

**NAVARRO COLLEGE BOARD OF TRUSTEES
MARCH 24, 2011 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, March 24, 2011 at the Midlothian Campus, 899 Mt. Zion Road, Midlothian, TX for their regular monthly meeting. Trustees in attendance were: 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:

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| 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 |
| Dr. Tommy Stringer | Vice President, Institutional Advancement |
| Ms. Donna Parish | Director, Market Relations & Public Information |
| Ms. Marcy Ballew | Director, Human Resources |
| Dr. Cubie Ward | Dean, Midlothian Campus |
| Chief Kraig Hawkins | Navarro College Dept. of Public Safety |
| Mr. Gordon Wilson | Architect |
| Mr. Brian Adams | SMR Landscape Architects Inc. |
| Mr. Mike Ramsey | Waxahachie Economic Development Corp. |
| Mr. Doug Barnes | Waxahachie Economic Development Corp. |
| Mr. Frank Viso | Executive Director, CEDM |
| Ms. Leslie Smith | Executive Administrative Assistant |
| Ms. Janice Cason | Executive Administrative Assistant |
| Mr. Cody Dickerson | Media Integration Services Center |

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

Dinner and Dedication

The Corporation for the Economic Development of Midlothian hosted an invitation only dinner for the Trustees at the Midlothian Conference Center. After the dinner, Navarro College held a dedication ceremony for the newly constructed Phase II building on the Midlothian campus. The contributions and support of the Corporation for Economic Development of Midlothian and Midlothian City Council were recognized with a framed plaque. Members of the Board of Trustees were also recognized by the Corporation for Economic Development in Midlothian for their support in bringing a higher education experience to the Midlothian community.

Following the dedication and reception, the board moved to the Phase I building to conduct their regular monthly meeting.

Call to Order

Mr. Huffman called the meeting to order at approximately 7:02 p.m. and asked Mr. Judson to begin with a prayer.

Board Announcements

There were no announcements by the board.

Open Forum Time

There were no requests to speak to the board.

Consent Calendar

a. Minutes - Board of Trustees February 17, 2011 Meeting

Mr. Judson made a motion to approve the Consent Calendar and Mr. Aldama seconded the motion. The decision was unanimous.

Review of Preliminary February 2011 Financial Statement before Mid-Year Adjustments

Ms. Moreno was asked to present the preliminary February 2011 financial statement.

Ms. Moreno began by stating the financial statement being presented was for information purposes only. She stated February marks the mid-year point in the college's fiscal year. A mid-year analysis of the budgeted revenues and expenditures was being conducted and a final report will be prepared for the board's approval in March.

Ms. Moreno stated there were no budget adjustments to report at this time pending the mid-year assessment. She continued with a review of the Source of Funds. As of February 28, 2011, 73.71% of budgeted revenues had been earned compared to 75.95% the previous year. Ms. Moreno stated she anticipates surpassing the total budgeted income.

A review of the Disbursement of Funds showed expenditures were down with 79.08% of the budget expended or encumbered as of February 28, 2011, compared to 88.71% the previous year. The Comparative Balance Sheet for the period ending February 28, 2011 indicated a balance of \$87,796,838 compared to \$84,303,368 in 2010. Ms. Moreno stated the 4.14% increase was largely due to the increase in student financial aid. She stated the Allowance for Uncollectable Accounts was increased at the recommendation of the auditor because of potential defaults in student financial aid loans issued by the college.

Ms. Moreno continued with a review of the Auxiliary Enterprises Schedule of Revenues and Expenditures for the quarter ending February 28, 2011. Revenues exceeded expenditures by \$3,152,031 for the period ending February 28, 2011. Approximately 80%, \$8,510,590, of the amount of revenues budgeted for the fiscal year had been earned as of February 28, 2011. Approximately 68.30% of the budget had been expended or obligated. Ms. Moreno stated the expenditures will increase with the purchase of fall semester books in August.

Ms. Moreno concluded by stating the college continues to be in very sound financial condition.

Take Action on Quarterly Investment Report for the Quarter Ending February 28, 2011

Ms. Moreno continued with a presentation of the Quarterly Investment Report for the quarter ending February 28, 2011.

Ms. Moreno stated no investments, including certificates of deposit (CD's), matured between November 30, 2010 and February 28, 2011. The book value of total investments remained the same at \$5,700,000 while the market value increased slightly from \$5,700,000 to \$5,717,664.

A review of the Maturity Schedule indicated three CD's totaling \$1,610,000 will mature during the next quarter. Ms. Moreno stated she hopes to reinvest these funds at higher rates. Currently, interest rates on CD's range from .45% to 2.2%.

Pledged collateral totaling \$35,457,879 are securing \$22,454,071 in cash and certificates of deposit. Deposits totaling \$18,331,250 are secured by \$30,544,966.33 in pledged collateral by the college's depository bank, Prosperity Bank.

Dr. Price made a motion to approve the Quarterly Investment Report for the Quarter Ending February 28, 2011 and Mr. Atkeisson seconded the motion. The decision was unanimous.

Approve Architectural Design for Construction of Waxahachie Campus Deli and Grant Authority to Issue a Request for Qualifications for General Contractor

Dr. Sanchez stated as discussed previously, there is need for a deli on the Waxahachie campus. Currently, students and staff do not have access to a dining facility or a place to purchase food within a one mile radius of the campus. He stated

he, Ms. Moreno, and Gail Hierholzer have been working with an architect to develop plans for the board's approval. He then asked Ms. Moreno to introduce architect, Mr. Gordon Wilson.

Ms. Moreno introduced Mr. Wilson and asked him to present the plans for the new deli. Mr. Wilson presented drawings depicting a deli including a kitchen and dining area. Mr. Wilson stated the renovated area will encompass approximately 3,000 sq. ft. currently accommodating four classrooms and a hallway, as well as one office. The area will be "opened up" with glass walls for visibility from the front entrance area.

The drawings included a dining area with tables and booths to seat 84 people. Mr. Wilson stated an outdoor dining area has also been added which will accommodate another 28 seats. The outdoor dining area is an option related to correcting the drainage issues present on the back side of the building.

He continued stating a full-service kitchen is included in the plans. Hooded sections will house hot food items for purchase including hamburgers and pizzas. Pre-made sandwiches will be offered through a dispenser and drinks from a soda fountain or three drink coolers will be provided. An island will be constructed to hold condiments and ingredients for hamburgers and subway style sandwiches.

Mr. Wilson stated the area is designed to allow for traffic in the deli area to flow through easily. He stated because everything will be disposable, no wash area other than sinks for hand washing is required. Current restrooms in the building are close enough for convenience.

Discussion followed. Dr. Sanchez stated more seating would be available in Beau's Place, presently a student lounge. If additional seating is not required, the existing student lounge, Beau's Place, would be converted to a computer laboratory. He added that the outdoor dining area Mr. Wilson mentioned will be considered as an alternate bid until the cost is determined.

Dr. Nolte responded to the question about the expected demand stating the campus is open from 8 a.m. until 9 p.m. Peak times are anticipated around noon with Fire Academy and Nursing students on campus all day long and again around 5 p.m. with students coming from work.

In response to questions about the menu, Ms. Moreno stated a survey was conducted to determine the type of foods students and staff preferred. The most popular items were hot dogs, hamburgers and pizzas. Pigs-in-a-blanket and biscuit sandwiches were the choices for mornings. She added the menu can be easily expanded as needed.

When asked about the estimated cost, Dr. Sanchez stated a budget of \$250,000 has been set aside for the project but the actual cost will not be known until bids have been received. He stated the equipment will be the most expensive part of this project.

Dr. Price moved to approve the architectural design for construction of a Waxahachie Campus deli and grant authority to issue a Request for Qualifications (RFQ) for a General Contractor. Ms. Holt seconded the motion and the decision was unanimous.

Approve Architectural Design for Renovation of Verda Gooch Courtyard and Grant Authority to Issue a Request for Qualifications for General Contractor

Ms. Moreno introduced landscape architect, Mr. Brian Adams, and asked him to share the architectural design for renovation of the Verda Gooch Courtyard on the Corsicana campus.

Mr. Adams stated he was commissioned to redesign the current courtyard and displayed drawings including photos of the existing courtyard. He stated the site currently has no major seating spaces and the vegetation is overgrown. Primary use of the area is basically walking through with the circulation currently "east to west" and "north and back out". Soil movement has caused the existing pavement to become uneven and is a hazard.

