

NAVARRO COLLEGE BOARD OF TRUSTEES
FEBRUARY 19, 2009 MEETING
MINUTES

The governing body of NAVARRO COLLEGE met on Thursday, February 19, 2009, in the Arrowhead Room of the Gooch One Stop Student Center for their regular monthly meeting. Trustees in attendance included: Mr. Homer Wasson, Chairman; Mr. Lloyd Huffman, Vice-Chairman; Dr. James Price, Secretary/ Treasurer; Mr. James Borkchum, Member; Mr. Phil Judson, Member; Mr. Zane Stites, Member; and Mr. Todd McGraw, Member.

Also in attendance were:

Dr. Richard Sanchez	District President
Dr. Kenneth Martin	Vice President for Academic Affairs
Ms. Gettie Moreno	Vice President for Finance and Administration
Dr. Erik Zoellner	Vice President for Student Services
Dr. Tommy Stringer	Vice President for Institutional Advancement
Mr. Dewayne Gragg	Dean of Enrollment Management and Institutional Research
Ms. Nelida Aguilar	Director, Human Resources
Ms. Donna Parish	Director, Market Relations and Public Information
Dr. Harold Housley	Dean of Business, Professional and Technical Education
Dr. Larry Weaver	Dean of Arts, Sciences and Humanities
Ms. Glenda Terry	Assistant Dean, Health Professions
Chief Kraig Hawkins	Navarro College Dept. of Public Safety
Mr. Tom Hammargren	Chairman, Faculty Association Committee
Ms. Leslie Smith	Executive Administrative Assistant
Mr. Cody Dickerson	Media Integration Services Center
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Jacque Judy	Broaddus & Associates/pm2i
Mr. David Bowlin	Broaddus & Associates/pm2i
Mr. James (Jim) Broadus	President, Broaddus & Associates
Mr. Bobby Whatley	Broaddus & Associates/pm2i
Mr. Dick Aldama	Board of Trustees Candidate, Place 4
Mr. A.L. Atkeisson	Board of Trustees Candidate, At-Large
Mr. Bob Belcher	Corsicana Daily Sun

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

Call to Order

Mr. Wasson called the meeting to order at 7:03 p.m. and asked Mr. Judson to begin the meeting with a prayer.

Board Announcements

Mr. Wasson welcomed Mr. Dick Aldama, candidate for the Board of Trustees Place 4

position, and Mr. A.L. (Buster) Atkeisson, candidate for the At-Large position. They were given the opportunity to speak and both candidates indicated they would appreciate everyone's vote.

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes - Board of Trustees January 22, 2009 Meeting**
- b. Addition of Section IV.20.01 – Navarro College Dual Credit Testing Requirements to the Navarro College Administrative Policies and Procedures Manual**
- c. Revision to Section VI. 04.00 – Teaching Loads of the Navarro College Administrative Policies and Procedures Manual**
- d. Revision to Section II – Governing Body of the Navarro College Administrative Policies and Procedures Manual**

Mr. Huffman requested an explanation of the changes to the nepotism policy in *Section II – Governing Body of Navarro College Administrative Policies and Procedures Manual*. Dr. Sanchez responded by stating the College's current policy was very restrictive and after speaking to legal counsel, it is being revised to reflect the state's policy guidelines. He stated these changes will allow employees, who have been employed for a minimum of one year, to continue their employment in the event a relative is elected or appointed to the Board of Trustees.

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

Presentation by pm2i

Dr. Sanchez stated that a few months previous, the mayor of Midlothian and Midlothian's Director of Economic Development in Midlothian asked that he, Dr. Nolte, Dr. Martin and Ms. Moreno come listen to a presentation by pm2i, a project management construction and design company. Dr. Sanchez stated he felt pm2i had information the trustees would want to hear and introduced Dr. James (Jim) Broaddus, president of Broaddus and Associates and pm2i.

Dr. Broaddus thanked Dr. Sanchez and introduced Mr. David Bowen, chief executive, Mr. Jacque Judy, head of preconstruction services, and Mr. Bobby Whatley, vice president in charge of operations. He stated Broaddus & Associates is the parent company of a very unique combination of "very vertically integrated" companies, pm2i and Broaddus Planning. He stated they are a complete project management services firm based in Austin, Texas. They have over 120 full-time employees who have a great deal of background and experience with higher education. He stated many were previously on staff at colleges and universities. Dr. Broaddus stated it is their company's goal to be the best at serving their clients using innovative approaches. Broaddus & Associates was

recognized as one of the top 40 program manager (PM) firms in the United States according to Engineering News Record and one of Texas' top 130 contractors by Texas Construction. He briefly reviewed the list of a broad range of institutional clients their company has served including many universities: University of Texas, Texas State University, Lamar University Sam Houston State University, MEDCentral College of Nursing, Dallas Baptist University, etc. Dr. Broaddus then asked Mr. Bowen to elaborate.

Mr. Bowen stated pm2i and Broaddus Planning have a broad array of expertise to bring to projects. He stated their companies have a depth of experience in the use of alternative delivery including: construction manager at risk, design build, and built-to-suit/leaseback financing options. In addition, they have specialized expertise in higher education and academic health projects and Mr. Bowen elaborated upon several projects they have completed and were in progress.

Concern was expressed that these projects were much larger than anything Navarro College would have. Mr. Broadus responded stating all the projects they have worked on were an accumulation of individual projects. He assured trustees they consider no project too small.

Mr. Jacque Judy was then asked to continue the presentation. He stated in early January Dr. Sanchez had charged them with coming up with design options and pricing for an allied health building that would allow Navarro College to be ready to possibly receive stimulus funding. After touring the Waxahachie campus with Mr. Whatley, Mr. Judy stated they have developed two different scenarios. The first is a two-story building with roughly 40,000 square feet. The second, which would be located south of the first proposed location, is a one-story building with approximately 20,000 square feet. Mr. Judy displayed drawings of the proposals and gave a breakdown of estimated costs and fees using the design build method.

Dr. Broaddus stated "the beauty" of the design build method is the ability to fast track the process. Normally it would take six months or more to have the building designed and then the project would have to go out for bid.

Mr. Judy continued stating Dr. Sanchez had also asked them to look at Building 2 (Phase II) for the Midlothian campus. He stated that pending negotiations with Good, Fulton & Farrell architects for re-use of their site drawings, they were able to develop a design budget. He stated it is their belief more value can be added by eliminating some unnecessary "fluff" in the original plans. When Dr. Sanchez inquired why a parking garage was included in their plans, Mr. Judy responded the Midlothian City Manager had expressed the need for additional parking. He stated that adding a parking garage to this project would be one of the cost saving features that could be presented to the City.

Dr. Broaddus told trustees they desire to be partners with Navarro College through this process. He stated they are unique with their specialized expertise in higher education and academic health projects. He stated they could provide a great deal of value to help the college achieve the vision and program wanted. The biggest "bang for the buck" is achieved in the front end of the project by looking at the design and squeezing out all unnecessary costs. He stated speed of delivery through design build saves cost, an

important factor with the current rate of inflation. He stated with their experience in using the design build type approach, they are comfortable with projecting costs.

Discussion followed. Dr. Sanchez assured the Board no commitment has been made at this time. He stated he was making every attempt to be prepared in the event the College might be eligible for possible funding from the stimulus package.

In response to an inquiry from Mr. Huffman, Dr. Sanchez explained he would prefer to build a health professions building on the Corsicana campus but there is no site available. He stated the vacant property adjacent to the Bain Center and east of the Cook Education Center would be an ideal location but the College has been unable to acquire it from the owners for the past ten years. He stated the Waxahachie campus has property available. In addition, it is the fastest growing campus and has the greatest need for a health professions building. He invited Ms. Glenda Terry, Assistant Dean, to talk about the size of the program and future plans.

Ms. Terry stated the RN program, which is currently split between campuses, would remain on the Corsicana campus. Part of the LVN faculty would be moved to the Waxahachie campus to expand the LVN program at the Waxahachie campus. By admitting more LVN students who desire to become RN students, the sophomore RN class would be increased. She stated one faculty member and 17 students will be added this year but the program does not have the capacity to grow any further. Ms. Terry continued stating that approval would be requested to add the Waxahachie campus as a second site for the OTA program. She stated there is tremendous interest in this program which is at capacity on the Corsicana campus.

Dr. Nolte added that property has been purchased near the Waxahachie campus for a new, large cancer research hospital to be built in the next few years by Baylor, making a new allied health building on the Waxahachie campus more in demand.

Discussion concluded, and Mr. Wasson thanked Dr. Broaddus and his staff for their presentation.

Take Action on January 2009 Financial Statement

Ms. Moreno was asked to present the January 2009 financial statement.

Amendments in the Statement of Budget Changes increased the budget \$201,085 for a revised total \$71,727,174 at January 31, 2009. The amendments recognized: grant funds received for the Nursing Shortage Program; an increase in the Adult Basic Education TANF Federal 2009 grant award; a donation from XTO for software and supplies; grants received from Navarro College Foundation for band uniforms, Cook Center parking lot repairs, and faculty travel; revenues from Cosmetology sales; testing fees; and a transfer from the fund balance into the Plant Fund for the purchase of the house located at 3305 West Second Avenue.

A review of the Source of Funds showed an increase for the month ending January 31, 2009, with 63.607% of 2008-2009 budgeted revenues earned as compared to 59.90% earned the same time the previous year. A review of the Disbursement of Funds showed an increase in expenditures with 76.10% of the 2008-2009 budget expended or

obligated at January 31, 2009, as compared to 73.43% the previous year. Ms. Moreno stated increases in both revenues and expenditures were tied directly to the growth in student enrollment.

Mr. Borkchum made a motion to approve the January 2009 financial statement. Mr. Huffman seconded the motion, and the vote was unanimous.

Review Depository Bank Contract

Ms. Moreno continued stating during their meeting in January board members had inquired about the depository contract with Prosperity Bank. Ms. Moreno stated Prosperity Bank has served as the College's depository bank since August 2005. Prior to August 2005, Bank One held the contract for approximately six years. Prior to Bank One, the contract was held by First State Bank before it changed its name to Prosperity Bank.

Ms. Moreno stated it is helpful to students when the College contracts with local banks, making it convenient for them to cash checks or make other financial transactions locally. She stated because the depository contract with Prosperity Bank will expire August 2009, a request for proposals (RFP) will be advertised in late spring.

Dr. Sanchez stated because of the financial economic situation when the RFP goes out there may not be much interest. He stated with the current economic situation, many banks may not be interested in taking on more depositories. Ms. Moreno stated that because the College generates a high volume of transactions and much collateral is required by the banks. Dr. Price commented that choosing a local bank is usually preferred. Mr. Judson added that safety and security must be a priority.

Review Pledged Collaterals from Prosperity Bank

Ms. Moreno continued with a review of pledged collaterals from Prosperity Bank. After consulting with several banks, Mrs. Moreno stated she found that several banks are currently using U.S. Government Agency issues as collateral as well. She stated she was advised that as long as both the maturity date is far into the future and the market value exceeds the book value, the collateral is stable. Ms. Moreno stated that once a month a report from Prosperity Bank is reviewed and each security is verified on the Federal Reserve website to insure all collaterals are legitimate. She stated that regulations require the bank collateralize the college's deposits 1:1 but Prosperity bank has pledged 1:5 coverage. She concluded stating Prosperity provides over \$20 million in collateral for the College's \$3 million cash deposits.

Dr. Price stated after reviewing the list provided, he was satisfied with the collateral being used by Prosperity Bank. Mr. Judson inquired if market value of the collateral is known. Ms. Moreno responded the issues and market values are verified by the controller, Rhina Sandoval, each month for accuracy.

Accept Bid for Construction of New Student Apartment Building from Generation II Construction Company

Ms. Moreno was asked to continue with a review of bids received for the construction of the new student apartment building. She stated she was pleased to announce that a local firm, Generation II Construction Company, submitted the low bid of \$490,501. The next lowest bid, \$566,750, was submitted by Prater Builders, another local company.

Ms. Moreno stated when completed this will be the twenty-third (23rd) student apartment building on the Corsicana campus. She stated the college currently uses four other facilities to house residence life students. Three cottages are leased from IOOF and used as honors dorms. The IOOF "white house" is also leased and is used to accommodate the overflow of residence life students along with a College-owned house on Second Avenue.

The home currently located on the construction site for the new student apartment will be demolished beginning the following Monday. Completion of construction of the new student apartment building is anticipated by late July 2009.

Dr. Sanchez responded to an inquiry about Generation II and assured trustees the College has been very pleased with Generation II in the past who has constructed other student apartment buildings on campus.

Ms. Moreno concluded her report by sharing news that the demolition of the College's building in downtown Mexia has been finished and shared a photo of the completed site.

Mr. Huffman made a motion to accept the bid for the demolition of the home on Second Avenue and construction of a new student apartment building from Generation II Construction Company. Dr. Price seconded the motion and the vote was unanimous.

Update on Early College Program

Dr. Nolte stated Navarro College and Waxahachie Independent School District (WISD) officials are in the process of establishing a new partnership, Early College High School. He stated WISD officials are looking at the Early College High School partnership to serve as a new model for Waxahachie's "Global High School" concept.

Global High School was launched several years ago and offered high school students an alternative learning model with emphasis on science and engineering. Dr. Nolte stated the goal of the Early College program is to have students, involved in the four-year high school program, graduate from high school and earn an associate's degree at the same time. They will be prepared to move on to a four-year university or to join the workforce upon graduation from high school.

The Early College program will augment the existing dual-credit program and will be aimed primarily at "first generation" students from economically disadvantaged or low

income populations. The Early College High School program will include 100 students in each grade level from 9th through 12th grades, similar to the Global High School model. It will be housed in the same building completely remodeled for the Global High School program.

Dr. Nolte stated that he and several Navarro College and Waxahachie administrators visited a similar operation recently in El Paso. He stated they witnessed freshmen and sophomore level high school students taking college chemistry classes and doing well.

He stated approximately 35 Early College High School programs are currently operating in Texas, and about 250 nationwide. Dr. Nolte stated a Memorandum of Understanding is currently being developed between Navarro College and Waxahachie ISD to offer the Early College Program. WISD will be responsible for purchasing students' books, compensating the instructors and providing facilities. Navarro College will receive credit for student contact hours generated by the college-level instruction in the Early College High School. Both the Texas Education Agency and the Texas Higher Education Coordinating Board will have to approve the partnership between Navarro College and Waxahachie ISD before the program can be implemented.

Dr. Nolte responded to various questions from board members. Although WISD will pay the Early College instructors, they will work for Navarro College, and Navarro College representatives will be involved in the hiring process.

Students in the Early College program will not be allowed to participate in extracurricular activities such as football, baseball, cheerleading, band, etc.; however, clubs and organizations will offer students an opportunity for social development. Dual credit will continue to be offered to students who attend regular high school and participate in extracurricular activities.

Dr. Nolte stated that although the program is aimed toward first generation and low income students, he anticipates students from all levels and financial backgrounds being allowed into the program.

Dr. Nolte concluded his presentation, and Mr. Wasson commended him for a good report.

Crime Statistics Report

Ms. Moreno introduced Chief Kraig Hawkins and asked him to present a summary of the Navarro College Department of Public Safety's Annual Report of Crime Statistics for 2008.

Chief Hawkins stated the department satisfies the requirements for Tier I Category reporting by the state because it has operable camera equipment installed on its vehicles. He stated the report represents traffic stops, searches, and arrests and other contacts made by Navarro College police officers on the Corsicana and Ellis County

campus officers during the period January 1, 2008 through December 31, 2008. He stated the report excludes the Mexia campus which does not have an assigned officer.

Chief Hawkins gave a brief review of the chart summarizing total activity by race and ethnicity. He stated that most traffic contacts involve residence life students by virtue of the fact they are on campus during the evening and overnight hours. He stated the report only reflects traffic stops where searches or arrests were made. He concluded stating that many of the arrests are a result of outstanding warrants from other locations. An obligatory search of the vehicle is made in those instances.

Mr. Wasson thanked Chief Hawkins, and Mr. Borkchum commended Chief Hawkins and his officers for their good work.

Update on Personnel

Ms. Aguilar was asked to present an update on personnel for the month of January 2009.

The following appointments were made during the month:

Bobbie McWilliams, Lab Coordinator – Mexia State School
Mike McClimans, Lab Coordinator – Mexia State School
Patricia Gavin, M.I.S.C. Specialist - Corsicana
Sherry Mathison, Administrative Assistant III – Mexia Campus

Christy Wallis was reclassified from Administrative Assistant III to Administrative Assistant V/Outreach Specialist – Corsicana. Kelly Eldredge resigned as Area Housing Coordinator III – Corsicana.

There were no retirements during the month of January 2009.

Ms. Aguilar stated a candidate has been selected to fill the position of College Bookstore manager and will be introduced in April. Several new full-time faculty positions are being advertised mainly for the Ellis County campuses.

Dr. Sanchez stated that by hiring more full-time instructors in Ellis County, it will help improve their full-time to part-time ratio. Currently the full-time to part-time ratio of instructors in Ellis County is 40%full-time:60% part-time as compared to 60% full-time:40% part-time on the Corsicana campus.

President's Report on Items of Information

Dr. Sanchez stated Ms. Parish was involved in preparations for Elegance and asked Dewayne Gragg to review the Board's calendar in her place. Mr. Gragg reviewed highlights of upcoming events including: Elegance on February 21, upcoming athletic activities, a John Deer Open House to recruit new students, a science fair and Black Box Theatre performances. The College will close for spring break March 14-20, 2009.

Mr. Gragg was asked to continue with a report on enrollment. Mr. Gragg stated he will be certifying enrollment of 8,911 students for the spring 2009 semester, an increase of

16.8% over last year. He stated the growth increase came primarily from the new TYC program, the new Oil and Gas Program, as well as an increase in dual credit enrollment. February 28, 2009 will be the end of the base year reporting period upon which state funding will be based for the next two years. He stated Navarro College's enrollment has increased 26.8% over the previous base year, the third largest percentage in the state of Texas.

Dr. Sanchez stated he had written a letter to Senator Kip Averitt and Representative Jim Pitts asking their assistance to help Navarro College receive a share of funding that may become available for colleges and universities in the federal stimulus package.

Dr. Sanchez continued by stating the 81st Legislature is in session, and that he was pleased that Representative Jim Pitts was appointed chair of the House Appropriations Committee. Dr. Sanchez mentioned he and Dr. Nolte will be meeting with Representative Pitts in Austin the following week.

Dr. Sanchez stated "proportionality" continues to be an issue being discussed by the legislature. He stated several senators have filed a bill to make funding available for community college employee insurance. He stated that because the governor is planning to run for re-election, he may not pursue the issue this time.

Dr. Sanchez continued stating he had a telephone conversation with authorities in Washington DC at the American Council of Education (A.C.E.) and the American Association of Community Colleges (A.A.C.C.) offices as well as with staff in Representative Joe Barton's office regarding the stimulus package. He stated it is not clear yet how much Texas will receive. He stated it is a risk the College is taking by preparing "shovel ready" projects but that he would rather be prepared and not receive funds than to be eligible and not be prepared.

Dr. Sanchez stated it is not a matter of "if" but "when" Phase II is built in Midlothian. He stated enrollment of both Navarro College and TAMU-C students is exceeding the current building's capacity. He stated he is working diligently for the College to become eligible for funding of the new building.

Dr. Sanchez stated he was pleased that demolition of the house on Second Avenue would begin the next week and construction on the new student apartment building would begin shortly afterwards.

Dr. Sanchez stated he has charged Dr. Zoellner as the point person for the new WatchDog Alert System (WAS) and asked him to present an update. Dr. Zoellner stated the next big phase will be finishing the electronic component of the outdoor warning system next week. He stated several sessions have been held on the Corsicana and Waxahachie campuses to inform staff about the new system. Another test of the system will be conducted on February 26, 2009. The primary purpose will be to test for cell phone dead zone areas. He concluded stating a lot of improvements are needed to work out "bugs" in the system but work is progressing.

Dr. Sanchez concluded his report stating Elegance will be held on Saturday, February 21, 2009. Dr. & Mrs. Price and Mr. & Mrs. Huffman will join Dr. Nolte and his wife at the Navarro College table. Dr. Sanchez stated Corsicana's Chief of Police Randy Bratton and his wife have also been invited.

Announcement and Adjournment

Mr. McGraw made the motion to adjourn the meeting at 9:00 p.m. and Mr. Huffman seconded the motion. The decision was unanimous.

The next meeting of the Navarro College Board of Trustees will take place on March 26, 2009 at the Midlothian Campus.

Respectfully submitted,

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