REGENTS PRESENT: Mr. Larry K. Patterson, Chair; Dr. David C. Woodburn, Vice Chair; Dr. Neal D. Nossaman, Secretary; Ms. Lisa Y. Cherry; Mr. Carroll M. Forrester; Mr. John D. Hicks; Mr. Frank O. Nelson; and Dr. Dale A. Roller

REGENT ABSENT: Mrs. Sharon Oeschger

OTHERS PRESENT: Dr. Luther Bud Joyner, Former President; Dr. Steven W. Jones, President; Mr. Terry Berg, Chief Financial Officer; Dr. R. E. Byrd, Vice President and Dean of Instruction; Mr. J. R. Couser, Dean of Student Services; Mr. Victor Fite, Dean, Information Technology Services; Ms. Danita McAnally, Director, Institutional Effectiveness and Advancement; Mrs. Damaris Schlong, Chief Administrative Officer, Workforce Development; and Mrs. Renee Vincent, Executive Director, Moore County Campus

Mr. Ev Avara, Director, College Relations
Dr. Renea Bell, Chair, ACcess Division
Mrs. Gala Carpenter, East Campus Student Services Specialist
Mr. Mitch Carthel, Legal Counsel
Mr. Bruce Cotgreave, Director, Physical Plant
Mr. Ed Davis, Supervisor, East Campus Family Housing & Industrial Properties
Mrs. Pam Dickerson, Director, East Campus Physical Plant
Mrs. Sharon Doggett, AC Benefit Plan Coordinator
Dr. Nse Ekpo, Instructor, Special Services
Mrs. Rhonda Higgs, Senior Secretary, President’s Office
Mrs. Betty Howell, Director, Amarillo College Foundation
Ms. Tabitha Jacques, President, Student Government Association
Mr. Bob Lee, Chair, Industrial and Transportation Technologies Division
Mrs. Susan McClure, Instructor, Advising and Counseling
Mrs. Janie Roach, representing Classified Employees Council
Ms. Maury Roman, Director of Outreach Services, Community Link
Mrs. Brenda Sadler, Exec. Asst., Pres’s Off. and Asst. Secy. to the Board of Regents
Mr. Allen Schmieding, Director, Purchasing Department
Ms. Cindy Terlizzi, student, representing the Amarillo College Biology Club
Ms. Jennifer Wilson, representing the Amarillo Globe-News

The meeting was called to order by Mr. Patterson, Chairman. He welcomed all present. He asked if there were any public comments. Ms. Cindy Terlizzi asked permission to address the Board and to present a petition regarding a smoking policy. Mr. Patterson gave the invocation.

MINUTES APPROVED:

Mr. Forrester moved, seconded by Mr. Nelson, that the minutes of the regular meeting of September 23, 2003 be approved. The motion carried unanimously.
CONSENT AGENDA APPROVED:

A. APPOINTMENTS:

   Faculty
   
   Root, John - Instructor, Computer Information Systems
   Effective Dates: August 19, 2003, through June 17, 2004
   Salary: $41,624 for 12 months full-time
   Qualifications: B.S. from Wayland Baptist University, Plainview, Texas
   A.A.S. from Amarillo College, Amarillo, Texas
   Experience: 2 years related work
   Replacement for: Mike Ryan

   Bio: John Root, a graduate of Amarillo College, also obtained a Bachelor’s degree from Wayland Baptist University. He has held positions with Amarillo College as a Lab Assistant in the CIS department, Night Lab Supervisor and has served as a part-time instructor for the department.

B. BIDS AND PROPOSALS:

   Request for Proposal No. 1056 - Painting Contract for Amarillo College East Campus Housing

   RFP No. 1056, for the painting of the interiors of approximately 75 houses and the exteriors of approximately 15 houses located at the East Campus housing area, was issued to three painting contractors and advertised in the newspaper. Only one proposal was received. This is an annual contract for the painting of these houses and duplexes over the next 12 months. There is a provision in the RFP to extend the contract for an additional two years (one year at a time).

   It was recommended that this contract be awarded to C & E Painting, the only offeror which meets the requirements of the contract, for the estimated amount of $52,500.00 for the 12-month contract period.

   Funding for this project is available from the 2003-2004 East Campus Housing Budget.

   Request for Proposal No. 1057 - Purchase of Microsoft Campus License Agreements and Novell Work Station License Renewals for ITS Network Services

   RFP No. 1057, for the purchase of Microsoft Software Campus Agreements for 628 workstations, 10 computer servers, and 4 SQL computer servers, and Novell License Agreements for 1200 workstations, was issued to three Qualified Information Service
Vendors (QUISV). Only one proposal was returned.

The MS Campus Agreements are licenses to operate the MS software for one year. The Novell license agreements are to operate the Novell Groupwise, E-Mail, and calendar software for one year.

BIDS AND PROPOSALS Continued:

It was recommended that this purchase of computer licenses be awarded to Software House International, only offeror to the specifications, for the amount of $74,774.00.

Funds for this procurement are available from the 2003-2004 approved budget.

Request for Proposal No. 1058 - Roofing Project Contract for East Campus Housing Units

RFP No. 1058, for roofing repairs on three single family dwellings and nine duplexes located on the AC East Campus, was sent to ten roofing contractors and advertised in the newspaper. Six proposals were returned. A tabulation of the proposals received is attached at page 31. This is an annual contract to re-roof these units. There is a provision in the RFP to extend the contract for an additional two years (one year at a time).

It was recommended award of RFP No. 1058 to Andrus Brothers Roofing, the low offeror to the specifications, for the amount of $55,825.93.

Funding for this project is available from the 2003-2004 East Campus Housing Budget.

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

PUBLIC COMMENT:

Cindy Terlizzi, president of the Biology Club, presented the Board chair with a petition of 218 signatures which requested that a policy be formulated whereby smoking not be permitted within 20 feet of any entrance to any building on the Amarillo College campuses. Mr. Patterson said he would give all the information to Dr. Jones for further review.

CONSIDERATION OF PROPOSALS FOR FINANCIAL ADVISORY SERVICES ON RE-ISSUE OF AMARILLO JUNIOR COLLEGE DISTRICT BONDS APPROVED:

A request for proposals was issued to 22 firms for submission of proposals to provide financial advisory services to Amarillo Junior College District in conjunction with re-issue of the general obligation bonds issued August 16, 1994 and July 1, 1995. Three proposals were received. A summary sheet which analyzes the proposals received is attached at page 32. It was
recommended that the firm of First Southwest Company be selected to perform the financial advisory services for the bond re-issue. The anticipated duration of this service contract is 60 months with a tentative starting date of November 1, 2003.

Mr. Nelson moved, seconded by Mr. Forrester, to approve First Southwest Company to serve as financial advisor for the bond re-issue. The motion carried unanimously.

ORDER OF ANNEXATION APPROVED:

Attached at page 33 is an Order for Annexation of Territory to Amarillo Junior College District. The City of Amarillo has annexed 6 tracts of land lying adjacent to and adjoining the City of Amarillo, Texas. Maps and exhibit descriptions showing the areas are attached at pages 34 through 46. It was recommended that this territory be annexed to the Amarillo Junior College District.

Dr. Woodburn moved, seconded by Mr. Nelson, to approve the aforementioned territory annexation. The motion carried unanimously.

FACULTY PROMOTION IN RANK RECOMMENDATION APPROVED:

The following faculty member has been recommended for promotion in rank by her supervisor, the Rank and Tenure Committee, the appropriate administrative channels, and the President. She meets all criteria for promotion in rank as stated in the Amarillo College Board Policy Manual which was approved at the August 2003 Board meeting and the Faculty Handbook. The effective date will be November 1, 2003.

Instructor to Artist Professor
Mary Jane Johnson - Music Department

Dr. Woodburn moved, seconded by Mr. Forrester, to approve the faculty member promotion in rank recommendation. The motion carried unanimously.

SIGNATURE AUTHORITY RESOLUTION ADOPTED:

Attached at page 47 is a resolution authorizing the banking and signature authority for Terry Berg, Chief Financial Officer; James Elliott, Business Office Manager; and Sara Long, Special Projects Manager.

