

**NAVARRO COLLEGE BOARD OF TRUSTEES  
APRIL 22, 2010 MEETING  
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, April 22, 2010, at 6 p.m. in the President's Dining Room. No agenda items were discussed or business conducted. Following the dinner, trustees relocated to the Arrowhead Room of the Gooch One Stop Student Center for their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman, Chairman; Dr. James Price, Vice-Chairman; Mr. Richard Aldama, Member; Mr. A. L. Atkeisson, Member; Mr. Phil Judson, Member; and Mr. Todd McGraw, Member.

Mr. James Borkchum, Jr., Secretary-Treasurer; was absent.

Others in attendance included:

Dr. Richard Sanchez	District President
Dr. Harold Nolte	President, Ellis County Campuses
Dr. Kenneth Martin	Vice President, Academic Affairs
Ms. Gertrud Moreno	Vice President, Finance and Administration
Ms. Maryann Hailey	Vice President, Student Services
Dr. Tommy Stringer	Vice President, Institutional Advancement
Mr. Dewayne Gragg	Vice President, Enrollment Management
Ms. Donna Parish	Director, Market Relations & Public Information
Mr. Roark Montgomery	Athletic Director
Ms. Marcy Ballew	Director, Human Resources
Dr. Harold Housley	Dean, Business, Professional and Technical Education
Mr. Don Jock	Director, Workforce Education
Ms. Monica Aldama	Director, Cheerleaders/Instructor
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Cody Dickerson	Media Integration Services Center
Ms. Julianne Dodge	Navarro County Times
Mr. Bob Belcher	Corsicana Daily Sun

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

**Call to Order and Dinner**

Mr. Huffman called the meeting to order in the President's Dining Room at approximately 6:00 p.m. Dinner was served, and no agenda items were discussed or business conducted. Trustees were joined by Dr. Sanchez, Dr. Nolte, Dr. Martin, Ms. Moreno, Dr. Stringer, Mr. Gragg and Ms. Hailey.

Following the dinner, the board relocated to the Arrowhead Room and at approximately 7:05 p.m., Mr. Huffman reconvened the board into regular session. Dr. Price was asked to begin the meeting with a prayer.

**Board Announcements**

There were no announcements made by the Board.

## **Open Forum Time**

There were no requests to speak to the Board.

## **Consent Calendar**

### **a. Minutes - Board of Trustees March 25, 2010 Meeting**

Dr. Sanchez requested that the policy under Item b. of the Consent Calendar be tabled until the next meeting. The minutes from the Board of Trustees March 25, 2010 meeting were presented for approval.

Mr. McGraw made a motion to approve Item a. of the Consent Calendar (Minutes from Board of Trustees Meeting on March 25, 2010) and Mr. Judson seconded the motion. The decision was unanimous.

## **Recognition for Ms. Monica Aldama and Cheerleaders**

Mr. Huffman stated that Item 303 was being moved up on the agenda ahead of Item 201 to recognize the Navarro College cheerleaders and their director, Ms. Monica Aldama. Dr. Sanchez stated that the Navarro College cheerleaders under the direction of Ms. Monica Aldama recently won their seventh national championship and asked Mr. Montgomery to introduce them.

Mr. Montgomery stated over the past ten years, this is the seventh time that the Navarro College cheerleaders have won a national championship under the direction of Ms. Monica Aldama. He then asked Ms. Aldama to speak and introduce the members of the cheerleading team who were present.

Ms. Aldama thanked the board and administration for their support of the cheerleading program and for making it possible for the cheerleaders to participate in the competition located in Florida. She then introduced each team member present and asked them to stand to be recognized as she introduced them. She stated that several cheerleaders were not able to be present due to conflicts with their work and class schedules.

Ms. Aldama expressed great pride in her students and gave them high praise for their achievement and dedication. She stated their schedules have been very full this year with daily practices in addition to performing at football and basketball games and other events, and each student has given 110%.

A video of their preliminary performance during the national competition was played. Ms. Aldama stated that the team missed winning the grand championship by only a few points. They made the second highest score in the entire event exceeding all other teams from both two-year and four-year colleges and universities except University of Maryland, which took the top honor. She stated that she received many compliments on the team while there and she "could not be more proud of them."

