

**NAVARRO COLLEGE BOARD OF TRUSTEES  
AUGUST 20, 2009 MEETING  
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, August 20, 2009, in the Lone Star Room located in Walker Dining Hall for their regular monthly meeting. All trustees were in attendance including: Mr. Lloyd Huffman, Dr. James Price, Mr. James Borkchum, Mr. Phil Judson, Mr. Richard Aldama, Mr. A. L. Atkeisson, and Mr. Todd McGraw.

Others in attendance included:

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
Ms. Donna Parish	Director, Market Relations
Mr. Roark Montgomery	Athletic Director
Ms. Nelida Aguilar	Director of Human Resources
Dr. Larry Weaver	Dean, Arts, Sciences and Humanities
Dr. Harold Housley	Dean of Business, Professional & Tech Ed
Mr. Guy Featherston	Dean of South Campus
Dr. Cubie Ward	Dean, Midlothian Campus
Ms. Sina Ruiz	Director of Career Center and Tech Prep
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Cody Dickerson	Media Integration Services Center
Mr. Bob Belcher	Corsicana Daily Sun
Ms. Julianne Dodge	Navarro County Times

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

**Call to Order**

Mr. Huffman called the meeting to order at approximately 7:00 p.m. Mr. Borkchum was asked to begin the meeting with a prayer.

Mr. Huffman announced that a closed session would be held following *Item 501 – President's Items of Information* to discuss personnel matters according to Government Code 551.074. He stated no decision or action was anticipated during or after the closed session.

**Board Announcements**

There were no announcements.

**Open Forum**

There were no requests to speak to the Board.

## **Consent Calendar**

- a. Minutes – Board of Trustees July 16, 2009 Meeting
- b. Revisions to *Section VI – Faculty of the Navarro College Administrative Policies and Procedures Manual*
- c. Revisions to *Section VIII – Personnel Information of the Navarro College Administrative Policies and Procedures Manual*

Dr. Sanchez stated revisions to the Navarro College Administrative Policies and Procedures Manual have been presented over the past few months for board approval in an effort to update the manual. Final revisions will be presented at the September 17, 2009 meeting, and a printed copy of the complete, newly revised manual will be distributed to each trustee in October for their personal reference.

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

## **Approval of the July 2009 Financial Statement**

Ms. Moreno gave a brief overview of the July 2009 Financial Statement.

The revised budget on July 31, 2009 totaled \$74,765,967. Budget adjustments totaling \$5,219 recognized additional funds received from the Texas Work Study Grant, receipts from Cosmetology sales, softball fundraiser and for the Geneva Duncan Scholarship.

A review of the Source of Funds for the period ending July 31, 2009 indicated 99.53% of the 2008-2009 budget had been earned as compared to 85.44% during the same period the previous year. Ms. Moreno pointed out that the increase is primarily due to the reimbursement of Staff Benefits received from the state for group health insurance benefits vetoed by the governor last year. The increase in the Debt Service Fund was attributed to the receipt of the 2009 Revenue Bond proceeds. Increases in both the Student Financial Aid Fund and Auxiliary Fund were a direct result of the increase in student enrollment.

Ms. Moreno stated that final payments for the construction of the new student apartment building are still pending and may not require the use of funds budgeted. She stated any remaining funds will be placed back into the fund balance account. Mr. McGraw inquired about the source of funds budgeted in the Plant Fund. Ms. Moreno responded by stating that the Plant Fund budget had no funds budgeted at the beginning of the fiscal year; however, because the remodeling of Gibson Hall and the Fitness Center was not completed before the end of the previous fiscal year (2007-08), funds had to be carried over into the 2008-09 fiscal year. Budget adjustments were made in the Plant Fund during the year by transferring funds from the college's fund balance to finance the new construction as well as the purchase of a house on Second Avenue. Dr. Sanchez added that funds from the fund balance were used to finance the Gibson Hall remodel as well as the construction of the new student apartment building.

Mr. Aldama made a motion to approve the July 2009 financial statement. Mr. Judson seconded the motion, and the decision was unanimous.

## **Take Action on the Adoption of the Budget for the 2009-2010 Fiscal Year**

Ms. Moreno was asked to present the budget for the 2009-2010 fiscal year. She began by stating a few minor adjustments were made to the preliminary budget originally presented during the Board's workshop on July 16, 2009.

