

**NAVARRO COLLEGE BOARD OF TRUSTEES
AUGUST 15, 2013 MEETING
MINUTES**

The Navarro College Board of Trustees gathered for dinner on Thursday, August 15, 2013 at 6:00 p.m. in the President's Dining Room. Following dinner, the governing body relocated 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. Barbara Kavalier	District President-Elect
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	Associate Vice President of Human Resources
Ms. Terry Gibson	Dean of Academic Services, Waxahachie
Ms. Elizabeth Wilson	International Student Coordinator
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Lynne Coker	Executive Administrative Assistant, Vice President Academic Affairs
Mr. Cody Dickerson	M.I.S.C. Coordinator
Mr. James Wolver	Owner, Wolver Enterprises
Mr. Lawson Dunn	Owner, Lawson's Landscape Co.
Mr. Randy Bloer	Supervisor, Lawson's Landscape Co.

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

Call to Order

At approximately 7:04 p.m., Mr. Huffman called the meeting to order in the Cook Education Center and asked Mr. Aldama to begin the meeting with a prayer.

Board Announcements

There were no announcements from the Board.

Open Forum

Mr. Huffman recognized Mr. James Wolver's request to speak before the Board of Trustees and advised him he would be allowed five minutes.

Mr. James Wolver introduced himself as a lifetime resident of Navarro County and owner of Wolver Enterprises. He requested the Board's consideration for awarding the groundskeeping contract for the Corsicana Campus to his company based on his company's bid price, qualifications and experience. He stated his company has 14 years of experience and is the largest contractor in Corsicana. He cited multiple companies and residential customers his company has served.

He continued stating his company's workers compensation insurance and regular commercial insurance coverage exceeds the amount required by the College and provides customers with greater protection.

Mr. Wolver indicated his company's bid was \$200 lower than the company being recommended to the Board. He stated his company saved the college money in the past and, in his opinion, he did not see how his bid could be ruled out based on their bid price, their quality of service and the company's past relationship with the College.

Mr. Huffman thanked Mr. Wolver for his comments. He then recognized Mr. Lawson Dunn's request to speak to the Board of Trustees and advised him he would also be allowed five minutes.

Mr. Dunn introduced himself as the owner of Lawson's Landscape Company, the current groundskeeping contractor for the Corsicana campus. He also introduced his associate, Mr. Randy Blue, and stated Mr. Blue is assigned to the campus on a full-time basis. He thanked the Board for "letting them be here" and for their consideration. He stated his company has 17 years of experience, mostly residential, and also meets all insurance requirements. He expressed confidence in his company's good reputation and concluded by thanking the Board for their time.

Consent Calendar

Dr. Kavalier stated two items were presented in the Consent Calendar for approval: the minutes from the Board of Trustees July 9, 2013 Special Meeting and the July 18, 2013 meeting. Mr. Aldama noted a correction to the July 18, 2013 minutes which stated the next Board meeting would be held on August 25, 2013 instead of August 19, 2013.

Mr. Judson moved to approve the Consent Calendar with the noted correction to the July 18, 2013 minutes. Mr. Aldama seconded the motion, and the vote was unanimous.

Take Action on July 2013 Financial Statement

Dr. Kavalier asked Ms. Moreno to present the July 2013 Financial Statement. Ms. Moreno indicated the financial report for the period ending July 31, 2013 was one of six items being presented for approval or action.

The revised budget increased by \$5,700 for a total of \$124,276,898 as of July 31, 2013. A review of the Statement of Budget Changes for the period ending July 31, 2013 showed an increase of \$7,000 from reallocation of federal TRiO grant funds between fiscal years and a decrease of \$1,300 in the Small Business Development Center federal grant funds.

The Source of Funds indicated 77.87% of budgeted revenues had been earned as of July 31, 2013 compared to 91.87% the previous year. Ms. Moreno attributed the shortage of earned revenues to the decrease in enrollment the district experience this past year.

A review of the Disbursement of Funds indicated 83.57% of the current year's budget had been expended compared to 82.55% the previous year. The Plant Fund's budget with 102.79% expended as of July 31, 2013 compared to 60.33% last year reflected three additional buildings brought online this year. Auxiliary Fund expenditures were down with 82.04% expended compared to 95.45% the previous year.

Ms. Moreno concluded by stating overall, the institution remains financially sound.

Dr. Price made a motion to approve the July 2013 financial statement and Ms. Holt seconded the motion. The vote was unanimous.

