

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
August 29, 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. H. Bryan Poff; Mr. Prenis O. Williams; and Dr. David C. Woodburn

**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. Brad Johnson, Dean of College Advancement; Dr. Paul Matney, Vice President and Dean of Instruction; and Mrs. Damaris Schlong, Dean of Workforce & Economic Development

Ms. Elizabeth Bauman, representing Student Government Association  
Mr. Robert Boyd, Division Chair, Language, Communication and Fine Arts  
Mr. Bruce Cotgreave, Director, Physical Plant  
Mrs. Linda Hendrick, Director, Telecommunications  
Ms. Joyce Herring, General Manager, KACV-TV/FM  
Mrs. Lori Merriman, Executive Secretary, President's Office  
Mrs. Sheryl Mueller, Division Chair, Nursing  
Mr. Brad Newman, representing *Amarillo Globe News*  
Mr. Ed Nolte, Division Chair, Industrial and Transportation Technologies  
Mr. Josh Paulson, KVII (Channel 7)  
Mr. Anthony Ramos, representing Classified Employees Council  
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, Director, Purchasing  
Ms. Norma Stary, Marketing Coordinator, College Relations  
Mr. Lynn Thornton, Director of Administrative Services/Human Resources  
Mrs. Renee Vincent, Executive Director, Moore County Campus

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

**MINUTES APPROVED:**

Dr. Woodburn moved, seconded by Mrs. Oeschger, that the minutes of the regular meeting of June 27, 2006, and the minutes of the special meetings of August 10, August 18, and August 21, 2006 be approved. The motion carried unanimously.

**STUDENT GOVERNMENT REPORT:**

Elizabeth Bauman, SGA president, reported that new membership is increasing. Constitution Day will be observed in conjunction with student elections on September 18-19. FallFest will be held on September 28; the theme will be medieval times and Dr. Brian Farmer's band will perform. There will be a free concert on the mall in September. General Wesley Clark has been chosen as the Distinguished Lecture Speaker.

Minutes of the Amarillo College Board of Regents Regular Meeting of August 29, 2006**PUBLIC HEARING ON THE BUDGET FOR 2006-2007 FISCAL YEAR:**

The public was given the opportunity to come before the Board of Regents regarding the 2006-2007 Budget for Amarillo College in the Amarillo Junior College District. A summary schedule of the proposed budget for 2006-2007 is attached at pages 250 through 254. This summary represents the budget as discussed in the Board meeting of June 27, 2006.

**ADOPTION OF THE BUDGET FOR 2006-2007 FISCAL YEAR APPROVED:**

It was recommended to approve adoption of the budget by passing the following resolution:

**R E S O L U T I O N**

WHEREAS, the advertisement for the public hearing regarding the adoption of the proposed budget for the 2006-2007 fiscal year for Amarillo College in the Amarillo Junior College District was published in the Amarillo Globe News on August 19, 2006, at least ten (10) days before the scheduled public hearing on August 29, 2006; and

WHEREAS, all other legal requirements of the laws of the State of Texas and the regulations of the Texas Higher Education Coordinating Board regarding this document have been met;

NOW, THEREFORE, BE IT RESOLVED that the said proposed budget for the 2006-2007 fiscal year is hereby designated as the official budget for Amarillo College in the Amarillo Junior College District for the 2006-2007 fiscal year.

BE IT FURTHER RESOLVED that Ms. Lilia B. Escajeda, Chair of the Board of Regents of the Amarillo Junior College District, be directed to file copies of this official budget with the county clerks of Potter and Randall counties of Texas, and with the Texas Higher Education Coordinating Board for distribution to the Governor's Budget and Planning Office, the Legislative Budget Board, and the Legislative Reference Library.

Dr. Woodburn moved, seconded by Mr. Williams, to approve the proposed budget. The motion carried unanimously.

**TAX RATE FOR 2006 APPROVED AND ADOPTED:**

In accordance with the provisions of Section 26.05 of the Texas Property Tax Code, the Randall County Tax Assessor/Collector published the legal notice stating that the effective tax rate for 2006 for the Amarillo Junior College District is \$0.15411 per \$100 of assessed value.

Adoption of the following resolution will set the 2006 Tax Rate at \$0.16043 for operations.

**R E S O L U T I O N**

WHEREAS, the Chair of the Board of Regents of the Amarillo Junior College District has caused to be formulated and adopted a budget for Amarillo College in the Amarillo Junior College District for the fiscal year beginning September 1, 2006, and ending August 31, 2007, the tax year 2006, now, therefore,

Minutes of the Amarillo College Board of Regents Regular Meeting of August 29, 2006**TAX RATE FOR 2006 APPROVED AND ADOPTED Continued:****BE IT RESOLVED THAT:**

1. An ad valorem tax of, and at the rate of two and five hundred seventy-six thousandths cents (\$0.02576) on the one-hundred dollar (\$100) value thereof, estimated in lawful currency of the United States of America, be levied to pay interest on and provide a sinking fund for Amarillo College in the Amarillo Junior College District for bonds issued December 15, 2003 and February 1, 2005.
2. An ad valorem tax of, and at the rate of thirteen and four hundred sixty-seven thousandths cents (\$0.13467) on the one-hundred dollar (\$100) value thereof, estimated in lawful currency of the United States of America, be levied to pay for the support and maintenance of Amarillo College in the Amarillo Junior College District for the fiscal year 2006-2007, the tax year 2006.

**BE IT ORDERED** by the Board of Regents of the Amarillo Junior College District that there is hereby levied for the tax year 2006 on all real property situated in, and all business personal property owned within the limits of said district on the first day of January 2006 same being the current year, except so much thereof as may be exempt by the Constitution and Laws of the State of Texas, or of the United States of America, a total of sixteen and forty-three thousandths cents (\$0.16043) on the one-hundred dollar (\$100) value thereof, estimated in lawful currency of the United States of America for support and maintenance, payment of current interest, and a sinking fund for the retirement of bonds of Amarillo College in the Amarillo Junior College District for the fiscal year 2006-2007. **THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$1.71.**

Information regarding the tax rate increase is attached at pages 255 and 256.

Dr. Woodburn moved, seconded by Mr. Forrester, to approve and adopt the tax rate. The motion carried unanimously.

**CONSENT AGENDA APPROVED:****A. APPOINTMENTS:****Administrators**

**Connors, Joy L.** – Associate Director, Financial Aid

Effective Date: July 10, 2006

Salary: \$41,000.00 per year for 12 months full-time

Qualifications: B.A., St. Mary of the Plains College, Dodge City, Kansas

Experience: 11 years related work

Replacement for: Gayle Weeks.

Minutes of the Amarillo College Board of Regents Regular Meeting of August 29, 2006

## APPOINTMENTS Continued:

**Bio:** Joy L. Connors has worked as an accountant in the Amarillo College Business Office since September, 2001. Ms. Connors earned a Bachelor of Arts in Business Administration from St. Mary of the Plains College in Kansas.

FacultyAdams, M'Linda R. – Instructor, Sciences & Engineering Teacher Center

Effective Date: August 14, 2006

Salary: \$53,821.00 per year for 11 months full-time

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

Experience: 11 years related work

Note: Changing from Temporary to Probationary position.

**Bio:** M'Linda R. Adams has worked as a full-time temporary instructor at Amarillo College since 2001. Ms. Adams earned a Bachelor of Science in Human Sciences from Texas A & M University-Kingsville and a Master's of Education from West Texas A & M University. Prior to joining AC Ms. Adams served as a teacher in the Canyon and Amarillo Independent School Districts.

Hall, Alice Vargas – Instructor, English as-a-2<sup>nd</sup> Language

Effective Date: August 14, 2006

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

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

Experience: 5 years of related work

Replacement for: Judy Isbell.

**Bio:** Alice Vargas Hall joins AC from the Amarillo Independent School District where she has served as Program Coordinator at Bowie Middle School working with parental involvement, ACE (Achievement through Commitment to Education), AVID (Advancement Via Individual Determination), and America's Promise programs. Ms. Hall earned a BBA degree from West Texas A & M University.

Whitaker, Richard W. – Instructor, Aviation Mechanical Training

Effective Date: August 16, 2006

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

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

Experience: 2 years of related work

Note: Changing from Temporary to Probationary position.

**Bio:** Richard W. Whitaker has been working as a full-time temporary instructor at Amarillo College since 2003. Mr. Whitaker is a former AC student and earned a Bachelor Degree in General Studies from West Texas A & M University. Mr. Whitaker also has Airframe/Powerplant Certification from the Federal Aviation Administration.

**B. REAPPOINTMENTS:**

These individuals are being reappointed to the position previously held. A list is attached at page 257.

**C. BIDS AND PROPOSALS:****COMPUTER PURCHASES- Fiscal Year 2006-2007**

The proposed Amarillo College budget for the 2006-2007 fiscal years contains a specific budget request for an estimated 70 personal computers and 26 laptop computers to be funded from the Unrestricted Education and General budget. The estimated cost of these items is \$130,971.00. In addition, there are an estimated total of 27 personal computers, 3 laptop computers, and 15 Apple iMac computers\* all budgeted to be paid from the Carl Perkins restricted funds, estimated to cost \$65,235.00. The purchase of these computers will take place over the first half of the fiscal year.

Information Systems and Technology has recommended that the College purchase Dell personal computers and laptop computers through Dell Computers. The Dell Computers have proven to be very reliable and efficient, and we receive good service from Dell. The Dell Computers are available to be ordered directly from Dell through the State of Texas, Department of Information Technologies (DIR) contract with Dell Computers. Amarillo College's participation in the State/DIR purchasing cooperatives was approved by Board resolution in 1993.

\*The Apple iMac computers that are in the proposed budget and funded by Carl Perkins restricted funds will be used to upgrade our Photography Department. The estimated cost of the Macs is \$19,335.00. These are only available directly from Apple Computers, the sole source provider due to the Collegiate Purchase Program Agreement that AC has had with Apple Computer for approximately the last 14 years.

With approval of the budget for fiscal year 2006-2007, it is recommended that the Board approve purchasing both the Dell computers from the State of Texas contract, and the Apple McIntosh computers from Apple Computers, Inc.

**Purchase of 48 Dell Network Switches and 64 Dell Transceivers**

The Networking Services administration recommends the purchase of 48 Dell, managed, 48-port switches and 64 Dell transceivers that will allow Networking Services to replace all of the Cabletron switches currently in service in the AC network on all campuses. The Cabletron equipment is outdated and below industry standards. The equipment upgrade is in compliance with Strategy 8.2 of the AC Strategic Plan. The installation of this equipment will upgrade desktop connectivity from 10MB to 100MB. This is a major upgrade to many areas as well as standardization of technology service across campuses. This equipment will replace many original pieces of aging and outdated networking equipment in areas that were the first to be wired as the AC network emerged years ago.

Minutes of the Amarillo College Board of Regents Regular Meeting of August 29, 2006**BIDS AND PROPOSALS Continued:**

It was recommended to approve \$28,186.80 to Dell Computers for the purchase of switches and transceivers. Information Systems and Technology has recommended that the College purchase the switches and transceivers from Dell through the State of Texas Department of Information Technologies (DIR) contract with Dell Computers.

Funding is largely available because of a transfer of monies from Networking Services salary pool. Beginning 4-1-06, 95% of Linda Hendrick's salary was moved to Title V cooperative grant. The remainder of the funding came from Network Services non-equipment pool.

**Request for Bid – Asbestos Abatement at East Campus, Buildings 6200 & 6400**

A Request for Bid, for asbestos abatement of Buildings 6200 and 6400, located on the East Campus, was advertised in the newspaper. Project Documents were obtained by nine (9) contractors. Six (6) proposals were submitted. A tabulation of the bids received is attached at page 258.

It was recommended to award to VANCO, the low bidder to the specifications, for the amount of \$119,706.00. Funds for the project are available in the current 2006-2007 A & I Budget.

**Request for Proposal No. 1102 - Printing of the AC Continuing Education Class Schedule and the Academic Only Schedule for 2006-2007 – College Relations**

RFP No. 1102 for the printing, labeling, and mailing, of the 2006-2007 (one year) AC Continuing Education class schedule and the Academic Only class schedule was mailed to three vendors and advertised in the newspaper. Two proposals were returned. Only one proposal met AC specifications.

Recommend award of the printing of schedules to Dallas Offset, the only proposal submitted to the specifications, for the amount of \$111,117.56; the total price does not include postage.

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

**Request for Proposal No. 1103 – Furnishing and Installation of Carpet, East Campus Housing**

RFP No. 1103, for furnishing and installation of carpet, located on the East Campus, was advertised in the newspaper. Seven carpet contractors received specifications of the project. Three proposals were submitted. A tabulation of the proposals received is attached at page 259.

It was recommended to award RFP No. 1103 to Casey Carpet One, the low bidder to the specifications, for the amount of \$29,595.20. Funds for this project are available in the 2006-2007 Housing Budget.

**BIDS AND PROPOSALS Continued:****Request for Bid No. 1104 - Diesel Tractor for the Truck Driving Academy**

A Request for Bid No. 1104, for the purchase of a Diesel Tractor for the Truck Driving Academy, was advertised in the newspaper and issued to four bidders. Two bids were returned. A tabulation of the bids received is attached at page 260.

It was recommended to award Amarillo Truck Center, the low bidder to the specifications, and representing best value for AC, for the amount of \$49,065.00.

Funding for this procurement is from the 2005-2006 Texas Department of Transportation activity.

**Request for Proposal No.1105-Purchase and Installation of an Upgrade for NEC 2000 IPX Phone Switch at West Campus**

RFP No.1105, for the purchase and installation of an upgrade for NEC 2000 IPX phone switch at West Campus, was issued to five Catalog Information System Vendors (State of Texas approved vendors). Only one proposal was returned.

It was recommended to award RFP No. 1105 to Optus Inc., the only bidder who provided a proposal to specifications, for the amount of \$29,945.80. The upgrade will bring the system up to industry standards and will be compliant with VoIP technology. The upgrade will also allow remote administration.

Funds for this project are available from the 2005-2006 budget.

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

**PROPOSED BOARD POLICY MANUAL CHANGES APPROVED:**

It was recommended that Section GF, Student and Community Use of College Facilities of the AC Board Policy Manual be amended to reflect the proposed changes. These sections are attached at pages 261 and 262.

Mr. Hicks moved, seconded by Dr. Woodburn, to approve these changes to the Board Policy Manual. The motion carried unanimously.

**BUDGET AMENDMENTS APPROVED:**

A list of budget amendments for approval by the Board is attached at page 263.

Mr. Williams moved, seconded by Mr. Hicks, to approve these budget amendments. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of August 29, 2006**APPOINTMENT OF AD HOC COMMITTEES:**

A list of Board representation on committees is attached at page 264. There was a consensus of the Regents.

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of July 31, 2006, are attached at pages 265 through 274. Mr. Berg discussed the financial report.

**Revenue**

We are 92% of the way through the year. Currently, revenue is \$1.9 million over expenses.

**Expenditures**

There have been 86% of expected expenditures used as compared to 87% 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 \$44,687 which is \$233,597 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 \$759,806. All but two houses at East Campus have been renovated.

**Restricted Funds**

Federal grants and contracts have decreased \$484,000. Local grants and contracts have decreased \$31,000. Resident instruction has increased \$650,000.

**Cash and Investments**

\$26.2 million – July 2006; \$25.2 million – July 2005; \$24.2 million – July 2004.

**Alterations and Improvements**

**Budgeted Funds** – The Carter Fitness Center roof repairs are almost completed.

**Designated Reserves** – There has been \$759,700 spent. Two projects in progress include the parking lot at 22<sup>nd</sup> and Jackson and the roof replacement on the Industrial Center on the East Campus.

**Allocated Funds** – \$289,000 has been used.

**Tax Schedule**

\$12,337,984 was budgeted; \$12,717,031 has been collected.

**Reserve Analysis**

The East Campus A & I Designated has been used for roof repairs and painting.

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



Minutes of the Amarillo College Board of Regents Regular Meeting of August 29, 2006**PRESIDENT'S REPORT:**

Dr. Jones reported that the Amarillo College Call Center received 6,332 phone calls the first week of school. He reminded the Board of the upcoming Ethical Leadership Conference on November 2, 2006, and asked for individuals interested in attending to make us aware. Dr. Jones told the Board that we would furnish them with a list of possible community members for the Capital Needs Assessment Committee at the next meeting. An internal committee will also be formulated.

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

Ms. Escajeda congratulated Bruce Cotgreave for being the Outstanding Administrator recipient. The Amarillo College Foundation will be hosting their annual meeting on September 12. Dr. Renea Fike was congratulated on her new position at WTAMU and thanked for her lengthy service to Amarillo College.

**CLOSED SESSION:**

At 6:40 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 and to discuss the President's annual evaluation pursuant to Section 551.074, Texas Government Code.

At 7:45 p.m., Ms. Escajeda called the Amarillo College Board of Regents meeting back into open session.

Dr. Woodburn moved that the president's contract be revised and extended to include specific terms and provisions and instructed legal counsel to prepare an amendment to the current contract reflecting same. The motion was seconded. The motion carried unanimously.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned.

---

Carroll Mack Forrester, Secretary























































