

**NAVARRO COLLEGE BOARD OF TRUSTEES  
MAY 16, 2013 MEETING  
MINUTES**

The Navarro College Board of Trustees met on Thursday, May 16, 2013 at approximately 5:30 p.m. for a tour of the new baseball/softball and soccer field houses. Following the tour, members of the Support Staff/Paraprofessional Committee joined the Board of Trustees for dinner in the President's Dining Room.

After dinner, the governing body moved to the Cook Education Center to conduct their regular monthly meeting. All trustees were in attendance including: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Richard Aldama, Mr. A. L. "Buster" Atkeisson, Ms. Faith Holt and Mr. Todd McGraw.

Others in attendance included:

Dr. Richard Sanchez	District President
Dr. Kenneth Martin	President, Ellis County Campuses
Dr. Harold Housley	Vice President, Academic Affairs
Ms. Gettie Moreno	Vice President, Finance and Administration
Ms. Maryann Hailey	Vice President, Student Services
Mr. Dewayne Gragg	Vice President, Enrollment Mgmt., Student Success & Instl. Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Marcy Ballew	Associate Vice President of Human Resources
Ms. Carol Hanes	Dean of Arts, Sciences, and Humanities
Mr. Matthew Cates	Director of Marketing and Public Information
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Lynne Coker	Executive Administrative Assistant
Mr. Cody Dickerson	M.I.S.C. Coordinator, Support Staff/Paraprofessional Committee Chair
Mr. Stuart Lamb	M.I.S.C. Audio Visual Specialist
Judge H.M. Davenport, Jr.	Navarro County Judge
Mr. Lee McCleary	Director of Navarro County/Corsicana Economic Development
Mr. Josh Rodriguez	CEO, M Squared Oncology Leasing

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

### **Call to Order**

At approximately 7:05 p.m., Mr. Huffman called the meeting to order and stated the dinner with the Support Staff/Paraprofessional Committee was very enjoyable. He then asked Mr. Judson to begin the meeting with a prayer.

Mr. Huffman announced a closed session would be held following the President's Report to discuss personnel matters according to Government Code 551.074. He stated no action would be taken.

### **Board Announcements**

Mr. Huffman announced the Board toured of the new baseball/softball and soccer field houses prior to dinner. He stated the Board is proud to have such nice facilities for the athletic programs.

### **Open Forum**

There were no requests to address the Board during Open Forum.

## **Consent Calendar**

- a. Minutes - Board of Trustees April 18, 2013 Meeting
- b. Revisions to 2013-2014 Health Professions Student Handbooks for Medical Laboratory Technology, Licensed Vocational Nursing, Associate Degree Nursing, and Occupational Therapy Assistant

Dr. Sanchez stated two items were presented in the Consent Calendar: minutes from the April 18, 2013 meeting of the Board of Trustees and revisions to the 2013-14 health professions (Medical Laboratory Technology, Licensed Vocational Nursing, Associated Degree Nursing and Occupational Therapy Assistant) student handbooks. He recommended their approval.

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

## **Administer Oath of Office to Newly Elected Trustees**

The six-year terms of three Trustees, Ms. Faith Holt occupying the Precinct 2 seat, Dr. James Price occupying the Precinct 3 seat, and Mr. Todd McGraw occupying the At-Large Precinct 5 seat, expired May 2013. All three applied for re-election and were unopposed. As a result, Ms. Holt, Dr. Price, and Mr. McGraw were declared elected during the March 22, 2013 Board of Trustees Meeting.

Navarro County Judge H.M. Davenport, Jr. was asked to administer the Oath of Office to the newly elected trustees. After the Oath of Office was administered to each, Ms. Holt, Dr. Price, and Mr. McGraw were asked to sign the required Officer's Statement and were presented with Certificates of Election.

Mr. Huffman thanked Judge Davenport and congratulated Ms. Holt, Dr. Price and Mr. McGraw.

## **Election of Board of Trustees Officers**

Texas Education Code Section 130 requires an election of officers of the Board to be held at the first regular meeting following the regular election of the Board members. In addition, Navarro College Board of Trustees' By-Laws state "The election of the Chairman, the Vice Chairman, and the Secretary/Treasurer shall take place at the first regular or special meeting of the Board in May of odd-numbered years, or at the next meeting after a vacancy occurs in any of the positions."

