

**NAVARRO COLLEGE BOARD OF TRUSTEES  
APRIL 27, 2017 MEETING  
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, April 27, 2017 in the President's Dining Room for dinner. The following trustees were in attendance: Mr. Lloyd Huffman, Chairman; Mr. Phil Judson, Vice Chairman; Mr. Richard Aldama, Secretary-Treasurer; Mr. A. L. Atkeisson, Member; Ms. Faith Holt, Member; and Mr. Loran Seely, Member. Mr. Todd McGraw, Member was absent.

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, Operations and Instl. Advancement
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
Ms. Leslie Smith	Executive Assistant to the District President
Chief Kraig Hawkins	Chief of Police, Navarro College Police Department
Mr. Joshua Shepherd	Paraprofessional/Support Staff Chairman

Other faculty, staff and guests were also in attendance.

**Call to Order**

Following a dinner in the President's Dining Room the governing body relocated to the Cook Education Center. At 7:06 p.m., Mr. Huffman called the meeting to order and asked Mr. Judson to begin with a prayer.

**Announcements**

No announcements were made.

**Open Forum**

There were no requests to speak to the Board.

**Paraprofessional/Support Staff Committee Announcement**

Joshua Shepherd, Chairman of the Paraprofessional/Support Staff Committee, announced the committee held a fundraising event to assist a Navarro College employee experiencing difficult times. Over \$820 was raised and a check for the balance of the funds collected was presented by Mr. Shepherd to be donated towards scholarships.

Trustees thanked Mr. Shepherd and the Paraprofessional/Support Staff Committee for their efforts.

**Consent Calendar**

- a. Minutes – Board of Trustees Meeting March 30, 2017

**b. Board Policy GJ – Campus Carry Policy effective August 1, 2017**

Dr. Sanchez requested approval of the Consent Calendar containing minutes from the March 30, 2017 meeting and a revision to *Board Policy GJ – Campus Carry* stating the effective date of the policy will be August 1, 2017.

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

**Take Action on March 2017 Financial Statement**

Ms. Thomas was asked to present the March 2017 financial statement along with a review of mid-year budget changes. The revised budget increased \$1,184,428 as of March 31, 2017 for a total of \$92,374,825.

Ms. Thomas presented a detailed review by fund of the mid-year budget changes:

- Educational and General Fund - increased \$550,371
- Revenue Interest and Sinking Fund - no adjustments were necessary
- Plant Fund – increased \$578,411
- Auxiliary Enterprise Fund – total change \$49,199
- Student Financial Aid Fund – no adjustments were necessary

The Fund Balance will be reduced by approximately \$550,000 to cover the expense of the architectural drawings, repairs to the Albritton Administration Building and the roof at the Fairfield Career and Technical Center. Mr. Huffman inquired if an increase or decrease in Fund Balance is anticipated at the end of the fiscal year. Ms. Thomas responded no change (increase or decrease) is expected.

The Comparative Summary of Sources and Disbursements as of March 31, 2017 indicated total income increased 1.99% and total expenses declined 4.89% compared to the previous year. Ms. Thomas responded to questions and stated adequate revenues are projected to cover expenditures for the remainder of the 2016-17 fiscal year.

Ms. Thomas concluded her presentation.

Mr. Judson made a motion to approve the March 2017 Financial Statement and Mr. Seely seconded. The motion carried by a unanimous vote.

**Campus Carry Procedures (GJ.1) effective August 1, 2017**

Dr. Sanchez stated the Campus Carry Policy adopted by the Board in accordance with Senate Bill 11 authorizes licensed individuals to carry concealed handguns on the college campuses. SB11 allows colleges to establish rules, within certain guidelines, regarding properties owned or leased by the institution.

Dr. Sanchez stated a special committee was tasked with developing and recommending procedures for concealed carry on Navarro College campuses as it relates to the Campus Carry Policy and SB11. Dr. Housley, with the assistance of Chief Hawkins, was asked to share an overview of the proposed Campus Carry Procedures.

Dr. Housley began with a brief overview of Senate Bill 11 requirements. Open carrying of handguns on campus is prohibited for all persons including License to Carry (LTC) Holders. License holders have a right to carry a concealed handgun on campus premises and are responsible for knowing areas or activities where carrying is prohibited.

Prohibited areas will include:

- The non-public, secure portion of the Navarro College Department of Public Safety Building (area beyond foyer) used to conduct official Department business.
- During a high school, collegiate, or professional sporting event or interscholastic event when a sports club or intramural athletic competition is taking place;
- As subject to the Open Meetings Act (OMA), during a time in which a properly posted open meeting of a governing body is held, including that of the College's Board of Trustees meetings, as long as the entity provides the notice specified by the Texas Penal Code;
- During a time in which a College location is being used as a church, synagogue, or other established place of religious worship;
- During a time in which a location is designated as a polling place on the day of a federal, state, or local election, including while early voting is in progress and as posted in accordance with required notice (and may include but is not limited to the Cook Education Center on the Corsicana Campus);
- During a time in which a formal employee or student disciplinary or grievance hearing is taking place (e.g., grade challenge, disciplinary appeal);
- During a time in which large groups of minors are on campus at a location where an educational program is being provided (e.g., field trips to the Cook Education Center, UIL events);
- During a time in which equipment is used that is incompatible with metallic objects, and as posted in accordance with required notice;
- When a state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location and the exclusion does not generally prohibit or have the effect of generally prohibiting License Holders from carrying concealed handguns on the campus premises, and as posted in accordance with required notice;
- During a time in which medical, health, or clinical services are provided, and as posted in accordance with required notice;
- During a time in which intercollegiate, club, and intramural athletic events occur, and as posted in accordance with required notice. This may include, but is not limited to activities (games and practices) at the following locations:
  - Wolens Special Events Center (SEC)
  - Perry Baseball & Softball Fields
  - Price Fieldhouse
  - Soccer Field and Fieldhouse
  - Football Practice Field
  - Tiger Stadium (Corsicana I.S.D.)
  - Gibson Hall and Duncan Fitness Center
  - Outdoor Basketball Courts
  - Sand Volleyball Court
- During a large-scale event occurring on a premise that is owned, leased, or operated by the College; this may include but is not limited to the Cook Education Center, the Wolens Special Event Center (SEC), and Dawson Auditorium, and as posted in accordance with required notice; and
- During Navarro College commencement activities, Texas A & M University-Commerce commencement, other institutions' commencement ceremonies, and high school graduation ceremonies, and as posted in accordance with required notice.

Dr. Housley continued with implications for campus residents and non-residents:

- A license holder who resides in campus housing may carry a concealed handgun into campus housing and may store the weapon in his or her assigned room except during periods between the spring and fall semesters when the facility hosts summer camps attended by minors.
- A resident who brings a concealed handgun into campus housing must carry the weapon on his or her person at all times or store it in his or her assigned room in a locked container that has been installed or approved by College administration.
- A resident may not intentionally or knowingly display a handgun in plain view of another person in campus housing except as necessary to properly store the weapon in his or her assigned room.
- A license holder who does not reside in campus housing may carry a concealed handgun into campus housing except during periods between the spring and fall semesters when the facility hosts summer camps attended by minors.
- The handgun must be carried on the non-resident's person at all times and may not be stored in a campus housing room.
- A resident or non-resident whose possession, use, or storage of a handgun results in personal injury or property damage is personally liable for the injury or damage.

If an individual is a license holder, he or she must notify the Navarro College Housing office 30 days prior to the move-in date so that a handgun possession safe can be installed in the closet floor of their assigned room. Students who are assigned to residence halls where a firearm is stored, and have concerns, may request a change of room or residence hall where space is available.

The District President or his/her designee may temporarily prohibit the carrying of concealed handguns for up to seven (7) days in order to promote safety on the campus premises when the activity has a history for violence; or where a large-scale activity, due to the presence of alcohol, uniqueness of the campus environment, specific threat of violence, or other safety considerations presents a reasonable threat to health or safety.

The Navarro College Chief of Police may temporarily prohibit the carrying of concealed handguns on the campus premises when it reasonably appears there is threat of injury to human life, destruction to college property, or a threat of willful disruption of orderly operation of the College as defined in section 51.231 of the Texas Education Code, or upon receipt of credible information of imminent injury to human life or destruction to college property.

Navarro College is obligated to provide notification/signage at locations where concealed handguns are prohibited. Navarro College's Campus Carry Policy will be published annually in the Board Policy Manual, Student Handbook, and on a dedicated webpage. The College shall include information on this policy as part of both employee and student orientation. Contracts for use of the campus premises shall include pertinent provisions of this policy.

Brief discussion and a question and answer period followed regarding signage, storage of firearms, prohibited areas, parents of minors who are licensed to carry, and students who do not wish to reside in a room where a concealed handgun is stored. Chief Hawkins clarified when minors are on campus, concealed carry will be temporarily prohibited within the buildings where the minors are going to be located (i.e. Cook Education Center), not the entire campus. Mr. Huffman stated the restriction on carrying during Board of Trustees meetings should not be necessary if Campus Police are present. Dr.

Housley and Chief Hawkins responded the College Campus Carry Policy and Procedures can be amended as necessary with Board approval.

Mr. Huffman encouraged Chief Hawkins to hold exercises with other agencies on the College campuses so they can become familiar with the college's facilities. He also asked Chief Hawkins about obtaining a copy of the FBI film shown Trustees during the ACCT Conference in New Orleans last October to be shared with faculty and staff.

At the conclusion of the discussion, Mr. Judson moved to adopt the Campus Carry Procedures (GJ.1) and Ms. Holt seconded the motion. The procedures were adopted by a unanimous vote.

#### **Update on Personnel Activity**

Dr. Sanchez asked Ms. Ballew to present an update on personnel.

Ms. Ballew reported that during the month of March 2017 two appointments were made, five employees resigned and one employee was terminated. She stated there were no retirements or transfers to report for the month of March 2017 and concluded her report.

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

##### **Enrollment Report**

Ms. Ruiz was asked to give an update on enrollment. Ms. Ruiz stated registration for the May Mini, Summer and Fall 2017 semesters began on April 17. Compared to enrollment last year at this time May-Mini enrollment was up in headcount but down in contact hours. Enrollment in Summer terms were ahead in both headcount enrollment and contact hours. Fall enrollment was also ahead by 301 students and over 50,916 contact hours.

##### **Board Calendar**

Ms. Sipes presented highlights of upcoming events on the Board Calendar. Dr. Sanchez noted a special session of the Forgotten Air Force Play on Sunday at 2 p.m. will be live-streamed worldwide. He stated this was a great tribute to Dr. Shellie O'Neal, who wrote the play.

Mr. Huffman stated he was asked by community member, Babette Samuels, why Navarro College doesn't have an electronic sign on Highway 31. He asked Ms. Sipes to obtain some prices so that sponsors can be sought to assist with the cost.

Mr. Aldama also advised Ms. Sipes he has received requests from community members asking if the College could get word out about College events earlier --- more than a day or two advance notice.

##### **President's Report**

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

- Construction netting in front of Albritton Building has been temporarily removed for graduation.
- Approximately 714 graduates are expected to participate in the three (3) commencement ceremonies this year.
- There is little variance between the state appropriations proposed by the Senate and the House of Representatives. Dr. Sanchez stated he is basing the 2017-18 budget development process on receiving an appropriation of \$27 million. He added there has been no mention of the 6% previously taken and assumes Navarro College will have these funds available.
- The 2017-18 budget development process is underway and is being based on a 2% decrease in

enrollment. With few exceptions, the budget will be identical to the current budget.

- Construction documents and estimated costs for the Albritton Administration Building are currently being developed by VLK architects. Once information is available, it will be shared with the Board.
- Trustees were invited to attend the Staff BBQ on Tuesday, May 9, at the Cook Education Center.
- Trustees unanimously endorsed Dr. Sanchez's request to close ½ days on Fridays during the summer months as an incentive for staff. Dr. Sanchez stated everyone is "doing more with less" and thanked the Board for their approval.
- The Budget and Planning workshop will be held June 29, 2017 beginning with lunch at 12 noon.
- Dr. Sanchez shared dates he will be on vacation in May and June to attend family events. June 5-9 he will participate in the A.C.E. (American Council on Education) Closing Retreat. He stated all travel costs are being paid by A.C.E.
- The Board of Trustees meeting in May has been moved to Wednesday, May 17, 2017 at 12 noon. State law requires the Board to canvass votes from the election no earlier than the third day and no later than 11 days following the election.
- Navarro College has received an award from the Heart of Texas Council on Governments (HOTCOG) as a result of its partnership with the Fairfield Economic Corporation. Information on the award will be released to the press.

Dr. Sanchez concluded his report.

#### **Announcement and Adjournment**

Mr. Huffman announced the next meeting of the Board of Trustees will be held on May 17, 2017 at 12 noon in the Lone Star Room. Mr. Judson asked everyone eligible to please cast his or her vote in the Navarro College Board of Trustees election on May 6, 2017.

Mr. Aldama made a motion to adjourn and Mr. Atkeisson seconded the motion. The decision was unanimous.

The meeting adjourned at 8:26 p.m.

Respectfully submitted,



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