

**NAVARRO COLLEGE BOARD OF TRUSTEES
FEBRUARY 16, 2006 MEETING
MINUTES**

The NAVARRO COLLEGE BOARD OF TRUSTEES gathered at 5:45 p.m. on February 16, 2006 in the President's Dining Room of the Walker Student Dining Hall for a dinner with Navarro College library staff members followed by a tour of the new library. At 7:00 p.m. the Trustees met for their regular monthly session in the Boardroom located in the Waller Classroom Building. The following Trustees were in attendance: Mr. Homer Wasson, Chair; Dr. James Price, Vice-Chair; Mr. Lloyd Huffman, Secretary-Treasurer; Mr. James Borkchum, Member; Mr. Liston Herod, Jr., Member; and Mr. Zane Stites, Member. Mr. Todd McGraw, Member, was absent.

President's Executive Leadership Team members and College staff members in attendance were:

Dr. Richard Sanchez	President
Dr. Lary Reed	Executive Vice President
Mr. Darrell Raines	Vice President for Finance and Administration
Dr. Kenneth Martin	Vice President for Student Services
Mr. Dewayne Gragg	Dean of Enrollment Management & Institutional Studies
Ms. Nelida Aguilar	Director of Human Resources
Mr. Roark Montgomery	Athletic Director
Dr. Larry Weaver	Dean of Navarro College South
Mr. David Long	Construction Manager
Mr. Karl Humphries	Director of Physical Plant
Dr. Darrell Beauchamp	Dean of Learning Resources and Special Collections
Ms. Julie Holcomb	Director, Pearce Collections Museum/Archivist
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant

Others attending were:

Mr. Paul Pearce	Mathews, Stein, Shiels, Pearce, Knott, Eden & Davis L.L.P.
Mr. Bryce Weigand	Good Fulton and Farrell Architects
Mr. Brian Moore	Good Fulton and Farrell Architects
Mr. Bob Belcher	KAND Radio
Mr. Loyd Cook	<u>Corsicana Daily Sun</u>

100. Introduction

101. Call to Order

Mr. Wasson called the meeting to order at 7:05 p.m. and Mr. Borkchum led the assembly in prayer.

Mr. Wasson announced two closed sessions would be held. The first closed session to discuss legal matters according to Government Code 551.071 would follow *Item 105 - Open Forum Time*. The second closed session to discuss real estate matters according to Government Code 551.072 would follow *Item 501 – President's Report*.

102. Changes to Agenda

Dr. Sanchez recommended "Item 205- Master Plan for Waxahachie Campus" be moved before "Item 201- Take Action on the December 2005 Financial Statement."

103. Take Action on the January 26, 2006 Board Meeting Minutes

Dr. Price made the motion that the minutes for the January 26, 2006 Board of Trustees meeting be accepted and Mr. Herod seconded the motion. Acceptance was unanimous.

104. Board Comments

Mr. Wasson commented on the great job that was done by staff in moving the library. There were no other comments from the Board.

105. Open Forum Time

There were no requests to address the Board.

106. Convene into Closed Session

Mr. Huffman made the motion to convene into closed session at 7:06 p.m. and Mr. Herod seconded the motion. The decision was unanimous.

107. Reconvene into Open Session

At 7:40 p.m. Mr. Huffman made the motion to reconvene into open session. Mr. Borkchum seconded the motion. The decision was unanimous.

200. Finance and Administration

205. Master Plan for Waxahachie Campus

Dr. Reed introduced Bryce Weigand and Brian Moore from Good Fulton and Farrell Architects. He stated the architects had been asked to look at the land the College is purchasing in Waxahachie and develop concepts for possible future use of the property.

Mr. Weigand and Mr. Moore distributed copies of conceptual site plans for the Waxahachie campus and stated four different scenarios had been developed. Mr. Weigand stated that by using the "moderate growth" enrollment projection of 10,500 students in the year 2025, it is being anticipated that approximately 220,000 square feet in building space and 2,700 parking spaces will be needed. He stated all four schemes (A, B, C, and D) being presented have been based on approximately 220,000 square feet of building space with slight variations in each.

Scheme "A" illustrated an array of seven (7) buildings that would be built in phases around and adjacent to the original 37,000 sq. ft. building and provided 1,600 parking spaces. Scheme "B" illustrated a "bigger footprint" with five buildings around an outdoor space, such as an amphitheatre, and an increased number of parking spaces to 1,800.

Mr. Weigand stated that Scheme "C" takes a linear approach to the buildings and attempts to get more visibility from Highway 287. He stated the buildings would be more monumental than in the previous two schemes. Using the edge of the existing 1-story building as a starting point, one (1) one-story building and three (3) two-story buildings would be built. In addition, the parking count

was enhanced to 2,150.

Scheme "D" illustrated approximately 229,000 sq. ft. in buildings and 2,500 parking spaces. Two new entrance points, one a main entrance point created from Highway 287, and the existing entrance point would be serviced by a "ring road" around the buildings. Mr. Weigand stated this scheme will more closely meet the College's long-term needs through 2025 and the maximum demand in acreage the potential tenant desires. He stated a major sign could be created at the intersection of the Highway 287 off ramp and George Road, and the buildings could get more linear than exhibited.

Discussion was held related to maximizing the lease potential of the existing building and accommodating a more rapid growth in enrollment than projected. It was noted that if the rate of enrollment increases more rapidly than projected, the lease on the existing building could be allowed to run out and the structure torn down to accommodate more buildings. Another alternative discussed was that the new buildings could be constructed as more linear, two-story and three story buildings.

Dr. Sanchez pointed out the existing building is already old and in 20-25 years it will have reached its use. He stated that at that time the Board may desire to demolish the building and move the "footprint" to the other side of the proposed buildings. Mr. Weigand responded a new administration building could be placed there as a flagship building and preferred the idea of using Highway 287 as the main entrance point. Dr. Sanchez inquired how long it would take a student to walk from the projected parking spaces near the Hwy 287 entrance, and Mr. Weigand estimated it would be approximately a three minute walk.

Dr. Sanchez advised Mr. Weigand that a "Scheme E" drawing may be requested if the board decides to look at demolishing the existing building.

Mr. Weigand thanked the board for allowing them to make their presentation early to allow them to return to Dallas. Mr. Wasson thanked Mr. Weigand and Mr. Moore for their report.

201. Take action on the December 2005 Financial Statement

Mr. Raines presented the December 2005 Financial Statement. A review of the Statement of Budget Changes showed no changes in revenues for the month ending December 31, 2005 with the total budget remaining at \$58,975,389 from the previous month. He stated some funds were reallocated within the budget using contingency funds and transfers between departments for purchases.

A review of the Source of Funds for the period ending December 31, 2005 showed \$25,701,449 or 43.58% of the budget had been earned as compared to 48.46% at December 31, 2004. Mr. Raines noted the Educational and General Fund looked weak at 44.67% earned when compared to 47.20% the year before. He stated tax receipts have been slow but have picked up and this

will be reflected in the January statement. He reminded the board that an increase in tuition and fees was budgeted in Student Income and will have to be earned in January and in the summer. In addition, the Debt Service Fund indicated 8.05% had been earned as compared to 49.92% the same period in 2004. Mr. Raines stated the appropriation of internal funds transferred to the Debt Service Fund will be reflected in the January statement.

A review of the Disbursement of Funds indicated \$18,742,798 expended and \$13,620,443 obligated at December 31, 2005. Mr. Raines stated expenditure patterns are down when compared to the same time last year; 54.88% of the current budget has been expended at December 31, 2005 as compared to 60.44% expended and obligated at December 31, 2004. Mr. Raines stated he was very pleased with the budget at this time.

Mr. Huffman inquired how much the budget is expected to drop next year without the construction funds. Mr. Raines responded it should only drop \$3 million, and with student financial aid increasing, it should still run well into \$50,000,000.

Mr. Stites made the motion to approve the December 2005 Financial Statement and Mr. Borkchum seconded the motion. The decision was unanimous.

Mr. Wasson thanked Mr. Raines.

202. Report on Automation of Building Systems Controls

Mr. Raines introduced Karl Humphries, Director of Physical Plant. He stated that he has been very pleased with Mr. Humphries' leadership in the Physical Plant Department by working smart through the use of technology and saving money by maintaining utility costs. Mr. Humphries was asked to present the report on automation of building systems controls.

Mr. Humphries stated cameras have been installed to meet a need for security at all campuses. He stated a system was selected that could be installed by the College and connected through the College's intranet. He then demonstrated live, real-time video at various Navarro College sites including the Midlothian Campus, Walker Dining Hall, and Gibson Hall. He stated that the video was being recorded at all times and it is always possible to go back and review them if needed. He stated that plans are to eventually have security cameras installed in all campus buildings.

He then demonstrated the Siemens system, a campus-wide network system that is used to control air conditioning systems, boilers, irrigation systems, exterior lighting and others. Room temperatures can be monitored and information retrieved from the network to pinpoint any problems. Mr. Humphries stated this system has helped a great deal in controlling costs and reducing maintenance, especially in student housing. His demonstration included a dorm room where students had set the thermostat to 55 degrees. He stated the system will only allow the temperature to be set between 70 -78 degrees and will shut down when the occupant tries to set it lower. He noted

this prevents waste of energy as well as wear and tear on equipment.

Mr. Humphries stated the irrigation systems throughout the campus including the athletic fields can be controlled through the system as well. Mr. Humphries stated reports can be generated to determine any problems with this system.

Mr. Huffman inquired if icons can be added by the College as new equipment is added and Mr. Humphries responded icons can be and have been added recently for new buildings.

Mr. Wasson thanked Mr. Humphries for his demonstration.

203. Update on Construction/Renovation Projects

Dr. Reed stated the construction projects were drawing to a closure and that David Long will be leaving at the end of February for a position in Hot Springs, Arkansas. He stated that Mr. Long has done a wonderful job for the College and that he will be greatly missed.

Mr. Long then presented his final construction update with a PowerPoint presentation reviewing all projects he has managed since his employment in 2003 beginning with the College's fountain. He stated he was grateful to the Board for the opportunity they have given him and stated it was the best decision of his life and this decision has helped him professionally. He also acknowledged the assistance of administration and staff members who have helped him.

Dr. Sanchez thanked Mr. Long on behalf of Navarro College and Mr. Wasson commented that hiring Mr. Long had been the "right decision." The Board of Trustees demonstrated their appreciation with a standing ovation.

Dr. Reed continued the presentation with an update on the Mexia project. He stated the original plans for enclosing the breezeway at the Mexia Campus exceeded the \$50,000 limit and have been cut back. As a result, the second level will not be built. Plans are now to level the floor, enclose both sides of the breezeway, drop the ceiling and hang the air-conditioning above the ceiling. Furniture walls, which are not considered construction, will be used to build a storeroom, offices and bookroom.

Progress is being made in the Gooch One-Stop Student Center with the Financial Aid area completed and the Cahier and Records Office areas ready to be constructed. The third level will be the next step with furniture walls used to construct office space.

Dr. Reed concluded his report by saying plans are being discussed for an additional student activities building to be located across from Gibson Hall and next to the soccer field to meet the needs of a growing student housing population.

Mr. Wasson thanked Dr. Reed for his report.

204. Update on Budget and Planning Process

Dr. Sanchez stated that as a part of the cyclical "One-Year Institutional Effectiveness and Continuous Quality Improvement Planning and Budgeting Process," the Quality Enhancement Committee has conducted a review of goals established for the academic year, the Strategic Plan and enrollment goals. The process has been initiated in preparation for the next academic year, and in April, the College will begin to develop the budget for the 2006-07 academic year. He concluded by stating that an Issues Summary will be presented to the Board of Trustees during their March meeting.

300. Instruction / Student Services / Athletics

301. Pearce Collections Museum

Dr. Darrell Beauchamp, Dean of Library and Special Collections, and Ms. Julie Holcomb, Director of the Pearce Collections Museum and Archivist, were introduced by Dr. Reed and asked to present an update on the Pearce Collections Museum.

Dr. Beauchamp and Ms. Holcomb stated the Pearce Collections was started in 1990 and has been growing at an incredible rate with acquisitions being made regularly. A full-time professional archivist, funded by Mr. Pearce for a one-year period, was recently hired to assist Ms. Holcomb with processing of the documents.

Dr. Beauchamp stated thirty-two new pieces have been added since September 2004 to the Western Art Collection. He noted that recent purchases have been more diversified with the addition of bronze pieces. In addition, graphite pencil artwork by female artists have been added as well.

Ms. Holcomb stated they have managed to work out "kinks" in developing programs that bring people through the museum doors. One the programs offered, the Artist in Residence Program, has been very successful and more of these type of activities are being planned. Ms. Holcomb noted that the mailing list for the second Artist in Residence Program is larger than the number of available spaces. She stated "yellow bus" tours have begun again and schools have been calling in for reservations.

Dr. Beauchamp and Ms. Holcomb stated they had solicited Historical Collectible Auctions in North Carolina to allow Navarro College to hold a special exhibit of an original, signed copy of the 13th Amendment, only one of two remaining in "private hands." They reported that during the two days the special exhibit was held, 873 people in tour groups and another 350 "walk-ins" came through the museum's doors. They noted that a lot of press coverage was received and when one Dallas reporter asked why Navarro College was selected as the first stop in a five-city tour, the document's owner replied "without doubt, this is the best Civil War Museum west of Mississippi."

Dr. Beauchamp and Ms. Holcomb stated that new and updated exhibits are planned. They noted that that less than 1% of the 14,000 piece collection is on exhibit at a given time. A new exhibit is currently planned to attract younger visitors.

Mr. Huffman inquired about storage space, and Dr. Beauchamp stated that it could become an issue soon but is being managed at this time.

Ms. Holcomb and Dr. Beauchamp stated that organized programs have helped increase revenues with less traffic when compared to the previous year.

Dr. Beauchamp concluded by stating that benefactor, Mr. Chuck Pearce, had been scheduled for surgery the next day.

Mr. Wasson thanked Dr. Beauchamp and Ms. Holcomb for their presentation.

400. Personnel

401. New Hires / Reassignments-Transfers / Reclassifications

Dr. Sanchez asked Dr. Kenneth Martin to present employee new hires, reassignments/transfers and reclassifications for the month of December 2005 as well as resignations, retirements, and terminations.

The following appointments were made during January 2006:

- Nickolas Bobeck (Assistant Football Coach/Instructor, Corsicana)
- Kris Garrison (Library Clerk, Midlothian)
- Dr. Virginia Grossman (Biology Instructor, Midlothian)
- Mary Hayes (Processing Archivist, Corsicana – One-year Appointment)
- Arthur Migala (Math Instructor, Midlothian)
- Tammie Slack (Administrative Assistant I/Dining Services, Corsicana)

The following employee reassignments were made during January 2006:

- Terry Gibson (Assistant Dean, Waxahachie)
- Chris Herbert (Administrative Assistant II, Midlothian)
- Nancy Keiser (Speech Instructor, Waxahachie)
- Dr. Tommy Stringer (Vice President/Institutional Advancement, Corsicana)

The following employee reclassifications were made during January 2006:

- Kacie Campbell (Associate Director/Student Relations, Corsicana)
- Lisa Caton (Assistant Dean/Career & Technical Education, Corsicana)
- Dr. Harold Housley (Interim Dean/Arts, Sciences & Humanities, Corsicana)

402. Resignations / Terminations / Retirements

The following employees resigned during January 2006:

- Angela Fulks (Computer Instruction Support Tech, Waxahachie)
- Maria Jimenez (Admissions Specialist/Recruiter, Corsicana)
- Amber Theinert (Student Activities Director, Corsicana)

The following employees were terminated during January 2006:

- Jeff Robinson (PC Support Specialist, Corsicana)

The following employees retired during January 2006:

- Mary Lakin (Payroll Specialist)

Mr. Wasson thanked Mr. Martin.

500. President's Report

Dr. Sanchez asked Ms. Susan Johnson to present the Board of Trustees' calendar of events for February and March.

Dr. Sanchez continued with his President's Report. He stated the theme at the American Council on Education (A.C.E.) meeting he attended February 11-14 was "Solutions for Future". A.C.E., which represents all 2-year colleges and 4-year universities, believes higher education is in trouble with the public's perception and will be issuing a report based on a study they are conducting. Television and paper "spots" will soon be appearing with the theme, "*Colleges and universities prepare people who solve problems and teach people who change the world,*" as a method to improve the public's perception of higher education. He compared this project to "A Nation at Risk" conducted in previous years.

Dr. Sanchez stated that the closing on the Waxahachie property will take place on February 28th and the College will be able to take possession of the property at that time.

Dr. Sanchez stated that surgery has been scheduled for Mr. Chuck Pearce for the next day and wished him well.

Dr. Sanchez asked Susan Johnson to update the Trustees on Elegance. Ms. Johnson reported all tables have been sold out for the event and there is a waiting list of approximately 50 individuals. She stated that much support is being received from different sponsors this year. She stated Navarro College is receiving recognition for its dedication to students. Preparations for the event had begun with tents set up during the week, and she looked forward to a successful event.

Dr. Sanchez stated this is the first time during the seven years that Elegance has been held that tables have been sold out a month prior to the event. He acknowledged the creativity and tremendous amount of work by Susan Johnson to make this very important event a success.

Dr. Sanchez stated he will be attending an AACC Board Meeting in Phoenix, Arizona on March 1-3, 2005.

Dr. Sanchez stated the College will be closed for spring break during the week of March 13-17, 2006.

Dr. Sanchez stated he will be attending the *Best Practices in Teacher Preparation Programs: Focus on Students Conference* March 16-17, 2006 in Atlanta, Georgia with faculty and students. At Dr. Sanchez's request, Dr. Weaver explained that a grant was received a few years ago from Phi Theta Kappa to address the critical shortage of teachers in the areas of math and science. Navarro College has been selected as one of ten community colleges to be recognized for its teacher preparation program at the conference. Math instructor, Ms. Brenda Reed, and two Navarro College students will be attending with Dr. Sanchez and will be making a presentation at the conference during the week of spring break.

Dr. Sanchez asked Board members' their preference for scheduling a meeting with the Foundation's Board of Directors. After some discussion it was decided that a special dinner meeting will be arranged sometime in March or April.

600. Closed Session, Announcement and Adjournment

601. Convene into Closed Session to Discuss Real Estate Matters according to Government Code 551.072

At 9:10 p.m. Dr. James Price made the motion to convene into closed session to discuss real estate matters according to Government Code 551.072. Mr. Herod seconded the motion. The decision was unanimous.

602. Reconvene into Open Session

Mr. Borkchum made the motion to reconvene into open session at 9:40 p.m. and Mr. Huffman seconded the motion. The decision was unanimous.

603. Next Meeting Announcement

Mr. Wasson announced that the next meeting of the Board of Trustees will be held on March 23, 2006.

604. Adjournment

Mr. Sites made the motion to adjourn at 9:41 p.m. and Dr. Price seconded the motion. The decision was unanimous.

Mr. Lloyd Huffman, Secretary/Treasurer
Navarro College Board of Trustees