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

MINUTES APPROVED:

Ms. Cherry moved, seconded by Ms. Escajeda, that the minutes of the regular meeting of June 22, 2004 and the minutes of special meetings of July 12, August 6, and August 16, 2004 be approved. The motion carried unanimously.

PUBLIC HEARING ON THE BUDGET FOR 2004-2005 FISCAL YEAR:

Any person and/or persons wishing to come before the Board of Regents regarding the 2004-2005 Budget for Amarillo College in the Amarillo Junior College District were given the opportunity to be heard. A summary schedule of the proposed budget for 2004-2005 is attached at pages 220 through 222. This summary represents the budget as discussed in the Board meeting of June 22, 2004.
ADOPTION OF THE BUDGET FOR THE 2004-2005 FISCAL YEAR APPROVED:

It was recommended to adopt the budget by passing the following resolution:

R E S O L U T I O N

WHEREAS, the advertisement for the public hearing regarding the adoption of the proposed budget for the 2004-2005 fiscal year for Amarillo College in the Amarillo Junior College District was published in the Amarillo Globe News on August 14, 2004, at least ten (10) days before the scheduled public hearing on August 24, 2004; and

WHEREAS, all other legal requirements of the laws of the State of Texas and the regulations of the Texas Higher Education Coordinating Board regarding this document have been met;

NOW, THEREFORE, BE IT RESOLVED that the said proposed budget for the 2004-2005 fiscal year is hereby designated as the official budget for Amarillo College in the Amarillo Junior College District for the 2004-2005 fiscal year.

BE IT FURTHER RESOLVED that Dr. David Woodburn, Chair of the Board of Regents of the Amarillo Junior College District, be directed to file copies of this official budget with the county clerks of Potter and Randall counties of Texas, and with the Texas Higher Education Coordinating Board for distribution to the Governor's Budget and Planning Office, the Legislative Budget Board, and the Legislative Reference Library.

Dr. Nossaman moved, seconded by Mr. Forrester, to approve the proposed 2004-2005 budget. The motion carried unanimously.

TAX RATE FOR 2004 APPROVED:

In accordance with the provisions of Section 26.04 of the Texas Property Tax Code, the Randall County Tax Assessor/Collector published the legal notice stating that the effective tax rate for 2004 for the Amarillo Junior College District is $0.15191 per $100 of assessed value.

Adoption of the following resolution will set the 2004 Tax Rate at $0.16043 for operations.

R E S O L U T I O N

WHEREAS, the Chair of the Board of Regents of the Amarillo Junior College District has caused to be formulated and adopted a budget for Amarillo College in the Amarillo Junior College District for the fiscal year beginning September 1, 2004, and ending August 31, 2005, the tax year 2004, now, therefore,

BE IT RESOLVED THAT:

1. An ad valorem tax of, and at the rate of two and eight hundred seventy-four thousandths cents ($0.02874) on the one-hundred dollar ($100) value thereof, estimated in lawful currency of the United States of America, be levied to pay interest on and provide a
TAX RATE FOR 2004 APPROVED Continued:


2. An ad valorem tax of, and at the rate of thirteen and one hundred sixty-nine thousandths cents ($0.13169) on the one-hundred dollar ($100) value thereof, estimated in lawful currency of the United States of America, be levied to pay for the support and maintenance of Amarillo College in the Amarillo Junior College District for the fiscal year 2004-2005, the tax year 2004.

BE IT ORDERED by the Board of Regents of the Amarillo Junior College District that there is hereby levied for the tax year 2004 on all real property situated in, and all business personal property owned within the limits of said district on the first day of January 2004 same being the current year, except so much thereof as may be exempt by the Constitution and Laws of the State of Texas, or of the United States of America, a total of sixteen and forty-three thousandths cents ($0.16043) on the one-hundred dollar ($100) value thereof, estimated in lawful currency of the United States of America for support and maintenance, payment of current interest, and a sinking fund for the retirement of bonds of Amarillo College in the Amarillo Junior College District for the fiscal year 2004-2005.

Information regarding the tax rate increase is attached at pages 223 and 224.

Ms. Escajeda moved, seconded by Ms. Cherry, to approve the 2004 tax rate. The motion carried unanimously.

CONSIDERATION OF CHANGES IN TUITION AND FEES APPROVED:

It was approved to make the following changes to tuition and fees, to be effective for the spring 2005 semester:

Academic Tuition Increase

♦ In-district tuition from $27.00 to $28.00 per semester hour
♦ Out-of-state tuition from $59.00 to $60.00 per semester hour

Increase in General Fee

♦ From $1.00 to $1.50 per semester hour

Increase in Distance Education Fee

♦ From $18.00 to $25.00 per course

Ms. Fortunato moved, seconded by Ms. Cherry, to approve the changes in tuition and fees for the spring 2005 semester. The motion carried unanimously.
CONSENT AGENDA APPROVED:

A. APPOINTMENTS APPROVED:

Administrators

Suarez, Maria del Pilar – Associate Director, Continuing Healthcare
  Effective Date: August 25, 2004
  Salary: $53,500 for 12 months full-time
  Qualifications: B.S.N., West Texas State University, Canyon, Texas
  Experience: 13 years related work
  Replacement for: Linda Ladehoff

Bio: Maria del “Pilar” Suarez is a Registered Nurse with more than 13 years experience working in and managing Post-Anesthesia Care Unit Pain Management Services at Baptist-St. Anthony’s Hospital with an average patient load of more than 1200 patients per month. Ms. Suarez also has experience in the operating room, assisting with out-patient procedures, and various other hospital departments. Ms. Suarez earned a Bachelor of Science in Nursing and is currently pursuing a Master of Science in Nursing from West Texas A&M University. She has served AC as a part-time instructor since 2002.

Faculty

Adcock, Douglas O. – Instructor, Emergency Medical Service Professions
  Effective Date: August 16, 2004
  Salary: $37,203 for 9 months full-time
  Qualifications: B.S., West Texas A&M University, Canyon, Texas
  Experience: 13 years of related work
  Replacement for: Mary “Cathy” Nelson

Bio: Douglas Adcock is a former Amarillo College student and current AC part-time instructor. Mr. Adcock earned certification in paramedicine at AC before completing a Bachelor of Science in Physics at West Texas A&M University. Mr. Adcock is a Licensed Paramedic with more than 16 years managerial and practical experience in ground, rotor-wing, and fixed-wing ambulance, emergency and critical-care hospital environments, and emergency medical dispatch. Mr. Adcock is certified by the Texas Department of Health as an Emergency Medical Service Program Instructor and Examiner.

Anders, Jay – Instructor, Welding
  Effective Dates: August 23, 2004 through May 13, 2005
  Salary: $35,079 for 9 months full-time
  Qualifications: B.G.S., West Texas State University, Canyon, Texas
  Experience: 3 year related work
  Replacement for: Carl Danner

APPOINTMENTS APPROVED Continued:
Bio: Jay Anders earned a Bachelors degree with a General Education major from West Texas A&M University. Mr. Anders owned and operated A&W Welding and served as a welding supervisor with the Texas Department of Criminal Justice. Mr. Anders also has experience as a District Executive with the Boy Scouts of America.

Beckett, Scott – Instructor, Music
Effective Dates: August 23, 2004 through May 13, 2005
Salary: $39,357 for 9 months full-time
Qualifications: M.M., Florida State University, Tallahassee, Florida
B.M.E., East Carolina University, Greenville, North Carolina
Experience: 6 years related work
Replacement for: Beverly dela Bretonne

Bio: Scott Beckett brings six years of university teaching experience to Amarillo College, having served the University of Wyoming and Florida State University. Mr. Beckett has a Bachelor of Music Education degree from East Carolina University, a Master in Music Performance from Florida State University and has completed all of the requirements except his final Treatise for his Doctor of Music degree at Florida State. Mr. Beckett has won numerous awards in trumpet solo competitions and has performed with the Atlanta Symphony Orchestra, North Carolina Symphony Orchestra, the Virginia Symphony and many other groups.

Biggers, Claudie – Instructor, Biology
Effective Dates: September 1, 2004 through August 31, 2005
Salary: $42,908 for 9 months full-time
Qualifications: D.C., Parker College of Chiropractic, Dallas, Texas
Experience: 8 years related work
Note: New position approved in 2004-2005 budget.

Bio: Claudie Biggers has been a part-time instructor in the Amarillo College Biology Department for two years. Dr. Biggers earned a Doctor of Chiropractic degree from Parker College of Chiropractic in Dallas and is licensed by the Texas State Board of Chiropractic Examiners and the National Board of Chiropractic Examiners and is owner of a chiropractic clinic in Amarillo. Dr. Biggers is active in numerous professional and education associations.

Burgoon, Susan – Instructor, Biology
Effective Date: August 23, 2004
Salary: $39,152 for 9 months full-time
Qualifications: M.S., West Texas A&M University, Canyon, Texas
B.S., West Texas State University, Canyon, Texas
Experience: 19 years related work
Note: New position approved in 2004-2005 budget.

APPOINTMENTS APPROVED Continued:
Bio: Susan Burgoon has been a part-time instructor in the Amarillo College Biology Department since 1998. Ms. Burgoon earned Bachelor of Science and Master of Science degrees in Biology from West Texas A&M University. In addition Ms. Burgoon is a Certified Environmental Site Assessor through course work at Texas A&M University in College Station. Ms. Burgoon has taught at Frank Phillips College in Borger and worked as a microbiologist and chemist for Amarillo area private employers.

Davis, Julia – Instructor, Mathematics
Effective Date: August 25, 2004
Salary: $39,161 for 9 months full-time
Qualifications: M.Ed., Texas Woman's University, Denton, Texas
B.S., Texas Christian University, Fort Worth, Texas
Experience: 15 years related work
Note: Changed from temporary to probationary status.

Bio: Julia Davis has more than 20 years experience in education serving as a teacher and administrator in San Antonio and Fort Worth and as a part-time instructor in the Amarillo College Mathematics Department for four years. Ms. Davis earned a Bachelor of Science in Elementary Education with Special Education Endorsement from Texas Christian University and Master of Education degree from Texas Woman's University. Ms. Davis has also worked as an independent educational consultant and as a behavior interventionist for students with emotional disturbance/behavior disorder.

Gibson, Jill Leslie – Instructor, Speech Communications
Effective Date: August 23, 2004
Salary: $36,833 for 9 months full-time
Qualifications: M.S.J., Northwestern University, Evanston, Illinois
B.A., Stanford University, Stanford, California
Experience: 8 months related work
Replacement for: Angela Hughes

Bio: Jill Gibson has been working with Amarillo College since February 1995 serving first as Director of College Relations then as a freelance writer, editor, and marketing consultant with KACV-TV and, most recently, as a part-time speech instructor. Ms. Gibson received her Bachelor of Arts in English and Drama from Stanford University and her Master of Science in Journalism with broadcast concentration from the Medill School of Journalism at Northwestern University. Ms. Gibson has media experience working as a television reporter, anchor, and producer in Kansas, New Mexico, and with KAMR-TV in Amarillo.

Hays, Hugh L. – Instructor, High School Equivalency Program
Effective Dates: August 23, 2004 through August 18, 2005
Salary: $32,634 for 9 months full-time
Qualifications: M.S., Texas A&M University, Commerce, Texas
B.S., Texas Tech University, Lubbock, Texas

APPOINTMENTS APPROVED Continued:
Experience: 13 years related work  
Note: Changing from classified position to faculty position. This is a grant funded position.

Bio: Hugh Hays has worked as a GED Instructor/Lab Specialist with Amarillo College since December 2002. Prior to joining AC Mr. Hays worked in similar capacity with South Plains College, Texas Tech University, and Bridges Adult Learning Center. Mr. Hays has a Bachelor of Science degree in Home and Family Life and Child Development from Texas Tech University and a Master of Science in Counseling and Student Personnel Guidance from Texas A&M University-Commerce.

Jones, Marianne – Instructor, Associate Degree Nursing  
Effective Date: August 23, 2004  
Salary: $39,601 for 9 months full-time  
Qualifications: M.S.N., West Texas A&M University, Canyon, Texas  
B.S.N., University of Texas, Arlington, Texas  
Experience: 17 years related work  
Replacement for: Jennifer Pickard

Bio: Marianne Jones earned a Bachelor of Science in Nursing from the University of Texas at Arlington and a Master of Science in Nursing from West Texas A&M University with a Family Nurse Practitioner specialization. Ms. Jones has been a part-time instructor for Amarillo College while working full-time at the Harrington Cancer Center. Ms. Jones has also worked as a staff RN and Shift Supervisor for Baptist-St. Anthony’s Hospital.

Koetting, Cynthia Dene’ – Instructor, Theater Arts/AC Youth Drama Program  
Effective Dates: August 25, 2004 through May 13, 2005  
Salary: $35,291 for 9 months full-time  
Qualifications: B.F.A., Arkansas State University, Jonesboro, Arkansas  
Experience: 4 years related work  
Replacement for: Linda Hughes

Bio: Cynthia Dene’ Koetting joins Amarillo College from the Dumas I.S.D. where she has been teaching Speech and Theatre. Ms. Koetting earned a Bachelor of Fine Arts in Speech and Theatre from Arkansas State University and has completed several graduate courses in the field of theatre arts at Arkansas State and West Texas A&M University. In addition to her teaching experience, Ms. Koetting has worked with various capacities with theatre productions in Alabama, California, and Ohio.

Kohler, Macy L. – Instructor, Mathematics  
Effective Dates: August 30, 2004 through May 14, 2005  
Salary: $33,663 for 9 months full-time  
Qualifications: M.S., West Texas A&M University, Canyon, Texas  
B.S., West Texas A&M University, Canyon, Texas

APPOINTMENTS APPROVED Continued:
Experience: 1 year related work  
Note: New position approved in 2004-2005 budget.

Bio: Macy Kohler earned a Bachelor of Science in Mathematics, *Summa Cum Laude*, and a Master of Science in Mathematics from West Texas A&M University. Ms. Kohler has taught undergraduate Mathematics courses at WTAMU for the last three years.

Mechenbier, Catherine C. – Instructor, Mathematics

Effective Dates: August 30, 2004 through May 14, 2005  
Salary: $37,203 for 9 months full-time  
Qualifications: M.E., Texas Tech University, Lubbock, Texas  
B.S., New Mexico State University, Las Cruces, New Mexico  
A.S., Amarillo College, Amarillo, Texas  
Experience: 16 years related work  
Replacement for: David Fike

Bio: Catherine Mechenbier has served Amarillo College as a part-time instructor in the Math Department since 1988. Ms. Mechenbier earned a Bachelor of Science in Mechanical Engineering from New Mexico State University and a Master of Engineering from Texas Tech University. Ms. Mechenbier also has experience working as an Engineer for Mason and Hanger at the Pantex Plant.

Newburg, Alvin Ray – Instructor, Theater Arts

Effective Dates: August 25, 2004 through May 13, 2005  
Salary: $39,828 for 9 months full-time  
Qualifications: M.F.A., Tulane University, New Orleans, Louisiana  
B.A., Texas Wesleyan University, Fort Worth, Texas  
A.S., Amarillo College, Amarillo, Texas  
Experience: 7 years related work  
Note: Changed from temporary to probationary status.

Bio: Ray Newburg has served Amarillo College as a full-time instructor in Theatre Arts. Mr. Newburg has worked in a similar capacity with Texas Wesleyan University and the University of Texas at Arlington and as a full-time faculty member of Tarrant County College. Mr. Newburg earned an Associates degree in Theatre from Amarillo College, a Bachelor of Arts in Theatre from Texas Wesleyan University in Fort Worth, and a Master of Fine Arts in Theatre from Tulane University in New Orleans. In addition, Mr. Newburg has worked in various capacities on numerous theatre productions.

Olivarez, Andrea Nicole – Instructor, English

Effective Dates: August 23, 2004 through May 13, 2005  
Salary: $33,663 for 9 months full-time  
Qualifications: M.A., West Texas A&M University, Canyon, Texas  
B.G.S., West Texas A&M University, Canyon, Texas  
Experience: 1 year related work  
Note: New position approved in 2004-2005 budget.

APPOINTMENTS APPROVED Continued:
Bio: Andrea Olivarez, a former Amarillo College student, has earned a Bachelor of General Studies, Cum Laude, and a Master of Arts in English, Magna Cum Laude, from West Texas A&M University. While completing her degree she has worked for A.C. as an English Writing Lab Assistant and a Supplemental Instruction Leader in the English Department. Ms. Olivarez has also worked as the Assistant Director of the Writing Center and a Graduate Tutor at WTAMU. Ms. Olivarez is a member of the National Scholars Honor Society and Alpha Chi Honor Society.

Poling, Wendy L. – Instructor, Mathematics
Effective Dates: August 30, 2004 through May 14, 2005
Salary: $33,663 for 9 months full-time
Qualifications: M.S., Texas A&M University, College Station, Texas
B.S., Texas A&M University, College Station, Texas
Experience: 3 years related work
Note: New position approved in 2004-2005 budget.

Bio: Wendy Poling has a Bachelor of Science in Applied Mathematics, Magna Cum Laude, and a Master of Science in Mathematics from Texas A&M University. Ms. Poling has served as adjunct instructor for three community colleges, including Amarillo College. Ms. Poling also has experience as a Teaching Assistant/Lecturer in the Mathematics Department of Texas A&M and has been active in volunteer organizations including Family Support Services in Amarillo.

Seletsky, Robert C. – Instructor, Mathematics
Effective Date: August 25, 2004
Salary: $36,061 for 9 months full-time
Qualifications: M.S., University of New Mexico, Albuquerque, New Mexico
M.S., University of Kansas, Lawrence, Kansas
B.S., University of Rochester, Rochester, New York
Experience: 1 year related work
Replacement for: Gary Adams

Bio: Robert Seletsky comes to Amarillo College from the University of New Mexico where he has worked as a Graduate Teaching Assistant in the Mathematics Department. During his three years at UNM Mr. Seletsky has also worked as a Graduate Research Assistant in the study of fluid bifurcations while completing requirements of a M.S. in Applied Mathematics. Mr. Seletsky received a M.S. in Computer Science from the University of Kansas and worked in the private sector as a software developer. Mr. Seletsky is a Certified Software Development Professional, a Certified Computing Professional, and a member of Kappa Mu Epsilon Mathematics Honor Society.

Summers, Carol – Instructor, English-as-a-Second Language
Effective Date: August 30, 2004
Salary: $33,831 for 9 months full-time
Qualifications: B.A., Wayland Baptist University, Plainview, Texas

APPOINTMENTS APPROVED Continued:

Experience: 14 years related work
Note: New position approved in 2004-2005 budget.

Bio: Carol Summers has eight years experience in the Amarillo Independent School District working with ESL at Eastridge Elementary School. Ms. Summers has a Bachelor of Arts in Elementary Education from Wayland Baptist University and has completed graduate courses in education through West Texas A&M University.

Teichmann, Paul A. – Instructor, Physical Sciences
Effective Date: August 23, 2004
Salary: $34,371 for 9 months full-time
Qualifications: M.S., West Texas A&M University, Canyon, Texas
B.S., West Texas A&M University, Canyon, Texas
Experience: 1 year related work
Replacement for: Jerry Foster

Bio: Paul Teichmann is a graduate of Tascosa High School who started his college career at Amarillo College before transferring to West Texas A&M University where he graduated cum laude with a Bachelor of Science in Chemistry. Teichmann also earned a Master of Science in Chemistry from WTAMU before returning to AC as a part-time Instructor in the fall of 2002.

Vinson, Beverly A. – Instructional Coordinator, Real Estate
Effective Date: September 1, 2004
Salary: $40,432 for 12 months full-time
Qualifications: B.B.A., Texas Tech University, Lubbock, Texas
Experience: 12 years related work
Note: Changing from classified position to administrative position.

Bio: Beverly Vinson has served as Coordinator of the Amarillo College Real Estate Program since 1994. Ms. Vinson has Bachelor of Business Administration in Business Education from Texas Tech University and is a licensed Real Estate Agent in Texas. Ms. Vinson assumed the duties of coordinating the real estate program following the retirement of Dr. Cheryl Nance and this is a reclassification based on Ms. Vinson’s increased responsibilities.

Williamson, Sarah E. – Instructor, Vocational Nursing
Effective Date: August 23, 2004
Salary: $37,203 for 9 months full-time
Qualifications: B.S., Baylor University, Waco, Texas
Experience: 21 years of related work
Replacement for: Marcia Nunn

Bio: Sarah Williamson has been a part-time NRC instructor with Amarillo College since 1990. Ms. Williamson is a Registered Nurse with a Bachelor of Science in Nursing from Baylor University where she served as President of Baylor Student Nurses’ Association. Ms. Williamson has experience in critical care and trauma and has worked for Baylor Medical Center and Parkland Memorial Hospital in Dallas, as well
as Providence Hospital in Waco and St. Anthony’s Hospital in Amarillo. Ms. Williamson has also served the community as a member of the Board of Directors of Amarillo CareNet Crisis Pregnancy Center.

Mrs. Oeschger moved, seconded by Dr. Nossaman, that the appointments be approved. The motion carried unanimously.

B. REAPPOINTMENTS:

These individuals are being reappointed to the position previously held. A list is attached at page 225.

Mr. Hicks moved, seconded by Ms. Escajeda that the reappointments be approved. Ms. Cherry abstained. The motion carried.

BIDS AND PROPOSALS AWARDED:

Request for Proposal No. 1066 – Contract for Replacement of Carpeting in Approximately 20 Houses located in the East Campus Housing Area

RFP No. 1066, for the purchase of carpet, including installation, was issued to five vendors and advertised in the newspaper. One proposal was returned.

This two-year contract with the recommended vendor is to replace the old existing carpet with new carpeting and padding. This is a part of the ten-year plan to upgrade the rental housing property located at the East Campus. It is estimated that there will be 20 houses per year or 40 houses over the two-year period.

It was recommended that this contract for two years be awarded to Ingram’s Carpet and Tile, only offeror to the specifications, for the estimated amount of $52,533.60 ($26,266.80 per year). There is a provision in the RFP for an additional one-year extension for approximately the same amount of houses.

Funding for this project is available from the 2004-2005 East Campus Housing budget.

Request for Proposal No. 1067 – Printing of the AC Continuing Education Class Schedule and the Academic Only Schedule for 2005 – College Relations

RFP No. 1067, for the printing, labeling and mailing of the 2005 (one year) Continuing Education AC class schedule and the Academic Only class schedule, was mailed to five vendors and advertised in the newspaper. Four proposals were returned. A tabulation of the proposals received is attached at page 226.

BIDS AND PROPOSALS AWARDED Continued:

It was recommended to award the printing of these schedules to Dallas Offset, the second low offeror to the specifications, for the amount of $88,309.00. The total price does not
include the cost of postage.

Funds for this procurement are available in the 2004-2005 budget.

Request for Proposal No. 1068 – Modifications and Upgrades to the Backbone Electrical System, Parcells Hall

RFP No. 1068, for modifications and upgrades to the electrical system in Parcells Hall, located on the Washington Street Campus, was advertised in the newspaper. Five electrical contractors were notified of the project. Three electrical contractors picked up Construction Documents. Three proposals were submitted. A tabulation of the proposals received is attached at page 227.

It was recommended to award this project to Ray Electric, the low proposer to the specifications, for the amount of $125,800.00. Funds for the project are available in the 2004-2005 A & I budget.

Computer Purchases - Fiscal Year 2004-2005

The proposed Amarillo College budget for the 2004-2005 fiscal year contains specific budget requests for an estimated 32 personal computers, 7 laptop computers, and 3 Macintosh computers to be funded from the Unrestricted Education and General budget. The estimated cost of these items is $67,250.00. In addition, there are an estimated total of 61 personal computers, 3 laptop computers, and 24 Macintosh G5 computers budgeted to be paid from Carl Perkins restricted funds, estimated to cost $202,000.00.

Informational Systems and Technology has recommended that the College purchase Dell personal computers and laptops through Dell Computers. The Dell computers are very reliable and efficient, and we receive good service from Dell. The Dell computers are available to be ordered directly from Dell through the State of Texas Department of Information Resources (DIR) contract with Dell. Amarillo College’s participation in the State/DIR purchasing cooperatives was approved by Board resolution in 1993.

The Apple Macintosh G5 computers which are in the proposed budget and to be funded by Carl Perkins restricted funds will be used to upgrade our Graphic Arts Department. These are only available from Apple Computers, the sole source provider due to the Collegiate Purchase Program Agreement that AC has had with Apple Computer for approximately the last 12 years.

Pending approval of the budget for fiscal year 2004-05, it is recommended that the Board approve purchasing these Dell computers on state contract established by the DIR. Purchase orders will be issued periodically throughout the year.

BIDS AND PROPOSALS AWARDED Continued:

Purchase of WebCT Software for Distance Education
The administration recommends the purchase of WebCT Campus Edition software, a course management system which enables the efficient delivery of high quality on-line education. The system integrates with Colleague and has been AC’s standard learning system for the past four years. Both on-line and hybrid classes are monitored and conducted using WebCT. Previously, grants were utilized to purchase and maintain the system. The software and maintenance agreement for one year will be purchased from the only available source, WebCT Inc., for the amount of $26,000.00

Funds for this procurement are available from the 2004-2005 budget.

Mr. Nelson recommended the purchasing department contact companies who do not respond when bid requests are sent out.

Mr. Nelson moved, seconded by Mr. Hicks, that the bids and proposals be awarded. The motion carried unanimously.

BUDGET AMENDMENTS APPROVED:

A list of budget amendments approved by the Board is attached at pages 228 and 229.

Ms. Escajeda moved, seconded by Mr. Hicks, to approve these budget amendments. The motion carried unanimously.

FINANCIAL REPORT ACCEPTED:

The financial statements as of July 31, 2004, are attached at pages 230 through 239. Mr. Berg discussed the financial report.

Revenue
Total revenue is at $34,946,549. It is anticipated that there will be $800,000 in surplus.

Expenditures
Eighty nine percent has been expended. Resident instruction is on track. Physical Plant operation and maintenance is $180,000 less than last year. The wet lab is operating.

Auxiliary Enterprises
All three bookstores combined have made a profit of $215,315 which is up $22,800 from last year. Food service is down $118,431; the East Campus cafeteria was closed and all perishables were given to Faith City Mission. There have been mixed reactions to the closing of the cafeteria and the use of vending machines. Rental property is down.

Restricted Funds
Federal grants have increased due to Pell grants and are driven by quality of students. State grants are down. Resident instruction is down this year $546,235 partially due to the TIF grant elimination.

FINANCIAL REPORT ACCEPTED Continued:

Cash and Investments
The total for July 2004 is $24,298,857; $24,622,901 for July 2003; and $23,060,965 in 2002.
Alterations & Improvements
The Jackson Street parking lot is projected to cost $24,000. Ninety three percent of projects have been completed.

Tax Schedule
Tax collection is over projected budget by $920,800. There has been $12M collected as of July 31, 2004, which includes current, delinquent, and penalty/interest taxes.

Reserve Analysis
Payment for the Community Link property continues being paid out of reserve. The tractors at East Campus continue being paid from equipment reserve.

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

PRESIDENT’S REPORT:

Dr. Jones referred the Board to the sheets which concerned the upcoming Board planning retreat on September 14. The Board was asked to pull off the third page and mark the 10 topics of greatest interest to be discussed at the retreat.

Dr. Jones introduced Brett Hyndman, an SGA member, who indicated that on November 10 the Distinguished Lecture Series guest will be Terry Waite; a reception will be held before the lecture which will be in the Civic Center Grand Plaza. Amarillo College is celebrating its 75th anniversary and on September 24 Fall Fest will be the kick off. At noon on the 24th the carillon clock will set to chime at noon. There will be a movie night held in the pit on September 9.

REGENTS’ REPORTS AND COMMENTS:

Dr. Nossaman mentioned that travel funds had not been used for Board travel in some time and wondered if any regents might wish to use some to travel to a conference soon. The Roueche Conference in accordance with the TACCTA conference will be held in Austin in October.

Ms. Escajeda said that Maury Roman and Amarillo College are hosting the TACHE reception to be held in the Oak Room of the College Union Building on September 16.

Dr. Woodburn said he received a letter from the THECB saying that the Hereford Branch Campus had been approved. Also, he received a letter on behalf of the entire Board from Dr. Joyner expressing his appreciation for the recent President Emeritus Award given him.

REGENTS’ REPORTS AND COMMENTS Continued:

Dr. Nossaman recognized J. R. Couser who will retire at the end of August and told him what a great job he had done at Amarillo College for the five years he served as Dean of Student
Services.

Ms. Cherry thanked Dr. Jones and Dr. Fike for the recent meeting at the North Branch Y. Dr. Fike has requested feedback on types of courses needed and wanted at the NBY. Dr. Jones said there would be another meeting in January.

ADJOURNMENT:

There being no further business, the meeting was adjourned.

______________________________
Dr. Neal D. Nossaman, Secretary