

NAVARRO COLLEGE BOARD OF TRUSTEES
JULY 22, 2010 MEETING
MINUTES

The governing body of NAVARRO COLLEGE met on Thursday, July 22, 2010 for a day long budget and planning work session beginning at 10 a.m. in the Lone Star Room. Following the work session and dinner in the President's Dining Room, trustees relocated to 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. Gertrud Moreno	Vice President, Finance and Administration
Ms. Maryann Hailey	Vice President, Student Services
Mr. Dewayne Gragg	Vice President, Enrollment Management and Institutional Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Donna Parish	Director, Market Relations & Public Information
Ms. Marcy Ballew	Director, Human Resources
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Janet Daugherty	Executive Administrative Assistant
Mr. Rayland Haynes	A/V Specialist, Media Integration Services Center
Mr. Oliver Sheehan	<i>Corsicana Daily Sun</i>

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

Call to Order

The board convened at approximately 10:00 a.m. in the Lone Star Room for a day-long budget and planning session. Details of the proposed 2010-2011 budget were presented by Dr. Sanchez and Ms. Moreno during the morning session, and during the afternoon session, they presented plans for future growth. Dr. Nolte, Dr. Martin and Mr. Gragg were also involved in making a presentation in the afternoon. Dr. Sanchez concluded the session by presenting several recommendations for funding growth over the next several bienniums. Following the budget and planning session and a dinner in the President's Dining Room, the board relocated to the Arrowhead Room for their regular monthly meeting.

Mr. Huffman reconvened the board into regular session at 6:00 p.m. He thanked Dr. Sanchez and staff and commended them for the great presentations they gave during the budget and planning session. He then asked Dr. Price to begin the meeting with a prayer.

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. **Board of Trustees June 17, 2010 Meeting Minutes**

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

Take Action on June 2010 Financial Statement

Ms. Moreno was asked to present the Financial Statement for the period ending June 30, 2010.

The Statement of Budget Changes for the period ending June 30, 2010 indicated an increase of \$2,171 in revenues as a result of Cosmetology sales for a revised total budget of \$90,254,617.

A review of the Source of Funds showed 91.92% of the amended budget had been earned as of June 30, 2010 compared to 87.54% the previous year. Ms. Moreno stated revenues in Student Income and Student Financial Aid continue to be impacted by increased enrollment. Ms. Moreno noted State Funds, with 62% earned at June 30, will not reach 100% due to the 5% reduction in state appropriations. The state reduced the college's appropriation by \$250,000 in June and will do so again in July and August for a total of \$750,000. She continued by stating the increase in the Debt Service Fund, with 100.49% earned, was a result of earned interest and not because of new debt.

A review of the Disbursement of Funds showed 97.8% of the budget had been obligated or expended at June 30, 2010 as compared to 92% the previous year. Ms. Moreno stated she was not concerned with the total percentage of funds spent and/or obligated because of the increase in Student Financial Aid. She concluded her report.

Dr. Price made a motion to approve the July 2010 financial statement and Mr. McGraw seconded it. The decision was unanimous.

Approve Interlocal Agreement for Tax Collection

Ms. Moreno was asked to continue by presenting the interlocal agreement for tax collection for approval.

Ms. Moreno stated an interlocal agreement for tax collection services with Navarro County has been in place for many years and it must be renewed each year. She stated Navarro County is proposing a change in the current contract in regard to the fees charged for the collection of taxes. In the past, a fee of one-half of one percent ($\frac{1}{2}$ of 1%) of current and delinquent taxes collected and a fee of 25% of penalty and interest collected has been charged. The proposed new fee is flat rate of fifty cents (\$0.50) per parcel.

Ms. Moreno stated the college should see a benefit in the proposed new fee. Based on 2008 taxes for the full year, the college paid \$28,137.53 in collection fees. Under the new contract, the fees would have been \$22,886 and would have resulted in a savings of \$5,200. She concluded by recommending the board's approval of the new interlocal agreement.

Mr. Atkeisson inquired how often funds were transferred and Ms. Moreno stated collected taxes are recognized on a monthly basis.

Mr. Atkeisson moved to approve the interlocal agreement with Navarro County for tax collection services and Mr. Aldama seconded the motion. The vote was unanimous.

Update on Personnel

Ms. Ballew was asked to present an update on personnel for the month of June 2010. She reported the following appointments were made:

- Jamie Greene – Administrative Assistant IV to the Dean – Midlothian Campus
- Christopher Barley – Human Resources Specialist – Corsicana Campus
- Susan Hemsworth – Purchasing Agent – Corsicana Campus

Loretta Snodgrass was reassigned to a full-time position as Administrative Assistant III Career Center – Corsicana Campus from a part-time position as CATEMA Data Entry Clerk.

The following resignations occurred:

- Sierra Deary – Head Athletic Trainer – Corsicana Campus
- Deffie Williams – Assistant Director of Residence Life – Corsicana Campus
- Sharla Cleaver – Dual Credit Coordinator – Waxahachie Campus
- Heather Roecker – Academic Advisor – Waxahachie Campus
- Dale Bradway – Account Clerk II/Cashier – Corsicana Campus

There were no reclassifications, transfers, terminations or retirements during the month of June 2010. Ms. Ballew reviewed a list of current vacancies in the process of being filled and concluded her report.

President's Report

Dr. Sanchez asked Ms. Parish to present the Board's calendar. Highlights included: Freshman Orientation sessions III and IV will be held July 26-27 and August 2-3. The Licensed Vocational Nursing Program Graduation Ceremony is scheduled on Friday, August 6; and Adjunct Faculty meetings for all campus locations will be held August 12, 16 and 18. New Faculty Orientation and Fall Convocation will be held on August 23 and 24. Registration for the fall semester will continue through September 1, 2010 and classes will begin on Monday, August 30.

Dr. Sanchez asked Mr. Gragg to present an update on enrollment. Summer I enrollment will be certified with an increase in students of approximately 50%. Summer II enrollment is substantially up as well. Registration for fall 2010 semester is in progress with 4,600 students currently registered, an increase of 24%. Mr. Gragg concluded by stating he anticipates an overall increase of 10% or more once fall enrollment is concluded.

Dr. Sanchez asked Ms. Moreno to present an update on construction projects on the Corsicana campus. Ms. Moreno stated a groundbreaking ceremony was held for the Petroleum Technology building on Tuesday, July 20, 2010. Applications for permits for both the Petroleum Technology and Campus Police buildings have been submitted to the city for approval. The order for the prefabricated buildings has been placed to arrive in time. Site work is expected to be completed by the following week so that Hill and Wilkinson can begin the construction project right away.

Dr. Nolte was asked to present and update on the construction of Phase II of the Midlothian Campus. He displayed pictures of work in progress showing the roof has been completed and windows have been installed. Flooring for both the first and second floors has been installed. Stone and brick work is in progress.

Dr. Nolte continued by stating funds have been made available to renovate space at the Waxahachie campus into a learning resource center/library. He stated that the renovation has begun in Building C and anticipates completion before the beginning of the fall semester. This remodel will provide much needed space for students to study and access the library.

Dr. Sanchez stated the LVN graduation will be held on Friday, August 6, at 7 p.m. in the SEC. He stated trustees planning to attend the ceremony would receive a call the day before to remind them.

Dr. Sanchez reminded the board he will be out of the office beginning July 26 and will return on August 9. He stated he could be reached by phone if needed and that Dr. Nolte and Dr. Martin would be available also.

He thanked the trustees for taking time out of their busy schedule to attend the day-long budget workshop and concluded his report.

Announcement and Adjournment

Mr. Huffman announced the next regular monthly meeting will be held at 7 p.m. on Thursday, August 19, 2010 in the Arrowhead Room.

Mr. McGraw made a motion to adjourn the meeting at 6:24 p.m. Dr. Price seconded the motion and the decision was unanimous.

Respectfully submitted,



Mr. James Borkchum
Secretary/Treasurer