In accordance with the law, Ms. Holt moved to re-elect the officers presently holding the positions of Chairman, Vice Chairman and Secretary/Treasurer. Mr. Aldama seconded the motion.

The vote in favor of re-electing Lloyd Huffman as Chairman, Dr. James Price as Vice Chairman and Phil Judson as Secretary/Treasurer was unanimous.

## **Adopt Resolution Authorizing Tax Abatement Agreement with M Squared Oncology Leasing, LLC**

Mr. Huffman announced that Mr. Lee McCleary was leaving his position as Director of Navarro County/Corsicana Economic Development to take a similar position in Red Oak, Texas. He stated he will be missed and invited Mr. McCleary to present the request for tax abatement for M Squared Oncology Leasing.

Mr. McCleary thanked Mr. Huffman and stated M. Squared Oncology Leasing, LLC is constructing a much needed oncology center at 300 Hospital Drive in Corsicana. The \$2.8 million facility will make it possible for cancer patients to receive treatments closer to home without having to drive to Dallas or Houston. Twenty

full-time jobs will be created with annual staff salaries of approximately \$1 million.

Mr. McCleary stated M Squared Oncology Leasing, LLC is requesting a tax abatement agreement for a term of five (5) years. The level of tax abatement will be fifty percent (50%) per year during the five (5) year term of the agreement. He stated the City of Corsicana and the County of Navarro have each approved a tax abatement for M Squared Oncology Leasing, LLC with similar terms and conditions. He recommended approval of the tax abatement agreement with M Squared Oncology Leasing LLC and introduced Mr. Josh Rodriguez, CEO of M Squared Oncology Leasing, LLC.

Mr. Rodriguez shared information about his background as Director of Surgery for Baylor Medical Center and responded to questions from Trustees. He stated the new oncology center has been in the planning stages for the past five years. The targeted date for the center to open and begin treating patients is September 3, 2013. Treatments will be administered using highly sophisticated equipment that will be able to project a direct beam of highly charged particles of energy matching the exact shape of the patient's tumor. Both oncologists and primary care physicians will be able to refer patients to their center for treatment. He stated approximately 25 individuals will be employed to staff the center with 15-18 working on any given day. He stated the bottom line benefit is that local patients will no longer have to drive to Dallas or Houston. The expense of staying in hotels or an RV (recreational vehicle) in order to receive a series of treatments will no longer be necessary.

Dr. Price made a motion to adopt the resolution authorizing the tax abatement agreement with M Squared Oncology Leasing, LLC. Mr. Judson seconded the motion. The motion was carried by a unanimous vote.

Mr. Huffman thanked Mr. Rodriguez. He told Mr. McCleary the city and county have been "lucky and proud to have had him here" because of "his enthusiasm in selling the community." Mr. McCleary thanked him and stated he will continue to be an advocate for Navarro College as the city of Red Oak is also within Navarro College's service area.

### **Take Action on April 2013 Financial Statement**

Ms. Moreno was asked to present the April 2013 financial statement.

A review of the Statement of Budget Changes showed an increase in revenues from Cosmetology Sales in the amount of \$3,858. Amendments transferring funds between departments on the expenditure side were made to cover the final payment on the expansion of the Cook Education Center. The 2012-13 revised budget as of April 30, 2013 totaled \$124,274,804.

The Source of Funds indicated 69.84% of the 2012-13 budget had been earned as of April 30, 2013, compared to 77.40% earned last year at the same point in time. Ms. Moreno stated budgeted revenues were based on a 5% increase in enrollment. Because enrollment actually decreased by 4%, earned revenues decreased as well. Ms. Moreno continued stating the \$12 million shortfall in Student Financial Aid revenues improved. The Director of Financial Aid has advised her that an additional \$6 million in PELL grants and \$8 million in student loans have been disbursed over the past few weeks to students enrolled in summer classes.

A review of the Disbursement of Funds indicated 76.87% of the 2012-13 budgeted expenditures had been encumbered and/or disbursed as of April 30, 2013, compared to 74.39% the previous year. Ms. Moreno stated a decrease in bookstore sales was a result of more students purchasing less expensive e-books and used books from outside vendors. Efforts are being made to look for additional revenue streams so the

Bookstore can become more profitable. Some discussion followed.

Ms. Moreno responded to questions regarding the Bookstore selling laptops, iPads and other types of computer equipment to students. She responded that a Co-op program with Office Depot currently allows students to purchase computers. Students pick up a voucher from the Bookstore, take it to Office Depot and place an order for the computer equipment of their choice. The order is then shipped to the Bookstore for the student to pick up. Ms. Moreno stated few students have taken advantage of this opportunity.

Dr. Price made a motion to approve the April 2013 financial statement. Mr. Atkeisson seconded the motion and the decision in favor of the motion was unanimous.

### **Award Contract for Construction of Mexia Campus Administration Building**

Ms. Moreno continued. She stated during their April 18, 2013 meeting at the Waxahachie campus, the Board of Trustees approved plans for the construction of a new administration building on the Mexia campus and authorized moving forward with a Request for Proposals (RFP) for a general contractor.

The RFP was issued and published in the Corsicana Daily Sun on April 24, 2013, and on May 1, 2013 with responses due by May 9, 2013. A committee consisting of two members of the Board of Trustees, Dr. James Price and Mr. Richard Aldama, and Dr. Richard Sanchez, Ms. Gettie Moreno and Mr. Karl Humphries convened on May 10, 2013. Two proposals were received. Both were local companies: Watkins Development Corporation and Gen 2 Build-Design (formerly Generation II-Homebuilder).

Ms. Moreno displayed the criteria used to evaluate the proposals. She stated both companies have constructed buildings for the College in the past. Gen 2 Build-Design most recently constructed the new 64-bed student housing facility and Watkins Construction was responsible for the expansion of the Cook Education Center. The scores between the two companies under each of the criteria were very close with the exception of the dollar amount bid. Of the two, Gen 2 Build-Design submitted the low bid. Ms. Moreno stated the committee recommends awarding Gen 2 Build-Design the contract for construction of the new administration building on the Mexia Campus based on their low bid.

Ms. Moreno then responded to questions. She explained "Alternate #1" in the bid document represented the construction of the parking lot and "Alternate #2" represented the addition of an outside water line.

Mr. Judson made a motion to accept the committee's recommendation and award the contract for construction of the Mexia Campus Administration Building to Gen 2 Build-Design. Mr. McGraw seconded the motion. The decision in favor of the motion was unanimous.

### **Presentation on Texas Success Initiatives (TSI)**

Dr. Sanchez introduced Ms. Carol Hanes, Dean of Arts, Sciences and Humanities, and asked her to share information concerning changes in the Texas Success Initiative (TSI) and explain what these changes represent to Navarro College.

Ms. Hanes began by stating changes in the TSI and developmental education programs initiated by the Texas Higher Education Coordinating Board (THECB) are based on legislation passed by the 82<sup>nd</sup> Texas Legislature. A chart produced by the Coordinating Board showed the graduation rates between 2006 and 2009 for first-time, full-time students after three years was significantly lower for students who were required to take developmental education courses compared to students who did not require remediation

courses. The changes being initiated are designed to improve the success rate of developmental education students.

The first major change requires the use of a new standard TSI assessment test to determine the student's college readiness. Previously, community colleges had the option of choosing one or multiple tests (such as Accuplacer, THEA, COMPASS) to determine a student's need for remediation. All schools will be required to utilize the new TSI assessment beginning the first class day of the fall semester, August 26, 2013.

Discussion followed regarding the graduation rates shown on the charts and how dual credit and transfer students impacted the results. Mr. Gragg stated Navarro College's graduation rate of 20% was much higher than the state average.

Ms. Hanes continued stating the new TSI assessment will generate a diagnostic profile of the individual student. The profile will indicate which specific skills the student did not perform well in and determine which "bucket" the student falls into: college readiness, developmental education, or adult basic education. Ms. Hanes stated the adult basic education category is not to be confused with the Adult Basic Education/GED and ESL programs. The traditional Adult Basic Education/GED and ESL programs will continue to be offered. If the TSI assessment determines the student is not "college ready", several developmental education options must be offered. A "holistic assessment" and "differentiated placement" using multiple factors (such as high school GPA/class ranking, prior academic experiences, and non-cognitive factors) must also be taken into consideration.

Prior to taking the TSI Assessment, the state requires students to participate in a pre-assessment activity. The pre-assessment must address the following components: the importance of the assessment; how the test is going to be given; sample test questions and feedback; developmental education options; and institutional and/or community student resources available (tutoring, childcare, transportation, financial aid, etc.). The pre-assessment activity can be administered as a large group, individually, or as a module. Ms. Hanes stated Navarro College is in the process of developing a pre-assessment activity module.

Another rule change requires the college to develop a plan for academic success for every student determined "not college ready." Every developmental education or adult education student must have an individual plan for academic success that includes: career advising, developmental education course options, campus and/or community student support services/resources, degree plan, regular interactions between student and advisor, registration for next semester, and differentiated placement.

All institutions will be required to annually evaluate the technological delivery of coursework, diagnostic assessments of students' specific needs, modular developmental education course materials, use of tutors to supplement instruction, internal monitoring mechanisms used to identify student academic difficulties, updates of developmental course materials, and assessments after completion of coursework to determine readiness for academic course work. A report regarding their fiscal and/or instructional impacts on student outcomes must be submitted to the Coordinating Board each year.

Ms. Hanes continued stating another aspect of the new TSI rules include non-course based option (NCBOs) intervention and course-pairings. She defined NCBOs as one to three hour courses developed to specifically address the student's weaknesses based on their TSI assessment. The goal of the NCBOs is to accelerate students through developmental education more quickly and into college-level classes. Navarro College is developing both lecture-based and computer-based courses in one-hour blocks. The courses will be in modular (one section per topic) and emporium (cafeteria) style where students can select only the

topics they need. Students may take one hour if that is all they need or several hours depending on their tested deficiency. Ms. Hanes stated these courses will still qualify for financial aid status and state funding.

Ms. Hanes stated in the past, "bubble score" students (students who scored within a few points of being college-ready) had to enroll and successfully complete an entire 16-week developmental course before being allowed to enroll in the college-level course. They will now be allowed to co-enroll in a NCBO and a college-level class at the same time. This is referred to as "course pairing." The pairing of courses is designed to help the student be more successful with the college-level class.

Another rule change requires reading and writing developmental courses, currently separate courses, to be integrated by spring 2014. Ms. Hanes stated staff members have been attending professional development training and work is being done to make sure all the required components are in place by spring 2014.

Ms. Hanes then displayed a graph depicting the diagnostic levels that will be determined by the TSI assessment. Students who do not pass will be assessed as Level 1, depicting a literacy/educational function level of grades 0-1 (Beginning ABE Literacy), through Level 6 depicting grade levels 11-12 (High Secondary Ed). Some discussion followed regarding the number of high school graduates who are not "college-ready." Ms. Hanes noted that Navarro College is an "open door" institution and must accept all students including "special ed" students who have been awarded high school diplomas. Ms. Hanes stated the Texas Education Agency has implemented a more rigorous test, the STAR test. They are finding a great number of high school students are not passing because they are not adequately prepared.

Ms. Hanes also stated the new TSI assessment cannot be implemented prior to August 26, 2013. Volunteers are being sought to take the test to help the college determine how many courses will need to be offered and plan accordingly. She shared a model plan for offering developmental courses for math and reading/writing. Both lecture-based and computer-based NCBO classes will be offered using the "modular approach" The courses will be rotated every five weeks to allow the students to move through all the levels or retake a level more quickly.

Ms. Hanes concluded her report and responded to questions. She estimated that out of 1,000 students, 600 will test into developmental classes (approximately 60-70%). Ms. Hanes stated all students will be required to take the TSI assessment. The only students who will be exempt from TSI assessment will be veterans or students currently enrolled in a military reserve unit, and students who are currently exempt based on previous TAKS or high school assessments. As of August 26, any other student wanting to enroll will be required to take the new TSI assessment test.

Mr. Huffman thanked Ms. Hanes for her report.

### **Update on Personnel Actions**

Ms. Ballew was asked to present an update on personnel actions. She reported the following assignments were made during the month of April 2013:

- Roy Cassel – Support Technician ShaleNET U.S. – Corsicana Campus
- Abelardo Aparicio – Annual Retraining Instructor for Continuing Education – Mexia State Support Living Center

Ms. Robin Lasher resumed the position of Small Business Development Center on the Corsicana campus.

Obet Tamayo, Benefits Coordinator/Administrative Assistant IV - Corsicana Campus, and Delpha Johnson, Custodian I – Corsicana Campus, were terminated.

There were no transfers or retirements during the month of April 2013.

Eighteen open positions were currently being advertised including:

- Assistant Dean - Humanities and Kinesiology – Corsicana Campus
- Assistant Dean – Business, Professional and Technical Education – Corsicana Campus
- Academic Fieldwork Coordinator / Assistant/Associate Professor of
- OTA Program – Corsicana Campus
- PTA Academic Coordinator Clinical Education – Corsicana Campus
- Assistant/Associate Professor – Associate Degree Nursing – Corsicana Campus
- Assistant/Associate Professor of Instrumentation and Electrical Technology – Corsicana Campus
- Assistant/Associate Professor of Chemistry – Corsicana Campus
- Assistant/Associate Professor of Child and Family Development – Corsicana Campus
- Assistant/Associate Professor of Computer Information Technology – Corsicana Campus
- Counselor – Corsicana Campus
- Financial Aid Counselor/V.A. Certifying Official – Corsicana Campus
- ShaleNet US Case Manager – Corsicana Campus
- Administrative Assistant II – Police Academy – Corsicana Campus
- Benefits Coordinator / Administrative Assistant IV – Corsicana Campus
- Coordinator of Campus Services / Accounting Clerk I - Corsicana Campus
- Purchasing Agent – Corsicana Campus
- Marketing Graphics Specialist – Corsicana Campus

Ms. Ballew concluded her report and Mr. Huffman thanked her.

## **President's Report on Items of Information**

### Board Calendar

Mr. Gragg presented highlights from the May/June 2013 Board Calendar of Events. He stated the second of a group of meetings with ISD superintendents has been scheduled. Superintendents from the southern part of Navarro College's service area including Limestone, Freestone, and Leon Counties will meet in Mexia on May 24; the Navarro College Baseball team will compete in the JUCO World Series Baseball tournament in Grand Junction, Colorado beginning May 25. Mr. Gragg next stated improvements have been made to online streaming of the games and shared the website address. He continued stating several Kids College and FYE (First Year Experience) Beau Camps are scheduled in June and July. Summer I will continue through June 4 and classes will begin on June 3. Registration for Summer II will continue through July 12. He concluded by stating the Board's annual Budget and Planning Workshop will be held on July 18 followed by their regular monthly meeting.

### Enrollment Update

Mr. Gragg continued with an update on enrollment. Registration is in progress for summer and fall classes. The enrollment in Summer 1 classes is slightly down by "several hundred students" compared to last year. Enrollment in May Minimester classes ended approximately even with last year's enrollment. Mr. Gragg stated fall 2013 enrollment is looking much better. He stated a large increase in dual credit enrollment is anticipated due to the tuition decrease the Board approved. He anticipates a 2% increase with over 10,000 students enrolled. He stated there is a lot of work to be done with only 1,250 students enrolled to date and

concluded his report.

### Marketing Update

Mr. Gragg was asked to introduce Mr. Matthew Cates, Director of Marketing and Public Relations. Mr. Cates, who has been with the college for approximately one year, was introduced and asked to share information on techniques being used to market the college and track students.

Mr. Cates stated much work this past year has gone into improving and focusing on “brand awareness” by redefining the college’s brands and creating a foundation to build from. He stated his department has been in a state of evolution and his staff has done a tremendous amount of work and a wonderful job of keeping standards high. The most dramatic improvement has been the change in the college’s website. The decision was made to redesign and maintain the website “in-house” when the bids solicited from outside companies came in too high.

Mr. Cates talked about some of the unique elements of the redesigned website stating it now looks the same on all devices when viewed including laptops, smartphones or tablet. The website is “search engine optimized” and shows up high on internet searches. He continued stating the college is increasing its presence in social media platforms such as Twitter and Facebook to reach targeted demographics. Other media platforms being explored include YouTube, Pinterest, and Instagram. He further stated there has been an incredible number of “hits” and “click through” rates over the last few months through the Bing and Google search engines. Specific regions and locations are being targeted to best zero in on specific audiences. Over 1.3 million potential students have been reached through both traditional and not-traditional methods.

In addition, most of the traditional publications, such as the college catalog, applications and brochures, have undergone a complete “facelift.” Mr. Cates stated marketing plans for next year include further strengthening the website content, redefining information flow, strengthening hardware to establish stability and reliability, developing workshops and presentations with student recruiting to reach more high schools and middle schools. New marketing pieces will be developed and several versions of the new viewbook will include interactive options.

Mr. Cates responded to an inquiry made by Mr. Judson by stating the Student Relations staff still go out and personally visit the area high schools. His department works with Ms. Margaret Moreno and her staff and supplies them with various marketing pieces to help them market the college.

### Construction Update

Ms. Moreno was asked to present an update on construction. She displayed pictures of work in progress on the new classroom building and new physical plant building being constructed on the Waxahachie campus. She pointed out an open area located between the two classroom buildings has been designated as the future main entrance into the Waxahachie campus. Plans are to construct a fountain in this area to create a nice focal point. She commended Hill & Wilkinson’s work stating the construction is progressing quickly on both projects.

### Summer Camps

Ms. Moreno continued. She stated Dr. Sanchez asked her to share a list of all summer camps to be held at the college this summer. Ms. Moreno stated multiple athletic campus are planned requiring overnight stays and generating additional revenue for the college.



#### Legislative Update

Dr. Sanchez stated there was little information to share regarding the amount of funding state agencies will receive from the Texas Legislature. He does not anticipate much of an increase over the past biennium. In regard to the gun legislation, the bill allowing guns in the classrooms does not appear to have enough support so it has been modified to allow students to have weapons in the trunk of their cars while on campus.

#### Staff Incentive Days

Dr. Sanchez requested the Board's consideration to approve staff incentive days allowing staff to work ½ day on specified Fridays during the summer months. He highly recommended their approval stating the staff "does so much for so little." The incentive days were approved by a consensus of the Board.

#### VOICE Luncheon

Dr. Sanchez stated the College has purchased a table at the VOICE annual luncheon to be held at the Cook Center on May 23. He asked Trustees to let his office know a few days before if they would like to attend.

#### 2013 Fact Book

Dr. Sanchez stated the copy of the 2013 Fact Book provided each Trustee is an update to and replaces their previous 2012 copy.

#### Budget and Planning Workshop

Dr. Sanchez stated preparations were being made for the Budget and Planning Workshop to be held on July 18, 2013. He stated he has been in contact with Dr. Barbara Kavalier, District President-Elect, regarding institutional goals for developing the 2013-14 budget. She has asked him to take the lead for the workshop as she will be arriving only few weeks prior (July 1, 2013). Dr. Sanchez also stated Dr. Kavalier is planning a retreat with college administrators to be held in Belton in early August and concluded his report.

#### **Convene into Closed Session**

At approximately 8:39 p.m., Mr. Aldama moved to convene into Closed Session to discuss personnel matters according to Government Code 551.074, and Mr. Atkeisson seconded the motion. The decision was unanimous.

Mr. Huffman announced the Board would take a brief break before convening into Closed Session. He stated no action would be taken during or after the Closed Session.

#### **Reconvene into Open Session and Adjourn Meeting**

At 9:20 p.m., Mr. Aldama made a motion to reconvene into Open Session and to adjourn the meeting. Mr. Atkeisson seconded the motion and the decision was unanimous.

Respectfully submitted,

Phil Judson, Secretary/Treasurer  
Navarro College Board of Trustees