

**NAVARRO COLLEGE BOARD OF TRUSTEES
OCTOBER 18, 2012 MEETING
MINUTES**

The Navarro College Board of Trustees met at 6 p.m. on Thursday, October 18, 2012 in the President's Dining Room located in Walker Dining Hall for a dinner with the Faculty Association Committee. Following dinner, the governing body moved to the Cook Education Center to conduct their regular monthly meeting.

Trustees in attendance included: Mr. Lloyd Huffman, Mr. Phil Judson, Mr. Richard Aldama, Mr. A. L. "Buster" Atkeisson, Ms. Faith Holt and Mr. Todd McGraw. Dr. James Price 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. Maryann Hailey	Vice President, Student Services
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Marcy Ballew	Director, Human Resources
Ms. Aaron York-Langston	Controller
Ms. Sina Ruiz	Director, Trio Student Services
Ms. Kristal Nicholson	Director, Student Financial Aid
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

Prior to calling the meeting to order, Board Chairman, Mr. Lloyd Huffman, asked for a moment of silence in memory of Mr. Oliver Albritton, a wonderful friend of Navarro College, member of the Navarro College Foundation Board of Directors and former Board of Trustees member. Mr. Albritton passed away Wednesday, October 17, 2012. Following the moment of silence, Mr. Judson was asked to say a prayer.

Following the prayer, a photograph of Mr. Albritton was displayed as Mr. Huffman talked about the tremendous impact Mr. Albritton had on Navarro College and Corsicana. Mr. Huffman talked about the important roles Mr. Albritton and others, who were once part of the Corsicana Industrial Foundation including Tom White and Lynne Cooper, played in bringing business and industry to the area. He stated Mr. Albritton was the last of this generation of individuals who made a tremendous impact on Corsicana and Navarro College and will be sadly missed.

Mr. Huffman officially called the meeting to order at 7:07 p.m. and stated the Board of Trustees had enjoyed a wonderful dinner and exchange of ideas prior to the meeting with members of the Faculty Association.

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 September 20, 2012 Meeting

Dr. Sanchez recommended approval of the Consent Calendar which contained one item, the minutes from the September 20, 2012 meeting. Mr. Judson moved to approve the Consent Calendar, and Mr. Aldama seconded motion. The decision was unanimous.

Update on Presidential Search Process

Mr. Huffman presented an update on the Presidential Search Process on behalf of the Chair of the Presidential Search Committee, Dr. James Price, who was absent.

Mr. Huffman reported the Presidential Search page was activated on the Navarro College website following the September 20, 2012 meeting. Information on how to apply and a link to the Association of Community College Trustees (ACCT) website is included. Letters have been mailed to approximately 1,046 community college presidents across the nation. In addition, a quarter-page advertisement was placed in the October 12, 2012 issue of the *Chronicle of Higher Education*. The position is also posted on the ACCT website.

Mr. Huffman concluded by stating the deadline for applications is set for November 19, 2012. From that date forward, the process of finding a new District President will "get started in earnest."

Adopt Resolution Authorizing Tax Abatement for Pactiv, L.L.C.

Mr. Huffman announced at the request of the Navarro County/City of Corsicana Director of Economic Development, *Item 201 – Adopt Resolution Authorizing Tax Abatement for Pactiv, L.L.C.* was being tabled until further notice.

Take Action on September 2012 Financial Statement

Ms. Aaron York-Langston was asked to present the September 2012 financial statement on behalf of Ms. Gettie Moreno, who was absent.

Ms. Langston began with a review of the Statement of Budget Changes for the period ending September 30, 2012. Budget amendments for the first month of the fiscal year 2012-13 totaled \$60,108. Ms. Langston stated a budget amendment in the amount of \$51,659 was made to transfer funds over to the Auxiliary Fund to purchase new furniture for the athletic offices in the Special Events Center. Other amendments were required to reinstate federal grant budgets by carrying over funds from the prior year including: Small Business Administration Federal funds in the amount of \$3,970 and \$1,595 for the Texas Logistics Consortium Grant. In addition, a budget amendment in the amount of \$2,884 was made to carry over unspent Law Enforcement Officer Standards and Education grant training funds from the previous year for Campus Police.

A review of the Source of Funds indicated 12.75% of the budget had been earned as of September 30, 2012 compared to 21.74% in 2011. Ms. Langston noted state grants budgets under E&G Funds will "catch up with their revenues" by October, specifically the Nursing Shortage Grant. Ms. Langston noted the difference in the Plant Fund, with 0.04% earned compared to 250.05% in 2011, and stated last year at this point in time, funds for the construction of the Waxahachie Deli were included in the budget. Ms. Langston stated the current year's percentages will increase over the next few months once payments on current construction projects get underway. In addition, Student Financial Aid revenues, with 1.77% earned compared to 16.58% last year, were lower due to "draw-downs" in Pell Grants and student loans. Ms. Langston stated this amount will increase in October's report.

A review of the Disbursement of Funds showed expenditures were on target with 33.40% expended as of September 30, 2012 compared to 36.90% in 2011. An increase in the Plant Fund expenditures, with 27.29% expended as of September 30, 2012 compared to 23.32% in 2011, was due to funds being encumbered for utilities earlier than the previous year. Ms. Langston stated the Debt Service Fund with 46.04% expended compared to 100.01% in 2011 will "catch up" in October once funds have been encumbered.

Ms. Langston concluded her report and offered to answer any questions.

Ms. Holt moved to approve the September 2012 financial statement. Mr. Judson seconded the motion and the vote was unanimous.

Report on Navarro College Crime Statistics

Ms. Langston introduced Craig Hawkins, Navarro College Police Chief, and asked him to present the Crime Statistics Report for 2011.

Chief Hawkins stated the Clery Act mandates all institutions of higher education generate an annual report on campus crime and make this information available to students, prospective students, parents and other interested groups. He stated the law is named for Jeanne Clery, a 19-year-old freshman who was killed in her campus residence hall by another student in 1986.

Chief Hawkins reviewed Navarro College's 2011 Crime Statistics compared to the previous two years, 2010 and 2009.

Three aggravated assaults were reported in 2011, compared to four in 2010 and two in 2009. Seventeen Burglaries of Habitations were reported compared to six in 2010 and 21 in 2009. Four Burglaries of Buildings were reported compared to one in 2010 and four in 2009. Chief Hawkins stated one burglary of a building took place at the Ellis County campus and the other three on the Corsicana Campus.

Burglaries of Motor Vehicles were down with six reported in 2011 compared to 12 in 2010 and 11 in 2009. One Theft of a Motor Vehicle was reported compared to two in 2010 and none in 2009. There were no cases of Murder, Manslaughter, Arson, or Hate Crimes reported during all three years: 2011, 2010 and 2009. One Robbery was reported in 2011 compared to none in 2010 and 2009.

There were no sexual offenses (forcible or non-forcible) reported in 2011 compared to one forcible sexual assault in 2010 and two in 2009.

Chief Hawkins continued stating arrest statistics increased largely due to the increase in the student population. Thirty-six arrests were made for Liquor Law Violations in 2011 compared to 25 in 2010 and 22 in 2009. Twenty-eight arrests were made in 2011 for Drug Abuse Violations compared to 36 in 2010 and 28 in 2009. One arrest was made in 2011 for Possession of Weapons compared to two in both 2010 and 2009.

Violation of college policy constitutes a "non-arrest disciplinary referral." Chief Hawkins stated three citations were issued in 2011 for Liquor Law Violations of college policy compared to 11 in 2010 and 27 in 2009. Twenty-four citations were issued for drug abuse violations in 2011 compared to 20 in 2010 and 13 in 2009.

2009. There were no citations issued for Weapons (Carrying, Possession, etc.) in 2011 compared to one in 2010 and one in 2009.

Chief Hawkins concluded his report and offered to answer any questions. Mr. Huffman inquired about Dixie, the department's drug canine, and Chief Hawkins responded Dixie is doing quite well. He stated many of the disciplinary cases are a result of her work; in addition, she assists other city and county agencies upon request.

Mr. Huffman thanked Chief Hawkins for his report.

Update on TRiO Student Support Services Program

Ms. Maryann Hailey introduced Ms. Sina Ruiz, Director of the Trio Student Support Services Program. She stated since Ms. Ruiz assumed her position ten months ago, the program has performed exceptionally well. Ms. Hailey referred to the Trio Student Support Services program as one of the college's "best kept secrets" and asked Ms. Ruiz to present an update.

Ms. Ruiz began her presentation by introducing the Trio Student Support Services staff whom she described as hard-working, dedicated and passionate about the success of students: Dominique Dixon - TRiO Peer Mentor, Lisa Davison-TRiO Assistant Director/Counselor, Demarcus Offord - TRiO Peer Mentor, Julie Pardee - TRiO Academic Specialist, Robin Dorety - TRiO Academic Specialist, Shamaiah Swanson-TRiO Peer Mentor, and Hasim Jones - TRiO Transfer Counselor/Tutorial Coordinator.

She continued with a brief description of the TRiO Student Support Program which originally began in the late 1960's. TRiO is based on a set of federally-funded grants to assist disadvantaged students with basic college requirements and to help motivate them toward the successful completion of a college degree. Since 1980, Navarro College has received approximately \$1.9 million in TRiO Student Support Services grants, awarded in five-year cycles. Each year 300 qualified students are served. Each student must meet the eligibility requirements based on three criteria: 1) first-generation in college, 2) low income, and/or 3) learning disability/physical handicap. All must show "academic need" as well. Ms. Ruiz stated "academic need" can be identified in a variety of ways including: testing into remedial-level courses, low grade point average, and/or a recent GED graduate versus a high school diploma.

Each participant is required to visit their TRiO counselor a minimum of three times a semester. Services provided by TRiO Student Support Services include: tutorial assistance, academic advising, life skills development workshops, financial literacy training, assistance with applying for financial aid (FAFSA), transfer assistance, scholarship assistance, as well as grant aid.

TRiO's Helping Hands Organization offers students the opportunity to get involved with their peers. Ms. Ruiz stated this student organization includes strong student leaders. This past year members of the organization assisted the Student Government Association with early voting registration, volunteered for the Homecoming Luncheon held at the Cook Education Center, and will be serving as peer mentors for the Texas Juvenile Justice Department's youth program.

Mr. Ruiz continued stating for the first time, eight TRiO students from Navarro College attended the Texas Association of Student Special Services Program Leadership Conference in Houston this past year. Because these students have never attended a conference previously, a business etiquette workshop was developed to help them learn how to dress and conduct themselves. Out of 400 participants, Navarro College's eight students were noticed by conference leaders and were asked to stand up and be

recognized. Mr. Ruiz continued stating Navarro College TRiO Student Support Services has been asked to host the 2014 State Leadership Conference.

The Texas Association of Special Student Services Program (TASSSP) selects two TRiO employees nominated from a TRiO program. These two individuals will participate in the ELI (Emerging Leadership Institute) representing Texas TRiO programs. ELI is sponsored by SWASAP (Southwest Association of Student Assistance Program), a five-state area, that brings in two individuals from each state to participate in leadership training. Ms. Ruiz was pleased to announce Navarro College's TRiO Counselor, Hasim Jones, has been selected as one of the two that will represent the state of Texas.

Ms. Ruiz stated the "TRiO family" is close and students believe in it. TRiO Student Support Services encourages students to enjoy their college experience by becoming more comfortable and getting involved. Based on the previous years' average, students enrolled in the TRiO Student Support Services saw their grade point average rise from 2.3 in their freshman year to 2.6 by their senior year and 88% were in good academic standing.

Ms. Ruiz concluded her report with a brief video of TRiO students' testimonials on the positive impact TRiO Student Support Services has made on them.

Mr. Aldama inquired if the program was limited to 300 students because of funding. Ms. Ruiz responded the program is restricted to 300. She added that vacancies are filled as students move on or drop out.

Ms. Ruiz was commended by Trustees for a great job and a great program.

Update on Personnel Actions

Ms. Ballew indicated she was happy to be back and presented an update on personnel activity. She reported the following appointments were made during the month of September 2012: Julie Pardee – TRiO Academic Specialist – Corsicana; Courtney Vandiver – Admissions Specialist/Recruiter – Corsicana; and Kasey Elizondo – Administrative Assistant IV – Waxahachie.

There were no reassignments, transfers, resignations, terminations or retirements during the month of September 2012. Ms. Ballew stated the following open positions were currently being advertised:

- Administrative Assistant III-Accounting / Registrar – Midlothian Campus
- International Cook – Dining Services – Corsicana Campus
- ShaleNET US Support Technician – Corsicana Campus
- ShaleNET US Regional Hub Coordinator – Corsicana Campus
- Area Housing Coordinator III – Corsicana Campus
- Fire Academy Coordinator – Waxahachie Campus
- Assistant/Associate Professor of Instrumentation and Electrical Technology – Corsicana Campus

Mr. Huffman inquired if the Assistant/Associate Professor of Instrumentation and Electrical Technology position is part of Oil and Gas program. Ms. Ballew affirmed that was correct and stated the title of the position had been changed with the hope of attracting more interest.

Ms. Ballew concluded her report, and Mr. Huffman thanked her.

President's Report on Items of Information

Board Calendar

Ms. Ballew presented the Board Calendar on behalf of Mr. Dewayne Gragg who was on vacation. Upcoming events included: football, soccer and basketball games, the President's fall forums scheduled October 23-26, 2012 and Black Box Theatre production, The Odd Couple, November 1 – 3, 2012. Ms. Ballew stated the annual holiday party for staff has been set for December 18, 2012 at 11 a.m. and invited Trustees to make plans to attend.

Enrollment Report

Ms. Ballew continued with the Enrollment Report on Mr. Gragg's behalf. She stated enrollment figures for the fall 2012 semester have not been certified but Mr. Gragg anticipates reporting a headcount enrollment of 10,104 students and contact hour enrollment totaling 2,478,127 contact hours.

Residence Life Report

Ms. Langston reported as of October 18, 2012, Residence Life had an occupancy rate of 99% with thirteen beds, 11 female and 2 male, currently unoccupied.

Construction Updates

Ms. Langston presented an update on construction projects. Masonry on the soccer field house facility is being completed and work on the roof is in progress. The facility is expected to be "dried in" within three weeks for interior work to begin. Construction is expected to be completed by mid-December.

She continued with a progress report on baseball/softball field house. A concrete slab has been poured for the batting cage. Prior to the field house's foundation being poured, recent rains ruined the "void boxes" in place beneath steel bars. Each void box must now be accessed and replaced before the concrete foundation can be poured. As a result, the anticipated completion date of the baseball/softball field house has been set back by approximately two weeks, the end of January 2013.

Student Financial Aid Report

During the Association of Community College Trustees (ACCT) Leadership Congress in Boston the previous week (October 10-13, 2012), Navarro College Trustees attended a session on the student loan default rate. Mr. Huffman stated it is a "Catch 22" situation because all community colleges are required to make student loans available and are then held responsible for the collection of these loans. If the default rate on these loans reaches 30%, the college will become ineligible to offer financial aid funds to students. Previously, this default rate time period was based on a two year sliding rate but is now based on a three year sliding rate.

Dr. Sanchez stated Ms. Kristal Nicholson, Director of Student Financial Aid, was prepared to make a brief presentation and answer questions regarding Navarro College's default rate.

Ms. Nicholson began by explaining the "Cohort Default Rate" is the percentage of Stafford loan borrowers who have defaulted on their loans within a specified time period. Based on the two-year rate in 2009, Navarro College's default rate was 21.70%. In 2010, based on the mandated three-year rate, Navarro College's default rate increased to 28.20%. When compared to other community colleges comparable in size to Navarro College, Ms. Nicholson stated Navarro College's default rate is a "little better than average."

She continued stating the college has contracted with Ed Financial Services Company to help prevent defaults. She stated this company is working very hard for Navarro College. This past year, two

representatives went out into the community knocking on doors to encourage borrowers to make payments. If the borrowers indicated they were not able to make payments, they were encouraged to put their loans into forbearance to keep them from going into "default" status.

A report card provided by Ed Financial Services as of August 2012, showed Navarro College's projected default rate was 32.5% with a "worst case scenario" of 41.4%; however, as a result of Ed Financial Services' efforts, the actual rate came in at 28.2%. Ms. Nicholson stated she has been assured by Ed Financial Services they will do everything possible to keep the rate as low as possible.

Ms. Nicholson continued stating a Loan Default Committee, comprised of representatives from key areas, meets quarterly and more often as needed to address the issue. The Committee has discussed the importance of staff members verifying key information and updating phone numbers and addresses each time they speak with a student. The committee has also discussed the possibility of creating a video to teach students about the responsibilities they have taken on by accepting a loan. The video would be placed on the College's website and shown in strategic areas during registration and also at graduation so that "it will be fresh on their minds."

This past spring a new financial aid reference form was developed for students to fill out when withdrawing from classes. The reference form asks for contact information on family members such as parents and grandparents in the event the student cannot be reached. Ms. Nicholson continued stating web-based counseling modules are currently being developed for implementation by fall 2013. Students will be required to complete the modules prior to receiving a loan disbursement.

Mr. Huffman inquired if \$28,000 was the average amount of financial aid debt most students incur. Ms. Nicholson felt that amount was a good average and stated the normal time for repayment is 10 years. If the borrower's income is low, payments can be graduated into lower amounts. She added that borrowers are given a grace period with ample time to begin making payments before their loans are considered in default.

More discussion followed regarding the default rate. Mr. Huffman inquired if the default rate would have gone up if student loans were still made through local banks. Ms. Nicholson stated that could not be determined because of the impact enrollment increases may have had. Mr. Judson and Mr. Atkeisson inquired about loans made by transfer students and Navarro College's responsibility for loans consolidated with those made by the four-year university. Ms. Nicholson responded that both Navarro College and the university would be responsible and the default rate on those loans would apply to both.

Dr. Sanchez inquired about the number of students on financial aid and Ms. Nicholson responded approximately 65 to 70 percent of Navarro College's students are receiving financial aid. Mr. Huffman inquired if there is any control over how the student spends their financial aid funds. Ms. Nicholson stated student loans are to be used to earn an education. Unfortunately, how the student actually spends the funds cannot be monitored.

Mr. Huffman thanked Ms. Nicholson.

Oliver Albritton Memorial Service

Dr. Stringer announced Mr. Oliver Albritton's wife, Helen, has requested the use of the Cook Education Center for his memorial service. Dr. Stringer stated it was very fitting and appropriate to honor her request as Navarro College has never had a better friend than Mr. Albritton. He stated Mr. Albritton was very

involved with the construction of the Cook Education Center as well as the museums and the most recent addition that was just completed. Everyone was invited to attend Sunday, October 21, at 4 p.m. to celebrate Mr. Albritton's life.

Legislative Update

Dr. Sanchez stated he will be attending the Texas Association of Community College (TACC) meeting in Austin the following week and will share any new information he receives regarding the legislature and the upcoming biennium when he returns.

November Board of Trustees Meeting in Mexia

Dr. Sanchez stated Trustees will be transported by Navarro College bus to Mexia for their November Board of Trustees meeting. Details on the time and place to meet will be sent at a later date.

Dr. Sanchez concluded his report.

Announcement and Adjournment

Mr. Huffman announced the next meeting of the Board of Trustees will be held on November 15, 2012 at 7 p.m. on the Mexia Campus.

Mr. Judson moved to adjourn the meeting at 8:12 p.m. and Mr. Atkeisson seconded the motion. The decision was unanimous.

Respectfully submitted,

Phil Judson, Secretary-Treasurer
Navarro College Board of Trustees