The board congratulated the cheerleaders and Ms. Aldama, and expressed their pride in having them represent Navarro College. The cheerleaders and Ms. Aldama were then honored with a standing ovation before they exited the meeting.

## **Take Action on February 2010 Financial Statement**

Dr. Sanchez asked Ms. Moreno to present the February 2010 Financial Statement.

Ms. Moreno stated that the February financial statement presented during last month's meeting had been a

preliminary report and for information purposes only. A thorough, mid-year analysis has since been completed to ensure all budgeted revenues will be earned and that ample funds have been budgeted for expenditures throughout the remainder of the year. The 2009-2010 budget at February 28, 2010 increased by \$3,868,127 for a total of \$89,567,734.

Ms. Moreno reviewed the significant adjustments that were required to realign the budget at mid-year. The Educational and General Fund was increased by \$1,317,034. Student income was increased to reflect the college's enrollment growth and revenues generated from the \$1 increase in tuition and fees, Continuing Education's Criminal Justice Program, and funds received from the Department of Labor (DOL) Oil & Gas federal grant.

Corresponding increases in budgeted expenditures in the Educational & General Fund included additional faculty and support staff part-time salaries, severance pay for released personnel, Higher One's contract services, funds for an interagency security proposal, institutional memberships, an increase in Texas Work Study, and increase in the DOL grant to match additional revenues received. An remaining increase in the Educational and General Fund Balance at year end was placed into contingency.

No adjustments were required in the Debt Service Fund.

Adjustments totaling \$510,256 in the Plant Fund were made to recognize a transfer of funds from the prior year's fund balance to finance the construction of a new Campus Police Building, a transfer from Auxiliary Funds for the renovation of Eady Hall, a transfer from the Education and General Fund for the purchase of the house at 3407 West Second Avenue, a donation received from XTO for a new Petroleum Technology Building, and a reduction in donation from the City of Midlothian.

Dr. Sanchez pointed out that funds have been budgeted for the renovation of Eady Hall. He stated that Eady and Jones Halls are the oldest residence halls and are in substantial need of renovation. Dr. Price asked for clarification of the additional \$10,000 budgeted for Human Resources. Ms. Moreno explained that with the passing of Ms. Nelida Aguilar, Director of Human Resources, additional part-time staff was needed to operate the office until a new director could be appointed.

Adjustments totaling \$661,247 were needed in the Auxiliary Fund to reflect increased demand for student housing and dining services. Ms. Moreno stated that she anticipates increasing the Auxiliary fund balance at year end by \$160,816.

In the Student Financial Aid Fund, additional revenues were received for various scholarship accounts in the amount of \$1,570,265 and additional loan funds were recognized in the amount of \$1,779,589. The adjusted Student Financial Aid budget as of February 28, 2010 totaled \$29,168,311.

Ms. Moreno reviewed an analysis of the college's three major fund balances: Educational and General Fund, Auxiliary Fund, and Scholarship Fund. She stated that these fund balances provide a reserve fund of approximately \$8.2 million. This reserve can provide approximately two months coverage of expenditures. She concluded with her review of the February 28, 2010 financial statement by stating that the college's financial posture remains strong and is in a very good fiscal position.

Dr. Price made a motion to approve the February 28, 2010 financial statement and Mr. Atkeisson seconded the motion. The vote was unanimous.

### **Take Action on March 2010 Financial Statement**

Ms. Moreno was asked to continue by presenting the March 2010 financial statement. She stated that because of the mid-year adjustments, few adjustments were required for the period ending March 31, 2010.

The Statement of Budget Changes showed an increase of \$5,429 in revenues from Cosmetology sales. An internal transfer of funds in the amount of \$24,990 was required for the purchase of a new sound system for the Special Events Center. Ms. Moreno stated that the new sound system should be installed and working in time for graduation. The revised budget at March 31, 2010 totaled \$89,567,734.

A review of the Source of Funds showed 77.68% of the amended budget's revenues had been earned at March 31, 2010 compared to 72.02% the prior year. A review of the Disbursement of Funds showed 91.50% of the revised budget had been expended and/or obligated at March 31, 2010 as compared to 83.95% the prior year. Ms. Moreno stated the difference in Local Grant Projects with 103.46% expended/obligated as compared to 0% the previous year was due to an allocation of the local portion of the SBDC grant for benefits. The increase in activity in the Student Financial Aid Fund with 114.93% expended/obligated as compared to 87.15% was a direct result of increased PELL grants and student loans.

Dr. Price made a motion to approve the March 2010 financial statement. Mr. Atkeisson seconded the motion and the vote was unanimous.

### **Approve Procedures, Release Form, Standards and Vendor for Residence Life Background Checks**

Dr. Sanchez stated that at the February 18, 2010 meeting, the proposed residence life background check procedures and application form were presented to the board for approval. At that time, the board requested Corsicana Police Chief Randy Bratton and Navarro County Sheriff Les Cotton be asked for their opinions and input. Ms. Moreno was asked to continue with a review of the procedures, release form, standards and vendor for residence life background checks.

Ms. Moreno stated that as a result of suggestions made by Chief Bratton and Sheriff Cotton, the procedures and standards have been revised to state that no applicant who is on parole or probation for specified offenses will be admitted to the residence life program. She stated that the procedures have also been revised to include new students residing in the residence halls during Summer I and II. Those students and all other students seeking to reside on campus will be required to complete the release form and pay the \$10 processing fee. The forms will be processed prior to move-in for the fall semester. Students that decide not to return to the residence halls for the fall semester will have their fee refunded. No changes were made to the release form.

Ms. Moreno stated that quotes were solicited from vendors to conduct student background checks. The top three vendors were contacted, and based on the best service offered to the college, Ms. Moreno requested the board approve Pennell & Associates, Inc. from Kemp, Texas. She stated that the quotes received from the other two vendors, CertifiedBackground.com Online Resource and BackgroundChecks.com Online Resource, would require Navarro College staff to complete the checks online. In addition to the need for

additional staff, this would also require sensitive information to be stored on the college's server. Pennell & Associates, however, will utilize their personnel to conduct background checks and only provide information the college requests.

Mr. Judson inquired if an appeals process is included if a student is deemed ineligible. Ms. Moreno responded that an appeals process has been included in the procedures.

Dr. Price made a motion to approve the procedures, release form and standards for background checks on residence life students and Pennell & Associates, Inc. as the vendor. Mr. McGraw seconded the motion. The decision was unanimous.

### **Discuss and Approve Revision to Internet Course Fee in the Tuition and Fee Schedule for Fall 2010**

Ms. Moreno continued by stating approval was requested to increase the internet course fee in the Tuition and Fee Schedule by \$10. The original fee of \$25 was established in 2003 with the onset of offering online courses and has never been increased. As demand for online courses has increased the college has absorbed the cost for course development, additional equipment and software, and instructors.

Ms. Moreno stated online courses generate the highest number of contact hours. She stated that the increase of \$10 is well justified to meet the demand and provide the technology required.

Mr. Judson inquired how much the fee increase was projected to generate. Ms. Moreno estimated \$160,000 would be generated over a one year period.

Mr. Atkeisson inquired how the college's fee compares to other colleges. Ms. Moreno stated that comparison was very difficult because other schools hide their fees or use other names. Dr. Sanchez stated that years ago a lawsuit was brought against schools by students for charging a computer fee. For that reason the fees were built into the tuition base. He stated that he does not feel there is any danger of this by listing a separate internet course fee.

Mr. Judson made a motion to approve the increase in the Internet Course Fee in the Tuition and Fee Schedule, and Mr. Aldama seconded the motion. The decision was unanimous.

### **Authorize Solicitation of Request for Qualifications (RFQ) for a Construction Manager at Risk for the Cook Education Center Expansion**

Ms. Moreno stated that authorization was being requested to solicit RFQ's (Request for Qualifications) for a construction manager at risk for the expansion of the Cook Education Center and asked Mr. Huffman if he would like to continue the presentation.

Mr. Huffman presented a drawing of the proposed expansion to the Cook Education Center. He stated that the print being displayed was a first draft of the site plan showing the planned expansion. He reviewed the design and pointed out specific features. The plan calls for moving the glass wall out 50 feet and adding interior walls to create more rooms. He stated that the addition would add 6,500 – 7,000 sq. ft.

He continued stating there are two different plans. The second option includes double decking areas above the gift shop and above the office area which would provide an additional 4,000 sq. ft. of storage area. He

stated that storage space is a critical issue at the Cook Education Center. The estimated cost is approximately \$1.25 million for the smaller scale plan and \$1.5 million for the larger scale option.

Dr. Price added that the architect needs to move forward from this point in order to complete the project before several events that have been booked can take place at the Cook Education Center. Ms. Moreno stated that it would take approximately six weeks to complete the RFQ process.

Mr. Atkeisson inquired about the arrowheads. Mr. Huffman stated that Bill Young has informed them that the arrowheads on display in the Arrowhead Room are actually "projectile points" that were used before arrows were invented. Dr. Price added that plans include moving the collection over to the Cook Education Center as part of the project.

Mr. Atkeisson moved to authorize the solicitation of request for qualifications (RFQs) for a construction manager at risk for the Cook Education Center Expansion and Mr. Judson seconded the motion. The vote was unanimous.

### **Update on Jobs and Education for Texans (JET) Grant**

Dr. Martin introduced Dr. Housley, Dean of Business, Professional and Technical Education. Dr. Martin then asked him to present information on the new Jobs and Education for Texans (JET) Grant.

Dr. Housley began by recognizing the work of other staff members including Ms. Judy Cutting, Dr. Don Capone, Ms. Sina Ruiz, and Mr. Matt Miller who were primarily responsible for the success in Navarro College acquiring the new Jobs and Education for Texans (JET) Grant.

The Job Building Fund under the Jobs and Education for Texans (J.E.T.) provides grants to community colleges to support building and equipment demands for high-growth industries throughout the state. Dr. Housley stated that \$10 million in competitive grants for the 2010-2011 biennium (Sept. 1, 2009 through Aug. 31, 2011) was made available by the Texas Comptroller to help purchase "cutting-edge" equipment needed for high-demand career and technical education programs at Texas public community colleges and technical schools. To be eligible, qualifying schools had to provide matching funds. The criteria for matching funds included: cash, equipment, materials, supplies, and personnel costs directly attributable to the program.

Dr. Housley stated that the new Welding Technology Dual Credit Program being offered at area high schools met the qualifications for the new JET Grant as a high-demand career and technical education program. He stated that the American Welding Society reports the hourly pay rate for welders in Texas is \$15.82 and the Texas Workforce Commission projections report that by year-end 2016, a total of 645 annual openings for welders, cutters, solderers and brazers will need to be filled.

He stated that by working in cooperation with the area high schools where Welding Technology Dual Credit courses are currently offered and leveraging their equipment, the matching funds eligibility requirement was met. He stated that the grant funds in the amount of \$243,808, in addition to \$30,500 in matching Carl Perkins grant funds, will make it possible to purchase necessary equipment and begin offering welding courses on the Corsicana campus. Plans are to house the program in the John Deere Building's facilities currently occupied by the Petroleum Technology Program. The funds will be used to purchase enough equipment to furnish 20 workstations on the Corsicana campus. In addition, \$50,000 will be split between

Corsicana, Waxahachie and Palmer high schools to assist them in upgrading their equipment.

Dr. Housley reviewed the curriculum for the Welding Technology Certificate Program which totals 42 semester credit hours. Currently, the third year of the program is offered evenings and after school at the area high schools; however, because of the grant funding received, students will be able to attend classes at the Corsicana campus if they wish.

In response to a question asked by Mr. Aldama, Dr. Housley stated that approximately 20 students are currently enrolled in programs at Corsicana, Waxahachie, and Palmer High Schools. Approximately 491 students are expected to have gone through the program by fall 2014.

Dr. Housley concluded his presentation. Dr. Martin thanked Dr. Housley and stated that the community is being serviced through these types of programs.

### **Update on Skills Development Grant**

Dr. Martin stated Ms. Kristin Walker, Director of Continuing Education, was unable to attend the meeting because of a commitment in Austin. Ms. Walker will be administering the Skills Development Fund grant in the amount of \$608,365 for 2010-2011. Dr. Martin introduced Mr. Don Jock, Director of Workforce Education, and asked him to provide information concerning the grant on Ms. Walker's behalf.

Mr. Jock stated there is much excitement about the Skills Development Fund grant from the Texas Workforce Commission which is allowing the college to build greater rapport with business and industry within its service area. The grant will benefit companies in the college's service area by providing funds for employee training. The goal of the program is to increase employee skill levels, promote higher wage careers, create opportunities for advancement and create a safer work environment. The training provided by the grant will allow workers to become more effective in operating high-speed technology and robotic-based machinery using programmable logic control equipment.

The Skills Development Fund grant will assist four industries within the college's service area with training needs. Two industries, Oil City Ironworks and Guardian Industries, are located in Navarro County and two, Polyguard and ASMO Manufacturing, are located in Ellis County. Mr. Jock stated that many of the skills employees learn through this training will be useful throughout their careers. They will also be able to apply these skills at home, in the community and in service organizations. The grant will provide \$1,382.65 for training per employee and generate 18,040 student contact hours. Approximately 440 jobs will be upgraded and created as a result of this program. After the grant is completed, the equipment purchased with the grant, including \$30,000 in programmable logic control training equipment and \$10,000 fire training equipment, will not have to be returned. This will allow more training to be offered after the grant has ended.

Mr. Jock stated that 80% of grant will be used to provide training in Navarro County and the remainder will be used to provide training in Ellis County. He concluded his report by asking for questions.

Mr. Judson inquired if this was a matching fund grant and Mr. Jock responded it was not. Dr. Sanchez added that the state provided funding to industries for training and they have partnered with Navarro College. He stated that the college will collect the contact hours for reimbursement.

## **Update on Personnel**

Ms. Ballew was asked to present an update on personnel for the month of March 2010.

Ms. Ballew reported that the following appointments were made during the month of March:

- Russ Pickett – Assistant Football Coach/Instructor – Corsicana
- Ryan Belsher – Assistant Football Coach/Intramurals – Corsicana

Carrie Hart, Administrative Assistant III to the Dean of Navarro College South, was reassigned as Administrative Assistant III, Continuing Education – Navarro College South and Mexia State Supported Living Center; Cherii Copsey resigned as Administrative Assistant I, Police Academy/Continuing Education – Corsicana; and Dana Kindrick, Executive Administrative Assistant I, Institutional Advancement – Corsicana, was terminated.

There were no retirements, reclassifications or transfers during the month of March 2010.

Ms. Ballew reviewed open positions to be filled including seven faculty and three support staff positions and concluded her report.

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

### Board of Trustees Calendar

Dr. Sanchez asked Ms. Parish to present the Board calendar. Ms. Parish highlighted upcoming events including: baseball, softball, spring football, and soccer alumni athletic games; the annual staff barbeque on April 29; Ellis County campus's annual fundraiser, Brilliance, on May 1; a retirement reception for Sheila Herod on May 5; and Police Academy, Texas A&M University-Commerce, and Navarro College commencements May 7-8, 2010.

### Enrollment Report

Dr. Sanchez asked Mr. Gragg to present an update on enrollment. Mr. Gragg reported that summer enrollment continues to be strong with 1,871 students enrolled. This is 800 more students, a 92% increase, when compared to this time last year. Summer II enrollment is also up by 500 students when compared to the same time last year. Mr. Gragg stated that all enrollment hours generated this year will count towards funding in the next biennium. He concluded his report by stating that enrollment for the fall 2010 semester began on Monday and has started off well with 300 already enrolled.

### Construction Update

Dr. Sanchez asked Ms. Moreno to present an update on construction of the Petroleum Technology and Campus Police Buildings. Ms. Moreno stated a certified set of drawings have been received from the architect. The drawings must now be approved by the City of Corsicana before a request for proposals (RFP) can be issued. Dr. Sanchez stated that because of the health issues the architect has faced, this project has been seriously delayed. He requested the board's permission to allow a request for proposals (RFP) to be sent out before the next board meeting. He stated the RFP is a six week process and waiting until the next board meeting will delay the project an additional four weeks. It was the consensus of the board to allow the RFP to be sent.

Dr. Nolte was then asked to present an update on the Midlothian Phase II construction project. Dr. Nolte showed an aerial view taken on May 2, 2010 showing progress of the construction taking place. The



plumbing and utilities are in place and the concrete slab has been poured. He stated that the north parking lot has been graded and is scheduled to be paved on April 26, 2010. The tilt walls are being constructed and are scheduled to be erected on May 1, 2010. Dr. Nolte stated that the exterior stone delivered by the manufacturer varies in color from the stone on the existing campus building. Because of the contrast this will create, the manufacturer has been contacted. Dr. Nolte stated the project is moving along well and anticipates it will be completed on time.

Dr. Nolte continued with a report on the Ellis County campus fundraiser, Brilliance. The event will be held on May 1, 2010 at the Waxahachie Civic Center. An article on Brilliance recently distributed at Rotary and a copy of the Waxahachie newspaper which contained an article written by the editor on the importance of Brilliance was distributed to each board member. Dr. Nolte stated that all the tables have been sold and over 120 auction items have been generously donated, including several nice trips. He anticipates a successful event.

Dr. Sanchez inquired if any board members planned to attend Brilliance so that seats could be reserved for them.

#### Update on 5% Reduction

Dr. Sanchez stated there has been no news on the 5% reduction in funds. He stated that if the funds are not requested by August, they will not have to be returned this year but he is still not sure about the following year. He stated he has not received any information on the next biennium either but he still anticipates there will be a deficit between \$11 and \$19 billion.

#### TACC Regional Meeting

Dr. Sanchez stated he was pleased to learn during a recent TACC Regional Meeting he and Dr. Nolte attended, that the 5% reduction was not going to be used for the rainy day fund or the next biennium but rather to balance the current year's budget. He stated that he and Dr. Nolte will be attending a TACC Quarterly Meeting next Wednesday and he hopes more information may be shared.

#### Alcohol/Drug Prevention

In light of the two student tragedies involving alcohol and drugs this past semester, Dr. Sanchez stated efforts are being intensified at the college to address the issue of alcohol and drug abuse. He asked Ms. Hailey to share more information. Ms. Hailey stated that the college is collaborating with Drug Prevention Resources, Inc. (DPRI) to provide instructional and counseling intervention services for students. DPRI is the oldest prevention organization in Texas and has a proven success rate. Ms. Hailey stated that this is the same organization that has worked with local coalition director, Mr. Alvis Reeves, and Corsicana ISD to provide resources for Navarro County. She stated the organization has been successful in reducing drug and alcohol abuse in Navarro County by 5%.

Ms. Hailey stated that the vice president of DPRI was on campus the week before and met with Navarro College administrators and staff. Following the meeting, DPRI made the decision to apply for a new federal grant in the amount of \$800,000, renewable for five years, to focus solely on Navarro College students. Ms. Hailey stated that if DPRI is successful in getting the drug resources grant, Navarro College will only have to provide space and access to students.

With or without the grant, Ms. Hailey stated that the college is determined to empower change through specific courses, preventative programs, and counseling. Mr. Huffman inquired if she felt the residence life

screening process will be helpful and Ms. Hailey stated she is hopeful it will be.

#### Commencement 2010

Dr. Sanchez stated that Commencement 2010 will take place on Saturday, May 8, 2010. Three commencements will be held; two on the Corsicana campus at 9 a.m. and 1 p.m. and one in Midlothian at 4 p.m. Dr. Sanchez stated a light breakfast and a light lunch will be provided before and between the Corsicana commencements. Following the 1 p.m. commencement, trustees will be taken to Midlothian by bus for the Ellis County commencement. The bus will stop for dinner in Waxahachie on the trip back and everyone should be home by approximately 8 p.m.

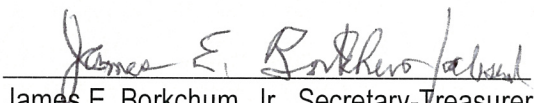
Dr. Sanchez concluded his report by inviting the trustees to attend the staff BBQ at the Cook Education Center on Thursday, April 29, 2010 from 4 to 6 p.m.

#### **Announcement and Adjournment**

Mr. Huffman announced that the next regular meeting of the Board of Trustees will take place at 7 p.m. on Thursday, May 20, 2010 in the Arrowhead Room.

Mr. McGraw moved to adjourn the meeting at 8:50 p.m., and Dr. Price seconded the motion. The decision was unanimous.

Respectfully submitted,

  
James E. Borkchum, Jr., Secretary-Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES