

**NAVARRO COLLEGE BOARD OF TRUSTEES
MARCH 26, 2009 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, March 26 2009, at the Midlothian Campus for their regular monthly meeting. Trustees in attendance included: Mr. Homer Wasson, Chairman; Mr. Lloyd Huffman, Vice-Chairman; Dr. James Price, Secretary/ Treasurer; Mr. James Borkchum, member; Mr. Phil Judson, member; and Mr. Zane Stites, member. Mr. Todd McGraw, member, was absent

Also in attendance were:

Dr. Richard Sanchez	District President
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 and Institutional Research
Ms. Nelida Aguilar	Director, Human Resources
Ms. Donna Parish	Director, Market Relations and Public Information
Dr. Pat Westergaard	Assistant Dean, Academic Services, Waxahachie
Dr. Cubie Ward	Dean of Midlothian Campus
Dr. Larry Weaver	Dean of Arts, Sciences and Humanities
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Janet Daugherty	Executive Administrative Assistant
Mr. Cody Dickerson	Media Integration Services Center
Mr. Boyce Whatley	Mayor, City of Midlothian
Mr. Tom Collins	Superintendent, WISD
Ms. Portia Butler	Headmaster, Waxahachie Early Global High School
Mr. Floyd Ingram	Managing Editor, Midlothian Mirror

Various other faculty, staff, students and visitors were also in attendance.

Call to Order

Mr. Wasson called the meeting to order at 7:07 p.m. and asked Dr. Price to begin the meeting with a prayer.

Board Announcements

Mr. Wasson welcomed everyone present, especially those from Midlothian and the surrounding Ellis County community. He expressed the Board's appreciation for the support the community has given to Navarro College and its campuses in Midlothian and Waxahachie. He then invited Mayor Boyce Whatley, City of Midlothian, to say a few words.

Mayor Whatley thanked Mr. Wasson and stated the City of Midlothian is proud of

Navarro College and what it has done for their community. He stated that Midlothian has been blessed with continued growth and has not suffered as much as other counties under the current economic situation. He stated he looks forward to the addition of a second building on the Midlothian campus within the next few years. He concluded by expressing his appreciation to the Board for their support of Midlothian and assured them of the City's support as well.

Mr. Wasson asked for all those present from Ellis County to stand and be acknowledged by the board.

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes - Board of Trustees February 19, 2009 Meeting**
- b. Revision to Section VI - Faculty of the Navarro College Administrative Policies and Procedures Manual**
- c. Revision to Section IV.05.00 – Attendance Policy of the Navarro College Administrative Policies and Procedures Manual**

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

Review of Preliminary February 2009 Financial Statement

Ms. Moreno was asked to present the preliminary February 2009 financial statement.

Ms. Moreno stated February marks the mid-point of the College's fiscal year. She stated a thorough analysis of revenues and expenditures was in the process of being conducted to ensure ample funds are budgeted to support the educational programs and support services for the remainder of the year. She stated the financial statements being presented for the Board's review were preliminary pending mid-year adjustments.

The preliminary Statement of Budget Changes for the period ending February 28, 2009 showed current amendments increased the budget by \$38,751 for a total of \$71,765,925.

A review of the Source of Funds showed 69.52% of the current budget had been earned as compared to 65.16% the same period last year. The Disbursement of Funds showed 82.12% of the current budget had been expended or obligated at February 28, 2009 as compared to 75.16% the previous year.

Ms. Moreno stated a final analysis of the financial statement for the period ending February 28, 2009 will be presented for approval during the board's April 2009 meeting.

Action on Quarterly Investment Report for the Quarter Ending February 28, 2009

Ms. Moreno continued with the Quarterly Investment Report for the period ending February 28, 2009.

Ms. Moreno stated this report reflected additions and deletions made in College investments for the months of December 2008, January 2009 and February 2009. She stated that several certificates of deposits (CD's) carrying high interest rates matured during this period. She stated no comparable investment instruments were available in the market other than an interest bearing checking account at 2.02%. This resulted in a decrease of \$750,000 in investments and an increase in Cash in Hand in the financial statement. The ending book value of investments at February 28, 2009 totaled \$7,050,000.

Ms. Moreno stated funds placed in the interest bearing checking accounts could be moved at any time without penalty and reinvested in CD's once interest rates improve.

Ms. Moreno stated deposits of \$16,530,543.13 are well secured through FDIC insurance in the amount of \$4,876,240.26 and pledged collateral in the amount of \$33,510,534.18.

Mr. Borkchum made a motion to approve the Quarterly Investment Report for the period ending February 28, 2009, and Mr. Huffman seconded the motion. The vote was unanimous.

Reaffirm Navarro College Investment Policy and Strategy

Ms. Moreno stated the Public Funds Investment Act requires the Board of Trustees to review its investment policy and investment strategies annually. The current Investment Policy and Strategy was affirmed by the Board of Trustees on January 17, 2008.

Ms. Moreno stated no changes were suggested and recommended the Board reaffirm the investment policy "as is" for another year.

Dr. Price made a motion to reaffirm the Navarro College Investment Policy and Strategy with no changes, and Mr. Borkchum seconded the motion. The vote was unanimous.

Discuss and Approve Increase to Room and Board Fees for Fall 2009

Ms. Moreno continued with the proposed increase to room and board fees for Fall 2009. She stated that in order to continue providing the quality residential life and dining services students now receive and to offset rising operating costs, an increase of 5% in the existing rates was recommended.

The proposed rate for 2009-2010 with the 18 or equivalent meal plan of \$2,253 is still competitive with the average room and board rate of \$2,429 currently being charged by

other community colleges including: Tyler Junior College, Blinn College, Trinity Valley Community College, and Kilgore College.

Ms. Moreno stated the 5% increase amounts to approximately twenty-five cents per day. She stated this increase would be covered by the increase in PELL grants and will allow students to continue receiving the same quality of service they now receive.

Dr. Sanchez commented that many colleges outsource their food service operations which are only interested in making a profit. Because Navarro College manages its own dining services operation, it is able to provide students with better quality meals and also allows them to have as many additional servings (2-3) as they can consume.

Mr. Judson made a motion to approve the increase in room and board fees for fall 2009. Mr. Borkchum seconded the motion and the decision was unanimous.

Discuss and Approve Increase to Tuition and Fee Schedule for Fall 2009

Ms. Moreno presented a proposed increase to the tuition and fee schedule for fall 2009 of \$1 per semester credit hour (SCH) for out-of-district students. She stated this increase will help offset the additional expense of adding five new faculty positions to the Ellis County campuses beginning fall 2009.

A comparison of the spring 2009 state average out-of-district fees charged by Texas community colleges, based on twelve semester hours according to the Texas Association of Community Colleges, shows Navarro College's proposed rate for fall 2009 remains very competitive. Dr. Sanchez added that the increase will also help offset the costs incurred with adding a new Cosmetology Program to the Waxahachie campus and two (2) additional positions in Mexia.

Mr. Stites made a motion to approve the increase of \$1/SCH for out of district students to the tuition and fee schedule for fall 2009. Mr. Borkchum seconded the motion, and all votes were in favor.

Appoint Damara Watkins to replace Sheri Short on the Navarro College Employees Retirement Plan Committee

Ms. Moreno stated the Navarro College Employees Retirement Committee administers the Employees Retirement Plan in conjunction with the two agency banks, Community National Bank and Trust and Bank of America. Members are appointed by the Board of Trustees.

She stated Ms. Sheri Short resigned from the committee earlier this year and recommended that Ms. Damara Watkins be appointed to replace her. Ms. Watkins is a full-time instructor in the Legal Assistant Program on the Corsicana campus and has been a participant in the plan since 2004.

Ms. Moreno recommended that her appointment be approved.

Mr. Stites made a motion to appoint Ms. Damara Watkins to replace Ms. Sheri Short as a member of the Employees Retirement Plan Committee. Mr. Huffman seconded the motion, and the decision was unanimous.

Update on Ellis County Campuses

Dr. Nolte was asked to present an update on the Ellis County campuses. He began by thanking the board for approving the increase in out-of-district fees which will allow three full-time faculty members to be added to the Waxahachie campus and two full-time faculty to the Midlothian campus.

Dr. Nolte stated the population growth in Ellis County has exceeded projections exponentially because of the many opportunities it offers. By the year 2030, Ellis County's population is expected to increase by 225% and could easily reach a half million people. A chart displaying population change along the Highway 287, Interstate 35, and Interstate 45 Corridors showed the greatest growth along the Highway 287 corridor and I-35 Corridors.

Dr. Nolte stated that development of a light rail system between Dallas and Waxahachie and Dallas and Midlothian is planned for the near future. He stated one of the four planned rail stations is tentatively planned to be constructed very close to the Waxahachie campus. This could have a major impact on growth for the Ellis County campuses because of the easy accessibility the rail will provide to students from the Dallas area.

Dr. Nolte reviewed of a comparison of contact hours by campus and enrollment data. He stated Midlothian has seen the greatest percentage of increase in the Hispanic population within Ellis County. A review of dual credit enrollments showed Ellis County campuses exceeding Corsicana and Mexia dual credit enrollments.

Dr. Nolte further stated the College faces several issues in managing growth at the Ellis County campuses including: capacity issues, full-time faculty to part-time faculty ratio, program expansion and financial support. He stated that a maintenance tax or annexation are two options that could help provide the needed financial support.

Dr. Nolte introduced Mr. Tom Collins, Waxahachie Independent School District Superintendent. Mr. Collins expressed his appreciation for the partnership the school district has with Navarro College. He stated the Early College program is a magnificent concept and offers a fantastic opportunity for students. He then introduced Ms. Portia Butler, headmaster of Waxahachie Global High School.

Ms. Butler stated that Waxahachie Global High school serves as one of thirty-eight (38) STEM academies in the state of Texas. She stated that by merging into an Early College school will allow students to begin their college career as early as ninth grade.

She stated the goal is to have students graduate high school with a two-year associates degree. She stated Global High is an open enrollment campus and serves Ellis County students that live outside of Waxahachie as well. She stated she feels Early College and Navarro College are on the brink of doing something great for students. Because of their ages, the program will require incredible rigor and substantial support.

Ms. Butler responded to several questions from board members stating that applications are being accepted for both ninth and tenth grades for next fall. She stated they anticipate enrolling approximately 300 students. She stated extracurricular opportunities are offered to students through several academic clubs including TSA (Technology Student Association) Club, Robotics Club and a Poetry Club. Students also participate in the YMCA sport leagues, i.e. basketball, volleyball, and soccer. She added that Global High School participated in the Science Fair held at Navarro College and received first, second and third place.

Dr. Nolte continued his update on Ellis County by stating that a site has been located for the new Cosmetology Program that will be offered in fall. Telephone calls are coming in already from people wanting to enroll in the program. He then asked Dr. Pat Westergaard to share information about the new welding program.

Dr. Westergaard stated Sharla Cleaver, Tech Prep Coordinator, had shared with her that no career tech programs were offered in welding although several schools in the area had award winning programs. She stated that Palmer ISD approached Navarro College about offering a welding course. The district used Carl Perkins grant funds to purchase equipment for the program and they also had a certified instructor. The first two courses began in fall. Dr. Westergaard stated Ms. Cleaver is arranging to have the program articulated to receive tech prep credit. She stated welding is one of the professions in need of workers. General Dynamics recently needed 15 workers and could not find them. She stated she was very excited about the new program. She concluded by recognizing the faculty in Ellis County for being responsible for the growth they have experienced.

Mr. Wasson commented more welders, plumbers and mechanics are needed and more occupation courses similar to the welding program are needed. Dr. Nolte concurred and concluded the presentation.

Update on Personnel

Ms. Aguilar was asked to present an update on personnel for the month of February 2009.

There were no new appointments made during the month of February. Don Jock was reassigned from Director of Workforce Education - Waxahachie to Coordinator of Workforce Education – Corsicana.

The following resignations occurred during the month of February, 2009:

- Sara Sexton, Administrative Assistant II Arts & Sciences – Corsicana

- Donna Stevenson, LVN Instructor, Waxahachie

Amy Connolly, Coordinator for International Student Advisement – Corsicana, was terminated during the month of January 2009. Patricia Gavin, MISC Specialist, was terminated during the month of February 2009.

Carolyn Chapman, Director of College Bookstores – Corsicana, retired during the month of February 2009.

President's Report on Items of Information

Dr. Sanchez asked Ms. Parish to review the Board's calendar of events. Ms. Parish highlighted the major upcoming events in April including: NC Campus Preview Day; Career Expo; miscellaneous athletic events; a reception for retiring trustees, Mr. Wasson and Mr. Stites; Brilliance fundraiser; and fall 2009 early registration.

Dr. Sanchez stated he anticipates knowing how much funding Navarro College will receive from the state within the next week or two. He continued stating there is some concern with Senate Bill 1 (SB1) which pertains to the issue of proportionality. He stated the Senate Finance Committee is recommending taking the funds allotted for higher education employees health insurance and adding it to the base funding formula. Dr. Sanchez stated this could be detrimental, especially in future years, because insurance costs increase and new employees are hired and it is doubtful additional funds will be made available to cover any increases. In addition, allocations to community colleges from the base bill are distributed according to contact hour generation. Many institutions would not receive the funds for employee health benefits to which they are entitled. He mentioned House bill, HB1, does not include proportionality. He commented by stating he is not sure how the House of Representatives and Senate will compromise on this issue during the committee hearing.

Dr. Sanchez shared copies of information sent him by the Texas Association of Community Colleges (TACC) on proportionality. He reviewed the distribution of funding options based on how the Senate views the proportionality issue. He noted the discrepancy between the number of eligible employees Navarro College actually has and the lower number the Legislative Budget Board shows as eligible. He stated that proportionality has become the primary issue being addressed by TACC presidents. Every attempt is being made to have all representatives in Texas co-author a bill against proportionality to send a message to the senate and the governor. He stated that every attempt is also being made to have all senators co-author a similar bill as well. He added that the funds being addressed also include the cost of retiree health insurance. He stated his position is to forego an increase in appropriations rather than have proportionality included in the base funding formula.

Dr. Sanchez continued stating the Coordinating Board has requested input on their American Recovery and Reinvestment Act criteria regarding stimulus funding. Navarro College has submitted a request for stimulus funds in the amount of \$150,000, one of the least amounts requested. He stated Representative Cook acknowledged Navarro College for only asking for the amount needed. Dr. Sanchez stated the Coordinating Board's criteria for determining who receives a share of the stimulus funds favors four-

year institutions over community colleges. He has submitted his response to the Coordinating Board conveying the criteria is unfair to community colleges and does not take into consideration that community colleges prepare students for work in the technical and occupational fields. A copy of his response has been mailed to each trustee.

Dr. Sanchez asked Ms. Moreno to update the board on the construction of the new student apartment building. Ms. Moreno stated trees have been cleared, the house has been relocated, and the site has been leveled in preparation for construction to begin. She stated Generation II has confirmed the project is still on schedule and completion is still expected by July 2009.

Dr. Sanchez asked Dr. Nolte to give an update on the inaugural fundraising event for Ellis County campuses, Brilliance. Dr. Nolte stated his faculty and staff are to be commended for their efforts in raising money and seeking auction items for the event. He reviewed a list of donations that have been given towards the event. He stated that efforts are going well and introduced Casey Ballard, event coordinator. Ms. Ballard stated Brilliance is three and a half weeks away and is almost sold out. She stated thirty tables and approximately 234 seats have been sold and reservations continue to come in daily. She commended Dr. Nolte for his leadership on this project as well as the help received from the Corsicana campus. She stated the community is being very supportive.

Dr. Sanchez asked Ms. Parish to share information on the April reception honoring the retirement of Mr. Wasson and Mr. Stites. Ms. Parish stated the event will begin at 5:00 p.m. in the Cook Education Center. She stated a look back over the past thirty years and many nice things are planned for the event.

Dr. Sanchez concluded his presentation.

Announcement and Adjournment

Dr. Price made the motion to adjourn the meeting at 8:25p.m., and Mr. Stites seconded the motion. The decision was unanimous.

The next meeting of the Navarro College Board of Trustees will take place on April 16, 2009 in the Arrowhead Room of the Gooch One-Stop Student Center located on the Corsicana campus.

Respectfully submitted,

Dr. James G. Price, Secretary/Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES