

**NAVARRO COLLEGE BOARD OF TRUSTEES  
JULY 21, 2011 MEETING  
MINUTES**

The governing body of NAVARRO COLLEGE gathered on Thursday, July 21, 2011 for the budget and planning workshop, Focus on the Future XVII, and their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Richard Aldama, Mr. A. L. Atkeisson, and Ms. Faith Holt. Mr. Todd McGraw was absent.

Others in attendance included:

Dr. Richard Sanchez	District President
Dr. Kenneth Martin	Vice President, Academic Affairs
Ms. Gertrud Moreno	Vice President, Finance and Administration
Ms. Maryann Hailey	Vice President, Student Services
Mr. Dewayne Gragg	Vice President, Enrollment Management and Inst. Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Marcy Ballew	Director, Human Resources
Mr. Cody Dickerson	M.I.S.C. Coordinator
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Oliver Sheehan	Corsicana Daily Sun
Ms. Julie Ann Dodge	Navarro County Times

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

### **Focus on the Future Part XVII**

Mr. Huffman called the budget and planning workshop to order in the Lone Star Room at approximately 12 noon. Mr. Judson made a motion to recess for lunch in the President's Dining Room and Mr. Aldama seconded the motion.

At approximately 1 p.m., the governing body readjoined to the Lone Star Room for the budget and planning workshop, Focus on the Future - Part XVII. Presentations were made by Dr. Richard Sanchez, Ms. Gettie Moreno, and Mr. Dewayne Gragg on the proposed budget for fiscal year 2011-2012 and planning parameters through 2021.

At approximately 6 p.m., the workshop ended and a dinner was served in the President's Dining Room. Following dinner, the governing body relocated to the Arrowhead Room in the Gooch One Stop Student Center for their regular monthly meeting.

### **Call to Order**

At 7 p.m., Mr. Huffman called the regular meeting to order and asked Mr. Judson to begin with a prayer.

Mr. Huffman announced that a closed session would be held following the President's Report to deliberate on economic development negotiations according to Government Code 551.087

### **Board Announcements**

Mr. Huffman presented Dr. James Price with a 15-year service pin. Dr. Price, who has served as a member of the Board of Trustees since 1995, was congratulated by applause.

## **Open Forum Time**

There were no requests to speak to the Board.

## **Consent Calendar**

### **a. Minutes - Board of Trustees June 16, 2011 Meeting**

Ms. Holt moved to approve the Consent Calendar and Mr. Atkeisson seconded the motion. The decision was unanimous.

## **Take Action on June 2011 Financial Statement**

Dr. Sanchez requested that Ms. Moreno present the June 2011 financial statement. Ms. Moreno stated the Statement of Budget Changes showed very little activity during the month ending June 30, 2011. Adjustments in the amount of \$6,355 were a result of reclassifying funds from the Texas Museum Grant and the Midlothian Construction Budget.

A review of the Source of Funds for the same period indicated 92.54% of budgeted revenues had been earned as of June 30, 2011. Ms. Moreno stated total income will not reach 100% due to a reduction in State Funds for health benefits. Student income has exceeded budgeted revenues with 102.77% earned and Local Appropriations showed 100.69% earned from increased tax collections. A review of the Disbursement of Funds indicated 90.96% of the budgeted expenditures had been obligated or expended compared to 97.80% at this point in time the prior year.

Ms. Moreno concluded by stating the budget remains sound and the district is doing well financially.

Dr. Price made a motion to approve the June 2011 Financial Statement. Mr. Aldama seconded motion, and the decision was unanimous.

## **Approve Administrative Recommendation of Independent Audit Firm to Perform Annual Financial Audit for a Three-Year Term, Beginning with Fiscal Year 2011, With Options to Renew for Fiscal Years 2014 and 2015**

Ms. Moreno continued her presentation. She stated the college district is required by state law to have an independent auditor perform an examination of its financial statements on an annual basis. To meet this requirement for specialized service, a Request for Qualifications (RFQ) was issued.

Four responses were received from interested firms: Gollob Morgan Peddy, Certified Public Accountants; Lott, Vernon & Company, P.C.; Henry & Peters, P.D.; and Jaynes, Reitmeier, Boyd and Therrell, P.C. Ms. Moreno stated a committee consisting of herself, Ms. Aaron York, Comptroller, and Ms. Rhina Sandoval, Senior Auditor, reviewed the proposals and ranked them using a criteria sheet. The existing audit firm used by the college, Jaynes, Reitmeier, Boyd and Therrell, P.C., received the highest ranking due to their experience with the college district and other public agencies.

Ms. Moreno continued by stating that Jaynes, Reitmeier, Boyd and Therrell, P.C. has performed the college's audit for the past four years. They rotate their staff every three years to help maintain independence. She stated the committee recommends the board approve a three-year contract with Jaynes, Reitmeier, Boyd and Therrell, P.C. beginning the fiscal year 2011 with the option to renew for fiscal years 2014 and 2015.

Mr. Huffman commented that the college has had to rotate firms in the past and it was comforting to know that Jaynes, Reitmeier, Boyd and Therrell, P.C. rotates their staff. Dr. Price stated the college would be wise to have a different firm perform the audit from time to time.

Mr. Atkeisson moved to approved awarding the contract to Jaynes, Reitmeier, Boyd and Therrell, P.C. for a three-year term beginning with fiscal year 2011 with options to renew for fiscal years 2014 and 2015. Mr. Judson seconded motion. The vote was unanimous.

Mr. Huffman suggested the Board may want to review the contract again in three years.

### **Appoint Ms. Debbie Pickett to Replace Ms. Patricia Southard on the Navarro College Employees Retirement Plan Committee**

Ms. Moreno stated the Board of Trustees is responsible for appointing nine committee members to serve as trustees for the Navarro College Employees Retirement Plan. Current members of the Navarro College Employees Retirement Plan Committee include: Ms. Gettie Moreno, Ms. Aaron York, Mr. Mark Dillman, Mr. David Lewis, Ms. Pat Southard, Mr. Boyd Minner, Mr. Terry Nelson, Ms. Jan Phillips and Ms. Damara Watkins. The committee is responsible for overseeing the Plan which is administered by two agency banks, Community National Bank and U.S. Trust, Bank of America.

Ms. Moreno stated Ms. Southard retired on June 30, 2011 leaving a vacancy that needed to be filled. She recommended the appointment of Ms. Debbie Pickett, Enrollment Management and Institutional Studies Specialist, to fill the position. She stated Ms. Pickett has been a participant in the Plan for more than eight years and is a very valued and conscientious employee. She stated Ms. Pickett will make a great addition to the Committee.

Mr. Aldama made a motion to appoint Ms. Debbie Pickett to replace Ms. Patricia Southard on the Navarro College Employees Retirement Plan Committee. Mr. Judson seconded the motion and the vote was unanimous.

### **Update on Personnel Action**

Ms. Ballew was asked to present an update on personnel action.

Ms. Ballew began by stating during the month of June 2011, Ms. Krystal Martin was appointed Director of Student Support Services on the Corsicana Campus, filling the vacancy left by Mr. John Baker, who retired. Ms. Pat Southard, Production Assistant, also retired during the month of June 2011. Ms. Christina Guardado, Tech Prep Associate on the Corsicana Campus, resigned her position and Ms. Modesta McElwreath, Administrative Assistant I - Corsicana Campus, and Ms. Patricia Westergaard, Assistant Dean - Waxahachie Campus, were terminated.

There were no reclassifications, reassignments or transfers during the month of June 2011.

Ms. Ballew continued stating seven open positions are currently being advertised including: Administrative Assistant II – Corsicana Campus; Assistant Dean of Student Services and Operations – Waxahachie Campus; Director of Student Financial Aid – Corsicana Campus; Dean of Midlothian Campus; E.M.S. Coordinator – Waxahachie Campus; and Accounting Clerk II – Waxahachie Campus Bookstore.

She stated over 65 applications have been received for the position, Assistant Dean of Student Services and Operations for the Waxahachie Campus. She stated interviews were held over a two-day period for this position and finals will be held in August. She concluded her report.

### **President's Report**

Dr. Sanchez asked Mr. Gragg to present the Board's calendar on behalf of Ms. Parish. Mr. Gragg reviewed highlights of upcoming events including: Celebration Day for Support Staff and Paraprofessionals in the Cook Center on July 27; Ms.

Holt and Dr. Sanchez will attend the Governance Institute on Student Success in Fort Worth July 31-Aug 2; LVN Commencement and Pinning Ceremony in the Special Events Center on August 12; Adjunct Faculty Convocations August 11, 15 and 16; New Faculty Orientation on August 22; Fall 2011 Convocation for full-time faculty will be held on August 23; the first football game will be played against Butler at Tiger Stadium on August 25; and fall classes will begin on August 29.

Mr. Gragg was asked to continue with an update on enrollment. He reported Summer II classes began on Thursday, July 14, 2011 with a 5% increase in headcount enrollment and 4% in contact hours. He stated very few schools were experiencing increased enrollments in summer classes. Current enrollment in fall 2011 classes has increased by 7% over last year at this point in time and is gaining momentum. Mr. Gragg concluded by stating he predicts enrollment will continue to increase, easily surpassing the 5% goal projected during the budget workshop.

Dr. Sanchez asked Ms. Moreno to present an update on current construction projects. Ms. Moreno displayed pictures of the work in progress on three projects: Verda Gooch Courtyard Renovation; Construction of Waxahachie Deli and Renovation of Leased Waxahachie Facility for the Nursing Program. Ms. Moreno stated renovation of the Verda Gooch Courtyard was advancing with the installation of pavers almost complete and live plants being brought in for planting. Outdoor furniture (benches, tables, chairs) have been ordered from Texas Correctional Institute at a dramatic savings for a cost of \$800 per seating area, compared to the bid amount of \$3,000. Ms. Moreno continued with a report on the construction of a new Waxahachie campus deli. Space from four classrooms, a hallway and a corner of the bookstore is being used to accommodate the new deli. She stated the project is making very good headway. Because classroom space was needed to accommodate the new deli, existing space within the leased facility where the Cosmetology Program is located is being renovated. When completed, the facility will include two large classrooms for the nursing program. Ms. Moreno concluded her report stating the owner has restriped the parking lot in front of the leased facility so that student parking will not infringe on the retail stores nearby.

Dr. Sanchez asked Dr. Stringer to give an update on the Cook Center's expansion project. Dr. Stringer stated it has been approximately one year since the groundbreaking ceremony was held for the expansion. He stated interior work is progressing. Walls are being sheet-rocked and measurements for the carpeting have been taken. He stated Mr. Huffman met with the Media Integration Technology Center (MITC) staff earlier that day on the technology equipment to be included. Dr. Stringer concluded by stating one of the benefits of the expansion will be the addition of greatly needed storage space.

Dr. Sanchez continued with the President's Report. He stated there was no news to report since the legislature convened its special session. He stated as more information is made known regarding any expected shortfall for either this biennium or 2013-15, he will communicate with the Board.

Dr. Sanchez stated he and Ms. Holt will be attending the Governance Institute for Student Success in Fort Worth beginning July 31 through August 2, 2012.

Dr. Sanchez distributed packets that contained 8x10 and wallet size photos for each trustee along with digital copies on a CD. In addition, each trustee was given a bag containing three National Championship yard banners for their personal use and a framed photo of the three National Championship coaches, Nick Bobeck – Football, Monica Aldama – Cheer, and Whoa Dill- Baseball.

Dr. Sanchez concluded his report by stating Ms. Smith will be contacting trustees during the next week regarding their plans for attending the LVN Ceremony on Friday, August 12, 2011 at 7 p.m. in the Special Events Center.

## **Announcement**

Mr. Huffman announced the next Board of Trustees meeting will be held in the Gooch Arrowhead Room on August 18, 2011 at 7 p.m.

## **Closed Session and Adjournment**

At 7:30 p.m., Mr. Judson made a motion to convene into Closed Session for deliberations regarding economic development negotiations according to Government Code 551.087. Ms. Holt seconded the motion and the decision was unanimous.

No action, decision or vote regarding the deliberations was taken during Closed Session. No other discussion or action on any other subject was taken during the Closed Session.

At 8:30 p.m., Mr. Aldama made a motion to reconvene into Open Session and adjourn the meeting. Ms. Holt seconded the motion and the vote was unanimous.

Respectfully submitted,



Phil Judson, Secretary-Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES