

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
September 26, 2006**

REGENTS PRESENT: Ms. Lilia B. Escajeda, Chair; Ms. Michele Fortunato, Vice Chair; Mr. Carroll M. Forrester, Secretary; 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

OTHERS PRESENT: Dr. Steven W. Jones, President; Mr. Terry Berg, Dean of Finance & Administrative Services; Dr. Brad Johnson, Dean of College Advancement; and Dr. Paul Matney, Vice President and Dean of Instruction

Mr. James Bauchert, representing the Administrators' Association
Ms. Elizabeth Bauman, representing Student Government Association
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Daniel Esquivel, Executive Director, Hereford Campus
Mrs. Linda Hendrick, Director, Telecommunications
Mrs. Tonja Hester, representing the Classified Employees Council
Mrs. Gretta Johnson, Math Instructor, Hereford Campus
Dr. Duffy McBrayer, Chairman, Hereford Advisory Committee
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Lacy Mueggenborg, Assistant Director, Hereford Campus
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. April Sessler, Director, Student Development
Ms. Norma Stary, Marketing Coordinator, College Relations
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. Mr. Nelson gave the invocation.

MINUTES APPROVED:

Mrs. Oeschger moved, seconded by Ms. Fortunato, that the minutes of the regular meeting of August 29, 2006 be approved. The motion carried unanimously.

STUDENT GOVERNMENT REPORT:

Elizabeth Bauman, SGA president, reported that Fall Fest will be held on Thursday, September 28 from 11:00 – 2:00. Students will have a leadership retreat in October. General Wesley Clark will be this year's Distinguished Lecture Speaker on November 9. The Amarillo Student Government is working to get a chapter started at the Hereford Campus.

EDUCATION REPORT – HEREFORD CAMPUS:

Mr. Daniel Esquivel distributed handouts. As of September 6, Hereford has 268 students enrolled; 224 academic students and 44 continuing ed. He discussed the demographics.

EDUCATION REPORT – HEREFORD CAMPUS Continued:

Seventy six percent of the students are female; seventy three percent are Hispanic; eighty six percent are from the Hereford area. There has been an increase of 42 students since fall 2005 and also there was an increase in the number of courses in which each student enrolled. Mr. Esquivel reported on the pre-employment training program with PANDA Ethanol Corporation and they are having discussions regarding dairy services training. Future projects include a certified nurse's aide program and a food service manager certification program for spring 2007. Mrs. Gretta Johnson reported on growth in developmental math in Hereford. There are 112 students enrolled in the seven developmental math classes offered. About one-third of these students are under 20 years of age. Reading techniques, grammar and writing will be offered next semester.

STRATEGIC PLAN UPDATE:

Dr. Brad Johnson distributed a Strategic Plan status report as of September 2006. He discussed the executive summary. The Mortuary Science online program is the first to show potential in a niche market; targeted marketing was done and 10 students have signed up. The web portal, myAC, kickoff was successful and they continue to work with faculty for their acceptance. AskAC, contact center, services continues to grow and now offers a 12-hour/day schedule (7 am – 7 pm). The “Nursing the Numbers” grant is progressing well; all 20 students are on track for graduation. Dr. Johnson informed the Board that the calendar for the start of 2007 summer classes would not be set up as it was this past summer and fall; we will go back to a later start date. There was a decline in career/technical students; full-time student numbers are stable; the local labor market is driving this enrollment. The Tascosa pilot project was successful; there was a 36% increase in graduates attending Amarillo College. Ms. Ellen Robertson stated that this project could be taken to other high schools, but we have to be invited; the high school counselors have to work closely with AC. Canyon High School has indicated an interest. We continue to work on outreach to Tascosa students for Fall Too classes.

TAX ROLL FOR 2006 APPROVED AND ADOPTED:

Section 26.09(e) of the Property Tax Code requires that the Tax Assessor submit a tax roll and levy to the governing board of each taxing entity for its approval. The appraised values multiplied by the tax rate approved by the governing board constitute the tax roll for the taxing entity. Certification by the governing board of the taxing entity is required before the tax statements are prepared for mailing.

Tax roll information from Potter and Randall Counties is attached at pages 11 and 12.

Dr. Woodburn moved; seconded by Ms. Fortunato, that the tax roll for 2006 be approved and adopted. The motion carried unanimously.

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CONSENT AGENDA APPROVED:

A. APPOINTMENTS:

AdministratorsProctor, Charles Lee – Director of Engineering, KACV-TV

Effective Date: August 01, 2006

Salary: \$43,304.00 per year for 12 months full-time

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

Experience: 20 years related work

Replacement for: Don Ford

Bio: Charles Lee Proctor earned his Associates Degree in Radio - Television from Amarillo College and worked for 8 years in local commercial television before returning to KACV in December 1990. Mr. Proctor has served KACV as Master Control Operator, Master Control Supervisor, and Master Control Coordinator.

FacultyAvara, Debra Patricia - Instructor, Social Sciences/Sociology

Effective Date: August 14, 2006

Salary: \$35,658.00 per year for 9 months full-time

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

B.S., Western Connecticut State University Danbury, Connecticut

A.S., Mattatuck Community College, Waterbury, Connecticut

Experience: 4 years related work

Note: Changing from Temporary to Probationary position.

Bio: Debra Patricia Avara has worked as a part-time instructor at Amarillo College for the last 4 years. Ms. Avara earned an Associates Degree from Mattatuck Community College in Waterbury, Connecticut and a Bachelor of Science in Criminal Justice from Western Connecticut State College. Ms. Avara holds a Master of Arts degree in Criminal Justice from West Texas A & M University.

Cavanaugh, Brent Lee – Instructor, Photography

Effective Date: August 14, 2006

Salary: \$39,139.00 per year for 9 months full-time

Qualifications: M.A., Sam Houston State University, Huntsville, Texas

B.S., Sam Houston State University, Huntsville, Texas

A.A.S., Odessa College, Odessa, Texas

Experience: 15 years related work

Replacement for: Joseph Walsh

Bio: Brent Lee Cavanaugh comes to Amarillo College from Bowling Green State University where he served as Lab Manager and Adjunct Faculty member. Mr. Cavanaugh is a native of Odessa earning Bachelor of Science and Master of Arts degrees in Photography from Sam Houston State University.

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APPOINTMENTS Continued:

Clowe, Sherri L. – Instructor, Mathematics and Engineering

Effective Date: August 14, 2006

Salary: \$38,408.00 per year for 9 months full-time

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

Experience: 6 years related work

Replacement for: Carrol Spears

Bio: Sherri L. Clowe has been an Adjunct Faculty member at Amarillo College since 1990. Ms. Clowe earned a Bachelor of Science in Education from Baylor University and a Masters of Education from West Texas A & M University.

Edwards, Theresa Lynne – Instructor, Associate Degree Nursing

Effective Date: August 14, 2006

Salary: \$39,417.00 per year for 9 months full-time

Qualifications: M.S.N., University of Phoenix, Phoenix, Arizona
B.S.N., University of Phoenix, Phoenix, Arizona
A.D.N., Amarillo College, Amarillo, Texas

Experience: 8 years related work and part-time teaching experience at AC

Replacement for: Jana Kidd

Bio: Theresa Lynne Edwards earned an Associates Degree in Nursing through Amarillo College and earned Bachelor of Science and Master of Science degrees in Nursing through the University of Phoenix. Ms. Edwards is a Registered Nurse and has been working at the VA Hospital in Amarillo.

Fowler, Sharla Jean – Instructor, Paralegal Studies

Effective Date: August 14, 2006

Salary: \$35,157.00 per year for 9 months full-time

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

Experience: 21 years directly related work

Replacement for: Debbie Bailey

Bio: Sharla Fowler is a Board Certified Legal Assistant with more than 20 years experience as a legal assistant. Ms. Fowler earned a Bachelor of General Studies from West Texas A & M University where she has also served as part-time faculty.

Gladstein, John G. – Instructor, Modern Languages

Effective Date: August 14, 2006

Salary: \$42,282.00 per year for 9 months full-time

Qualifications: M.A., Indiana University, Bloomington, Indiana
B.S., Mississippi State University, Mississippi State, Mississippi

Experience: 7 years related work

Replacement for: Joyce Hinsley

Bio: John Gladstein comes to Amarillo College from the University of Tennessee where he served as Lecturer of Spanish. Prior to his time in Tennessee he was a professor at

APPOINTMENTS Continued:

Howard College in Big Spring and the University of Texas-Permian Basin in Odessa. Mr. Gladstein earned a Bachelor of Science from Mississippi State University and a Master of Arts from Indiana University.

Harding, Deborah Jean – Instructor, Psychology/Sociology

Effective Date: August 14, 2006

Salary: \$45,743.00 per year for 9 months full-time

Qualifications: Ph.D., Texas Tech University, Lubbock, Texas
M.A., West Texas A&M University, Canyon, Texas
B.A., West Texas A&M University, Canyon, Texas

Experience: 18 years related work

Replacement for: Deann Merchant and Minnie Venable

Bio: Dr. Deborah Harding has been an Adjunct Faculty member at Amarillo College and Texas Tech University. Dr. Harding earned Bachelor of Arts and Master of Arts degrees in Psychology from West Texas A & M University and completed a Ph.D. in Psychology at Texas Tech University.

Harman, Leslie – Instructor, Biology

Effective Dates: August 14, 2006 through December 31, 2006

Salary: \$19,204.00 for 4 ½ months full-time

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

Experience: 11 years related work

Note: Changing from part-time to full-time Temporary.

Bio: Leslie Harman has been a part-time teacher at Amarillo College for the last 4 years. Prior to coming to AC she taught in the Pampa and Happy Independent School Districts. Ms. Harman earned Bachelor of Science and Masters of Science degrees from West Texas A & M University.

Laney, Lee Ann – Instructor, Vocational Nursing

Effective Date: August 14, 2006

Salary: \$38,408.00 per year for 9 months full-time

Qualifications: B.S.N., Baylor University, Waco, Texas

Experience: 9 years related work

Note: Changing from part time to full time to replace Lyndi Shadbolt who moved to the A.D.N. Program

Bio: Lee Ann Laney has been an Adjunct Faculty member at Amarillo College since 2004. Ms. Laney is a Registered Nurse with a Bachelor of Science degree in Nursing from Baylor University. Ms. Laney has worked in the Pediatric Intensive Care Unit of Northwest Texas Hospital.

Meehan, Lisa Dawn – Instructor, Mortuary Science

Effective Date: August 14, 2006

Salary: \$37,677.00 per year for 9 months full-time

APPOINTMENTS Continued:

Qualifications: B.S., University of Central Oklahoma, Edmond, Oklahoma

Experience: 16 years related work

Note: New position approved in the 2006-2007 budget.

Bio: Lisa Dawn Meehan has served Amarillo College as an online instructor for the past year. Ms. Meehan is a licensed Funeral Director and Embalmer with 16 years experience in the field. Ms. Meehan earned a Bachelor of Science in Mortuary Science from the University of Central Oklahoma.

Olsen, Charles Wade – Instructor, Emergency Medical Services Profession

Effective Date: August 14, 2006

Salary: \$39,870.00 per year for 9 months full-time

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

A.A.S. Amarillo College, Amarillo, Texas

A.A.S. Clarendon College, Clarendon, Texas

Experience: 16 years related work

Replacement for: John Smoot

Bio: Wade Olsen has been a part-time instructor at Amarillo College since 1990. Mr. Olsen is a licensed Paramedic and is nationally registered BCLS Instructor, ACLS, PALS, and PHTLS. Mr. Olsen received his Associates in Applied Science in Paramedical Technology from AC and earned a Bachelor of Science degree at West Texas A & M University.

Orcutt, Michelle K. – Instructor, Speech Communication

Effective Date: August 14, 2006

Salary: \$34,022.00 per year for 9 months full-time

Qualifications: M.A., West Texas State University, Canyon, Texas

B.A., West Texas State University, Canyon, Texas

Experience: 1 year related work

Replacement for: Minnie Venable

Bio: Michelle Orcutt has served Amarillo College and West Texas A & M University as a part-time faculty member for the last year. Ms. Orcutt is a graduate of Caprock High School and earned Bachelor of Arts and Master of Arts degrees in Speech from WTAMU.

Rhodes, Tamara G. – Instructor, Vocational Nursing

Effective Date: August 14, 2006

Salary: \$39,870.00 per year for 9 months full-time

Qualifications: B.S.N., Texas Tech University Health Science Center, Lubbock, Texas

Experience: 9 years related work

Replacement for: Teresa Smoot

Bio: Tamara Rhodes is a Registered Nurse with a Bachelor of Science in Nursing from Texas Tech University Health Science Center. Ms. Rhodes has spent the last five years

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APPOINTMENTS Continued:

as Safe and Drug-Free School and Communities Specialist with the Region 16 Education Service Center.

Schneider, Arthur – Professor, Physical Sciences

Effective Dates: August 14, 2006 through August 09, 2007

Salary: \$44,824.00 per year for 9 months full-time

Qualifications: M.S., Western Connecticut University, Danbury, Connecticut

B.S., U.T. Pan American, Edinburg, Texas

Experience: 30 years directly related work

Replacement for: Darryl Maddox

Bio: Art Schneider served Amarillo College as Division Chair of Sciences and Engineering from 1999 until his retirement in 2004. Mr. Schneider joined AC as an instructor in 1981 after serving as a part-time faculty member for 5 years. Mr. Schneider has a Master of Science in Science Education from Western Connecticut University.

Taylor, Kay Ellen – Instructor, AAccess Learning Center, East Campus

Effective Dates: August 14, 2006 through August 10, 2007

Salary: \$32,233.00 per year for 9 months full-time

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

Experience: 4 years related work

Note: Reappointment to position previously held.

Bio: Kay Taylor has been a part-time instructor for Amarillo College since August 2005. Ms. Taylor has a Bachelor of Science in Education from West Texas A & M University and has taught in the Amarillo Independent School District and Ascension Academy.

Whitehead, Ruth O. – Nursing Resource Center Director, Associate Degree Nursing

Effective Date: August 14, 2006

Salary: \$39,417.00 per year for 9 months full-time

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

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

Experience: 2 years related work

Replacement for: Linda Messenger

Bio: Ruth Whitehead has been a part-time instructor in the nursing program at Amarillo College. Ms. Whitehead is a Registered Nurse earning a Bachelor of Science in Nursing and a Masters in Nursing Education from West Texas A & M University.

B. BIDS AND PROPOSALS:

Request for Proposal No. 1106 – Modifications and Upgrades to the Electrical System, Phase II, Lynn Library

RFP No. 1106, for modifications and upgrades to the electrical system in Lynn Library, located on the Washington Street Campus, was advertised in the newspaper. Four electrical contractors were notified of the project. Four electrical contractors picked up Construction

BIDS AND PROPOSALS Continued:

Documents. Four proposals were submitted. A tabulation of the proposals received is attached at page 13.

It was recommended to award RFP No. 1106 to AAA Electric, the low bidder to the specifications, for the amount of \$151,752.00. Funds for this project are available in the 2006-2007 A & I Budget.

Request for Proposal No. 1108 – Repair of Exterior Architectural Concrete and Caulking Perimeter, Lynn Library

RFP No. 1108, for the repair of exterior architectural concrete and caulking perimeter of all openings at Lynn Library, located on the Washington Street Campus, was advertised in the newspaper. Two contractors were notified of the project. Two contractors picked up Construction Documents. One proposal was submitted.

It was recommended to award RFP No. 1108 to Rudd-Palmer, the only bidder to the specifications, for the amount of \$78,202.00. Funds for this project are available in the 2006-2007 A & I Budget.

Request for Proposal No. 1109 – Re-roofing Project, Transportation Complex

RFP No. 1109, for re-roofing the Transportation Complex, located on the East Campus, was advertised in the newspaper. Project Documents were sent to five contractors. A tabulation of the four proposals received is attached at page 14.

We recommend award of RFP No. 1109 to Parsley's Sheet Metal & Roofing Co., Inc., the low bidder to the specifications, for the amount of \$365,900.00. Funds for this project are available in the 2006-2007 A & I Budget.

Request for Bid No. 1111 - Vehicles for the Washington Street Campus Facilities Management and Moore County Campus

A Request for Bid No. 1111, for the purchase of three Mini-Vans, was advertised in the newspaper and issued to six bidders. Four bids were returned. A tabulation of the bids received is attached at page 15.

We recommend awarding to John Chandler Ford, the low bidder to the specifications, and representing best value for AC, for the amount of \$46,080.00.

Funds for this purchase are available from the 2006-2007 budget.

Mr. Nelson moved; seconded by Dr. Woodburn that the consent agenda be approved. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of September 26, 2006**REQUEST FOR USE OF EARNINGS FROM THE HARRINGTON LIBRARY CONSORTIUM ENDOWMENT FOR PURCHASES TO BENEFIT THE CONSORTIUM APPROVED:**

Attached at page 16 is a letter from Donna Littlejohn, Chair, Harrington Library Consortium Council, which gives details regarding this request.

Dr. Woodburn moved; seconded by Mrs. Oeschger, that the request from the Harrington Library Council be approved. The motion carried unanimously.

REVISIONS TO TEXPOOL AUTHORIZED REPRESENTATIVES:

It was recommended that Joy Connors be removed as an Authorized Representative and Kathy Roth be added as an Authorized Representative, and granted TexPool signature authority. These requests are being made due to employee position changes in the Business Office. TexPool requires governing board authority for these changes. Attached at pages 17 and 18 is a resolution amending authorized representatives.

Mr. Nelson moved; seconded by Dr. Woodburn; that the revisions to the TexPool resolution be approved. The motion carried unanimously.

AMARILLO COLLEGE BENEFIT PROGRAM EXTERNAL AUDIT:

The external audit of the Amarillo College Benefit Program for the 2005 calendar year has been completed by Johnson & Sheldon, P.C. There are 992 participants. There was a 8.3% return for 2005. A copy of the audit was furnished for the Board's review. This was an information item only and required no action.

FINANCIAL REPORT ACCEPTED:

The financial statements as of August 31, 2006, are attached at pages 19 through 28. Mr. Berg discussed the financial report. We had \$43.3 million in revenues. Currently, revenue is \$1.9 million over expenses. With overlapping purchase orders of \$637,000, vacation liability of \$144,000, and use of Reserves of \$550,000 the result will be an addition to reserves of approximately \$600,000. The auxiliary enterprises profit was \$382,922.

At the October Board meeting we should have the final report for 2006.

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

PRESIDENT'S REPORT:

Dr. Jones commended the Business Office for the implemented career ladder; this has given the employees incentive to take on new and more tasks which could lead to promotions.

Dr. Jones distributed a 2006-2007 tuition/fee analysis which he discussed. These are costs based on enrollment in 60 credit hours during a student's freshman and sophomore years. Amarillo College's published tuition was \$2,956; West Texas A&M was \$9,025; Texas Tech University, \$13,520; and Lubbock Christian University at \$27,288. The published tuition/fees did

PRESIDENT'S REPORT Continued:

not include books, room or board and is based on data on Texas colleges and universities drawn from College for Texans. We are looking at creative ways to work with publishers due to the high cost of books.

Dr. Jones distributed two Needs Assessment Committee lists which included an internal committee and a possible community committee to study the needs. We have a 2000-2008 facilities needs plan; we have asked AC areas to update and include any new needs with justification and additional data. Board members were asked to furnish any other community contacts they would like to serve on the committee.

Dr. Jones asked Dr. Matney to explain the new minimum tuition. He explained that Cabinet approved the following which will be effective spring 2007. Residents of the State will pay \$32 per semester hour; minimum tuition for a one-hour course will be \$48.00; minimum tuition for a two-hour course will be \$80. Continuing education course tuition will be revisited. Consistent tuition/fee costs will be reflected in the AC Catalog, Schedule of Classes, and on the web.

A group of senior Cabinet members are going to visit counterparts at WTAMU on October 9. They are going to look at potential partnerships, discuss a University Center concept and any other areas which might help the two colleges work cooperatively. Dr. O'Brien seems to be open to the dialogue.

Dr. Jones will host a President's forum on October 6 at 1:30 in the Oak Room on the Washington Street Campus; he will discuss enrollment analysis and AC's future.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:

Mrs. Oeschger distributed Amarillo Museum of Art brochures and promoted membership. Ms. Escajeda told of the AC Foundation annual meeting. Mr. Nelson reported that the first meeting of the Athletic Ad Hoc committee would meet on Thursday.

CLOSED SESSION:

At 7:55 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 8:20 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.

Carroll Mack Forrester, Secretary

