

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
June 26, 2007**

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

REGENT ABSENT: Mr. H. Bryan Poff, Secretary

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; and Mrs. Damaris Schlong, Dean of Workforce & Economic Development

Mr. Robert Austin, Associate Dean, Enrollment
Mrs. Diane Brice, Registrar
Mrs. Norma Campbell, Marketing Coordinator, College Relations
Mrs. Joy Conners, Associate Director, Financial Aid
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Tommy deJesus, AC Webmaster
Mr. Daniel Esquivel, Executive Director, Hereford Campus
Mr. Perry Flores, President, Student Government Association
Mrs. Linda Hendrick, Director, Telecommunications
Ms. Joyce Herring, General Manager, KACV-TV/FM
Ms. Judy Jackman, representing Faculty Senate
Mr. Steve Lapp, representing HRH Insurance
Ms. Danita McAnally, Associate Dean of Assessment and Development
Mrs. Lissa Merchant, representing Classified Employees Council
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Kay Mooney, Director, Financial Aid
Mr. Brad Newman, representing *Amarillo Globe-News*
Mr. Lee Proctor, Director of Engineering, KACV-TV/FM
Ms. Ellen Robertson, Director of Communications
Mr. Greg Rohloff, representing *Amarillo Independent*
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders, Legal Counsel
Mr. Jackie Smith, Director of Broadcasting, KACV-TV
Mr. Dennis Spear, representing Amarillo National Bank
Mr. Blake Talley, representing KVII-TV, Channel 7
Mr. Lynn Thornton, Director of Administrative Services/Human Resources
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. Dr. Woodburn gave the invocation.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 26, 2007**MINUTES APPROVED:**

Ms. Fortunato moved, seconded by Mr. Hicks, that the minutes of the regular meeting of May 22, 2007, be approved. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Perry Flores, SGA president, said that July 13 is Amarillo College Wonderland Night. He welcomed suggestions about who to bring in for the next Distinguished Lecture Series.

EDUCATION REPORT – FINANCIAL AID LOAN OVERVIEW:

Kay Mooney, Director of Financial Aid, gave a PowerPoint presentation regarding financial aid and student bad debt. In 1998, the Department of Education instituted a new rule affecting all institutions receiving federal financial aid. The “Return of Title IV Funds” requires the College to return a portion of federal funds already distributed to eligible students when the student withdraws from all classes, fails to make academic progress, or when a student fails to attend classes. Students have to be in six or more hours to be eligible for a student loan. When students, who have taken out student loans, graduate they have up to six months to start repayment. Control measures in place are a roster check where attendance is tracked electronically by faculty and reported to financial aid; financial aid advising; no “auto packaging” of loans; and a return to Title IV hold after 12th class day. There is a total of \$700,000 in bad debt on academic receivable; \$340,000 in PELL grants; \$210,000 in student loans; \$150,000 on payment plans. We have to make allowances; 18% of collection rates are successful. The federal government has increased the amount of loans for first year students to \$3,500. A student can receive the PELL grant for 16 semesters. Students wanting to apply for financial aid need to complete a Free Application for Federal Student Aid (FASFA) form each year to find out what they may be eligible for in aid.

PURCHASE FOR THE NEXT PHASE OF KACV DIGITAL EQUIPMENT APPROVED:

Amarillo College/KACV requested approval to purchase equipment for the next phase of the conversion to digital broadcasting. Funds for the equipment have been raised and are available. An acquisition timeline and a status report are included in the report.

Joyce Herring, General Manager of KACV-TV/FM, gave a PowerPoint presentation. She gave a brief history of the station. There are five community colleges in the nation that operate PBS stations. In 1977, she began work on applications for acquiring a PBS station; in 1988, KACV-TV signed-on; in 1990, they produced their own regional production; in 1994, 26 counties were able to be reached by the station; in 1997, the FCC told all PBS stations that they needed to begin preparations for digital conversion; analog does not work on digital equipment so new equipment had to be purchased for the conversion. In 2005, KACV brought their 2nd phase request to the Board. Ms. Herring is requesting to move into the third phase. The cost of equipment will be funded through the KACV digital conversion campaign and no Amarillo College operational funds will be utilized. The estimated cost is \$700,000 with a 5% fluctuation. The funds may be expended from July through November 2007. This phase should be completely operative by March 2008. The equipment will be purchased in four groups; cameras, master control, video server expansion, and editing/post production/miscellaneous. Ms. Herring requested permission to go forward and purchase the equipment up to \$735,000.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 26, 2007**PURCHASE FOR THE NEXT PHASE OF KACV DIGITAL EQUIPMENT APPROVED Continued:**

Mr. Nelson moved, seconded by Mr. Forrester, to approve purchase of equipment for the next phase of the KACV conversion to digital broadcasting. The motion carried unanimously.

CONSENT AGENDA APPROVED:**A. BIDS AND PROPOSALS:****Request for Proposal No. 1125 - Purchase and Installation of an Academic Catalog Management System**

RFP No. 1125, for the purchase and installation of an Academic Catalog Management System, was advertised in the newspaper and issued to three vendors. Two proposals were returned.

We recommend award of Proposal No. 1125 to Digital Architecture, who provided the only proposal to specifications, for the amount of \$37,148.00. This software will supply an electronic database driven academic catalog management system for Amarillo College. Funds are available from the Title V grant.

Request for Proposal No. 1126 - Purchase of Human Resources On-Line Applicant Tracking Software

RFP No. 1126, for the purchase of a web based applicant tracking system for Human Resources, was issued to Novusolutions. This software system will enable Human Resources to automate the entire hiring process. The software has unlimited use licenses and unlimited technical support.

We recommend this purchase of the on-line applicant tracking software be awarded to Novusolutions, a State of Texas Catalog Information Systems vendor and the preferred partner with Datatel in this type of application, for the amount of \$26,350.00. Funds for this procurement are available from the 2006-2007 approved Programming Services budget.

Request for Proposal No. 1127 - Purchase of Hardware for Enhancements to the HP EVA System for Information Technology Systems Programming Services

RFP No. 1127, for the purchase of hardware to upgrade the HP EVA system, was issued directly to the manufacturer, Hewlett Packard. These enhancements will build capacity into the storage area network (SAN), allow multiple servers to share common storage space, and use network resources more efficiently. The EVA enhancement will fill the additional shelves to 50 percent capacity, allowing for future expansion if it is needed.

We recommend award of Proposal No. 1127 to Hewlett Packard in the amount of \$61,643.64. This recommendation is based on the State of Texas, Department of Information Resources contract, in which Amarillo College is eligible to participate. Funds for this procurement are available from the 2006-2007 budget.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 26, 2007**BIDS AND PROPOSALS Continued:**

Mrs. Oeschger moved, seconded by Mr. Hicks, to approve the Consent Agenda. The motion carried unanimously.

SELECTION OF COLLEGE BANK DEPOSITORY APPROVED:

Proposals have been received from Amarillo National Bank, CitiBank, and Wells Fargo in response to our invitation to bid on the College bank depository for the biennium September 1, 2007 through August 31, 2009. A summary sheet which analyzes the cost of the various services is attached at page 216. We are recommending that we continue to use Amarillo National Bank as our depository bank for September 1, 2007 through August 31, 2009.

Mr. Forrester moved, seconded by Ms. Fortunato, to approve Amarillo National Bank as the College bank depository. The motion carried with Ms. Escajeda abstaining.

CONSIDERATION OF PROPERTY AND LIABILITY INSURANCE PROPOSALS ACCEPTED:

The College requested proposals for its property and liability insurance portfolio.

An analysis of the proposals received and recommendations regarding the College's property and liability insurance coverage for the next year are attached at pages 217 through 220.

Mr. Berg worked with Robert Reim, insurance and risk management consultant, on the property casualty insurance. The premium savings with better conditions is \$55,000. Property insurance remains with Travelers and has a three year rate guarantee. The auto liability coverage will be improved because full limits of \$5 million will be available for 10-15 passenger vans.

Mr. Williams moved, seconded by Dr. Woodburn, to accept the property and liability insurance proposals. The motion carried unanimously.

BUDGET AMENDMENT APPROVED:

A budget amendment for approval by the Board is attached at page 221.

Ms. Fortunato moved, seconded by Mr. Hicks, to approve this budget amendment. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of May 31, 2007, are attached at pages 222 through 232. Mr. Berg discussed the financial report.

Revenue

We are 9/12 of the way through the year. We have received 80% of revenues. Revenue over expenses is \$4.5 million

Expenditures

There have been 70% of expected expenditures used as compared to 71% last year.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 26, 2007**FINANCIAL REPORT ACCEPTED Continued:**Auxiliary Enterprises

Bookstores are showing a net profit of \$227,000 which is \$74,000 less than last year. Property rental net income is \$591,000.

Restricted Funds

Federal grants and contracts have decreased \$357,000. Local grants and contracts have increased \$105,000.

Cash and Investments

\$31.2 million – May 2007; \$28.9 million – May 2006; \$28 million – May 2005.

Alterations and Improvements

Budgeted Funds – Actual costs have been \$779,000.

Designated Reserves – There has been \$213,298 spent.

Allocated Funds – All projects have been completed.

Tax Schedule

\$13,140,295 was budgeted; \$13,351,954 has been collected.

Reserve Analysis

\$1.2 million has been used to-date.

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

PRESIDENT'S REPORT:

Dr. Jones updated the Board on Governor Perry's veto and asked them for their approval to send a letter to the Governor and a resolution in response to the Governor's veto action. A copy of the letter and resolution are attached at pages 233 through 236.

Ms. Fortunato moved, seconded by Dr. Woodburn, to approve the letter and resolution to be sent to the Governor. The motion carried unanimously.

Dr. Jones invited the Board to attend a presentation given by Shiver-Megert on July 10. They will give a preliminary report on the study of facilities. Also, there will be a crisis management training given by Bowmac, Inc. to help develop a new crisis management plan. Regents are invited to dinner and an informative meeting with the Bowmac representatives on Monday, July 16.

Dr. Johnson is working with Texas Tech University Health Sciences Center and West Texas A&M University on a partnership for the Clinical Healthcare Simulation Center. Attached at pages 237 through 240 is a concept paper.

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AD HOC ATHLETIC COMMITTEE REPORT:

Mr. Nelson said he has visited with John Green, athletic director, Frank Phillips College and to the athletic director at South Plains College. His committee will bring a more in-depth report to a subsequent Board meeting.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:

No comments or announcements were made.

CLOSED SESSION:

At 7:15 p.m., Ms. Escajeda announced there would be a closed meeting to discuss the purchase, exchange, lease or value of real property pursuant to Section 551.072, Texas Government Code.

At 8:07 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.

Lilia B. Escajeda, Chair

