

**NAVARRO COLLEGE BOARD OF TRUSTEES
FEBRUARY 23, 2017 MEETING
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, February 23, 2017 in the President's Dining Room and were joined by the Faculty Association for dinner. The following trustees were in attendance: Mr. Lloyd Huffman, Chairman; Mr. Phil Judson, Vice Chairman; Mr. Richard Aldama, Secretary-Treasurer; Ms. Faith Holt, Member; Mr. Todd McGraw, Member; and Mr. Loran Seely, Member. Trustee A. L. Atkeisson was absent.

Closed Session

At approximately 7:00 p.m., immediately following dinner, Ms. Holt made a motion to convene into Closed Session in the President's Dining Room to discuss personnel and real property matters according to Government Codes 551.074 and 551.071. Mr. Judson seconded the motion, and the decision was unanimous.

At 7:40 p.m., Mr. McGraw made a motion to adjourn the Closed Session and relocate to the Cook Education Center to conduct their regular monthly meeting. Mr. Seely seconded the motion, and the decision was unanimous.

Call to Order in Open Session

Mr. Huffman called the meeting back to order in the Cook Education Center at approximately 7:50 p.m. Mr. Aldama began the Open Session with a prayer.

Others in attendance included:

Dr. Richard Sanchez	District President
Dr. Kenneth Martin	President, Ellis County Campuses
Ms. Teresa Thomas	Vice President, Finance and Administration
Ms. Carol Hanes	Vice President, Academic Affairs
Dr. Harold Housley	Vice President for Institutional Studies
Ms. Maryann Hailey	Vice President, Student Services
Ms. Marcy Ballew	Vice President, Human Resources
Ms. Sina Ruiz	Interim Vice President, Enrollment Management and Instl. Effectiveness
Ms. Stacie Sipes	Director of Marketing and Public Information
Mr. Guy Featherston	Dean, Health Professions
Mr. O.L. Kelley	Director of Student Life/Student Activities
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Nancy Chaney	One Stop Service Desk Coordinator

Other faculty, staff and guests were also in attendance.

Announcements

Mr. Huffman announced a very striking documentary on Corsicana Medal of Honor winner, Sgt. Candelario Garcia, will be presented free to the public at 2 p.m. on Sunday, February 26, at the Palace Theater. There were no other announcements from the Board.

Open Forum

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes – Board of Trustees Meeting January 19, 2017
- b. Board Policy Updates
 - a. AA – College District Legal Status and History
 - b. DC – Employment Practices

Dr. Sanchez requested approval of the Consent Calendar containing minutes from the January 19, 2017 meeting and updates to Board Policies AA – *College District Legal Status and History* and DC – *Employment Practices*.

Mr. Judson moved to adopt the Consent Calendar and Mr. Seely seconded the motion. The motion passed by a unanimous vote.

Take Action on November 2016 Financial Statement

Ms. Thomas presented the first of three financial statements. A review of the November 2016 financial statement indicated a total revised budget of \$91,025,198. Revenues from Cosmetology sales increased the budget \$3,152.

Mr. Seely made a motion to approve the November 2016 Financial Statement and Mr. Aldama seconded it. The motion carried by a unanimous vote.

Take Action on December 2016 Financial Statement

A review of the financial statement for the month ended December 31, 2016 followed. The budget increased by \$10,261 for a revised total of \$91,036,589. Ms. Thomas stated the majority of the increase was from grants received for the Medical Lab Technology Program and from TASB for loss prevention. Cosmetology sales increased revenues by an additional \$858. Ms. Thomas noted 54% of budgeted revenues had been earned as of December 31, 2016, compared to 48% last year and 68% of the budget had been expended, compared to 56% last year.

Mr. Aldama motion to approve the December 2016 Financial Statement. Ms. Holt and Mr. McGraw simultaneously seconded the motion and the decision was unanimous.

Take Action on January 2017 Financial Statement

During the month of January 2017, the budget increased \$29,343 for a total of \$91,064,932. The increase was due to the reallocation of Carl Perkins Grant funds, Cosmetology Program sales, and the MLK Breakfast ticket sales.

A review of the Source of Funds showed 66% of budgeted revenues had been earned as of January 31, 2017, compared to 65% at this time last year. Ms. Thomas noted the smaller dollar amount of revenues earned for the current year, \$60,441,725, compared to \$65,700,587 last year, reflects the impact a decrease in enrollment has made.

Approximately 82% of the budget has been expended as of January 31, 2017, compared to 71% last year. Ms. Thomas stated salaries for the remainder of the fiscal year have now been encumbered. She responded to Mr. Judson's inquiry about the share of budgeted funds allotted for payroll, stating it is approximately 80-85% of the budget.

Mr. McGraw moved to approve the January 2017 Financial Statement and Mr. Judson seconded the

motion. The vote was unanimous.

