AMARILLO COLLEGE BOARD OF REGENTS  
MINUTES OF REGULAR BOARD MEETING  
April 26, 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; and Mrs. Sharon Oeschger  

REGENT ABSENT:  Mr. John D. Hicks  

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; and Dr. Brad Johnson, Dean of College Advancement  

Mr. Larry Appel, Superintendent, Dumas Independent School District  
Mr. James Bauchert, Assistant Director for MCC Continuing Ed/Workforce Dev.  
Mr. Joe Bazan, member, Moore County Campus Advisory Committee  
Ms. Jaklyn Brown, representing The Ranger  
Ms. Cleo Castro, member, Moore County Campus Advisory Committee  
Mr. Bruce Cotreave, Director, Physical Plant  
Mr. Bill Crawford, Division Chairman, Allied Health  
Ms. Kimberly Duso, representing the Moore County News Press  
Ms. Kathy Eichmann, representing MCC Student Life Advisory Board (SLAB)  
Mr. David Fike, Division Chairman, Sciences and Engineering  
Mr. Elmer Gutierrez, AC Moore County Campus student  
Mr. Mark Hanna, Director, Amarillo College Library  
Ms. Joyce Herring, General Manager, KACV-TV/FM  
Mrs. Rhonda Higgs, Executive Secretary, President’s Office  
Mr. Matt Johnson, Student Government Association past-President  
Ms. Daniela McCoy, representing The Ranger  
Mrs. Sheryl Mueller, Division Chair, Associate Degree Nursing  
Mrs. Ellen Neal, Director of Communications  
Mrs. Brenda Sadler, Exec. Asst., Pres’s Off. and Asst. Secy. to the Board of Regents  
Justice of the Peace Billie Faye Schumacher, member, MCC Advisory Committee  
Mr. Jack Stanley, Department Chairman, Electronics Technology  
Mr. Lynn Thornton, director, Human Resources  
Ms. Alexandra Vargas, MCC Student Services and Outreach Representative  
Mrs. Renee Vincent, Executive Director, Moore County Campus  

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

MINUTES APPROVED:  

Ms. Fortunato moved, seconded by Ms. Escajeda, that the minutes of the regular meeting of March 22, 2005 be approved. The motion carried unanimously.
EDUCATION REPORT – MOORE COUNTY CAMPUS:

Mrs. Renee Vincent and her staff were congratulated for receiving the Community Leadership awards.

Mr. Larry Appel welcomed the Board of Regents on behalf of the Moore County Advisory Committee and the Dumas Independent School District.

Ms. Alex Vargas, Mrs. Vincent, and Mr. James Bauchert gave a PowerPoint presentation. The Moore County Campus Strategic Initiatives 2004-07 update was presented which included three Focus Areas.

Focus Area One: Enhancing Access to the Moore County Campus

- Increase the population’s knowledge and access to financial aid and other services.
- Last year they went to Sunray, Cactus, and Dumas and provided a hands-on workshop which helped them identify financial aid online.
- Held career exploration seminars.
- Target outreach activities for targeted populations, such as the Cactus Library Scholastic book fair; Sunray Fun Day; Career Exploration Seminars; College Day in Dumas, Dalhart, Sunray, Borger; Swift outreach talking about GED and ESL classes; QUEST for 6th graders.
- In Cactus, 82% of the residents have not completed high school; 94% have not had any exposure to college.
- The MCC Student Support Services Grant which makes possible $170,000 for each of five years will enable MCC to seek mentors, tutors, and advisors to teach study skills and time management, and target first generation, low income, disadvantaged and/or disabled students.
- The final objective is to increase the knowledge and awareness of the general population about the services that AC MCC has to offer.

Elmer Gutierrez, a MCC student success, was introduced. He is a first generation student; youngest of eight siblings; came to the United States in 1997; received his GED in 1999; and, attended career exploration seminars in August 2004. Mr. Gutierrez said he believes the biggest reason education pays is that he now can converse with people in English.

Focus Area Two: Enhancing Services to Students

- Develop, evaluate and enhance the equipment and facilities of the MCC as needed.
  - Phase I – large multi-purpose classroom, computer lab, office space, and warming kitchen
  - Phase II – 100 seat auditorium, additional restrooms, office space, and parking lot
  - Phase III – Multi-purpose classrooms and parking
  - Phase IV – Industrial maintenance classroom, continue planning and re-evaluating needs.
- Enrollment continues to increase.
- In spring 2000 there were 129 students; in 2005 there were 397.
- The Hispanic demographics have risen from 43% to 47%.
- The QUEST program in 2007 should have 200 or 300 additional students.
EDUCATION REPORT – MOORE COUNTY CAMPUS Continued:

Focus Area Three: Provide Workforce Development Training

- Process Technology Program
  - Began in fall 2004 with eleven students; currently 20 students.
  - One year certificate program - 6 courses.
  - Trying to meet needs of industry.

- Skills Development Fund
  - Partnership with Valero
  - Provide training in the following areas: crafts, electrical, and instrumentation.
  - Target date of implementation – fall 2005.

- English as a Second Language (ESL)
  - The program will change from continuing education to academic.
  - ESL Level I and II classes for fall 2005.

- Certified Nurse Aide/Administrator (CNA)
  - Classes in demand.
  - 100% passing rate.
  - Many students hired after completion.
  - Partnership with DISD and Moore County Hospital District.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Matt Johnson, past SGA president, reported that Brett Hyndman will be serving as the new SGA president next year. At the State Convention, the AC SGA chapter won Regional Chapter of the Year and other awards. He indicated how he appreciated working with the Board this year.

STUDENT RECOGNITION:

Matt Johnson was thanked by the Board members and Dr. Jones for all the hard work he and the SGA had done this past year. Dr. Woodburn presented him with a plaque of appreciation.

CONSENT AGENDA APPROVED:

A. APPOINTMENTS:

  Faculty

  Conrad, Michelle Rene – Clinical Instructor, Associate Degree Nursing
  Effective Date: August 24, 2005
  Salary: $38,550 for 9 months full-time
  Qualifications: B.S.N., West Texas A&M University, Canyon, Texas
  A.A.S., Amarillo College, Amarillo, Texas
APPOINTMENTS Continued:

Certificate in Vocational Nursing, Amarillo College, Amarillo, Texas
A.S., Frank Phillips College, Borger, Texas
Experience: 6 years related work
Note: New position approved in 2004-05 budget.

Bio: Michelle Rene Conrad has been working as a part-time instructor in the Associate Degree Nursing program since January 2003. Ms. Conrad has ten years experience in the nursing field at Northwest Texas and Baptist St. Anthony’s Hospitals. Ms. Conrad received her A.D.N. from Amarillo College and a B.S.N. from West Texas A&M University and is currently enrolled in the M.S.N. program at WTAMU.

B. Request For Proposal No. 1082 Purchase And Installation Of A Computer Integrated Manufacturing (CIM) System For The Electronic Technology Department.

RFP No. 1082 for the purchase and installation of the CIM system was issued to four offerors and advertised in the newspaper. Four proposals were returned and tabulated and are attached at page 155.

The new CIM system will be used in training students as well as industry personnel as Robotic Technicians and in the principles and technologies of computer integrated manufacturing. The classes will be held at the East Campus and will help in recruitment of new AC students and to showcase the AEDC commitment to technology.

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

FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED:

The following faculty members were approved for promotion in rank by their supervisor, the Rank and Tenure Committee, the appropriate administrative channels, and the President. They meet all criteria for promotion in rank as stated in the Amarillo College Faculty Handbook. The effective date will be September 1, 2005.

Instructor to Assistant Professor
Mindy Adams – Teacher Education Center
Jan Cannon - Nursing
Gil Carnahan – Electronics Technology
Edie Carter – Mathematics
Kathryn (Kaki) Hoover - Library
Michael Kopenits – Biological Sciences
Mark Usnick – Computer Information Systems

Assistant Professor to Associate Professor
Larry Adams – Social Sciences
Mike Bellah - English
Judith L. Carter - English

FACULTY PROMOTION IN RANK RECOMMENDATIONS APPROVED Continued:
Dr. Nossaman moved, seconded by Ms. Escajeda, that the faculty promotion in rank recommendations be approved. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of March 31, 2005, are attached at pages 156 through 165. Mr. Berg discussed the financial report.

Revenue
Mr. Berg distributed another Revenue report with additional categories; the Board agreed they wanted to see these additions on future reports. The additions were the Tuition and Fees – Community Service; Less: TPEG; Use of Retained Earnings; and A & I Funding categories. There has been 66% received in total revenues.

Expenditures
Mr. Berg distributed another Expenditures report with a change under Institutional Support – Actual. Fifty-six percent of expenditures have been processed. Resident instruction is up from 57% to 59% due to increase in enrollment. Workers’ compensation is paid once a year in September.

Auxiliary Enterprises
Bookstores have made $262,312 profit versus $227,093 last year. Washington Street rental property is up minus maintenance and repair costs. Next year the student apartments will need renovations.

Restricted Funds
Federal grants which include Pell and Perkins and contracts are up $282,429. Local grants and contracts which include TxDOT and AEDC funds are up $455,887. Public service is down due to timing of the KACV digital conversion.

Cash and Investments
$30.2 million – March 2005; $27.3 – March 2004; $25.2 – March 2003. It had been requested to identify the breakdown of cash and investments and include on this report; this new inclusion was discussed.

FINANCIAL REPORT ACCEPTED Continued:
Alterations and Improvements

Budgeted Funds – Four projects are in progress; KACV – roof, Polk Street – signage, Washington Street – parking lots, Washington Library – renovations.

Designated Reserves – The MCC renovation has cost $164,490 at the end of March with most of the project complete. East Campus signage has been delayed until 2006.

Projects from Restricted Funds - $108,902 has been spent on the Community Link building with 36% of the project completed.

Tax Schedule
We have collected $11.7 million in taxes for this fiscal year. Two more columns have been added to this report to reflect the two prior years.

Reserve Analysis
Berg distributed a revised Reserve Analysis report which will replace the one in the agenda. We have paid the last TPEG adjustment which was spread over three years. There is $2,000,421 in the East Campus designated reserve which was set aside from the state for operations of programs at that campus.

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

PRESIDENT’S REPORT:

Dr. Jones reported that he went to the Phi Theta Kappa Convention in Grapevine recently. There were 4,000 students from community college chapters. Amarillo College’s Beta Eta Chapter won a Five-Star Award for the first time.

Dr. Jones spoke of his concern of a possible $9 million cut in the Skills Development Fund. He said that we will not know what the state appropriation will be until after the Legislative session; proportionality is still a possibility.

Two part-time individuals have been recommended to direct and handle the day-to-day operations of the AC Foundation. Tracy Dougherty will serve as Director of Marketing and Special Events and Kathy Dowdy as Director of Development.

Currently the Cabinet and budget managers are working on the 2006 budget. A budget workshop/retreat in early June was suggested to include the Board and Cabinet members. A date will be selected and set within the next few weeks.

Ms. Neal spoke of some marketing tools College Relations has come up with to reach different markets. There are AC ads in both the symphony and opera programs. She distributed a copy of the new View Book which is a major marketing tool; it is distributed at various student activities. Ms. Neal showed a 30 second TV spot which highlighted a few AC students, one of which was Matt Johnson, past SGA president; it will begin airing on May 1.

NOMINATING COMMITTEE APPOINTMENTS:
Dr. Woodburn appointed Mr. Hicks, Ms. Escajeda, and Mrs. Oeschger to serve on the nominating committee and asked them to bring a slate of officers to the May meeting.

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

Mr. Nelson spoke highly of the Candidate’s Forum which recently aired on KACV. Ms. Escajeda praised the Honors Convocation and said she was surprised with the various ages of students honored. Mrs. Oeschger said that the Amarillo Opera is a real tribute to AC. Mr. Forrester spoke of the Art Force cooking classes which help raise money for scholarships. Dr. Nossaman reported on the current Amarillo Museum of Art exhibit which features both AC and WTAMU students’ work. Dr. Woodburn stated he recently served on an AC Foundation scholarship committee. He said it was a pleasure being a part of scholarship awarding.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

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Dr. Neal D. Nossaman, Secretary