

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
April 25, 2006**

**REGENTS PRESENT:** Dr. David C. Woodburn, Chair; Ms. Michele Fortunato, Secretary; Ms. Lilia B. Escajeda; Mr. Carroll M. Forrester; Mr. Frank O. Nelson; and Dr. Neal D. Nossaman

**REGENTS ABSENT:** Mr. John D. Hicks and Mrs. Sharon Oeschger

**OTHERS PRESENT:** Dr. Steven W. Jones, President; Mr. Terry Berg, Dean of Finance & Administrative Services; Mr. Victor Fite, Dean of Informational Systems & Technology; Dr. Brad Johnson, Dean of College Advancement; Dr. Paul Matney, Vice President and Dean of Instruction; and Mrs. Damaris Schlong, Dean of Workforce & Economic Development

Ms. Elizabeth Bauman, representing Student Government Association  
Ms. Brenda Bernet, representing the *Amarillo Globe-News*  
Mr. Bruce Cotgreave, Director, Physical Plant  
Mrs. Linda Hendrick, Director, Telecommunications  
Ms. Lisa Islas, WTAMU student  
Mr. Kaleb Leija, Intern, College Relations  
Ms. Rocio Lugo, WTAMU student  
Mrs. Lori Merriman, Executive Secretary, President's Office  
Mrs. Gay Mills, representing Faculty Senate  
Mr. Terry Moore, Program Coordinator, Modern Languages  
Mrs. Sheryl Mueller, Chair, Nursing Division  
Mr. William Owens, representing KVII – Channel 7  
Dr. Doug Pickle, Professor, Electronics Technology  
Mr. H. Bryan Poff, Board of Regents-Elect  
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  
Mr. Robby Stengel, WTAMU student  
Mr. Lynn Thornton, Director of Administrative Services/Human Resources

The meeting was called to order by Dr. Woodburn, Chairman. He welcomed all present and asked if there were any public comments. Mr. Forrester gave the invocation. Dr. Woodburn expressed the Board's, College's, and community's loss in regard to the passing of Ms. Lisa Cherry. He said there was a Foundation student scholarship established, in memoriam of Ms. Cherry, to help eligible students purchase books. Dr. Woodburn then conveyed the Board's appreciation for all of the years of service which Dr. Nossaman served as an Amarillo College Board of Regent and presented him with a plaque.

**OATHS OF OFFICE:**

Mrs. Brenda Sadler administered the oath of office to H. Bryan Poff and David C. Woodburn, whose terms begin May 23. They were declared duly sworn in to serve on the Amarillo Junior College District Board of Regents. On behalf of the Board of Regents, Dr. Woodburn welcomed Mr. Poff; Dr. Woodburn will begin his second term.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 25, 2006**MINUTES APPROVED:**

Mr. Forrester asked that the March 28, 2006 minutes reflect the estimated revenues generated by increasing the tuition/fee schedule beginning summer 2006. Based on spring, summer, and fall 2005 enrollment, the approximate increased revenues will be received in the following areas, General Fee - \$450,000; Technology Fee - \$875,000; and Dual Credit - \$110,000 for an estimated total of \$1.4 million.

Mr. Nelson moved, seconded by Ms. Escajeda, that with the addendum, the minutes of the regular meeting of March 28, 2006, be approved. The motion carried unanimously.

**STUDENT GOVERNMENT REPORT:**

Elizabeth Bauman, SGA president, explained that Mrs. Mary Stack Ware would be honored and recognized as the 2006 Distinguished Alumna at the Honors Convocation on April 30. Badgerama will be held on Thursday; there will be several bands here for a summer concert; May 1 will be a de-stress day for students feeling pressure of finals and massages will be offered; intramurals are going well, especially in golf and tennis; Spring Fling on West Campus will be held May 4.

**EDUCATION REPORT – FACULTY SENATE REPORT:**

Mrs. Gay Mills, vice president/president elect, Faculty Senate, gave a report regarding the by-laws and parameters of the Senate. Faculty Senate began in the 1980s. Representation is decided by the number of full-time appointed faculty from each division. There are around 25 senators. Senators are elected to three-year terms and may be re-elected after sitting out for one year. The new senators will join the organization at the last meeting of the year, May 5. The purpose of the Faculty Senate is to promote academic excellence, cultivate cooperation and understanding among the faculty, to make recommendations to the President of the College on policies which affect faculty, to offer a line of communication with other constituencies of the College and to plan faculty development events. They typically meet once a month on Fridays at 3:00 p.m. Mrs. Mills invited the Regents to attend one of their meetings. The professor emeritus reception honoring Melonye Curtis will be held on April 26.

