

**NAVARRO COLLEGE BOARD OF TRUSTEES
MAY 20, 2010 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, May 20 2010, at 6 p.m. in the President's Dining Room for dinner; no business was conducted. Following dinner, trustees relocated to the Arrowhead Room of the Gooch One Stop Student Center for their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman, Chairman; Dr. James Price, Vice-Chairman; Mr. James Borkchum, Jr., Secretary-Treasurer; Mr. Richard Aldama, Member; Mr. A. L. Atkeisson, Member; and Mr. Phil Judson, Member.

Mr. Todd McGraw, Member, 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
Dr. Tommy Stringer	Vice President, Institutional Advancement
Mr. Dewayne Gragg	Vice President, Enrollment Management
Ms. Donna Parish	Director, Market Relations & Public Information
Mr. Roark Montgomery	Athletic Director
Ms. Marcy Ballew	Director, Human Resources
Ms. Lesa Martin	Director of Developmental Studies Program (PASS)
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Rayland Haynes	Media Integration Services Center
Mr. Bob Belcher	Corsicana Daily Sun

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

Call to Order and Dinner

Mr. Huffman called the meeting to order in the President's Dining Room at approximately 6:00 p.m. and dinner was served. Trustees were joined by Dr. Sanchez, Dr. Nolte, Dr. Martin, Ms. Moreno, Ms. Hailey, Dr. Stringer, and Mr. Gragg. No business was discussed or conducted.

Following dinner, the board relocated to the Arrowhead Room. Mr. Huffman reconvened the board into regular session at approximately 7:05 p.m. and asked Mr. Atkeisson to begin the meeting with a prayer.

Board Announcements

There were no announcements made by the Board.

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes - Board of Trustees March 25, 2010 Meeting

b. Addition of *Section IX.21.00 – Policy on Threats or Harm to Self or Others* to Navarro College Administrative Policies and Procedures Manual

Dr. Sanchez stated that changes to the new policy under Item b. of the Consent Calendar are being made by the administration and requested that it be tabled until the next meeting. The minutes from the Board of Trustees April 22, 2010 meeting were presented for approval.

Mr. Aldama made a motion to approve minutes from Board of Trustees meeting on March 25, 2010, and Mr. Judson seconded the motion. The decision was unanimous.

Take Action on April 2010 Financial Statement

Ms. Moreno was asked to present the Financial Statement for the period ending April 30, 2010.

Ms. Moreno reviewed amendments in the Statement of Budget Changes which indicated an increase of \$653,602 in budgeted revenues for a total of \$90,226,765 as of April 30, 2010. Ms. Moreno stated the majority of the increase in revenue was due to the receipt of the Skills Development Grant Fund revenues and the remainder from revenues received from Cosmetology sales.

A review of the Source of Funds showed 84.89% of the budget had been earned at April 30, 2010 as compared to 77.76% the previous year. Ms. Moreno stated revenues in Student Income and Student Financial Aid continue to be generated at a greater rate than the prior year. She stated this is mainly due to changes in rules for the distribution of PELL grant allocations. She stated these changes have had a huge impact on the college's accounting system but offer an advantage for students. Previously, students did not have access to enough financial aid to afford 12 semester credit hours during the summer. The new rules now allow students to "borrow" against their next year's grant allocation so they may enroll in summer courses. Ms. Moreno stated Student Financial Aid has increased an additional \$4 million after mid-year budget adjustments.

A review of the Disbursement of Funds showed 91.64% of the revised budget had been expended or obligated as compared to 85.49% the previous year. Ms. Moreno stated that Student Financial Aid expenditures were in direct correlation to revenues received.

Mr. Judson moved to approve the April 2010 financial statement and Mr. Atkeisson seconded the motion. The decision was unanimous.

Ratify Approval of Issuance of Request for Proposals for General Contractor to Construct Petroleum Technology and Campus Police Department Buildings

Ms. Moreno stated that during their April 22, 2010 meeting, the Board of Trustees authorized the issuance of a Request for Proposals (RFP) for a general contractor to construct the Petroleum Technology and Campus Police Department buildings. Because the item was not on the April 22, 2010 agenda, ratification of their approval was being requested. Dr. Sanchez added that college policy grants him authority to engage in this type of activity and wanted to clarify that approval was not required through an agenda item.

Ms. Moreno stated that the RFP will be issued based on \$1.2 million for the construction of Phase I of the Petroleum Technology Building and as much as possible of Phase II and \$400,000 for the construction of the Campus Police Building. She stated the RFP will also request an alternative to the bid for disassembling and

removing the Quonset huts from the building site. She also mentioned if the bids on the Quonset huts are too high and the project can be handled internally at a lower cost, this option will be implemented.

Mr. Aldama moved to ratify approval of the issuance of the RFP for general contractor to construct the Petroleum Technology and Campus Police Department buildings. Mr. Judson seconded motion. The vote was unanimous.

Approve incentive days for Staff-Summer 2010

Dr. Sanchez requested the board's approval of incentive days during summer 2010 for staff by allowing the college to close on specified Friday afternoons beginning May 21, 2010.

