

**AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
March 28, 2006**

REGENTS PRESENT: Dr. David C. Woodburn, Chair; Ms. Lisa Y. Cherry, Vice Chair; Ms. Michele Fortunato, Secretary; Ms. Lilia B. Escajeda; Mr. Carroll M. Forrester; Mr. John D. Hicks; Mr. Frank O. Nelson; Dr. Neal D. Nossaman; and Mrs. Sharon Oeschger

OTHERS PRESENT: Dr. Steven W. Jones, President; Mr. Terry Berg, Dean of Finance & Administrative Services; Dr. Renea Fike, Dean of Student and Academic Development; 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. Julie Ashby, New Student Relations Specialist
Ms. Elizabeth Bauman, representing Student Government Association
Ms. Brenda Bernet, representing the *Amarillo Globe-News*
Mrs. Joy Brennenman, Executive Assistant, College Relations
Mrs. Deborah Brown, representing the Classified Employees Council
Ms. Kaitlin Chapman, representing *The Ranger*
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Roger Cox, Legal Counsel
Mrs. Linda Hendrick, Director, Telecommunications
Mrs. Dale Longbine, Director, Customer Services
Mrs. Lori Merriman, Executive Secretary, President's Office
Mrs. Carol Moore, Assistant Director, Customer Services
Mrs. Sheryl Mueller, Chair, Nursing Division
Ms. Ellen Neal, Director of Communications
Mr. William Owens, representing KVII-Channel 7
Mrs. Brenda Sadler, Exec. Asst., Pres's Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders, Legal Counsel
Mr. Allen Schmieding, Director, Purchasing/Records Retention
Ms. Nichole Terry, representing Student Government Association
Mr. Mike Ward, Telecommunications Specialist

The meeting was called to order by Dr. Woodburn, Chairman. He welcomed all present and asked if there were any public comments. Mr. Forrester gave the invocation.

MINUTES APPROVED:

Ms. Escajeda moved, seconded by Ms. Cherry, that the minutes of the regular meeting of February 28, 2006 and the minutes of the special meeting of March 14, 2006 be approved. The motion carried unanimously.

STUDENT GOVERNMENT REPORT:

Nichole Terry, past SGA president, introduced Elizabeth Bauman, newly elected SGA president. She reported that Mary Ware is this year's Distinguished Alumnus. The Student Organizations banquet is on April 8 at 7 pm at the Tascosa Country Club. The concert featuring Bob Schneider is scheduled for April 30 at the Globe-News Center. Dr. Woodburn presented Ms. Terry with a plaque and expressed the Board's appreciation for her service with SGA.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 28, 2006**STRATEGIC PLAN UPDATE:**

Dr. Johnson reported that the Strategic Plan projects are on schedule.

EDUCATION REPORT – ENROLLMENT ANALYSIS:

Dr. Johnson distributed a handout of his PowerPoint presentation. He gave examples of regional enrollment comparisons from fall 2004 to fall 2005; Amarillo College increased by .21%. However, total headcount was down 1.1%; dual credit was up 8.7%. Students age 50+ increased 29%. Prospects gathered from 2004 to 2005 increased 29%. Amarillo ISD graduates attending Amarillo College decreased by 25.7%. Dr. Johnson explained that it was discovered that many high school graduates were not attending college anywhere. He discussed what is expected for fall 2006 which is that there are about the same amount of graduates for recruitment as last year. The flat 2005-2006 enrollment was primarily due to a smaller pool of high school graduates. AC students took fewer courses than the prior year, possibly due to schedule changes and/or financial limits. Dr. Johnson spoke of the Tascosa High School pilot project in which he believes has positive indications; 300+ attended Application Night and 90+ attended Financial Aid Night. Forty-two percent of Hispanic students applied for financial aid. The AC Foundation has given \$10,000 to the Tascosa High School scholarship project and extended the scholarship deadline to April 1.

CONSENT AGENDA APPROVED:**A. APPOINTMENTS:****Administrators****Mahan, Kimberly** – Interim Director, Amarillo Museum of Art

Effective Date: March 03, 2006 – August 31, 2006

Salary: \$47,840.00 for 12 months full-time (Temporary)

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

Experience: Worked for the Museum for more than 17 years

Note: Kimberly was previously the Accountant/Museum School Director

Bio: Kimberly Mahan is very familiar with the Amarillo Museum of Art having worked for the Museum since 1988 as an Accountant and Museum School Director. Ms. Mahan has a Bachelor of Business Administration in Accounting from West Texas A&M University.

Faculty**Dameron, Julieanne O.** – Instructor, Home Economics

Effective Date: January 09, 2006 – May 31, 2006

Salary: \$16,710.00 for 4.5 months full-time

Qualifications: M.S., Kansas State University, Manhattan, Kansas

B.S., Kansas State University, Manhattan, Kansas

Experience: 9 years related work

Note: Julieanne was previously a part-time Instructor at Amarillo College

Minutes of the Amarillo College Board of Regents Regular Meeting of March 28, 2006**APPOINTMENTS Continued:**

Bio: Julieanne O. Dameron has been a part-time instructor at Amarillo College since August 2002. Ms. Dameron earned B.S. and M.S. degrees in Dietetics from Kansas State University and is a Registered Dietitian and Certified Pharmacy Technician. Ms. Dameron has previous experience as an instructor at Okaloosa Walton Community College and Northern Illinois University.

B. BIDS AND PROPOSALS:**Request for Proposal No. 1097 – New Parking Lot & Landscaping, Washington Street Campus**

RFP No. 1097, for a new parking lot and landscaping, located on the Washington Street Campus. Project was advertised in the paper. Project Documents were obtained by four (4) pavement contractors, four (4) landscape contractors, four (4) electrical contractors, and two (2) masonry contractors. A tabulation of the proposals received is attached at page 134.

It was recommended to award Proposal No. 1097 to Advanced Pavement Maintenance, Inc., the low proposer to the specifications for the parking lot, for the amount of \$201,500.00; to Krause Landscape Contractors, Inc., the low proposer to the specifications for the landscaping, for the amount of \$34,088.11; to Ray Electric Co., the low proposer to the specifications for the electrical, for the amount of \$33,792.00 and to Buccola Masonry, Inc., the low proposer to the specifications for the masonry, for the amount of \$7,300.00.

Funds for the project are available in the current 05/06 A & I Budget.

Request for Proposal No. 1098 – Re-roofing Project, Industrial Center

RFP No. 1098, for re-roofing the Industrial Center, located on the East Campus. Project was advertised in the paper. Project Documents were sent to seven contractors. A tabulation of proposals received is attached at page 135.

It was recommended to award Proposal No. 1098 to Schrader Roofing Inc., the low proposer to the specifications, for the amount of \$232,500.00.

Funds for the project are available in the current 05/06 A & I Budget.

Request for Proposal No.1099 - Purchase and Installation of NEC Phone Software and Host Server for IST Telecommunications

RFP No. 1099, for the purchase and installation of an NEC brand software package and a host server was issued to three CISV (State of Texas approved vendors). Only one proposal was returned.

It was recommended to award Proposal No. 1099 to the only proposer to the specifications, Optus Inc., for the amount of \$44,107.44. This new software and server will allow the Call Center to handle incoming calls more efficiently and minimize the amount of time a caller is on hold. The software offers robust management and analytical reporting to facilitate

Minutes of the Amarillo College Board of Regents Regular Meeting of March 28, 2006**BIDS AND PROPOSALS Continued:**

staffing optimization. The software integrates well with the current NEAX 2400 IMX phone switch and will allow for migration to VoIP technology in the future.

Most of the funds (\$40,262.20) for purchase of the NEC Brand Software package are available from the Title V grant; the remaining balance will be paid from the 2005-2006 budget.

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

PURCHASE OF CAMPUS CRUISER PORTAL APPROVED:

It was recommended to purchase the Campus Cruiser portal service from Time Cruiser, a sole-source provider, to be used to enhance and facilitate communication for the Institution for the amount of \$389,990 (total amount for 3 ½ years).

The portal will be used to provide calendars for scheduling, student e-mail, class assignments, class discussions, grading and course syllabi for students, faculty and staff. In addition, the portal will allow AC to better administer identity management, provide increased integration with Colleague, WebCT and WebAdvisor and augment internal communication with all constituents. The portal will permit us to better utilize our current web site for improved marketing efforts to the external visitor and prospective students.

Funds for the purchase of the portal are available from the Title V Grant.

Mrs. Oeschger moved, seconded by Mr. Hicks, to approve the purchase of the Campus Cruiser Portal Service. The motion carried unanimously.

SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE AUTHORIZED:

Properties foreclosed for taxes and sold at a "Sheriff's Sale" must sell for a minimum bid which is the lower of the adjusted value or the taxes due plus costs of the sale. In some cases this puts the price above what people will pay at a "Sheriff's Sale." Those properties which do not sell are then held in trust by the county/school tax office. The law provides that they can be offered for sale by sealed bids or auction without a minimum bid at a later date. A listing of those properties is attached at pages 136 through 138. Board approval is required because the properties are held in trust by Potter County.

The Potter County Tax Assessor/Collector recommends acceptance of these bids as this puts the property back in production and on the tax rolls. The motion should authorize the Chairman of the Board of Regents to execute the Tax Deeds transferring these properties to the successful bidders.

Ms. Fortunato moved, seconded by Ms. Cherry, to authorize the chair of the Board of Regents to execute the Tax Deeds. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 28, 2006**RESOLUTION FOR APPROVAL OF VOTING DEVICES PASSED AND ADOPTED:**

Texas law and the Help America Vote Act (HAVA) require the use of direct electronic voting devices (DRE) in all elections held beginning January 1, 2006. Randall County administers the Amarillo College elections. Randall County has purchased a HAVA compliant voting system from Hart InterCivic, Inc. They have already submitted and obtained a pre-clearance of the system by the Department of Justice. Attached at page 139 is a resolution calling for the Amarillo College Board of Regents to approve this system for Amarillo College elections. Amarillo College's contribution to purchase of the electronic voting devices is \$38,000.

Ms. Fortunato moved, seconded by Mr. Forrester, to pass and adopt the Resolution. The motion carried unanimously.

CONSIDERATION OF ELECTION CANCELLATION APPROVED:

In 1995, the Texas Legislature amended the Election Code to permit the cancellation of an election under certain circumstances. In 1997, the Legislature expanded the number of entities who could cancel an election to include junior college districts. Section 2.051 of the Election Code states that a political subdivision may cancel its election if each candidate whose name is to appear on the ballot is unopposed and no proposition is to appear on the ballot. In accordance with Section 2.052 of the Texas Election Code, the Secretary of the Board of Regents has presented to the Board Chair a Certification of Unopposed Candidates which is attached at page 140. Section 2.053 states that upon receipt of the certification, the governing body of the political subdivision by order or ordinance may declare each unopposed candidate elected to the office. Attached at page 141 is an Order of Cancellation which cancels the Board of Regents election scheduled to be held on May 13, 2006, and declares the unopposed candidates elected.

Mr. Hicks moved, seconded by Ms. Escajeda, to approve the Order of Cancellation. The motion carried unanimously.

BUDGET AMENDMENT APPROVED:

A budget amendment approved by the Board is attached at page 142.

Ms. Escajeda moved, seconded by Mrs. Oeschger, to approve the budget amendment. The motion carried unanimously.

CHANGES IN TUITION AND FEES APPROVED:

It was recommended to make changes to the tuition and fees schedule which is attached at page 143. The new tuition and fees schedule will go into effect in summer 2006. Based on spring, summer, and fall 2005 enrollment the increased revenues will be approximately \$1,435,000.

Mr. Hicks moved, seconded by Dr. Nossaman, to approve the tuition and fees changes. The motion carried unanimously.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 28, 2006**INVESTMENT COMMITTEE REPORT APPROVED:**

It is required that the Investment Policy of the institution be reviewed annually. The Committee reported on their proposed revisions to the rest of the Board. Modifications to Section CAK, Appropriations and Revenue Sources: Investments of the Board Policy Manual which includes the Investment Policy was discussed by the Investment Committee and is attached at page 144.

Ms. Escajeda moved, seconded by Mr. Hicks, to approve the report of the Investment Committee and the proposed changes to the Investment Policy. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of February 28, 2006, are attached at pages 145 through 154. Mr. Berg discussed the financial report.

Revenue

We are 50% of the way through the year. We have collected 80% of the academic tuition and fees. We will have a shortfall in tuition/fees revenues.

Expenditures

There have been 47% of expected expenditures used. Physical Plant Operation and Maintenance is at 53% due to an increase in utilities and purchase of some vehicles.

Auxiliary Enterprises

Bookstores are showing a net profit of \$324,653. Food service reflects a greater loss partially due to repairs and electrical work in the cafeteria. There has not been much turnover in family housing; there have been more long term tenants.

Restricted Funds

Federal grants and contracts have decreased \$266,786. PELL is down due to lower enrollment; it was given out in August 2005. Local grants and contracts have increased \$324,513. Resident instruction is up \$362,350.

Cash and Investments

\$30.7 million – February 2006; \$30.4 million – February 2005; \$28.0 million – February 2004.

Alterations and Improvements

Budgeted Funds – Actual funds spent to-date is \$201,048. The Concert Hall Theatre plaza level has been waterproofed. MCC building renovation, phase II, is 100% complete.

Designated Reserves – There has been \$302,000 spent. The East Campus parking lot is 100% complete. The removal of dilapidated structures on the East Campus is in progress.

Allocated Funds – \$280,460 has been used.

Tax Schedule

\$11.9 million has been collected; \$483,000 left to be collected.

Minutes of the Amarillo College Board of Regents Regular Meeting of March 28, 2006**FINANCIAL REPORT Continued:****Reserve Analysis**

\$16,799 from Board restricted facility reserve was used for the Washington Street Campus parking lot. \$52,217 was used from the MCC account which contains prior years' revenues over expenses fund balance.

Mrs. Oeschger moved, seconded by Ms. Cherry, to accept the financial report. The motion carried unanimously.

PRESIDENT'S REPORT:

Amarillo College's Continuing Education workforce training was ranked number two in enrollment of all community colleges state-wide; AC was fifth in contact hours.

Dr. Jones praised the relationship with Amarillo College and the AC Foundation. He said the two directors are doing a great job and Amy Juba, chairman, has done a stellar job.

A combined Cabinet and Board budget workshop will be scheduled for June.

REGENTS' REPORTS AND COMMENTS REGARDING AC AFFILIATES: AMARILLO COLLEGE BENEFIT PLAN, AMARILLO COLLEGE FOUNDATION, AMARILLO MUSEUM OF ART, KACV:

Mr. Nelson complimented the new Paralegal program. He reported that the East Campus Development Committee is close to being ready to presenting an update to the Board.

Mrs. Oeschger said the Art Force is having their spring membership drive.

Dr. Nossaman told of the upcoming AC/WTAMU faculty/student art show.

Mr. Nelson said that KACV is having a fundraiser for the recent Panhandle wild fire victims.

CLOSED SESSION:

At 7:35 p.m., Dr. Woodburn announced there would be a closed meeting to consult with the Board attorney about pending litigation pursuant to Section 551.071, Texas Government Code.

At 8:22 p.m. Dr. Woodburn 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.

Michele Fortunato, Secretary

