

**NAVARRO COLLEGE BOARD OF TRUSTEES
JANUARY 17, 2013 MEETING
MINUTES**

The Navarro College Board of Trustees met at 6 p.m. on Thursday, January 17, 2013 in the President's Dining Room located in Walker Dining Hall for dinner. Following dinner, the governing body moved to the Cook Education Center to conduct their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman, Dr. James Price, Mr. Richard Aldama, Mr. A. L. "Buster" Atkeisson, Ms. Faith Holt and Mr. Todd McGraw. Mr. Phil Judson 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
Mr. Dewayne Gragg	Vice President, Enrollment Mgmt., Student Success & Instl. Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Marcy Ballew	Director, Human Resources
Mr. Roark Montgomery	Athletic Director
Ms. Debbie Bonner	Head Soccer Coach
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Janice Cason	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 meeting back to order in the Cook Education Center at approximately 7 p.m. and asked Dr. Price to begin with a prayer.

Board Announcements

There were no Board announcements.

Open Forum

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes - Board of Trustees December 13 , 2012 Meeting
- b. Revision to Navarro College Administrative Policies and Procedures Manual Section IV.05.00 – Attendance Policy
- c. Revision to Navarro College Administrative Policies and Procedures Manual Section IV.05.01 – Satisfactory Attendance and Academic Progress for Residence Life
- d. Revision to Navarro College Administrative Policies and Procedures Manual Section IV.25.00 – Vaccination Against Bacterial Meningitis for Students
- e. Revision to Navarro College Administrative Policies and Procedures Manual Section VIII.11.01 – Employee's Educational Fringe Benefits

Dr. Sanchez stated five items were presented for approval under the Consent calendar: minutes from the December 13, 2012 meeting and revisions to four policies the *Navarro College Administrative Policies and*

Procedures Manual. Proposed changes to *Section IV.05.00 – Attendance Policy* and *Section IV.05.01 – Satisfactory Attendance and Academic Progress for Residence Life* edit the wording, “will result in failure or being dropped by the instructor” to “may result in failure or being dropped by the instructor”.

Proposed changes to *Section IV.25.00 – Vaccination Against Bacterial Meningitis for Students* incorporates new state regulations, and revisions to *Section VIII.11.01 – Employee’s Educational Fringe Benefits* will now require employees who receive educational benefits to provide a minimum of one year of service after earning a bachelor’s degree, two years for a master’s degree, and three years after earning a doctoral degree. Dr. Sanchez recommended approval of all items in the Consent Calendar.

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

Update on Presidential Search Process

Dr. Price, Chair of the Presidential Search Committee, was asked to present an update on the search for a new District President pending Dr. Sanchez’s retirement August 2013.

Dr. Price reported the search was moving along very smoothly. Thirty-seven (37) applications from across the country were received and ten (10) qualified applicants have been identified by the Presidential Search Committee to be interviewed in the next few weeks. He stated the process continues to move forward and concluded his report.

Take Action on December 2012 Financial Statement

Ms. Moreno presented the December 2012 financial statement for approval. She began by stating the college continues to be in sound financial condition.

A review of the Statement of Budget Changes showed amendments increased the 2012-13 budget \$1,621,852 for a revised total of \$123,055,952 as of December 31, 2012. The Source of Funds as of December 31, 2012 indicated Student Income revenues were slightly ahead of last year with 64.97% earned compared to 56.13% last year at this point in time. Ms. Moreno mentioned there will be no funds received from the state in January and February 2013 which will impact the rate of revenues earned. Overall, earned revenues were down slightly with 36.9% earned as of December 31, 2012 compared to 38.78% in December 2011. A review of the Disbursement of Funds as of December 31, 2012 showed no outstanding differences in expenditures from the previous year with 48.28% of the budget expended compared to 46.45% in 2011.

Ms. Moreno continued with an update on revenues received as a result of rebates and commissions from various cooperative agreements (Citibank Mastercard, BuyBoard, Follett) and the agreement with Commerce Bank giving Navarro College vendors the option of receiving payments via ACH deposit at a cost of 2%. Ms. Moreno stated 47 vendors, mainly smaller companies, are currently signed up to receive their payments faster via ACH deposit. Last year, the agreement with Commerce Bank generated additional revenues totaling \$23,282. In the first four months of the current fiscal year, \$4,458 has been generated.

Revenues generated from rebates and commissions as of December 31, 2012 total \$22,767.42. Approximately \$18,000 of these funds is being directed to the Opening Doors to Success Scholarship Program.

Dr. Price moved to approve the December 2012 financial statement and Mr. Atkeisson seconded the motion. The decision was unanimous.

Reaffirm the Navarro College Investment Policy and Strategy

Ms. Moreno continued by stating the Public Funds Investment Act requires the Board of Trustees to review and update its investment policy and investment strategies on an annual basis. The current Investment Policy and Strategy was last reviewed on January 19, 2012.

Ms. Moreno stated she has carefully reviewed the Investment Policy and Strategy and recommends no changes. She briefly reviewed the objectives, financial control procedures, internal control procedures, and other guidelines outlined in the Investment Policy and Strategy. The first objective, to safeguard the district's funds, continues to be "top priority." Ms. Moreno concluded by recommending reaffirmation of the Investment Policy and Strategy without any changes.

Mr. Aldama moved to reaffirm the Navarro College Investment Policy and Strategy and Ms. Holt seconded the motion. The vote was unanimous.

Take Action on Election Order

Ms. Moreno stated three (3) Board of Trustees positions will expire in May 2013 including: Single Member, District 2 (currently held by Ms. Faith Holt), Single Member, District 3 (currently held by Dr. James Price) and At Large, District 5 (currently held by Mr. Todd McGraw). In accordance with the Texas Education Code, the Board is required to adopt a resolution calling for a general election to fill these seats for another six-year term.

Ms. Moreno stated an election calendar has been developed according to Texas Election Statutes. The second Saturday in May is designated as the uniform election date for trustees. Actual filing for a place on the ballot will begin on January 30, 2013 and end March 11, 2013.

Ms. Moreno stated in order to comply with election statutes which require electronic-type voting machines, the College will contract with the Navarro County Elections Administrator to conduct this election. Following some discussion regarding the election calendar, Ms. Moreno requested approval of the resolution ordering the May 11, 2013 election for the three trustee positions. In the event all of the positions are uncontested, the election may be cancelled.

Mr. Atkeisson moved to adopt the resolution ordering an election for Single Member - District 2, Single Member - District 3, and At Large - District 5 positions. Mr. Aldama seconded the motion, and the vote was unanimous.

Approve Increase in Room and Board Fees Effective Fall 2013

Ms. Moreno continued her presentation. She stated in order to maintain the quality of service provided to students through the Residence Life and Dining Services Programs, an increase in Room and Board fees is routinely requested every two years.

In November 2012, the Board approved a contract with Apogee Advanced Resnet Services to deliver internet services to students residing in Residence Life. To offset the increased cost of providing these

services, an increase of \$105.93 in room rates per student is proposed. In addition, a three percent (3%) increase in meal plans is proposed to offset increased operating costs including: food purchases, utilities, and wages. Ms. Moreno stated traditionally, meal plans are increased by 5% every two years, but because of the added fee for internet services, the administration is proposing a 3% increase.

A comparison chart indicated the proposed fees compare favorably to fees charged by other community colleges in the area, the most competitive being Tyler Junior College. Ms. Moreno requested approval of the increase in Room and Board Fees Effective Fall 2013.

Dr. Price moved to approve the increase in Room and Board fees effective fall 2013, and Mr. McGraw seconded the motion. The decision was unanimous.

Update on Student-Athlete Success and Athletic Transfer Issues

Athletic Roark Montgomery and Athletic Academic Advisor/Head Soccer Coach Debbie Bonner were asked to present the Student-Athlete Success Program and athletic transfer issues.

Mr. Montgomery began with a review of the coaching staff for football, men's basketball, men's baseball, women's softball, women's volleyball, and women's soccer, cheer, and athletic trainer. Under the leadership of new head football coach, Brian Mayper, and his assistant coaches, the football team had another successful season winning the conference championship and the Heart of Texas Bowl. Mr. Montgomery stated for the sixth year in a row the college's football team has finished in the top five in the nation in the final poll.

Women's soccer finished another great season with 13 wins 5 losses and 2 ties and finished number 9 in the national poll. New volleyball coach, Kasey McBrearty, has been recruiting players for the past year and a good year is anticipated. Men's basketball is currently leading the north region with 7 wins and 1 loss. It is hoped they will finish the season with a championship. Women's softball and men's baseball will begin their seasons February 1. Head Coach Monica Aldama's cheerleading team won the Grand National Championship last year and is anticipating another good year.

Mr. Montgomery stated the work Ms. Bonner has performed as athletic academic advisor is evident with 17 players named to the Region XIV Athletic Conference All-Academic Team for 2011-2012. He stated Navarro College student-athletes are consistently recognized each year for academic achievement and invited Ms. Bonner to share more information.

Ms. Bonner stated for student-athletes to transfer to a four year intercollegiate athletic program, they must meet NCAA academic guidelines. She explained the importance of making sure student-athletes are enrolled in the right courses to meet the requirements for transferring to a Division I or Division II college or university.

Ms. Bonner explained in detail the differences between requirements for "2-4 non-qualifier" student athletes, "2-4 qualifier" student athletes as well as "4-2-4 transfer" student athletes. She stated she attended a compliance conference in order to stay abreast of pending changes in requirements.

Some discussion followed and Ms. Bonner answered questions from the board. Dr. Sanchez stated the college's intercollegiate athletic program is the only one with an Athletic Academic Advisor who works with coaches and student-athletes. He stated Ms. Bonner has been instrumental in the success of many of these student-athletes.

Mr. Montgomery concluded their presentation by expressing appreciation to the Board for their support of the college's athletic programs.

Mr. Huffman thanked Mr. Montgomery and Ms. Bonner.

Update on Personnel Actions

Ms. Ballew presented an update on personnel actions. She stated one termination was made during the month of December 2012: Justin Ball, International Student Coordinator. There was no other activity during the month of December 2012 to report regarding appointments, reassignments, transfers resignations, or retirements.

Ms. Ballew continued stated seventeen (17) open positions were currently being advertised including:

- Assistant Dean – Business, Professional and Technical Education – Corsicana Campus
- Assistant Dean - Humanities and Kinesiology – Corsicana Campus
- ShaleNET US Regional Hub Coordinator – Corsicana Campus
- Director of the PASS Program – Corsicana Campus
- Counselor – Corsicana Campus
- Assistant Dean – Business, Professional and Technical Education – Corsicana 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
- 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
- Assistant Football Coach / Instructor – Corsicana Campus
- ShaleNET US Support Technician – Corsicana Campus
- International Student Coordinator – Corsicana Campus
- International Cook – Dining Services – Corsicana Campus
- Registrar's Assistant – Corsicana Campus

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

President's Report on Items of Information

Board Calendar

Mr. Gragg presented the Board calendar. Highlights included the college closing January 21 for Martin Luther King Jr. Holiday; Evening of Dreams fundraising event on February 23; and upcoming athletic events.

Enrollment Report

Mr. Gragg continued with a report on student enrollment. He shared information presented by the Texas Higher Education Coordinating Board's Assistant Commissioner, Susan Brown, regarding an analysis of fall 2012 enrollment. Enrollment in public community colleges was down almost 21,000 students throughout

the state while enrollment in career colleges and public universities was up. Some of the factors that may have impacted the decrease in community college enrollment were: populations estimates falling short; Texas unemployment rates; changes in PELL grant rules; and bacterial meningitis vaccine requirements.

Mr. Gragg continued stating since the last Board meeting, Spring 2013 enrollment had declined 450 students, a 4% decrease in headcount enrollment and a 1% decrease in contact hours when compared to last year. Mr. Gragg stated once enrollment in the spring 2013 second eight-week semester and enrollment of Texas Juvenile Justice Department (TJJD) students are added in, he predicts spring 2013 semester will end with a 1% decrease in headcount enrollment and a 2% increase in contact hours.

Construction Update

Ms. Moreno displayed pictures of construction projects in progress. She reported construction of the soccer field house is nearing completion and should be finished by mid-February. Construction of the baseball/softball field house is also progressing and completion is anticipated in mid-April. Site work for the construction a new classroom building and physical plant building on the Waxahachie campus has begun and is making "headway."

Legislative Update

Dr. Sanchez stated from conversation with Texas Association of Community Colleges (TACC) and from articles in the *Austin American Statesman*, a "bleak picture" is being projected for the upcoming legislative session. Although, the state of Texas has the largest revenue in history, it appears the house and senate are planning to make tremendous cuts to the budget over last biennium. Both the house and senate are estimating the same budget for community colleges, which is very unusual. Dr. Sanchez stated at this stage it is difficult to determine the allocation Navarro College may receive. It appears it might be another difficult biennium. He stated he would continue to keep the Board informed as he learns more. TACC is scheduled to present its request for funding community colleges to the Senate Finance Committee next week. Dr. Martin will attend on Dr. Sanchez's behalf.

In regard to other legislative news, Dr. Sanchez stated he was very disturbed that Senator Birdwell has introduced Bill 182. The bill will not allow state colleges and universities to circumvent the act allowing handguns on campus.

Construction Project in Mexia

Dr. Sanchez stated during the December 13, 2012 meeting, he was instructed to continue with architectural plans to construct a new administration building on the Mexia campus and wait 30-60 days for the Board to decide to take further action. Dr. Sanchez stated he has met with the architect and will be meeting again the following week.

In addition, at their January 14, 2013 meeting, the Mexia Economic Development Corporation (MEDC) voted to honor the college's request for up to \$450,000 to construct a new parking lot as part of this project. MEDC asked when the project might begin and was told it could be as early as March 1 depending on what action the Board decides to take. Dr. Sanchez asked for the Board's direction.

Dr. Price indicated he was pleased with the commitment by MEDC. He inquired about the stage of the architectural plans in relation to the bidding process, and Dr. Sanchez responded the plans were still in preliminary stages but should be ready in approximately four to six weeks. Dr. Price stated he would prefer to postpone a decision to move forward until the plans are ready for bids to be secured.

Mr. Huffman stated what was happening in Washington regarding the federal budget was his main concern. Although the first threat of the "fiscal cliff" has been avoided, the debt limit is another pending crisis facing Congress. He is concerned with the college's vulnerability regarding student loans if funding is reduced. He agreed with proceeding with the architectural plans to show good faith to the Mexia community and Mexia Economic Development Corporation but waiting to see what happens in Washington before making any further decision.

Mr. Aldama, Mr. Atkeisson, Mr. McGraw and Ms. Holt agreed with moving ahead with the architectural plans and delaying a decision until the situation in Washington becomes clearer. Dr. Sanchez thanked them for the direction they provided.

Beauregard VI

Dr. Sanchez announced the college's new bulldog mascot, Beauregard VI, is now on campus. The six-month old puppy looks identical and appears to have the same personality as his predecessor. He is currently being trained by Phil Sims, Director of Student Activities. Dr. Sanchez stated having a mascot on campus creates a sense of spirit.

Corsicana Chamber of Commerce Banquet

Navarro College has purchased two tables for the Corsicana Chamber of Commerce's Annual Banquet on Thursday, February 7, 2013 at the IOOF. Trustees desiring to attend were asked to contact Leslie Smith.

A.C.E. Facilitator, Washington D.C. January 25, 2013

Dr. Sanchez stated he will serve as a facilitator for the American Council on Education (A.C.E.) Fellows Program in Washington D.C. and will be out of the office January 24-25, 2013.

Closed Session, Announcement and Adjournment

At 8:27 p.m. Mr. Aldama moved to convene into Closed Session to discuss personnel matters according to Government Code 551.074. Ms. Holt seconded the motion and the decision was unanimous.

Mr. Huffman announced the Board would convene into Closed Session following a brief break. No action was anticipated. The next meeting of the Board of Trustees will be held on February 21, 2013 in the Cook Education Center at 7 p.m.

Reconvene into Open Session, Adjournment

At 9:40 p.m. Holt motion to reconvene into open session and adjourn meeting. Aldama seconded motion and the decision was unanimous.

Respectfully submitted,

Phil Judson, Secretary-Treasurer
Navarro College Board of Trustees