Increase in Selected Course and Lab Fees for Fall 2017

Ms. Thomas presented proposed increases in lab and various testing and application fees to become effective Fall 2017. She stated the increases are needed to offset the costs of operating labs, administering tests and processing applications for admittance. In addition, in order to comply with the Texas Higher Education Coordinating's Board requirement that an amount must be charged for courses offered in order to collect contact hours, a proposed fee schedule for the Elevate Program was included. She explained that the Elevate Program is a program for special needs adults, similar to the TJJD Program.

Mr. Aldama made a motion to approve the proposed course and lab fee increases effective Fall 2017. Ms. Holt seconded the motion, and the decision was unanimous.

Update on One Stop Service Desk

Ms. Ruiz stated one of the biggest challenges the college faces in enrollment management is managing the large number of phone calls in the areas of the Help Desk, Admissions and Financial Aid during peak registration times. In an effort to improve customer service and in response to feedback received from fall 2016 registration, the One Stop Service Desk was created under the leadership of Ms. Sipes, Director of Marketing.

Ms. Sipes stated the One Stop Service Desk was initiated to service the large volume of incoming calls and questions during registration and to provide optimum customer service for students to get passwords reset, get answers to frequently asked questions on Financial Aid, Bursar's Office, Registrar's Office and Cashiers. Ms. Sipes stated the One Stop Service Desk is staffed by two full-time employees, including Nancy Chaney who was introduced as the One Stop Service Coordinator, one part-time employee, and six seasonal operators.

The One Stop Service Desk was opened January 2, 2017 and experienced a successful first month. Ms. Sipes explained each time someone asks for help online or calls needing assistance, a ticket work order is created. During the first month it was open, 773 tickets were created. Ms. Sipes was pleased to report 76% of the tickets were successfully closed within one day and 82% were closed by the second day.

The One Stop Service Desk's hours of operation are from 8 a.m. – 7 p.m. Monday through Thursday and 8 a.m. – 5 p.m. on Fridays and is available to help both students and staff.

Mr. Huffman thanked Ms. Sipes and Ms. Ruiz for their presentation.

Update on Personnel Activity

Marcy Ballew was asked to present an update on personnel. During the month of January 2017, four positions were filled, two employees were transferred and six employees exited, including Dianne Summers, Physical Plant Specialist, who retired.

Ms. Ballew responded to Mr. Huffman's inquiry regarding Diane Summers, stating Ms. Summers was a Navarro College employee for 25 years. She concluded her report.

President's Report on Items of Information

At the request of Dr. Sanchez, Ms. Hailey recognized Director of Student Life/Student Activities, O.L. Kelley, and commended him for being reelected Region III's Texas Student Government Association

Advisor of the Year. She stated Mr. Kelley is eligible for State Advisor of Year. Mr. Kelly thanked Ms. Hailey and the Board. He also announced James McAllister, SGA Student President from the Midlothian Campus, was selected Region III Student of the Year and will be representing Navarro College at the state convention.

Enrollment Report

Ms. Ruiz reported enrollment figures for spring 2017 are being finalized and certified numbers will be presented at the next Board meeting. She anticipates final enrollment figures will experience a decrease of 2.99% in headcount and approximately 6% in contact hours. She stated the Enrollment Management Committee is working to increase contacts and is also looking at Continuing Education Programs including EMS, Fire and Police Academies.

Board Calendar

Ms. Sipes presented highlights of upcoming events on the Board Calendar.

Proposed New and Expanded Career and Technology Programs, Fall 2017-2018

Dr. Sanchez called on Guy Featherston, Dean of Health Professions, to share proposed new and expanded Health Professions programs for Fall 2017-2018 to help increase contact hours.

Mr. Featherston stated there is a continued need for health professions programs at the Associate Degree level. He shared plans for increasing the LVN (Licensed Vocation Nursing) cohort by 15 students across three campuses - Corsicana, Waxahachie and Mexia. This increase is expected to generate an additional 12,730 contact hours creating a net gain in revenue of approximately \$73,925. In addition, an increase of 30 additional students in the LVN to RN (Registered Nurse) Bridge program is proposed. The increase is expected to generate 64,320 additional contact hours for a net increase in revenue of \$488,565. The overall result of these increases, after costs, is expected to net the college \$562,490 during the 2019-2021 biennium.

When asked how the number of new LVN students was decided, Mr. Featherston stated 15 new students can be accommodated within the existing framework and falls within the program's very specific student to faculty ratio requirements. Dr. Sanchez noted student contact funding from the proposed changes will not be realized until the next biennium. He also stated Human Resources has been instructed to begin the search for one full-time and several part-time faculty required to expand the programs.

Mr. Featherston continued by stating a new Respiratory Therapy AAS Program and a Medical Assistant Certificate Program are also being proposed for the Waxahachie campus. The Respiratory Therapy program is very high on the "needs" list, requires the least amount of "up front" costs compared to other programs, and generates one of the highest contact hour rates. It's anticipated the first cohort of 25 freshman students will be admitted into the two year AAS Degree Program beginning fall 2018 and a second cohort of 25 freshman will be admitted fall 2019, for a total of 50 students. In reviewing the total expenses for establishing the program, Mr. Featherston noted one variable in the Respiratory Therapy Program is the requirement for a licensed medical doctor to be "on board" on a part-time basis. The program is expected to net \$21,808 the first year after start-up costs and generate a net of \$599,417 by the second year and thereafter.

The proposed Medical Assistant One Year Certificate Program is expected to be in high demand with potential for growth. Mr. Featherston stated many health care providers are choosing to hire medical assistants versus LVN's. Existing LVN classroom and lab space on the Waxahachie campus will be used to offer evening Medical Assistant classes. The program will accommodate 25 new students and

is expected to net \$69,020 in revenues during the 2019-2021 biennium.

Mr. Featherston continued by summarizing the impact of the proposed changes, assuming all are implemented and are at capacity. Student contact hours will increase 189,550 yearly and will generate a net increase over expenses of \$1,230,927 per annum. He stated the college will see a return on its investment, but the difficulty will be in absorbing the initial up-front costs.

Dr. Sanchez asked Mr. Featherston to continue by addressing the issue of offering a RN (Registered Nursing) program in Waxahachie. Mr. Featherston stated many Navarro College RN students are currently traveling to Corsicana from Dallas and other northward areas. Starting an RN Program on the Waxahachie campus, however, will require substantial up-front costs. Current ACEN requirements require separate accreditation for a second location. The Waxahachie campus cannot be considered an extension of the current program in Corsicana. Substantial up-front costs will also be required to furnish the program. As an example, the cost for a new mannequin recently purchased for the Corsicana location was \$48,000. In addition, a non-teaching Program Director with administrative support will be required to meet accreditation standards. Another dilemma will be competing for clinical space with other nursing programs within the state and geographical area. Mr. Featherston stated "it can be done but will be a substantial cost to set up."

Dr. Sanchez asked if start-up costs could be saved by transferring the existing RN program to the Waxahachie campus. Mr. Featherston responded the accreditation process would still be required for moving to another location. By moving the existing infrastructure and staffing to the Waxahachie campus, start-up costs would not be as substantial but there may be a need for more classroom space.

Following a brief question and answer period, Mr. Featherston concluded his presentation. Mr. Huffman thanked him and commended him for his performance as emcee during the recent Dancing for Our Stars fundraising event.

President's Report

Dr. Sanchez continued with the President's report on items of information:

- The John Deere Program will hold an open house on March 9, 2017 to recruit new students. A large turnout is expected and Trustees were encouraged to attend.
- Repairs to the Albritton Administration Building's entry have begun.
- The budget was discussed during the meeting in Austin. There is no difference to report at this stage. No increase is expected. Because of a 12% drop in contact hours, Navarro College is expecting a 7.6% reduction over the present biennium.
- A freeze on hiring was directed by the Governor's Office. It does not affect community colleges with the exception of the Carl Perkins Program.
- Good news regarding the Fairfield Career and Technical Center. Linda and Warren Davis have been working diligently to enhance the Fairfield Career and Technical Center campus. They recently held conversations with the City of Fairfield's mayor, city council, Chamber of Commerce, and Economic Development Corporation relative to relocating their offices onto the Fairfield campus. The response has been positive. The building to the right of the administration building would be leased and they will be responsible for construction. Dr. Sanchez stated he was very pleased at the prospect and believes this will help generate community interest. He expressed appreciation for Linda and Warren Davis for their work and dedication in promoting this concept. Such a presence will enhance the Fairfield Center dramatically.
- The Deli located on the Waxahachie campus suffered a loss of \$42,000 as of December and

has been closed. Dr. Sanchez stated the college cannot afford to sustain an operation that loses money. Vendors are being contacted to provide vending machines with sandwiches, salads, etc. for students and staff.

- Dr. Sanchez stated he has been working with Sheri Short on housing for the TJJD Program. TJJD employees come on campus once a month for one week of training and are housed on campus in the IOOF bungalows. He had Ms. Short ask the TJJD director if Navarro College could place the students in a hotel to free up the bungalows for housing students to increase revenues. TJJD was responsive to the request. Effective fall 2017, 48 additional spaces will be available for students.

Dr. Sanchez concluded his report.

Next Meeting Announcement and Adjournment

Mr. Judson made a motion to adjourn the meeting. Mr. McGraw seconded the motion and the decision was unanimous. Mr. Huffman thanked everyone and announced the next meeting will be held March 30, 2017 at the Career and Technical Center in Fairfield.

The meeting adjourned at 8:58 pm.

Respectfully submitted,

A handwritten signature in black ink, reading "Richard L. Aldama". The signature is fluid and cursive, with the first name "Richard" and last name "Aldama" clearly legible.

Richard L. Aldama, Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES