

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**JANUARY 19, 2012 MEETING**  
**MINUTES**

The governing body of Navarro College gathered in the President's Dining Room located in the Walker Dining Hall at 6 p.m. on Thursday, January 19, 2012 for dinner. Following dinner, the governing body moved to the Arrowhead Room located in the Gaston Gooch One Stop Student Center for their regular monthly meeting. All trustees were in attendance including: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Richard Aldama, Mr. A. L. "Buster" Atkeisson, Ms. Faith Holt, and Mr. Todd McGraw.

Others in attendance included:

Dr. Kenneth Martin	President, Ellis County Campuses
Dr. Harold Housley	Vice President, Academic Affairs
Ms. Gettie Moreno	Vice President, Finance and Administration
Ms. Maryann Hailey	Vice President, Student Services
Mr. Dewayne Gragg	Vice President, Enrollment Management and Inst. Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Marcy Ballew	Director, Human Resources
Mr. Tom Carr	Attorney
Mr. Stefan Hafer	VLK Architects
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant

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

**Call to Order**

Following a dinner in the President's Dining Room, Mr. Huffman reconvened the meeting in the Arrowhead Room at approximately 7 p.m. He asked Mr. Judson to begin the meeting with a prayer. Mr. Huffman then announced that a Closed Session would be held following *Item 501 – President's Report* to consult with an attorney and discuss personnel matters according to Government Codes 551.071 and 551.074. He stated no decision or action was anticipated.

**Board Announcements**

There were no announcements made by the Board.

**Open Forum Time**

There were no requests to speak to the Board.

**Consent Calendar**

Mr. McGraw moved to approve the Consent Calendar including the minutes from the Board of Trustees December 20, 2012 Meeting. Mr. Judson seconded the motion and the decision was unanimous.

## Adopt Resolution Pertaining to Redistricting

Ms. Moreno was asked to present the proposed resolution pertaining to redistricting. She began by stating the Board of Trustees was being asked to adopt Navarro County's new 2012 single-member district plan. She stated historically, the college district has always followed the districting system created and implemented by Navarro County. Ms. Moreno then introduced college's legal counsel, Mr. Tom Carr, and asked him to share details on the proposed redistricting plan and resolution.

Mr. Carr stated prior to 1995, all seven seats on the Board of Trustees were at-large positions. In 1995, Navarro College obtained approval from the Department of Justice to establish four single-member districts identical to the County Commissioner precincts in Navarro County. He stated single-member positions are restricted to registered voters living within designated areas inside Navarro County. When a trustee from a single-member district no longer resides within the boundary of that particular district, they must vacate their position. Trustees holding at-large positions are required to reside within the boundaries of Navarro County; likewise, any trustee holding an at-large position who moves to a residence outside the boundaries of Navarro County must vacate their position.

Mr. Carr stated the redistricting plan will not change Board of Trustees elections. In May 2013, seats for Single-Member Place 2, Single-Member Place 3 and At-Large Place 5 positions will be up for election. In May 2015, Single-Member Place 4 and At-Large Place 6 seats will be up for election, and in May 2017, Single-Member Place 1 and At-Large Place 7 seats will be up for election. Trustees are elected to six-year terms by a majority vote. If three candidates declare their candidacy for the same position, one must receive at least fifty percent (50%) or more of the votes to be declared elected; if not, a run-off election is required within four (4) to six (6) weeks. Officers will be elected during the first meeting following each election date.

Mr. Carr stated he has prepared a resolution for the Board to adopt the single member districts established by Navarro County. The resolution provides that he will prepare a submission packet and present it to the Department of Justice for preclearance. Once granted, the plan will take effect immediately. He stated Navarro County has borne the cost of developing this redistricting plan by employing lawyers, demographers, and conducting public hearings. He stated Navarro County has submitted the redistricting plan to the Department of Justice for preclearance. Mr. Carr stated he will be able submit the same information and refer the Department of Justice to the county's submission on behalf of the college.

Mr. Huffman stated it was his understanding the redistricting plan will not affect other elections and Mr. Carr agreed. He stated he did not know how the lines are configured for the individual precincts in this (Navarro) county. He stated if some lines are slightly changed due to the redistricting, another resolution may be required for modifying the precinct(s). He stated this would normally be the responsibility of the election administrator.

Dr. Price inquired about the precinct boundary lines under the proposed plan and asked if there were any changes. Ms. Moreno responded stating her office had determined Dr. Price's place of residence on Elmwood Street sits on the boundary line between two precincts, but was located "the right side of the street" allowing him to remain in the Single-member District 3 seat. She referred the Trustees to the maps provided by Navarro County.

Mr. Judson noted the lines on the maps for Precinct 1 appear outside of Navarro County. All trustees indicated they could not determine from the maps where the boundary lines were for each precinct. Mr. Atkeisson and Ms. Holt stated they had participated in Navarro County's redistricting process and these

were not the same maps they were shown. A lively discussion followed.

After some debate, Mr. Huffman recommended the board move forward by approving the resolution which would allow Mr. Carr to proceed with the legal process. He requested that Ms. Moreno contact Navarro County for correct copies of maps showing the boundaries for each precinct and bring them back for the Board to review.

Mr. Aldama made a motion to adopt the resolution authorizing attorney, Tom Carr, to begin the legal process of redistricting. Mr. Judson seconded the motion and the decision was unanimous.

#### **Adopt Resolution Regarding Release of 0.057 Acres of Property to the City of Rice**

Ms. Moreno stated the City of Rice is requesting the college release its share of approximately 0.057 acre of property located in the City of Rice. She displayed maps of the property's location and asked Mr. Carr to explain the background related to the request by the City of Rice.

Mr. Carr stated the 0.057 acres of property located in the City of Rice was posted for foreclosure and sale over a year ago. Ownership of the property is currently shared by Navarro County, Navarro College and the City of Rice as a result of unpaid taxes. The City of Rice has indicated it would like to renovate the property so that it can be sold and placed back on the tax rolls as a viable taxable property.

Mr. Carr continued stating the demolition and cleaning of the property will cost more than its value and compared it to the property in downtown Mexia the college previously owned and sold. He stated the resolution authorizes the president to sign the quick claim deed giving the property to the City of Rice.

Mr. Judson stated he looked at the property earlier that day. He found that it is located in a shopping center and has an old, dilapidated building sitting on it with no roof or back wall. He stated the front of the building shares a common wall with the property next to it and trees and weeds were growing wild inside.

Mr. Atkeisson moved to adopt the resolution authorizing the release of college property to the City of Rice. Ms. Holt seconded the motion and the vote was unanimous.

#### **Take Action on December Financial Statement**

Ms. Moreno began the presentation on the December 2011 financial statement by reassuring the Board that the college district remains fiscally solvent and is doing well.

A review of the Statement of Budget Changes showed a budget increase of \$4,136 as a result of funds received from the Corsicana Health Support Fund for the Occupational Therapy Program. The revised budget at December 31, 2011 totaled \$114,071,677.

A review of the Source of Funds indicated revenues were down slightly when compared to the previous year with 43.74% earned as of December 31, 2011, compared to 46.47% in 2010. Ms. Moreno stated tuition revenues are lagging because of lower than anticipated student enrollment. She stated this is a result of the strict financial aid guidelines for satisfactory academic progress that were federally mandated this year. She stated Mr. Gragg would be sharing detailed information in his report on enrollment.

Ms. Moreno continued stating the reduction in Student Financial Aid revenues with 37.21% earned compared to 43.93% last year, has also impacted revenues in the Auxiliary Fund, with 29.96% earned compared to 37.42% last year.

A review of the Disbursement of Funds for the period ending December 31, 2011 indicated 47.95% of the budget had been expended compared to 55.02% last year. Ms. Moreno stated she was pleased to see that expenditures were lower and were not exceeding revenues before concluding her report.

