

**Classified Employees Council  
Monthly Meeting Minutes**

**Date:** May 22<sup>th</sup>, 2008

**Time:** 2:00 p.m.

**Place:** Washington Street Campus, Private Dining Room 106

**Members Present:** Paula Garrison, Holly Hicks, Mike Jager, Manuel Luera, Lissa Merchant, Felicity Swan, Corey Willis

**Members Absent:** Connie deJesus, Catfish Evans, Tina Maloney, David Snelson

Meeting called to order at 2:00 p.m. by Holly Hicks.

**Presidents Report:** Dr. Jones was not available for a report.

**Topic  
Information/Discussion**

**Topic** Board of Regents Meeting  
Call to Order  
Welcome  
Public Comments  
Invocation  
Minutes: Approved

**General Bond Authorization:**

Terry Berg discussed the consideration of authorization to issue general obligation bonds that was passed on November 6. Steven Adams with First Southwest Company was to give the presentation but was stuck in Dallas due to inclement weather. BOR members had handout showing the amount of the first bonds to be sold and when they expected to begin selling (soon, plan to close in late July). No action was taken due to absence of Steve Adams and will proceed at next meeting.

### Education Report: Moore County Campus

They are working on alterations and improvements. They will be hiring 2 new full time faculty and one half-time for Advising. TRIO is into the third year of a five year grant. It helps first generation students, low income, and disability students; to different activities within community. QUEST - (The first year with AC.) Is similar to ACE, but for students from Moore County. Quest pays for 66 hours at AC (tuition and books). Quest began with 43 students, now has 38. It will see continued growth. Quest is lead by Melissa Bates.

Continuing Education at MC – 06-07, 638 enrolled; 07-08, 899 enrolled.

Workforce Development goals are to expand the Business and Industry, instruction in Technology, continued facility improvements (Tech. classroom/lab, 2 additional offices, separate men/women's restroom, and separate entrance instead of just the front entrance.

Dumas ISD Asst. Superintendent, Mark Stogal discussed the incorporation of Gear -up into DISD. Program will follow students from 7<sup>th</sup> grade until graduation to help improve job skills and job placement during high school that could carry on during college and beyond as a career. Also praised was the dual credit courses offered by AC at Dumas High School.

### Strategic Plan: Brad Johnson

Sherri Hendricks, IT consultant from EduServe, contract be up at the end of May and are looking to replace her with a permanent position.

IT Tactical Plan – Report deferred to June's meeting. CIO Laura Grandgenett could not make it to tonight's meeting. Highlighted goals: Have ended 2 programs at AC, SI and Learning Communities. They are adding new program, Career Clusters.

Chairperson Lilia Escajeda acknowledged Dr. Johnson's leaving AC and moving to Northeast Texas Community College and wished him well on his new position.

### Records Management: Vickie Shelton, Record Management Officer, introduced by Terry Berg

The Texas State Library and Archives Commission, who issue the record retention schedules and administrative rules, reported that Amarillo College is in accordance with the Title 6, subtitle C, Local Government Code. Vickie reported per AC's records management policy, the annual disposition of paper records totaling 117 cases, equaling approximately 198 cubic feet of records destroyed in 2008. Documents were approved by the Records Management committee, which was re-established in June, 2007. New disposition procedures were passed by the Records Management committee, which were followed this year. Added to the current retention schedule were four records series, including admission/assessment records for External Learning Experience, Dental Hygiene records, and admission and assessment records for Access Learning Center. (No action needed to be taken)

### Consent Agenda:

The consent agenda for the request for Proposal No. 1175, which is part of the 2007 Bond Project, for a new parking lot, landscaping, irrigation, and lighting for AC on the WSC. Page & Associates, Inc., Construction Manager-at-Risk provided a guaranteed maximum price of \$757,586.00. Funds are available in the 2007 bond budget. This was approved by the Board

### Faculty Promotion in Rank Recommendations:

Dr. Matney brought to the board 15 faculty that were recommended for Promotion in Rank by their supervisors, the Rank and Tenure Committee, chaired by Claudia Biggers, the appropriate administrative channels, and the President of AC. If approved, the effective date will be September 1, 2008. Notebooks were not delivered, but are available for the Board to review. All were approved for Promotion in Rank, effective, September 1, 2008 by the Board.

### Consideration of changes in Continuing Education Tuition/Fees:

Damaris Schlong, CE Director, recommended changes to CE tuition and fees, effective for fall/1<sup>st</sup> Quarter 2008 per semester. A tuition increase from \$1.90 to \$2.10 per contact hour for Workforce classes (funded and non-funded), and \$2.10 to \$2.30 per contact hour for Leisure Studies. Co-Sponsor rate increase from \$19.00 to \$25.00 per contact hour was requested as well as the establishment of a Technology Fee for Open Enrollment in CE classes at \$2.00 per student. The CE has not had an increase in tuition and fees since 2004 and this increase will provide an additional \$100,000 in income for AC. Board approved the increases in tuition.

### Budget Amendments:

All budget amendments were approved by the Board

### Financial Report: Terry Berg

66.66% of the 07-08 budget has been expended and all are within the budget with the exception of Physical Plant, due to high utility cost and maintenance. Financial report was approved by the Board.

Great Western Dining food service contract will expire in August. They are wanting to look at other food service companies. This was tabled until the next board meeting/workshop in June.

At this time the Board set the June board meeting and budget workshop for June 24<sup>th</sup>. The Budget Workshop will be from 2:30 – 5:30, followed by the Board meeting at 6:00.

### Presidents Report:

Dr. Matney gave the report in the absence of Dr. Jones. AC graduated 1,145 students for 07-08, including 14 firefighters and 105 associate degree and vocational nurses.

Bruce Cotgreave is working on getting the sign-off's for the plans of the new Nursing and Dental building on West Campus.

The Nursing the Numbers Grant through the Nursing Division will be coming to a close. The grant started with 80 applicants, in which 20 of those applicants were chosen to go through the RN to MSN programs with WTAMU or ASU. 19 of the 20 students remain and have or will be graduating soon. Amarillo College opened 6 new faculty positions, in accordance to the Nursing the Numbers Grant, in the Associate Degree Nursing Program, in addition to 2 replacement positions. 17 of the RN to MSN students applied. 8 people were hired; 6 of these being RN to MSN students.

After 18 years of service, Sharon Oeschger will be stepping down as a member of the Board of Regents as well as Frank Nelson. Replacing Ms. Oeschger and Mr. Nelson are the newly elected Board of Regents Don Nicholson and Gene Norman.

Dr. Matney presented Board Chairperson Lilia Escajeda, with a plaque for her service as chair of the Board of Regents. Dr. Matney also echoed Ms. Escajeda's comments to Dr. Johnson for his service and dedication to Amarillo College and best wishes on his new position and Northwest Texas Community College.

#### Board Nominating Committee:

At this time, Sharon Oeschger, chair of the Board Nominating Committee, recommended Regent Michelle Fortunato as the new Chairperson for the Board of Regents, Regent Prenis Williams as Vice-Chair, and Regent John Hicks as secretary.

All accepted and approved.

#### Regent's Reports, Committees, and Comments Regarding AC Affiliates:

Regent Sharon Oeschger announced that the AC Foundation will be having another Balloon Rally at the end of October.

Regent Lilia Escajeda commented on the Common Reader, saying that she loved the book and that the timing was right for AC to implement the program.

#### Oaths of Office for Newly Elected Regents

The newly elected Regents, Lilia Escajeda, Prenis Williams, Don Nicholson, and Gene Norman took the Oath of Office.

#### Personnel:

The Board of Regents called a closed session for this section of the meeting.

Meeting adjourned for closed session.

Dismissed for closed meeting.

#### **Topic Approval of April's Information/Discussion**

CEC Minutes were not ready for approval

**Topic** Ask It Basket

**Information/Discussion**

Mike's submission is still being reviewed. Manuel Luera had a request to stop the volume of paper that is sent to employee mailboxes. The comment was made that this is a waste of college resources. This will be addressed at the next meeting.

**Topic** CEC E-mail

**Information/Discussion**

Holly is creating an e-mail to advertise the "Ask it basket" and to direct attention to the CEC page on MY AC.

**Topic** CEC Travel to Board Meetings

**Information/Discussion**

Holly will talk to Rhonda Higgs about CEC members travel expense to out of town Board Meetings. At this time CEC members are not allowed compensation for travel costs related to out of town meetings because CEC members volunteered for the appointment to the committee.

Adjourned

3:27 p.m.