

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
June 27, 2006**

REGENTS PRESENT: Ms. Lilia B. Escajeda, Chair; Ms. Michele Fortunato, Vice Chair; Mr. Carroll M. Forrester, Secretary; Mr. John D. Hicks; Mrs. Sharon Oeschger; Mr. H. Bryan Poff; Dr. David C. Woodburn

REGENT ABSENT: Mr. Frank O. Nelson

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

Mr. James Anderson, KFDA (Channel 10)
Ms. Brenda Bernet, representing *Amarillo Globe News*
Ms. Brenda Bussey, Human Resources Manager
Mr. Sam Bybee, guest (Tax Freeze Petition)
Mr. Roger Cox, Legal Counsel
Ms. Tiffany Davila, KVII (Channel 7)
Mrs. Tracy Dougherty, Marketing & Special Events Director, Amarillo College Fdn
Mrs. Kathy Dowdy, Director of Development, Amarillo College Foundation
Mrs. Linda Hendrick, Director, Telecommunications
Mrs. Amy Juba, Chairman of the Board of Directors, Amarillo College Foundation
Ms. Felicia Lafuente, KFDA (Channel 10)
Mr. Aaron Langston, KAMR (Channel 4)
Mr. Blake McCarty, KVII (Channel 7)
Mrs. Lori Merriman, Executive Secretary, President's Office
Mr. Tres Morris, representing Student Government Association
Mrs. Sheryl Mueller, Division Chair, Nursing
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. Vickie Shelton, Disbursements Supervisor, Business Office
Mr. Bill Summerford, guest (Tax Freeze Petition)
Mrs. Kathy Summerford, guest (Tax Freeze Petition)
Mrs. Chere Whitfield, representing Classified Employees Council

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.

OATH OF OFFICE:

Tabled.

MINUTES APPROVED:

Mrs. Oeschger moved, seconded by Dr. Woodburn, that the minutes of the regular meeting of May 23, 2006, be approved. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 27, 2006**STUDENT GOVERNMENT REPORT:**

Tres Morris, SGA vice president, reported that they continue to meet to determine who the fall 2006 Distinguished Lecture Series speaker will be. The AC Dillas' Night will be held on Friday with an admission cost of \$4.00; Wonderland Night will be held on July 14; and FallFest, which will have a medieval theme, will be held at the end of September.

EDUCATION REPORT – AMARILLO COLLEGE FOUNDATION UPDATE:

Mrs. Amy Juba, Chairman of the Board of Directors, Amarillo College Foundation, gave a presentation regarding accomplishments, objectives and goals, and opportunities regarding the AC Foundation. Some accomplishments were:

- the job descriptions of the executive directors were restructured; two executive directors were hired, Kathy Dowdy and Tracy Dougherty;
- oversaw the RFP process and hiring of a new financial consultant for the foundation's funds and endowments;
- researched and implemented an administrative fee structure to oversee funds which will enable the foundation to become more self-supporting by August 2009;
- revised the by-laws, i.e., changed administrative year to fiscal year;
- audited existing scholarship instruments and revised scholarship award policy;
- revised policies that govern establishment of new foundation funds; and,
- developed a new marketing brand for external printing pieces.

Objectives and goals include:

- developing a new ACF "giving brand" for printed material;
- developing and implementing a new signature fundraiser;
- implementing a new Annual Campaign structure;
- finalizing a web page development and design;
- reviewing and overhauling the ACEx alumni solicitation strategy; and,
- identifying new leadership for ACF Board.

Area of Opportunity:

- enhance communication between ACF and AC concerning institutional fundraising.

Mrs. Juba was thanked for all her hard work as chairman in the past year.

EAST CAMPUS DEVELOPMENT REPORT FOLLOW-UP:

Mrs. Damaris Schlong communicated the most recent progress from the East Campus Development Committee. The committee's major accomplishments:

- gathered and incorporated information through employee interviews and emails and files;
- made recommendations for future leadership on East Campus, i.e., Ed Nolte became the Interim Division Chair for Industrial & Transportation Technologies (ITT);
- researched the history of East Campus;
- obtained a current satellite map;
- created an evaluation of every structure and AC owned property;
- took photos of every structure;
- identified which buildings and rooms classes were being taught;
- addressed unauthorized use of facilities;

Minutes of the Amarillo College Board of Regents Regular Meeting of June 27, 2006**EAST CAMPUS DEVELOPMENT REPORT FOLLOW-UP Continued:**

- changed locks and issued keys using the standardized procedure;
- scheduled classrooms using the standardized procedure;
- updated the East Campus map used in AC publications;
- gathered information on maintenance projects which have taken place and ones scheduled in the future;
- ITT Division conducted vital strategic planning sessions;
- the Center for Academic Development conducted an impact study to establish its vision;
- temporary signage was installed;
- asbestos abatement and demolition of three houses on Avenue J and old student union;
- important conversations have taken place which deal with procedures and assumptions;
- updated facility maps with actual measurements; and,
- revived Building M for an industrial lease that is tied to workforce training.

Mrs. Schlong indicated that the current ad hoc committee had come to the end of their mission and made substantial progress; she indicated she would be interested in participating in the next phase of this effort. Mrs. Schlong was praised for the committee's thorough job.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:****Administrators****Shelton, Vickie L.** – Director, Purchasing/Records Retention

Effective Date: July 15, 2006

Salary: \$48,501.12 for 12 months full-time

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

Experience: 6 years related work

Replacement for: Allen Schmieding

Bio: Vickie L. Shelton joined Amarillo College in 1998 as a Staff Assistant in the Criminal Justice Department. Vickie moved to the Business Office in 2000 as an Accounting Clerk III and later promoted to Accountant and then to Disbursements Supervisor. Ms. Shelton attended Amarillo College prior to earning a Bachelor's in Business Administration from West Texas A & M University.

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

ORDER OF ANNEXATION APPROVED:

Attached at page 198 is an Order for Annexation of Territory to Amarillo Junior College District. The City of Amarillo has annexed 3 tracts of land lying adjacent to and adjoining the City of Amarillo, Texas. Maps and exhibits showing the areas are attached at pages 199 through 206. It was recommended that this territory be annexed to the Amarillo Junior College District.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 27, 2006**ORDER OF ANNEXATION APPROVED Continued:**

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

APPOINTMENT OF AD HOC COMMITTEES:

Tabled.

FINANCIAL REPORT ACCEPTED:

The financial statements as of May 31, 2006, are attached at pages 207 through 216. Mr. Berg discussed the financial report.

Revenue

We are 75% of the way through the year. We have received 78% of revenues.

Expenditures

There have been 71% of expected expenditures used as compared to 72% last year. Physical Plant Operation and Maintenance is up 4% compared to last year due to an increase in utilities and purchase of vehicles.

Auxiliary Enterprises

Bookstores are showing a net profit of \$152,611 which is \$133,569 less than last year. Part of this is due to the Washington Street Bookstore being renovated and the installation of the POS system. Property rental net income is \$607,000.

Restricted Funds

Federal grants and contracts have decreased \$468,000. Local grants and contracts have increased \$87,824.

Cash and Investments

\$28.9 million – May 2006; \$28.0 million – May 2005; \$25.7 million – May 2004.

Alterations and Improvements

Budgeted Funds – The Carter Fitness Center roof repairs have begun.

Designated Reserves – There has been \$615,448 spent. There are two projects in progress, the parking lot at 22nd and Jackson and the roof replacement on the Industrial Center on the East Campus.

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

Tax Schedule

\$12,337,984 was budgeted; \$12,491,175 has been collected.

Reserve Analysis

The ending balance was \$13,686,241.

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

Minutes of the Amarillo College Board of Regents Regular Meeting of June 27, 2006**FY07 BUDGET PRESENTATION:**

Mr. Berg gave a PowerPoint presentation of the proposed 2007 budget. Attached at pages 217 through 222 are tables which were discussed in the presentation.

The final 2007 budget will be presented for approval at the regular August Board meeting.

RESOLUTION AUTHORIZING ELECTION ON PROPOSED TAX FREEZE AUTHORIZED:

Petitions calling for an election have been presented by an advocacy group promoting a property tax freeze for citizens over 65 years of age and the disabled. The petitions contain signatures of over 5500 registered voters within the Amarillo Junior College District.

Dr. Woodburn moved, seconded by Mr. Forrester, to recognize the number of signatures on said petitions as being sufficient for an election on limiting taxes for the elderly and disabled, as defined by State statute, authorize an election for said purposes for the next available uniform election date (November 2006), and authorize the Board Chair to sign any required election order. The motion carried unanimously.

PRESIDENT'S REPORT:

Dr. Jones mentioned the evaluation overviews of the Board and President which were distributed to the Board and asked that regents read the overviews and be prepared to discuss at another Board meeting.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:

Mrs. Oeschger commented about and encouraged everyone to enjoy the statues and exhibits which the Amarillo Museum of Art had on the Washington Street Campus.

CLOSED SESSION:

At 6:47 p.m., Ms. Escajeda announced there would be a closed meeting to consult with the Board attorney about pending litigation pursuant to Section 551.071, Texas Government Code.

At 7:17 p.m., Ms. Escajeda called the Amarillo College Board of Regents meeting back into open session.

Mr. Forrester moved, seconded by Dr. Woodburn, that the Amarillo Junior College District modify its existing at-large method of electing members of its Board of Regents to provide for cumulative voting, subject to approval of the United States District Court for the Northern District of Texas by way of a final, non-appealable judgment. Forrester further moved that the modification shall be implemented at the next regularly scheduled election following: approval by the United States District Court, Northern District of Texas, Amarillo Division; preclearance of the United States Attorney General; and final disposition of all matters in the pending civil action styled *Abel Bosquez and V.P. Perry v. Amarillo Junior College District*. Lastly, Forrester moved that counsel be authorized and directed to take the appropriate procedural steps as necessary to implement this resolution, including securing final disposition of the pending civil matter. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of June 27, 2006

ADJOURNMENT:

There being no further business, the meeting was adjourned.

Carroll Mack Forrester, Secretary

