

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

The Navarro College Board of Trustees met on Thursday, April 19, 2012. Following dinner in the President's Dining Room, the governing body moved to the Arrowhead Room located 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, Mr. A. L. "Buster" Atkeisson, and Ms. Faith Holt. Mr. Todd McGraw was 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             |
| Dr. Tommy Stringer  | Vice President, Institutional Advancement    |
| Ms. Marcy Ballew    | Director, Human Resources                    |
| Ms. Linda Davis     | Dean, Navarro College at Mexia               |
| Ms. Debbie Bonner   | Head Soccer Coach/Asst. Athletic Director    |
| Ms. Monica Aldama   | Director of Cheerleaders/Associate Professor |
| 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                          |

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

**Call to Order**

Mr. Huffman called the meeting to order at approximately 7:04 p.m. and asked Mr. Judson to begin with a prayer.

Mr. Huffman then announced that a Closed Session to discuss legal matters according to Government Code 551.071 would be held following Item 107 – Consent Calendar.

**Board Announcements**

There were no announcements.

**Open Forum**

There were no requests to address the Board.

**Consent Calendar**

**a. Minutes – Board of Trustees March 29, 2012 Meeting**

Dr. Sanchez requested approval of the Consent Calendar which included minutes from the March 29, 2012 meeting. Mr. Judson moved to approve the Consent Calendar, and Ms. Holt seconded the motion. The decision was unanimous.

### **Convene into Closed Session**

At approximately 7:06 p.m., Ms. Holt moved to convene into Closed Session to discuss legal matters according to Government Code 551.071. Mr. Atkeisson seconded the motion and the decision was unanimous.

### **Reconvene into Open Session**

At 7:40 p.m., Mr. Aldama made a motion to reconvene into Open Session and Mr. Atkeisson seconded the motion. The vote was unanimous. No further action on the items discussed in Closed Session was taken during the Open Session.

### **Recognition of Navarro College Cheerleaders National Grand Championship**

At 7:42 p.m., Mr. Huffman announced the meeting was reconvened into Open Session. He then asked Ms. Monica Aldama and members of the Navarro College Cheerleading squad to come forward.

Mr. Huffman presented Ms. Aldama with flowers on behalf of the Board of Trustees in recognition of her achievements and successfully leading her team in winning their ninth National Cheerleaders Association Championship and first National Grand Championship.

Ms. Holt and Mr. Judson each expressed the Board's pride in Ms. Aldama's and the team's achievements and thanked them for representing Navarro College in "such a wonderful way." Mr. Huffman stated beating out all of the two year community colleges as well as all of the four-year universities to win the National Grand Championship was an amazing accomplishment.

Ms. Aldama thanked the Trustees for the college's support of the cheerleading team and responded to Dr. Price's questions about when the team begins working on their competition routines. She stated the team is too busy at the beginning of the year with football and basketball games in addition to their classes to begin work on their routines or skills for competition. She gave a brief overview of the season stating the students have been incredible, going non-stop since classes began in fall and giving up their weekends and spring break. She stated the team competed in an all-star competition in December for exhibition practice and recruiting purposes and in March competed in another competition winning \$5,000.

Ms. Aldama stated that Navarro College has now won as many national titles as nearby rival, Trinity Valley Community College in Athens, but added that all of Navarro's wins have been "in this century" unlike Trinity Valley's. She also stated the Navarro Cheerleaders were the first community college team to ever win the National Grand Championship. Following a video of the squad's performance, Ms. Aldama and students were honored by applause from the Board and the audience.

Ms. Debbie Bonner announced the community was invited to a reception honoring the cheerleaders at 5:30 p.m. on Monday, April 23, 2012 in the courtyard located in front of the Gooch One Stop Student Center, followed by a video presentation and "Meet the Cheerleaders" event in Dawson Auditorium.

Dr. Sanchez added that Ms. Aldama has already scheduled cheerleader tryouts for next year's team to be held on April 24, 2012.

### **Take Action on February 2012 Mid-Year Financial Statement**

Ms. Moreno stated the financial statement for the period ending February 29, 2012 presented during the last board meeting was a preliminary report pending the mid-year analysis. She stated an analysis has been completed and the financial statement being presented for approval includes mid-year budget adjustments.

Ms. Moreno continued stating since the beginning of the fiscal year on September 1, 2011, the original budget of \$113,870,097 has increased \$3,215,574 for a total of \$117,407,435. A review of the Statement of Budget Changes indicated an increase of \$282,080 in the Educational and General Fund. Budget adjustments recognized revenues received in excess of the original amount budgeted for student tuition and fee income, the allocation received for Federal Work Study, and revenues received in excess of the original amount budgeted for miscellaneous sales and services.

Plant Fund revenues were increased by \$3,159,598 as a result of appropriations made from the Education and General Fund and Plant Fund Balance for construction of the new residence life building, athletic field houses and from reimbursement received from the Midlothian Economic Development Corporation for conversion of a classroom to office space for the Multi-Institution Teaching Center (MITC) at the Midlothian campus. The Auxiliary Fund was decreased by \$226,104 as a result of non-realization in anticipated revenues from Gift Shop sales, Bookstore computer sales, football/basketball season ticket sales, and Waxahachie Deli sales.

A review of the Source of funds for the month ending February 29, 2012, indicated 67.74% of the amended budget had been earned compared to 71.70% at this point in time in 2011. A review of the Disbursement of Funds indicated 68.16% of the amended budget had been expended compared to 77.08% the previous year.

Ms. Moreno stated an allocation of \$1.5 million from the fund balance to fund the construction projects left a fund balance of \$12,408,152. After taking into account \$996,280 of the remaining fund balance considered as restricted funds, the balance of unrestricted funds total \$11,411,872; which provides a ratio of 2.48 coverage (approximately 2 ½ months) if all funding/revenues were to cease. She completed her presentation by stating the College continues to be in a sound financial posture.

Dr. Price moved to approve the February 2012 financial statement. Mr. Aldama seconded the motion and the decision was unanimous.

### **Take Action on March 2012 Financial Statement**

Ms. Moreno next presented the March 2012 financial statement.

A review of the Statement of Budget Changes for the month ending March 30, 2012 indicated an increase of \$162,176 to establish a budget for the JET State Grant for equipment in the amount of \$158,80 and to recognize a \$12,000 increase in the Small Business Development Federal Grant allocation. A reduction of \$7,904 was also recognized to provide matching funds required by the JET Grant. The revised budget totaled \$117,569,611.

A review of the Source of Funds depicted 69.86% of budgeted revenues have been earned as of March 30, 2012 as compared to 81.34% at this point in time in 2011. A review of the Disbursement of Funds indicates expenditures are being held down with 70.45% of the revised budget expended as of March 30, 2012 as compared to 83.48% in 2011.

Mr. Atkeisson moved to approve the March 2012 Financial Statement and Ms. Holt seconded the motion. The decision was unanimous.

### **Approve Awarding Contract for Construction of Baseball/Softball and Soccer Field Houses to CWA Construction Company**

Ms. Moreno was asked to continue her presentation. She stated a request for proposals was issued on March 2, 2012 and advertised in the *Corsicana Daily Sun* for the construction of baseball/softball and soccer field houses on the Corsicana campus. Responses were due on March 29, 2012. Multiple responses were reviewed by a Bid Review Committee. This committee was comprised of three board members, Dr. Price, Mr. Aldama, and Ms. Holt, as well as Dr. Sanchez, Ms. Moreno and Karl Humphries. Criteria used to rank the bids were: price (50%), quality and reputation (20%), capability to complete the work in the time allotted by the College's schedule (20%), and quality of vendor's proposal (10%). The three top ranked companies were CWA Construction, Mazanec Construction, Inc. and WRL General Contractors, Ltd.

Ms. Moreno stated CWA Construction submitted the low bid of \$1,761,581 and during their interview, they impressed the Bid Committee with the ideas they would implement during construction of the projects. She stated based on their low bid and the interview with the company, the Bid Review Committee recommends the Board approve awarding the contract for construction of the two field houses to CWA Construction.

Dr. Price made a motion to approve awarding the contract for construction of the baseball/softball and soccer field houses to CWA Construction. Mr. Aldama seconded the motion and the vote was unanimous.

Mr. Judson inquired if the plans include a batting cage for the baseball/softball field house and Ms. Moreno confirmed they did. She also responded to Mr. Huffman's inquiry regarding how the construction will be financed by stating funds have been allocated from the fund balance.

### **Adopt Resolution Approving Increase in Purchasing Threshold for Bid Requirements from \$25,000 to \$50,000**

Ms. Moreno stated on June 19, 2009, the State of Texas raised the maximum dollar amount for aggregate purchases from \$25,000 to \$50,000 before competitive bids are required. She also stated in the past, the College did not see a need to pursue an increase in its purchasing threshold for requiring competitive bids. Since then, it has been determined increasing the threshold for requiring competitive bids from \$25,000 to \$50,000 for aggregate purchases could result in cost savings and greater efficiency. Ms. Moreno commented the bid process is costly and time consuming, sometimes taking 6-8 weeks to complete. Through membership in a number of Buy Boards and Purchasing Cooperatives, the College has been able to offset the cost of bid requirements; however, raising the purchasing limit will alleviate the use of excessive staff time and cost.

Ms. Moreno assured the Board the bid process will continue to be utilized for some purchases under \$50,000 if it appears using the bid process is in the best interest of the college. Informal quotes and backup documentation will continue to be required for a majority of purchases.

Mr. Aldama made a motion to adopt the resolution approving the increase in purchasing threshold for bid requirements from \$25,000 to \$50,000. Mr. Judson seconded the motion and the decision was unanimous.

### **Approve Contract with Association of Community College Trustees (ACCT) for Presidential Search**

Dr. Sanchez stated the Board's approval of a contract with the Association of Community College Trustees (ACCT) will engage their services for the Navarro College presidential search. The search for a new district president will officially begin on September 1, 2012 to allow enough time to fill the position before his retirement on August 31, 2013.

Mr. Huffman stated for those Trustees who were new, the Board of Trustees has utilized the services of ACCT in previous presidential searches. He stated their service is a very refined and sophisticated nationwide process that includes the involvement of faculty and staff as well as the community. He stated by executing the contract to begin September 1, 2012, the process will not be rushed.

Dr. Price agreed stating their process is very thorough and that the results of the last two searches conducted by ACCT for Navarro College were very successful with the hiring of Dr. Gerald Burson and Dr. Richard Sanchez.

Dr. Price made a motion to approve the contract for the services of ACCT to conduct a presidential search. Ms. Holt seconded the motion. The vote was unanimous.

### **Finance Options for Second Classroom Building in Waxahachie**

Dr. Sanchez stated during the July 2011 budget workshop, the board was made aware the Waxahachie campus was quickly reaching its capacity for student enrollment. He stated Mr. Gragg will share information regarding the capacity issue and stated a new building is needed on the Waxahachie campus and construction needs to begin by Fall 2012. He distributed copies of prospective financing options and stated Ms. Moreno has been in contact with financial firms regarding finance options for the construction of a new classroom building in Waxahachie. In previous meetings, the Board has inquired about the possibility of short term loans with local banks because of the interest involved with issuing revenue bonds. Ms. Moreno has been advised it is illegal for the college to enter into a conventional loan with a bank and the revenue bond approach must be used instead.

Mr. Gragg began by stating the Waxahachie campus at one time consisted of one building without any campus life and was nicknamed "college in a box." Over the past few years, the campus has been expanded into a full service campus including a business office, records office, library, counseling and financial aid services. Recent additions of a student lounge and new deli have added to the campus life. These additions, however, have taken away classroom space at a time when student enrollment is growing. Mr. Gragg displayed a chart showing available classroom space being used at 100% capacity during every time slot on Mondays, Wednesdays and Fridays. Because of capacity issues, entire programs such as the Education Program have been moved to the Midlothian campus to be accommodated.

Mr. Gragg stated historically, enrollment has "flattened out" when capacity has been reached at the Waxahachie campus. When an expansion of space has been introduced, enrollment increased and has continued to increase. He stated the Waxahachie campus has reached maximum capacity once again and needs additional classroom space to allow for continued sustained growth in enrollment.

Ms. Moreno was asked to share information on funding options. She began by stating when the Cosmetology Program was moved to its present location in Waxahachie, it required leasing a building at a cost of \$55,000 and an additional \$100,000 for renovations to accommodate the program. If a new classroom building is not constructed, the college will have to look at leasing additional space and the cost of possible renovations.

Ms. Moreno continued stating she was recently contacted by the college's financial advisor, First Southwest, asking if the college would like to consider refinancing its 2003 bond issue because of the low interest rates currently available. They advised her that the college could save in excess of \$1 million over the duration of the 2003 Revenue Bond period which will totally mature in 2029, approximately 17 years.

Ms. Moreno stated after consulting with Dr. Sanchez, she asked First Southwest to propose several finance options that would allow the college to utilize the \$1 million savings from refinancing the 2003 bonds and issue an additional \$5.5 million in bonds to construct a new building in Waxahachie. Three options were presented.

The first option maximizes savings using a "wrap-around" process. The procedure allows the \$1 million savings to be applied in the first five years of the remaining seventeen years of the outstanding bonds. It also includes an additional bond issue of \$5.5 million. Under this option, the interest would come due over the first five years of the debt period. The net result increases the bond payment slightly more than \$400,000; however, it also increases the debt service for the remaining years. Advantages of this finance option include a one-time issuance fee for refinancing the 2003 Revenue Bonds and issuing new bonds, a savings of approximately \$25,000. It also maximizes the \$1 million savings over the first five years. The disadvantage to this wrap-around debt is it increases the total aggregate debt to the highest amount, \$45.8 million. Currently the College's total aggregate debt is \$39.5 million. Another disadvantage is the higher cost of interest, adding approximately half of a million dollars over the first five years. In addition, with Option 1 the annual debt service payment will remain higher throughout the remaining years of the bond covenant.

Option 2 differs from Option 1 by clearly recognizing the \$1 million in savings. Option 2 increases the debt service by \$1 million over the first five years in order to retire the new \$5.5 million bond issue. At the end of the first five years, the remaining bond debt will be reduced by \$70,000 each year throughout the remaining years of the bond covenant. Advantages of Option 2 include allowing the new debt to be retired over a short term of five years, it offers the lowest interest cost (\$400,130) and after the initial five years, the debt service requirement is reduced by \$70,000 each year for the remaining 17 years of the outstanding bonds. In addition, Option 2 offers the lowest aggregate debt service (\$44.3 million). It also allows for one issuance cost, saving approximately \$25,000. The disadvantage of Option 2 requires the college to pay \$1 million each year for the first five years.

For Option 3, Ms. Moreno stated the college is not allowed to go directly to a bank for a conventional loan. The college must process the request through a financial advisor using the revenue bond approach. This option does not offer savings from reissuing the 2003 Revenue Bonds and requires the highest interest payments of all three options (\$486,982). It will also require \$1 million be set aside each year to pay back the issue.

Discussion followed regarding capacity at the Corsicana and Midlothian campuses as well. Dr. Sanchez stated if the new configuration under discussion for the nursing program can be implemented, a new building will not be needed on the Corsicana Campus for some time. He also stated he does not anticipate the Midlothian campus requiring additional capacity for another five to seven years. He stated the greatest need is in Waxahachie where student enrollment will continue to increase.

Ms. Moreno added that a maintenance building also is needed for the Waxahachie campus. Currently, classroom space has to be used by maintenance staff and there is no place to store supplies and paper

goods. Dr. Sanchez agreed and stated plans include constructing a prefabricated building similar to the Corsicana campus physical plant building. He stated a maintenance building will allow the college to take advantage of savings through bulk purchases.

Dr. Sanchez stated this item was not an action item but asked for direction from the board regarding their thoughts related to the need for additional capacity in Waxahachie and if they agree more capacity is needed, what their preference would be in pursuing the re-issuance of the 2003 revenue bond issue. He stated it will take approximately one year to build a classroom building and maintenance facility, and that it is important to begin construction by fall 2012.

Mr. Huffman took a consensus of the board and directed Dr. Sanchez to continue exploring Option 2 of the 2003 revenue bond re-issue.

### **Update on Mexia State Supported Living Center**

Dr. Housley introduced Ms. Linda Davis, Dean of Navarro College at Mexia, and asked her present an update on the partnership with the Mexia State Supported Living Center.

Ms. Davis began by stating during her first three months as Dean of the Mexia Campus, she has learned very much and is "enjoying every minute." She stated she is very excited about the partnership Navarro College has with Mexia State Supported Living Center (MSSLC) and the prospects for its growth.

Ms. Davis continued stating the state mental health and mental retardation facility is affiliated with the Texas Department of Aging and Disability Services (DADS). MSSLC has over 1,600 employees and an annual budget of approximately \$30 million. MSSLC provides classroom and building space for Navarro College to provide employee training. All employees are required to complete 36 contact hours of pre-service training provided by Navarro College when hired. In addition to general information relating to MSSLC, employees receive instruction in communication, behavior intervention, CPR, safety, daily living skills, dietary restrictions, and mental disorders. Hands-on practicums supplement the classroom instruction.

Every employee must attend 8 contact hours of re-training each year thereafter as they approach the anniversary of their hire date. The annual re-training consists of revisiting information learned in pre-in-service training as well as any updates required.

MSSLC uses a pin-level system as a career ladder for employees to advance in their positions. Employees can earn a red, blue, silver, and gold pin as they complete related advanced-level coursework. Upon completion of each pin level, employees are qualified for promotion. Ms. Davis stated advanced-level classes begin each fall, spring and summer. Several degree and certificate programs are specific to MSSLC employees through the partnership with Navarro College including: AAS in Child Development/Developmental Disabilities; Management Certificate for Mental Retardation Workers; Child Development/Developmental Disabilities Certificate; and Administrative Specialist for MSSLC Workers Certificate. Several computer-based training (CBT) courses and business management are offered to MSSLC employees. Currently four full-time Navarro College faculty are located on the MSSLC campus.

Ms. Davis continued stating Mr. Mike Davis was appointed as the new Superintendent of MSSLC in late 2011. The new Superintendent comes from a Texas Youth Commission (TYC) background and has the experience needed as MSSLC moves forward from an intermediate care facility to a forensic environment.

Ms. Davis continued stating in 2009, the 81st Legislature passed legislation requiring DADS to establish a separate forensic state supported living center for the treatment of high-risk alleged offender residents apart from other individuals residing at the facility. An alleged offender is an individual who has been referred to DADS by the court as a person who has been charged with a crime but the court believes may be incompetent to stand trial (adult) or unfit to proceed (juvenile).

Ms. Davis stated MSSLC has hired a consultant to evaluate coursework and make recommendations for improvement. Additions to employee training are anticipated based on these recommendations. Ms. Davis stated these additions will increase Navarro College's contact hours.

Ms. Davis concluded by stating she looks forward to the future with MSSLC. Mr. Huffman expressed his thanks to Ms. Davis for her presentation on behalf of the Board of Trustees.

### **Update on Personnel Actions**

Ms. Ballew was asked to present an update on personnel activity. She reported the following appointments were made during the month of March 2012:

- Judy Cutting – Dean of Business, Professional and Technical Education - Corsicana
- Glenda Terry – Dean of Health Professions - Corsicana
- Dustin Landry – Assistant Football Coach/Professor - Corsicana
- Michael Turner – Campus Police Officer - Waxahachie
- Lynne Coker – Executive Administrative Assistant – Corsicana
- Jennifer Stewart – Library Assistant II-Circulation Desk – Corsicana
- Harold Ward – Maintenance Supervisor - Corsicana

One resignation, Louise Holifield, Administrative Assistant IV-Health Professions on the Corsicana campus, occurred during the month of March 2012. There were no reassignments, reclassifications, transfers, retirements or terminations to report for this period.

Ms. Ballew continued by stating 18 open positions were currently being advertised including:

- Area Housing Coordinator III – Corsicana Campus
- Fire Academy Coordinator – Waxahachie Campus
- Head Volleyball Coach – Corsicana Campus
- Head Athletic Trainer – Corsicana Campus
- Professor of Developmental Studies – Mathematics – Corsicana Campus
- Professor of Sciences – Chemistry – Ellis County Campuses
- Audio visual Specialist – Corsicana Campus
- Professor of Petroleum Technology-Automation - Corsicana
- Professor of Welding Technology – Corsicana Campus (2)
- Administrative Assistant II – Humanities and Kinesiology – Corsicana Campus
- Director of Marketing and Public Information – Corsicana Campus
- LVN Professor – Waxahachie Campus
- Librarian – Corsicana Campus
- Career and Technical Associate – Corsicana Campus
- Administrative Assistant IV – Arts, Sciences, and Humanities– Corsicana Campus
- Administrative Assistant IV – Business, Professional and Technical Education – Corsicana Campus

- Administrative Assistant IV – Health Professions – Corsicana Campus
- Maintenance Worker I – Corsicana Campus

Ms. Ballew concluded her report.

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

### **Board Calendar**

Mr. Gragg presented the Board's Calendar for April/May 2012. Highlights included: the annual Faculty Advisor Appreciation Banquet on April 20; cheerleading and soccer tryouts on April 21; National Grand Champion Cheerleaders Celebration and Spring Video Show on April 23; M.I.T.C. Reception on the Midlothian Campus and a Retirement Reception for Nan Strebeck on April 26. Final exams will be administered May 2-8 and Commencement Ceremonies will be held Saturday, May 12.

### **Enrollment Report**

Mr. Gragg continued with an update on enrollment. He stated enrollment for the first summer session, May mini-mester, and fall courses is in progress. Currently, 1,200 students are registered for Summer 1 classes, slightly less than last year. Mr. Gragg stated financial aid is not available for summer classes this year and may be a factor in lower enrollment. He stated 300 students are enrolled in May mini-mester courses which will help offset the reduced enrollment in Summer classes. Enrollment for fall 2012 began April 9 and is slightly higher than this point in time last year with 304 students currently registered.

### **Construction Updates**

Ms. Moreno stated construction of the 64 bed residence hall is coming along well. The foundation is scheduled to be poured within the next few days. She stated she hopes to have pictures to show next month. She continued stating the City of Corsicana is expected to issue a permit for construction of the two field houses within the next week.

### **Legislative Update**

Dr. Sanchez stated there was nothing new to report regarding a legislative update. He stated he will be attending the Texas Association of Community College's quarterly meeting in Austin on April 25, 2012 and plans to ask about the \$4 billion the state was short last year which could require state agencies to return a portion of the 2011-13 appropriations to the State Treasury.

### **Brilliance Report**

Dr. Martin was asked to present an update on Brilliance. Dr. Martin stated the Ellis County fundraiser was a beautiful, successful event. He stated it was well attended by 240 citizens from throughout Ellis County. The theme this year was "Bonjour Brilliance" and the Dallas String Quartet performed during the event. Dr. Martin recognized the hard work of all faculty and staff from both the Waxahachie and Midlothian campuses. He stated he looks forward to the final tally and anticipates this will be the fundraiser's most successful year.

Mr. Aldama, who attended the event, stated one of the auction items at Brilliance was a dinner served at Dr. Martin's home and raised over \$2,000.

### **AACC Attendance**

Dr. Sanchez stated he, Dr. Martin, Dr. Housley, Ms. Moreno and Dr. Stringer will be attending the AACC conference in Orlando, Florida April 21-24. During their absence, Ms. Hailey will be administrator in charge.

### **Commencement Ceremonies**

Dr. Sanchez stated Navarro College commencement ceremonies are scheduled for 10 a.m. and 1 p.m. on the Corsicana campus and 4:30 p.m. in Waxahachie. He stated Mr. Judson will join Trustees for the 10 a.m. and 1 p.m. ceremonies and plans stay for the A.D.N. Pinning Ceremony on the Corsicana campus at 4:30 p.m. Mr. McGraw has indicated he will not be able to attend any of the ceremonies. Dr. Sanchez asked Trustees to arrive at approximately 9:15 a.m. and stated a lunch will be served in the President's Conference Room between the morning and afternoon commencements. Following the Ellis County Commencement in Waxahachie, the bus will take Trustees to a restaurant for dinner before returning everyone to the Corsicana campus.

The Texas A&M University-Commerce commencement ceremony will be held on Friday, May 11. A reception will be held in the President's Conference Room beginning at 5:30 p.m. prior to the ceremony.

### **May Board of Trustees Meeting**

Dr. Sanchez requested the May Board of Trustees Meeting be moved to May 24, 2012 to allow Mr. George Williford, financial advisor, to attend and discuss the revenue bond issue with the Board. In addition, Ms. Moreno will be out during the week of May 17 for personal reasons.

### **MITC Reception**

Dr. Sanchez stated Representative Pitts office contacted him asking if Navarro College would be interested in celebrating the anticipated approval of the MITC by the Texas Higher Education Coordinating Board on April 25. A reception is planned on the Midlothian campus on Thursday, April 26, at 4:30 p.m. The Presidents and representatives from Texas A&M University-Commerce, Tarleton State University and University of Texas at Dallas plan to attend in addition to Representative Pitts. Dr. Sanchez stated if any Trustees would like to attend, transportation can be arranged.

### **Staff Incentive Days**

Dr. Sanchez concluded by asking the Board to once again consider granting staff half-days off on specified Fridays during the summer months. He stated the College must remain open May 25, June 1, and July 13 for summer and fall registration. With the Board's permission, he recommended the half-day Fridays begin on May 18, 2012. Mr. Judson and Mr. Atkeisson stated it was a "great idea." The consensus of the Board was in favor of the incentive.

### **Adjournment**

Mr. Huffman announced the next meeting of the Board of Trustees would be held on May 24, 2012 in the Arrowhead Room.

At 9:35 p.m., Mr. Aldama made a motion to adjourn the meeting. Mr. Judson seconded the motion and the decision was unanimous.