

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**FEBRUARY 18, 2010 MEETING**  
**MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, February 18, 2010, in the Arrowhead Room of the Gooch One Stop Student Center for their regular monthly meeting. All trustees were in attendance including: 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
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. Shellie O'Neal	Professor and Program Director, Drama/Theatre
Chief Kraig Hawkins	Campus Police
Mr. Mike Schmidt	C.H.S. Automotive Technology Instructor
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 and Break for Dinner with Support Staff/Paraprofessional Committee**

Mr. Huffman called the meeting to order in the President's Dining Room at approximately 6:00 p.m., and asked Dr. Price to begin with a prayer.

Following a dinner with members of the Support Staff/Paraprofessional Committee, the board moved to the Arrowhead Room. At 7 p.m., Mr. Huffman reconvened the board into regular session.

**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 January 21, 2010

**b. Minutes – Board of Trustees Meeting February 2, 2010**

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

**Take Action on January 2010 Financial Statement**

Ms. Moreno was asked to present the January 2010 Financial Statement. The revised budget for the period ending January 31, 2010 totaled \$85,697,367. Budget adjustments recognized the receipt of a \$250,000 donation by EnCana Oil & Gas, a \$30,000 reimbursement from the owner for renovations made to the Cosmetology building in Waxahachie, \$4,675 insurance reimbursement to offset damages to the Walker Dining Hall from an automobile accident, and \$3,161.00 in Cosmetology sales for a total of \$276,309.00. Ms. Moreno stated that during the past five months, the 2009-2010 budget has increased by over \$1 million. The majority of this increase is due to the receipt of additional federal and state grant funds.

A review of the Source of Funds indicated 66.84% of the 2009-2010 amended budget had been earned at January 31, 2010, compared to 63.60% the previous year. Ms. Moreno pointed out that over 100% of the Student Income's budgeted revenues had been earned, compared to 89.14% the previous year. She stated that during mid-year adjustments in February, the Student Income budget will be increased. An increase in federal PELL grants and loans being awarded to students has impacted the Student Financial Aid account with 88.88% of budgeted revenues earned, compared to 69.08% the previous year.

A review of the Disbursement of Funds showed expenditures were comparable to the previous year with 78.46% expended or obligated as compared to 76.10%. Ms. Moreno stated that the first payment voucher has been approved for the Midlothian Campus Phase II building project, and she anticipates expenditures to progress at a rapid pace from this point forward.

Ms. Moreno stated that the increase in the disbursement of funds in the Student Financial Aid account was in direct correlation with the increase in student Pell grants and loan awards. She responded to a question from Mr. Huffman regarding student financial aid stating PELL grant awards increased from \$4,000 last year to approximately \$4,800-\$4,900 this year. She stated the amount of student loans were also increased.

Mr. Judson inquired about the budget adjustments for the SBDC federal and state grants. Ms. Moreno explained that the adjustments were strictly journal entries required because of the timing difference between the college fiscal year and the fiscal year for grants. No grant funds were lost or reduced.

Mr. Aldama made a motion to approve the Financial Statement for the Period ending January 31, 2010, and Mr. McGraw seconded the motion. The decision was unanimous.

**Review and Comment on Proposed Residence Life Background Check Procedures and Application Form**

Ms. Moreno was asked to continue with a presentation on the proposed Residence Life Background Check Procedures and Application Form.

Ms. Moreno stated that during their November 2009 meeting, the Board of Trustees approved adding the requirement for a criminal history background check on all prospective residence life students beginning

with the fall 2010 semester. The Board requested an update be provided once the guidelines were developed for accepting/rejecting students from residence life including an appeals process. In response to this request, a copy of the draft procedures and proposed application form were being presented for their review.

Ms. Moreno stated procedures established by other institutions that require background checks were used in creating the proposed procedures and application form. She stated that Blinn College and Kilgore College are also requiring background checks on their residence life students.

Ms. Moreno stated new applicants for residence life housing will be required to sign the Release of Background Information (RBI) Form when submitting their application along with the required fees. Applications received without the signed RBI form will not be considered complete. Students who receive a positive background check will automatically be placed on the waiting list for residence life housing. For those whose applications are denied because of their background check, an appeals process has been established and the students application material will be reviewed by a committee currently meeting each week regarding similar student appeals.

Ms. Moreno stated that the following criminal history findings will result in rejection of the application for residence life housing:

- Class B Misdemeanor Convictions including all assaults, narcotic offenses, thefts - Offenses over 1 year will not be considered a factor if the case has been adjudicated.
- Class A Misdemeanor Convictions - Convictions over 2 years or older will not be considered if the applicant does not have any other Class B Misdemeanor or higher convictions since the date of the last Class A Misdemeanor.
- All Felony Crime Convictions -Convictions of 3 years or older will not be considered if the applicant does not have other Class A or B Misdemeanors since the date of the last felony conviction  
All Aggravated Felony Convictions that resulted in a death, aggravated assault, aggravated robbery, aggravated sexual assault or the delivery of a felony amount of narcotics.
- Any applicant who is on parole or probation.

Ms. Moreno continued stating her office has been inquiring into vendors offering background check services and their fees. Currently five have been identified including: Pennell & Associates, Inc., CertifiedBackground.com, Background Checks.com, Crimcheck.com, and E-Renter.com. Ms. Moreno stated only one of the vendors identified so far, BackgroundChecks.com, includes Interpol services for background checks on international students. She stated that verbal contact will be made with BackgroundChecks.com and others before a decision is made.

Some discussion followed. Ms. Moreno stated that because of the sensitive information included, all signed release forms will be turned over to the selected vendor to conduct the background checks.

Dr. Sanchez stated the draft procedures will become College policy and inquired if the board had any comments or suggestions regarding its content. Mr. Huffman suggested Corsicana Police Chief Randy Bratton and Navarro County Sheriff Les Cotten be asked to review the procedures and give their opinions because of their expertise. It was the consensus of the board that if Chief Bratton and Sheriff Cotten do not recommend any changes, the proposed procedures will become policy. If changes are recommended, a new draft will be brought forward for their approval.

## **Update on College Crime Statistics**

Ms. Moreno introduced Mr. Kraig Hawkins, Chief of Campus Police, and asked him to present an update on College Crime Statistics for 2009. Chief Hawkins began by stating the report he was presenting is a state mandated annual report on racial profiling. He stated the report is based on "Tier One" guidelines, which applies to departments with operable camera equipment installed on their vehicles.

Chief Hawkins presented a brief review of the report summarizing traffic stops, searches, arrests and other contacts made by Navarro College police officers on the Corsicana and Ellis County campuses. Verbal warnings were not included. Chief Hawkins stated the report also excludes the Mexia campus, which does not have an assigned officer, as well as internet students.

Following a review of several demographic charts summarizing total activity by race and ethnicity, Chief Hawkins stated that the majority of contacts involve residence life students during the evening and night shifts by virtue of the fact they are on campus twenty-four hours a day. He stated the statistics do not raise any concerns regarding racial profiling. He concluded his report and offered to answer any questions.

Mr. Huffman thanked Chief Hawkins for his presentation.

## **Approval of New Automotive Technology Certificate Program**

Dr. Martin introduced Dr. Harold Housley, Dean of Business, Professional and Technical Education, and asked him to present the proposed new Automotive Technology Certificate program.

Dr. Housley stated that the new Automotive Technology Certificate Program being proposed for approval is designed to prepare students to enter the field of auto mechanics and technicians. He stated that the college currently does not offer any automotive technology programs; however, surrounding area high schools offer very good programs with quality instructors and very nice facilities.

Based on information provided by the Heart of Texas Workforce Division, automotive technicians/mechanics are ranked third highest in demand with an average beginning wage of \$16/hr. Local dealers are not able to grow their businesses without qualified technicians and have lobbied Corsicana High School and Navarro College for these programs.

Dr. Housley continued stating high school students are not able to complete enough course work in two years to become A.S.E. certified or "employable." By forming a partnership with area high schools and utilizing their facilities and instructors, Navarro College will be able to award dual credit for the students' junior and senior years and offer an additional semester, making it possible for the students to complete their certification.

The additional (third) semester will consist of 14 semester credit hours of regular college courses. Dr. Housley stated the certificate program will total 27 credit hours and generate 944 contact hours per student. It will initially be offered at Corsicana High School with the full credit courses being taught after school or evening hours. Identical classes are planned for Waxahachie High School.

Dr. Housley reviewed the curriculum for the Automotive Technology Maintenance and Light Repair Certificate.

He stated that if the program is successful it will eventually be extended to into an Associate in Applied Science Degree.

Dr. Housley stated the high school instructor may be hired to teach these courses, or an outside adjunct instructor recruited by Navarro College and approved by the ISD. Navarro College will be responsible for recruiting, evaluating, and compensating Navarro College adjunct instructors. He then introduced Mr. Michael Schmidt, Automotive Technology Instructor at Corsicana High School. Dr. Housley stated that Mr. Schmidt is highly credentialed and has been very instrumental in helping develop this program.

Mr. Schmidt stated his Advisory Committee has stressed the need for this type of program in Navarro and surrounding counties for quite a while. He stated several high school seniors that have expressed interest in this program. Presently, students have to drive to Texas State Technical College in Waco, Texas to complete their certification after high school, and many students cannot afford this. He stated the additional courses will be offered in the automotive technology classroom and laboratory located at Corsicana High School during after-school and evening hours.

Dr. Housley and Mr. Schmidt concluded their presentation.

Mr. Judson made a motion to approve the new Automotive Technology Certificate Program. Mr. Borkchum seconded the motion, and the decision was unanimous.

### **Update on Drama Program**

Dr. Weaver introduced Dr. Shellie O'Neal, Theatre Department Chair and faculty member, and asked her to present an update on the college's drama/theatre program.

Dr. O'Neal stated when she was hired in 2001, it had been six years since the last theatre courses had been offered. The current program had to be built from the ground up. Approximately 4,000 contact hours generated the first year (2001-02) have increased to 25,638 contact hours this year (2009-2010). Dr. O'Neal attributed the program's recent growth to classes being offered at the Waxahachie and Midlothian campuses.

Dr. O'Neal stated since 2003, Navarro College's theatre students have won 84 awards at various festivals including: TCCSTA (Texas Community College Speech and Theatre Association) State Play Festival, KC/ACTF (Kennedy Center/American College Theatre Festival), and TETA (Texas Educational Theatre Association) State Play Fest. Outstanding awards earned included:

- Bill Morton Acting Award (Best Actor of the Festival), awarded twice to NC Theatre students, Aaron Myers and Trenton Ridge;
- Best Ensemble of the Festival awarded at two different festivals (KC/ACTF and TCCSTA);
- Greg Schneider Technical Design Award, TCCSTA, was given to Joseph Ramon for his set design for Bluebonnets in the Backyard; and
- State Playwriting Competition Award, TETA, given to Dr. Shellie O'Neal for Hope in Hemphill.

Dr. O'Neal stated that through the use of grant funds, a group of theatre students were taken to New York during the summer of 2007 to visit theatres. She stated it was an incredible experience for the students. During the trip, they met several famous actors and were taken on a backstage tour of one of the theatres.

Dr. O'Neal continued with a review of activities and plays produced by the Theatre Department since her last board presentation in 2007. She stated a different staging technique has been used for some plays that mimic the pageant plays presented from wagons. She explained that during medieval times, people would gather in an outdoor area to watch a series of plays presented from wagons. When one play was finished, that wagon would move on and another would take its place. She stated the theatre students at the college built several pageant wagons and have presented outdoor plays at various locations both on campus and around town. She stated it has been a very good experience for students to perform in an outdoor setting where they have had to learn how to project themselves.

Dr. O'Neal stated she has written a lot of the plays including "Love in Lampasas", "911 Gnomes: A Christmas Emergency" and "Hope in Hemphill". This has reduced the amount of royalty fees that must be paid for copyrighted plays. There is no limit to the number of times her plays can be presented. Dr. O'Neal was recognized with the State Playwriting Competition Award by the Texas Educational Theatre Association for "Hope in Hemphill."

Dr. O'Neal continued stating a children's play, "The Big Black Dog", was presented in the Black Box theatre during the fall 2009 semester. The parent of one of the theatre students constructed a raised stage that is also movable for the Black Box Theatre. She stated the new stage will be very useful this spring 2010 semester when students will be given the opportunity to write and direct their own plays during a Playwriting and Directing Workshop.

In addition to the Playwriting and Directing Workshop this semester, the Theatre Department will produce "An Evening with American Playwrights," featuring The Mall by William Inge, Summer at the Lake by Tennessee Williams, and Here We Are by Dorothy Parker April 15 through April 18.

Dr. O'Neal stated she looks forward to the completion of the department's program review in April and concluded her report. Several board members commented on Dr. O'Neal's enthusiasm as well as her ties to the community. Her talents and value to the college were acknowledged.

Mr. Huffman thanked Dr. O'Neal for her presentation and expressed appreciation for her work.

### **Update on Personnel**

Ms. Ballew assumed the duties of Director of Human Resources on February 15, 2010 and was asked to present the update on personnel.

Ms. Ballew reported that there were no appointments, reassignments, reclassifications, or transfers made during the month of January 2010. The following resignations occurred:

- Melanie Price, Lab Coordinator – Mexia State Supported Living Center
- Jessica Mattocks, Administrative Assistant III – Business Services – Waxahachie
- Meredith Johnston, Administrative Assistant IV/Benefits Coordinator - Corsicana
- Julia White, Dining Room Attendant - Corsicana

Ramsey Lozano, H/R Assistant I – Corsicana, was terminated during the month of January 2010.

Ms. Ballew concluded her report with a review of current open positions, "New Faces in the Making", including:

- Director of Adult Education, Corsicana Campus
- Counselor, Corsicana Campus
- (2) Associate Degree Nursing Instructors, Corsicana Campus
- Music Instructor/Pianist, Corsicana Campus
- Assistant Football Coach/Instructor, Corsicana Campus
- Assistant Football Coach/Intramurals, Corsicana Campus
- Math Instructor, Ellis County Campuses
- Philosophy Instructor, Corsicana Campus

Dr. Sanchez pointed out that two assistant football coaches, Wade Griffin and Kevin Curtis, were recruited by other schools offering more money and have requested to be released from their contracts. The two open positions will be advertised immediately with the hope to have them filled prior to the start of spring practice which begins the Monday following spring break, March 15-19, 2010.

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

#### Board of Trustees Calendar

Dr. Sanchez stated that Ms. Parish was involved in preparations for Elegance 2010 and asked Mr. Gragg to present the Board's calendar of events on her behalf. Highlights of upcoming events included: Elegance 2010 on February 20, Region XIV athletic director's and president's meeting being hosted by Navarro College February 21, a Hispanic Community Event at Ennis High School on Feb. 23, upcoming basketball, baseball and softball games, and other miscellaneous events.

#### March Board of Trustees Meeting

Dr. Sanchez stated the March Board of Trustees meeting which is usually held in Ellis County each year in the spring will be held in Mexia instead. The meeting in Ellis County will be held in November at the Midlothian campus in anticipation of the construction of Phase II being completed or nearing completion.

#### Enrollment Report

Dr. Sanchez asked Mr. Gragg to continue with an update on enrollment. Mr. Gragg stated he expects to certify a 10% increase in headcount enrollment for the spring 2010 semester with slightly less than 9,700 students and approximately two million contact hours, a 12% increase. The summer schedule has been completed and the fall schedule is being prepared. When asked if he projects enrollment will reach 10,000 for the fall semester, he responded that it was possible but that the increase will be a challenge because of the cost and reduction in legislative funding issues.

#### Construction – Midlothian Phase II

Dr. Nolte was asked to present an update on the construction of Phase II on the Midlothian Campus. He stated the building pad is complete and piers are being drilled. Rough grading for the parking lot has been completed. He stated that work has been hampered by the recent winter weather.

Dr. Nolte stated conflicts with a misplaced city sewer line and easements have been resolved. The location of the new building had to be moved approximately four feet from the original location. He stated the City of Midlothian has agreed to pay the additional cost for the re-platting, approximately \$1,500. The City of

Midlothian also plans to pay for enhancements to the landscape over and above the basic landscaping costs, as they have added other landscape features to the plan.

Dr. Nolte continued stating the college received its first payment request for the construction of Phase II. Progress meetings are held every two weeks with the construction manager-at-risk and architect. He stated the construction manager is dedicated to finding ways to save money on this project, totaling \$22,000 to date. He concluded by stating the project is going well.

#### Construction - Petroleum Technology Building

Dr. Sanchez asked Ms. Moreno to present an update on the construction of the new Petroleum Technology Building. Ms. Moreno stated a storage facility has been located and a lease signed for storing the Ag Tech Department equipment. The equipment is currently located in the Quonset huts on campus. Once the huts are emptied, they will be disassembled to allow construction to begin.

#### Update on 5% Reduction

Dr. Sanchez stated that a recent *Dallas Morning News* article on the deficit being faced by the state indicated the 5% proposed reduction will only be a "drop in the bucket." He stated that it is possible the reduction may be doubled. He asked Ms. Moreno to share information she received during a meeting of Chief Financial Officers (CFOs) in Austin earlier that day. Ms. Moreno stated that the projected shortfall is expected to be \$11 to \$19 billion. The legislature is limited to only using 50% of the Rainy Day Fund to help reduce the deficit which will leave a major shortfall. She stated that other community colleges have written to the governor, lieutenant governor, and speaker of the house stating they are projecting a reduction in summer schedules, delaying hiring of faculty, and increasing tuition and fees substantially to offset the budget reduction. She stated that Navarro College's \$1 increase in tuition and fees for in-district and out-of-district students is minor when compared to the increases other schools are anticipating. She stated there was no mention about the amount of the reduction being modified or when institutions would be notified of the legislature's decision. Ms. Moreno stated the 5% reduction would amount to less than \$1 billion which is why it is being referred to as a "drop in the bucket."

Dr. Sanchez stated that he will continue to monitor the situation and keep trustees informed. He stated that he has placed a freeze on hiring three of the five new faculty positions. He stated that hiring for the other two positions may also be halted in anticipation of further reductions.

#### Meeting with Senator John Cornyn's Aide

Dr. Sanchez stated Dr. Michelle Chin, Senator John Cornyn's Aide, has requested a meeting with him. The meeting will take place at Trinity Valley Community College in Athens on Friday morning, February 19, 2010.

#### ACCT Meeting in Toronto, Canada

Dr. Sanchez stated that the Association of Community College Trustees (ACCT) has begun to accept reservations for the annual meeting to be held in Toronto, Ontario Canada October 20-23, 2010. He inquired if all board members plan to attend the meeting so that hotel reservations can be made as soon as possible. All trustees indicated they and their spouses plan to attend with the exception of Mr. & Mrs. McGraw, Mrs. Borkchum and Mrs. Atkeisson. Dr. Sanchez reminded them to apply for their passports if they have not already done so.

Mexia Building

Dr. Sanchez stated he had good news to share. The Limestone County Senior Citizens Organization would like to purchase the college's property located in downtown Mexia. He asked for and was granted the authority to allow Ms. Moreno to engage in negotiations to sell the property.

Business Cards

Dr. Sanchez asked trustees to review the business cards made for each member and let Ms. Smith know if any corrections or changes are needed. Sets will be provided at the next board meeting.

RFP Committee

Dr. Sanchez stated he would be assembling a committee to review RFP's (Requests for Proposals) for the construction of the new Petroleum Technology Building and Police Building and inquired if the chairman wished to appoint any board members to participate. Mr. Huffman responded that he has appointed Mr. Aldama and Mr. Atkeisson to represent the board on the committee.

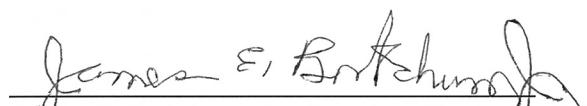
Dr. Sanchez concluded his report.

**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, March 25, 2010 at the South Campus in Mexia.

Mr. Aldama made a motion to adjourn the meeting at 8:18 p.m., and Mr. McGraw seconded the motion. The decision was unanimous.

Respectfully submitted,

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