AMARILLO COLLEGE BOARD OF REGENTS
MINUTES OF REGULAR BOARD MEETING
December 2, 2004

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. Frank O. Nelson; and Mrs. Sharon Oeschger

REGENTS ABSENT: Mr. John D. Hicks and Dr. Dale A. Roller

OTHERS PRESENT: 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; Ms. Danita McAnally, Director, Institutional Effectiveness and Advancement; and Mrs. Renee Vincent, Executive Director, Moore County Campus

Mr. Ev Avara, Director, College Relations
Mr. Steven Adams, representing First Southwest Company
Mrs. Angie Alvarez, representing Classified Employees Council
Mr. Tim Baker, representing Student Government Association
Dr. Renea Bell, Chair, ACcess Division
Ms. Judy Carter, Honors Program Sponsor
Mr. Bruce Cotgreave, Director, Physical Plant
Mrs. Pam Dickerson, Director, East Campus Physical Plant
Mr. Forrest Gardiner, Amarillo College student
Mr. Bob Garrett, realtor, Coldwell Banker
Mrs. Ann Hamblin, representing Faculty Senate
Ms. Shelley Harrell, representing Clifton Gunderson
Mr. David Hernandez, Director, Human Resources
Mrs. Rhonda Higgs, Senior Secretary, President’s Office
Mrs. Lola Hornstra, Director, Investment Management
Ms. Judy Jackman, Professor, Advising and Counseling
Dr. Paul Matney, Chairman, Language, Communication and Fine Arts Division
Ms. Joni Maxwell, Editor, The Ranger
Mr. Jerry McMillon, representing Clifton Gunderson
Mrs. Sheryl Mueller, Chairman, Nursing Division
Mrs. Brenda Sadler, Exec. Asst., Pres’s Off. and Asst. Secy. to the Board of Regents
Mr. Robert Sanders, Legal Counsel
Mr. Barry Wilson, representing Clifton Gunderson
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. Mr. Patterson asked for a moment of silence in honor of former regent, Louise Daniel, who died recently. Dr. Nossaman gave the invocation.

MINUTES APPROVED:

Dr. Woodburn moved, seconded by Dr. Nossaman, that the minutes of the regular meeting of October 27, 2003 be approved. The motion carried unanimously.
INDEPENDENT AUDIT REPORT FOR 2002-2003 APPROVED:

Jerry McMillon, Shelley Harrell, and Barry Wilson, Clifton Gunderson, P.L.L.C. auditors, worked on this audit. Mr. McMillon presented the regular audit report for the fiscal year ending August 31, 2003. He indicated that Amarillo College had a clean report, complied with all requirements, and that the accounting policies followed by the College in preparing these financial statements were in accordance with the Texas Higher Education Coordinating Board’s Annual Financial Reporting Requirements for Texas Public Community and Junior Colleges. Mr. McMillon answered questions during general discussion of the audit. A copy was provided each regent.

Dr. Nossaman moved, seconded by Ms. Cherry, that the 2002-2003 Independent Audit Report be approved. The motion carried unanimously.

CONSIDERATION OF ORDER AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS, SERIES 2003, IN AN AGGREGATE AMOUNT NOT TO EXCEED $7 MILLION, AND APPROVING AN OFFICIAL STATEMENT; AND APPROVING AND AUTHORIZING INSTRUMENTS AND PROCEDURES RELATING THERETO APPROVED:

At the October meeting, First Southwest Company was selected to provide financial advisory services on the refinancing of Amarillo Junior College District Bonds. Steven Adams with First Southwest Company presented a proposal for refinancing the general obligation bonds issued August 16, 1994. A Bond Order was presented for consideration by the Board; the original will be on file in the Business Office.

Dr. Woodburn moved, seconded by Mrs. Oeschger that the Bond Order for refinancing of the 1994 bonds be approved. The motion carried unanimously.

PROPOSED BOARD POLICY MANUAL CHANGES APPROVED:

Because the positions of Vice President for Business Affairs and Controller no longer exist, and due to title changes, certain portions of Section CAK - Appropriations and Revenue Sources: Investments, need to be changed. In every instance where the term "Vice President for Business Affairs" appears, replace with Chief Financial Officer. In every instance where the term “Accounting Manager for Cash Management” appears, replace with Director of Investment Management. In Subsection II. Investment Strategies, the word “Controller” is to be deleted. In Subsection VI. Investment Procedures, the word “Controller” is to be replaced by Special Projects Manager. Also, in Sections CAN - Appropriations and Revenue Sources: Surplus Sales, CC - Annual Operating Budget: Deputy Budget Officer, CDDA - Payroll Procedures: College-Approved Salary Deductions, CGC - Safety Program: Reporting, CIA - Equipment, Supplies and Office Management: Records Management Officer, CR - Amarillo College Benefit Program: Investment Committee, DF - Retirement Programs: Benefits, and GF - Student and Community Use of College Facilities: Facility Use Procedures, and any other Section wherein the term “Vice President for Business Affairs” appears, replace with Chief Financial Officer. There was a copy of the affected portions available at the meeting.
Mrs. Oeschger moved, seconded by Ms. Cherry that the changes to the Board Policy Manual be approved. The motion carried unanimously.

STRATEGIC PLAN ACCEPTED:

Ms. Danita McAnally presented revisions and changes to the 2003-2004 Strategic Plan at the Board Retreat on October 20. The Board needs to officially accept the Plan.

Dr. Nossaman moved, seconded by Dr. Woodburn that the 2003-2004 Strategic Plan be accepted. The motion carried unanimously.

Danita informed the Board that Amarillo College received acknowledgment of a grant partnership with the University of Texas Health Science Center at San Antonio. The partnership is a $1.8 million grant regarding Homeland Security and bioterrorism from the United States Department of Health and Human Services. Amarillo College and Laredo College are the only community colleges in the partnership. Amarillo College will be involved in training.

INDUSTRIAL MAINTENANCE RELOCATION APPROVED:

The Industrial Maintenance Program is located on the East Campus in the Industrial Maintenance Building (Building “N”). This program is scheduled to relocate to the Industrial Center (Building “V”) and the Industrial Maintenance Building will be closed. The cost of upgrading the electrical and natural gas service in the Industrial Center, rooms 107 and 108, will be $21,167 (labor and materials). The Industrial Maintenance Building annually consumes $8,267 in utilities and $180 in custodial supplies. The payback for this project will be 2.51 years. A copy of the plan was provided.

This building also uses .5 custodial services. Through attrition we will save an additional $11,187 in custodial costs (wages and fringe benefits). The payback including the future savings in custodial costs would be 1.21 years.

Mr. Nelson moved, seconded by Mr. Forrester to approve spending the $21,167 from the East Campus reserves to relocate this program. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Tim Baker, SGA Vice President, addressed the Board. There will be a holiday open house on the Washington Street Campus and East Campus on December 3 with entertainment from the Amarillo College choir and a Christmas tree contest. There will also be an open house at the West Campus on December 4. The Distinguished Lecture Series on February 5 will feature Barbara Bush; tickets will go on sale on January 7. Sanders Baker and the Bank of America are in partnership with Amarillo College to present the Distinguished Lecture Series. Proceeds are used to provide scholarships for AC students. Baker said there is a
ski trip planned and the students will begin working on the Spring Fling soon.

EDUCATION REPORT - HONORS PROGRAM:

Judy Carter, coordinator of the Honors Program, gave a presentation. In 1986, the program took an upward swing with Dwight Huber becoming the coordinator. Later, Carol Nicklaus became the coordinator. The Honors Program is a curriculum geared for motivated, intellectually curious students who appreciate a unique approach to learning. Honors online courses are offered. Honors courses usually involve the same amount of outside time as other courses. A speakers bureau was developed. Students in the program are working on a project with Dr. Karen Ruddy to include Amarillo College’s past; they will give a program previewing topics dedicated to the 75th Anniversary. In the Spring, leadership courses will be offered. Honors students are eligible for $150 scholarships; recipients in good standing may receive scholarships for four semesters. They may also be eligible for other AC and community-sponsored scholarships. The program is limited to 31 students; there are 26 students involved this year.

Criteria for admittance into the Honors Program one must:
- Submit an application along with a one-page narrative explaining the reasons why they want to be in the program.
- Interview with the Honors Program Coordinator

Graduating high school students must:
- Be in the top 5% of graduating class
- Be in the top 10% of graduating class with a minimum ACT score of 20 or SAT score of 1000 or
- Have a minimum ACT score of 24 or SAT score of 1000 and an 85 high school grade point average.

College students must have:
- a cumulative 3.25 GPA
- an interview with the coordinator

Once enrolled, students must maintain a cumulative GPA of at least 3.25.

BUDGET AMENDMENT APPROVED:

A budget amendment for approval by the Board is attached at page ___.

Dr. Woodburn moved, seconded by Ms. Cherry, to approve this budget amendment. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:
The financial statements as of October 31, 2003, are attached at pages ___ through ___. Mr. Berg discussed the financial report.

Revenue
The academic tuition and fees are at $3.3 million which reflects the tuition and fee increase of $3/hour and an increased enrollment.

Expenditures
The percentages are tracking very similar to the same as last year. Contingencies include health insurance payments.

FINANCIAL REPORT ACCEPTED Continued:

Auxiliary Enterprises
All campus bookstores have made a $21,362 profit this year. The East Campus bookstore has done well primarily due to selling the firemen equipment. Last year the East Campus cafeteria was assured money for meals sold to the HEP program participants; they were guaranteed meal payments whether purchased or not. This year the East Campus cafeteria makes money only on meals served.

We are counting on more meals being served if the National Nuclear Security Administration places some of their employees on the East Campus.

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 came off of this report. The public service includes the KACV digital conversion.

Cash and Investments
The total for October 2003 is $22,505,433; $20,825,973 for October 2002; and $23,307,710 in 2001.

Alterations & Improvements
Projected costs are $299,500.00; $37,270.94 so far.

Tax Schedule
$912,766 collected to-date; most taxes are collected in January and February.

Reserve Analysis
The $1,195 is a monthly payment for the Community Link property; $3,908 has been paid this fiscal year.

Mr. Nelson moved, seconded by Dr. Nossaman, to accept the financial report. The motion carried unanimously.
BOARD PREFERENCE FOR INFORMATION ACCESS:

Dr. Jones asked the Board how they preferred to receive information from his office. The Board was split on whether they wanted to receive everything electronically or have a paper copy. Agendas will be delivered to the Board; other memos, etc. will be sent electronically.

PRESIDENT’S REPORT:

Dr. Jones reported that he and several other AC employees would be going to the SACS conference in Nashville later this month. The Museum of Art director may be named next month. The 75th Anniversary Committee has begun working; Dr. Jones will keep the Board updated. Upcoming events: Vocational Nursing pinning on December 10 at 6:00 p.m. at Palo Duro High School; Associate Degree Nursing pinning on December 11 at 6:00 p.m. at Oasis Southwest Baptist Church.

PRESIDENT’S REPORT Continued:

On January 12, Amarillo College will host an in-service event for all employees at the Civic Center. The objectives are to have Amarillo College employees identify five to seven major issues at Amarillo College. The Board was invited to attend.

REGENTS’ REPORTS AND COMMENTS:

There was no discussion.

DISCUSSION OF REAL PROPERTY:

This item provides the Board an opportunity to deliberate the purchase, exchange, lease or value of real property.

CLOSED SESSION:

At 7:40 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.

At 8:15 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.