

**NAVARRO COLLEGE BOARD OF TRUSTEES  
MAY 19, 2011 MEETING  
MINUTES**

The governing body of NAVARRO COLLEGE gathered on Thursday, May 19, 2011 for their regular monthly meeting. Trustees in attendance included: 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:

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
Mr. Dewayne Gragg	Vice President, Enrollment Management and Inst. Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Donna Parish	Director of Market Relations and Public Information
Ms. Marcy Ballew	Director, Human Resources
Dr. Harold Housley	Dean of Business, Professional and Technical Education
Ms. Glenda Terry	Asst. Dean, Health Professions
Mr. Jonathan Middleton	Welding Technology Program Coordinator
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Cody Dickerson	Media Integration Services Center
Mr. Oliver Sheehan	Corsicana Daily Sun

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

**Group Pictures and Dinner**

The Board of Trustees gathered in the Sanchez Library at approximately 5:45 p.m. for a photo session with college photographer, Jeremy Pereira. Afterwards, Trustees moved to the President's Dining Room located in Walker Student Dining Hall for dinner and were joined by Dr. Sanchez, Dr. Nolte, Dr. Martin, Ms. Moreno, Ms. Hailey, Mr. Gragg and Dr. Stringer. Following dinner, the group relocated to the Gooch Student One Stop Center to conduct the regular monthly Board of Trustees meeting.

**Call to Order**

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

**Board Announcements**

No announcements were made by the Board.

**Open Forum Time**

There were no requests to speak to the board.

## **Consent Calendar**

- a. **Minutes - Board of Trustees April 21, 2011 Meeting**
- b. **Revisions to Health Professions Handbooks**

Dr. Sanchez stated two items were presented for approval in the Consent Calendar: 1.) Minutes from the April 21, 2011 Board of Trustees meeting and 2.) Revisions to the Health Professions student handbooks. An executive summary of the proposed changes to the student handbooks was provided and Assistant Dean of Health Professions, Ms. Glenda Terry, was available to answer any questions.

There were no questions. Mr. Atkeisson moved to approve the Consent Calendar and Mr. Judson seconded the motion. The decision was unanimous.

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

The election for the Board of Trustees At-Large District 7 and District 1 positions was cancelled during the April 21, 2011 Board of Trustees meeting, and the two unopposed, incumbent candidates, Mr. Lloyd Huffman and Mr. Phil Judson, were declared elected. At the May 19, 2011 meeting, Mr. Huffman and Mr. Judson signed a sworn statement of eligibility before taking the oath of office. The re-elected Trustees were sworn in by Ms. Leslie Smith, Notary Public and Executive Administrative Assistant to the District President.

After taking the oath of office, Mr. Huffman and Mr. Judson were presented a certificate of election. Both were congratulated by applause.

## **Election of Board of Officers**

Mr. Atkeisson made a motion to maintain the current officers: Lloyd Huffman as Chairman, Dr. James Price as Vice-Chairman and Phil Judson as Secretary-Treasurer. Mr. Aldama seconded the motion. The motion was carried by a unanimous vote.

## **Take Action on April 2011 Financial Statement**

Ms. Moreno presented the April 2011 Financial Statement.

A review of the Statement of Budget Changes indicated an increase of \$21,685 for a revised total budget of \$110,238,643 for the period ending April 30, 2011. This increase was a result of Cosmetology shop sales and funds transferred for the purpose of refurbishing chairs and tables in the Waxahachie campus lobby area and purchase new athletic training equipment

A review of the Source of Funds for the month ending April 30, 2011 showed the rate of earned revenues was slightly higher than the previous year with 85% of the budgeted revenues earned compared to 84.89% in 2010. Ms. Moreno was pleased to note that revenues in the Auxiliary Fund, with 81.74% earned compared to 80.07% the previous year, will increase when book sales are recognized in August.

A review of the Disbursement of Funds showed that expenditures continue to be held down with only 85.14% of the budget expended/obligated as of April 30, 2011, compared to 91.64% in 2010.

Dr. Price moved to approve the April 2011 Financial Statement and Ms. Holt seconded the motion. The decision was unanimous.

## **Approve Recommendation for General Contractor for Construction of Delicatessen in Building C on the Waxahachie Campus**

Ms. Moreno continued by stating a request for qualifications (RFQ) was issued for a general contractor for the construction of a delicatessen in Building C on the Waxahachie campus. An evaluation committee consisting of Mr. Aldama, Mr. Atkeisson, Dr. Sanchez, Ms. Moreno, and Mr. Karl Humphries met on May 17, 2011 to review the responses received and rank them. Of the four responses received, MCC & Associates was ranked first and The Nay Company was ranked second.

MCC & Associates was invited for an interview and to discuss their price. When MCC quoted a price of \$422,710, the committee made the decision to dismiss MCC & Associates and invited the Nay Company for an interview. Ms. Moreno stated it quickly became apparent that the approved budget of \$250,000 was not sufficient when The Nay Company quoted a higher price of \$551,276.

The decision was made to issue a request for proposals (RFP) which would allow interested bidders more time to research the price of the specialized equipment. Ms. Moreno stated the RFP was issued on Tuesday, May 17, 2011 and legal notices were published in the newspaper. The deadline for submitting sealed bids is set for Tuesday, May 31, 2011. The committee will reconvene on Tuesday, May 31, 2011 to evaluate the bids received.

Discussion followed. Based on the RFQ's lowest contractor price of \$422,710, an additional \$172,000 will be needed to fund the project. Dr. Sanchez stated when the budget of \$250,000 was first established, there was no historical data to use. He stated sufficient revenue is available in the Auxiliary Fund's fund balance to cover the shortfall. He further stated every attempt will be made to reduce the cost. State pricing will be researched for the plug-in equipment, such as microwaves, that do not require installation by a contractor.

Mr. Judson expressed concern that the last two construction contracts were bid so quickly, contractors were rushed and as a result, their bid may have been high. Ms. Moreno responded that both projects were very unique and needed to be completed before the fall semester begins. Dr. Sanchez stated in retrospect, he wished an RFP had been initially issued for the deli project instead of the RFQ.

The project is expected to take approximately 12 weeks to complete. To avoid further delay getting starting, Dr. Sanchez requested approval be given to increase the budget for the construction of the Waxahachie deli from \$250,000 to \$422,710. This will allow the committee to move forward with awarding the bid if the RFP results are within this amount. If the results are higher, a special Board of Trustees meeting will be called prior to their June 16, 2011 meeting. Based on analysis of the number of students on the Waxahachie campus and expected operating expenditures and receipts, projections show the deli could produce enough in profit to pay back the funds borrowed from the fund balance over a three to four year period.

Several board members indicated they believed the deli was needed and could potentially attract additional students to the campus. Mr. Atkeisson stated it is important to be financially prudent, and because the deli has the potential to pay for itself in three to four years, he felt the increase should be approved.

Mr. Aldama made a motion to allow up to a maximum of \$422,710 for the construction of the delicatessen in Building C on the Waxahachie campus. Ms. Holt seconded the motion, and the vote was unanimous.

## **Presentation on IMPACT Navarro Program**

Ms. Hailey introduced Mr. Alvis Reeves, chair of the IMPACT Navarro Coalition. Ms. Hailey stated Mr. Reeves has made a quite an impact on underage drinking within the community and invited him to share information on the IMPACT Navarro program.

Mr. Reeves stated the mission of IMPACT is to reduce underage substance abuse. Its parent company, Drug Resources, Inc., is headquartered in Irving, Texas and provides financial resources and expertise in prevention surveys. He stated the IMPACT Navarro Coalition began operations approximately five years ago working with Corsicana High School. He stated a Texas high school survey of 650 students around the state indicates encouraging trends.

Mr. Reeves stated until now, the Navarro College campus has not been approached and due to the large segment of underage students residing on campus, he believes it is important for IMPACT to be involved. He stated an auxiliary coalition was being organized. He invited trustees to view a video from a coalition at the University of Nebraska. He stated attention should be paid to three things in the video:

- Importance of gathering stakeholders - to be successful, it is very important to involve as many stakeholders as possible
- Use of environmental strategy and the proven methods used to change the environment which influences students
- Life-saving statistics from the University of Nebraska coalition during the period from 1997 to 2003:
  - Binge drinking (5 or more drinks in a short period of time) down from 62.5% to 47%
  - Youth who experienced five or more problems from drinking down from 34.2% to 14.9%
  - Youth who drove after consuming 5 drinks down from 25.6% to 10.6%

Following the video, Mr. Reeves stated it is important to have support from the Board of Trustees as stakeholders in creating a successful coalition on campus. The more stakeholders involved, the greater the chances are for success. When asked, he stated the video focused mostly on alcohol because smoking and alcohol are considered gateway drugs.

Mr. Reeves continued by stating a survey of Navarro College students was recently conducted and the results are being assessed to determine the issues present on campus. He commended Mr. Matt Miller for his assistance with the online survey and stated a survey of faculty will also be conducted.

When asked if IMPACT had any community partners, Mr. Reeves responded they have had tremendous support from Corsicana ISD and from local law enforcement. He stated money is an issue. A state grant in the amount of \$3,900 has helped pay officers of the organization overtime to monitor area merchants relative to their role in serving the underage on a quarterly basis. He stated once merchants realize they will be monitored, they become more diligent relative to asking for identification of underage customers. He stated the city government has also been very supportive. Three city ordinances have been passed tightening down youth access to substance abuse items.

Close collaboration with VOICE and with NAACP has also had an impact. He stated the greatest abusers are school drop-outs. A very successful back-to-school rally was held last fall at Fullerton-Garitty Park to encourage students to get back into school. Over 2,000 participated in the event. Ms. Holt commented the back-to-school rally is a very good program and it should receive participation by everyone. She stated over fifty organizations, either directly or indirectly involved with children, participated in the event last fall and it was very impressive to see all the children, parents and grandparents there.

Dr. Price stated he felt "it would be foolish not to be a stakeholder". Mr. Huffman thanked Mr. Reeves and asked him to please include the Board when developing their plan of action. He stated he looks forward to seeing him return to share their plans.

### **Approval of Associate of Applied Science (AAS) in Welding**

Dr. Martin introduced Dr. Harold Housley, Dean of Business, Professional and Technical Education, and asked him to present the request for approval of an Associate in Applied Science in Welding.

Dr. Housley stated 40% of high school students will not attend college and of the remaining 60%, approximately 80% will not complete a four-year degree. This situation causes the creation of a large workforce population requiring skills training for employment. He stated enrollment in the Welding Certificate Program, implemented last fall, has been most acceptable and in spite of this, there is greater opportunity for training. He then introduced Mr. Jonathon Middleton, Welding Technology Program Coordinator, and asked him to present the proposed AAS Welding program.

Mr. Middleton stated the original welding program began as a partnership between Navarro College, Corsicana High School, Waxahachie High School and Palmer High School. High schools' facilities and equipment are utilized to offer career and technical dual credit to junior and senior high school students. Since then, a Jobs and Education for Texans (J.E.T.) Grant was awarded to Navarro College in the amount of \$243,800 which was used to purchase equipment and upgrade facilities to establish the Welding Program on the Corsicana campus.

The Welding Certificate Program leads students to NCCER (National Center for Construction Education and Research) certification which is recognized nationally. The proposed Associate in Applied Science in Welding curriculum has been developed to enhance the students' level of skills and create more avenues for high paying employment. In addition to the 42 credit hours currently required in the certificate program, the AAS degree will require twenty credit hours of general education core courses from the Academic Course Guide Manual (ACGM) and ten additional credit hours of welding courses including: Introduction to Welding Metallurgy, Intermediate Welding Using Multiple Processes, and Special Topics in Welder/Welding Technologist.

Mr. Middleton stated there is a shortage of welders across the nation. The Texas Workforce Commission's projections indicate that by the end of the year 2016, a total of 645 annual openings for welders, cutters, solderers and brazers will need to be filled. The hourly pay rate currently begins at approximately \$15.82/hr and goes up to as much as \$100/hr for specialized welders.

Dr. Price inquired if students are immediately employable after completing the curriculum. Mr. Middleton responded yes, and stated students must complete lab practicums as well as written tests which meet or exceed the American Standards for Qualifications. He stated most employers continue to require a welding test but students should not find it an issue. Currently, two students have been placed with employers and other students are testing and interviewing for internships. He added that industry acceptance of Navarro College's students has been good.

Mr. Judson asked if adequate equipment was in place to carry students through the second year of the program. Mr. Middleton stated that current lab equipment allows for approximately 36 students to be accommodated in addition to stations where students utilize a software program. Both day and evening courses will be offered to accommodate more students. Dr. Housley added the new equipment purchased with the JET grant is state-of-the-art.

Mr. Huffman commented this was a great program and stated Mr. Middleton was a great instructor with much practical knowledge.

Dr. Price made a motion to approve the Associate of Applied Science in Welding and Mr. Atkeisson seconded the motion. The decision was unanimous.

### **Update on Personnel**

Ms. Ballew was asked to present an update on personnel activity.

Ms. Ballew reported there was no personnel activity during the month of April 2011. She stated several open positions were currently being advertised including:

- Director of Student Support Services – Corsicana Campus
- Director of Student Financial Aid – Corsicana Campus
- Professor of Sciences – Anatomy and Physiology– Corsicana Campus
- Professor of Sciences – Anatomy and Physiology– Waxahachie Campus
- Professor of Sciences – Anatomy and Physiology– Ellis County Campuses
- ADN Nursing Professor – Corsicana Campus

She further stated a seventh open position was added earlier that day for a full-time testing assistant for the Waxahachie campus before concluding her report.

### **President's Report**

Dr. Sanchez called on Ms. Parish to present the Board Calendar. Ms. Parish reviewed highlights of coming events including: the JUCO Baseball World Series which will take place May 28 – June 4 in Grand Junction, Colorado; Excellence fund raising event to be held in Mexia on June 4; Summer I and II registration dates; an Administrative Workshop on June 13; upcoming Board of Trustees meetings on June 16 and July 21; and the Governance Institute for Student Success that Ms. Holt and Dr. Sanchez will be attending July 31 – August 2.

Mr. Gragg was asked to present an update on enrollment. He stated summer enrollment is very healthy with approximately 3,600 students registered for Summer I classes, an increase of 700 or 25% over the previous year. He commented that the fall semester enrollment has picked up with 1,100 student registered, approximately 8% higher when compared to this point in time last year.

Dr. Sanchez asked Ms. Moreno to present an update on construction. Ms. Moreno stated work began on the renovation of the Verda Gooch Courtyard on Monday. Three workers have begun removing trees and clearing vegetation. She reviewed the timeline for the project stating demolition and excavation of the pavement will be next in preparation for the pavers. The project is expected to be completed by the end of July. Ms. Moreno continued distributing a summary of expenditures on three previous construction projects (Midlothian Phase II, the Petroleum Technology Building and the new Campus Police Building) as had been requested at the May board meeting. Expenditures for the Midlothian Phase II construction project totaled \$5,446,006, resulting in a cost savings of \$319,628. Ms. Moreno stated these remaining funds will be directed to the Ellis County campuses due to bond requirements. Expenditures totaled \$1,230,281 for the construction of the new Petroleum Technology Building resulting in a cost savings of \$19,719. Expenditures in the amount of \$699,549 for the construction of the Campus Police Building resulted in a cost overage in the amount of \$65,900. Dr. Sanchez and Ms. Moreno stated Hill & Wilkinson, the contractor for both the Petroleum Technology Building and the Campus Police Building, made every effort to hold costs down.

Dr. Sanchez continued with a legislative update. He stated there was little change to report as the House and Senate were still debating the finance bill. He stated the Senate desires to fund public education at a higher rate. It is projected a special session may have to be called.

Dr. Sanchez stated Ms. Holt and he will be attending the Governance Institute for Student Success July 31 – August 2, 2011 in the Dallas/Fort Worth area. He also stated the ACCT Congress scheduled on October 12-15, 2011 will be held in Dallas and a decision needs to be made quickly by the board if they wish to drive or stay at a hotel during the conference. Dr. Sanchez recommended staying at the conference hotel to avoid the problems with traffic and parking in the Dallas area. He assured Trustees funds were available to cover the cost of attendance as this program is the only professional development Trustees attend. After some discussion, all trustees elected to stay at the hotel.

Dr. Sanchez next stated he has been asked to return as a facilitator for the American Council on Education's Institute for New Chief Academic Officers June 16-17, 2011 in Washington, D.C. He will not be present at the June meeting of the Board of Trustees and will have Dr. Nolte represent him.

Dr. Sanchez continued his presentation by stating the format for the July budget and planning workshop on July 21, 2011 will basically follow the same format as last year. The budget will be discussed in the morning and the afternoon session will be devoted to discussing planning parameters for the district.

Dr. Sanchez stated a Town Hall meeting was held at the college by the Texas Youth Commission on Saturday, May 7, 2011 to discuss the possible closure of the Corsicana State Home facility. He stated he was very proud of the strong support shown by the community and he feels there is a very good chance the Corsicana facility will not be closed. A decision will not be known until early June.

Dr. Sanchez reminded Trustees the Excellence fundraiser for the Mexia campus will be held on Saturday, June 4. Mr. Aldama, Ms. Holt and Mr. Huffman indicated they might attend but would have to check their schedules. Dr. Sanchez requested Ms. Smith consult with these Trustees relative to their attending the event.

Dr. Sanchez requested the board's consideration for granting half-days off on specified Fridays through the summer as an incentive for staff. He stated staff members have been engaged this year "doing so much more with so much less". He stated faculty will be allowed to return a day later than the expected date as their incentive. Board consensus was unanimous to grant the incentives.

Dr. Sanchez advised the Board he will be out of the office the following Thursday and Friday to support the baseball team at the JUCO World Series tournament in Grand Junction, Colorado. He invited Dr. Stringer to share historic information about Navarro College's participation in a national baseball tournament years ago. Dr. Stringer reported that many individuals believe this is the first time Navarro College's baseball team has been invited to participate in the college World Series tournament. In reality, the 1958 team was invited to the national tournament in Oklahoma and finished third in the nation. They were invited back the following year but because the tournament coincided with final exams, the administration at that time determined the team would not be allowed to participate. Dr. Stringer stated many of those players to this day are convinced they would have won the national championship that year if they had been allowed to participate. He stated Coach Who Dill and the baseball team are to be commended and he wished them good luck.

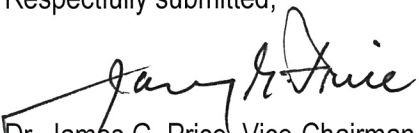
Dr. Sanchez concluded his report stating he will be out of the office on Friday for a day of vacation.

#### **Announcement and Adjournment**

Mr. Huffman thanked everyone and commented on the graduation ceremonies held the previous Saturday. He stated it was a very uplifting experience which is growing each year. He concluded by announcing the next Board of Trustees meeting will take place on June 16, 2011 at 7 p.m. in the Arrowhead Room.

Mr. Aldama moved to adjourn the meeting at 8:40 p.m. and Mr. Judson seconded the motion. The vote was unanimous.

Respectfully submitted,

  
Dr. James G. Price, Vice-Chairman  
NAVARRO COLLEGE BOARD OF TRUSTEES