Dr. Nossaman moved, seconded by Ms. Cherry, to adopt the resolution. The motion carried unanimously.

LAB FEES FOR DISTANCE LEARNING COURSES APPROVED:
The Distance Learning ad hoc committee recommends that the normal course lab fees not be charged for a course delivered electronically (web or video) unless there is a required on-campus laboratory.

Mr. Nelson moved, seconded by Mr. Hicks, to approve the change to the distance learning lab fees charge. The motion carried unanimously.

RECOMMENDED FEE INCREASES FOR PRIVATE MUSIC LESSONS APPROVED:

The following changes in student fees for private music lessons were recommended, effective with the Spring 2004 semester:

- MAUP 11XX-21XX from $60 to $80 (30 minute lesson)
- MAUP 12XX-22XX from $105 to $160 (60 minute lesson)

RECOMMENDED FEE INCREASES FOR PRIVATE MUSIC LESSONS APPROVED Continued:

Dr. Roller moved, seconded by Mr. Nelson, to approve the fee increases for private music lessons. The motion carried unanimously.

RECOMMENDATION FOR CANCELLATION OF 2003-04 MID-WINTER SESSION ACCEPTED:

It was recommended that the Mid-Winter session for 2003-04 not be scheduled. Data from the canceled May session in 2003 indicated that the institution did not lose contact hours. Additionally, the original intent of the mini-sessions was to encourage enrollments of students who were home from other institutions. Our data indicates that only a few students from the most recent Mid-Winter session were not continuing AC students. Finally, cancellation of the May mini-term saved approximately $160,000. Not scheduling a Mid-Winter session has potential for both utility and custodial savings.

Mr. Hicks moved, seconded by Ms. Cherry, to accept the proposal to cancel the 2003-04 Mid-Winter session. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Tabitha Jacques, SGA president, reported on the success of the regional convention which Amarillo College hosted earlier in October. The students will be working on a community service project collecting canned food in November. There will be a faculty appreciation dinner on November 18. Ms. Jacques introduced Josh Cummings, president, Phi Theta Kappa. Mr. Cummings said that AC will host their own relay for life April 18 & 19. There are 67 new PTK initiates. Dr. Joyner was made an honorary member of PTK.

EDUCATION REPORT - AMARILLO COLLEGE FOUNDATION SCHOLARSHIP REPORT:

Mrs. Howell and Ms. Roman gave an overview of Amarillo College scholarships.

In 2002-2003, $863,000 in scholarships was awarded; $824,000 in 2001-2002.
Community Link (non-traditional students and prospective students, including non-white and adult students age 25 years and older):

- Amarillo Area Foundation provided $35,000 for scholarship awards for 2003
- 128 scholarships were awarded
  - 46 Academic Programs ($250)
    - (17 for English as a Second Language Academic Program)
  - 71 Continuing Education Programs
  - 11 GED Testing

East Campus (students recruited in specific entry-level Industrial and Transportation Technologies (ITT) programs):

EDUCATION REPORT - AMARILLO COLLEGE FOUNDATION SCHOLARSHIP REPORT

Continued:

Summer 2002:

- 126 “tuition free” $200 scholarships awarded
  - Increased ITT summer enrollment by 35% from 2001
  - 85% increase in new students from Summer 2001

Fall 2003:

- Purpose was to recruit 25 high school graduates (2003) who indicated the ITT major on their scholarship applications
- 18 recipients of $400 scholarships for Fall 2003

Regents Scholarships (recruit targets - graduating high school seniors):

- 15 participating high schools
  - Top 10% graduates $500 (renewable 1 year, 24 hours/3.0 gpa)
  - Top 11-15% graduates $400 (renewable 1 year, 24 hours/2.5 gpa)
  - National Honor Society $300 (renewable 1 year, 24 hours/2.5 gpa)
    - 2002-03 171 recipients
    - 2003-04 208 recipients (21.6% increase)

COLLEAGUE REPORT UPDATE:

Mr. Couser presented a Colleague update. A $2,500 Datatel Scholars Grant was received which will be used for staff training. The federal government forced community colleges to use Common Originations and Disbursements (COD). This software will allow the government to
transfer money. Processing of student loans was different this year; Amarillo College was the fiscal agent. The submission of the financial aid database to the Coordinating Board was submitted with no errors or warnings. The East Campus recurring invoices for housing converted to Colleague.

**In Process:**
- installation of a new Colleague server
- TRS/TRAQS
- Continuing Education instant enrollment
- more user-friendly login procedures for Web Advisor

**In the Future:**
- performance review of administrators and classified employees from Colleague
- improvements to the on-line application

**CONSIDERATION OF CHANGES TO PLAN DOCUMENT FOR AMARILLO COLLEGE RETIREMENT BENEFIT PLAN AUTHORIZED:**

Mr. Terry Berg introduced Mrs. Sharon Doggett, AC Benefit Plan Coordinator, and then presented a draft of an amendment to the Amarillo College Retirement Benefit Plan. The proposed amendment is attached at pages 48 through 53.

**CONSIDERATION OF CHANGES TO PLAN DOCUMENT FOR AMARILLO COLLEGE RETIREMENT BENEFIT PLAN AUTHORIZED Continued:**

The proposed amendment corrected certain minor non-substantive provisions of the AC Plan, and clarified the authority under the terms of the Plan to continue certain administrative procedures currently in use with respect to the AC Benefit Plan.

Dr. Nossaman moved, seconded by Mr. Forrester, to authorize Mr. Berg to act on behalf of the institution and the Board in executing the proposed amendment, together with such changes, if any, as he shall deem necessary and appropriate in order to carry out the purposes of the proposed amendment. The motion carried unanimously.

**EXTERNAL AUDIT OF THE AMARILLO COLLEGE BENEFIT PLAN:**

The external audit of the Amarillo College Benefit Plan for the calendar year 2002 has been completed. A copy of the audit is supplied along with a copy of the Management letter for your review. No action has to be taken on this item; it is for information only.

**BUDGET AMENDMENTS APPROVED:**

A list of budget amendments for approval by the Board is attached at page 54.

Dr. Nossaman moved, seconded by Dr. Woodburn, to approve these budget amendments. The motion carried unanimously.
FINANCIAL REPORT ACCEPTED:

The financial statements as of September 30, 2003, are attached at pages 55 through 63. Mr. Berg discussed the financial report.

Revenue
The academic tuition and fees are $3.2 million which reflects the tuition and fee increase and increased enrollment.

Expenditures
Fringe benefits are $495,791 which is up 7% from last September. Workers’ compensation and property insurance were paid in September this year instead of in October which was the time it was paid last year. Contingencies include health insurance payments.

Auxiliary Enterprises
Rental property expenses include carpet cleaning. Renovation to dorms was done last year.

Restricted Funds
Amarillo College is now the fiscal agent for the Stafford Loans awarded to students. Funds are electronically sent to Amarillo College and then AC cuts the check for the student. In October the $1,039,396 will come off of this report. The public service includes the KACV digital conversion.

FINANCIAL REPORT ACCEPTED Continued:

Cash and Investments

Alterations & Improvements
Projected costs are $299,500; $9,342.34 so far.

Tax Schedule
$53,863 collected to-date; most taxes are collected in January and February.

Reserve Analysis
The $1,954 is a monthly payment for the Community Link property.

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

PRESIDENT’S REPORT:
Dr. Joyner reported that he and Dr. Jones would be in Austin October 28 and 29 for a Texas Association of Community Colleges conference. The effort to establish a Hereford branch campus of Amarillo College is underway and on schedule. There is a Chamber of Commerce Banquet on October 30; an NAACP Banquet on November 1. The Museum of Art is supposed to be moving out of 2207 Van Buren and into their renovated offices this week.

REGENTS’ REPORTS AND COMMENTS:

Dr. Woodburn expressed his and the Board’s gratitude to Dr. Joyner and the past sixteen months of his service to Amarillo College.

CLOSED SESSION:

At 8:20 p.m., Mr. Patterson announced there would be a closed meeting to discuss the purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code and employment, evaluation, reassignment, and/or duties of an employee(s) pursuant to Section 551.074, Texas Government Code.

At 8:42 p.m. Mr. Patterson 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.

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Dr. Neal D. Nossaman, Secretary