

**NAVARRO COLLEGE BOARD OF TRUSTEES
DECEMBER 17, 2009 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, December 17, 2009, in 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. James Borkchum, Jr., Secretary-Treasurer; Mr. Richard Aldama, Member; Mr. A. L. Atkeisson, Member; Mr. Phil Judson, Member; and Mr. Todd McGraw, Member.

Others in attendance included:

Dr. Richard Sanchez	District President
Dr. Harold Nolte	President, Ellis County Campuses
Dr. Kenneth Martin	Vice President, Academic Affairs
Ms. Gettie Moreno	Vice President, Finance and Administration
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
Mr. Tim Kevil	Head Librarian
Mr. Nick Bobeck	Head Football Coach
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

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., and asked Mr. Borkchum to begin the session with a prayer.

Mr. Huffman announced that a closed session would be held following Item 501 – President's Report to discuss personnel matters according to Government Code 551.074. He stated that no action or decisions were anticipated.

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 Meeting November 19, 2009

Mr. Judson made a motion to approve the consent calendar and Mr. Aldama seconded the motion. The decision was unanimous.

Take Action on November 2009 Financial Statement

Ms. Moreno was asked to present the November 2009 Financial Statement.

A review of the Statement of Budget Changes showed budget adjustments recognizing changes in federal grants, including an increase in the Student Support Services Grant and an adjustment in the Adult Education Federal Grant. The amended budget was increased by \$12,684.00 for a total of \$85,230,529 for the period ending November 30, 2009.

Ms. Moreno stated that several adjustments were made to reverse amounts set up in the original budget for Cosmetology sales and supplies and to reclassify and establish a new budget for Cosmetology sales beginning September 1, 2009.

A review of the Source of Funds for the period ending November 30, 2009 showed 34.84% of 2009-2010's amended budget had been earned as compared to 32.77% the previous year. Ms. Moreno was pleased to point out that over 65% of the Student Income budget has been earned after completing only one long semester. She stated tax revenues receipted into Local Income are also running slightly ahead of last year. The slight decrease in Auxiliary Funds with 28.04% earned, as compared to 29.55% the previous year, was attributed to the majority of fall semester book sales in August that were recognized in the previous fiscal year.

A review of the Disbursement of Funds showed overall expenditures were down slightly with 57.10% of the budget expended or obligated as compared to 58.16% the previous year.

The Comparative Balance Sheet for the quarter ending November 30, 2009 showed an increase of 17.27% from the previous year. Ms. Moreno stated the increase in Cash in Bank as compared to the previous year was a result of the 2009 Bond Issue and an increase in investments. The increase in Inventories, from \$1,328,452 to \$2,206,476, was a result of the increased inventory of books in the Bookstore in preparation for the spring semester.

The increase in Accounts Receivable was a result of an increase in third party billing, i.e. Texas Youth Commission, and an increase in student receivables and tuition and fee receivables. The increase in Accounts Payable and Payable to Other Funds was attributed to vouchered utility payments to be paid.

Ms. Moreno stated the fund balance received a healthy gain from the fiscal year ended August 31, 2009. She concluded by stating that \$1 million of the fund balance has since been moved into a Special Reserve Fund approved by the board in November and will be reflected in future financial statements.

Mr. McGraw made a motion to approve the November 2009 financial statement, and Mr. Atkeisson seconded it. The vote in favor of the motion was unanimous.

Take Action on Quarterly Investment Report for Period Ending November 30, 2009

Ms. Moreno continued with a review of the Quarterly Investment Report for the period ending November 30, 2009.

Investments increased by \$3 million during the quarter for a total of \$9,700,000. Ms. Moreno stated that several Certificates of Deposit (CD's), totaling \$1.81 million, reached maturity and were renewed at slightly lower interest rates. She stated interest rates remained dramatically low but all matured investments were reinvested earning at least 1% rate of interest or higher.

Ms. Moreno stated that \$3 million in revenue bond proceeds were invested in a six month Certificate of Deposit at Prosperity Bank at an interest rate of 1.25%. She stated that because of the amount of collateral required, Community National Bank rejected the \$3 million deposit.

A review of the Maturity Schedule showed a sum of \$8,450,000 will mature in 2010, \$1 million will mature in 2009, and \$250,000 in 2011.

Following a review of the Pledged Collaterals, Mr. Atkeisson inquired if 110% is the required rate of collateral. Ms. Moreno responded that 110% is required by the college's investment policy but Prosperity Bank, the college's depository bank, provides 115%.

Ms. Moreno concluded her report.

Dr. Price made a motion to approve the Quarterly Investment Report for the Period Ending November 30, 2009. Mr. Aldama seconded the motion. The vote in favor of the motion was unanimous.

Update on Richard M. Sanchez Library Services

Dr. Martin introduced Tim Kevil, Head Librarian, and asked him to present an update on the Richard M. Sanchez Library and its services.

Mr. Kevil began by reviewing the library's mission statement. He stated that in an effort to provide better service to students and staff, the library staff recently contacted all full time faculty individually to inform them about the library's services and to request input from them. He stated several useful suggestions were received and acted upon.

Mr. Kevil continued stating other library staff members include Ms. Susan Humphrey, head librarian, Jeanette Campos, librarian for Waxahachie and Midlothian campuses, six full-time library assistants, and eight student workers.

Materials provided by the library include 55,000 print books and 300 magazine/journal

subscriptions. Mr. Kevil stated that electronic media is increasingly being used to provide information and is especially helpful in providing materials for the off-campus locations and distance learning students. Currently 33,000 e-books are available and over 22,087 different periodicals on 33 databases. Mr. Kevil stated the library pays for these services but they are provided free to staff and students with their username and password.

The library offers over 3,700 in audio visual materials including music CD's, DVD movies and educational videos, as well as equipment. Computer labs are located at all campus locations for student use. In addition, the Sanchez library owns 22 laptop computers for students to check out, which is unusual for most libraries and is becoming more popular. Mr. Kevil stated the average number of checkouts for each laptop is 720 times.

He stated the library was designed to offer students a quiet, calm place to study. In addition classrooms and study rooms are available for groups to meet or study. The library staff provides library orientation sessions for instructors and their classes as another service.

From time to time the library offers special programs including Family Story Hours for Children and Movie Nights showing older classical movies such as "Bringing Up Baby" and Alfred Hitchcock's "Rear Window".

Mr. Kevil stated it is important for library staff to stay current and librarians regularly attend various conferences and workshops each year including the Charleston Book Conference, Texas Library Association Annual Conference, Amigos Library Conference, workshops on government documents at the University of North Texas, webinars on library renovation, Google and OCLC federated searching software.

Mr. Kevil concluded his presentation and responded to questions from trustees. Mr. Huffman inquired about the periodicals. Mr. Kevil responded that all periodicals are available online now through subscription and CD's are no longer used. Dr. Price inquired how long DVD movies are kept and Mr. Kevil stated they become a permanent part of the library's collection. He stated that input is welcomed for suggestions and concluded his presentation.

Mr. Huffman thanked Mr. Kevil for his presentation.

Update on Personnel

Mr. Gragg was asked to present an update on personnel for the month of November 2009 on behalf of the Department of Human Resources.

The following appointments were made during the month of November 2009:

- Terry Carver, Maintenance Worker II - Corsicana
- Brenda Lowey, Administrative Assistant II - Corsicana

The following reassignments were made:

- Debra Armstrong, Administrative Assistant II- MISC Dept. – Corsicana
- Maryann Hailey, Vice President of Student Services from Interim Vice President of Student Services - Corsicana

No reclassifications, transfers, resignations, retirements or terminations occurred during the month of November, 2009.

Approve Emeritus Status for Ms. Sheila Herod

Dr. Sanchez stated that Professor Sheila Herod, Music/Piano Instructor, plans to retire at the end of the spring semester in May 2010, and Dr. Larry Weaver, Dean of Arts, Sciences and Humanities, has requested that Ms. Herod be granted emeritus status. Dr. Sanchez stated Ms. Herod has been a Navarro College faculty member since August 12, 1985 and meets the requirements stipulated in the Policies and Procedures Manual. He recommended the Board bestow the status of “Professor Emeritus” on Ms. Herod as requested.

Dr. Price made a motion to grant “Professor Emeritus” status on Ms. Sheila Herod and Mr. McGraw seconded the motion. The decision was unanimous.

Mr. Huffman stated he has known Ms. Herod for many years, and this honor is well deserved.

President’s Report

Dr. Sanchez asked Ms. Parish to present the Board’s calendar of events. Ms. Parish reviewed highlights of upcoming events including: the Employee Holiday Party; spring registration dates, and miscellaneous basketball games.

Dr. Sanchez asked Dewayne Gragg to provide an update on enrollment. Mr. Gragg stated the fall 2009 semester ended the week before and winter mini-mester courses began on Monday with 472 students enrolled. Spring registration will begin on Wednesday following the holidays. He stated 8,700 students have registered for spring classes, up 24% from last year. He stated he anticipates an overall increase around 12%, approximately 9,000 students, once the registration period ends.

Dr. Sanchez asked Dr. Nolte to present an update on the construction of Phase II on the Midlothian Campus. Dr. Nolte stated that the Hill & Wilkinson Construction Manager has received the building permit to begin construction. Funds provided by the Midlothian Economic Development Corporation can now be requested. The City of Midlothian is completing work on the water and gas lines, and the subcontractor has begun excavation and preparation of the pad. A job trailer will be moved on to the site next week. Dr. Nolte stated a rough layout of the parking lot has been completed. Dr. Nolte continued stating he and Dr. Ward will begin meeting on a weekly basis with the

architect and construction manager on Tuesday afternoons at 2 p.m. for progress updates. Dr. Price inquired if furniture and equipment were included in the contract for Hill & Wilkinson. Dr. Sanchez responded the contract was for construction of the building only and that budgeted funds left over, approximately \$100,000, will be used for furniture and equipment.

Dr. Sanchez stated he received phone call from XTO stating they are donating \$200,000 towards the construction of the Petroleum Technology Building. He asked Ms. Moreno to provide an update on the Petroleum Technology Building construction project. Ms. Moreno stated Mr. Richard Tater, a local architect, has been retained and a draft drawing of the building has been provided. She stated the estimated total for construction of the Petroleum Technology Building is \$1.6 million. She stated Phase I and as much of Phase II as possible will be completed with the \$1,250,000 available. Dr. Sanchez stated there is a good chance the entire building can be completely roughed out with the funds available. He stated that he will be contacting other oil companies such as Exterran and Marathon Oil to ask them to contribute to the project as well. He stated his goal is to raise the entire \$1.6 million needed.

Mr. Judson asked if the construction will involve a new building or if the construction would provide an extension to an existing building. Dr. Sanchez responded by stating the building would be a new stand alone building and the construction site will be the location of the two Quonset huts.

Dr. Sanchez stated Ms. Aguilar was still in critical condition and remains in the ICU at Parkland Hospital. He stated her prognosis was unknown at this time.

Dr. Sanchez stated there is no new information on the funding for the next biennium. He stated Dr. Nolte contacted Rep. Jim Pitts, the Chairman of the House Appropriations Committee, whose administrative assistant indicated has not yet visited with Susan Brown yet.

Roark Montgomery was invited to introduce Nick Bobeck, Head Football Coach. Mr. Montgomery stated that the football program has experienced a tremendous resurgence over the past three years and has accomplished many "firsts" this year. He expressed his deep gratitude to head football coach, Nick Bobeck, and asked him to present a status of players.

Coach Bobeck thanked the Board for their trust in hiring him despite his young age and lack of experience. He expressed his pride in his players for their accomplishments stating that most players struggled academically prior to coming to Navarro and have turned that around by listening and doing what they were asked. As a result, 14 players will sign letters of intent with Division 1-A universities and seven will sign with Division 1-AA schools. He stated this is a testament to their work in the classroom. Two other players have been recruited as "walk on's" at Texas Tech University and North Texas University. Four more will be going on to Division 2 schools. Three remain undecided

and still have plenty of time, until January 15th, to make up their minds and sign.

Coach Bobeck stated this season has been a great success and several players have been recognized as first team All-Americans this year, David Grant, left tackle, and Brad Graham, linebacker. Brandon Joyner, defensive end and Trevor Drayton, safety, both received honorable mentions. In addition, Brad Graham was named the NJCAA Defensive Player of the Year, a national recognition and the first time for a Navarro College player. Coach Bobeck expressed his pride in his players and stated the best part of his job is to see his players live their dreams. He responded to Mr. Huffman's inquiry stating that some players have aspirations to become professional football players but he tries to make them aware of the odds and encourage them "to use football as a means of helping them prepare for a career and not let football use them". Mr. Huffman congratulated Coach Bobeck for a wonderful season and everyone concurred.

Dr. Sanchez stated he will be out of the office the following week. He and his wife will be leaving to visit with his family in California over the holidays.

Dr. Sanchez shared a copy of survey results from the Texas Association of Community Colleges on tuition and fee rates and property valuations/tax rates. A comparison of tuition and fee rates from fall 2000 through spring 2010 show significant increases. Dr. Sanchez pointed out that the two year colleges have increased their rates almost 100% over the past 10 years. A review of tuition and fees for fall 2009 shows Navarro College's rates are well below the state average. Navarro College's tax rate, \$0.11, is also well below the state average of \$0.156. Dr. Sanchez stated he wanted to share this information and will be bringing suggestions to the board in the spring regarding the tuition and fee structure for 2010-2011.

Dr. Sanchez stated he received a call from a special investigator from the State Auditor's Office. Someone has used a Navarro College student's email address to send out spam messages soliciting money. An investigation is being conducted to find out who is responsible. Ms. Moreno stated that Dana Holland, Director of the Computer Center, has deactivated the account being used.

Dr. Sanchez stated the gifts at each trustee's seat were a token of thanks for all they do. He stated the annual staff Christmas party with the theme "Navarro College Gives Back" will be held on Friday in the Cook Center and invited trustees to join them. He stated the staff was so appreciative of the generous bonus they received they wanted to "give back" by donating to families in need for the Christmas holidays.

Dr. Sanchez concluded by distributing copies of the meetings scheduled for 2010.

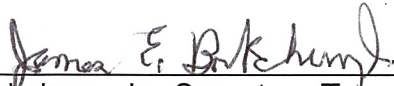
Closed Session, Announcement and Adjournment

Mr. Judson made a motion to convene into closed session at 8:13 p.m. to discuss personnel matters according to Government Code 551.074. Mr. McGraw seconded the motion and the decision was unanimous.

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

No action, decision, or vote was taken during or after the closed session.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "James E. Borkchum, Jr.", written over a horizontal line.

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