Ms. Moreno stated that the budget being proposed for approval has increased \$532,000 from the preliminary budget presented during the July workshop. Projected tax revenues were increased by \$80,000 based on updated information received from the Navarro County Appraisal District, and Appropriation-Prior Year was increased by \$36,454. A budget of \$70,000 was added for renovation of leased facilities in Waxahachie for the Cosmetology Program and \$50,000 was budgeted for the first installment of a three-year commitment for the expansion of the Cook Education Center. Salaries were distributed to their respective departmental accounts, and adjustments in grants were incorporated as award amounts became available.

To further illustrate the proposed budget, Ms. Moreno compared the 2008-09 Source of Funds and Disbursements of Funds with the proposed budget for 2009-10. The Source of Funds for the proposed 2009-2010 fiscal year budget showed a \$5 million increase in the Educational and General Fund when compared to the previous year. The Disbursement of Funds for the 2009-2010 budget reflected an increase in expenditures correlating with the anticipated increase in student enrollment. She further stressed that this proposed budget is contingent upon the current tax rate of \$0.119/\$100 and a 6% increase in enrollment. Dr. Price inquired about the source of funds in Other Local Income. Ms. Moreno stated that receipts from the Cook Education Center's planetarium sales, gift shop sales and other miscellaneous revenues were included in this category.

Ms. Moreno continued stating Navarro College's tuition and fees remain very competitive when compared to last year's state average. Navarro County students will pay \$7/SCH below the 2008-09 state average; Out-of-District students will be \$6/SCH less, and Non-Texas residents will pay \$14/SCH. Dr. Sanchez noted that the state averages for 2009-2010 are expected to increase making Navarro College's rates even more competitive.

Mr. Aldama expressed his appreciation for having received a copy of all the board materials and budget information well in advance of the meeting to allow time to look over them.

Mr. Judson made a motion to adopt the proposed budget for 2009-2010 and Dr. Price seconded the motion. The decision was unanimous.

**Discussion of Calendar Year 2009 (Fiscal Year 2009-2010) Tax Rate. Take Record Vote of Intent to Set Rate at \$0.119 per \$100 Assessed Valuation and Schedule Public Hearings as Proposed Tax Rate Exceeds the Effective Tax Rate**

Ms. Moreno was asked to continue with her presentation. She stated that the budget just adopted by the board was based on tax revenues remaining at the current rate of \$0.119/\$100 for fiscal year 2009-10.

Due to an increase in Navarro County's appraised value, the effective tax rate for 2009 is \$0.114/\$100, lower than proposed rate of \$0.119/\$100. Ms. Moreno explained that the effective tax rate would provide the same amount of revenue received the previous year. Most of the increase was attributed to an increase in valuations on existing property with only \$45,938,180 of the \$106,000,000 increased valuation from new property.

Ms. Moreno stated that lowering the tax to the effective tax rate would create a budget shortfall of \$113,000. She further stated that although the Navarro Central Appraisal District has advised that 100% of the projected tax revenues be budgeted, a more conservative approach was taken by budgeting 95% in the event some taxes become uncollectible.

Ms. Moreno reviewed the College's tax rate over the past 20 years and stated the average rate for all community colleges is \$0.149/\$100. She recommended there be no change in the tax rate for 2009 and that the tax rate remain at \$0.119/\$100 of assessed valuation. She stated that because the proposed tax rate exceeds the effective tax rate, the Texas Legislature requires that the Board of Trustees publish notice of their intent and hold two public hearings. The first public hearing would be held at 12:00 noon on Wednesday, September 2, 2009 and the second on Wednesday, September 9, 2009 in the Lone Star Room. The Board is required to adopt a tax resolution at its September 17, 2009 meeting.

Dr. Price made a motion to take a record vote on the intent to set the tax rate at \$0.119 per \$100 assessed valuation and Mr. Aldama seconded the motion. Mr. Aldama, Mr. Atkeisson, Mr. Borkchum, Mr. Huffman, Mr. Judson and Dr. Price voted in favor of the intent. Mr. McGraw voted against.

### **Approval of Construction Manager at Risk for Petroleum Technology Building**

Ms. Moreno continued stating that a Request for Qualifications (RFQ) for Construction Manager at Risk for the construction of a new Petroleum Technology Building was advertised and mailed to potential bidders. A committee met to review the eight (8) proposals that were received.

Two of the proposals were disqualified for not providing the required signature(s). The other six (6) proposals were reviewed and ranked by the committee. Hill & Wilkinson Ltd. was ranked as the committee's number one choice.

A telephone meeting was held with Hill & Wilkinson Ltd., who is also the construction manager at risk for the Midlothian Campus Phase II project, and a fee of 2% of the \$1.6 million project (\$32,000) was negotiated. Ms. Moreno stated the committee recommends the Board approve Hill & Wilkinson as the Construction Manager at Risk for the Petroleum Technology Building.

Some discussion followed. Dr. Price inquired if any official action had been taken previously to move forward with the construction of the Petroleum Technology Building. Source of funding for the project was also discussed. Dr. Sanchez stated the project is expected to cost \$1.8 million and approximately \$1.8 million has been identified to date. A sum of \$800,000 has been included in the budget for 2009-10 for construction of the building and \$1 million would be taken from the \$1.5 million health insurance reimbursement received from the State of Texas. He mentioned that a meeting has been scheduled with XTO and EnCana Oil in an attempt to get them to make matching donations towards the project. He stated both companies have indicated they are very interested.

Dr. Price then questioned if the funds required for construction were available. The response was that approximately \$200,000 has not been identified. Mr. McGraw mentioned that it was his understanding that \$1 million would come through fund-raising. Dr. Price then asked if the item had been brought to the Board of Trustees for consideration. Dr. Sanchez responded that the item had been presented at a previous meeting. Dr. Sanchez stated that he would review previous meeting agendas and determine the date the item was presented to the Board of Trustees for consideration. Dr. Sanchez also stated a meeting with oil companies had been scheduled for the coming week. Mr. Huffman suggested the item be tabled until after the meeting with the oil companies has been held. Mr. McGraw and Mr. Judson agreed.

Mr. Judson made a motion to table the agenda item and bring it back at a later date for

consideration. Mr. Atkeisson seconded the motion. The decision was unanimous.

### **Discussion on the Navarro County Video Surveillance Project and Take Action as Appropriate**

Dr. Sanchez stated a meeting with Maez Security Consultants, Inc. was held in September 2008 regarding video surveillance and closed circuit television monitoring in selected facilities within Navarro County. Representatives from the City of Corsicana, Navarro County, Navarro Regional Hospital, Corsicana Independent School District and Navarro College were included in the meeting. All agreed that the project was worthwhile, and a proposal for funding a video surveillance study was submitted to the Navarro County Educational Foundation, Inc. and approved.

Based on the study, it will cost \$1,076,376.11 to fully equip Navarro College with video cameras and equipment. Dr. Sanchez stated that because the project is so costly, each Navarro County entity is being asked to provide \$1,000 to hire a consultant to prepare a proposal for the purpose of securing a grant that will fund the total project.

Dr. Sanchez stated that Maez Security Consultants have indicated that grant funding can be enhanced by submitting a design plan for the project. Navarro College's share for this design plan would be \$34,650. In the event the project is not funded by an outside source, the college would own its part of the design plan for video surveillance on campus. The plan could then be implemented in phases by the maintenance department at a later date. He stated that a source of funds has not yet been identified to pay for the preparation of a design plan for the college.

Discussion followed. Mr. Huffman stated that the project will have a positive effect community wide. Mr. Judson expressed concern over the effectiveness of the surveillance. He stated that video surveillance is only good in the prosecution phase and questioned the value of the expenditure. Mr. Huffman stated the surveillance equipment will not have to be monitored by Navarro College staff because it can be routed to the police department for surveillance. He stated the system could also be set up with motion detectors to trigger an alert.

Dr. Sanchez added that the need for video surveillance has been an issue in the residence halls because of the number of thefts. Mr. Aldama stated that if the city, county and hospital are getting involved, it would be good for Navarro College to participate as well.

Mr. Aldama made a motion to authorize \$1,000 for the preparation of the grant funding proposal and \$34,650 for the design plan for the video surveillance project. Dr. Price seconded the motion. Mr. Aldama, Mr. Atkeisson, Mr. Borkchum, Mr. Huffman, Dr. Price and Mr. McGraw voted in favor of the motion. Mr. Judson was opposed.

### **Approve Curriculum Changes for Emergency Medical Service and Fire Protection Technology Programs**

This item was tabled at the request of College administration.

### **Update on Carl Perkins/Tech Prep Program**

Dr. Martin stated the Carl Perkins/Tech Prep Program plays an important role in retaining students. Dr. Martin asked Dr. Housley, Dean of Business, Professional and Technical Education, to introduce Ms. Sina Ruiz, Director of the Carl Perkins Career Center and Tech

Dr. Housley stated that the Carl Perkins Career Center and Tech Prep Program are a valuable asset for the career and technical programs at Navarro College and provide funding and support for students. He stated that the Director of the program, Ms. Sina Ruiz, is a Navarro College graduate and completed both her bachelors and masters degrees through the Texas A&M University at Commerce partnership program.

Ms. Ruiz presented an overview of the Carl Perkins Career Center and Tech Prep Program. She stated she works with the Perkins Grant as well as the Tech Prep Grant to improve workforce education. Four other employees, an administrative assistant, career and technical advisor, tech prep associate and a part-time job placement coordinator, assist her in administering the program.

Ms. Ruiz stated the basic grant is used to fund equipment purchases, personnel, lab assistant program, professional development and the Carl Perkins Career Center. During 2008-09, the program received \$514,000 in grant funds. For 2009-10, the program has been notified it will receive approximately \$445,000 which will be distributed to help assist with targeted programs at all campuses including Ellis County and Mexia.

In addition to providing career and technical advising, the center works with independent school districts to provide technical dual credit. Kudor, a college and career planning program, is offered to assist students in choosing a major career path, and online job postings are made available through the College Central Network. Textbook loans and childcare services are also provided.

The Tech Prep grant provides students the opportunity to earn college credit for high school technical programs. Ms. Ruiz stated that Navarro College is part of the North Central Texas Tech Prep Consortium which includes Dallas County Community College and Tarrant County Community College. She stated that Corsicana Chamber of Commerce's executive director, Mr. Paul Hooper, serves as chair of the consortium's executive board as well as a business representative. Dr. Housley also serves on the board.

Ms. Ruiz stated that between both the consortium and the college service area, eight counties are served by the program. She stated that last year the program developed 44 tech prep articulation agreements with schools.

Ms. Ruiz continued stating that an Educational Summit is held each year to invite high school teachers to align curriculum with Navarro College faculty. She stated this is important because of changes being made to high school standards next year and changes to some Navarro College degree plans. The summit offers an opportunity to ensure proper credit is being offered to students. She stated that 30 high schools were represented by 122 participants in last year's event.

The Career Center also participates in the Hispanic Community Event which has been coordinated by the Marketing Department since 2006. Ms. Ruiz stated a Micronesian Community Event similar to the Hispanic Community Event was initiated after she was approached by Pacific Islander representatives to host one. She stated that the first event was hosted last November with 85 participants representing nine different islands. She stated the Islanders donated food for the event and established a scholarship fund for Micronesian students under the name of former Navarro College international counselor, Harold Crouch. She stated a second event was held the previous Saturday and over \$3,000 was presented to Dr. Martin and Dr. Stringer for the scholarship fund.

Ms. Ruiz stated that two important Micronesian visitors from Washington DC, the Ambassador and an aide, attended the last Micronesian Community event. She stated they were very excited when they left and indicated they plan to tell others about it when they return to Washington DC.

The Career Expo is a major annual event hosted by the Carl Perkins Career Center and provides high school students an opportunity to interact with college faculty as well as businesses. Ms. Ruiz stated the pathway from high school to college is expanded from college to employment with this program. She stated over 900 students representing 20 high schools attended last year's event and 22 businesses and industries participated. Ms. Ruiz stated that Kohl's deserves special recognition for providing door prizes, sending volunteers to provide assistance during the event, and for donating two \$250 scholarships to area high school students.

A Reality Camp, an interactive event targeting middle and high school students, is also hosted by the program. Ms. Ruiz stated that each student participating in the camp is given an entry level job with a monthly paycheck and a different family status (married, single, and/or have children). They are then sent to the "reality store" where they have to purchase housing, clothing, transportation, childcare, entertainment and even insurance. Each student is given a "free spin" that can land them on one of life's unexpected events, i.e. unexpected car repairs. She stated this encourages students to apply critical thinking, math and reading skills.

Following a trip to the reality store, the students then select three top technical programs that interest them and are given the opportunity to learn about the potential earnings a college level education can provide.

Ms. Ruiz concluded her presentation. Mr. Huffman thanked her for her presentation and acknowledged the importance of the program.

### **Update on Personnel New Hires/Reassignments-Transfers/Reclassifications Resignations/Terminations/Retirements**

Ms. Aguilar presented an update on personnel for the month of July 2009.

Mr. Billy Sullivan was appointed Bus Driver/Maintenance – Corsicana and Ms. Mary Glasco was appointed Administrative Assistant I, Financial Aid – Corsicana. Mr. Wally Brooks, Head Volleyball Coach, resigned.

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

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

Dr. Sanchez asked Ms. Parish to present the Board Calendar. Ms. Parish reviewed highlights of upcoming events including fall registration, athletic games including football and soccer, a check presentation by Marathon Oil, and miscellaneous student oriented events. Dr. Sanchez stated that four home football games will be held at Tiger Stadium and VIP seats will be available for all trustees.

Dr. Sanchez asked Mr. Gragg to present an update on enrollment. Mr. Gragg reported that both the Corsicana and Waxahachie campuses experienced a tremendous day on Wednesday with Waxahachie enrolling approximately 300 students and Corsicana approximately 400 students. This was in addition to approximately 500 students checking into the residence halls. He stated the registration system has performed very well during the process. Enrollment has increased 16% but this will go down once students are dropped for non-payment. He anticipates headcount enrollment to increase 8 to 8 ½ % overall once the registration period concludes. Dr. Sanchez inquired about enrollment increases at other community colleges and Mr. Gragg stated he did not know but would find out.

Mr. Judson congratulated Mr. Gragg on the results of the enrollment audit and thanked him.

Dr. Sanchez asked Ms. Moreno to present an update on residence life. Ms. Moreno reported that including the new residence hall, IOOF Cottages, and homes on Second Avenue and Home Street, residence life is at total capacity with 855 students (529 males and 326 females). She stated that 45 students remain on a waiting list. Dr. Sanchez mentioned that the previous trend of building a new residence hall each year for the past seven years continues. The new residence hall is filled and a waiting list of 50 more students desiring on-campus housing continues.

Next, Dr. Sanchez asked Dr. Nolte to present an update on Midlothian Phase II project. Dr. Nolte distributed a copy of the project timeline. He stated that he was pleased to be working with the architects, Good Fulton and Farrell, Construction Manager-at-Risk, Hill & Wilkinson, Ltd., who also worked on the new Waxahachie campus buildings last year. He stated topography and geotechnical surveys have been completed. Work is proceeding on design development and producing construction documents by the architects, and Hill & Wilkinson have started pricing chillers, concrete, steel, etc. Oncor has moved one of their transformers to the Midlothian site. Dr. Nolte concluded by stating that construction should begin by mid-October and that production costs appear to be down approximately 35%.

Dr. Sanchez stated new trustee orientation for Mr. Aldama and Mr. Atkeisson will be held September 17, 2009 beginning at 2:30 p.m. in the Lone Star Room. A dinner with all trustees will follow at 6 p.m. in the President's Dining Room and the regular board meeting will be held at 7 p.m. in the Arrowhead Room.

Dr. Sanchez distributed copies of the Open Records Act video and materials for Mr. Aldama, Mr. Atkeisson and Mr. Judson to review. He stated the Open Meetings Act video and materials will be provided next month.

Dr. Sanchez stated that he hopes to have the Navarro College Policies and Procedures Manual updated by October and a complete copy of the revised manual presented to each trustee to keep for their own reference.

Dr. Sanchez stated travel information on the ACCT conference has been distributed to Trustees planning to attend the conference in October. An invoice for spouse's airfare was also included.

Dr. Sanchez stated that he will continue to make inquiries about stimulus funds President Obama has set aside for community colleges and expects to receive more information in March. He stated that he is hopeful funding might be secured for the construction of an Allied Health Building; however, if the college is required to match the funds, i.e. \$1 for every \$2, the idea may have to be abandoned.



Dr. Sanchez stated that the enrollment audit conducted by the State Auditor's Office could potentially cost the college \$73,000. In conversation with the auditor, he stated the Legislative Budget Board has never required colleges who have less than 2% error rate have not been required to pay an amount. Dr. Sanchez stated that a copy of the representation letter sent to each trustee from the State Auditor's Office was a request for validation and is the final step for completing the enrollment audit.

Dr. Sanchez concluded by stating a sweatshirt and cap were being given each trustee as a token of appreciation.

Mr. Huffman stated he wanted to add a comment that the error rate of less than 2/10 of a percent on the enrollment audit was a remarkable accomplishment. He asked for a consensus from the Board of Trustees to write a congratulatory statement to be published in the newspaper once the audit is finalized to let the public know.

Mr. Huffman announced that board will meet again on September 2, 2009 and September 9, 2009 to conduct public hearings on the intent to set the tax rate. The next regular board meeting will be held on September 17, 2009.

#### **Convene into Closed Session to Discuss Personnel Matters According to Government Codes 551.074**

At 8:30 p.m., Mr. Judson made a motion to convene into closed session following a break to discuss personnel matters according to Government Code 551.074. Mr. Atkeisson seconded the motion. The decision was unanimous.

#### **Reconvene into Open Session and Adjournment**

At 9:10 p.m., Mr. Judson made a motion to reconvene into open session and adjourn the meeting. Mr. McGraw seconded the motion, and the decision was unanimous.

Respectfully submitted,

James E. Borkchum, Jr.  
Secretary-Treasurer  
Navarro College Board of Trustees