Take Action on Adoption of Budget for 2013-2014 Fiscal Year

Dr. Kavalier stated an in-depth overview of the proposed 2013-14 budget was presented during the July 18, 2013 Budget and Planning Workshop. She stated a few minor changes had been made to the budget Vice President Moreno would present to the Board.

Ms. Moreno stated that the projected ad valorem tax revenues were increased by \$74,271. The increase in ad valorem taxes will be used to cover additional costs in utilities and insurance projected since the proposed budget was presented on July 18, 2013. Grant revenues were decreased by \$4,367. The net effect of these changes increased the District's total operating budget for 2013-14 by \$69,904. The revised total operating budget amount is \$115,856,506.

Trustee McGraw asked Ms. Moreno to explain the increase in ad valorem taxes. Ms. Moreno responded the amount of tax revenues projected during the July Workshop were preliminary and had not been certified by the Navarro County Tax Assessor's Office. The certified amount of tax revenues was higher than the initial projection.

Mr. Aldama moved to adopt the 2013-2014 budget and Mr. Judson seconded the motion. The vote in favor of the motion was unanimous.

Discussion of Calendar Year 2013 (Fiscal Year 2013-2014) Tax Rate, Take Record Vote of Intent to Set Tax Rate at \$0.119 per \$100 Assessed Valuation

Ms. Moreno continued by stating the Board of Trustees is required to take a record vote to declare their intent on setting the tax rate. She stated the administration currently recommends keeping the current tax rate of \$0.119 per \$100 assessed valuation.

Information received from the Navarro County Tax Appraiser indicates Navarro College District's net taxable valuation for calendar year 2013 has decreased by \$8.56 million dollars from calendar year 2012. The new tax valuation for Navarro College is \$2,765,697,752. As a result, the 2013 tax rates for Navarro College are:

Effective Tax Rate	\$0.120200 /\$100
Rollback Tax Rate	\$0.129800 /\$100
Current Tax Rate	\$0.119 /\$100

Ms. Moreno explained that the effective tax rate is a calculated rate that would provide the same amount of revenue it received in the year before on properties taxed in both years. The effective tax rate is more than the current tax rate due to the fact that the net taxable valuation for the district decreased from the prior year. Since 2008, the college district has maintained the same tax rate of \$0.119/\$100. The 2013 average tax rate for all community colleges in Texas is approximately \$0.162 per \$100 valuation.

Ms. Moreno stated if the Board wishes to set a tax rate greater than the effective tax rate or at the rollback

rate, existing statutes require two public hearings to be held and notice to be published. If they desire to set the tax rates at the current rate of \$0.119/\$100 or the effective tax rate of \$0.120200/\$100, no public hearings or published notice would be required.

Discussion followed regarding the impact of adopting the effective tax rate instead of the current tax rate. Mr. Huffman inquired about the loss of revenue the current tax rate would generate. Dr. Price stated he felt the board should strongly consider adopting the effective tax rate to maintain the same amount of revenue. More discussion followed regarding how much the effective tax rate would impact Navarro County residents.

Mr. Huffman polled the Board for a record vote to tentatively adopt the effective tax rate of \$0.120200 per \$100 valuation. A.L. Atkeisson and Phil Judson voted against the effective tax rate. Faith Holt, Lloyd Huffman, James Price, Todd McGraw, and Richard Aldama voted in favor of the effective tax rate. A final vote will be taken at the September meeting.

Approve Resolution to Adopt Interlocal Agreement and Award Property, Umbrella, Liability, Auto and Other Miscellaneous Insurance Contract

Ms. Moreno introduced the proposal for property, umbrella liability, auto, and other miscellaneous insurance coverage for the College. Two vendors responded.

The college's current provider, Cooper & French Insurance Agency, Inc., submitted a proposal of coverage that includes three separate vendors (Trident Insurance, Admiral Insurance and Scottsdale Insurance) at a substantial cost increase, a total of \$302,297. Ms. Moreno stated the college has no prior experience with Admiral Insurance or Scottsdale Insurance included in Cooper & French Insurance Agency's proposal.

Ms. Moreno stated Texas Association of School Boards (TASB) submitted a quote of \$144,079 with the notation that fine art valued over \$10,000 needs to be appraised prior to being insured. TASB previously provided property, umbrella liability, auto and other miscellaneous insurance to the college district through August 31, 2008 and currently provides worker's compensation and unemployment compensation coverage. Ms. Moreno stated prior experience with TASB has been very favorable. TASB also provides other services including loss prevention training and emergency management training in addition to an online vehicle inventory maintenance program. Ms. Moreno recommended awarding the contract to Texas Association of School Boards.

