AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
March 22, 2005

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

OTHERS PRESENT: Dr. Steven W. Jones, President; Mr. Terry Berg, Dean of Finance & Administrative Services; Dr. R. E. Byrd, Vice President for Academic Affairs; Dr. Renea Fike, Dean of Student and Academic Development; Mr. Victor Fite, Dean of Information Systems and Technology; Dr. Brad Johnson, Dean of College Advancement; and Mrs. Damaris Schlong, Dean of Workforce & Economic Development

Mr. James Anderson, representing KFDA-TV (Channel 10)
Mrs. Pam Dickerson, Associate Director of Administrative Services
Mr. Steve Dutton, representing Faculty Senate
Mrs. Rhonda Higgs, Executive Secretary, President’s Office
Mr. Lucas Jefferson, representing KVII-TV (Channel 7)
Mr. Matt Johnson, Student Government Association President
Dr. Paul Matney, Associate Vice President for Instruction
Mrs. Sheryl Mueller, Chair, Associate Degree Nursing
Mrs. Ellen Neal, Director of Communications
Ms. Pam Pinner, Audiovisual Distribution Specialist
Mr. Jim Pope, representing KAMR-TV (Channel 4)
Mrs. Brenda Sadler, Exec. Asst., Pres’ Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders, Legal Counsel
Mrs. Vickie Shelton, representing Classified Employees Council
Ms. Nichole Terry, representing Student Government Association
Mr. Lynn Thornton, director, Human Resources
Mr. Zane Vaughn, Legal Counsel
Mr. Eric Wallace, Coordinator of Intervention Programs
Ms. Jennifer Wilson, representing the Amarillo Globe News

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

MINUTES APPROVED:

Mr. Hicks moved, seconded by Ms. Fortunato, that the minutes of the regular meeting of February 22, 2005 be approved. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Matt Johnson, SGA president, reported that a group of SGA members would be attending the upcoming Texas Junior College Student Government Association convention in April in Grapevine, Texas.
EDUCATION REPORT – OPEN MEETINGS ACT:

Mr. Sanders, Amarillo College’s legal counsel, gave a PowerPoint presentation regarding the Open Meetings Act and distributed two publications, *Open Meetings Handbook, 2004* and *Public Information Handbook, 2004*. The Open Meetings Act, chapter 551 of the Government Code, provides that meetings of governmental bodies must be open to the public, except for authorized executive sessions. The public should be given notice of the time, place, and subject matter of governmental meetings. The agenda must be posted 72 hours prior to the meeting and in a visible place. The Attorney General of Texas said that it is the public’s viable right to know about a citizen-centered governmental body. The location of the meetings does not have to be held in the district, but does have to be held in the state. The governing body meetings can be held by a conference call if an emergency or public necessity exists, the convening at one location of a quorum of the governmental body is difficult, or the meeting is held by an advisory board. A quorum must be present at each posted meeting in order to take action on any item. When a quorum of the members of a governmental body assembles in an informal setting, such as a social occasion, it will be subject to the requirements of the act if the members engage in a verbal exchange about public business or policy.

Reasons for a closed or executive session: 1) real property, price of land; 2) security issues; 3) personnel matters; 4) consultation with legal counsel.

CONSENT AGENDA APPROVED:

A. APPOINTMENTS:

**Administrator**

**Dougherty, Tracy Delle** – Interim Executive Director, Amarillo College Foundation  
*Effective Date: March 11, 2005*  
*Salary: $2,383.33 per month for 12 months part-time*  
*Qualifications: M.B.A., University of Texas, Austin, Texas*  
* B.A., University of Texas, Austin, Texas*  
*Experience: 12 years related work*  
*Replacement for: Betty Howell*

Bio: Tracy Dougherty has been serving as interim Executive Director of the Amarillo College Foundation for about four and a half months. Ms. Dougherty graduated from Tascosa High School and earned a Bachelor of Arts degree from the University of Texas. Ms. Dougherty has been very active and is well known in the Amarillo community having previously served as Director of Communications for the Harrington Cancer Center and Co-Executive Director of the Susan Komen Foundation.

**Faculty**

**Nakhiengchanh, Kham Khoun** – Instructor, Manufacturing Technologies  
*Effective Dates: January 18, 2005 through May 31, 2005*  
*Salary: $17,195 for 4 ½ months full-time*
APPOINTMENTS Continued:

Qualifications: A.A.S. in Auto Mechanics Technology, Texas State Technical Institute, Amarillo, Texas
A.A.S. in Welding and Fabrication, Texas State Technical Institute, Amarillo, Texas

Experience: 26 years related work
Note: Emergency hire due to enrollment demands.

Bio: Kham Nakhiengchanh has worked as a supplemental instructor and lab assistant in the Welding Technology department since January 2000. Mr. Nakhiengchanh is a graduate of the College of Professional Techniques of Teaching in Vientiane, Laos and earned an Associate of Applied Science in Auto Mechanics Technology and an Associate of Applied Science in Welding and Fabrication from Texas State Technical Institute in Amarillo. In addition to owning an auto repair shop, Mr. Nakhiengchanh has several years experience as a welder for large area employers.

B. SALE OF COUNTY PROPERTY OBTAINED THROUGH SHERIFF'S SALE:

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 134 and 135. 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.

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

PROFESSOR EMERITUS NOMINATION PROPOSAL APPROVED:

Mr. Steve Dutton, Faculty Senate representative, presented the name of Reagan Hathcock as the Faculty Senate’s nomination for Professor Emeritus for 2005 and recommended approval of the emeritus status for him. Mr. Hathcock began teaching at Amarillo College as a professor of government and history in 1966, was a recipient of the John F. Mead Faculty Excellence Award in 1990, and retired in 1999.

Mrs. Oeschger moved, seconded by Mr. Forrester, to approve the Professor Emeritus nomination of Reagan Hathcock.

CONSIDERATION OF CHANGES IN TUITION AND FEES APPROVED:
It was recommended to make the following changes to tuition and fees, to be effective for the fall 2005 and spring 2006 semesters, respectively:

**Effective Fall 2005**

**Academic Tuition Increase**
- In-district tuition from $28.00 to $30.00 per semester hour
- Out-of-state tuition from $60.00 to $63.00 per semester hour

**Out-of-District Fee Increase**
- From $14.00 to $15.00 per semester hour

**Effective Spring 2006**

**Academic Tuition Increase**
- In-district tuition from $30.00 to $32.00 per semester hour
- Out-of-state tuition from $63.00 to $66.00 per semester hour

**Out-of-District Fee Increase**
- From $15.00 to $16.00 per semester hour

Over the last three years, state funding as a portion of total AC revenues has fallen from 48% to 39%. The proposed $2 tuition increase in the fall and $2 tuition increase in the spring has been discussed with SGA leadership; most students fully understand the need for the tuition increase. TACC anticipates that most community colleges in Texas will raise tuition again next year. Even if other colleges do not, AC will still be the 12th largest among the 50 TACC institutions, and have the 12th lowest tuition—well below the state average. If others increase tuition, as anticipated, AC would drop back to having the 7th or 8th lowest tuition where it has traditionally been for several years.

Ms. Escajeda moved, seconded by Dr. Nossaman, to approve these tuition and fee changes. The motion carried unanimously.

**BUDGET AMENDMENTS APPROVED:**

The budget amendments for approval by the Board are attached at pages 136 and 137. It was discussed to furnish the details and clarification of the transfer of contingency funds to designated departments; this information will be sent to the Board by mail. It was also requested to furnish budget amendment guidelines in writing for Board consideration.

Mr. Nelson moved, seconded by Ms. Cherry, to approve these budget amendments with subsequent clarification. The motion carried unanimously.

**FINANCIAL REPORT ACCEPTED:**

The financial statements as of February 28, 2005, are attached at pages 138 through 147. Mr. Berg discussed the financial report.

FINANCIAL REPORT ACCEPTED Continued:
Revenue
There has been 60% received in total revenues. Ninety percent of academic and continuing education tuition and fees have been collected. We have collected 86% in Other Income which includes the Hereford Campus.

Expenditures
Forty-seven percent of expenditures have been processed. Institutional Support has about $550,000 that we received for the hail damage at West Campus. Work on the roofs should begin in April. In Contingencies we started with $1,022,703; no actual expenditures have been recorded there. Some contingency funds have been transferred to various departments which will be clarified in future reports.

Auxiliary Enterprises
Bookstores have made $295,659 profit versus $239,061 last year. Food Service losses are $38,558 for the year. Vending is up $1,850 from last year. Family housing on the East Campus is up $37,000; roofs are being replaced on the houses. Employee tuition scholarships are down about $50,000. The dining food service contract is flat for Washington Street and West Campuses. There are more expenses because bills have not been received. Regent Nelson asked for a breakdown of expenses for the dining service and copies of the contracts for both campuses were also requested; these will be sent to the Board via the U.S. postal service.

Restricted Funds
Federal grants which include Pell and Perkins and contracts are up $222,331. Local grants and contracts which include TxDOT and AEDC funds are up $426,417. Public service is down due to timing of the KACV digital conversion. There is no new TIF money this year. Expenditures for Community Link this year are $76,294.

Cash and Investments
$30.5 million – February 2005; $28.0 – February 2004; $26.0 – February 2003. Student loans went through a clearinghouse and then the money went into the student’s account at AC. It was requested to identify and breakdown the cash and investments and include on this report. It will be included in future reports.

Alterations and Improvements
Budgeted Funds – Parcells Hall is complete; four other projects are in progress.
Designated Reserves – The MCC renovation has cost $95,832.60 as of the end of February with 64% of the project complete. Mr. Berg was asked if AC is paying for the Hereford Campus renovations; the response was that we are leasing from the Hereford ISD who will make the modifications.
Projects from Restricted Funds - $76,294 has been spent on the Community Link building with 25% of the project completed.

Tax Schedule
We have collected $11.5 million in taxes for this fiscal year; we are $339,254 under budget.

Reserve Analysis
We are still paying $1,954 a month for the Community Link building. Moore County renovations will come out of their designated fund balance. The five East Campus projects which appear on the A&I chart will be paid from the East Campus A&I Designated fund.

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

PRESIDENT’S REPORT:

Dr. Jones distributed a letter from 3D/I, a consulting firm which visited Amarillo College on March 4, 2005. The letter was a report on key issues and included recommended actions to help clarify the College’s facility needs.

Dr. Jones distributed and discussed a memo from Dr. Brad Johnson regarding the next steps in Strategic Planning. The Board was invited to attend either of two sessions; one will be on March 29 and the other on April 4. Group facilitators will compile a summary report for use in writing the Strategic Plan.

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

Mr. Nelson reported to the Board that $65,000 was raised during the KACV–TV subscription fundraiser in March. Ellen Neal will moderate a candidates’ forum on April 19 which will be shot on location at the KACV studio but aired on all local television stations.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

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Dr. Neal D. Nossaman, Secretary