

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
September 25, 2007**

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

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

Miss Elizabeth Bauman, President, Student Government Association
Mrs. Norma Campbell, Marketing Coordinator, College Relations
Mrs. Gala Carpenter, representing the Classified Employees Council
Community Link Advisory Board
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Roger Cox, Legal Counsel
Mr. Daniel Esquivel, Executive Director, Hereford Campus
Mrs. Danette Fenstermaker, Instructor, Community Link
Mrs. Linda Hendrick, Director, Telecommunications
Mrs. Ellen Green, Director of Communications
Mrs. Lori Merriman, Executive Secretary, President's Office
Mr. Brad Newman, representing *Amarillo Globe-News*
Mrs. Theresa Rider, General Accounting and Budget Manager
Ms. Maury Roman, Director, Outreach Services, Community Link
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders, Legal Counsel
Mr. Lynn Thornton, Director of Administrative Services/Human Resources

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

MINUTES APPROVED:

Ms. Fortunato moved, seconded by Mrs. Oeschger, that minutes of the regular meeting of August 28, 2007, be approved. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Elizabeth Bauman, president of SGA, reported that FallFest would be held later in the week and that the theme will be Mount Olympus. Last week twenty new SGA members were sworn in. On October 16, SGA will host a slam poet, Asia. Next week there will be an SGA regional conference at Howard College in Big Spring. The AC Foundation's Pirates of the Canyon Balloonfest which will be held October 27-28 is a fundraising benefit with proceeds going to the General Scholarship Fund.

EDUCATION REPORT – COMMUNITY LINK UPDATE:

Ms. Maury Roman, Director, Outreach Services, Community Link, welcomed the Board and guests to Community Link and introduced the advisory committee members. A PowerPoint presentation was given.

Community Link was founded in 1987 as STAR (Students Training and Retraining) primarily for Hispanic community outreach and was located in the Wesley Community Center. In 1992, a renovation proposal was made first for the computer laboratory and to expand beyond the Hispanic community to include all disadvantaged individuals. In 2000, a new location at NE 24th and Grand (present location) was made along with the new name of Amarillo College Community Link. They received increased funding through the Amarillo Area Foundation and the AC Foundation adopted Community Link as a program initiative. In 2002, Amarillo College purchased the Community Link building. Services were expanded to include GED and Employment Skills classes. The Community Link Mission is to provide outreach services to the disadvantaged to increase participation in higher education. In 2005-2006 there were 1,193 unduplicated headcount as compared to 1,286 in the 2006-2007 school year. Basic demographics were as follows:

Unduplicated Clients 2005-2006	Unduplicated Clients 2006-2007
<u>1,193</u>	<u>1,286</u>
64% - Hispanics	61% - Hispanics
16% - Caucasian	14% - Caucasian
58% - live in 79107	53% - live in 79107
66% - women	56% - women

Primary services include Continuing Education classes (Conversational English for the Workplace, GED & Employment Skills, Basic Computer Training in English/Spanish); College Preparatory Seminars (Cash for College, Career Exploration); Financial Aid Assistance (Scholarships for Academic Programs, CE Classes and GED Testing through the AC Foundation); and Enrollment Assistance (Admissions applications, FAFSA and scholarship applications, programs and classes available, testing and tuition information and referral to appropriate division advisor).

In 2006-2007, there were 14,231 contacts made compared to 1,948 in 1998-99. In fall 2007, there are 90 students in total academic enrollment.

Community Link accomplishments include the 2004 THECB STAR Award recipient for its contribution toward the "Closing the Gap" initiative; more than \$325,000 raised by the AC Foundation for renovation and expansion of the facility; hosted the first State Board visit of the Texas Association of Chicanos in Higher Education; and more than 15 partnerships created to impact the "Closing the Gaps" of the THECB.

Ms. Roman expressed appreciation to Amarillo College for their support of Community Link's endeavors.

CONSIDERATION OF TAX INCREMENT REINVESTMENT ZONE (TIRZ) PARTICIPATION AGREEMENT:

The Board scanned the Participation Agreement for Tax Increment Zone Number 1 Amarillo, Texas document provided by the City which is attached at pages 8 through 12. Action was tabled. Consideration will be made at a future meeting.

PUBLIC HEARING ON THE PROPOSED NEW EXEMPTION OF "GOODS IN TRANSIT":

In accordance with provisions of Section 1-n (d), Article VIII, Texas Constitution, any person and/or persons wishing to come before the Board of Regents regarding the proposed New Exemption of "Goods in Transit" for the Amarillo Junior College District is given the opportunity to be heard.

NEW EXEMPTION OF "GOODS IN TRANSIT" – LOCAL OPTION TO TAX – HB 621 APPROVED:

This bill exempts goods, principally inventory, that are stored in a location that is not owned by the owner of the goods and are transferred from the location to another location within 175 days. The goods may be in the location for the purposes of assembling, storing, manufacturing, processing, or fabricating purposes by the person who acquired or imported the property. The taxing entity has the local option to tax or exempt the goods from taxation. The estimated taxable value of this exemption for Amarillo Junior College District is \$88,670,000. The estimated amount of tax revenue associated with this exemption is \$142,253.

It was recommended to adopt the new exemption of "Goods in Transit" by passing the following resolution:

R E S O L U T I O N

WHEREAS, the 80th Texas Legislature in Regular Session has enacted House Bill 621 to take effect on January 1, 2008, which added Tex. Tax Code 11.253 to exempt from taxation certain tangible personal property held temporarily at a location in this state for assembling, storing, manufacturing, processing or fabricating purposes (goods-in-transit) which property has been subject to taxation in the past; and

WHEREAS, Tex. Tax Code 11.253(j) as amended allows the governing body of a taxing unit, after conducting a public hearing, to provide for the continued taxation of such goods-in-transit; and

WHEREAS, the Board of Regents of the Amarillo Junior College District, having conducted a public hearing as required by Section 1-n (d), Article VIII, Texas Constitution, is of the opinion that it is in the best interests of the district to continue to tax such goods-in-transit;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE AMARILLO JUNIOR COLLEGE DISTRICT THAT: The goods-in-transit, as defined Tex. Tax Code 11.253(a)(2), as amended by House Bill 621, enacted by the 80th Texas Legislature in Regular Session, shall remain subject to taxation by the Amarillo Junior College District.

Minutes of the Amarillo College Board of Regents Regular Meeting of September 25, 2007**NEW EXEMPTION OF "GOODS IN TRANSIT" – LOCAL OPTION TO TAX – HB 621 APPROVED
Continued:**

Mr. Hicks moved, seconded by Mr. Poff, to approve the resolution for continued taxation by the Amarillo Junior College District of such goods-in-transit. Mr. Forrester and Mr. Nelson opposed the motion without further study. The motion carried.

AMARILLO COLLEGE BENEFIT PROGRAM EXTERNAL AUDIT:

The external audit of the Amarillo College Benefit Program for the 2006 calendar year has been completed by Johnson & Sheldon, P.C. A copy of the audit was furnished the Regents. This was an information item only and required no action.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:**FacultyChambers, Richard L. – Instructor, Mathematics and Engineering

Effective Dates: August 20, 2007 through May 31, 2008

Salary: \$41,457.00 per year for 9 months full-time temporary

Qualifications: M.E., Texas Tech University, Lubbock, Texas

M.S., Texas Tech University, Lubbock, Texas

B.S., West Texas A&M University, Canyon, Texas

Experience: 31 years related work

Replacement for: Catherine Mechenbier

Bio: Richard L. Chambers has been working as an Engineer with Southwestern Public Service/Xcel Energy since 1978. Mr. Chambers has a Bachelor of Science in Chemistry from West Texas A & M University, a Masters Degree in Physical Chemistry and a Masters Degree in Engineering both from Texas Tech University.

Johnson, Robert L. – Instructor, Industrial Maintenance Technology

Effective Date: August 20, 2007

Salary: \$36,293.00 per year for 9 months full-time temporary

Qualifications: A.A.S., Amarillo College, Amarillo, Texas

Experience: 5 years related work

Note: Johnson was a supplemental instructor, May 2005 to present.

Bio: Robert L. Johnson has been working as a part-time instructor in the Industrial Maintenance Technology Department for Amarillo College since May 2005. Mr. Johnson has several years related industrial experience, an Associate of Applied Science in HVAC&R from Amarillo College and is completing requirements for a Bachelors degree and teaching certification for Vocational Skills through Wayland Baptist University.

APPOINTMENTS Continued:

Tompkins, David K. – Instructor, High School Equivalency Program

Effective Dates: August 20, 2007 through August 31, 2008

Salary: \$50,314.00 per year for 11 months full-time temporary

Qualifications: M.A., University of New Mexico, Albuquerque, New Mexico
B.A., Midwest Christian College, Oklahoma City, Oklahoma

Experience: 15 years related work

Note: New position approved in 2007-2008 budget.

Bio: David K. Tompkins has been working as an Education Specialist with the Region 16 Education Service Center since 2004 and has 14 years experience in public schools in Texas and New Mexico. Mr. Tompkins has also taught at Highlands University in New Mexico and online for the University of Phoenix. Mr. Tompkins earned a Bachelors degree from Midwest Christian College in Oklahoma City, a degree in Spanish from El Instituto de la Lengua Espanola in Costa Rica, and a Master of Arts in Education with a Bilingual Emphasis from the University of New Mexico.

B. BIDS AND PROPOSALS:

REQUEST FOR PROPOSAL NO. 1134 – RE-ROOFING PROJECT, EAST CAMPUS HOUSING

RFP No. 1134, for re-roofing sixteen residential units, located on the East Campus, was advertised in the newspaper. Project Documents were received by three contractors. A tabulation of the proposals received is attached at page 13.

It was recommended to award Proposal No. 1134 to Parsley's Sheet Metal & Roofing, the low bidder to the specifications, for the amount of \$63,350.00. Funds for the project are available in the 2007-2008 Housing Budget.

REQUEST FOR PROPOSAL NO. 1137 - PRINTING OF THE AC CONTINUING EDUCATION CLASS SCHEDULE FOR 2007-2008 – COLLEGE RELATIONS

RFP No. 1137 for the printing of the 2007-2008 Continuing Education class schedule was mailed to seven vendors and advertised in the newspaper. Five proposals were returned that met specifications. A tabulation of the proposals received is attached at page 14.

It was recommended to award the printing of schedules to Dallas Offset, Inc., low bidder to the specifications, for the amount of \$61,500.00; the total price does not include postage. Funds for the procurement are available from the 2007-2008 budget.

REQUEST FOR QUALIFICATIONS #1136 - TO PROVIDE CONSULTING SERVICES IN THE DEVELOPMENT OF AN IT TACTICAL PLAN AND THE SERVICES NECESSARY FOR ITS IMPLEMENTATION

Six organizations filed intentions to submit qualifications; five actually filed proposals by the required deadline. All five were evaluated; two finalists were selected and references checked. One firm, EduServe, was selected and a maximum cost of services is

BIDS AND PROPOSALS Continued:

recommended to the Board at \$38,000 plus travel expenses (not to exceed \$11,000). EduServe has been in existence since 2004 and has extensive experience providing technology consulting, business process engineering and distance learning consulting to community colleges. EduServe is not affiliated with any software or hardware vendor. The timeline for their work calls for the plan to be completed by January 15, 2008 with a formal report to the Board of Regents at the February 2008 meeting.

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

BUDGET AMENDMENTS APPROVED:

A list of budget amendments approved by the Board is attached at page 15.

Ms. Fortunato moved, seconded by Mrs. Oeschger, to approve these budget amendments. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of August 31, 2007, are attached at pages 16 through 26. Mr. Berg discussed the financial report.

Revenue

We received \$45 million and budgeted \$44.6 million. We received higher ad valorem revenue.

Expenditures

We budgeted \$44.6 million and have spent \$42.2 million which is 95%. There was no particular area where significant savings were indicated; just general savings across all budget categories.

Auxiliary Enterprises

Local maintenance expenses were \$1,044,147. Net profit over expenses was \$247,000.

Reserve Analysis

Berg explained the reserves by saying the College funded all of its reserve spending from additional revenue and expenditure savings and added back to total reserves \$747,000. Total reserve spending to-date is \$1,870,836. He also added a disclaimer which said that all numbers are subject to change due to continued activity for year-end close and audit. In October, Berg will have the final year end report.

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

PRESIDENT'S REPORT:

Earlier today, Dr. Jones and Dr. Matney attended the Panhandle Twenty/20 meeting; the Amarillo Area Foundation and the Twenty/20 Board discussed that one of the most significant aspects of

PRESIDENT'S REPORT Continued:

their plan is the University Center and that Amarillo College should be the catalyst in this project.

Dr. Jones requested waiting to purchase the digital equipment for KACV for a couple of months to allow Linda Pitner, KACV General Manager, a chance to transition into her new position. The Board approved spending \$700,000 for the KACV equipment at the June 28 meeting. Dr. Woodburn moved, seconded by Ms. Fortunato, to modify the date for purchase of digital equipment until Mrs. Pitner can get familiarized with her new job. The motion carried.

At the October Board meeting, a report of the Top of Texas Tech Prep Consortium will be given.

Dr. Jones informed the Board about two upcoming trip opportunities at the end of October and asked if any Regent wanted to attend to inform Brenda Sadler. The two meetings are the Texas Association of Community College Trustees and Administrators Annual meeting and a meeting of the Texas Higher Education Coordinating Board Closing the Gaps meeting.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:

Mrs. Oeschger reported that the Art Force would be having their annual meeting the following Friday; they raise scholarship money for students which goes through the AC Foundation.

Ms. Escajeda commended KACV-TV for their WWII series.

CLOSED SESSION:

At 7:25 p.m., Ms. Escajeda announced there would be a closed meeting to deliberate the purchase, exchange, lease or value of real property pursuant to Section 551.072, Texas Government Code.

At 8:05 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.

H. Bryan Poff, Secretary