Mr. Judson inquired if an additional premium will have to be paid for museum items in the Cook Education Center appraised above the \$10,000 value. Ms. Moreno stated there would be an increase in premium but the total should still be less than the bid submitted by Cooper & French Insurance Agency, Inc.

Dr. Sanchez stated he would like to bring to the Board's attention, the fact that the artifacts and paintings located in the Cook Education Center's museums (civil war museum, western art museum and arrowhead collection) are owned by Navarro College Foundation, which is an independent agency, but the insurance coverage is being paid by the College. He stated it is questionable whether the College should be paying the insurance coverage for these artifacts. He also stated there are several very expensive pieces that will only be covered up to \$10,000 by insurance. He strongly recommended getting the pieces appraised so they can be properly insured.

Mr. Huffman agreed the Foundation owned the artifacts and stated more information was needed in order to get the pieces adequately insured. Mr. Atkeisson inquired if there were a timeline for getting this information. Ms. Moreno responded there was no set timeline and stated she would work with Dr. Stringer to obtain appraisals on the higher priced items first.

Dr. Kavalier recommended the Board's approval to award the bid to Texas Association of School Boards (TASB). Ms. Moreno stated the Board has previously approved an inter-local agreement with TASB and there would be no need for the Board of Trustees to adopt a new resolution if they approve awarding the bid to TASB.

Dr. Price stated the difference in premiums between the two vendors was too great and made a motion to award the contract to TASB. Mr. Atkeisson seconded the motion, and the decision was unanimous.

Award Custodial Services Contracts for Corsicana Campus, Ellis County Campuses, and Mexia Campus

Ms. Moreno introduced proposals for custodial services for the Corsicana, Ellis County, and Mexia Campuses. According to state law, criteria used to make the best selection and recommendation was included in the RFPs. The requests for proposals (RFPs) were published in the Corsicana Daily Sun as well as on the Texas Comptroller of Public Accounts Electronic State Business Daily (ESBD) website. Pre-bid conferences were held on each of the campuses as advertised in the requests for proposals (RFPs). Prospective vendors were given a tour of the campuses and they were provided an opportunity to ask any questions pertaining to the scope of work.

Multiple vendors provided proposals for the three custodial services contracts. All proposals received were evaluated by a committee comprised of three staff members based on the following criteria:

- Price (0-25 points)
- Reputation of the Vendor (0-15 points)
- Quality of Vendor's goods or services (0-25 points)
- Extent to which goods or services meet needs of college (0 – 5 points)
- Vendor's Past Relationship with college district (0-10 points)
- Total long-term cost to the college district to acquire goods or services (0-10 points)
- Other relevant factors to the college district
- Ability to deliver according to needs of the college (0-10 points)

Based on their evaluation, the committee recommended awarding Imagen Services the contract for the Corsicana Campus for \$224,954.04 and for the Mexia Campus for \$14,280, to be renewed annually for up to three additional years. The contract for the Ellis County Campuses went to Global Building for \$80,700.00, to be renewed annually for up to three additional years dependent upon satisfactory service.

Mr. McGraw inquired why the bids for the Mexia campus were not ranked lowest to highest. Ms. Moreno responded bid price only accounted for 25% of the selection criteria. She responded to Mr. Aldama's inquiry regarding any past history with Global Building Maintenance by stating the College has no previous experience with this vendor.

Mr. Judson made a motion to award Imagen Cleaning Services the contract for custodial services for the Corsicana and Mexia campuses and Global Building Maintenance the custodial services contract for the Ellis County campuses based on administration's recommendations. The motion was seconded by Dr.

Price and the decision was unanimous.

Award Groundskeeping Contract for Corsicana Campus

Ms. Moreno presented the recommendation for awarding the groundskeeping contract.

A request for proposals for groundskeeping and litter control services for the Corsicana campus was advertised in the Corsicana Daily Sun, and was published on the Texas Comptroller of Public Accounts Electronic State Business Daily (ESBD) website. A pre-bid conference was held on July 10, 2013. Evaluation criteria was published in the proposal documents and provided to prospective bidders.

Three vendors provided proposals for groundskeeping and litter control services: Corsicana Geranium Gardens, Wolver Enterprises, and Lawson's Landscape. The proposals were evaluated by a committee comprised of three staff members. Each of the three vendors submitting proposals for this contract has provided these services for the college district in the past. The committee evaluated each vendor based on the established criteria:

- Price (0-25 points)
- Reputation of the Vendor (0-15 points)
- Quality of Vendor's goods or services (0-25 points)
- Extent to which goods or services meet needs of college (0-5 points)
- Vendor's past relationship with college district (0-10 points)
- Total long-term cost to the college district to acquire goods or services (0-10 points)
- Ability to deliver according to needs of the college (0-10 points)

Based on the committee's evaluation of each vendor, it was recommended that Lawson's Landscape be awarded the contract for fiscal year 2013-14, to be renewed annually for up to four additional years dependent upon satisfactory service.

Mr. McGraw inquired if the completed score was available to the bidders, and Ms. Moreno responded that the information could be requested via the Public Records Act after the Board votes.

Dr. Price made a motion to accept administration's recommendation to award the groundskeeping contract to Lawson's Landscape. Mr. Atkeisson seconded the motion. The motion carried by a unanimous vote.

Approve Transfer of General Education Development (GED) Testing from Waxahachie ISD to Navarro College at Waxahachie

Dr. Martin introduced Ms. Terry Gibson and asked her to present the request to approve General Education Development (GED) testing at the Waxahachie Campus in Ellis County.

Ms. Gibson provided an overview of GED services offered in Waxahachie. With their contract expiring in December, WISD's interim superintendent recently met with Navarro College personnel to inquire about the possibility of Navarro College taking over the contract and offering the GED test at the Waxahachie Campus.

Ms. Gibson stated the GED test is currently offered at the Corsicana campus and would not be difficult to implement on the Waxahachie campus. The new version of the test doesn't require the vast amount of paperwork the previous version required and is much less "labor intensive." She indicated the College's

Waxahachie Campus testing center has adequate reserves to accommodate the GED.

Ms. Gibson concluded her presentation by requesting approval to offer the GED test at the Waxahachie campus. Some discussion followed regarding courses offered by the Adult Education program to prepare students for the GED exam.

Mr. Judson moved to approve the transfer of General Education Development (GED) testing to Navarro College at Waxahachie. Mr. Aldama seconded the motion and the decision was unanimous.

Update on International Student Program

Ms. Hailey introduced Ms. Elizabeth Wilson, International Student Coordinator. Following Ms. Hailey's introduction, Ms. Wilson was asked to share an update on the International Student Program and its activities.

Ms. Wilson began by stating during 2012-2013, approximately 160 students representing 32 countries attended Navarro College. Before going further, she invited Dr. Stringer to share information about a former Navarro College international student, Jie Fang Goh, also referred to as "Jeff."

Dr. Stringer stated Navarro College Foundation recently funded Jeff's trip to Vienna for three weeks to participate in an international piano program. Jeff came to Navarro College from Malaysia to study engineering and got involved in the College's piano program, which was his passion. Dr. Stringer stated Jeff will be moving on to Baylor University in Waco where he will study concert piano. His goal is to compete in the Van Cliburn International Competition. Jeff has become an avid recruiter for Navarro College and last week brought a friend from Malaysia to enroll at the College.

Ms. Wilson thanked Dr. Stringer and continued with an update on changes in the international student program. Ms. Wilson stated a new, more aesthetically pleasing website has been designed and includes a new international student program logo. The website provides links to student applications as well as other important information making them easily accessible. In the past, student's had to wait for application forms to arrive by international mail.

Ms. Wilson announced the International Student Program will hold an international student orientation on August 21 at the Cook Education Center. This will be a time for new and returning students to meet each other and to introduce them to the many services offered at the College including: counseling, TRiO student services, Carl Perkins book loans, student activities, etc.

Ms. Wilson stated another new feature of the International Student Program is the use of social media such as Facebook, Twitter, and Pinterest to help generate international student interest in Navarro College. She continued stating a student guide is being assembled as a resource of miscellaneous information international students need such as: where to go to get a driver's license, rules for working on or off campus, tips on American culture, etc.

Ms. Wilson stated the International Student Club, which has been in hibernation for several years, has now been reactivated. She shared activities the students are planning including community involvement.

The College plans on increasing international student enrollment by 3% for 2013-2014 and will continue providing quality service to students; and developing and improving activities and events as needed.

Ms. Wilson responded to questions, and following some discussion regarding the number of I-20s that have been issued and challenges students are facing with embassy closings, Ms. Wilson concluded her report.

Ms. Wilson was commended by the Board for her work and thanked for her presentation.

Personnel Report

Dr. Kavalier asked Ms. Ballew to present an update on personnel. Ms. Ballew reported the following activities took place during the month of July 2013.

Assignments:

- Charlet Sapundjieff – Assistant Professor of OTA/Site Coordinator – Midlothian Campus
- Richard Miller – Marketing and Graphics Specialist – Corsicana Campus
- Jamie Wright – Purchasing Agent – Corsicana Campus

Desi Castillo was transferred to the Mexia Campus as Dual Credit/Campus Testing Coordinator. The following resignations occurred during the month of July 2013:

- Johnny Estelle – Head Basketball Coach – Corsicana Campus
- Judi Glasgow – Payroll Assistant – Corsicana Campus
- Melissa Mitchell – Administrative Assistant III – Mexia Campus

There were no reassignments, retirements, or terminations during the month of July 2013. Currently 11 open positions were being advertised including:

- Dean – Navarro College at Mexia – Mexia Campus
- PTA Academic Coordinator Clinical Education – Corsicana Campus
- Assistant/Associate Professor – Art – Corsicana Campus
- Assistant/Associate Professor of Computer Information Technology – Corsicana Campus
- Area Housing Coordinator III – Corsicana Campus
- TRiO Student Support Services Academic Specialist – Corsicana Campus
- Coordinator of Tutorial Services – Academic Advisor – Corsicana Campus
- A.M. Deli Cashier – Corsicana Campus
- Faculty Support Clerk – Waxahachie Campus
- Payroll Assistant – Corsicana Campus
- Textbook Manager – Corsicana Campus

Ms. Ballew concluded her report.

President's Report on Items of Information

Board Calendar

Vice President Gragg reviewed highlights of upcoming events including: new faculty orientation and fall convocation for the fall 2013 semester, August 19 and 20; fall registration dates; a retirement reception for Dr. Sanchez to be held August 23; various athletic events including football, soccer and volleyball; the beginning of fall classes on August 26; ACCT Leadership Congress Oct 1-5; and Homecoming week activities scheduled October 6-12.

Enrollment Report

Vice President Gragg provided an enrollment update, sharing that enrollment was down 150 students when compared to last year at this time. However, because registration of high school dual credit students was delayed until information on test requirements was received from the state, Mr. Gragg stated he anticipates a 4% increase in enrollment for the fall 2013 semester and concluded his report.

Construction Update

Ms. Moreno presented an update on construction projects in progress, including the ribbon cutting held on the Waxahachie campus along with views of the completed classroom building and new physical plant facility. She continued stating foundation work was underway for the construction of the new administration building and parking lot on the Mexia campus and displayed pictures of the work in progress.

Ms. Moreno reported a remodel at College Park Mall is underway and the Corsicana Cosmetology Program will be relocated to the former Bealls Department Store location once construction is completed. She concluded by stating she will share detailed pictures at the next meeting.

Legislative Update

Dr. Kavalier stated there was no news to share regarding a legislative update.

Texas Association of Student Special Services Conference

Dr. Kavalier asked Ms. Hailey to share information about the Texas Association of Student Special Services Conference (TASSC).

Over 200 students and chaperones, ages 14 years and up from all across the state, attended the conference held in July at Navarro College and stayed in the residence halls. Ms. Hailey stated it was a very successful event and was a great recruiting tool. The profits generated were applied to numerous scholarships. Navarro College has been asked to consider hosting the conference again in two years.

Dr. Kavalier stated this is an amazing and wonderful opportunity for Navarro College, and it is excellent to see the opportunities for leadership development and professional development for students.

Administrative Retreat

Dr. Kavalier provided an update on the Administrative Retreat held at Summers Mill Retreat during the first week of August. During the retreat, three main areas were focused upon: enrollment management, reaffirmation of accreditation, and technology needs – how to strengthen the infrastructure and move the institution forward. She stated the retreat was a wonderful opportunity to get to know the administrative staff.

Retirement Reception for Dr. Richard Sanchez

Dr. Kavalier reminded everyone about the upcoming retirement reception honoring Dr. Sanchez's 15 years as District President. She stated the reception will take place on Friday, August 23, beginning at 5 p.m. in the Cook Center. Everyone was encouraged to attend to celebrate the extraordinary tenure Dr. Sanchez has provided.

Dr. Kavalier concluded her report.

Announcement and Adjournment

Mr. Huffman announced the next Board of Trustees meeting will be held at the Cook Center on September 19, 2013 at 7 p.m. He announced this was Dr. Sanchez's last Board of Trustees meeting and told Dr. Sanchez he would be missed. Mr. Huffman thanked Dr. Sanchez on behalf of the Board of Trustees for 15 wonderful years. He wished him "good luck in his endeavors" and "happy trails."

At 8:27 p.m., Mr. McGraw made a motion to adjourn the meeting. Mr. Atkeisson seconded the motion and the decision was unanimous.

Respectfully submitted,



Phil Judson, Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES