

**NAVARRO COLLEGE BOARD OF TRUSTEES
JUNE 16, 2011 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE gathered on Thursday, June 16, 2011 for their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman, Dr. James Price, Mr. A. L. Atkeisson, and Ms. Faith Holt. Trustees absent were: Mr. Phil Judson, Mr. Richard Aldama, and Mr. Todd McGraw. Dr. Richard Sanchez, District President, was represented by Dr. Harold Nolte, President of Ellis County Campuses.

Others in attendance included:

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 Inst. Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Donna Parish	Director of Market Relations and Public Information
Ms. Marcy Ballew	Director, Human Resources
Mr. Roark Montgomery	Athletic Director
Mr. Randall "Whoa" Dill	Head Baseball Coach
Mr. Matt Miller	Director of Online Instruction and Media Integration Services Center
Mr. Lee McCleary	Corsicana/Navarro County Economic Development Director
Mr. Steve Fisk	Russell Stover, Inc.
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Janice Cason	Executive Administrative Assistant
Mr. Oliver Sheehan	Corsicana Daily Sun

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

Call to Order

Mr. Huffman called the meeting to order in the Arrowhead Room at approximately 7:00 p.m. Dr. Price was asked to begin the meeting with a prayer.

Board Announcements

No announcements were made by the Board.

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes - Board of Trustees May 19, 2011 Meeting
- b. Addition of *IX.22.00 - Parking on Campus* to Navarro College Administrative Policies and Procedures Manual

Dr. Nolte asked Ms. Hailey to present information on the proposed parking policy. Ms. Hailey stated the parking policy has basically always been in effect but has never been included in the Administrative Policies and Procedures Manual. She

stated the proposed policy is similar to the one published in the Student Handbook but has been expanded to include faculty, staff and administrators.

There were no questions about the policy or the minutes. Mr. Atkeisson moved to approve the Consent Calendar and Ms. Holt seconded the motion. The decision was unanimous.

Adopt Resolution Authorizing Tax Abatement for Russell Stover Candies, Inc.

Mr. Lee McCleary, Corsicana/Navarro County Economic Development Director, was asked to present the resolution authorizing a tax abatement for Russell Stover Candies, Inc. Mr. McCleary stated Russell Stover Candies, Inc. is requesting a tax abatement for \$1,356,658 in improvements for a new Flat Back Rabbit Project. He stated the company will also be investing another \$1.5 million in inventory, not included in the requested tax abatement, for a total capital investment of \$2,756,658.

He stated since 1999, Russell Stover Candies, Inc. has been a valued industrial partner and with over 500 employees, it is the second largest employer in Navarro County. Since last year, the company has created approximately 82 new full-time jobs. Mr. McCleary recommended approval of the tax abatement and introduced Mr. Steve Fiss from Russell Stover Candies to answer any questions. Mr. Fiss expressed appreciation for the board's consideration of the tax abatement and offered to answer any questions.

The board had no questions pertaining to the requested tax abatement.

Dr. Price moved to adopt the resolution authorizing the tax abatement for Russell Stover Candies, Inc. and Mr. Atkeisson seconded the motion. The vote was unanimous

Mr. Huffman thanked Mr. Fiss and expressed appreciation for Russell Stover Candies, Inc. as a good corporate citizen.

Take Action on May 2011 Financial Statement

Ms. Moreno was asked to present the May 2011 Financial Statement.

Ms. Moreno began by stating that Navarro College remains "very financially sound." The fiscal year began with a budget of \$106,274,146 and has since increased by almost \$4 million for a total of \$110,372,392 - a substantial amount when compared to past years' budgets. She stated the Student Financial Aid Fund only accounts for approximately \$47 million of the total budget.

A review of the Statement of Budget Changes indicated the budget increased \$133,749 during the period ending May 31, 2011. Budget amendments recognized the receipt of the funds from Jobs Act Federal Grant in the amount of \$129,511, Cosmetology sales revenues totaling \$3,778, and a donation of \$460 from Allchem Co. for the purchase of testing supplies for the Chemistry Department.

A review of the Source of Funds indicated 87.68% of the current budget had been earned as of May 31, 2011 compared to 89.26% the previous year. Ms. Moreno noted the Student Financial Aid Fund earned 98.58% compared to 115.98% the previous year. She stated last year the government allowed financial aid to be awarded to students during the summer semesters for the first time. This amount was not included in the existing budget. Full year financial aid awards were included in this year's budget making the percentage earned appear lower than the previous year. The actual dollar amount earned, however, exceeds the amount earned the previous year.

A review of the Disbursement of Funds showed expenditures continue to be held down with 87.48% of the budget expended May 31, 2011 compared to 95.63% the previous year. A review of the Comparative Balance Sheet for the quarter ending May 31, 2011 showed an increase of 7.76% when compared to 2010.

A review of the Auxiliary Enterprises Schedule of Revenues and Expenditures for the quarter ending May 31, 2011 indicated revenues exceeded expenditures by \$1,767,790. Ms. Moreno stated she anticipates these revenues to increase even more because a majority of fall 2011 book sales will take place in August.

Dr. Price inquired if used textbooks are being purchased back from students for resale by the bookstore. Ms. Moreno responded that Dr. Sanchez has encouraged more used textbooks be purchased from students for resale. She stated this is a service for students as the profit margin from selling used text books is lower than for new ones. She concluded her report.

Ms. Holt moved to approve the May 2011 Financial Statement and Mr. Atkeisson seconded the motion. The decision was unanimous.

Take Action on Quarterly Investment Report for the Quarter Ending May 31, 2011

Ms. Moreno was asked to continue with a presentation of the Quarterly Investment Report for the Quarter Ending May 31, 2011.

A review of the Quarterly Investment Report showed total investments for the quarter ending May 31, 2011 increased from \$5,700,000 to \$8,700,000. Ms. Moreno stated cash on hand was needed while construction projects were in progress. Because these projects have been completed, \$3 million in cash has been reinvested into certificates of deposit (CDs).

Ms. Moreno stated three Prosperity Bank CDs, totaling \$1,600,000 with an interest rate of 1.10%, matured during the past quarter and were reinvested earning an interest rate of 0.70%. Ms. Moreno stated this low rate of interest is very disappointing but is higher than the benchmarks published in the Wall Street Journal.

Following a review of the Maturity Schedule, Ms. Moreno stated the college's cash deposits totaling \$18,136,537 were well secured by \$1,750,000 in FDIC Insurance and \$44,491,301 in pledged collateral. She added it is still "the norm" for mortgage-backed securities to be used as pledged collateral and concluded her report.

Dr. Price made a motion to approve the Quarterly Investment Report for the Quarter Ending May 31, 2011. Mr. Atkeisson seconded the motion and the vote was unanimous.

Update on RFP for Construction of Delicatessen in Building C on the Waxahachie Campus

Ms. Moreno was asked to continue with an update on the RFP for the construction of a delicatessen on the Waxahachie campus.

Ms. Moreno stated three bids were received in response to the Request for Proposals. MCC & Associates submitted the low bid of \$412,960 compared to The Nay Company with a bid of \$492,132, and Imperial Construction with \$494,079. The bid responses were evaluated by a committee consisting of Mr. Aldama, Mr. Atkeisson, Ms. Moreno and Karl Humphries, and the committee determined the bid should be awarded to MCC & Associates.

Ms. Moreno continued by stating during their May 19, 2011 meeting, the board approved an additional \$172,000 for the project for a total of \$422,000. She stated the low bid submitted by MCC & Associates was better than anticipated by approximately \$10,000. She stated a meeting with the company was held and after going through each line item, additional reductions were identified for a total savings of approximately \$40,000.

Dr. Price stated last month Ms. Moreno had indicated companies were rushed because of the bid's short timeline. He inquired if these prices were firm, and Ms. Moreno responded they were. Mr. Atkeisson interjected by stating the bid specifications required particular brand names and types but MCC & Associates has indicated less expensive brands can be used just as well without affecting quality or integrity.

Dr. Price inquired if construction will be completed in time for fall classes. Ms. Moreno stated once the contract is signed, the estimated 80-day construction period will begin within seven days (approximately June 25, 2011) and should be complete around mid-October. When asked, she stated the decision was made to let the contractor order all equipment instead of trying to purchase some of it directly. There is no storage space available on the campus to retain the equipment and it would be too difficult to determine when to order the different pieces so that they would arrive when needed. Ms. Moreno concluded her report.

Dr. Price stated it sounds as though everything was on the "right track" and Mr. Huffman thanked Ms. Moreno.

Update on Navarro College Online Program

Dr. Martin introduced Mr. Matt Miller, Director of Online Instruction and Media Integration Services, and asked him to present an overview of the online program.

Mr. Miller began his presentation by stating the online program was originally launched in 1998 through the Virtual College of Texas Program (VCT), an initiative the Texas Association of Community Colleges (TACC) provided to share online courses between the community college districts in the State of Texas. Navarro College students were allowed to enroll in courses offered at other community colleges and vice versa. He stated all courses offered through VCT use the numbering system similar to the one used by the college and they meet the standards established by the Southern Association of Colleges and Schools (SACS).

In 1999, twelve online sections, primarily general education courses, were offered to Navarro College students for the first time. In 2008, the position of Director of Online Instruction was created to provide guidance and leadership to the growing online program. In 2009, Navarro College received approval from SACS to provide 50% or more of its educational program via online delivery.

Mr. Miller stated online instruction has grown to include over 90 unique courses (approximately 200 course sections) and makes up approximately 22% of all college enrollment. Currently, twelve degrees and certificates can be attained 100% through online instruction and 43 degrees and certificates are attainable with 50% or more of the coursework through online instruction.

Mr. Miller reviewed charts displaying demographics of students enrolled in the online program. He stated in 2009-2010, 37.7% of the college's growth was in online instruction, generating 1,112,944 contact hours. To ensure quality and academic integrity within the online program, outcomes and the effectiveness of each instructional program is regularly reviewed by the Navarro College Academic Council and Online Committee, which consists of faculty, department chairs, program coordinators, and administrative personnel.

Blackboard was adopted in 2004 as the learning management platform for online instruction. Each faculty member is required to complete a six-hour training course taught by the Director of Online Instruction in the use of the Blackboard Learning Management System before being eligible to teach an online or hybrid course. Mr. Miller also stated other online tools and solutions are available to instructors and students so the quality of the learning experience is enhanced. These tools and solutions include:

- Smarter Measure – a 25-minute assessment tool to help students determine if they are prepared to take an online course
- Net Library – providing access to 30,000 books
- Wimba – allows students to engage in instant messaging with other students and/or instructors
- Tutor.com – online tutoring services for math, English, etc.
- Safe Assign – checks student's work for plagiarism against other papers and the internet
- Soft Chalk – a software program that adds dynamics to simple word documents

Mr. Miller further stated factors being considered to help promote quality and prepare for increased enrollment in the online program include the following:

- implementing a fully functioning "help desk" to provide quick and efficient support to faculty and students;
- acquiring latest resources to assess the quality and effectiveness of online courses and programs;
- providing new and innovative training opportunities to assist faculty with online instruction, learning concepts, and technical skills;
- providing additional orientation and skills development programs for online students so they will be better prepared to take online classes;
- continuing to explore ways to improve Student service solutions for online students; and
- providing faculty with adequate state-of-the-art resources in order to remain competitive with other colleges.

Mr. Miller concluded his presentation and answered questions. Mr. Huffman inquired if students had to take tests from a proctored site and if allowed to take tests online, what measures were in place to prevent cheating and that the right person is taking the test. Mr. Miller responded that some instructors do require students to take tests from proctored sites but many allow their tests to be taken online. He stated Blackboard provides some security measures that allow instructors to randomize questions from test banks so each student receives a different test. He stated it is possible that in some instances, someone else may be taking the test on behalf of the student.

Dr. Price inquired if all faculty members teach some online instruction. Mr. Miller responded a good majority are teaching online or are using web-enhanced features to supplement their face-to-face classes. He stated many textbook publishers are making it easier now by providing supplemental material for electronic instruction.

Dr. Price commended Mr. Miller for the job he is doing, and Mr. Huffman thanked him for his presentation.

Recognition of Navarro College Baseball National Championship

Roark Montgomery, Athletic Director, was asked to introduce the head baseball coach in recognition of the Navarro College baseball team's World Championship title. Prior to the introductions, Mr. Montgomery shared information related to events that took place during the 11 days of the JUCO World Series Championship tournament held in Grand Junction, Colorado. He stated prior to the games, the baseball team participated in several community events and a banquet. The team was one of two selected to play in the Challenger Baseball League for physically and mentally challenged children. The children and players were divided into two teams. Navarro College players assisted the children with hitting the ball and helped wheel them around the bases. They became very popular with the children and parents and their demeanor generated a large local fan base that supported them throughout the tournament.

Mr. Montgomery stated he was most proud of the team and its leadership, not only for winning the national championship, but for the character they displayed throughout the tournament. He read an email Coach Dill received from the bus driver assigned to transporting the team during the event. The email thanked the coaches and team for the respect they displayed to him and everyone they came in contact with during their stay. He also commended them on their team unity.

Mr. Montgomery presented a video clip of Bulldog catcher, J. T. Files, hitting the winning home run and the team's immediate reaction. He then introduced Head Baseball Coach, Whoa Dill, and invited him to share his perspective. Coach Dill began by thanking the board for allowing the team the opportunity to participate in the World Series Tournament. He stated it was a great experience for everyone involved. He expressed his pride in the students for their achievement. The team competed against quality teams including Arizona Western which was ranked number one in the country. It was an experience to play games in front of huge crowds, approximately 12,000 people each night.

Coach Dill stated the police escort and the huge crowd that greeted the team when they arrived on campus was overwhelming and the recognition they have received since has meant a lot to the players. This experience is something the players will never forget. He concluded by thanking the board again for their support.

Mr. Huffman commented that Mr. Judson was not able to attend the evening's meeting and had sent a message he wished read to the coaches and team in his absence. Mr. Judson's message expressed congratulations to the coaches and players for the trophy the team brought home but above all, for the pride and recognition they brought the community for the way they handled themselves. Mr. Huffman stated the board shared these sentiments.

Finally, Mr. Huffman mentioned Senator Birdwell is planning to introduce a resolution in the Texas Senate recognizing Navarro College for baseball, football and cheerleading national championships in one year. He concluded by thanking Coach Dill on behalf of the board.

Update on Personnel

Ms. Ballew was asked to present an update on personnel activity. Ms. Ballew reported the following retirements occurred during the month of May 2011:

- Mary Lou Percy – Professor of Sciences – Anatomy & Physiology – Corsicana
- Linda Treibly – Professor of Sciences – Biology/Anatomy & Physiology – Waxahachie

There were no reclassifications, reassignments, transfers, resignations or terminations during the month of May 2011. Ms. Ballew continued stating six open positions were currently being advertised including:

- Assistant Dean of Student Services and Operations – Waxahachie Campus
- Director of Student Financial Aid – Corsicana Campus
- ADN Nursing Professor – Corsicana Campus
- Career and Technical Associate – Corsicana Campus
- Testing Center Assistant – Waxahachie Campus
- Administrative Assistant II – Corsicana Campus

Ms. Ballew concluded her report.

President's Report

Dr. Nolte asked Ms. Parish to present the Board Calendar. Ms. Parish reviewed highlights of coming events including: Half-day Fridays Summer Incentive Days; Summer Orientations I, II and III in June and July; TACC Summer Conference; Board of Trustees Budget and Planning Workshop and regular meeting on July 21; and the Governance Institute for Student Success Ms. Holt and Dr. Sanchez will be attending July 31 through August 2, 2011.

Ms. Parish continued by stating Dr. Sanchez asked her to share the design of banners her department has been working on recognizing the football, cheerleading, and baseball national championships. She displayed examples of three different 12 ft. banners for football, baseball, and cheerleading that will be repetitively displayed on poles 30 times in front of the college. The banners can be pulled off their poles and replaced with "Register Now" banners during registration periods. She continued stating the city has offered the college the use of a billboard on Interstate 45 free of charge for a one year period. In addition, negotiations were made with X-Mark for renting a billboard and receiving another one free for a total of three billboards. Ms. Parish stated artwork was being prepared incorporating the banner's designs and she will bring pictures when the billboards are erected. She concluded by stating graphic artist, Jaime Munoz, is also designing flags similar to the banners that individuals can place in their front yards. These will be made available for purchase through the college's bookstores.

Mr. Gragg was asked to present an update on enrollment. He stated registration for Summer I ended with enrollment of 4,000 students, a 20% increase over last year. He pointed out that approximately 53% of Summer I students are taking at least one internet class generating 38% of the total contact hours, an increase when compared to 22% generated by online instruction in 2009-2010. Mr. Gragg stated very few schools across the state have reported their enrollments and those that have are indicating very little growth or flat enrollment. He continued stating Summer II enrollment is still in progress and is approximately 17 percent higher over last year at this time. Fall enrollment is flat but he anticipates ending with a seven to eight percent increase. Mr. Huffman asked if Mr. Gragg knew the reason for the increase in summer enrollment. Mr. Gragg responded he felt the economy was a major factor with students wanting to stay at home. He added that summer enrollment includes a different type of student, many are transient students who are home for the summer.

Dr. Nolte asked Ms. Moreno to present an update on the renovation of the Verda Gooch Courtyard. Ms. Moreno reported work was progressing. The electrical work has been completed ahead of schedule by Navarro College staff. She stated the contractor is behind schedule. Demolition took five days longer than anticipated; however, the contractor feels the time can be made up during the next phase. Ms. Moreno continued stating the elevation of the ground around the trees is almost two feet higher than the area being paved and cannot be excavated because of the potential damage to the large trees and their roots. Ms. Moreno stated plans are to construct retaining walls to protect the trees.

Dr. Stringer was asked to update the Board on the addition of the Cook Education Center. He stated brick was being installed on the exterior and work on the interior was progressing. He stated the contractor has indicated the project should be completed by mid to late July, approximately one year since the groundbreaking ceremony was held. Dr. Stringer stated in spite of the construction, day-to-day business has had minimal disruption with large groups attending planetarium shows, weddings, workshops and day camps. He concluded by stating the addition will add greatly needed storage space and allow for more efficient use of the facility.

Dr. Nolte continued the President's Report with a legislative update. He stated he contacted Representative Pitts' office and the news was better than expected. He continued stating the amount of formula funding will be more than anticipated. He also stated the State is requiring a 1% surcharge on the college payroll for all employees, whether they are eligible for ERS group health insurance or not.

Dr. Nolte continued stating the Board's annual budget and planning workshop will take place on July 21, 2011 beginning with lunch at 12 noon in the President's Dining Room. He stated reservations have been made at the Hyatt Regency in Dallas for trustees attending the ACCT Leadership Congress October 12-15, 2011.

Dr. Nolte concluded the President's Report by stating he and Dr. Sanchez will be meeting with Waxahachie leadership next Tuesday (June 28, 2011) to discuss their renewed interest in becoming more involved with Navarro College.

Announcement and Adjournment

Mr. Huffman invited Trustees to stop by the Cook Education Center to see the new addition and renovations. He stated he would like to consider holding board meetings at the Cook Center when completed. The building's technology will make it easier to view videos and presentations.

Mr. Huffman then announced the Board's Budget and Planning Workshop will be held in the Lone Star Room on July 21, 2011 beginning with lunch at 12 noon in the President's Dining Room. The next regular Board of Trustees meeting will take place that evening at 7 p.m. in the Arrowhead Room.

Mr. Atkeisson moved to adjourn the meeting at 8:25 p.m. and Ms. Holt seconded the motion. The vote was unanimous.

Respectfully submitted,



Phil Judson, Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES