

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**APRIL 16, 2009 MEETING**  
**MINUTES**

The governing body of NAVARRO COLLEGE gathered for a retirement reception honoring Mr. Homer Wasson and Mr. Zane Stites in the Cook Education Center on Thursday, April 16, 2009. The reception ended at approximately 6:30 p.m. at which time the governing body moved to Gibson Hall where a brief ceremony was held to dedicate the new Brenda Duncan Fitness Center. Following the dedication ceremony, the governing body relocated to the Arrowhead Room in the Gooch One-Stop Student Center for their regular monthly meeting.

Trustees in attendance included: Mr. Homer Wasson, Chairman; Mr. Lloyd Huffman, Vice-Chairman; Dr. James Price, Secretary/ Treasurer; Mr. James Borkchum, member; Mr. Phil Judson, member; Mr. Todd McGraw, member; and Mr. Zane Stites member.

Also in attendance were:

Dr. Richard Sanchez	District President
Dr. Harold Nolte	President, Ellis County Campuses
Dr. Kenneth Martin	Vice President for Academic Affairs
Ms. Gettie Moreno	Vice President for Finance and Administration
Dr. Erik Zoellner	Vice President for Student Services
Dr. Tommy Stringer	Vice President for Institutional Advancement
Mr. Dewayne Gragg	Dean of Enrollment Management and Institutional Research
Ms. Donna Parish	Director, Market Relations and Public Information
Mr. Roark Montgomery	Athletic Director
Mr. Johnny Estelle	Head Basketball Coach
Dr. Cubie Ward	Dean of Midlothian Campus
Dr. Larry Weaver	Dean of Arts, Sciences and Humanities
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Janet Daugherty	Executive Administrative Assistant
Mr. Cody Dickerson	Media Integration Services Center
Mr. Buster Atkeisson	Candidate, Board of Trustees At-Large, Position 6
Ms. Pat Harper	Candidate, Board of Trustees At-Large, Position 6
Mr. Dick Aldama	Candidate, Board of Trustees District 4

Various other faculty, staff, students and visitors were also in attendance.

**Call to Order**

Mr. Wasson called the meeting to order at 7:10 p.m., and asked Mr. McGraw to begin the meeting with a prayer. Mr. Wasson then announced a closed session would be held following the President's Report to discuss real estate matters according to Government Code 551.072. He stated no decisions were anticipated during or after the closed session.

## **Board Announcements**

Mr. Wasson recognized candidates in the audience running for the open Board of Trustees positions due to the pending retirements of Mr. Wasson and Mr. Stites including: Mr. Buster Atkeisson, Ms. Pat Harper, and Mr. Dick Aldama. Mr. David Taylor was not present.

## **Open Forum Time**

There were no requests to speak to the Board.

## **Recognition of Navarro College Basketball Region XIV Championship Team**

Mr. Wasson recognized the Navarro College men's basketball coaching staff and team members present, and congratulated them for their successful season and on winning the 2009 Region XIV Basketball Championship. He then called on Athletic Director, Mr. Roark Montgomery. Mr. Montgomery stated it has been 62 years since the Navarro College's basketball team last won a regional championship. He commended head coach, Johnny Estelle, and his staff and the team for their achievement, and stated that Coach Estelle had been named Region XIV's Basketball Coach of the Year.

Coach Estelle thanked the Board and administrators for their support. He then introduced each of his assistant coaches and team members present and acknowledged each one's part in the team's achievement. Following the introductions, he concluded by proudly displaying the 2009 Region XIV Championship plaque they were awarded.

## **Consent Calendar**

- a. Minutes - Board of Trustees March 26, 2009 Meeting**
- b. Addition of Section IV.25.00 – Intellectual Property and Shared Royalties to the Navarro College Administrative Policies and Procedures Manual**

Dr. Sanchez briefly explained that the Texas Higher Education Coordinating Board (THECB) recently requested a copy of the college's intellectual property policy. He stated because the college did not have a policy, he had developed one for the board's approval.

Mr. Borkchum made a motion to approve the consent calendar, and Mr. Huffman seconded the motion. The decision was unanimous.

## **Take Action on February 2009 Financial Statement**

Ms. Moreno was asked to present the February 2009 financial statement for approval. She stated the February 2009 statement presented during the March board meeting had been a preliminary report and did not include the mid-year budget adjustments.

She stated a careful review was made of each revenue account to ensure budgeted revenues would be earned as planned and of each expenditure account to ensure that sufficient funds were budgeted to support the instructional and instructional support programs of the college. As a result, significant budget adjustments were required to

realign the budget at mid-year.

Ms. Moreno stated the original budget for 2008-2009 fiscal year which began with \$69,759,780 had increased to \$74,282,173 at February 28, 2009. Ms. Moreno stated budget changes for the month ending February 28, 2009 totaling \$2,416,248 were required to recognize additional revenues and expenditures. The majority of this increase was a result of college's increased enrollment, which exceeded the 11.3% anticipated growth originally budgeted as well as revenues generated from the Texas Youth Commission Interagency contract, and grant funds received from private agencies including John Deere Corp., XTO Energy, and Marathon Oil.

Other significant revenue adjustments included transfers to the Plant Fund for the construction of a new 32-bed student apartment building and from the Educational and General Fund balance to balance the Educational and General Fund budget. Corresponding expenditures were increased as well.

Dr. Price made a motion to approve February 2009 financial statement. Mr. Borkchum seconded the motion and the decision was unanimous.

### **The Take Action on March 2009 Financial Statement**

Ms. Moreno continued with a presentation of the March 2009 Financial Statement. She stated minor adjustments were made increasing the budget by \$5,419 for a total of \$74,287,592. The majority of the increase came from additional revenues generated by the Cosmetology Program.

A review of the Source of Funds indicated \$53,501,872 of budgeted revenues, or 72.02%, had been earned at March 31, 2009, as compared to 70.67% earned the previous year at March 31, 2008.

The Disbursement of Funds for the same period indicated \$49,344,288 had been expended and \$13,018,462 had been obligated, representing 83.95% of the budget as compared to 79.87% in 2008. Ms. Moreno stated that expenditures in the Plant Fund will continue to increase as a result of future construction.

Mr. Huffman made a motion to approve the March 2009 financial statement, and Mr. Stites seconded the motion. All trustees voted in favor of the motion.

Dr. Price inquired about dining services funds included in the Auxiliary Fund and about the types of meal plans residence life students purchase. Ms. Moreno responded that most athletes choose to purchase the 18-meal plan while most other students select the 15-meal plan.

### **Approve Restatement of Navarro College Employees Retirement Plan**

Dr. Sanchez stated from time to time federal laws require changes be made to the Navarro College Employees Retirement Plan, and asked Ms. Moreno to present the restated plan.

Ms. Moreno stated the Treasury Department requires all qualified retirement plans be restated to incorporate all amendments into their plan to comply with the Economic Growth and Tax Relief Reconciliation Act of 2001. She concluded by stating the Navarro College Employees Retirement Plan has been restated according to these regulations and has been approved by the Navarro College Employees Retirement Plan Committee.

Mr. Judson inquired if the changes being approved would insure the College's plan is in full compliance with the law, and Ms. Moreno responded they would.

Mr. Judson made a motion to approve the restatement of the Navarro College Employees Retirement Plan. Mr. Stites seconded the motion. The vote was unanimous.

#### **Approve Agreement with Higher One, Inc., to Provide Services to Process Financial Disbursements for Refunds and Financial Aid**

Ms. Moreno continued her presentation. She stated approval was being requested to enter into an agreement with Higher One, Inc. to provide refund disbursement services to students.

Ms. Moreno stated over 12,000 student refunds are processed each year. Currently, hard copies of checks are distributed to students, and each year the volume has been increasing. The process is also complicated by federal and state requirements to follow up, collect and return refund checks that have been returned to the college or that have not been cashed by students after a period of time.

Ms. Moreno stated that Higher One, Inc. offers services that will automate the entire process and will make funds available to students at least 24 hours earlier. Students will have the option of receiving their refunds electronically through a MasterCard debit/check service, a paper check, or through an electronic funds transfer to a pre-existing bank account the student designates.

Ms. Moreno added that these services will be provided at no charge to the student. The college will pay \$0.40 cents per Higher One transaction. This cost will be offset by the savings in postage as well as manpower. The process will be based on an electronic student-refund transaction file processed out of the college's Datatel Finance system and electronically transmitted to Higher One. Ms. Moreno stated she anticipates most students will prefer this option which will expedite access to their funds.

Mr. Huffman inquired about the length of the contract agreement, and Ms. Moreno stated the initial term of the agreement will be for three years and may be extended for three additional years by mutual agreement of both parties. She concluded her presentation.

Dr. Sanchez stated he was very skeptical about Higher One at first but the more he

learned, the more he became convinced this is a wonderful service and that it is needed to provide more timely service to students in receiving their refunds.

Mr. Huffman made a motion to approve entering into an agreement with Higher One, Inc. to provide services to process financial disbursements for refunds and financial aid. Mr. Borkchum seconded the motion, and the vote was unanimous.

### **Presentation on New College Website**

Ms. Parish was asked to make a presentation on the new college website.

Ms. Parish stated the decision was made last June to hire a firm to assist the college in creating a new meaningful and creative website instead of hiring a replacement for the full-time Web Master position. Quotes were solicited, and the firm, Point A Media, was selected.

Ms. Parish continued stating the college's previous website did not take into account "what the audience wanted to see" and "what would make them want to come (to Navarro College)." She stated because today's students are very graphic oriented, photographers were hired to come on campus to take pictures. She stated the college was fortunate to hire Fred and Joe Gaylor, who are considered the premier education photojournalists in the world. Last fall, they were available to come on campus for a two-day period and took over 4,000 pictures depicting college life at Navarro College. Ms. Parish stated the college owns all the images taken and will rotate using them on the website. She exhibited several of the photos taken.

Ms. Parish displayed the previous version of the college's website which had many flaws. She pointed out that the older version's home page had "too much going on at the same time" making it confusing and difficult to decide what to look at first. In addition, important information was very difficult to find because it was buried too deep within the website. She then demonstrated features of the newly designed website. The updated website's main navigation bar is always available on the right hand side of the screen making it easy for visitors to find and access information located in other areas within the website. Ms. Parish stated the greatest advantage to the new website is that it is "content based" which allows changes or additions to be made very easily. This makes it possible to add new information as needed and ensures all information can be kept updated in a timely manner. She then demonstrated the procedure by creating a new page on the website.

Ms. Parish continued stating a program was developed to track how many visitors are accessing the website at any given time and provides statistics about those visits. During the month of April, the program tracked over 119,715 visits to the website. She stated that various information reports can be generated including a breakdown of first-time "unique" visitors and returning visitors. Ms. Parish stated other types of useful reports generated through the program include the IP addresses/locations of visitors, the type of operating system or browser the visitors are using, exactly which web pages those visitors are accessing within the website, and how long they are visiting those pages. The number of visitors who access the website from external links can also be determined. She stated this information is needed to help determine what is working and what changes are needed to provide the best website possible.

Ms. Parish stated new websites are in the process of being built for the Pearce Collections and Cook Center Western Art Museum. She stated "the message is everything" and "the quality of how it is delivered" is important. Because many competitors are "getting it right", there may not be a second chance to reach potential students. She concluded expressing the pleasure she receives from the creative part of her job as well as from working with such a young and vibrant marketing and recruiting staff.

Mr. Huffman commented on the positive aspects of Ms. Parish's enthusiasm and inquired if the college was hosting the website on one of its servers. Ms. Parish responded Point A Media is hosting the website. Mr. Judson stated he stumbled on the website in mid-March and was very impressed with the specific information it provided about the college but more importantly, the marketing aspect of it.

Mr. Wasson commended Ms. Parish for her work and her presentation.

### **Update on Personnel**

Dr. Zoellner was asked to present the update on personnel for the month of March 2009 on behalf of Ms. Aguilar who was not able to attend for personal reasons.

The following appointments were made during the month of March, 2009:  
Nancy Johnson, Director of College Bookstores – Corsicana, and Regan Sanchez, Administrative Assistant II Arts & Sciences – Corsicana

There was one resignation during the month: Joseph Lopez, Campus Police Officer – Corsicana.

There were no reclassifications, reassignments, terminations or retirements during the month of March 2009.

Following a brief review of open positions, Dr. Zoellner concluded his report.

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

Dr. Sanchez asked Ms. Parish to present the Board's calendar of events. Ms. Parish stated many events were planned through the month of May and briefly highlighted several of the major upcoming events including: a spring musical, various concerts, the faculty advisor banquet, Brilliance fundraising event, the annual staff barbecue, the Region XIV softball tournament being hosted by Navarro College and upcoming commencement ceremonies.

Dr. Sanchez stated all trustees were invited to the Texas A&M University graduation ceremony on Friday, May 8, 2009 and inquired how many planned to attend. Board members Wasson, Price, Judson and Stites indicated they would attend and Huffman, Borkchum and McGraw stated they would have to review their schedules for prior commitments.

Dr. Sanchez stated a special board meeting would be held on May 19, 2009 at noon to canvass the election returns. Lunch will be provided in the President's Dining Room immediately following the conclusion of the meeting.

Dr. Sanchez continued stating the 81<sup>st</sup> Legislative Session was progressing. He stated he was very disappointed to report that House Bill 1893, which will allow people to carry guns on campuses and into the workplace, was very much alive. He stated his concern for faculty, administrators and staff who often have to deal with disgruntled students and employees. He stated if this bill is passed, it has the potential for detrimental consequences in the future.

Dr. Sanchez stated he had previously sent information to Trustees regarding funding possibilities being proposed by the legislature. He stated the Senate's proposed funding model included proportionality but the House's version did not. He anticipates the college could possibly receive approximately \$6 million but will not know until possibly May. Some discussion followed regarding the proportionality issue.

Dr. Sanchez stated he has not received any word concerning the request for \$150,000 in stimulus funds. He believes because such a small amount was requested, it is likely Navarro College could receive the funding which will be used to renovate the Waxahachie campus's older John Arden Center building.

Dr. Sanchez asked Ms. Moreno to report on the status of construction of the new student apartment building. Ms. Moreno stated depending on the weather, the foundation would be poured by the end of the following week. She stated the project is on track and it is anticipated to be completed on time.

Dr. Sanchez called on Dr. Nolte to present an update on Brilliance. Dr. Nolte stated plans for the fundraiser scheduled for Saturday, April 18, were going well. A mock-up of the Brilliance program showed a list of over 100 gifts that have been donated for the live and silent auctions. He stated another donation was received on Monday from the Lions Club in the amount of \$5,000.

Dr. Nolte continued stating Senator Joe Barton recently visited the Waxahachie campus and stayed for several hours. During his visit, Dr. Sanchez requested the Senator's assistance in acquiring stimulus funds for Navarro College.

Before concluding, Dr. Nolte pointed out that a quote from Dr. Sanchez regarding the nursing occupation and the college's nursing program had been included in a recent article in Parade Magazine, a national publication. Copies of the April 12, 2009 article on occupational outlooks were provided each trustee.

Dr. Sanchez stated the Board of Trustees election was taking place on the same day as graduation May 9, 2009. He stated results should be known late that night. He stated a special meeting was scheduled at noon on Tuesday, May 19, 2009 to canvass the returns (in compliance with state law).

Dr. Sanchez concluded his presentation.

### **Convene into Closed Session**

Mr. Stites made a motion to convene into closed session at 8:30 p.m. to discuss real estate matters according to Government Code 551.072.

**Reconvene into Open Session, Announcement and Adjournment**

Dr. Price made a motion to reconvene into open session and adjourn the meeting at 10:05 p.m. Mr. Stites seconded the motion. The decision was unanimous.

A special meeting to canvass election returns will be held on Tuesday, May 19, 2009 at 12:00 noon in the Lone Star Room located in Walker Dining Hall.

The next regular meeting of the Navarro College Board of Trustees will take place on May 21, 2009 in the Arrowhead Room of the Gooch One-Stop Student Center located on the Corsicana campus.

Respectfully submitted,

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Dr. James G. Price, Secretary/Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES