

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**FEBRUARY 22, 2013 MEETING**  
**MINUTES**

The Navarro College Board of Trustees met on Friday, February 22, 2013 in the President's Dining Room located in Walker Dining Hall for dinner. Following dinner, the governing body moved to the Lone Star Room to conduct 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, 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 President, Enrollment Mgmt., Student Success & Instl. 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. Stuart Lamb	M.I.S.C. Coordinator

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

**Call to Order**

Mr. Huffman called the meeting to order at approximately 7 p.m. and asked Phil Judson to begin with a prayer. Following the prayer, Mr. Huffman announced a closed session would be held following the President's report to discuss personnel matters according to Government Code 551.074. No action was anticipated.

**Board Announcements**

There were no Board announcements.

**Open Forum**

There were no requests to speak during Open Forum.

**Consent Calendar**

- a. Minutes – January 17, 2013 Meeting
- b. Minutes – February 7, 2013 Special Meeting

Dr. Sanchez recommended approval of Consent Calendar which included the minutes from the January 17, 2013 meeting and February 7, 2013 special meeting.

Mr. McGraw moved to approve the Consent Calendar and Mr. Aldama seconded the motion. The decision was unanimous.

## **Update on Presidential Search Process**

Dr. Price presented an update on the Presidential Search Process. He stated the Search Committee interviewed nine (9) candidates January 30 and 31, 2013 and narrowed the pool to three (3) finalists. The three finalists were interviewed by the Board of Trustees February 19, 20 and 22, 2013. Each finalist met with the Faculty Association Executive Committee, the Paraprofessional/Support Staff Committee and senior administrators. A public forum was held at the end of each for the public and other staff members to meet the candidates.

Dr. Price stated the Board will deliberate on their next step during the closed session. All decisions will be made public.

## **Take Action on January 2013 Financial Statement**

Ms. Moreno was asked to present the January 2013 Financial Statement. She began by affirming the college's sound financial condition and stated there was very little activity to report for the month of January 2013.

A review of the Statement of Budget Changes showed an increase of \$4,480 from the Department of Labor's Trade Adjustment Assistance Community College Career (TAACCC) Shalenet Training grant for equipment purchases. The revised budget totaled \$123,060,432 at January 31, 2013.

A review of the Source of Funds indicated 53.87% of budgeted revenues had been earned as of January 31, 2013, compared to 63.45% the previous year. Ms. Moreno stated tuition and fee recognition was down slightly with 75.36% earned compared to 83.55% last year. Plant Fund revenues, with 3.36% earned, could not be compared to 282.81% earned because of the \$5.5 million construction projects in progress. Auxiliary Funds, with 60.88%, were slightly lower when compared to last year with 67.17% earned.

A review of expenditures in the Disbursement of Funds indicated 68.93% of the budget had been expended as of January 31, 2012. Ms. Moreno stated this was comparable to 66.61% expended last year at this point in time. She stated expenditures in Student Financial Aid are "right in line" where they need to be and concluded her report.

Dr. Price made a motion to approve the January 2013 financial statement and Mr. Judson seconded the motion. The motion carried by a unanimous vote.

## **Approval of Out-of-District Dual Credit Fee**

Dr. Sanchez stated over the past three (3) years, universities have become very aggressive and competitive in offering dual credit courses to high schools. Recently, Groesbeck ISD and Centerville ISD have indicated their intent to move their dual credit courses to the University of the Permian Basin which is only charging \$200 per course. Dr. Sanchez stated Navarro College cannot afford to lose the tremendous amount of contact hours generated by dual credit enrollment, as well as tuition and fees.

Several superintendents have indicated many of their students cannot afford the out-of-district fees charged by Navarro College. Dr. Sanchez stated it was important to take proactive measures to keep universities from taking over the dual credit measures by becoming more competitive. He recommended approval of a \$125 flat fee for out-of-district dual credit courses taught by instructors provided by the ISD and \$150 for

out-of-district dual credit courses taught by instructors provided by Navarro College. He then asked Ms. Moreno to share information on cost figures.

Ms. Moreno stated she and Mr. Gragg prepared a cost analysis based on out-of-district dual credit courses offered spring 2012 and fall 2012. She reviewed the results of the cost analysis. Based on this assessment, the college will be able to recover its cost if it charges a flat rate of \$125/\$150 for out-of-district dual credit instruction. The proposed rate will generate approximately one-half of the revenue received from previous semesters. Because the proposed fee will cover Navarro College's cost, the loss of revenue should not have a negative impact on the college.

Some discussion followed. Dr. Sanchez stated although there will be a loss of revenues generated from the proposed flat rate, if action is not taken to become more competitive, the college may lose much more. Dr. Price stated he felt there was no reason why Navarro College could not be competitive. He inquired if administration was confident the proposed rate was low enough to attract dual credit students. Dr. Sanchez replied he anticipates the proposed rate will attract more dual credit students helping make up for the loss of others.

Mr. Judson stated he felt the college should be as competitive as possible and inquired if any comparisons were available. He also inquired if these courses will be offered online. Dr. Sanchez responded only University of Texas of the Permian Basin's fee of \$200 per course. There is also rumor University of Texas at Tyler may offer dual credit courses free of charge to receive contact hour funding. Dr. Sanchez also responded he was not sure, but thinks the university dual credit courses would be offered online, whereas, Navarro College's are offered as face-to-face classes.

Mr. McGraw inquired about the fee for in-district dual credit students. Dr. Sanchez responded those students will continue to pay one-half of the regular in-district tuition and fees. He continued stating during a meeting with superintendents on Monday, February 25, 2013, one of the superintendents expressed their concern about the cost of dual credit courses. Dr. Martin has met and shared the proposal of a flat fee with that superintendent, and they felt the fee of \$125 per course was very reasonable.

Mr. Aldama moved to approve the proposed flat fee of \$125 for out-of-district dual credit courses taught by ISD instructors and \$150 for out-of-district dual credit courses taught by Navarro College. Mr. Judson seconded the motion. The motion carried by a unanimous vote.

### **Update on Personnel Actions**

Ms. Ballew was asked to present an update on personnel activities during the month of January 2013. Ms. Ballew reported the following assignments were made during the month of January 2013:

- Carol Hanes – Dean of Arts, Sciences, Humanities and Kinesiology – Corsicana Campus
- Dr. Brian Clark – Associate Professor of Sciences - Chemistry – Waxahachie Campus
- Ben Blanton – Fire Science Protection Technology Coordinator – Waxahachie Campus
- Joshua Moore – Assistant Football Coach – Corsicana Campus

Ms. Ballew continued stating Adrian Goodwin resigned as Annual Retraining Instructor, Mexia State Supported Living Center, and resignations were submitted by Tristan Skiles, Registrar's Assistant, Corsicana Campus and Dustin Landry, Assistant Football Coach, Corsicana Campus.

Ms. Ballew reported there were no reassignments, transfers or retirements during the month of January

2013. She continued stating fifteen (15) open positions were currently being advertised including:

- Assistant Dean - Humanities and Kinesiology – Corsicana Campus
- Director of the PASS Program – Corsicana Campus
- Counselor – Corsicana Campus
- Assistant /Associate Professor of OTA / Site Coordinator – Midlothian Campus
- Assistant /Associate Professor of Instrumentation and Electrical Technology – Corsicana Campus
- Assistant /Associate Professor of Developmental Math – Waxahachie Campus
- Assistant /Associate Professor of Developmental English – Corsicana Campus(2)
- Assistant /Associate Professor of Developmental Math and English – Mexia Campus
- Assistant/Associate Professor of PTA Program / Program Director – Midlothian Campus
- Annual Retraining Instructor for Continuing Education – Mexia State Supported Living Center
- Area Housing Coordinator III – Corsicana Campus
- ShaleNet US Support Technician – Corsicana Campus
- Career and Technical Advisor – Corsicana Campus
- ShaleNet US Case Manager – Corsicana Campus

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

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

#### Board Calendar

Mr. Gragg was asked to present the Board Calendar. Highlights for the months of February and March included upcoming athletic events, Evening of Dreams, Clothed in Glory Pageant involving several churches and Navarro College drama students, Broadway in Review performed by the chorale department, a Spring Art Show and a upcoming piano recital.

#### Enrollment Report

Mr. Gragg continued with an enrollment report. He stated spring 2013 enrollment reports are error free but not yet certified. He stated spring 2013 enrollment of 10,254 students is down slightly from his previous prediction of 10,300. He concluded by stating contact hours are down 3% for the funding year.

#### Construction Update

Ms. Moreno gave a brief update on the status of current construction projects. She displayed interior and exterior pictures of soccer and baseball/softball field houses. Final touches are being made and nets are being installed on the batting cages.

Construction on the Waxahachie campus is starting to progress. The new parking lot has been poured and foundation work is progressing. Ms. Moreno stated awnings have been placed both inside and outside of Building C of the Waxahachie Campus to provide the campus a "visual" of the deli's entrance and concluded her report.

#### Miscellaneous

Dr. Sanchez stated a copy of Navarro College Department of Public Safety's 2012 Annual Racial Profiling Report was provided for each trustee as required by law. He concluded his report by stating the Board will tour the new soccer and baseball/softball field houses prior to their meeting in March.

Mr. Huffman thanked Dr. Sanchez.

**Closed Session**

At 7:33 p.m., Mr. Atkeisson moved to convene into closed session to discuss personnel matters according to Government Code 551.074. Mr. McGraw seconded the motion and the decision was unanimous. No action, decision or vote was taken during the Closed Session.

At 8:45 p.m., a motion to reconvene into Open Session was made by Ms. Holt and Mr. Atkeisson seconded the motion. The decision was unanimous.

**Announcement and Adjournment**

Mr. Huffman announced the next meeting of the Board of Trustees would be held on Thursday, March 21, 2013.

At 8:50 p.m., Mr. Judson made a motion to adjourn the meeting. Mr. McGraw seconded the motion and the decision was unanimous.