

**AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
November 27, 2018**

**REGENTS PRESENT:** Dr. Paul Proffer, Chair; Mr. Johnny Mize, Vice-Chair; Ms. Anette Carlisle, Secretary; Mr. Jay Barrett; Ms. Michele Fortunato; Mr. Dan Henke; Ms. Sally Jennings; Mr. Patrick Miller; and Dr. David Woodburn

**REGENTS ABSENT:**

**CAMPUS REPRESENTATIVES PRESENT:** Ms. Sara Pesina, Representative for the Hereford Hinkson Memorial Campus

**CAMPUS REPRESENTATIVES ABSENT:** Mr. Mike Running, Representative for the Moore County Campus

**OTHERS PRESENT:** Mr. Bob Austin, Vice President of Enrollment Management; Mr. Kevin Ball, Vice President of Communications and Marketing; Ms. Cara Crowley, Vice President of Strategic Initiatives; Dr. Russell Lowery-Hart, President; Ms. Denese Skinner, Vice President of Student Affairs; Mr. Steve Smith, Vice President of Business Affairs; and Mr. Mark White, Executive Vice President and General Counsel

Mr. Doug Abraham – VisSpiro Strategies  
Ms. Cecelia Almanza – Student, SGA President  
Mr. Jim Baca – Manager, Physical Plant  
Ms. Maganey Batula - Student  
Ms. Joy Brenneman – Exec. Asst.-President’s Office & Asst. Secy. to the Board of Regents  
Ms. Amber Buscarello – Parkhill, Smith & Cooper  
Mr. Wes Condray – Director of Communications and Marketing  
Mr. Brian Griggs – Parkhill, Smith & Cooper  
Ms. Lani Hall – CPA, Connor, McMillon, Mitchell & Shennum, PLLC  
Officer Derek Judd – AC Police Department  
Ms. Sarah Uselding – Representing Faculty Senate  
Ms. Karen White – Associate Professor, Developmental Math

**STATUS UPDATE**

**The Status Update meeting was called to order at 5:50 p.m. by Dr. Paul Proffer, Chairman of the Board of Regents. A quorum was present.**

**PRAYER**

Ms. Skinner introduced Maganey Batula. Her family was originally from Somalia but migrated to Kenya in 1992 to flee the Somalian Civil War. Maganey and her three siblings were born in Kenya. In 2004, the family relocated to Amarillo for a better life. She is a 2017 graduate of Palo Duro High School and an ACE student. She plans to receive an Associate’s Degree in Nursing and hopes to work in a neonatal unit. Ultimately, she would like to become a doctor and work in third world countries to help others make a better world for themselves. Maganey prayed an Arabic prayer which she then translated and explained that it is a prayer for help and blessing.

**SGA UPDATE.**

Cecelia Almanza, the new Student Government Association president was late to the meeting due to work and did not present her report.

**REGENTS' REPORTS, COMMITTEES AND COMMENTS REGARDING AC AFFILIATES****Executive Committee** – report by Proffer, Mize, Carlisle

Brian Griggs and Amber Buscarello with Parkhill, Smith, and Cooper, and Doug Abraham, a space utilization consultant, presented an update on the master plan. Good progress has been made and they are in a key and pivotal time now holding charrettes on all campuses. These will conclude in the next week. Ms. Buscarello provided an overview of initial findings.

Enrollment Projections: Looking at Texas State demographer and THECB numbers, they project enrollment of approximately 12,000 by 2038. The Master Plan will build on these projections.

Space Utilization Analysis: Using a process called “heat maps”, utilization of all teaching spaces and labs for all campuses was tracked every 30 minutes for usage. This process was also used for usage in each building. Amarillo College is well below the THECB benchmark. Larger labs and classes had the most usage. This information could be used for repurposing of existing space which is adequate to accommodate the projected student growth of 2,000. There is no need for additional classroom space. The Downtown Campus had an overall 9% utilization. Continuing Education and Senior Citizen activities that occur outside of normal hours are hard to gauge and capture, so the accuracy of this number is questionable, but it is fair to say that the space is under-utilized. The Logistic Training Center at the East Campus is the most utilized building at that campus. Washington Street Campus has pockets of underutilized space. The Allied Health Building and Jones Hall on the West Campus are well-utilized, while Building A was still under construction and not tracked.

ADA Accessibility Guidelines: The master planners graded each building and placed necessary improvements into 3 categories. 59% of the upgrades are in Category 1 and are easily corrected maintenance items. Category 2 items will require low intensity construction and make up 15%. Category 3 items will require medium intensity construction and make up 26% of needed upgrades across all campuses. Most of the buildings graded as very poor or poor are located at the Washington Street Campus and East Campus Housing. Some of the improvements are in process and this report will help determine projects and outcomes.

Parking Analysis: Parking is not an issue on the West Campus. The Washington Street Campus has a deficit of 295 spaces with uneven distribution between south and north parking lots. Parking Lot 9 is the least effective having congestion and confusing conditions. Parking is not available where it needs to be.

East Airport District Plan: Property adjacent to the East Campus could have an impact on that campus. Highland Park is working with developers and the Amarillo EDC has projects across the airport area. The master planners have brought in more parties to expand input and create a broader plan. They will continue with the plans for the East Campus but will factor in a broader training effort. There are opportunities at this campus to take advantage of future growth in the area.

Other processes and services looked at are stakeholder engagement events, improvement in student processes, food services, additional “sticky” spaces at Washington Street and West Campuses, updated technology and furniture on the West Campus, updated accreditation standards for East Campus, and greater connectivity between campuses.

Ms. Buscarello reviewed the remaining schedule of meetings and noted that there is a high-speed timetable to have a master plan document by mid-January which to be presented at the January Board

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meeting. The final document should be delivered before Spring Break with a final presentation to the Board in March.

**AC Foundation** – report by Woodburn, Henke, Barrett

Mr. Barrett reported that donation request letters, personalized by Foundation Board members, will be mailed out on Saturday. He encouraged all to look for those and consider a gift to the Foundation.

**Amarillo Museum of Art (AMoA)** – report by Fortunato

Ms. Fortunato reported that the museum is undertaking a small construction project to turn two classrooms into three, one of which will be interactive. The museum, constructed by the Amarillo Art Center, was given to the College and has not been renovated since the early 1970's. Education is a large part of their mission with about 8,500 users of the facility each year. Pioneer General Contractors will do the work which is expected to take five to eight weeks. They hope to have it completed in time for the gala. \$172,000 in private funding will be used to pay for this construction which includes \$49,500 for asbestos abatement according to AC practice. Amarillo College is contributing \$20,000 to the project.

**Panhandle PBS** – report by Miller, Jennings

Mr. Miller provided an update. Panhandle PBS will receive a \$7,500 implementation grant to create a four to six-minute feature story aligned to the PBS American Graduate initiative. PPBS is one of 15 stations nationally to receive this grant in conjunction with WNET. The final Savor the Goods dinner was held on November 8 at the Resplendent Gardens and featured Savannah Gates and Rose Guzman of the Copper Fire Grill. Mr. and Mrs. Miller attended this dinner and he expressed his appreciation to Amarillo College for their support. PPBS has also received a \$15,000 grant from the Balliet Foundation in support of the Bethoven Misa Solemnis concert project collaboration scheduled for 2020. Their annual end of year fundraising drive began on November 19<sup>th</sup>.

**Tax Increment Reinvestment Zone (TIRZ)** – report by Mize

Mr. Mize reported that there are great things happening in downtown. DHY Enterprises presented a project at the last meeting a building at 10<sup>th</sup> and Harrison for retail and restaurant space. The AJ Swope Plaza will be built in downtown. TIRZ financials reflect only about \$100,000 left to be used as seed money. The big issue now will be tax abatements. A grocery store in the downtown area is also under consideration.

**Tax Increment Reinvestment Zone 2 (TIRZ 2)** – report by Miller

Because of schedule conflicts, Mr. Miller is unable to attend the TIRZ 2 meetings and has resigned from this Board. Dr. Proffer asked any members who might be interested in serving on this board to let him know.

**Amarillo Foundation for Education and Business** – report by Proffer-Chair, Mize, Carlisle, Running  
No report.

**East Property Family Housing Committee** – report by Mize-Chair, Proffer, Barrett

No report.

**Standing Policies & Procedures Committee** – report by Carlisle-Chair, Fortunato, Woodburn

Mrs. Carlisle noted that approval of revisions to Policy E is an agenda item for approval during the regular meeting. The committee did not meet, as there was very little work to do on this policy. It has been suggested that the acronym LMS will be changed to spell out Learning Management System on page 5.

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**Finance Committee (AC Investment, Potential Lease & Sales Opportunities)** – report by Henke-Chair, Proffer, Mize  
No report.

**Legislative Affairs Committee** – Carlisle-Chair, Miller, Jennings, Barrett  
Mrs. Carlisle reported that the November elections resulted in some changes in both the Texas House and Senate. It is hoped that this will make the legislature more favorable for community colleges. Board members and Dr. Lowery-Hart will be traveling to Austin January 15-16, 2019 to attend a late afternoon training with TACC and dinner on the 15th and to meet with legislators and committee chairs on the 16<sup>th</sup>. Anyone interest in going should contact Ms. Brenneman by end of week. Board members will also attend Panhandle Days along with the Amarillo Chamber of Commerce in February.

**Community College Association of Texas Trustees (CCATT)** – report by Barrett  
Mr. Barrett stated that they have had some legislative committee meetings and are preparing for the Community College National Legislative Summit in Washington, D.C. which is the same time as Panhandle Days in Austin. Raise Your Hand Texas will be traveling to Austin in February as well. At their next executive board meeting on December 6, the focus will be on their legislative agenda: finances, dual credit, and workforce development and the impact of community colleges on these.

**Nominating Committee** – Fortunato-Chair, Proffer, Barrett  
No report.

**SPRING COMMENCEMENT**

Dr. Lowery-Hart updated the Board on changes to Spring Commencement. The City of Amarillo and the Civic Center are requiring the college to provide a solution to the overcrowding that has occurred at recent Spring graduations. This cannot continue as in the past. An August ceremony was discussed but the numbers indicate that this would not include enough students and families to change the dynamics of Spring graduation. The Commencement Committee is proposing two graduations on Friday, May 10, 2019, one at 3:00 and one at 7:00 with the faculty/staff reception and dinner for the Board between the two. Saturday is not an option this year as the facility is already booked. Each commencement is expected to last approximately 1-1/2 hours and will be streamlined.

**NO EXCUSES**

Mr. Austin explained that the college has been working with a consulting group called SWIM Digital over the last 9 months to improve the communication plan. He and Mr. Ball reviewed the steps in communicating with students. Student information is entered into a CRM database and the student chooses his/her preferred method of communication - email or text message. The student receives an immediate confirmation message with a personalized prompt to apply for admission. A timeline and scripts have been developed for additional communication. If a student does not respond after 85 days, they are marked inactive. The tone of the communications will match the current marketing campaigns and can easily be changed. This plan will be implemented during the spring semester and should be ready to go in time for Fall 2020. Technology for parts of this process is already in place and can be used to have an impact for Fall 2019. Once a student applies for admission, they are put on a different communication plan. THRIVE messaging is also imbedded in the process. SWIM will return next year to work on the retention piece of this plan and to insure that there is no duplication.

The 100 student video revealed that only three students were lost between Fall 2018 and Fall 2019. That is a very good result. The college's latest data reflects a 48% completion rate.

Monetizing the College's data processes was discussed briefly. CIO, Mr. Hepler, has stated that hosting, by providing servers and personnel, is very expensive and has suggested other options which could include selling the product and providing training through contract options. These options are being reviewed and a proposed model may be brought to the Board in the future.

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Dr. Lowery-Hart led the Cabinet members in a review of the year and noted that amazing things have happened at the College and in the Community. Amarillo College is emerging as a national voice beginning with his testimony before the U.S. Senate HELP committee. He reviewed the ways the AC story was shared over the year through articles and features and listed all of the institutions that have visited the college from the presentation used at General Assembly. The college is being included in national conversations and has received unsolicited donations to the Foundation because of this spotlight.

Ms. Skinner discussed the redesign of New Student Orientation. They have discovered that getting a student to attend this in the summer results in students returning at a 90% level. This past summer 307 more students attended than previously. Marketing helped redesign the message and the orientation includes advising and student planning. Students meet with an advisor and map out their schedule from their first class to graduation. The student planner is interactive allowing students to see their progress. This should also help Academic Affairs plan course sections.

Mr. Ball noted that the "Success Is..." campaign has been effective and Communications and Marketing has received awards for the campaign. Locally, they have won three ADDY awards and Panhandle PBS won an award for its piece on Mr. Rogers.

Mr. Smith discussed THRIVE. The initial projection for the number of students to take advantage of this was 700+. The actual number was 686. A push for students to stay home and go to school should help with retention and completion. The costs have been as expected with the overall cost lower because students came in with outside funds. The projected cost for next year is between \$130,000 and \$140,000 and is less than originally projected. The number of ACE students increased.

Mr. White reported that the College received \$4.2M in state and federal grant funding and completed a \$2M greenhouse project leading to new certificates and degrees. Fundraising efforts along with AC's emerging national prominence resulted in donations of \$1,078,692 during the 2018 calendar year.

Ms. Crowley discussed the Poverty Summit hosted by Amarillo College in June. This was attended by 26 organizations from across the country and two state foundations who have provided \$200,000 in grant funding to the college. Data analytics is changing how the College helps students and leads to increased retention.

On behalf of Dr. Clunis who was unable to attend, Dr. Lowery-Hart noted that two faculty members, Dan Porter and Karen White, had received national recognition during the year. The number of students in dual degree programs has increased from six to 135 students allowing them to obtain an associate's degree prior to graduating from high school. The college entered into a partnership with Apple, accreditations have improved, and \$1.2M has been invested in faculty for full parity pay in summer and for professional development.

Dr. Lowery-Hart believes 2019 could be even brighter for the College. The *Atlantic* is planning a follow up article. Sara Goldrick-Rad's project will be the first study that definitively identifies what is driving increased completion rates. Implementation of a rural health initiative in collaboration with area community colleges is in process. The College is a finalist for the Leah Meyer Austin award, a college with distinction designation by Achieving the Dream, and the Bellwether Legacy award. He noted that it is important to reflect on the successes of the past year as the College moves forward.

**UPCOMING EVENTS AND DATES OF INFORMATION**

These were listed on page two of the Status Update Agenda.

**The status update meeting adjourned at 7:33 p.m.**

**REGULAR BOARD MEETING**

The Regular Meeting was called to order at 7:30 p.m. by Dr. Paul Proffer, Chairman of the Board of Regents.

Dr. Proffer welcomed those in attendance. A quorum was still present.

**PUBLIC COMMENTS**

There were no public comments.

**FACULTY RECOGNITION**

Karen White, Associate Professor Mathematics, was recognized for receiving the Outstanding Impact by an Individual Award presented by Quality Matters, a nationally noted quality-assurance organization. She received this award “for greatly improving the online environment for students.”

On behalf of Dr. Clunis, Dr. Lowery-Hart recognized Karen White for her award from Quality Matters which is used to assess online classes. Her work resulted in improved online courses for math students. Ms. White thanked Dr. Lowery-Hart and the Board and expressed her love for her job and math. She stated that teaching math online is difficult and the award is a great honor. Her redesigned course helps her stay in constant communication with her students. Quality Matters helped her make sure students know where to start and to keep the lines of communication open. She also acknowledged the group of excellent faculty she works with. Ms. White was also this year’s Mead Award winner.

**MINUTES APPROVED**

Minutes of the regular meeting of October 23, 2018 were provided to the Regents in their Board materials. There was no discussion.