Dr. Price moved to approve the December 2011 financial statement and Mr. Aldama seconded the motion. The vote was unanimous.

### **Reaffirm Navarro College Investment Policy and Strategy**

Ms. Moreno stated the Public Funds Investment Act requires the Board of Trustees to review and update its investment policy and investment strategies on an annual basis. She stated the Board of Trustees last reviewed the current Investment Policy and Strategy on January 20, 2011.

Ms. Moreno stated she has carefully reviewed the Investment Policy and Strategy and recommends no changes. She stated the first objective, to safeguard the district's funds, continues to supersede any other goal in the Investment Policy and Strategy. She continued with a brief review of the objectives, financial control procedures, internal control procedures, safekeeping and custody, suitable and authorized investments, investment strategy, and reporting guidelines outlined in the Investment Policy and Strategy.

Ms. Moreno concluded by recommending the Investment Policy and Strategy be reaffirmed.

Mr. Judson made a motion to reaffirm the Navarro College Investment Policy and Strategy and Ms. Holt seconded the motion. The vote was unanimous.

### **Update on Personnel Actions**

Ms. Ballew was asked to present an update on personnel actions. Ms. Ballew stated there were no appointments, reassignments, reclassifications or transfers during the month of December 2011.

The following retirements occurred during the month of December 2011:

- Dr. Cubie Ward – Dean of Midlothian Campus – Midlothian
- Mr. Anthony Wellborn – Custodial Services Supervisor – Corsicana

There were no resignations or terminations during the month of December 2011.

Ms. Ballew continued stating 14 open positions were currently being advertised including the Head Football Coach position.

She stated 22 applications have been received from across the country for the Head Football Coach position. Seven have been selected by a search committee to be interviewed. Finalists will be interviewed on Monday, January 23, and a final decision is anticipated shortly thereafter.

Ms. Ballew concluded her report.

### **President's Report on Items of Information**

Dr. Martin stated Dr. Sanchez was in Washington D.C. participating in American Council on Education (A.C.E.) Fellows interviews at the request of A.C.E. He stated Dr. Sanchez would be returning to campus the following day. Dr. Martin then asked Mr. Gragg to present the Board Calendar.

Mr. Gragg reviewed upcoming events including: a "Welcome" reception to be held on January 24 for Linda Davis as the new Dean of the Mexia Campus; the Texas Association of Community College's quarterly meeting to be held in Austin over a two day period January 25 – 26; various athletic events including basketball, softball and baseball games; a birthday party celebrating the college's mascot, Beauregard, turning six years old on February 25 during the basketball game, and the Region XIV Athletic Directors and President's meeting to be held at Trinity Valley Community College February 19-20.

Dr. Stringer was asked to share information on the Foundation's upcoming fundraiser, Evening of Dreams – Celebrating Education. Dr. Stringer stated the fundraiser, formerly called Elegance over the past ten to eleven years, will still be an elegant black-tie event with students serving dinner. He stated this year local vendors will be used exclusively for the event. He continued stating last year over \$200,000 in scholarships were awarded to students as a result of this fundraiser and anticipates another successful event. He stated in order to reserve enough seats and tables for the college, Dr. Sanchez needs to know how many board members will be attending. Mr. Huffman urged all board members to respond to the email sent by Ms. Smith earlier that week inquiring about their plans to attend if they had not already done so.

Mr. Gragg was asked to continue with an update on enrollment. Mr. Gragg stated all schools have reported their enrollment for the spring 2012 semester. Enrollment is down an average of 4-5% throughout the state and in some cases, as much as 9%. He commented there are two primary reasons for the decline: changes in financial aid and the requirement for immunization against bacterial meningitis.

Mr. Gragg stated in the past, students who finished the fall semester with a low grade point average would still be eligible for financial aid the following spring semester. Because of new federal mandates, students with low GPAs must now submit an appeal to receive financial aid. Those who do not submit an appeal or have their appeals denied, will no longer receive financial aid. Mr. Gragg stated this is "weeding out" students who are not serious about their education but is also having an impact on enrollment state-wide.

The second primary reason for low enrollment is attributed to the availability of the bacterial meningitis vaccine at an affordable rate. Despite reports to the contrary, supplies of the vaccine are easily available through private physicians. The vaccine is very expensive, however, costing approximately \$200-\$300. The Department of Health has made the vaccine available at a more reasonable cost of \$40 and in some cases free. However, the reduced-cost supplies have been extremely limited. Mr. Huffman inquired if students were given a waiver if they weren't able to get the vaccine. Mr. Gragg responded students without the required immunization are being granted a 10-day waiver and allowed to register. Students have been notified they must be immunized by February 7, 2012 or they will be dropped from their classes. Mr. Aldama inquired if students were allowed to declare religious reasons for not being immunized. Mr. Gragg responded it was possible for students to request a conscientious waiver through state's Department of Health Services' website.

He stated Navarro College's enrollment of 10,800 students for the spring 2012 semester is approximately even with last year's enrollment of 10,011. He stated efforts to increase enrollment by 8% had a positive impact and concluded his report.

Dr. Martin asked Ms. Moreno to present an update on construction. Ms. Moreno began by stating the Waxahachie Deli is now in operation and is already a success. She stated each day, since its soft opening on January 3, 2012, revenues have exceeded the previous day's receipts. She displayed pictures of the facility including staff and students enjoying the deli and its food. She stated plans are to hold an informal opening when Board of Trustees meet on the Waxahachie campus in March.

Ms. Moreno continued by stating the original plan for the location of the new 64-bed residence hall has been changed. The fire marshal looked at the original location and determined that the college would need to construct a road leading from Burson Hall to the new residence hall and either add a parking lot that would allow a fire engine to turn around or continue the road towards the location of the proposed field house site with access to the street. Ms. Moreno stated it will be more cost effective to relocate the building next to the last 32-bed residence hall constructed two years ago off Second Avenue. Ms. Moreno continued stating ten proposals were received for the construction of the residence hall. The proposals were reviewed by a committee that included two board members, Dr. Price and Mr. Aldama, and a local construction firm, Generation II, was selected. She stated a meeting will be held on Friday, January 20, 2012 with Generation II to negotiate the cost.

Ms. Moreno next stated architects have been working on developing plans for the construction of the baseball/softball and soccer field houses. She then introduced architect, Stefan Hafer, from VLK Architects. Mr. Hafer stated over the past few months meetings have been held with administration, staff and coaches to determine the programs' needs and develop plans. An aerial site plan depicting the planned location of the softball/baseball field house displayed the front of the facility will face Home Street and will utilize the existing parking near the construction site. Mr. Hafer stated parking spaces will be added in front of the building for each of the coaches and one for visitors in addition to a handicap accessible parking space. Sidewalks will connect to the existing sidewalks on campus. He then displayed a copy of the floor plan depicting a main entry hall leading into a lobby space, offices and dressing rooms for coaches, locker rooms, and a laundry area that will accommodate a residential size washer and dryer and an ice machine. A space is being provided for officials to change and lockers to hang their clothes. A mechanical room will house a water heater and air handler equipment. A split air system will be utilized to meet the requirements for fresh air in the facility.

Mr. Hafer stated the facility includes toilets and sinks accessible to the coach's dressing rooms and locker rooms but no showers. He stated the coaches have indicated showers would not be utilized because of the close access student have to their residence halls. The softball locker room will house 25 lockers and baseball's will house 35. The lockers will be located on both sides side of the locker room allowing the center area to be opened up and used for viewing films and team meetings. Mr. Hafer stated square footage allotted per athlete meets Title 9 requirements.

A pre-engineered building will house three indoor batting cages and roll-up access doors operated by mechanical louvers. This area will be heated but not air-conditioned. Mr. Hafer stated the building will be adequately insulated

Mr. Hafer continued stating when working with Dr. Sanchez and staff, the importance of respecting the look of the existing campus was stressed. He stated the roof and brick façade of building will match the existing campus and an arched entry will reflect the arch design of the existing buildings on campus. He stated several windows are included in the building's design. Windows in the locker rooms will be made of a translucent, frosted glass to provide natural light but not allow anyone to view into the locker rooms.

Some discussion followed. Dr. Price expressed his concern several times about the exclusion of showers and stated he felt this was a mistake and will be regretted in the future. Mr. Hafer stated he would be happy to confirm the decision with administration.

Mr. Judson inquired if the batting cage building will be lined and Mr. Hafer responded mesh cages will be hung with a cable and pulley system and nets will catch any foul balls. He stated the pulley system will allow the nets to be pushed aside to open up the space for utilization. Mr. Aldama inquired if the area between the field house and batting cage would be paved or ground. Mr. Hafer responded that the area will be paved. He added that a request to cover the space with a covered walkway is being looked into. He then responded to another question from Mr. Judson stating the 4,500 sq. ft. metal building will be hidden from view by the elevation of the field house. He added that a standard seam roof will be used on the metal building.

Mr. Hafer continued his presentation. An aerial display of the soccer field house showed it will be located along Fourth Avenue near the residence halls. The site plan includes two parking spaces for coaches as well as one for student recruits and a handicap accessible space. Mr. Hafer stated the parking area is shifted slightly off-center from the building because of the live oak trees. He stated the building's concept was similar to the softball/baseball field house with a coach's office, dressing room, laundry area, locker room, training facility and mechanical room. A toilet and shower area is included and a space for referees to change clothes. He stated due to the lack of access to restroom facilities in the area, men's and women's public restrooms accessible from the back side of the facility have been included. Storage space for the soccer goals includes double doors that will allow the goals to be easily pushed inside and locked up. The exterior of the building will have the predominate look of the residence halls located nearby. An overhang on the backside of the building will create a pavilion to provide soccer spectators a place to "get out of the sun" and still see the game.

Mr. Hafer concluded his presentation. Mr. Judson inquired about the size of the pavilion and Mr. Hafer responded it was only 8 feet deep by 70 feet long. He stated the space was not larger because of concerns of creating a space for people to "hang out".

Mr. Huffman thanked Mr. Hafer.

Dr. Martin continued with the President's Report by stating there was no legislative update. He then asked Ms. Hailey to give an update on the bacterial meningitis requirement. Ms. Hailey stated out of approximately 1,000 students impacted by the new immunization requirement, approximately 600 students have already complied and 131 have been granted a 10-day extension. In addition, 163 students have been alerted through the WatchDog system that they must comply by Friday or they will be dropped. She stated pharmaceutical companies state there is no problem supplying the amount of vaccine needed; however, state budget is making it difficult for the Department of Health Services to provide the vaccine at a reasonable cost. Mr. Aldama inquired if there was a way students could be allowed to use their financial aid

to offset the cost of the immunization or providing a payout plan. Ms. Hailey stated because financial aid cannot be disbursed prior to the first day of class, a voucher system is being looked into to allow students to receive a reimbursement for the cost of the vaccine in the future.

Dr. Martin thanked Ms. Hailey and stated that concluded the President's Report.

**Motion to Convene into Closed Session**

Mr. Aldama moved to convene into closed session at 8:22 p.m. Mr. Atkeisson seconded the motion and the decision was unanimous.

Prior to convening into closed session, Mr. Huffman announced a special meeting would be held on Wednesday, February 8, 2012 in the President's Dining Room and the next regular meeting of the Board of Trustees would be held on Thursday, February 16, 2012 in the Arrowhead Room.

**Motion to Reconvene into Open Session and Adjournment**

At 9:30 p.m., Mr. Judson moved to reconvene into Open Session and immediately adjourn the meeting. Mr. Atkeisson seconded the motion and the vote was unanimous. No further action, decision or vote was taken.

Respectfully submitted,

Phil Judson, Secretary-Treasurer  
Navarro College Board of Trustees