

**NAVARRO COLLEGE BOARD OF TRUSTEES
SEPTEMBER 20, 2012 MEETING
MINUTES**

The Navarro College Board of Trustees met at 4 p.m. on Thursday, September 20, 2012 in the Lone Star Room located in Walker Dining Hall for a Closed Session to discuss Personnel Matters according to Government Code 551.074. Following the closed session and a dinner in the President's Dining Room, the governing body moved to the Cook Education Center to conduct 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. 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. Judy Cutting	Dean of Business, Professional and Technical Education
Dr. Donald Capone	Asst. Dean of Business, Professional and Technical Education
Mr. Matt Miller	Director of Online Instruction and M.I.S.C.
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Lynne Coker	Executive Administrative Assistant
Mr. Cody Dickerson	M.I.S.C. Coordinator

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

Call to Order

Mr. Huffman called the regular meeting to order at approximately 7 p.m. and welcomed members of the Student Government Association who were present. Mr. Judson was asked to begin the meeting with a prayer.

Board Announcements

There were no Board announcements.

Open Forum

There were no requests to speak during Open Forum.

Consent Calendar

- a. Minutes – Board of Trustees August 16, 2012 Special Meeting
- b. Minutes - Board of Trustees August 23, 2012 Meeting
- c. Minutes - Board of Trustees September 4, 2012 Special Meeting/Public Hearing
- d. Minutes - Board of Trustees September 11, 2012 Special Meeting/Public Hearing

Dr. Sanchez recommended approval of the Consent Calendar consisting of four sets of minutes: August 16, September 4 and September 11, 2012 special meetings and public hearings, and the regular meeting

held August 23, 2012.

Mr. Judson moved to approve the Consent Calendar and Mr. Atkeisson seconded the motion. The vote was unanimous.

Update on Presidential Search Process

Dr. Price gave a brief update on the Presidential Search Process. He stated Dr. Marie Kane, ACCT Search Consultant, held open forums with Navarro College staff to solicit their input for the Presidential Profile. Several sessions were held Tuesday-Wednesday, September 18-19, 2012, at the Waxahachie, Mexia, and Corsicana campuses. Good feedback was received from staff.

The Presidential Search Committee, consisting of 19 individuals representing a cross section of the College and the community, met earlier that day (September 20, 2012) to discuss the President Profile and establish a timeline for the search process. Dr. Price stated it was a very good meeting and concluded his update.

Approval of Presidential Profile to Serve as the Basis for the Recruitment, Interview and Selection Process for the Next District President

Mr. Huffman stated based on feedback from the forums and Presidential Search Committee, a Presidential Profile has been developed. The profile outlines the qualifications and characteristics of the individual Trustees will be looking for to take over the leadership of Navarro College upon the retirement of Dr. Richard Sanchez in August 2013.

Ms. Holt moved to approve the Presidential Profile which will serve as the basis for the recruitment, interview and selection process for the next District President. Mr. Aldama seconded the motion. The decision was unanimous.

Following the motion, Mr. Huffman introduced Dr. Marie Kane, ACCT Search Consultant and thanked her for the guidance she has provided. He stated this will be the third time the Board of Trustees has utilized ACCT's services to search for a new president. He stated ACCT has a refined and sophisticated process and the Board has been "quite pleased" with the results in the past.

Take Action to Set and Maintain the Ad Valorem Tax Rate for Calendar Year 2012 (Fiscal Year 2012-2013) at \$0.119 per \$100 Assessed Valuation

Ms. Moreno stated during their August 23, 2012 meeting, the Board of Trustees indicated their intent to maintain the current ad valorem tax rate of \$0.119 per \$100 assessed valuation for calendar year 2012. Due to an increase in the district's appraised value, the intended rate exceeds the effective tax rate of \$0.1162 per \$100 assessed valuation.

Ms. Moreno stated the College District will earn approximately \$106,398 in additional tax revenues by maintaining the same tax rate last year. Notice of the Board's intent to maintain the rate of \$0.119 per \$100 assessed valuation was published in the Corsicana Daily Sun and public hearings were held on September 4 and September 11, 2012. She concluded by stating the Board was now required take a vote to set the tax rate.

Dr. Price made a motion to maintain the ad valorem tax rate for calendar year 2012 (fiscal year 2012-2013)

at \$0.119 per \$100 Assessed Valuation. Ms. Holt seconded the motion. A record vote was taken. Huffman, Price, Judson, Aldama, Atkeisson, Holt and McGraw all voted in favor of the motion.

Review Preliminary August 2012 Financial Statement

Ms. Moreno was asked to continue with a review of the preliminary August 2012 financial statement. Because August marks the end of the fiscal year, the books have not been officially closed. Ms. Moreno stated the final statement is pending and will be presented for approval following the year-end audit.

Preliminary statements indicate an increase of \$29,399 in the revised budget as of August 31, 2012 for a total budget of \$117,786,434. The majority of this increase, \$23,428, was attributed to the receipt of funds from the Navarro College Foundation for Faculty Grants. Approximately \$5,971 in Local Income was transferred to cover supplies and expenses for the Cosmetology Program.

A review of the Source of Funds for the month ending August 31, 2012 indicated 101.47% of the amended budget had been earned, compared to 107.24% the previous year at this time. Ms. Moreno stated the budgeted revenues were not realized due to the slight decrease in enrollment which impacted the tuition and fee income. Student Financial Aid was lower due to the Federal Government removing financial aid for summer courses. In addition, a fewer number of summer camps were held generating less revenue. The increase in Auxiliary Fund revenues was attributed to books sales for the fall semester.

A review of the Disbursement of Funds indicated expenditures were well under control with only 97.69% of the budget expended as of August 31, 2012, compared to 112.04% August 31, 2011. Because outstanding purchase orders may not be carried over into the next fiscal year, Ms. Moreno stated her staff has been working on liquidating all outstanding purchase orders as of August 31, 2012 and releasing any funds encumbered. As of that day, two weeks ahead of schedule, the task has been completed.

Ms. Moreno stated the preliminary financial statement presented was for informational purposes only. The final statement will be presented in October for approval.

Mr. Huffman inquired how much impact the cut back on student financial aid for summer courses had on revenues. Ms. Moreno estimated approximately \$2 million. She stated the cutback also impacted enrollment in a negative way and concluded her report.

Take Action on Quarterly Investment Report for the Quarter Ended August 31, 2012

Ms. Moreno continued with a review of the Quarterly Investment Report for the quarter ended August 31, 2012. She began by stating there were still no investments on the market that compete favorably with the 0.75% interest rate being paid by the college's depository bank, Prosperity Bank.

A review of the Quarterly Investment Report showed no change from the June 30, 2012 book value of \$4,090,000 for the quarter ended August 31, 2012. Because the current interest rates offered by investment firms are lower than the interest rate offered by the College's depository bank (.75%) on funds deposited into its interest bearing checking account, no additional funds have been invested.

A review of the College's investment portfolio's maturity schedule indicates \$3,200,000 in investments will mature over the next quarter, September 1 – November 30, 2012. Ms. Moreno stated that although Prosperity Bank's pledged securities exceed the amount required, she is not comfortable having all funds held at one institution. Plans are to invest the funds as they mature into other institutions with attractive interest rates. She added that the total amount of investments will decrease over the next quarter as

student direct loans are disbursed.

Mr. Aldama moved to approve the Quarterly Investment Report for the Quarter Ended August 31, 2012 and Mr. Atkeisson seconded the motion. The vote was unanimous.

Approve Award of Construction Manager at Risk Contract for Construction of a Classroom Building and Physical Plant Building on the Waxahachie Campus

Ms. Moreno stated bid proposals for a Construction Manager at Risk were solicited by the College for construction of a classroom and a physical plant building on the Waxahachie campus. The deadline for submitting proposals was September 14, 2012. A Bid Review Committee consisting of three board members, Dr. Price, Ms. Holt and Mr. Aldama, and Dr. Sanchez, Dr. Martin, Ms. Moreno and Mr. Karl Humphries met on September 17, 2012 and reviewed the proposals submitted.

Three proposals were received and ranked according to the following criteria and weight:

<u>Criteria</u>	<u>Weight</u>
Proposed Fee	25%
Firm's Qualifications	25%
Experience with Similar Projects	10%
Available Resources to complete Project	15%
Meets the Needs of Navarro College	15%
Other Factors-Submittal Requirements	10%

Based on this criteria, Hill & Wilkinson was ranked first, followed by Frank Dale, second, and W. B. Kibler third. The committee met with Hill & Wilkinson on September 18, and negotiated a lower fee than proposed.

Ms. Moreno stated the committee recommends the Board of Trustees award the contract for Construction Manager at Risk to Hill & Wilkinson for a fee of 2.75% based on \$4.5 million (approximately \$123,750) and 4.85% for general conditions (approximately \$218,250). She responded to Mr. Huffman's inquiry by confirming Hill & Wilkinson was the firm that built Phase I on the Midlothian Campus.

Board of Trustees members who participated in the Bid Committee had no comments to add. Dr. Price made a motion to approve awarding the Construction Manager at Risk contract for construction of a classroom building and physical plant building on the Waxahachie Campus to Hill & Wilkinson. Ms. Holt seconded the motion.

The decision was unanimous with the exception of Mr. Judson, who abstained from the vote.

Update on Media Integration Services Center

Mr. Matt Miller, Director, was asked to present an update on the Media Integration Services Center. Mr. Miller began by stating the MISC staff provides a variety of services but is mainly responsible for media. He stated the department provides audio-visual and technical support for college and community events as well as:

- videoconference, presentation support for faculty, staff and administrators
- DVD, CD, VHS and audiocassette duplication and distribution
- conversion of "old" media to "new" media
- technical support for Pearce Collections Museum, and

- training on the use of iPads, SmartBoards, and other technology for faculty and staff.

As Director of Online Instruction, Mr. Miller stated he is involved in the coordination and support of the College's distance learning programs including: online/hybrid courses, the Virtual College of Texas (VCT) program, help desk and instructional support for Blackboard Learning System, and videoconference (ITV) classes.

Contact hours generated from online instruction has grown at a tremendous rate. In 2005-06, online instruction was responsible for generating 401,248 contact hours, 12.6% of the college's total contact hours. In 2010-11, online instruction produced 1,264,544 contact hours, 22.92% of total contact hours generated and the program is still growing.

Mr. Miller stated to ensure the quality of online programs offered, an Online Instruction Committee, comprised of faculty and administrators, was created this past year and charged with developing a process of determining the quality of online courses. The committee evaluated the College's current practices, researched the best practices from other institutions including Brigham Young University and Texas State Technical College, and from that developed a set of standards to determine quality and created a method of evaluation.

Fifty-three standards for design and instruction within five major elements were developed:

1. syllabus elements (13 standards)
2. orientation and introduction (12 standards)
3. course organization and structure (13 standards)
4. instructional content and learning outcomes (7 standards)
5. evaluation and assessment (8 standards)

An evaluation system has been established on a systematic and continual basis. To ensure the quality of programs, the evaluation process involves department chairs, online instruction committee members and administrators. Dr. Sanchez commented the College is scheduled for reaccreditation in 2016, and he strongly suspects they will require proof of quality in online instruction.

Mr. Miller continued stating this semester, Fall 2012, the college transitioned to an updated version of Blackboard Learn, version 9.9. He stated several workshops were held in July and August and during Fall Convocation to familiarize faculty with the changes in the new version. Blackboard 9.9 offers new and improved tools including: a more user-friendly interface, journals, blogs, wikis, mashups (YouTube, Flickr, and SlideShare), rubrics and new design themes. He stated issues that normally accompany a transition have now been addressed and faculty members are adjusting to the change.

Mr. Miller concluded his report. Mr. Judson inquired what type of new technology is expected in the future? Mr. Miller responded the communication age is a combination of all technologies and sees fewer CDs and DVDs as more instant, on-demand technology at the push of a button is made available.

Mr. Huffman thanked Mr. Miller for his presentation.

Update on Personnel Actions

Mr. Gragg was asked to present the update on personnel actions. He began by stating Ms. Marcy Ballew and baby are doing well and she anticipates returning to work before the next Board of Trustees meeting.

He continued by stating the following appointments were made during the month of August 2012:

- Brandon Ford – Associate Professor of Developmental Studies-Math - Corsicana
- Lisa Brown – Librarian - Corsicana
- Mark Summitt – Associate Professor of Petroleum Technology - Corsicana
- Chris Knight – Assistant Professor of Welding Technology - Corsicana
- Amy Nicholson – Associate Professor of Business Information Technology – Mexia
- Tonya Hill – Associate Professor of Associate Degree Nursing – Corsicana
- Stuart Lamb – Audio Visual Specialist – Corsicana
- Christy Vincent – Career and Technical Associate – Corsicana
- Maegan Spears – Area Housing Coordinator III – Corsicana
- Eric Miner – Area Housing Coordinator III – Corsicana
- Teresa Sutton – Administrative Assistant IV-Business, Professional and Technical Education – Corsicana
- Obet Tamayo – Benefits Coordinator – Corsicana
- Sue Starkey – Administrative Assistant II-Arts & Sciences – Corsicana
- Derick Price – Campus Police Officer – Corsicana
- Erin Raley – Campus Police Officer – Corsicana
- Lucy Hudson – Marketing Specialist - Corsicana

Ms. Lori Snodgrass was reclassified as E-Marketing/Web Designer on the Corsicana campus. The following resignations took place:

- Susan Humphrey - Librarian – Corsicana
- Jay Williams – Admissions Specialist/Recruiter – Corsicana
- Brenda Lowey – Administrative Assistant II-Business, Professional and Technical Education – Corsicana
- Justin Alvarez – Administrative Assistant III-Accounting/Registrar - Midlothian

There were no reassignments, transfers, terminations or retirements during the month of August 2012 to report.

Mr. Gragg reviewed the list of positions currently being advertised including:

- Administrative Assistant II – Business, Professional and Technical Education – Corsicana Campus
- Administrative Assistant III-Business Office – Waxahachie Campus
- Administrative Assistant III-Accounting/Registrar – Midlothian Campus
- International Cook – Dining Services – Corsicana Campus
- Network Operations/PC Support Specialist – Corsicana Campus
- Area Housing Coordinator III – Corsicana Campus
- Fire Academy Coordinator – Waxahachie Campus
- Professor of Petroleum Technology/Automation – Corsicana Campus
- Professor of Sciences – Chemistry – Ellis County Campuses

Mr. Gragg concluded his report.

President's Report on Items of Information

Board Calendar

Mr. Gragg presented upcoming events on the Board of Trustees calendar including: upcoming football, soccer and volleyball athletic events, Homecoming Week activities October 3-6, 2012, Student Government Association's Truth Week dedicated to alcohol and substance abuse October 14-19, and a Student-Faculty cookout on October 19, 2012.

Enrollment Report

Mr. Gragg continued with a report on enrollment. He stated fall 2012 enrollment data is still being "cleaned up." Preliminary figures indicate enrollment of 10,150 students, a headcount decrease of less than 3% over the previous fall semester and a decrease of 1% in contact hours. He stated based on preliminary reports the majority of community colleges throughout the state are averaging a decrease of approximately 1.9% in headcount and 1.8% in contact hours. He feels these percentages will be higher when final reports are submitted.

Residence Life Report

Ms. Moreno presented the occupancy report on Residence Life. She stated the occupancy rate is currently at 893, 15 students below capacity. She stated at this point in the semester, approximately the fourth week, students are dropping out due to homesickness or are removed because of their failure to follow college rules and regulations. All students who were "tripled up" in rooms or were on the waiting list have now been accommodated. Nine students from the waiting list were placed in the IOOF cottages usually reserved for honor students.

Construction Updates

Ms. Moreno continued with an update on construction projects. She stated walls are being erected for the soccer field house and it is now "taking on the appearance of a building." The facility will be a welcome addition, giving spectators a place to watch games. Ms. Moreno reported game officials had to blow their whistle during the last soccer game to stop the large number of spectators from encroaching on the field. She continued stating plumbing work must be completed prior to pouring the foundation for the baseball/softball field house. Work is also progressing on a new parking lot between Drane Hall and the baseball/softball fields.

Ms. Moreno stated the architect has drafted the first drawings for the construction of the classroom and physical plant buildings on the Waxahachie Campus. Because of the upper level will be used storage space in the physical plant building, a staircase is required to create a second exit per code requirements. Ms. Moreno stated plans are to present architectural drawings at the next Board of Trustees meeting.

ACCT Leadership Congress October 10-13, 2012

Dr. Sanchez stated Ms. Smith has indicated travel packets will be sent out to all trustees attending the ACCT Leadership Congress October 10-13, 2012 within the next week.

Legislative Update

Dr. Sanchez stated there were no legislative updates to report at this time.

Bacterial Meningitis Report

Ms. Hailey was asked to present an update on Bacterial Meningitis vaccination requirement. She was pleased to report a total of 889 vouchers were utilized by students to get the bacterial meningitis vaccine between the summer 1 and 2 semesters and fall semester 2012. She expressed appreciation for staff's

hard work on all four campuses and special appreciation for Ms. Emily Carroll, Navarro County Health Department, for bringing in staff and providing vaccination services to students when needed.

Caston/Collins Scholarship Dinner

Dr. Stringer informed the Board that student recipients of the Mattie Caston and James L. Collins scholarships will be recognized with a dinner in the Cook Education Center on Tuesday, September 25, 2012 at 6 p.m. He stated millions of dollars have been awarded through these scholarships to Navarro College students over the years. Trustees were invited to attend.

Dr. Stringer also invited Trustees to attend the annual Barracks Bunch luncheon during Homecoming Week on Saturday, October 6 at 11:30 a.m. in the Cook Education Center. He continued stating he just received word Dr. Bill Stokes had passed away and that his funeral was held earlier that day. Dr. Stokes was a former Navarro College math instructor who taught members of the Barracks Bunch "at the old airfield." Dr. Stokes was an avid baseball fan and had the unique experience of being asked to fill in as baseball coach temporarily until a replacement could be hired. He coached the team to a state championship that year. Dr. Stringer added that Dr. Stokes always attended the Barracks Bunch luncheon during homecoming each year and will be missed.

DOL Grant Award

Ms. Judy Cutting and Dr. Donald Capone were asked to share news regarding a grant award from the Department of Labor (DOL).

Ms. Cutting stated the second installment of grants provided by the Trade Adjustment Assistance Community College and Career Training (TAACCCT) was announced on September 19, 2012. This program is a four year, \$2 billion initiative to expand job training through partnerships between education and employers in order to prepare graduates for high skill high wage jobs in two years or less. Navarro College is one of 297 colleges that will benefit from 54 grants being awarded totaling \$437 million. Navarro College is the western hub of a consortium awarded grant funds under the ShaleNet U.S. Proposal and will receive \$2.74 million over a three year period; bringing the total to over \$5 million the College has received from the DOL.

The lead institution and fiscal agent is Pennsylvania College of Technology, Williamsport, PA. Dr. Capone stated he began working with Pennsylvania College of Technology in Williamsport, Pennsylvania in 2010 helping them establish their certificate program and submit a proposal for grant funds. The proposal was turned down but the Secretary of Labor encouraged them to resubmit it. After changing some fundamental work scopes in the proposal, the proposal was resubmitted and was approved. Dr. Capone stated these grant funds will make it possible for the College to purchase of the final piece of equipment needed to provide a fully functioning lab simulating production operations and also re-launch the Industrial Maintenance Program.

Dr. Sanchez concluded the President's Report.

Announcement and Adjournment

Mr. Huffman announced the next meeting of the Board of Trustees will be held on October 18, 2012 at 7 p.m. in the Cook Education Center.

At 8:23 p.m. Mr. Aldama moved to adjourn the meeting and Mr. Judson seconded the motion. The vote was unanimous.

Respectfully submitted,

Phil Judson, Secretary-Treasurer
Navarro College Board of Trustees