**Mrs. Carlisle moved, seconded by Dr. Woodburn, to approve the minutes. The motion carried unanimously.**

**CONSENT AGENDA APPROVED****A. APPOINTMENTS****Faculty**

None

**Administrators****O’Daniel, Sherri L. – Coordinator of Disability Services**

Effective Date: October 22, 2018

Salary: \$60,000/year, 12 months, full-time

Qualifications: Master’s Degree

Experience: More than 20 years related experience in education

Replacement for: Dennis Sarine

Bio: Ms. O’Daniel earned her Bachelor of Science and her Master of Education from West Texas A&M University. Her work experience includes the following positions with AISD: PPCD Teacher, Educational Diagnostician, Coordinated Services Specialist, Third

Grade Teacher, TAKS support Teacher, and Elementary Resource Teacher.

## **B. BUDGET AMENDMENTS**

The Budget Amendments for approval by the Board are attached at page 56.

**Mr. Mize moved, seconded by Dr. Woodburn, to approve the consent agenda. The motion carried unanimously.**

## **APPROVAL OF BOARD OF REGENTS POLICY MANUAL REVISIONS OF SECTION E**

This item was placed on the agenda in order for the Board of Regents to consider approval and adoption of the revisions made to Section E of the Board of Regents Policy Manual. The revisions were contained in the materials provided to the Regents.

Ms. Carlisle noted that changes to this policy were straightforward and simple. There was no further discussion. The acronym LMS on page five will be changed to Learning Management System.

**Mr. Mize moved, seconded by Mrs. Carlisle, that Amarillo College approve and adopt the revisions made to Section E of the Board of Regents Policy Manual.**

## **INDEPENDENT AUDIT REPORT FOR 2017-2018**

Ms. Lani Hall of Connor, McMillon, Mitchell & Shennum, PLLC presented the regular audit report for the fiscal year ending August 31, 2018. Ms. Hall provided a bound copy of the audit to the Regents along with information from last year's audit. She noted that she did not have comparative information due to the implementation of GASB which now reflects a large liability in the financials. She thanked Mr. Steve Steve, the staff of the Business Office, and the Grants Department for their good work on this.

Page 3 is the Independent Auditors Report and page 5 includes the *Opinions, Emphasis of Matter* (referring to GASB), and *Required Supplementary Information*. The supplementary information covers the net pension, OPED Liability, and other post retirement liabilities but is not audited. This information begins on page 61. Page 7 is a quick summary of the more detailed financial statements prepared by Mr. Smith.

Current assets are up approximately \$2M from last due in part to grant income and a loan for the greenhouse. Current liabilities are down approximately \$815,000.

The college's non-current liabilities are at \$7M and include the GASB requirement to list the college's portion of the State's OPED liability on its books. Amarillo College has a very small percentage of the State's OPED liability of \$41B. This is strictly for health care benefits for those you have retired from higher education. This liability as always existed but has not been assessed to individual institutions. It is not a cash outflow but the cost to payout the benefits should the State fail. It is hoped that this liability will not be considered when bond ratings are determined and that bonding companies recognize this as a paper entry only. This is a nationwide change. Even with this GASB requirement, Amarillo College still has a positive net position. Page 20 reflects the effect of the OPED on revenue and expenses.

Ms. Hall reviewed the rest of the report in some detail and answered questions by the Board. She noted that the single audit section had not changed and there were no findings in financial reporting. There was one finding on the TEOG grant. The Financial Aid Office had missed a change in reporting timelines from five days to the three. There were no other findings.

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The last section of the audit is a statistical supplement that is unaudited. The letter she is required to provide to the Board is a summary in which she notes no significant problems but a few small late postings.

**Mr. Mize moved, seconded by Ms. Jennings, that Amarillo College approve the 2017 – 2018 audit report.**

**REQUEST FOR PROPOSAL NO. 1341 – FURNISHING AND INSTALLATION OF FLOORING, AMARILLO COLLEGE, EAST CAMPUS HOUSING**

RFP No. 1341, for the furnishing and installation of flooring for Amarillo College, East Campus housing, was advertised in the paper. Project documents were obtained by three (3) contractors with two (2) contractors submitting proposals. A tabulation of the proposals received is attached at page 57.

Approval of the award being granted to Casey Carpet One, the low proposer to the specifications, in the amount of \$13.68 per square yard for carpet, and \$24.21 per square yard for vinyl plank flooring is requested.

Funds for the project are available in the 2018-2019 East Campus housing budget.

Mr. Jim Baca recommended that RFP No. 1341 be awarded to Casey Carpet One for carpeting and vinyl flooring for East Campus housing. He noted that the flooring in these rental properties usually lasts three to four years. The college is installing some vinyl floor planking now to have less change out in the long term. In 70% of cases, it is necessary to replace the carpet when a renter moves out. This is an annual cost.

**Mr. Miller moved, seconded by Mrs. Carlisle, that Amarillo College approve the award of RFP No. 1341 – Furnishing and Installation of Flooring, Amarillo College, East Campus Housing to Casey Carpet One.**

**REQUEST FOR STATEMENT OF QUALIFICATIONS NO. 1342 - CONSTRUCTION MANAGER-AT-RISK, AMARILLO COLLEGE, WARE STUDENT COMMONS BASEMENT REMODEL**

RFQ No. 1342, for selecting a Construction Manager-At-Risk, Amarillo College, Ware Student Commons Basement Remodel, was advertised in the newspaper. RFQ packages were received by seven (7) firms with four (4) firms providing qualification statements.

Four firms were selected by the Selection Committee to be interviewed. Information on these firms was provided, and a recommendation made to the Board of Regents by the Selection Committee based on qualifications and best value to Amarillo College.

Funds are available from Amarillo College reserves.

Mr. Smith explained that this request is for the Ware Basement Project. He is recommending that the Board select a Constructor Manager at Risk. The contractor works with the architect to build the project and offers a significant opportunity for cost savings. A committee of four interviewed the four firms who provided qualification statements. It is the committee's recommendation that RFQ#1342 be awarded to Plains Builders. This builder has previously worked on projects at the East Campus.

**Mrs. Carlisle moved, seconded by Mr. Barrett, that Amarillo College determine that the construction manager at-risk procurement method will provide the best value for the district for the Ware Student Commons Basement Remodel, and that the Vice President of Business Affairs be instructed to use such method, and further, that Amarillo College award Request for**



**Qualifications #1342 to Plains Builders, Construction Manager-At-Risk, Amarillo College, Ware Student Commons Basement Remodel.**

### **RURAL NURSING EDUCATION CONSORTIUM**

This item was placed on the agenda in order for the Board of Regents to discuss the formation of, and joining and participation in, the proposed Rural Nursing Education Consortium (RNEC) between Amarillo Junior College District, Frank Phillips College, Golden Plains Community Hospital, Coon Memorial Hospital, Hereford Regional Medical Center, Moore County Hospital District and Ochiltree General Hospital. A proposed agreement between these parties was provided to the Board. After discussion, the Board may wish to approve the agreement and authorize the College President to sign it.

Dr. Lowery-Hart noted that Ochiltree General Hospital had voted not to join the consortium. This partnership between Amarillo College, Frank Phillips College, and 22 of the 26 Panhandle counties will allow AC and FPC to provide a Vocational Nursing Program that leads into an Associate Degree Nursing program in these rural areas. This will allow the nursing programs to grow enrollment and retain accreditation. Each hospital has voted to contribute \$125,000 per year to pay for instruction and equipment costs and each will sign separate contracts to cover tuition for their students. There will be an instructor located in each community to facilitate learning, and courses will be taught by AC and FPC instructors via ITV. The Accreditation Commission for Education in Nursing believes this to be a good program and many grants are available for rural health initiatives. The nursing needs are great in these areas and the consortium will allow students to remain in their communities while completing their degrees.

**Ms. Fortunato moved, seconded by Mr. Miller, that Amarillo College join and participate in the Rural Nursing Education Consortium as set forth in the proposed agreement provided with the agenda, with the amendment to delete Ochiltree General Hospital, and that the College President is authorized to sign it as amended.**

### **APPROVAL FOR PURCHASE OF CRM (CONSTITUENT RELATIONSHIP MANAGEMENT) SOFTWARE SYSTEM**

Amarillo College requests approval to purchase and implement a CRM software system. Pending approval from the US Department of Education, Title V program funds, will underwrite the purchase of the CRM software system. If costs for the CRM exceed available grant funds, AC institutional funds will fund any remaining expense. More information was provided to the Regents in the document attached at page 58.

Mr. Austin stated that \$50,000 in Title V grant funds will be used to purchase this software which will be utilized to execute the SWIM communication plan. Institutional funds will be used to cover any costs above the \$50,000 provided by Title V. Board approval is required for purchases exceeding \$50,000.

**Mrs. Carlisle moved, seconded by Ms. Jennings, that Amarillo College approve the purchase of the CRM Software System.**

### **FINANCIAL REPORTS APPROVED**

The financial statements as of October 31, 2018 are attached at pages 59 through 69.

Mr. Smith briefly reviewed the October financial statements noting that the difference in net position is the adjustment for the OPED entry required by GASB. There is a \$5M change in net position. Total revenue is \$16.9M and expenses are at \$12.5M which is up from last year due to higher book sales, raises, and insurance costs.

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**Mr. Barrett moved, seconded by Mrs. Carlisle, to approve the October 31, 2018 financial statements. The motion carried unanimously.**

**CLOSED MEETING**

At 8:47 p.m., Dr. Proffer announced that there would be a closed meeting to deliberate the evaluation of the President of Amarillo College pursuant to Section 551.074 of the Texas Government Code and to deliberate the purchase, exchange, lease, or value of real property pursuant to Section 551.072 of the Texas Government Code. No final decision, action or vote will be taken during this meeting.

At 9:09 p.m., the closed session concluded and the open session reconvened with a quorum still present. No final decision, action or vote was taken in the closed session.

**ADJOURNMENT**

There being no further items for discussion, Dr. Woodburn moved, seconded by Mr. Mize, to adjourn, and the meeting adjourned at 9:10 p.m.

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**Anette Carlisle, Secretary**

**AMARILLO COLLEGE  
BUDGET AMENDMENTS  
November 27, 2018**

- 1. Registrar – transfer of funds to cover expenses of technology services provider contract.**

Increase Registrar’s Office – Other Pool	\$25,000.00
Decrease General Contingency – Other Pool	(\$25,000.00)
  
- 2. Customer Services – transfer of funds to cover expenses of salary.**

Increase Customer Services – Appointed Personnel Pool	\$69,273.70
Decrease Outreach Services – Appointed Personnel Pool	(\$69,273.70)
  
- 3. Vice President of Academic Affairs – transfer of funds to cover expenses of lab school.**

Increase Child Care Center – Capital Equipment Pool	\$10,014.00
Decrease Vice President of Academic Affairs – Capital Equipment Pool	(\$10,014.00)

<b>Furnishing and Installation of Flooring, East Campus Housing</b>		
For		
<b>Amarillo College</b>		
Amarillo, Texas		
Proposal Number 1341		
October 18, 2018, 10:00 am		
<b>Contractor</b>	<b>Carpet Base Proposal</b>	<b>Vinyl Plank Flooring Proposal</b>
<b>Quality Carpet &amp; Flooring, Inc</b>	<b>\$14.44 per square yard</b>	<b>\$31.59 per square yard</b>
<b>Casey Carpet One</b>	<b>\$13.68 per square yard</b>	<b>\$24.21 per square yard</b>

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**Initiative:** CRM (Constituent Relationship Management) Software System

**Cost:** Not to exceed \$50,000 from Title V funds

**Funded By:** US Department of Title V project, Award # P031S150029

Amarillo College requests approval to purchase and implement a CRM software system. Pending approval from the US Department of Education, Title V program funds, will underwrite the purchase of the CRM software system. If costs for the CRM exceed available grant funds, AC institutional funds will fund any remaining expense.

In year 3 of the Title V project, grant funds supported SWIM Digital contractual expenses. SWIM Digital evaluated AC process and procedures, determining effectiveness of student onboarding. Based on SWIM Digital recommendations, AC plans to implement a CRM software system.

A CRM software system is a personalized communications system that builds relationships with AC students. Within the CRM, AC has the ability to use data analytics to drive our student onboarding activities, student engagement activities, and create a workflow system that supports our students from their enrollment to their graduation. One of the true benefits of a CRM is its ability to use analytics to match students with student success resources, programs, and advising specific to them and their needs.

Minutes of the Amarillo College Board of Regents Regular Meeting of Nov. 27, 2018**OCTOBER 2018 FINANCIALS**

<b>AMARILLO COLLEGE</b>				
<b>INTERNAL UNAUDITED STATEMENT OF NET POSITION</b>				
<b>FISCAL YEAR 2019 THROUGH OCTOBER 31, 2018</b>				
	<b>Oct-17</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>Oct-18</b>
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash & Equivalents	\$ 6,394,288	\$ 9,172,966	\$ 8,798,308	\$ 6,374,853
Short-Term Investments	\$ 19,975,712	\$ 20,215,266	\$ 20,240,411	\$ 20,255,804
Receivables	\$ 28,837,629	\$ 10,539,603	\$ 33,993,064	\$ 32,069,640
Inventory	\$ 1,258,494	\$ 1,156,326	\$ 1,313,645	\$ 1,135,358
Prepaid Expenses and Other Assets	\$ 206,596	\$ 739,909	\$ 197,917	\$ 196,114
<b>Total Current Assets</b>	<b>\$ 56,672,720</b>	<b>\$ 41,824,070</b>	<b>\$ 64,543,345</b>	<b>\$ 60,031,769</b>
<b>NON CURRENT ASSETS</b>				
Restricted Cash and Cash Equivalents	\$ 1,744,905	\$ 3,184,403	\$ 3,156,991	\$ 3,433,442
Restricted Investments	\$ 10,232,253	\$ 10,340,878	\$ 10,326,766	\$ 9,424,815
Endowments	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
Property & Equipment	\$ 127,473,152	\$ 126,590,373	\$ 126,142,254	\$ 125,755,412
<b>Total Non Current Assets</b>	<b>\$ 141,950,310</b>	<b>\$ 142,615,654</b>	<b>\$ 142,126,010</b>	<b>\$ 141,113,669</b>
<b>TOTAL ASSETS</b>	<b>\$ 198,623,030</b>	<b>\$ 184,439,723</b>	<b>\$ 206,669,355</b>	<b>\$ 201,145,438</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Deferred Outflows on Net Pension Liability	\$ 3,524,380	\$ 2,340,372	\$ 2,340,372	\$ 2,340,372
Deferred Outflows related to OPEB	\$ -	\$ 2,015,167	\$ 2,015,167	\$ 2,015,167
Deferred Charge on Refunding	\$ 2,122,970	\$ 1,910,673	\$ 1,910,673	\$ 1,910,673
<b>TOTAL DEFERRED OUTFLOWS</b>	<b>\$ 5,647,350</b>	<b>\$ 6,266,212</b>	<b>\$ 6,266,212</b>	<b>\$ 6,266,212</b>

Minutes of the Amarillo College Board of Regents Regular Meeting of Nov. 27, 2018

AMARILLO COLLEGE				
INTERNAL UNAUDITED STATEMENT OF NET POSITION (Page 2)				
FISCAL YEAR 2019 THROUGH OCTOBER 31, 2018				
	Oct-17	Aug-18	Sep-18	Oct-18
<b>LIABILITIES AND NET POSITION</b>				
<b>CURRENT LIABILITIES</b>				
Payables	\$ 564,664	\$ 1,191,761	\$ 1,077,163	\$ 467,698
Accrued Compensable Absences - Current	\$ 380,890	\$ 418,222	\$ 418,222	\$ 418,222
Funds Held for Others	\$ 6,213,106	\$ 5,563,310	\$ 5,544,118	\$ 5,554,147
Unearned Revenues	\$ 21,691,279	\$ 10,883,781	\$ 26,033,499	\$ 23,666,402
Bonds Payable - Current Portion	\$ 3,365,000	\$ 3,585,000	\$ 3,585,000	\$ 3,585,000
Notes Payable - Current Portion	\$ -	\$ 500,000	\$ 500,000	\$ 500,000
Capital Lease Payable	\$ 22,873	\$ 23,708	\$ 23,708	\$ 23,708
Retainage Payable	\$ -	\$ 15,472	\$ 15,472	\$ 24,717
<b>Total Current Liabilities</b>	<b>\$ 32,237,811</b>	<b>\$ 22,181,254</b>	<b>\$ 37,197,183</b>	<b>\$ 34,239,895</b>
<b>NON CURRENT LIABILITIES</b>				
Accrued Compensable Absences - Long Term	\$ 694,472	\$ 769,212	\$ 769,212	\$ 769,212
Deposits Payable	\$ 145,975	\$ 152,281	\$ 152,081	\$ 149,656
Bonds Payable	\$ 59,100,000	\$ 55,515,000	\$ 55,515,000	\$ 55,515,000
Notes Payable	\$ -	\$ 1,017,033	\$ 1,021,596	\$ 1,026,310
Capital Lease Payable - LT	\$ 23,708	\$ -	\$ -	\$ -
Unamortized Debt Premium	\$ 2,969,627	\$ 2,710,032	\$ 2,710,032	\$ 2,710,032
Net Pension Liability	\$ 13,430,302	\$ 10,237,600	\$ 10,237,600	\$ 10,237,600
Net OPEB Liability	\$ -	\$ 71,519,923	\$ 71,519,923	\$ 71,519,923
<b>Total Non Current Liabilities</b>	<b>\$ 76,364,083</b>	<b>\$ 141,921,081</b>	<b>\$ 141,925,444</b>	<b>\$ 141,927,733</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 108,601,895</b>	<b>\$ 164,102,335</b>	<b>\$ 179,122,626</b>	<b>\$ 176,167,628</b>
<b>Deferred Inflows</b>				
Deferred Inflows of Resources	\$ 2,821,593	\$ 4,313,522	\$ 4,313,522	\$ 4,313,522
Deferred Inflows related to OPEB	\$ -	\$ 15,813,398	\$ 15,813,398	\$ 15,813,398
<b>TOTAL DEFERRED INFLOWS</b>	<b>\$ 2,821,593</b>	<b>\$ 20,126,920</b>	<b>\$ 20,126,920</b>	<b>\$ 20,126,920</b>
<b>NET POSITION</b>				
<b>Capital Assets</b>				
Net Investment in Capital Assets	\$ 63,718,180	\$ 66,097,781	\$ 65,671,856	\$ 65,285,014
<b>Restricted</b>				
Non Expendable: Endowment - True	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
Expendable: Capital Projects	\$ 386,800	\$ 289,484	\$ 386,800	\$ 386,800
Expendable: Debt Service	\$ 2,692,130	\$ 2,858,088	\$ 3,317,340	\$ 3,774,609
Other, Primary Donor Restrictions	\$ 6,243,899	\$ 6,555,627	\$ 6,824,455	\$ 7,010,180
<b>Unrestricted</b>				
Unrestricted	\$ 17,305,883	\$ (71,824,299)	\$ (65,014,431)	\$ (67,839,501)
<b>TOTAL NET POSITION</b>	<b>\$ 92,846,892</b>	<b>\$ 6,476,681</b>	<b>\$ 13,686,021</b>	<b>\$ 11,117,102</b>

**Minutes of the Amarillo College Board of Regents Regular Meeting of Nov. 27, 2018**

AMARILLO COLLEGE					
INTERNAL UNAUDITED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION					
FISCAL YEAR 2019 THROUGH OCTOBER 31, 2018					
	2018	2018	2019	2019	2019
	Oct-17	Fiscal 2018	Sep-18	Oct-18	Fiscal 2019 YTD
<b>OPERATING REVENUES</b>					
Tuition and Fees	\$ 186,076	\$ 14,416,528	\$ 9,481,860	\$ 233,755	\$ 9,715,615
Federal Grants and Contracts	\$ 151,474	\$ 5,942,163	\$ 143	\$ 122,939	\$ 123,082
State Grants and Contracts	\$ 423,027	\$ 2,074,001	\$ 1,131,375	\$ 283,027	\$ 1,414,402
Local Grants and Contracts	\$ 24,518	\$ 1,981,312	\$ 191,886	\$ 193,454	\$ 385,340
Nongovernmental grants and contracts	\$ 26,549	\$ 1,521,592	\$ 418,482	\$ 25,977	\$ 444,459
Sales and Services of Educational Activities	\$ (409,252)	\$ 505,550	\$ 34,716	\$ 35,973	\$ 70,690
Auxiliary Enterprises (net of discounts)	\$ 810,554	\$ 5,561,365	\$ 356,682	\$ 481,412	\$ 838,094
Other Operating Revenues	\$ 839,913	\$ 1,988,038	\$ 615,020	\$ 635,512	\$ 1,250,532
<b>Total Operating Revenues</b>	<b>\$ 2,052,859</b>	<b>\$ 33,990,548</b>	<b>\$ 12,230,166</b>	<b>\$ 2,012,049</b>	<b>\$ 14,242,214</b>
<b>NON OPERATING REVENUES</b>					
State Appropriations	\$ 1,123,594	\$ 21,393,766	\$ 1,126,511	\$ 1,126,511	\$ 2,253,022
Taxes for maintenance and operations	\$ 1,631,562	\$ 19,433,980	\$ 1,766,878	\$ 1,765,049	\$ 3,531,928
Taxes for general obligation bonds	\$ 534,343	\$ 6,412,262	\$ 455,465	\$ 454,172	\$ 909,637
Federal revenue, non-operating	\$ 524,263	\$ 16,797,368	\$ (8,838)	\$ 492,312	\$ 483,474
Gifts	\$ -	\$ 157,963	\$ -	\$ 52,026	\$ 52,026
Investment Income	\$ 63,598	\$ 931,258	\$ 10,845	\$ (254,120)	\$ (243,274)
Interest on Capital Debt	\$ (1,000)	\$ (2,191,051)	\$ (67,300)	\$ (1,000)	\$ (68,300)
Loss on Disposal of Fixed Assets	\$ -	\$ 120,126	\$ -	\$ -	\$ -
<b>Total Non Operating Revenues</b>	<b>\$ 3,876,359</b>	<b>\$ 63,055,674</b>	<b>\$ 3,283,561</b>	<b>\$ 3,634,951</b>	<b>\$ 6,918,512</b>
<b>TOTAL REVENUE</b>	<b>\$ 5,929,218</b>	<b>\$ 97,046,221</b>	<b>\$ 15,513,727</b>	<b>\$ 5,646,999</b>	<b>\$ 21,160,726</b>



Minutes of the Amarillo College Board of Regents Regular Meeting of Nov. 27, 2018

AMARILLO COLLEGE					
INTERNAL UNAUDITED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (Page 2)					
FISCAL YEAR 2019 THROUGH OCTOBER 31, 2018					
	2018	2018	2019	2019	2019
	Oct-17	Fiscal 2018	Sep-18	Oct-18	Fiscal 2019 YTD
<b>OPERATING EXPENSES</b>					
Cost of Sales	\$ 125,255	\$ 2,707,259	\$ 48,241	\$ -	\$ 48,241
Salary, Wages & Benefits				\$ -	
Administrators	\$ 439,551	\$ 5,334,680	\$ 459,346	\$ 472,202	\$ 931,548
Classified	\$ 1,079,966	\$ 15,402,153	\$ 1,066,028	\$ 1,237,860	\$ 2,303,888
Faculty	\$ 1,628,350	\$ 18,763,169	\$ 1,435,819	\$ 1,654,702	\$ 3,090,521
Student Salary	\$ 70,245	\$ 922,058	\$ 53,151	\$ 68,152	\$ 121,303
Temporary (Contract) Labor	\$ 42,387	\$ 281,698	\$ 3,440	\$ 14,576	\$ 18,016
Employee Benefits	\$ 872,033	\$ 17,497,555	\$ 1,107,309	\$ 999,740	\$ 2,107,048
<b>Dept Operating Expenses</b>					
Professional Fees	\$ 818,121	\$ 3,366,569	\$ 659,457	\$ 733,504	\$ 1,392,961
Supplies	\$ 261,518	\$ 3,370,615	\$ 111,228	\$ 391,635	\$ 502,863
Travel	\$ 108,868	\$ 907,208	\$ 16,259	\$ 63,635	\$ 79,894
Property Insurance	\$ 255,909	\$ 307,711	\$ 477,766	\$ (19)	\$ 477,747
Liability Insurance	\$ 5,865	\$ 128,065	\$ 61,288	\$ -	\$ 61,288
Maintenance & Repairs	\$ 273,668	\$ 2,455,773	\$ 977,304	\$ 617,716	\$ 1,595,020
Utilities	\$ 175,035	\$ 1,874,750	\$ 24,752	\$ 153,437	\$ 178,189
Scholarships & Fin Aid	\$ 401,806	\$ 10,458,100	\$ 488,886	\$ 951,786	\$ 1,440,672
Advertising	\$ 55,364	\$ 468,284	\$ 108,330	\$ 47,914	\$ 156,244
Lease/Rentals	\$ 22,714	\$ 280,663	\$ (1,537)	\$ 36,737	\$ 35,200
Interest Expense	\$ -	\$ 18,734	\$ 4,563	\$ 4,715	\$ 9,277
Depreciation	\$ 487,554	\$ 5,821,878	\$ 480,305	\$ 480,309	\$ 960,614
Memberships	\$ 16,767	\$ 127,064	\$ 40,373	\$ 23,110	\$ 63,483
Property Taxes	\$ -	\$ 224,708	\$ -	\$ -	\$ -
Institutional Support	\$ 65,110	\$ 370,162	\$ 33,862	\$ 45,791	\$ 79,653
Other Miscellaneous Disbursements	\$ 121,455	\$ 1,313,299	\$ 200,723	\$ 102,107	\$ 302,830
Misc Expenses	\$ -	\$ -	\$ -	\$ 500	\$ 500
<b>Capital Expenses - Less than \$1000</b>					
Land and Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
Audio/Visual Equipment	\$ -	\$ 16,868	\$ -	\$ -	\$ -
Classroom Equipment	\$ 18,469	\$ 187,812	\$ -	\$ 16,736	\$ 16,736
Computer Related	\$ 92,114	\$ 793,467	\$ 1,998	\$ 26,566	\$ 28,564
Maintenance & Grounds	\$ -	\$ 6,717	\$ -	\$ -	\$ -
Office Equipment & Furnishing	\$ -	\$ 11,959	\$ -	\$ 11,902	\$ 11,902
Television Station Equipment	\$ -	\$ 18,852	\$ -	\$ -	\$ -
Vehicles	\$ -	\$ 2,389	\$ -	\$ -	\$ -
<b>Other Sources</b>					
Disposal Gain (Loss)	\$ -	\$ 340,525	\$ -	\$ -	\$ -
Interfund Transfers	\$ (20,089)	\$ -	\$ (17,458)	\$ (18,840)	\$ (36,299)
<b>TOTAL EXPENSE</b>	<b>\$ 7,418,033</b>	<b>\$ 93,780,743</b>	<b>\$ 7,841,432</b>	<b>\$ 8,136,469</b>	<b>\$ 15,977,901</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ (1,488,814)</b>	<b>\$ 3,265,478</b>	<b>\$ 7,672,295</b>	<b>\$ (2,489,470)</b>	<b>\$ 5,182,825</b>

**Minutes of the Amarillo College Board of Regents Regular Meeting of Nov. 27, 2018**

AMARILLO COLLEGE					
INTERNAL UNAUDITED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (Page 3)					
FISCAL YEAR 2019 THROUGH OCTOBER 31, 2018					
Non Income Statement Expenditures - Capitalized and Depreciated					
Capital Expenses - Exceeds \$5000 - Capitalized					
Land and Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ 2,333,948	\$ -	\$ -	\$ -
Audio/Visual Equipment	\$ -	\$ 18,431	\$ -	\$ -	\$ -
Classroom Equipment	\$ 25,683	\$ 803,973	\$ 34,820	\$ -	\$ 34,820
Computer Related	\$ 313	\$ 350,177	\$ -	\$ -	\$ -
Library Books	\$ -	\$ 44,639	\$ -	\$ (33)	\$ (33)
Maintenance & Grounds	\$ -	\$ 21,200	\$ -	\$ -	\$ -
Office Equipment & Furnishing	\$ -	\$ 58,358	\$ -	\$ -	\$ -
Television Station Equipment	\$ -	\$ 27,192	\$ -	\$ -	\$ -
Vehicles	\$ 30,887	\$ 95,598	\$ -	\$ -	\$ -
Donations	\$ -	\$ 36,500	\$ -	\$ -	\$ -
<b>TOTAL CAPITALIZED EXPENDITURES</b>	<b>\$ 56,882</b>	<b>\$ 3,790,015</b>	<b>\$ 34,820</b>	<b>\$ (33)</b>	<b>\$ 34,787</b>

Minutes of the Amarillo College Board of Regents Regular Meeting of Nov. 27, 2018

AMARILLO COLLEGE							
INTERNAL UNAUDITED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION							
BUDGETED FUNDS ONLY COMPARED TO HISTORICAL AND CURRENT BUDGET							
FISCAL YEAR 2019 THROUGH OCTOBER 31, 2018							
	Oct-18	COMPARED Oct-17		COMPARED Fiscal 2017		COMPARED 2018 Budget	
<b>OPERATING REVENUES</b>							
Tuition and Fees	\$ 9,621,257	\$ 9,763,412		\$ 22,530,014		\$ 22,767,620	
Federal Grants and Contracts	\$ 3,698	\$ 3,761		\$ 137,455		\$ 138,000	
State Grants and Contracts	\$ 6,761	\$ 1,218		\$ 53,673		\$ 120,000	
Local Grants and Contracts	\$ 374,257	\$ 34,604		\$ 1,967,853		\$ 2,020,388	
Nongovernmental grants and contracts	\$ 30,764	\$ 25,349		\$ 271,108		\$ 247,000	
Sales and Services of Educational Activities	\$ 70,690	\$ 89,841		\$ 505,550		\$ 519,560	
Auxiliary Enterprises (net of discounts)	\$ 838,094	\$ 854,051		\$ 5,561,365		\$ 6,381,900	
Other Operating Revenues	\$ 141,508	\$ 1,201,892		\$ 1,256,980		\$ 6,673	
<b>Total Operating Revenues</b>	<b>\$ 11,087,028</b>	<b>\$ 11,974,127</b>	<b>93%</b>	<b>\$ 32,283,998</b>	<b>34%</b>	<b>\$ 32,201,141</b>	<b>34%</b>
<b>NON OPERATING REVENUES</b>							
State Appropriations	\$ 2,253,022	\$ 2,247,188		\$ 13,510,994		\$ 13,518,127	
Taxes for maintenance and operations	\$ 3,531,928	\$ 3,255,259		\$ 19,433,980		\$ 20,863,771	
Taxes for general obligation bonds	\$ -	\$ 3,264		\$ -		\$ 5,345,494	
Federal revenue, non-operating	\$ 3,473	\$ -		\$ 49,688		\$ 55,000	
Gifts	\$ 52,026	\$ 9,561		\$ 157,963		\$ 30,000	
Investment Income	\$ 30,354	\$ -		\$ 409,578		\$ 240,000	
Loss on Disposal of Fixed Assets	\$ -	\$ -		\$ (22,194)			
Fund Allocation	\$ -	\$ -		\$ -		\$ 144,428	
<b>Total Non Operating Revenues</b>	<b>\$ 5,870,803</b>	<b>\$ 5,515,273</b>	<b>106%</b>	<b>\$ 33,540,010</b>	<b>18%</b>	<b>\$ 40,196,820</b>	<b>15%</b>
<b>TOTAL REVENUE</b>	<b>\$ 16,957,831</b>	<b>\$ 17,489,400</b>	<b>97%</b>	<b>\$ 65,824,007</b>	<b>26%</b>	<b>\$ 72,397,960</b>	<b>23%</b>

Minutes of the Amarillo College Board of Regents Regular Meeting of Nov. 27, 2018

AMARILLO COLLEGE								
INTERNAL UNAUDITED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (Page 2)								
BUDGETED FUNDS ONLY COMPARED TO HISTORICAL AND CURRENT BUDGET								
FISCAL YEAR 2019 THROUGH OCTOBER 31, 2018								
			COMPARED		COMPARED		COMPARED	
	\$	43,403.0	\$ 43,038.0		Fiscal 2017		2018 Budget	
<b>Cost of Sales</b>	\$	302,644	\$ 142,695		\$ 2,707,259		\$ 2,920,000	
<b>Salary, Wages &amp; Benefits</b>								
Administrators	\$	881,545	\$ 833,945		\$ 5,060,961		\$ 5,452,396	
Classified	\$	2,121,015	\$ 2,103,756		\$ 14,322,525		\$ 14,977,627	
Faculty	\$	3,005,883	\$ 2,909,872		\$ 18,145,357		\$ 18,219,096	
Student Salary	\$	51,595	\$ 67,288		\$ 624,979		\$ 627,409	
Temporary (Contract) Labor	\$	16,016	\$ 34,013		\$ 109,111		\$ 118,160	
Employee Benefits	\$	2,034,888	\$ 1,888,049		\$ 7,832,921		\$ 8,685,814	
<b>Dept Operating Expenses</b>								
Professional Fees	\$	475,559	\$ 473,306		\$ 1,741,176		\$ 1,637,852	
Supplies	\$	363,808	\$ 322,097		\$ 2,451,948		\$ 2,218,748	
Travel	\$	14,217	\$ 96,451		\$ 664,736		\$ 759,156	
Property Insurance	\$	477,747	\$ 261,642		\$ 302,798		\$ 412,241	
Liability Insurance	\$	61,288	\$ 14,517		\$ 128,065		\$ 112,891	
Maintenance & Repairs	\$	1,561,785	\$ 1,443,721		\$ 2,361,660		\$ 2,622,044	
Utilities	\$	178,189	\$ 182,659		\$ 1,874,149		\$ 1,870,200	
Scholarships & Fin Aid	\$	1,083	\$ 907		\$ 304,076		\$ 173,939	
Advertising	\$	151,917	\$ 98,374		\$ 425,761		\$ 354,500	
Lease/Rentals	\$	25,436	\$ 26,926		\$ 242,737		\$ 247,744	
Interest Expense	\$	-	\$ (1,430)		\$ 1,700		\$ -	
Depreciation	\$	-			\$ -		\$ 130,113	
Memberships	\$	62,228	\$ 56,876		\$ 124,600		\$ 225,000	
Property Taxes	\$	-	\$ -		\$ 224,708		\$ 679,885	
Institutional Support	\$	76,575	\$ 61,145		\$ 311,464		\$ 32,550	
Other Miscellaneous Disbursements	\$	302,821	\$ 237,883		\$ 1,313,115		\$ 1,608,030	
Misc Expense	\$	500	\$ -		\$ -		\$ -	
<b>Capital Expenses - All</b>								
Land and Improvements	\$	-	\$ -		\$ -		\$ -	
Buildings	\$	300,245	\$ 193,502		\$ 899,386		\$ 1,000,000	
Audio/Visual Equipment	\$	-	\$ 10,173		\$ 35,299		\$ -	
Classroom Equipment	\$	-	\$ 10,288		\$ 283,151		\$ 170,000	
Computer Related	\$	49,348	\$ 22,004		\$ 849,180		\$ 730,000	
Library Book	\$	-	\$ 3,063		\$ 44,639		\$ 30,000	
Maintenance & Grounds	\$	11,869	\$ -		\$ 27,917		\$ 30,000	
Office Equipment & Furnishing	\$	-	\$ -		\$ 67,271		\$ 25,000	
Television Station Equipment	\$	-	\$ -		\$ 2,463		\$ -	
Vehicles	\$	-	\$ -		\$ 41,526		\$ 100,000	
Donations	\$	-	\$ 30,887		\$ 36,500		\$ -	
<b>Other Sources</b>								
Disposal (Gain) Loss	\$	-	\$ -		\$ -		\$ -	
Interfund Transfers	\$	31,001	\$ 27,672		\$ 674,734		\$ 542,471	
Bond Payments	\$	-	\$ -		\$ -		\$ 5,685,094	
<b>TOTAL EXPENSE</b>	\$	<b>12,559,202</b>	<b>\$ 11,552,279</b>	<b>109%</b>	<b>\$ 64,237,873</b>	<b>20%</b>	<b>\$ 72,397,960</b>	<b>17%</b>
<b>CHANGE IN NET POSITION</b>	\$	<b>4,398,629</b>	<b>\$ 5,937,121</b>	<b>74%</b>	<b>\$ 1,586,134</b>		<b>\$ -</b>	

**Minutes of the Amarillo College Board of Regents Regular Meeting of Nov. 27, 2018**

AMARILLO COLLEGE  
Alterations and Improvements  
Projects for Fiscal 2019  
as of October 31, 2018

AMARILLO - WASHINGTON STREET CAMPUS

PROJECT BUDGETING						SOURCE OF FUNDS						
PROJECT	DESCRIPTION	BUDGETED	EXPENSED	ENCUMBERED	STATUS	OVER/ (SHORT)	TOTAL COST	CURRENT BUDGET	RESERVE	GIFT/ DONATION	GRANT	OTHER
1	Russell Hall - Paint and Carpet	20,000.00	41,169.74	57.00	In Progress	(21,226.74)	41,226.74		20,000.00			
2	Carter Fitness Center - Locker Rooms/Rest Rooms/Showers	145,000.00	-	650.00	In Progress	144,350.00	650.00	145,000.00				
3	Durrett Hall - Replacement of Exterior Doors	6,500.00	758.02	-	In Progress	5,741.98	758.02		6,500.00			
4	Engineering Building - 2nd Floor	200,000.00	-	-	Not Started	200,000.00	-	200,000.00				
5	Engineering Building - Replacement of Exterior Doors	6,500.00	758.02	-	In Progress	5,741.98	758.02		6,500.00			
6	Panhandle PBS (KACV-TV) - Bathroom and Hot Water Issue	75,000.00	-	-	Not Started	75,000.00	-	75,000.00				
		<b>\$453,000.00</b>	<b>\$42,685.78</b>	<b>\$707.00</b>		<b>\$409,607.22</b>	<b>\$43,392.78</b>	<b>\$420,000.00</b>	<b>\$33,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

AMARILLO - WEST CAMPUS

PROJECT BUDGETING						SOURCE OF FUNDS						
PROJECT	DESCRIPTION	BUDGETED	EXPENSED	ENCUMBERED	STATUS	OVER/ (SHORT)	TOTAL COST	CURRENT BUDGET	RESERVE	GIFT/ DONATION	GRANT	OTHER
7	West Campus - Building A - Renovations	40,400.00	226,389.51	16,961.40	In Progress	(202,950.91)	243,350.91		40,400.00			
8	Allied Health - Flooring	50,000.00	-	-	Not Started	50,000.00	-	50,000.00				
		<b>90,400.00</b>	<b>226,389.51</b>	<b>16,961.40</b>		<b>(152,950.91)</b>	<b>243,350.91</b>	<b>50,000.00</b>	<b>40,400.00</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Minutes of the Amarillo College Board of Regents Regular Meeting of Nov. 27, 2018**

AMARILLO COLLEGE  
Alterations and Improvements (Page 2)  
Projects for Fiscal 2019  
as of October 31, 2018

AMARILLO - EAST CAMPUS

PROJECT BUDGETING						SOURCE OF FUNDS						
PROJECT	DESCRIPTION	BUDGETED	EXPENSED	ENCUMBERED	STATUS	OVER/ (SHORT)	TOTAL COST	CURRENT BUDGET	RESERVE	GIFT/ DONATION	GRANT	OTHER
9	EC - Upgrades to Bldg 1400 for EC Housing -Stucco Repair	14,000.00	-	-	In Progress	14,000.00	-		14,000.00			
10	EC - Harrington Diesel Bay - Finish Electrical Work	8,000.00	8,764.94	-	In Progress	(764.94)	8,764.94		8,000.00			
11	EC - AEDC Aviation Hanger - Compressor Room and Air Drops	800.00	888.33	-	In Progress	(88.33)	888.33		800.00			
12	EC - Rebuild House That Burned Down (1806/1808 Kimberly)	100,000.00	-	-	Not Started	100,000.00	-	100,000.00			-	
		<b>122,800.00</b>	<b>9,653.27</b>	<b>-</b>		<b>113,146.73</b>	<b>9,653.27</b>	<b>100,000.00</b>	<b>22,800.00</b>	<b>-</b>	<b>-</b>	<b>-</b>

AMARILLO - ALL CAMPUS

PROJECT BUDGETING						SOURCE OF FUNDS						
PROJECT	DESCRIPTION	BUDGETED	EXPENSED	ENCUMBERED	STATUS	OVER/ (SHORT)	TOTAL COST	CURRENT BUDGET	RESERVE	GIFT/ DONATION	GRANT	OTHER
13	Other Unplanned Projects	7,900.00	7,082.90	-	In Progress	817.10	7,082.90	7,900.00				
14	Campus Wide - Replace Furniture	25,000.00	-	-	Ongoing	25,000.00	-	25,000.00				
15	Campus Wide - Building Drainage Corrections	10,000.00	-	14,500.00	Ongoing	(4,500.00)	14,500.00	10,000.00				
16	Campus Wide - Emergency Lighting Corrections	20,000.00	21.94	-	Ongoing	19,978.06	21.94	20,000.00				
17	Campus Wide - Paint and Small Repairs	89,000.00	14,411.20	-	Ongoing	74,588.80	14,411.20	75,000.00	14,000.00			
18	Campus Wide - ADA Corrections	56,900.00	-	-	Ongoing	56,900.00	-	50,000.00	6,900.00			
		<b>-</b>	<b>-</b>	<b>-</b>	Not Started	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
						OVER/ SHORT	TOTAL COST	CURRENT BUDGET	RESERVE	GIFT/ DONATION	GRANT	OTHER
		<b>1,025,000.00</b>	<b>300,244.60</b>	<b>32,168.40</b>		<b>692,587.00</b>	<b>332,413.00</b>	<b>907,900.00</b>	<b>117,100.00</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Minutes of the Amarillo College Board of Regents Regular Meeting of Nov. 27, 2018**

AMARILLO COLLEGE							
Tax Schedule							
as of October 31, 2018							
	FY 2019					FY 2018	
	Potter County	Randall County	Branch Campuses	Total		Total	
Net Taxable Values	\$6,135,866,143	\$7,146,946,129		\$13,282,812,272		\$11,483,195,123	
Tax Rate	\$0.20750	\$0.20750		\$0.20750		\$0.20750	
Assessment:							
Bond Sinking Fund - \$ .04251	\$2,540,891	\$2,897,222		\$5,453,053		\$6,383,226	
Maintenance and Operation - \$ .16499	\$9,861,562	\$11,244,536		\$21,164,079		\$19,430,536	
Branch Campus Maintenance Tax			\$1,860,653	\$1,787,732		\$1,787,732	
<b>Total Assessment</b>	<b>\$12,402,453</b>	<b>\$14,141,758</b>	<b>\$1,860,653</b>	<b>\$28,404,864</b>		<b>\$27,601,494</b>	
Deposits of Current Taxes	\$520,238	\$635,571		\$1,155,809		\$1,005,004	
Current Collection Rate	4.19%	4.49%	0.00%	4.07%		3.64%	
Deposits of Delinquent Taxes	\$25,872	\$8,373		\$34,245		\$32,853	
Deposits of Penalties and Interest	\$15,690	\$4,897		\$20,587		\$23,134	
					collection rate		collection rate
	Budgeted - Bonds			\$5,453,053	100.00%	\$6,383,226	100.00%
	Budgeted - Maintenance and Operation			\$20,454,230	96.65%	\$18,857,091	97.05%
	Budgeted - Moore County			\$1,094,837	61.24%	\$1,069,322	59.81%
	Budgeted - Deaf Smith County			\$765,816	42.84%	\$718,410	40.19%
	<b>Total Budget</b>			<b>\$27,767,936</b>	<b>97.76%</b>	<b>\$27,028,049</b>	<b>97.92%</b>
	Total Collected - Current + Delinquent + Penalty/Interest			\$1,210,641		\$1,060,991	
	Over (Under) Budget			(\$26,557,295)		(\$25,967,058)	

Minutes of the Amarillo College Board of Regents Regular Meeting of Nov. 27, 2018

<b>Amarillo College</b>				
<b>Reserve Analysis FY 2019</b>				
<b>As Of 10/31/18</b>				
<b>Encumbered Prior to 8/31/18</b>	<b>Balance as of 08/31/2018</b>	<b>Current Fiscal Year Activity</b>	<b>Ending Balance</b>	<b>Explanation</b>
Overlapping Purchase Orders	157,275	(58,521)	98,754	Materials and services requested in prior year and charged against prior year budget but received and paid for in the current year
<b>Subtotal</b>	<b>157,275</b>	<b>(58,521)</b>	<b>98,754</b>	
<b>Board Restricted</b>				
Equipment Reserve	1,000,000		1,000,000	Set-up for equipment purchases required but not budgeted
Facility Reserve	2,500,000	(283,414)	2,216,586	Set-up for facility purchases required but not budgeted
Sim Central	283,923		283,923	Sim Central prior years revenues over expenses fund balance
East Campus A&I Designated	1,215,000	(9,653)	1,205,347	Set-up for East Campus improvements required but not budgeted
SGA	172,695		172,695	Student government prior years revenues over expenses fund balance
Insurance	200,000		200,000	Set-up to cover insurance deductibles and claims that fall below the deductibles and for roofing repairs due to the 5/28/13 hail storm
Moore County Campus Designated	490,262		490,262	Moore County prior years revenues over expenses fund balance
Hereford Campus Designated	1,640,901	(17,134)	1,623,767	Hereford Campus prior years revenues over expenses fund balance
East Campus Land Proceeds	376,268		376,268	Proceeds from sale of land at East Campus
East Campus Designated	1,837,931		1,837,931	East Campus set aside from the State of Texas for operations of programs at TSTC (EC)
<b>Subtotal</b>	<b>9,716,980</b>	<b>(310,201)</b>	<b>9,406,779</b>	
<b>Unrestricted Reserve</b>				
Undesignated Local Maintenance	13,240,062		13,240,062	Local Maintenance prior years revenues over expenses fund balance
Undesignated Auxiliary	3,754,371		3,754,371	Auxiliary prior years revenues over expenses fund balance
<b>Subtotal</b>	<b>16,994,433</b>	<b>-</b>	<b>16,994,433</b>	Must leave in Reserve 10% of next year's budget
<b>Total</b>	<b>26,868,688</b>	<b>(368,722)</b>	<b>26,499,966</b>	
<b>Fiscal Year 2018</b>	<b>24,096,277</b>	<b>2,772,411</b>	<b>26,868,688</b>	
<b>Fiscal Year 2017</b>	<b>22,979,978</b>	<b>1,116,299</b>	<b>24,096,277</b>	
<b>Fiscal Year 2016</b>	<b>26,185,015</b>	<b>(3,205,037)</b>	<b>22,979,978</b>	
<b>Fiscal Year 2015</b>	<b>27,440,976</b>	<b>(1,255,961)</b>	<b>26,185,015</b>	
<b>Fiscal Year 2014</b>	<b>26,447,719</b>	<b>993,257</b>	<b>27,440,976</b>	