

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

The Navarro College Board of Trustees met on Thursday, July 19, 2012 in the Lone Star Room located in Walker Dining Room at 8 a.m. for a Presidential Search Workshop. Trustees in attendance included: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Todd McGraw, Ms. Faith Holt and Mr. Richard Aldama. Other participants included Dr. Richard Sanchez, District President, and Dr. Marie Kane, ACCT Search Consultant. Dr. Narcissa Poloni, ACCT Vice President for Education, Research and Board Leadership Services, participated via webcam.

The morning workshop ended at approximately 12 noon and a lunch was served in the President's Dining Room. Following the lunch, the governing body then moved back to the Lone Star Room for their annual budget and planning workshop - Focus on the Future, Part XVIII. Trustees in attendance included: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Ms. Faith Holt and Mr. Richard Aldama. Presentations were made by Dr. Richard Sanchez, Ms. Gettie Moreno, and Mr. Dewayne Gragg on the proposed budget for fiscal year 2012-2013 and planning parameters through 2021.

Focus on the Future, Part XVIII concluded at approximately 5 p.m. and trustees were joined for dinner in the President's Dining Room by Dr. Sanchez and the President's Executive Leadership Team (PELT).

At 6 p.m., the governing body relocated to the Arrowhead Room in the Gaston Gooch One Stop Center for their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Richard Aldama, and Ms. Faith Holt. Mr. McGraw and Mr. Atkeisson were absent.

Others in attendance included:

Dr. Richard Sanchez	District President
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 Pres., Enrollment Mgt., Student Success & Inst'l Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Marcy Ballew	Director, Human Resources
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Lynne Coker	Executive Administrative Assistant
Mr. Cody Dickerson	M.I.S.C. Coordinator
Mr. Bob Belcher	Corsicana Daily Sun workshop

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

Call to Order

Chairman, Lloyd Huffman, called the meeting to order at approximately 6 p.m. He asked Mr. Judson to begin the meeting with a prayer.

Board Announcements

Mr. Huffman stated a meaningful and productive workshop was held earlier that morning with consultants from the Association of Community College Trustees (ACCT) on the presidential search process. He stated this is the third time the college has used the ACCT presidential search process. It is a very thorough process and has proven to be very effective. He stated the search process will officially begin during the Board of Trustees' August 2012 meeting.

Open Forum

There were no requests to speak to the Board.

Consent Calendar

- a. **Minutes - Board of Trustees April 19, 2012 Meeting**
- b. **Interlocal Agreement between Navarro College and Dawson ISD for Purchase of Surplus Cheerleading Mats**

Dr. Richard Sanchez stated two items in the Consent Calendar were presented for approval: minutes from the last Board of Trustees Meeting on June 26, 2012 and an interlocal agreement between Navarro College and Dawson Independent School District.

Dr. Sanchez explained the purpose of the interlocal agreement is to allow Navarro College to sell surplus cheerleading mats to Dawson ISD for the sum of one dollar (\$1). He stated the Cheerleading department has received new mats and Dawson ISD has requested the old mats. Because the college may not "give" the mats to Dawson ISD, the interlocal agreement will allow Dawson ISD to purchase the surplus mats for the sum of one dollar (\$1).

Mr. Judson made motion to approve the Consent Calendar and Mr. Aldama seconded the motion. The decision was unanimous.

Take Action on June 2012 Financial Statement

Ms. Gettie Moreno was asked to present the June 2012 financial statement. She began by stating the college continues to be in a healthy fiscal condition.

A review of the Statement of Budget Adjustments for the period ending June 30, 2012 indicated an increase in revenues in the amount of \$100,000 from receipt of Nursing Shortage Over 70 (NSRP) Grant funds, \$9,200 from Small Business Development Center Grant funds, \$5,000 from a donation from Chesapeake to the Petroleum Technology Program, a \$50 honorarium, and \$2,500 from facility rental revenues to increase the events budget at the Cook Center. The revised budget as of June 30, 2012 totaled \$117,705,580.

A review of the Source of Funds showed the percentage of total revenues earned as of June 30, 2012, 88.07%, was slightly lower when compared to 92.54% during the same period in 2011.

Educational & General Fund revenues were slightly higher than the previous year with 89.20% earned as of June 30, 2012, compared to 87.50% in 2011. Ms. Moreno stated Local Appropriations, with 103.68% of budgeted revenues earned compared to 100.69% in 2011, was due to over-receipt of tax assessments.

She continued stating she anticipates earning 100% of revenues budgeted in Student Income prior to the end of the fiscal year. As of June 30, 2012, 95.16% had been earned compared to 102.77% in 2011.

The increase in the Plant Fund, with 211.43% earned compared to 42.06% in 2011, was “out of the ordinary” due to proceeds received from the new bond issue. Student Financial Aid revenues continue to be down, with 80.07% budgeted revenues earned compared to 92.54% last year. Ms. Moreno reminded the board this was due to financial aid not being available to students for summer classes this year.

Mr. Moreno continued with a review of the Disbursement of Funds. As of June 30, 2012, 79.88% of the total budget had been expended compared to 90.96% in 2011. Ms. Moreno was pleased to report that, while the percentage of budgeted revenues earned is less than last year, expenditures were not exceeding income. She then concluded her report.

Dr. Price moved to approve the June 2012 financial statement, and Ms. Holt seconded the motion. The vote was unanimous.

Approve Increase to Fee Schedule for Spring 2013 Semester

Ms. Moreno was asked to present the proposed increases to the fee schedule for the spring 2013 semester. She began by stating two small fee increases were proposed: a moderate increase in lab fees in the amount of \$2 per laboratory course and an increase of \$5 in the parking fee.

Ms. Moreno stated current laboratory fees range from \$8 per course to \$24 per course and have not been increased in over ten years. The proposed \$2 increase is expected to generate approximately \$17,098 per semester in fiscal year 2013 or \$37,375 per year, including summer sessions. The revenues generated will be used to offset the cost of replacing equipment and supplies. Ms. Moreno added that the increase will not apply to bowling, internet, and private instruction fees.

Ms. Moreno continued stating the present parking fee of \$10 has not been increased since it was first implemented over a decade ago. The increase will generate approximately \$87,000 in new revenues. She stated these funds will be used to construct an additional parking lot adjacent to Drane Hall on the main campus and to help maintain and repair existing parking lots.

Ms. Moreno stated with the addition of the proposed fee increases, Navarro College’s tuition and fees will continue to be well below the state average: \$15 below for Navarro County residents, \$19 below for Out-of-District residents, and \$28 below for Out-of-State residents. Ms. Moreno then concluded her report.

Mr. Aldama moved to approve the new fee schedule beginning spring 2013, and Mr. Judson seconded the motion. The decision was unanimous.

Update on Personnel Action

Ms. Marcy Ballew was asked to present an update on personnel.

Ms. Ballew began by stating the following appointments were made during the month of June 2012:

- Dr. Donald Capone – Assistant Dean of Business and Technology - Corsicana
- Sharon Thomas – LVN Professor - Waxahachie
- Rickey Boatright – Professor of Welding Technology – Corsicana

- Elizabeth Wilson – Career and Technical Associate – Corsicana
- Joseph Atkeisson – Maintenance Worker I – Corsicana
- Johnny Ledford – Maintenance Worker I – Corsicana
- Brittany Stallings – Registrar's Assistant – Corsicana
- Nancy Harwell – Administrative Assistant IV - Corsicana

Ms. Ballew asked Dr. Capone to stand and be recognized as the new Assistant Dean of Business and Technology before continuing. She stated Michael Pickett was promoted to Campus Police Sergeant - Ellis County.

Three resignations occurred during the month of June 2012: Christopher Barley, Human Resources Specialist – Corsicana campus; Connie Cade – Marketing Specialist/Administrative Assistant V – Corsicana; and Michael Turner – Campus Police Officer – Ellis County. There were no reassignments, reclassifications or transfers, terminations or retirements during the month of June 2012.

Ms. Ballew reported (16) job openings were currently being advertised including:

- Administrative Assistant II – Arts & Sciences – Corsicana Campus
- Administrative Assistant IV – Business, Professional and Technical Education – Corsicana Campus
- Administrative Assistant IV – Waxahachie Campus
- Marketing Specialist/Administrative Assistant V – Corsicana Campus
- Benefits Coordinator/Administrative Assistant IV – Corsicana Campus
- Campus Police Officer – Corsicana Campus (2)
- Area Housing Coordinator III – Corsicana Campus
- TRIO Academic Specialist – Corsicana Campus
- Audio visual Specialist – Corsicana Campus
- Fire Academy Coordinator – Waxahachie Campus
- Professor of Petroleum Technology/Program Coordinator – Corsicana Campus
- Professor of Petroleum Technology/Automation – Corsicana Campus
- Professor of Business Information Technology – Mexia Campus
- Professor of Sciences – Chemistry – Ellis County Campuses
- Professor of Associate Degree Nursing – Corsicana Campus

Ms. Ballew concluded her report.

President's Report on Items of Information

Board Calendar

Mr. Dewayne Gragg presented highlights from the Board Calendar for July and August 2012 including: half-day Fridays (staff incentives; upcoming First Year Experience (FYE) Beau Camps and volleyball camps; Licensed Vocational Nursing Pinning and Graduation on August 10, 2012; Adult Basic Education Program's GED Graduation on August 11, 2012; new faculty orientation on August 20 and fall 2012 convocation on August 21, 2012; and the first home football game against Hutchinson, Kansas on September 1, 2012.

Enrollment Report

Mr. Gragg was asked to continue with an update on enrollment. He reported enrollment figures for the first summer session 2012 have been certified. He stated the final headcount enrollment of 4,157 was down

16.7% when compared to the first summer session 2011 and contact hours totaling 568,020 were down 17.7%. Continuing Education contact hours for the first quarter have been certified with approximately 29,000 contact hours, an increase of 67.1%. Mr. Gragg stated the amount of contact hours generated by Continuing Education is small, making the percentage of increase appear much larger.

Summer II enrollment has not been certified but appears to be down by approximately 14% in contact hours when compared to 2011. Mr. Gragg stated a marketing blitz is about to be kicked off to help generate an increase in fall enrollment. He stated with new programs in place and a new residence hall to accommodate more students, he anticipates reaching the goal of increasing fall enrollment by six percent.

Construction Updates

Next, Ms. Moreno gave a brief update on current construction projects and displayed pictures of the work in progress. She stated the brick color on the new 64-bed residence hall looks slightly different but will hopefully match the other residence halls once it has been acid washed. Construction is expected to be completed by August 15, 2012. Work on the soccer and baseball/softball field houses continues to be very slow. Piers as deep as forty feet must be drilled and poured before the foundation can be laid. Hopefully, once the foundation is laid the work will proceed quickly.

A site on the College Farm for a 5,000 square foot pre-fabricated storage building is being prepared and should be completed by the middle of August. Ms. Moreno stated the new storage building will eliminate the cost for leasing space for surplus storage. Ms. Moreno continued by displaying pictures of renovations completed in Building C on the Waxahachie Campus including a new computer lab, and renovations to financial aid, admissions and records, and cashier areas. She concluded by stating the renovations create a friendlier environment that will allow for better service to students.

Legislative Update

Dr. Sanchez stated there was nothing new to report regarding a legislative update.

Other

In response to a request by Ms. Holt, Dr. Sanchez stated Ms. Smith would have new business cards made for all Board members and concluded his report.

Announcement and Adjournment

Mr. Huffman announced the next regular meeting of the Board of Trustees will be held in the Cook Center at 7 p.m. on August 23, 2012.

Mr. Aldama moved to adjourn the meeting at 6:28 p.m. and Mr. Judson seconded the motion. The vote was unanimous.

Respectfully submitted,

Phil Judson, Secretary-Treasurer
Navarro College Board of Trustees