Mr. Adams stated the new scheme retains some of the original characteristics but will emphasize seating zones. Existing live oak trees in the four corners of the courtyard will act as "anchor zones". Concrete pavers will be used because of their

flexibility to accommodate the movement of the soil and can be easily re-leveled. A color palate of cast stone colors will include reds and intermediate bandings of gray will be used. A series of planters will house seasonal colors. In addition to metal benches, additional seating areas will be constructed in the corners for semiprivate reading and quiet zones. Trash receptacles will be strategically placed around the groupings.

The existing courtyard fountain will be relocated and a new fountain introduced. In addition, a time capsule and three mascot monuments will be moved to another location.

Mr. Adams stating the lack of adequate lighting and overgrown vegetation make people feel unsafe at night. Plans include increasing the number of light poles from three to eight using 12 ft. classical metal poles with LED lighting at major points in the courtyard. Soft, low-voltage LED lighting will also be used to emphasize the majestic live oak trees and introduce moonlighting from above.

Mr. Adams stated the plans replace the manicured, formal holly bushes with boxwoods. Redbud trees will be introduced and Asian jasmine will provide low maintenance. Knock-out roses will bloom well into October. A series of pots/planters will hold seasonal plants to provide color year round. Dwarf azaleas will be used compared to the larger, overgrown azaleas.

Mr. Adams stated the area is designed to be low maintenance. It will be irrigated and equipped with an onsite weather monitor to automatically control the amount of moisture needed for each area.

Discussion followed. Mr. Adams stated the most difficult part of the project will be the demolition. By the time the concrete is pulled up, the sub-base should be where it is needed. He stated the contractor selected for the project will be required to employ an arborist to care for the live oak trees and their deep roots during the construction.

The anticipated budget for the project is \$250,000 but the actual cost will not be known until bids are received. Dr. Sanchez responded to questions about the involvement of the current lawn maintenance contractor. He stated Physical Plant Director Karl Humphries, who oversees the lawn maintenance contractor, has been very involved in the project from the beginning. Mr. Adams added that the current lawn maintenance contractor should have no problems with the care of the courtyard because of its low maintenance design.

Mr. Aldama moved to approve the architectural design for renovation of the Verda Gooch Courtyard and grant authority to issue a Request for Qualifications (RFQ) for a General Contractor. Mr. Judson seconded the motion and the decision was unanimous.

Update on Crime Statistics

Chief Kraig Hawkins presented the crime statistics report covering January 1, 2010 through December 31, 2010. He began by stating the U.S. Department of Education requires all higher education institutions to submit an annual report on crime statistics. The data is collected in accordance with the Texas Racial Profiling Law and the report is made available to students, parents and other interested groups.

Chief Hawkins reviewed information covered in the report including three charts. Chart I displayed the demographics of all registered students, excluding the South Campus and internet students, compared to the demographics of Residence Life Students only. The demographics of all registered students showed the highest percentage of students were Caucasian (58.73%) followed by African-American (21.03%) and Hispanic (16%). The demographics of Residence Life Students on the Corsicana campus showed the highest percentage of student residents were African-American (64.6%) followed by Caucasian (25.2%) and Hispanic (7.8%). Chief Hawkins stated the demographic ratio of Residence Life students is also reflected in Charts II and III, displaying the number of contacts and searches made by Campus Police resulting in arrests or citations. Chart II displayed the racial profile of all contacts, searches and arrests made by Campus Police, including non-students, while Chart III included the racial profile of contacts with Navarro College students only.

Chief Hawkins stated the fall semesters are normally the busiest time of year because of the number of Residence Life students on campus. He stated the Residence Life population this spring semester, however, is the largest ever experienced and is keeping his department very busy. He stated his department works closely with the Corsicana Police

Department to establish a presence within the perimeter of the college. He stated some traffic stops made by Campus Police occur on the outer boundaries of the campus.

The addition of a trained canine, Dixie, for detecting drugs has been very effective. Her presence is very popular with students as well as other law enforcement agencies in the area. State troopers contacted the college's canine handler over the past weekend for assistance; Dixie responded by recovering over 2,000 ecstasy pills, one of the largest ever made. Chief Hawkins stated the Navarro County Sheriff's Department also calls for

Chief Hawkins concluded his report by expressing his appreciation for the new Campus Police Building. He stated the department was still in the process of moving in but it has been a boost for morale and will be a great retention tool.

Update on Ellis County Campuses

Dr. Nolte welcomed the board to the Midlothian campus and thanked them for their support. He then asked Ellis County staff members to stand and be recognized and expressed his appreciation for their hard work. He continued by acknowledging two "very good friends" and partners of Navarro College, Mr. Mike Ramsey and Mr. Doug Barnes, Chairman and Director of Waxahachie Economic Development Corporation.

Dr. Nolte stated that since he was hired ten years ago, he and Dr. Sanchez began by renovating the Waxahachie campus and have since constructed four buildings and renovated the existing building to meet the educational needs in Ellis County. He stated the economic growth in Ellis County continues to increase and gave a brief synopsis of activities taking place including: expansion of Highway 287, a \$75 million bond issue passed by Red Oak community to build a new high school, the need to construct a second high school in Midlothian; and passing of a bond to expand the Midway Regional Airport.

Dr. Nolte invited Mr. Ramsey to speak. Mr. Ramsey stated as the new chairman of the Waxahachie Economic Development Corporation he has learned how valuable an asset Navarro College is to Waxahachie. He stated the unselfish devotion of resources of Dr. Nolte as well as Robin Lasher has been very valuable. The committee is focused on three areas: improving the perception of Waxahachie from Interstate 35; bring more business and industry into the area; and develop a strategic plan. He commended Doug Barnes for the work he does, stating he is "one man" fielding calls from business and industry day and night. He concluded by stating how proud they are to have Navarro College in Waxahachie and thanked the board.

Dr. Nolte invited Mr. Barnes to speak next. Mr. Barnes stated Dr. Nolte asked him to share some accomplishments with the board. He stated one of their greatest accomplishments is the added value to the tax rolls. He stated the tax rolls increased \$98,700,000 in 2009 and he expects the amount to be close to that for 2010. Sales tax revenues are up with an overall increase of 6.48% last year. Currently, Waxahachie has 45 manufacturing industries with 6,000 jobs. Three local industries are in the process of expanding including Owens-Corning, Cardinal Glass and AEP. He stated the Skills Development Grant Fund is being applied for in partnership with Navarro College to help train employees in business and industry.

He stated Austin Bridget and Road bought 105 acres for a maintenance facility and will bring an added value to the tax role. He also stated on the commercial side, the addition of the Waxahachie Town Center has made an impact. He stated a new cinema and several restaurants are doing much better than anticipated. He furthermore commented the expansion of Midway Regional Airport is expected to be a true economic development activity for the community. He concluded by agreeing with Mr. Ramsey's statement that Navarro College is a true asset to the community.

Mr. Huffman thanked him and stated that Mr. Barnes is an active member of the Navarro College Foundation Board of Directors and the college was very appreciative of him.

Dr. Nolte introduced Mr. Frank Viso, Executive Director of the Corporation for the Economic Development in Midlothian, and invited him to speak. Mr. Viso gave a brief review on the work being done to formalize a partnership between Tarleton State University, Texas A&M University-Commerce, and Navarro College to offer courses at the Midlothian campus. Coordinating Board approval is being sought so the center will be recognized as a higher education center. He concluded by stating this model is one the entire state of Texas needs to look at for all Texas citizens. He stated the combination of limited resources between the entities makes it possible for area residents to access higher education.

Dr. Nolte thanked Mr. Viso. He continued by stating the Ellis County campuses will hold their fourth annual scholarship fundraiser, Brilliance, on April 9. He introduced Ms. Cindy Seske, Ms. Jamie Green and Ms. Melissa Ballard and asked them to share information about the upcoming event. Ms. Seske stated the theme this year is RED – Realizing Educational Dreams. She continued with a brief review of the planned events and décor adding that a photo booth and jazz band are being incorporated this year. Ms. Green gave a brief review of several auction items to be featured including a “fun-filled week in Playa de Mexico”. Ms. Ballard invited everyone to attend and concluded by commending Ms. Seske for her hard work on the event.

Dr. Nolte thanked everyone and concluded the presentation.

Update on Personnel

Ms. Ballew was asked to present an update on personnel activity during the month of February 2011.

Ms. Ballew reported that Joshua Martinez was appointed to the position of Area Housing Coordinator III on the Corsicana campus and Calvin Thibodeaux resigned his position as Assistant Football Coach/Intramurals also on the Corsicana campus.

There were no reclassifications, reassignments, transfers, terminations or retirements to report for the month of February 2011.

Ms. Ballew stated two open positions on the Corsicana were currently being advertised, Instructor of Science and Counselor, and concluded her report.

President's Report on Items of Information

Dr. Sanchez asked Ms. Parish to present the Board Calendar. Ms. Parish stated the last Campus Preview Day for this academic year was scheduled March 26 and 183 potential students were signed up to attend. She stated the previous Campus Preview Day was also well attended with 215. Other upcoming events included: 2011 Career Expo on March 30, Spring Musical, April 1 and 3, International Week events April 4-7, Brilliance April 9, as well as various athletic events. Ms. Parish concluded by stating the Bulldogs annual spring football scrimmage will be held at Tiger Stadium on April 30.

Dr. Sanchez asked Mr. Gragg to present an update on enrollment. Mr. Gragg stated registration for the summer semester will begin on March 28 and for the fall semester April 18, 2011. State reports ending with the spring semester have now been certified. Total enrollment for spring 2011 was 10,845 students. This is a new enrollment record representing an increase in headcount of slightly less than 7% and an 11% in contact hours over the previous spring semester. In comparing base year enrollments, the college experienced a healthy 31.5% increase over a two year period. This was one of the highest percentages in the state and Mr. Gragg stated this is important for funding purposes. Although no increase in funding is expected, Navarro College will receive a greater portion of funding in the future as a result of the increase. Internet courses generated the greatest increase over the previous base reporting period with 64.8%, followed by the Waxahachie campus with a 47% increase. South Campus generated a 40.1% increase and the Corsicana campus, 14.8%. The Midlothian campus, which has been “maxed out” on space, experienced the smallest increase over the two year period with 3.9%. Mr. Gragg stated he anticipates Midlothian's enrollment will increase with the addition of the new campus building. He concluded by stating he does not anticipate enrollment exceeding 11,000 for the fall semester.

Dr. Sanchez asked Dr. Stringer to present an update on the Cook Education Center's expansion project. Dr. Stringer reported the multi-purpose facility which houses a Civil War Museum and a Western Art Gallery has also become a type of civic center for hosting a number of events, banquets and receptions. As a result, it has outgrown its space and becomes very congested at times. He stated a meeting was held with the contractor and the construction of the Cook Center's expansion is not progressing as quickly as hoped. Although the project will not be completed in time for the annual fundraiser, Elegance, the space will be usable. He stated the major addition to the facility will be an asset to the college and to the community when it is finished.

Dr. Sanchez continued the President's Report with a legislative update. He stated House Bill 1 came out of committee the day before and was sent to the House floor for discussion. The bill restores funding for the colleges previously defunded. To

offset the funding needed for those colleges, Navarro College's allocation has been reduced by approximately \$500,000 for the biennium. To date, there is no improvement on the employee health insurance benefits in either the House or Senate bills. Dr. Sanchez stated Senate Bill 1 is still in committee and does not anticipate it will go to the Senate floor until May. He stated it is possible the legislature may not pass a budget until late July. If a special session is required, it may be August before the college knows how much funding it will receive in state appropriation.

Dr. Sanchez continued stating HB 275 sponsored by Rep. Pitts proposes to take money from the rainy day fund to cover this year's shortfall. It does not address any shortfall for the following year and there is a possibility the college would have to return funds again. HB 2441 proposes to treat community college employees as public school employees. He stated he hopes the bill will die and would rather accept the appropriation proposed by HB1 or SB1. He stated TACC opposes the bill and Representative Pitts has been asked to rescind it.

Dr. Sanchez distributed information showing the proposed allocations by HB1. He stated at this stage the college is looking at a half million dollar deficit over the biennium. He reminded the board the first year of the biennium the college is expecting an excess in revenues and a shortfall during the second year.

Dr. Sanchez asked Dr. Martin to present an overview on the SACS Fifth Year Report. Dr. Martin explained the Southern Association of Colleges and Schools requires a Fifth Year Interim Report as an on-going part of the accreditation process. The report will cover the entire college and will consist of four parts: signatures attesting to the institution's integrity; an abbreviated institutional summary form; an abbreviated compliance certification; and an impact report of the Quality Enhancement Plan based on the developmental math program. Dr. Martin concluded by stating staff has been working diligently to complete the report in May, well before the September deadline. This will allow enough time to review and make any revisions necessary. The goal is to not receive any recommendations from SACS.

Dr. Sanchez asked Dr. Nolte to present an update on the Early High School Substantive Change Proposal to be submitted to SACS. Dr. Nolte stated the Early College High School is a new program that was initiated a few years ago. Students attending ECHS have advanced more quickly than anticipated. Twenty-four students have earned enough credits to receive their Associate Degrees in May 2011. SACS was notified in December that students in the program had exceeded the 50% threshold towards a degree. A Substantive Change Proposal on the Early College High School must be submitted to SACS by April 15 for approval. Dr. Nolte concluded by stating the proposal is nearly complete and has been difficult to write because Navarro College is the first to write one on this type of program.

Dr. Sanchez asked Ms. Moreno to share information relative to upgrades to the South Campus. Ms. Moreno stated approximately \$60,000 has been set aside for improvements to the Mexia campus facility. The carpets in all the classrooms as well as the two common areas will be replaced. In addition, soft cushion furniture and chairs are being purchased for the lounge areas. Dr. Sanchez added that the Mexia campus has been neglected over time and improvements were needed.

Dr. Sanchez stated Mr. Huffman and Mr. Judson are unopposed in their re-election to the board. He stated plans are to have group pictures with new trustee, Ms. Faith Holt, taken prior to the May 19, 2011 Board of Trustees dinner and meeting.

Dr. Sanchez expressed his distress over the passing of Mr. James E. Borkchum, Jr. He stated Mr. Borkchum was a very solid member of the Board of Trustees for 16 years. He distributed a map and information on the funeral services scheduled Saturday, March 26. Dr. Sanchez added that Mr. Borkchum's replacement on the Board of Trustees, Ms. Faith Holt, was a very strong and capable person.

A New Trustee Orientation for Ms. Holt has been scheduled on May 19 from 3-6 p.m. in the Lone Star Room. Dr. Sanchez stated the orientation session will present highlights of the college's operations and will not be as "in-depth" as past orientations. All trustees were invited to attend.

Dr. Sanchez stated information was received from ACCT stating Navarro College was one of 23 community and technical colleges in Texas invited to send three trustees and the president to participate in the Governance Institute for Student Success. The GISS will take place Sunday, July 31, through Tuesday, August 2, 2011 at the Dallas Fort Worth Marriott Hotel and is supported by the Bill & Melinda Gates Foundation. Registration fees, materials, hotel rooms, and meals will be

covered by the Foundation. Dr. Sanchez distributed the information and asked Trustees to contact his office if they wish to attend. He stated he would make himself available to attend with them.

Dr. Sanchez advised that Navarro College's commencement ceremonies will take place on Saturday, May 14. Two will be held on the Corsicana campus and one in Midlothian for Ellis County graduates. Texas A&M University-Commerce graduation will take place the evening before on Friday, May 13, 2011.

Dr. Sanchez stated seats were available for trustees wishing to attend Brilliance on Saturday, April 9.

Dr. Sanchez concluded his report by inviting trustees to attend the annual staff barbeque scheduled April 29 at the Cook Education Center.

Announcement and Adjournment

Mr. Huffman expressed the board's pleasure to come to Midlothian. He stated the hospitality is wonderful and thanked everyone. He then announced the next board meeting will be held in the Arrowhead Room on the Corsicana campus on April 21, 2011.

Mr. Aldama moved to adjourn the meeting at 9:23 p.m. and Mr. Atkeisson seconded the motion. The decision was unanimous.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Phil Judson', with a stylized, flowing script.

Phil Judson, Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES