

**NAVARRO COLLEGE BOARD OF TRUSTEES
SEPTEMBER 17, 2009 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, September 17, 2009, in the Arrowhead Room of the Gooch One Stop Student Center for their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman, Mr. James Borkchum, Jr., Mr. Todd McGraw, Mr. Phil Judson, Mr. Richard Aldama and Mr. A. L. Atkeisson.

Dr. James Price, Vice-Chairman, was absent.

Others in attendance included:

Dr. Richard Sanchez	District President
Dr. Harold Nolte	President, Ellis County Campuses
Dr. Kenneth Martin	Vice President, Academic Affairs
Ms. Gettie Moreno	Vice President, Finance and Administration
Dr. Tommy Stringer	Vice President, Institutional Advancement
Mr. Dewayne Gragg	Vice President, Enrollment Management
Ms. Maryann Hailey	Interim Vice President, Student Services
Ms. Donna Parish	Director, Market Relations & Public Information
Ms. Leslie Smith	Executive Administrative Assistant
Mr. Cody Dickerson	Media Integration Services Center
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Bob Belcher	Corsicana Daily Sun
Ms. Julianne Dodge	Navarro County Times

Various other faculty, staff, students and visitors were also present.

Call to Order

Mr. Huffman called the meeting to order at 6:00 p.m. for a dinner in the President's Dining Room. Following dinner, Mr. Huffman announced the Board would reconvene in the Arrowhead Rom for their regular monthly meeting.

At approximately 7:00 p.m., Mr. Huffman reconvened the Board and asked Mr. Borkchum to begin the meeting with a prayer.

Board Announcements

There were no board announcements

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

- a. **Minutes - Board of Trustees Meeting August 20, 2009**
- b. **Revisions to *Section IX – General Information* of the Navarro College Administrative Policies and Procedures**

Dr. Sanchez stated approval of the consent calendar, including minutes from the August 20, 2009 meeting and revisions to Section IX of the Administrative Policies and Procedures Manual, was requested. He stated that Section IX was the last section to be updated and, if approved, a complete copy of the entire manual will be printed and distributed to each trustee in November.

Mr. McGraw made a motion to approve the consent calendar and Mr. Aldama seconded it. The decision was unanimous.

Take Action to Set the Ad Valorem Tax Rate for Calendar Year 2009 (Fiscal Year 2009-2010) at \$0.119 per \$100 Assessed Valuation

Ms. Moreno stated that action to adopt the ad valorem tax rate for Calendar Year 2009 was required. At their August 20, 2009 meeting, the Board indicated their intent to set the ad valorem tax rate at \$0.119 per \$100 assessed valuation. Although this is the same rate the board adopted in 2008, it exceeds the effective tax rate of \$0.114285, but is lower than the rollback rate of \$0.123476.

Ms. Moreno reviewed the calendar of events that took place following the August meeting. Two public hearings were held, September 2 and September 9, 2009, to give the public an opportunity to voice any concerns. Notices were published in the local newspaper, Corsicana Daily Sun, advertising the public hearings and to give notice of a tax revenue increase. Ms. Moreno stated no comment or opposition has been received regarding the proposed rate.

Mr. Judson moved that the property tax rate be increased by the adoption of a tax rate of \$0.119, which is effectively a 4.125% increase in the tax rate. Mr. Atkeisson seconded the motion, and the vote was unanimous.

Review the Preliminary August 2009 Financial Statement

Ms. Moreno was asked to continue by presenting the preliminary August 2009 financial statement. She stated the college's fiscal year ended on August 31, 2009, and the financial statement being presented was for information purposes only. A comprehensive year-end report will be presented for the board's approval after the annual audit has been completed.

Amendments in the Statement of Budget Changes for the period ending August 31, 2009 recognized additional funds received from Cosmetology sales, testing fees, and for a digital audio transceiver. The revised budget increased \$5,725 for a total of \$74,771,692.

A preliminary review of the Source of Funds for the period ending August 31, 2009 indicated 102.50% of the budget had been earned as compared to 99.51% the previous year. Ms. Moreno stated the increase in student income was a direct result of increased enrollment. State and federal grant funds were lagging with 52.22% and 46.64% of budgeted funds received as compared to 88.21% and 98.10% in 2008. A dramatic

increase in the Debt Service Fund (295.79% as compared to 100.10%) was a result of funds received from the issue of revenue bonds. Ms. Moreno explained that the amount noted in the Plant Fund (51.81% as compared to 100.24% in 2008) is the result of funds transferred from the fund balance to construct the new student apartment building.

Overall expenditures in the Disbursement of Funds were comparable to the previous year with 99.67% expended as compared to 100.95% in 2008. Expenditures in the Auxiliary Fund were higher with 115.32% expended as compared to 99.89% in 2008. Ms. Moreno stated book purchases that took place in August are applicable to the new year's fall semester.

Mr. Judson inquired when payment on the new bond issue's debt service would begin, and Ms. Moreno responded that payment had been budgeted for the current year.

Take Action on Quarterly Investment Report for the Quarter Ending August 31, 2009

Ms. Moreno continued with a report on the Quarterly Investment Report for the quarter ending August 31, 2009. She stated the overall portfolio of investments remained basically the same from the previous quarter with a total of \$6,700,000.

Three certificates of deposits (CD's) earning from 1.4% to 5.05% interest matured during the last quarter and were reinvested into three new CD's earning 1% to 2.1% over a six month period. Ms. Moreno stated there were no competitive interest rates available, i.e. 26 week T-Bills were earning only 0.24%.

A review of pledged collateral showed total deposits of \$21,425,887.14 were secured by pledged collaterals totaling \$29,573,929.55. Ms. Moreno concluded by stating that Prosperity Bank still offers 1.1 coverage.

Mr. Borkchum made a motion to approve the Quarterly Investment Report for the quarter ending August 31, 2009 and Mr. Aldama seconded the motion. The decision was unanimous.

Approve Purchase of 3407 West 2nd Avenue, Corsicana, Texas

Ms. Moreno stated the college has the opportunity to purchase property located at 3407 West 2nd Avenue in Corsicana, Texas for a negotiated purchase price of \$43,750. The property includes 0.183 acres and includes a house.

Mr. Huffman added that it has been the college's policy to purchase any land adjacent to the college as it becomes available to prevent the campus from becoming "land locked" as experienced by other schools.

Mr. Aldama made a motion to approve the purchase of 3407 West 2nd Avenue in Corsicana, Texas and Mr. McGraw seconded the motion. The motion passed

unanimously.

Update on Navarro College Crime Statistics

Ms. Moreno introduced Chief of Campus Police/Department of Public Safety, Kraig Hawkins, and asked him to review Navarro College Crime Statistics for 2008 and present an update on the Navarro College Department of Public Safety.

Chief Hawkins stated the department is required by state law to provide a report on campus crime statistics. He then reviewed the report on criminal and sexual offenses that took place during 2008 as well as arrest and non-arrest statistics. He explained that because the IOOF Park is located adjacent to the college campus and the IOOF cottages which are used by the college to house students, any criminal activity that takes place at that location, including arrests, must also be included in the report. He stated that the arrest statistics also include any citations that have been issued making them appear higher.

Following the review of the 2008 Campus Crime Statistics, Chief Hawkins continued stating that interviews were conducted earlier to add a full-time officer at the Corsicana campus. He stated 863 residence life students are living on campus and the department is on duty 24 hours a day/7 days a week, including weekends and holidays. He thanked the board for approving the purchase of new patrol cars in the budget, and stated two Dodge Chargers have been ordered. He continued stating the department currently has three bicycle officers. He stated he would like to see the bicycle patrol increased in the near future because of their effectiveness.

Chief Hawkins concluded his presentation and answered questions. Mr. Huffman inquired about the department's relationship with Corsicana Police, Corsicana ISD, and the Navarro County Sheriff's Department. Chief Hawkins responded that they work well with each of the departments and provide back-up for each other when needed. Mr. Judson inquired how Chief Hawkins would rate the crime "mood" of students on campus, "high or low". Chief Hawkins stated he felt it was moderate and added that the first few weeks of the fall semester are always extremely busy. He added that the rainy weather has helped by keeping more students indoors and out of trouble.

Mr. Judson and Mr. Huffman commended the department for their work and thanked Chief Hawkins for his presentation.

Presentation by Student Relations on Recruiting at High School Fairs

Dr. Sanchez asked Ms. Parish to make a presentation on student relations and recruiting at high school fairs. Ms. Parish stated she oversees the department of Market Relations and Public Information which also includes Student Relations. She stated the Student Relations staff are Navarro College alumni including associate director, Ms. Keely Bobeck, and two full-time recruiters, Tim Dugan and Margaret Moreno. She stated they are "high energy and very effective". Ms. Moreno is bilingual which is a great asset for helping reach Hispanic students. Mr. Dugan enjoys working on the internet, specifically with reaching potential students through Facebook,

Ms. Parish stated that Navarro College is a member of the Texas Association of College Registrars and Admissions Officers (TACRAO). She stated TACRAO fairs are held in high schools throughout the state each fall and membership is required to participate. The fairs are open to the public and free to high school students and parents. The fairs are generally divided into weeks, i.e. Dallas, Houston, San Antonio and East Texas. Ms. Parish stated that approximately 130 fairs will be held over a seven week period. Without the help of administrators, faculty and staff, it would not be possible to recruit at all the fairs.

A table is made available for members to display their recruiting materials at each fair. Ms. Parish stated the goal is to attract as many students as possible to Navarro College's table and have them complete an information card. Their information is then entered into the college's database and based on their indicated interests, information is mailed to them. Ms. Parish stated that out of 10,666 senior high school prospects that filled out information cards last year, 1,807 are currently attending Navarro College this year. Ms. Parish stated this is almost a 17% yield rate which is considered very good.

Ms. Parish continued stating that printed materials play a vital part in recruiting. She distributed copies of the new viewbook she recently designed and pointed out specific characteristics, i.e. arch design, that were carried through on each page. Ms. Parish had a table on display that replicated how a typical table is set up at the recruiting fairs. She stated that a rotating banner displaying information about Navarro College was being used this year to attract students. The banner, which replaced cumbersome information boards, is unique to Navarro College and has had a dynamic impact at the fairs. Other schools have indicated they plan to have rotating banners next year. Other recruiting materials and "give aways" were displayed.

Ms. Parish explained that the specially designed Navarro College bags which are waterproof and covered with photographs of actual Navarro College students and staff are a great advertising tool. Students use the bags to carry brochures and materials as they walk around the fair and attract the attention of other students wanting one. Ms. Parish stated the greatest challenge they face is finding ways to compete with other schools in attracting students to the College's table.

Ms. Parish stated special Preview Days are held three times a year. Students are given a tour of the campus and served lunch. Students who bring preview day cards they received at the fairs receive a free t-shirt.

Mr. Judson stated that the marketing efforts are the main reason for the increase in student enrollment. He stated he believes it is their efforts in getting students to visit Navarro College that has impacted the college's success and complimented Ms. Parish and her staff. Ms. Parish concluded her presentation and distributed bags that had been filled with sample "give-aways" and a t-shirt for each trustee to take home.

Mr. Huffman commented on the excellent photography used on the Navarro College bags. Ms. Parish responded that good pictures play a very important role in creating effective marketing materials. She stated the professional photographers will be returning to campus in October to take more pictures.

Update on Personnel

Ms. Aguilar presented an update on personnel. She reported the following appointments were made during the month of August 2009:

- Vern Wilson , Oil & Gas Technology Instructor – Corsicana
- Justin Williams, Developmental Writing Instructor – Corsicana
- Dr. Rene Salazar, Biology Instructor – Midlothian
- Pamela Burch, Biology Instructor – Mexia
- Barbara Bartlett, History Government Instructor – Mexia
- Heather Harvick, Developmental Reading - Corsicana
- Jeannette Campos, Librarian – Ellis County
- Kristee Porter, Head Volleyball Coach – Corsicana
- Crystal Gist, Cosmetology Instructor - Waxahachie
- Roxanne Josse, LVN Instructor – Waxahachie
- Dessita Rury, English Instructor – Waxahachie
- Kevin Duvel, Developmental Math Instructor – Waxahachie
- Sage Bentley, Math Instructor – Midlothian
- Leslie Stice, Math Instructor - Waxahachie
- Michael Zambrano, Area Housing Coordinator III – Corsicana
- Carmen Gomez, Academic Advisor – Waxahachie
- Thelma Johnson, Administrative Assistant IV-Adult Education – Corsicana

Ms. Shari Waldrop, Developmental Studies Instructor, was transferred from the Corsicana to the Waxahachie campus.

The following resignations occurred during the month of August, 2009:

- Joe Ybarra, Grounds Supervisor - Corsicana
- Mike McClimans, Lab Coordinator – Mexia State School
- Rebecca Brumley, Librarian – Ellis County

Ms. Aguilar stated there were no reassignments, reclassifications, terminations or retirements during the month of August, 2009 and concluded her report.

President's Report on Items of Information

Dr. Sanchez asked Ms. Parish to present the Board Calendar. Ms. Parish reviewed highlights of upcoming activities and events including athletic games, fall preview days, homecoming 2009 activities, and upcoming conferences and meetings.

Dr. Sanchez next asked Mr. Gragg to present an update on enrollment. Mr. Gragg stated enrollment was not yet certified but he anticipates reporting 9,200 students for the fall 2009 semester, a 10 ½% increase in headcount. This exceeds the goal of enrolling slightly less than 9,000 students. He stated contact hours increased 16% and that the college will exceed the two million mark. He continued stating 31 schools in the state have reported increases as well, with only one reporting a decrease. He

concluded by stating he was not sure how this will impact funding for the next biennium.

Dr. Sanchez asked Dr. Nolte to present an update on the construction of Phase II at the Midlothian campus. Dr. Nolte stated the project is still on schedule and construction documents are nearing completion. Midlothian City Council met and approved designated funds for the project. Dr. Nolte stated he and Dr. Sanchez will be meeting next week with Construction Manager at Risk, Hill & Wilkinson, Inc., to review costs and discuss the established budget. Dr. Nolte concluded his report by stating the geotech survey report has been received and will determine the placement of the chiller.

Dr. Sanchez stated the Board will hold their October 15, 2009 meeting at the Navarro College South Campus in Mexia. He asked trustees to meet at 5:00 p.m. in the main lobby of the administration building to be transported by bus to allow time for dinner before the meeting.

Dr. Sanchez also stated a copy of the college's response to the Office of Civil Rights complaint by a Navarro College student was mailed to each trustee. He stated that the complaint is not legitimate because the student did not request the services stated in the complaint and did not avail their self of the tutoring services that were provided. He commented that he anticipates the OCR office to take an interest in the College's ability to handle disability issues. Measures are being taken to ensure that all four campuses are well equipped to assist students with disabilities. Dr. Sanchez stated he will keep the board updated as more information is received.

Dr. Sanchez mentioned that travel packets were provided to trustees attending the ACCT convention in October with Dr. Nolte. Dr. Sanchez stated a pick-up schedule was included in the packet. He reviewed the timeline and explained that two vans will be picking up trustees and their spouses to transport them to and from the airport. Dr. Nolte and Mr. Huffman suggested trustees sign up on the internet for Beach Blanket Babylon, a taste of San Francisco, if they wish to attend.

Dr. Sanchez stated next year ACCT will meet in Vancouver, Canada, and passports will be required. He encouraged trustees to begin the process of getting a passport if they do not have one. He promised to remind them throughout the year.

Dr. Sanchez continued by stating changes approved to Section IX of the Policies and Procedures Manual was the last section to be updated. He stated that a complete copy of the revised Navarro College Administrative Policies and Procedures Manual will be prepared and distributed to each trustee at their November meeting.

Dr. Sanchez stated that Ms. Moreno has advised him that Navarro College did receive Federal Stimulus Funds. The State of Texas legislature included stimulus funds as a part of their funding appropriation to community colleges. As a result, Navarro College must submit reports to the federal government justifying \$249,439.00 of the state appropriations received which was part of the stimulus funds.

Dr. Sanchez concluded his report by stating that the women's soccer team is currently ranked number one in the nation and the men's football team is ranked number three. He expressed his hope that the teams continue to do well.

Announcement and Adjournment

Mr. Huffman acknowledged the presence of retired board members, Mr. Homer Wasson and Mr. Zane Stites, and welcomed them. He announced that the next meeting of the Board of Trustees will be held at the Navarro College South Campus in Mexia on October 15, 2009.

Mr. McGraw made a motion to adjourn the meeting at 8:15 p.m. and Mr. Borkchum seconded the motion. The decision was unanimous.

Respectfully submitted,

James E. Borkchum, Jr.
Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES