

**NAVARRO COLLEGE BOARD OF TRUSTEES
JUNE 18, 2009 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, June 19, 2009, in the Arrowhead Room of the Gooch One Stop Student Center for their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman, Dr. James Price, Mr. James Borkchum, Jr., Mr. Phil Judson, Mr. Richard Aldama and Mr. A. L. Atkeisson.

Mr. Todd McGraw, Trustee, and Dr. Richard Sanchez, District President, were absent.

Others in attendance included:

Dr. Harold Nolte	President, Ellis County Campuses
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
Ms. Donna Parish	Director, Market Relations
Dr. Larry Weaver	Dean, Arts, Sciences and Humanities
Ms. Glenda Terry	Asst. Dean, Health Professions
Dr. Cubie Ward	Dean, Midlothian Campus
Mr. Eric Macha	First Southwest Company
Mr. Mark Malveaux	McCall, Parkhurst and Horton, L.L.P.
Ms. Leslie Smith	Executive Administrative Assistant
Mr. Cody Dickerson	Media Integration Services Center
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Michael Kormos	Corsicana Daily Sun
Ms. Julianne Dodge	Navarro County Times

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

Call to Order

Mr. Huffman called the meeting to order at 7:00 p.m. and asked Mr. Judson to begin the meeting with a prayer.

Board Announcements

There were no board announcements

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

- a. **Minutes - Board of Trustees May 19, 2009 Special Meeting**
- b. **Minutes – Board of Trustees May 21, 2009 Meeting**

- c. **Minutes – Board of Trustees May 28, 2009 Special Meeting**
- d. **Revisions to Health Professions Student Handbooks: Medical Laboratory Technology, Licensed Vocational Nursing, Associate Degree Nursing and Occupational Therapy Assistant**
- e. **Revisions to Section IV – The Educational Program of the Navarro College Administrative Policies and Procedures Manual**
- f. **Revisions to Section V – Intercollegiate Athletics of the Navarro College Administrative Policies and Procedures Manual**

Mr. Huffman requested changes to the health professions student handbooks be reviewed for the benefit of the new trustees. Dr. Nolte asked Ms. Glenda Terry, Assistant Dean of Health Professions, to explain the revisions being proposed. Ms. Terry explained that each year the student handbooks for the Medical Laboratory Technology, Licensed Vocational Nursing, Association Degree Nursing, and Occupational Therapy Assistant programs are revised and brought before the board for approval. The handbooks detail the policies and procedures students must follow for each program.

She explained the revisions proposed for the 2009-2010 handbooks were all minor. She reviewed a summary of the changes and gave a brief explanation for each one before concluding.

Dr. Price made a motion to approve the Consent Calendar, and Mr. Aldama seconded the motion. The vote was unanimous.

Approve Resolution Authorizing the Issuance of Navarro College District Consolidated Fund Revenue Bonds, Series 2009 and other Matters Related Hereto

Ms. Moreno stated that at the special meeting held on May 28, 2009, the Board of Trustees gave their approval for the administration to proceed with requesting proposals for the issuance of revenue bonds for the purpose of financing construction of Phase II of the Midlothian campus. She stated seven banks responded to the request for proposals (RFP) and invited Mr. Erik Macha, representative for Mr. George Williford from First Southwest Company, to share more details.

Mr. Macha stated bids were solicited from thirteen different banks throughout the state and seven banks responded. Responses were received from seven banks. Frost National Bank and Community National Bank combined to submit one bid and Bank of America submitted two bid options. Based on First Southwest's analysis of all proposals, Mr. Macha recommended Bank of America's bid for 4.56%, callable on May 15, 2019, be considered.

Mr. Macha stated the other low bid submitted by Bank of America for 4.37% includes a "make-whole" option. This option would require a premium payment if the college should want to consider the option of refinancing at a lower interest rate in a few years.

He stated the high penalty would make refinancing too costly to consider. He stated the 4.56% bid, callable in 10 years, gives the college the flexibility to come back and refinance at a later date if interest rates improve.

Mr. Macha reviewed a 20 year amortization schedule based on 4.56% interest rate. He responded to Dr. Price who inquired if Bank of America's bid was for the purchase of the entire issue. Mr. Macha affirmed it was for the entire issue and added that Bank of America has been very aggressive in purchasing the college's bond issues, having purchased the previous 2006 and 2007 issues. He stated the closing/delivery date for issuing the bonds would be scheduled for July 21, 2009. After all costs are paid from the \$4,075,000 issue, the excess will go towards funding the construction of the second building on the Midlothian campus.

Before concluding, he stated that Mr. Mark Malveaux, bond counsel from McCall, Parkhurst and Horton, L.L.P., was present in the audience and was available to answer any questions.

There were no further questions or discussion.

Mr. Aldama made a motion to approve the resolution authorizing the issuance of Navarro College District Consolidated Fund Revenue Bonds, Series 2009 and other matters related hereto. Mr. Borkchum seconded the motion. The vote was unanimous.

Authorize Acceptance of RFQ's (Request for Qualifications) and Grant Authorization to Negotiate Fee for Architectural Drawings for Phase II - Midlothian Campus

Ms. Moreno stated following the approval given by the Board at their May 21, 2009 meeting, RFQ's were solicited for architectural services to design Phase II of the Midlothian campus. She stated eight firms attended a pre-proposal meeting held at the Midlothian campus and submitted responses. The firms included Good Fulton & Farrell Architects, VLK Architects, BRW Architects, Inc., Anthony Mottla Architects, Inc., BWR Corporation, Merriman Associates, Pross Design Group, Inc., and Alliance Architects.

A committee comprised of Ms. Moreno, Dr. Nolte, Dr. Ward, and Karl Humphries reviewed the RFQ's. Ms. Moreno stated a few firms were asked to provide examples of comparable projects because their experience appeared to mainly be with larger projects, i.e. \$20 million range. The committee selected three firms meeting all criteria requested. Their experience with other community college campuses, the price range of projects they have designed and the fact that they are local firms appealed to the committee.

Good Fulton and Farrell, who designed Phase I of the Midlothian campus, was ranked number one. VLK was ranked as a strong second, and BRW was ranked third. Dr. Nolte stated VLK architects recently designed a new high school for Midlothian ISD and

stayed within 98% of their budget. He stated Midlothian ISD was very pleased with their work.

Ms. Moreno continued stating pending the Board's approval, Good Fulton and Farrell would be contacted and a meeting arranged next week to begin negotiations on their fee. She stated that Dr. Sanchez plans to negotiate for a fee of 3-5% of the project. Mr. Aldama inquired if meetings would be held with all three firms to negotiate a fee. Ms. Moreno responded that negotiations would not be held with the second firm, VLK, unless an agreement cannot be reached with Good Fulton and Farrell. Pending an agreement with VLK is not successful, negotiations with the third firm, BRW, will begin.

Mr. Judson inquired if there will be much difference between Phase I and Phase II buildings. Dr. Nolte responded that the buildings will basically look the same with the exception that Phase II will mainly consist of classroom space. No administrative offices will be included. He added that architects are hurting for work and that Good Fulton and Farrell is well aware that Dr. Sanchez is intent on getting the fee he wants and if not satisfied, will move on to negotiate with their competitors. Mr. Huffman commented that creativity will not be a factor in hiring an architect for this project as it had been for previous projects built on the Corsicana campus. Dr. Nolte agreed stating that Good, Fulton and Farrell has tried to add "flair" to their designs before and was told that the college was not interested.

Dr. Price made a motion to authorize acceptance of the RFQ's and grant authorization to negotiate a fee for architectural drawings for Phase II - Midlothian Campus. Mr. Borkchum seconded the motion. The decision was unanimous.

Authorize Submissions of RFQ's (Request for Qualifications) for a Construction Manager at Risk

Ms. Moreno continued stating approval was being requested to solicit RFQ's for a Construction Manager at Risk for the Midlothian campus project. Mr. Huffman inquired if the college has ever used this method before and Ms. Moreno responded that to her knowledge, it would be the first time. She stated the Construction Manager at Risk assumes a share of the risk.

By assuming a portion of the risk, a Construction Manager at Risk is more likely to ensure that construction costs for Phase II will be kept at or below the set budget amount of \$6 million. Ms. Moreno stated this is a good time to build. There have been no major price increases in construction materials and there is little change in design from Phase I.

Dr. Price asked if this was the best way to approach this project, and Ms. Moreno responded it is "the most affordable way".

Dr. Nolte asked if any board members would like to participate in the selection of a Construction Manager at Risk. Mr. Huffman responded that would be a good idea.

Ms. Moreno added that with the Board's approval, an announcement soliciting RFQ's will be advertised in the paper the next day, Friday, June 19, 2009. All submissions will be due by July 3, 2009. She stated that board members will be contacted when a date and time are set the following week so they can participate in reviewing the RFQ's and participate in the interviews.

Mr. Judson made a motion to authorize submissions of RFQ's (Request for Qualifications) for a Construction Manager at Risk. Mr. Atkeisson seconded the motion. The vote was unanimous.

Take Action on May 2009 Financial Statement

Ms. Moreno continued with a review of the May 2009 financial statement. She stated there was little activity during the month ending May 31, 2009 to be reported.

Budget adjustments recognizing additional grant funds increased the total budget by \$26,300 for a total of \$74,707,026. A review of the Source of Funds showed 82.94% of the budget had been earned at May 31, 2009 as compared to 79.96% the previous year. Ms. Moreno noted that Student Income revenues exceeded 100% of the amended budget which was a result of the increases in student enrollment.

A review of the Disbursement of Funds showed expenditures were slightly higher than the previous year with 89.04% obligated or expended as compared to 83.89% in 2008. Ms. Moreno stated that expenses increase, especially in Auxiliary Services and Student Financial Aid, as student enrollment increases. Expenditures in the Plant Fund will increase as the construction of the new student apartment building nears completion in July.

Ms. Moreno concluded her presentation.

Dr. Price made a motion to approve the May 2009 financial statement. Mr. Aldama seconded the motion and the decision was unanimous.

Update on Honors Program and Summer Science/Math Academy

Dr. Martin stated that it is important to attract quality students to Navarro College and retain them. He introduced Dr. Larry Weaver, Dean of Arts, Sciences and Humanities, and asked him to present an update on two successful programs designed to attract and retain quality students, the Honors Program and Summer Science/Math Academy.

Dr. Weaver stated this is the second year for the Honors Program which had 50 students this past year. Following a short video to be used to help recruit students into the Honors Program, Dr. Weaver stated the video will be linked to college's website and copies distributed to area high schools

Students in the program benefit from special honor courses, honors housing, special guest speakers and scholarships.

To remain eligible for the Honors Program, students must maintain a 3.25 grade point average (GPA), complete 15 hours of community service for each year of participation, and take 12 semester credit hours (SCH) of special honors courses.

Dr. Weaver stated scholarships were increased slightly this year. Students living in the Honors IOOF cottages receive a \$1,200 scholarship and those living off campus receive \$800 scholarship per year. Other benefits students get from the Honors Program include: development of leadership skills, priority registration, special housing at the IOOF cottages, and monthly programs with guest speakers. Students receive recognition during graduation by wearing a white tassel and a special Honors Program Banquet is held at the end of the year.

Dr. Weaver stated that community involvement is stressed to instill “giving back to the community”. He stated a job shadowing or internship program is being developed for the Honors Program to help students become more competitive in the job market. Guest speakers during the past year included Dr. Richard Sanchez, Dr. Kenneth Martin, Dr. Brent Magness, Dr. Lary Reed and Mr. Kim Wyatt. Dr. Weaver noted all three Caston Scholarship recipients this year were Honors Program students.

Dr. Weaver continued stating the second Math, Science and Technology Academy which targets junior high and high school students will be held June 29 – July 2 this year. Dr. Weaver stated the P-16 Council’s goal across the state is to create a “college-going culture”. This is one way to meet that goal by bringing students on campus and challenging them academically.

Students will have a wide variety of classes to attend including: math, GIS System, skeleton forensics, computer graphics, chemistry, weather, eye dissection, nursing, blood chemistry, parasitology, math games, and NASA. In addition several tours are scheduled including: Athens Fish Hatchery, Firestone Facility, Navarro Regional Hospital, Doppler Radar, and Corsicana Health Department. Dr. Weaver expressed appreciation for Firestone who is helping underwrite the cost of the program this year. Dr. Weaver also acknowledged the excellent work of Ms. Lisa Dillman, Navarro College biology instructor, who has coordinated the MST program, and Assistant Dean, Joe Guerra.

Dr. Weaver concluded his presentation by responding to questions from board members. Dr. Price inquired if the IOOF cottages are being leased by the College and how the ratio of boys to girls is determined. Dr. Weaver responded that approximately 40 students can be accommodated. Because most of the honors students are females, one cottage is dedicated to females. A second cottage houses both females and males and the third is filled with the population at large. Dr. Martin added that other innovative ways are being developed to attract more male students into the Honors program.

Mr. Huffman inquired about the P-16 council Dr. Weaver mentioned. Dr. Weaver stated P-16 is a state-wide initiative designed to encourage educators, businesses, and public

schools to work together to “Close the Gaps” and minimize the number of students lost between elementary, high school and college. Dr. Martin commended Dr. Weaver on the Math, Science and Technology Academy Math which is becoming more popular and attracting more students.

Mr. Huffman thanked Dr. Weaver for his presentation.

Update on Personnel

Mr. Gragg was asked to present an update on personnel on behalf of Ms. Aguilar. He reported there were no new hires, reassignments or transfers during the month of May 2009 as well as no reclassifications, resignations, terminations or retirements to report.

He stated there were numerous open positions being advertised and following a brief review of the positions, concluded his report.

President’s Report on Items of Information

Dr. Nolte asked Ms. Parish to present the Board calendar of events. Ms. Parish reviewed highlights of upcoming activities including: kid’s college sessions, summer orientation sessions, an administrators retreat to be attended by college administrators, summer and fall registrations, and a support staff/paraprofessional day.

Dr. Nolte asked Ms. Moreno to update the board on the 2009 employee health benefit reimbursement. Ms. Moreno stated reimbursement for the group health insurance vetoed by the Governor in 2009 was included in House Bill 4586 and has passed the house and senate. Pending the governor’s signature, reimbursement is anticipated by July 2009.

Dr. Nolte continued stating the issue of proportionality was not resolved before the legislative session ended. He stated funding for employee health insurance was included for this biennium only. Unfortunately, the issue will have to be addressed again during the next biennium. He stated Senator Zaffirini had enough votes lined up to resolve the issue, but Lt. Governor Dewhurst closed the session before a vote could be taken. Dr. Nolte added that there was good news in that the gun bill, which would have allowed guns to be brought on college campuses, also died when the session closed.

Dr. Nolte asked Ms. Moreno to update the board on the college’s application for \$150,000 in federal stimulus funds to renovate the Waxahachie campus. Ms. Moreno stated she contacted the Coordinating Board to find out the status of the funding. Mr. Keaton from the Coordinating Board responded that to the best of their knowledge stimulus funds were no longer available.

Dr. Nolte asked Ms. Moreno to continue with an update on the construction of the new student apartment building. Ms. Moreno displayed a picture depicting the project to date. She stated the building is nearing completion. Generation II, the building contractor, anticipates completion of the project by the end of July and the student apartment building will be ready for students to move in for the fall semester in August.

Dr. Nolte asked Mr. Gragg to inform the board about the Administrator's Retreat being held on June 25-26, 2009. Mr. Gragg stated the retreat will be held at Summers Mill Resort near Salado, TX. Approximately 43 campus leaders will be participating during the two-day session. Mr. Gragg stated the format has been changed slightly from previous years to encourage participation through the use of exercises. Presentations looking at goals and strengths, weaknesses, opportunities and threats will still be included. He stated it will be a very busy two days with the goal to "get a lot accomplished" in planning for the college's future.

Dr. Nolte asked Dr. Zoellner to present information on the New Beginnings program. Dr. Zoellner stated the new program will basically be an open house targeting potential non-traditional adult students, i.e. working adults, displaced workers, veterans, homemakers, and those who never finished high school. The purpose is to encourage these individuals to continue their education at Navarro College. Dr. Zoellner stated it will be a collaborative effort between many departments including counseling, financial aid, student relations, and adult basic education. All will be involved in addressing concerns of these potential students. Counselors and departmental staff will provide one-on-one attention with the goal of helping resolve any issues or fears individuals may have. Afternoon and evening sessions are scheduled at the Corsicana, Waxahachie and Mexia campus locations between June 23 and July 29, 2009. Dr. Zoellner stated Bob Belcher, *Corsicana Daily Sun*, has written a story on the new program which will appear in the Sunday, June 21, 2009, issue. In addition, a quarter-page ad will run in nine consecutive issues of the paper to help attract attendance.

Dr. Nolte concluded by stating the Board's Budget and Planning Workshop, Focus on the Future XV, will be held next month on July 16, 2009 beginning at 3:00 p.m. in the Lone Star Room. A dinner in the President's Dining Room will follow the workshop.

Announcement and Adjournment

Mr. Huffman announced the next regular meeting of the Board of Trustees will be held on July 16, 2009 at 7:00 p.m. in the Arrowhead Room, following the Focus on the Future workshop and dinner.

Dr. Price made a motion to adjourn the meeting at 8:07 p.m. and Mr. Aldama seconded the motion. The decision was unanimous.

Respectfully submitted,

Dr. James Price

Vice-Chairman

NAVARRO COLLEGE BOARD OF TRUSTEES