

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
October 23, 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; and Dr. David C. Woodburn

**REGENTS ABSENT:** Mr. H. Bryan Poff, Secretary; Mr. Prenis O. Williams

**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 Dr. Paul Matney, Vice President and Dean of Instruction

Miss Elizabeth Bauman, President, Student Government Association  
Mrs. Norma Campbell, Marketing Coordinator, College Relations  
Mrs. Gala Carpenter, Part-time Administrative Assistant, Tech Prep  
Mr. Bruce Cotgreave, Director, Physical Plant  
Mr. Roger Cox, Legal Counsel  
Mr. Gary Elliott, Head Purchasing Agent, AISD  
Mr. Daniel Esquivel, Executive Director, Hereford Campus  
Mrs. Linda Hendrick, Director, Telecommunications  
Mrs. Holly Hicks, representing Classified Employees Council  
Ms. Aubrey Hill, WTAMU Political Science Student  
Mrs. Lori Merriman, Executive Secretary, President's Office  
Mrs. Sheryl Mueller, Division Chair, Nursing  
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents  
Mr. Robert Sanders, Legal Counsel  
Mrs. Lou Ann Seabourn, Associate Dean of Instruction  
Mrs. Vickie Shelton, Director, Purchasing  
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 APPROVED:**

Mr. Hicks moved, seconded by Ms. Fortunato, that minutes of the regular meeting of September 25, 2007, be approved. The motion carried unanimously.

**STUDENT GOVERNMENT ASSOCIATION REPORT:**

Elizabeth Bauman, president of SGA, reported that FallFest was successful. There was an SGA regional conference at Howard College in Big Spring where a couple of new resolutions were passed. SGA has a couple of projects they will be working on this year which includes changing class schedules times, putting signs with parking lot names up, and looking into the

**STUDENT GOVERNMENT ASSOCIATION REPORT Continued:**

smoke-free campus issue again. There will be a conference in Houston in two weeks. On November 26, Chris Gardner, the man for which the *Pursuit of Happiness* was filmed will be the Distinguished Lecture speaker. SGA members helped Friends of AC put together yard signs in support of the bond election.

**EDUCATION REPORT – TOP OF TEXAS TECH PREP CONSORTIUM:**

Mrs. Seabourn gave a presentation on the topic of what the Top of Texas Tech Prep Consortium is in director, John Smoot's absence. He was at South Plains College. Mr. Smoot became the director in July. Tech Prep is the partnership between education and business to prepare students for today's skilled workforce. It partners with ISDs and colleges. Students can earn college credits while still in high school. The student must make a 3.0 in order to get credit for the class. Tech Prep programs combine the academic courses needed for success in college in the technical courses that begin to prepare students for a career. Amarillo College is the fiscal agent. Tech Prep has an advisory board. Mrs. Seabourn shared an organizational chart which included Amarillo College, Clarendon College, and Frank Phillips College. Gala Carpenter works part time as the administrative assistant. The Carl Perkins grant helps fund the program. The service area is the top 26 counties in the Panhandle; there are 61 ISDs within the service area; there were 6,356 tech prep students in this area in 2006-2007. General responsibilities are to form partnerships with area ISDS, formulize articulation agreements for college credit; talk with career counselors; collaborate with Panhandle Twenty/20; and provide professional development training. Services to students include providing career fairs; educating on articulation processes; and providing subgrants and scholarships for career and technology classes. Tech Prep helped River Road ISD build a green house. The bulk of the programs are offered at Amarillo College.

**CONSENT AGENDA APPROVED:****A. APPOINTMENTS:**AdministratorPitner, Linda D. – General Manager, KACV-TV/FM

Effective Date: October 15, 2007

Salary: \$74,000.00 per year for 12 months full-time

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

Experience: 14 years related work

Replacement for: Joyce Herring

**Bio:** Linda D. Pitner comes to KACV-TV/FM from the Mary E. Bivins Foundation where she has been Grant and Scholarship Program Officer since 2001. Ms. Pitner worked part-time as Capital Campaign Director for KACV-TV from 1998 to 2001 and worked 5 years as Director of the Office of Grants and Special Projects for West Texas A&M University. Ms. Pitner, a native of Amarillo, attended Amarillo College prior to earning a Bachelor of Science in Political Science from West Texas A & M University.

**B. BIDS AND PROPOSALS:****REQUEST FOR PROPOSAL NO. 1138 – PURCHASE VEHICLES**

RFP No. 1138, for New Vehicles for all campuses, was advertised in the newspaper. Proposal packages were sent to nine vendors. A tabulation of the proposals received is attached at page 34.

The Hereford Campus and Moore County Campus will each receive one seven-passenger mini-van. These vehicles will be used to transport students, staff and faculty.

We are also looking to purchase four pick-ups. These vehicles are needed to replace or to allow us to roll down high mileage vehicles. This is accomplished by utilizing our five year vehicle replacement schedule. One ½-ton pick-up will be used in the Custodial Department, one ½-ton pick-up will be used in the Maintenance Department, the 1-ton pick-up will be used in the Grounds Department and the ¾-ton pick-up will be used by East Campus Housing.

It was recommended to award Proposal No. 1138 to John Chandler Ford and Caldwell County Chevrolet, the low bidders to the specifications, for the amount of \$99,391.00. Funds for the project are available in the 2007-2008 Budget.

**REQUEST FOR PROPOSAL NO. 1140 – EXHAUST FANS & UNIT HEATERS**

RFP No. 1140, for Exhaust Fans & Unit Heaters at the Transportation Complex, East Campus, was advertised in the newspaper. Proposal packages were sent to seven suppliers. An additional five suppliers requested packages. Seven suppliers did not respond to the proposal, three of which requested bid information. Simpson Technical did respond with a “no bid.” A tabulation of proposals received is attached at page 35.

It was recommended to award Proposal No. 1140 to C.H.E., Inc., the low bidder to the specifications, for the amount of \$44,614.00. Funds for the project are available in the 2007-2008 A & I Budget.

**REQUEST FOR PROPOSAL NO. 1147 – GROUNDS EQUIPMENT**

RFP No. 1147 will allow us to replace high hour equipment and purchase additional equipment. The John Deere tractor with rotary cutter will be used primarily at the East Campus but will also be used at Washington Street Campus, West Campus and Community Link. This tractor will be equipped with a front end loader that will allow us to replace a 1968 ford tractor. Hour meter currently reads 1,580 hours which is equivalent to approximately 118,500 miles. This tractor is five years old. This equipment is scheduled to be replaced utilizing a five year replacement plan.

The hard cab and blades for existing mowers will allow us to utilize this equipment year-round. The hard cab will provide protection for our grounds personnel as they use this equipment for snow removal.

Minutes of the Amarillo College Board of Regents Regular Meeting of October 23, 2007**BIDS AND PROPOSALS Continued:**

It was recommended to award Proposal No. 1147 to Western Equipment, for the amount of \$35,024.00. This recommendation is based upon the TXMAS State Contract, in which Amarillo College is eligible to participate.

Funds are available in the 2007-2008 Budget.

John Deere 5425 Tractor w/Rotary Cutter	\$27,799.00
Hard Cab for 1435 Mower	\$ 4,225.00
Blade for 1435 Mower	\$ 1,700.00
Quick Hitch & Blade for 495 Mower	<u>\$ 1,300.00</u>
Total	\$35,024.00

REQUEST FOR PROPOSAL NO. 1149 – FIXED SEATING

RFP No. 1149 is for the purchase of new seating for the Business & Industry Center Auditorium. This proposal does not include installation. Installation of the new seating will be completed by Amarillo College Maintenance Personnel at no additional cost to the project.

It was recommended to award Proposal No. 1149 to School Specialty, for the amount of \$45,513.25. This recommendation is based on The Cooperative Purchasing Network (TCPN), Contract #M0704, approved by the Board of Regents on February 22, 2000, in which Amarillo College is eligible to participate.

Funds are available in the 2007-2008 A & I Budget.

PURCHASE OF LAERDAL SIMBABY INFANT SIMULATOR FOR THE NURSING RESOURCE CENTER

It was recommended to purchase the Laerdal SimBaby Infant Simulator, peripheral kit with link box, compressor, and advanced video system, from the sole source, the manufacturer, Laerdal Medical Corporation, for the amount of \$36,501.10.

The new simulator will be used to improve the clinical instruction of nursing students by building and validating certain clinical competencies and critical thinking skills in the safety of the lab environment, without risk to “real” patients in the clinical agencies.

Funds are available from the Carl Perkins grant.

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

**INTER-LOCAL AGREEMENT WITH AMARILLO INDEPENDENT SCHOOL DISTRICT APPROVED:**

Texas Government Code-Chapter 791 allows and encourages educational entities to establish inter-local agreements to take advantage of volume discount pricing.

**INTER-LOCAL AGREEMENT WITH AMARILLO INDEPENDENT SCHOOL DISTRICT APPROVED  
Continued:**

Amarillo Independent School District sent specifications and advertised in the newspaper for request for proposals for office supplies. Elliott/Russell provided AISD the low bid to specifications. AISD and Elliott/Russell negotiated a one year contract with an optional 5 year renewal. A maximum discount (60% off MSRP as listed in United Stationer's published price) will be given on any non-contract office supply item as long as it is not below Elliott/Russell's cost. If so, they would be allowed to add their operating cost (17%) to determine the price.

It is the administration's recommendation that Amarillo College enter into an Inter-local agreement with Amarillo Independent School District and Elliott/Russell for purchase of office supplies.

Dr. Woodburn moved, seconded by Mr. Forrester, to enter into an inter-local agreement with Amarillo Independent School District. The motion carried unanimously.

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of September 30, 2007, are attached at pages 36 through 47. Mr. Berg discussed the financial report.

**Revenue**

We have received 17% of budgeted revenue. Forty five percent of academic tuition and fees budgeted has been received.

**Expenditures**

We budgeted \$48.2 million and have spent 8%. Once a year insurance premiums have been paid.

**Auxiliary Enterprises**

East Campus family housing reflects two months worth of rental increase.

**Cash and Investments**

There was \$29.2 million in 2007; \$26.8 million in 2006; \$24.5 million in 2005.

**A & I**

**Budgeted funds** – Moore County building renovations (Phase IV) have begun.

**Designated reserves** - \$1.5 million has been designated.

**Allocated funds** – Paving Crow and Nail parking lots cost \$19,563.

**Tax Schedule**

\$14.4 million was budgeted to be collected; \$43,243 in delinquent taxes has been collected to-date.

**Reserve Analysis**

Under unrestricted reserves there is \$4.8 million within local maintenance which includes 10% of 2008 budget. In facility reserves there is \$3 million set up for facility purchases required but not budgeted.

**FINANCIAL REPORT ACCEPTED Continued:**

Berg explained that the College is making progress at building up reserves to take care of unexpected expenses. Reserves are up about 20%.

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

**PRESIDENT'S REPORT:**

Dr. Jones pointed out the new artwork which is hanging in the Palo Duro Room; he explained that it is on loan from the Amarillo Museum of Art.

On the evening of Election Day, November 6, Sharon Oeschger has opened her home to host an election watch party from 7:00 to 10:00.

On November 8, Mrs. Oeschger will be honored as the Outstanding Philanthropist of the Year at the National Philanthropy Day luncheon.

On November 9, we will have a special Board meeting to canvass the votes and certify the election; we will also vote on the TIRZ proposal.

Election feedback is very positive with a few exceptions. There have been some interesting questions being asked and brought up to the media about the bond.

Dr. Jones said that the community colleges are anticipating the Governor will restore some of the funds he vetoed earlier. There have been meetings which were held behind closed doors without colleges being involved in the process. There is an interim agreement which is a short-term solution to a long-term problem.

AC has been named the lead institution in the Texas Panhandle for a new Early Childhood Education grant. Mary Clare Munger will lead the effort for AC. She will work with 75 preschool programs in the Texas Panhandle as a result of the project. Dr. Jones will ask Ms. Munger to give an education report to a Board meeting in the near future.

In the Panhandle Twenty/20 proposed plan, they want to improve educational attainment in this region. At a recent meeting, AC was assigned a number of tasks to help achieve the plan but a University Center was targeted as one of the first significant projects to be attained. AC administrators have been meeting with WTAMU about this for a year. Delegates from AC and WTAMU visited a university center in Florida last December. Dr. Jones is working on the possibilities of utilizing Albertson's on Washington and I-40 as the University Center. This is still in the developmental phase. He will meet with Dr. O'Brien later in the week to discuss further.

**REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES:**

Mrs. Oeschger reported on the Art Force annual meeting; she reminded the Regents that they raise scholarship money for students which goes through the AC Foundation. On Thursday night, the Amarillo Museum of Art will host the 12 x 12 auction. She reminded Regents about

**REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES Continued:**

the Pirates of the Canyon Balloon Fest which will be held October 26-28; the AC Foundation will host this benefit in which all proceeds will go into the General Scholarship Fund.

Mr. Nelson requested Christmas lights be put up on the buildings on the Washington Street Campus.

**CLOSED SESSION:**

At 7:15 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 7:43 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.

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Lilia B. Escajeda, Chairman































