

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
May 22, 2007**

REGENTS PRESENT: Ms. Lilia B. Escajeda, Chair; Mr. Carroll M. Forrester, Secretary; Mr. John D. Hicks; Mr. Frank O. Nelson; Mrs. Sharon Oeschger; Mr. H. Bryan Poff; Mr. Prenis O. Williams; and Dr. David C. Woodburn

REGENT ABSENT: Ms. Michele Fortunato, Vice Chair

OTHERS PRESENT: Dr. Steven Jones, President; Mr. Terry Berg, Dean of Finance & Administrative Services; 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

Mr. Sam Aldrich, Moore County Campus Advisory Committee Member
Mr. Larry Appel, Superintendent, Dumas Independent School District
Mrs. Danielle Arias, Student Support Services Coordinator, MCC
Mrs. Melissa Bates, Assistant Director for Academic Services, MCC
Mr. James Bauchert, representing Administrators' Association
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Roger Cox, Legal Counsel
Mrs. Linda Hendrick, Director, Telecommunications
Mrs. Holly Hicks, representing the Classified Employees Council
Ms. Jena McFall, Web Design & Graphic Art Coordinator, College Relations
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Rowdy Rhoades, guest
Mr. Rowdy Rhoades, County Judge and MCC Advisory Committee Member
Ms. Ellen Robertson, Director of Communications
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Ms. Billie Faye Schumacher, ret. County Judge and MCC Advisory Committee Member
Mrs. Vickie Shelton, Director, Purchasing
Mrs. Renee Vincent, Executive Director, Moore County Campus
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. Appel introduced Mr. Aldrich, MCC Advisory Committee member. He reported that this spring was the first class of QUEST students to graduate. There were 107 who were eligible out of 202 who will walk across the stage and graduate. Mr. Appel said there will be a camp soon and they hope to raise \$680,000 for the fall semester. There was a QUEST week April 30 – May 4 and students raised \$85,000. Mr. Appel said on behalf of the MCC Advisory Committee they are pleased to be a part of Amarillo College.

Dr. Brad Johnson gave the invocation.

Minutes of the Amarillo College Board of Regents Regular Meeting of May 22, 2007**MINUTES APPROVED:**

Mrs. Oeschger moved, seconded by Mr. Hicks, that the minutes of the regular meeting of April 24, 2007 be approved. The motion carried unanimously.

EDUCATION REPORT – MOORE COUNTY CAMPUS:

Mrs. Vincent gave a PowerPoint presentation. She welcomed all to the Moore County Campus. The new tagline at MCC is “Get to Know Moore!” MCC is in Phase III in which the multi-purpose/media classroom and the study/computer area close by the front entrance were completed. Next year Phase IV-V will be entered in which the parking lot will be landscaped and repaired; they will continue planning and reevaluating needs.

The QUEST program has exemplary students from Dumas ISD. The class of 2007 had 107 graduates; class of 2008 has 110 targeted; 122 for the class of 2009; and 240 for 2010. Larry Appel has offered MCC an office at Dumas ISD to use for visitation with students; they will utilize to work with freshmen and sophomore high school students. The QUEST students toured the Washington Street Campus, visited with Sally Evans in the Advising and Counseling Center, and with Kay Mooney in Financial Aid and were shown how to complete an application.

Danielle Arias, who is coordinator of the Student Support Services (SSS), targets and works with first generation students and the disabled. SSS met all objectives for the 2006-07 year; they enrolled and served 100 eligible students; 65% will be retained in the third semester; 80% will be in good academic standing with a 2.0+ GPA.

Mrs. Vincent thanked the Board for all of their support.

ORDER OF ANNEXATION APPROVED:

Attached at page 186 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 187 through 189. It was recommended that this territory be annexed to the Amarillo Junior College District.

Dr. Woodburn moved, seconded by Mr. Forrester to approve the aforementioned territory annexation. The motion carried unanimously.

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

Arias, Danielle Nicole – Coordinator of Student Support Services, Moore County Campus
Student Support Services

Effective Date: April 12, 2007

Salary: \$40,000.00 per year for 12 months full-time

Qualifications: M.S. Ed., Newman University, Wichita, Kansas

B.S., Kansas State University, Manhattan, Kansas

Minutes of the Amarillo College Board of Regents Regular Meeting of May 22, 2007**APPOINTMENTS Continued:**

Experience: 4 years related work

Replacement for: Maria Vargas

Note: Temporary position dependent upon grant funding continuation each year.

Bio: Danielle Arias joined Amarillo College Moore County Campus as an academic Advisor/Counselor in August 2005 after working as a Career Specialist with the Texas Workforce Center in Dumas for 4 years. Ms. Arias earned a Bachelor of Science degree in Sociology from Kansas State University and a Master of Science in Education from Newman University in Wichita Kansas.

B. BIDS AND PROPOSALS:**REQUEST FOR PROPOSAL No. 1122 - CONTRACT FOR FULL-SERVICE AGREEMENT WITH A VENDOR TO PROVIDE INDIVIDUALLY PACKAGED SNACK AND BEVERAGES THROUGH VENDING MACHINES**

RFP No. 1122, for a full-service agreement with a vendor to provide individually packaged snacks and beverages through vending machines, was issued to three vendors and advertised in the newspaper. Two proposals were returned.

This five year contract with the recommended vendor is to replace the expiring contract now in place. This contract is for a five year period beginning June 1, 2007 and ending May 31, 2012. The new contract has a provision to be renewed for one (1) additional five year term, if agreed upon by both parties.

The administration recommends this contract be awarded to the following vendor, Custom Food Group, the only vendor meeting the specifications requested in the proposal.

REQUEST FOR PROPOSAL NO. 1124 – INSTALLATION OF NEW DIMMER PANEL IN ORDWAY HALL FOR AMARILLO COLLEGE, WASHINGTON STREET CAMPUS

RFP No. 1124, for the installation of a New Dimmer Panel in Ordway Hall for Amarillo College, Washington Street Campus, was advertised in the newspaper. Three electrical contractors were notified of the project, picked up Construction Documents, and submitted proposals. A tabulation of the proposals received is attached at page 190.

It was recommended to award Proposal No. 1124 to AAA Electric, the low proposer to the specifications, for the amount of \$38,306.00. Funds for this project are available in the 2006-2007 A & I Budget.

C. SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE:

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. Board approval is required because the properties are held in trust by Potter County.

Minutes of the Amarillo College Board of Regents Regular Meeting of May 22, 2007**SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE Continued:**

Robert Miller, Potter County Tax Assessor/Collector, is seeking permission to sell a property (2931 Sanborn) in an over the counter sale, as this puts the property back in production and on the tax rolls. Information on this property is attached at pages 191 through 192. The motion should authorize the Chairman of the Board of Regents to execute the Tax Deed transferring this property to the successful bidder.

After discussion the Board may wish to authorize the chair of the Board of Regents to execute the Tax Deeds.

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

BUDGET AMENDMENTS APPROVED:

A list of budget amendments for approval by the Board is attached at page 193.

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

FINANCIAL REPORT ACCEPTED:

The financial statements as of April 30, 2007, are attached at pages 194 through 204. Mr. Berg discussed the financial report.

Revenue

We are 8/12 through the year; we have received 74% of our revenues.

Expenditures

Sixty-three percent has been expended with \$27.9 million spent and \$44.5 million remaining.

Auxiliary Enterprises

The bookstores are running at \$150,000; \$59,000 less than last year. Rental property is \$38,000 less than last year. The employee tuition scholarship shows \$20,000 more than last year. Employees publicize the student apartments at student events and are looking at ways to make them more appealing to student living.

Restricted Funds

Local grants and contracts have decreased. Pell grants are down due to prior year awards in August.

Cash & Investments

There was \$31.5 million in April 2007; \$29.1 million in April 2006; and \$28.8 million in April 2005.

A & I

Budgeted funds – \$687,000 has been expended and we are at 74% complete.

Designated reserves – We are \$100,000 below the projected cost at 68% complete.

Allocated funds - 100% complete.

FINANCIAL REPORT ACCEPTED Continued:**Tax Schedule**

\$13.1 million was budgeted; \$13.2 million has been collected.

Reserve Analysis

East Campus Designated is at \$2 million which is set aside from the State of Texas for operations of programs at EC.

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

PRESIDENTS REPORT:

Drs. Jones and Matney recently attended the faculty retreat in Santa Fe. Drs. Jones and Johnson recently presented a program on Gender and Leadership at the National Institute for Staff and Organizational Development (NISOD) Conference in Austin.

Ms. Joyce Herring, KACV General Manager, has accepted the position of Senior Vice President – Member Services at PBS in Washington, DC; her resignation will be effective in August. Her new position is well-deserved, but she will be missed in Amarillo and at Amarillo College.

Dr. Jones set the Board Budget Workshop for the same day as the next regular Board meeting: Tuesday, June 26 at 2:30 – 5:30. We should bring a balanced budget proposal; copies of the FY08 Budget will be sent to the Regents within the next week.

Dr. Jones recently was on a panel for the Greentree Gazette and one of the problems addressed were student loan defaults. Mr. Berg said that there has been a 400% increase in bad debt over the last four years which totals approximately \$650,000. Kay Mooney, director of Financial Aid, will be asked to give a report at the June Board meeting regarding this subject about Amarillo College financial aid students and loan defaults.

Dr. Jones referred to two House Bills; HB 534, which involves Amarillo College acquiring Texas State Technical College (now East Campus), specifies that any proceeds received under a lease or conveyance of the property may only be used to accomplish a state public purpose, which would include furthering the educational purposes of the college. The bill stipulates that possession or ownership of the property automatically reverts to the college if the entity to whom the land is conveyed or leased uses the property for a purpose other than one that serves a state public purpose. HB 1374 expands the service area of the Amarillo College District to include all of the Moore County and takes that portion of Moore County that is currently serviced by the Borger Junior College District out of the Borger Junior College District's service area. HB 534 has passed; Dr. Jones was not certain about HB 1374.

Dr. Jones gave a PowerPoint presentation regarding facilities needs assessment. Attached at pages 205 through 209 are copies of the presentation. Included in the presentation were the lists of needs studied and compiled by both the internal and community capital needs assessment committees. Dr. Jones addressed the Bond Election Code and Texas Ethics Commission Rules. There are certain rules college officials and the Board of Regents has to

Minutes of the Amarillo College Board of Regents Regular Meeting of May 22, 2007**PRESIDENT'S REPORT Continued:**

follow when considering a bond election. The recommended next steps include working with Shiver-Megert Architects for guidance and the most cost effective means to getting a number of of the facility needs met. Shiver-Megert should provide a written report for Board deliberation by the end of July. A report will be presented to the Board in August regarding consideration of a bond election. The Board gave a consensus approval that administration go forward with the next steps and provide them a written report for consideration.

BOARD NOMINATING COMMITTEE REPORT ACCEPTED:

Mrs. Oeschger reported that the nominating committee met and she presented the results. Following is the slate of 2007-08 officers: Lilia Escajeda, Chairman; Carroll Mack Forrester, Vice Chairman; and H. Bryan Poff, Secretary.

Dr. Woodburn moved, seconded by Mr. Williams, to accept the slate of officers. The motion carried unanimously.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:

The 2007 Commencement was commended; there were 1,115 graduates in May 2007 and 700 participated in the exercises.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Carroll Mack Forrester, Secretary

