for the project are requested to come from Facility Reserve.

**REQUEST FOR PROPOSAL NO.1123 - PURCHASE AND SET UP OF A 4T AVID LANSHARE ACADEMIC BUNDLE FOR MASS COMMUNICATIONS DEPARTMENT**

RFP No. 1123, for the purchase and set up of a 4T Avid Lanshare bundle for Mass Communications was issued to four CISV (State of Texas approved vendors). Three proposals were returned. A tabulation of the proposals received is attached at page 167.

It was recommended to award Proposal No. 1123 to TM Television, who provided the lowest proposal to specifications, for the amount of \$29,492.00. Funds for this purchase are available from the 2006-2007 Carl Perkins grant.

Dr. Woodburn moved, seconded by Mrs. Oeschger, to approve the consent agenda. The motion carried unanimously.

**FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED:**

The following faculty members have been recommended for promotion in rank by their supervisor, the Rank and Tenure Committee, the appropriate administrative channels, and the President. They meet all criteria for promotion in rank as stated in the Amarillo College Faculty Handbook. If approved, the effective date will be September 1, 2007.

**Instructor to Assistant Professor**

Dr. Mary Orff – Biology

**Assistant Professor to Associate Professor**

Carol Buse - Computer Information Science

Dr. Nichol Dolby - Biology

Rathna Prabhakar - Mathematics/Engineering

**Associate Professor to Professor**

Rudy Bratcher - Computer Information Science

Dr. Rao Prabhakar - Computer Information Science

**FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED Continued:**

Dr. Matney introduced Mr. Terry Moore, chairman of the Rank and Tenure Committee. Dr. Matney explained the criteria to petition for rank and tenure. Faculty must qualify by years of service in current rank; must serve as instructor for four years, assistant professor for three years, and associate professor for three years. Must have 15+ hours beyond the Master's degree to apply for assistant professor; Master's plus 30+ hours to apply for associate professor; and Master's plus 45+ hours to apply for professor. Faculty have to put together a portfolio petition which includes classroom performance documentation along with numerous letters of support from colleagues.

Ms. Fortunato moved, seconded by Mr. Forrester, to approve the faculty promotion in rank recommendations. The motion carried unanimously.

**BUDGET AMENDMENT APPROVED:**

A budget amendment for approval by the Board is attached at page 168.

Mr. Berg explained that we will be offering a new program in forensic science which will earn students who complete this program an associate in science degree and it will be necessary to buy new equipment and supplies to start this program. It will be in the Criminal Justice area. The enrollment cap will be set at 25.

Ms. Oeschger moved, seconded by Dr. Woodburn, to approve this budget amendment. The motion carried unanimously.

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of March 31, 2007, are attached at pages 169 through 179. Mr. Berg discussed the financial report.

**Revenue**

We are 7/12 through the year; we have received 66% of our revenues.

**Expenditures**

Fifty-six percent has been expended. We have purchased three vans and spent \$40,000 on snow removal and parking lot repairs. Alterations and Improvements are higher than last year by 33%.

**Auxiliary Enterprises**

The bookstores are running at \$172,000; \$50,000 less than last year. Rental property's net income is \$372,000; \$79,000 less than last year. The employee tuition scholarship shows \$76,000 being used.

**Restricted Funds**

Local grants and contracts have decreased. Pell grants are down. Resident instruction is down by \$500,000.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 24, 2007**FINANCIAL REPORT ACCEPTED Continued:**Cash & Investments

There was \$32.1 million in March 2007; \$30.3 million in March 2006; and \$30.2 million in March 2005.

A & I

Budgeted funds – \$645,000 has been expended and we are at 69% 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 100% complete.

Tax Schedule

\$13.1 million was budgeted; \$13 million has been collected; there is \$63,995 to be collected.

Reserve Analysis

East Campus A&I Designated is at \$58,000 which is set aside for EC improvements required but not budgeted; East Campus Designated is at \$2 million which is set aside from the State of Texas for operations of programs at EC.

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

**ARCHITECTURAL FIRM PROPOSAL APPROVED:****REQUEST FOR QUALIFICATIONS #1119 – TO ENCOMPASS ARCHITECTURAL, ENGINEERING, AND OTHER SERVICES REQUIRED TO UPDATE A FACILITIES MASTER PLAN**

RFQ No. 1119 was advertised in the newspaper and sent to 21 firms, with nine responding. Three firms were selected to be interviewed by the President's Cabinet, after which one firm will be recommended for Board consideration.

Three firms were selected to interview; they gave presentations to the President's Cabinet; Shiver-Megert was selected to do targeted facility planning. The Board will have the opportunity to address specific targets and priorities found by the firm. Shiver-Megert has done extensive work for Amarillo College in the past. They were supplied both the internal and external needs assessment reports. AC is in the process of talking with them about fees; the administration is requesting the Board to authorize \$175,000 for facility planning which will come out of facility reserves. Dr. Jones assured the Board that the administration will conceptualize and determine what it will take for AC to address top priority needs. The Board was encouraged to be involved in this planning process.

Mr. Poff moved, seconded by Dr. Woodburn, to approve the proposal. The motion carried unanimously.

Dr. Jones said that technology needs have consistently surfaced in the internal and external needs assessment reports and also in a college-wide employee survey recently conducted. AC is currently working on a technology strategic plan and will be addressing technology needs with the Board during FY08 budget discussions. Dr. Jones asked the Board to authorize

Minutes of the Amarillo College Board of Regents Regular Meeting of April 24, 2007**ARCHITECTURAL FIRM PROPOSAL APPROVED Continued:**

bringing CampusWorks, Inc. to Amarillo College to facilitate a technology planning retreat May 30 – June 1. Strategic Plan Contingency funds will provide \$20,000 to cover this retreat and complete the technology planning project. The Board is invited to attend on day 3 to hear the planning suggestions.

Dr. Woodburn moved, seconded by Mr. Poff, to authorize use of \$20,000 for this technology planning retreat. The motion carried unanimously.

**PRESIDENTS REPORT:**

Dr. Jones gave the floor to Dr. Matney to discuss the textbook selection process. Dr. Matney brought several textbooks which have been written by Amarillo College faculty and which are used not only in AC classrooms but in other colleges and universities. He said textbook selection is an important factor in faculty developing a course. Textbook representatives send complimentary copies of prospective books and faculty discuss these books before making selections. Selection factors may include content, organization, appropriateness, test bank, ancillary materials, and cost. Some faculty may have a compelling reason to select a different text for their course. Faculty textbook orders were due by April 13 for the fall 2007 semester. Dr. Robert Bauman, biology professor, has written a book which has been accepted in many universities worldwide. He uses most of his royalties to fund student field trips.

**NOMINATING COMMITTEE APPOINTMENTS:**

Ms. Escajeda appointed Mrs. Oeschger to serve as chair, Mr. Nelson, and Dr. Woodburn to serve on the nominating committee and charged them to bring a slate of officers to the May Board meeting.

Ms. Escajeda also asked Ms. Fortunato, Mr. Nelson, and Mr. Poff to serve on an ad hoc property committee.

**REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:**

Mrs. Oeschger told of the upcoming Art Force Committee membership drive.

Mr. Nelson reported that the Athletic Study Committee has not met recently. Dr. Woodburn and Roger Cox from Sanders Baker have talked with a couple college sports directors. Mr. Nelson will give an update at a future Board meeting.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

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Carroll Mack Forrester, Secretary











