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

**Norman, Jason Arnold** – Director, Assessment Center

Effective Date: April 03, 2006

Salary: \$47,500.00 for 12 months full-time

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

Experience: 4 years related work

Replacement for: Leslie Cagle

Minutes of the Amarillo College Board of Regents Regular Meeting of April 25, 2006**CONSENT AGENDA APPROVED Continued:**

**Bio:** Jason Norman joins Amarillo College from the Canyon I.S.D., where he served as an Economics teacher and for the last six years a School Counselor. Mr. Norman graduated from Canyon High School and earned a Bachelor of Science in Secondary Social Studies Education and a Master's of Education in Counseling from West Texas A&M University.

**B. BIDS AND PROPOSALS:****Request for Proposal No. 1101 – Demolition and Removal of the Old Student Activity Center, East Campus**

RFP No. 1101, for the demolition and removal of the old Student Activity Center, located on the East Campus. Project was advertised in the paper. Project Documents were obtained by four contractors. A tabulation of proposals received is attached at page 161.

It was recommended to award Proposal No. 1101 to Grant Construction, Inc., the low proposer to the specifications, for the amount of \$69,797.00. Funds for the project are available in the current 05/06 A & I Budget.

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

**FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED:**

The following faculty members were 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. The effective date will be September 1, 2006.

**Instructor to Assistant Professor**

LaVon Barrett – Vocational Nursing  
Claudie Biggers – Biology  
Susan Burks – Management  
Julia Davis – Mathematics and Engineering  
Pamela Eccles – Fitness and Life Services  
Dan Ferguson – English  
D'Dee Grove – Associate Degree Nursing  
David Hernandez – Business Administration  
Lynae Jacob – Speech/Theatre  
Courtney Milleson – Academic Support  
Neil Mock – Environmental Health Technology  
Ray Newburg – Speech/Theatre Arts  
Anthony Thorpe – Electronics Technology

Minutes of the Amarillo College Board of Regents Regular Meeting of April 25, 2006**FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED Continued:****Assistant Professor to Associate Professor**

Jana Carver – Computer Information Systems  
Anne Nail – Management  
Jennifer Pickle – Computer Information Systems  
James Powell – Social Sciences  
Margaret Waguespack - English

**Associate Professor to Professor**

Angela Allen – Academic Support Services  
Kim Hays – Manufacturing  
Richard Hobbs – Physical Sciences  
Lana Jackson – Radio-TV/Journalism  
Duane Lintner – Computer Information Systems

Dr. Nossaman moved, seconded by Ms. Fortunato, that the faculty promotion in rank recommendations be approved. The motion carried unanimously.

**AMARILLO COLLEGE/FRANK PHILLIPS COLLEGE MEMORANDUM OF UNDERSTANDING:**

A copy of the proposed memorandum of understanding is attached at pages 162 and 163. Dr. Jones requested feedback from Regents before the May Board meeting. He will discuss and revise any part of the agreement when regents approach him and will present a revised version at the May meeting.

**BUDGET AMENDMENTS APPROVED:**

A list of budget amendments approved by the Board is attached at page 164.

Ms. Fortunato moved, seconded by Ms. Escajeda, to approve the budget amendments. The motion carried unanimously.

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of March 31, 2006, are attached at pages 165 through 174. Mr. Berg discussed the financial report.

**Revenue**

We are 58% of the way through the year. We have collected 80% of the academic tuition and fees. We will have a shortfall in tuition/fees revenues. We have received 64% of revenues. Continuing Education is down a little due to a few programs being moved to community service; also some hospitals are providing their own continuing health care classes.

**Expenditures**

There have been 56% of expected expenditures used. Institutional support increased some due to hail damage on West Campus. Physical Plant Operation and Maintenance is at 62% due to an increase in utilities and purchase of vehicles.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 25, 2006**FINANCIAL REPORT ACCEPTED Continued:**Auxiliary Enterprises

Bookstores are showing a net profit of \$222,397 which is \$40,000 less than last year. The Washington Street Bookstore is still being renovated and the POS system is being put into place. Property rental net income is \$451,000 versus \$395,952 last year. There has not been much turnover in family housing; there have been more long-term tenants. Employee scholarships are at \$126,000.

Restricted Funds

Federal grants and contracts have decreased \$302,298. PELL is down due to lower enrollment; it was given out in August 2005. Local grants and contracts have increased \$346,732. Texas grant is down due to decreased awards. Resident instruction is up \$841,273.

Cash and Investments

\$30.2 million – March 2006; \$30.2 million – March 2005; \$27.3 million – March 2004.

Alterations and Improvements

Budgeted Funds – Actual funds spent to-date is \$201,048. The Concert Hall Theatre plaza level has been waterproofed. MCC building renovation, phase II, is 100% complete.

Designated Reserves – There has been \$390,000 spent. The East Campus parking lot is 100% complete. The removal of dilapidated structures on the East Campus is in progress.

Allocated Funds – \$281,813 has been used.

Tax Schedule

\$12.2 million has been collected; \$140,626 left to be collected.

Reserve Analysis

\$23,000 from Board restricted facility reserve was used for the Washington Street Campus parking lot. \$120,207 was used from the MCC account which contains prior years' revenues over expenses fund balance.

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

**PRESIDENT'S REPORT:**

Dr. Jones reported that Mrs. Schlong will present a final report of the East Campus Development Committee to him by May 22; there will be a brief discussion at the May Board meeting. Ms. Escajeda, Mrs. Schlong, Mrs. Lulu Cowan, Community Link, and others from Amarillo National Bank and Underwood Law Firm have been working on a training proposal with Tyson Foods. Tyson has 3,600 employees; many do not speak English and would like to get their GED and to take ESL classes. Amarillo College will offer training for a number of employees and their adult family members. This is the first time Tyson and Amarillo College have entered into a partnership. The President's Cabinet will have a planning retreat to discuss Strategic Plan and budget on May 24 at Region XVI. Dr. Jones requested dates from Regents which most would be available for a Board Budget Workshop in June; a time and location will be arranged.

Minutes of the Amarillo College Board of Regents Regular Meeting of April 25, 2006**PRESIDENT'S REPORT Continued:**

Dr. Jones thanked Dr. Nossaman for his years of service on the Board of Regents; for his leadership role; and professionalism.

Dr. Jones reported on the first cooking class. Seven students are in the first class; they will graduate June 1. We are in the process of filling the next class.

**BOARD VACANCY COMMITTEE/NOMINATING COMMITTEE APPOINTMENTS:**

Dr. Woodburn charged Ms. Fortunato, Mr. Nelson, Mrs. Oeschger, and himself to serve on this committee to prepare a slate of officers and present a suggested Board appointee to the entire Board at the May Board meeting. Mrs. Oeschger will be asked to chair the committee. People in the community who may be interested in serving for a two-year appointment will be encouraged to submit their names to the Assistant Secretary to the Board prior to the ad hoc committee meeting. The notice will appear in the *Amarillo Globe-News*.

**REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES: AMARILLO COLLEGE BENEFIT PLAN, AMARILLO COLLEGE FOUNDATION, AMARILLO MUSEUM OF ART, KACV:**

Dr. Nossaman thanked the Board members and expressed gratitude for a satisfying period of service to Amarillo College. Dr. Nossaman also told of the traveling sculpture art exhibit which will be on campus and at AMOA from May 19 through August.

Mr. Nelson reported that KACV raised \$25,000 during their fundraiser for the recent Panhandle wildfire victims.

**CLOSED SESSION:**

At 7:45 p.m., Dr. Woodburn announced there would be a closed meeting to consult with the Board attorney about pending litigation pursuant to Section 551.071 and the purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code.

At 8:58 p.m., Dr. Woodburn called the Amarillo College Board of Regents meeting back into open session. No action was taken regarding the pending litigation.

Dr. Nossaman moved, seconded by Ms. Fortunato, that we purchase the property at 2220 S. Harrison for \$102,000 and that the money be taken from Facilities Reserves and that any other details of the sale be handled by Terry Berg on behalf of Amarillo College in consultation with AC attorney, Bob Sanders. The motion carried unanimously.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

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Michele Fortunato, Secretary