Dr. Sanchez stated staff members continue to perform outstanding work and are "doing more with much less." Because there will not be enough time to post notices of the closing for Friday, May 21, 2010, a skeleton crew will remain on staff in the financial aid, admissions, and student relations offices. Dr. Sanchez stated thereafter, only the student relations office will keep a skeleton crew unless a need is determined in financial aid and admissions. Faculty will receive an incentive by being allowed to report a day later for the fall semester.

Dr. Sanchez concluded by stating he recommended the board approve the incentive for employees for their dedication of services.

Mr. Atkeisson commented he felt this was well deserved and made a motion to approve the incentive days for staff for summer 2010. Mr. Judson seconded the motion, and the vote was unanimous.

Update on the Developmental Studies Program (PASS)

Dr. Martin stated that the college's developmental studies program is one of its best recruiting tools as well as one of the college's best programs for retaining students. He introduced Ms. Lesa Martin, Director of Developmental Studies and PASS, and asked her to present an overview of the program.

Ms. Martin explained that the PASS stands for Preparing Academically Successful Students and is designed to assist under-prepared students in improving their reading, writing and math skills in order to transition into college-level courses. All students are required to take an entrance exam, such as THEA or ACCUPLACER, when they first enroll at the college. Those students whose scores do not meet the minimum standards set by the state are required to take applicable developmental courses and must "test out" before they can enroll in college credit courses. Ms. Martin stated that approximately 50.1% of Navarro College's first-time students enrolled in developmental coursework in fall 2008. The state average for 2007-2008 was 53.6%.

Ms. Martin stated developmental courses are taught at all four campus locations by six full-time faculty members in addition to several part-time instructors. Three levels of developmental math, two levels of developmental reading, and two levels of developmental writing are offered. Online classes are offered in all three levels of math and the top levels of reading and writing. Ms. Martin stated that accelerated 8-week course sequences are also offered to help students meet the Texas Success Initiative (TSI) requirements at a faster rate.

Recently instituted "Learning Communities" provide the basis and data for the Navarro College Quality Enhancement Plan (QEP). Ms. Martin stated their purpose is to help students become TSI complete within one year instead of two or three. Level one is offered during the fall semester and level two during the spring semester. In addition, the Summer Bridge Program which began in 2007 has been very successful. All students have shown improvement and 91% have tested out of developmental studies by meeting TSI requirements completely.

Ms. Martin stated that open developmental tutorial labs staffed by the instructors are available to students for assistance. A Second Annual Developmental Conference will be held this year to provide training for adjunct developmental instructors from all four campuses to help maintain a uniform curriculum throughout all campuses.

Figures from the Texas Higher Coordinating Board show that Navarro College exceeds the state average in success and retention of students. She stated 61% of developmental math students made and "A, B or C" in their first college level classes.

Ms. Martin stated strategies for improvement include a program review to determine its strengths and weaknesses; applying for developmental grants; increasing staff; and increasing computer lab space. She concluded her presentation by answering questions.

Mr. Judson inquired how it is determined that a student needs to take a developmental course. Ms. Martin responded that scores on the student's entrance exam, such as ACCUPLACER, determine their developmental level. Dr. Sanchez stated these placement tests are a requirement at all colleges.

Discussion followed regarding possible trends of students from particular independent school districts requiring developmental courses. Ms. Martin stated that higher numbers of students from inter-city schools need the services of the developmental program compared to students from rural area schools.

Mr. Huffman thanked Ms. Martin for her report.

Personnel update

Ms. Ballew was asked to present an update on personnel for the month of April 2010. She reported that the following appointments were made during the month:

- Carisa Bustillos – Counselor Student Services – Corsicana
- Tammy Henderson – Assistant Deli Cook – Corsicana
- Willie Pace – Dining Room Attendant - Corsicana

Kay Jones was reassigned from Administrative Assistant III, Career Center - Corsicana to Administrative Assistant II, Business Services – Waxahachie, and Lori Graham, Human Resources Specialist – Corsicana, was terminated. There were no reclassifications or transfers during the month of April 2010.

Ms. Ballew reviewed open faculty, paraprofessional and support staff positions and stated that approximately 15 vacancies are currently being advertised before concluding her report.

President's Report

Dr. Sanchez asked Ms. Parish to present the Board's calendar. Highlights included: Dr. Sanchez and Mr. Montgomery will be participating in the Corsicana Chamber of Commerce golf tournament on Friday, May 21; Summer 1 and 12-week classes begin on Wednesday, May 26, 2010; Excellence Fundraiser for the Mexia campus will be held on Saturday, June 5, 2010; Dr. Sanchez and Dr. Nolte will be attending different A.C.E. meetings in June; and the annual Administrators Symposium will be held June 29-30 in Salado, TX.

Dr. Sanchez asked Mr. Featherston to present a brief report on Excellence. Mr. Featherston stated this is the sixth year for the annual fundraiser. The event will take place at the Mexia Civic Center and will be "very nice" but not as formal as the Elegance event on the Corsicana campus. He stated that approximately two hundred guests are expected to attend this year and concluded his report. Dr. Sanchez stated that if any trustees would like to attend the event, a table would be purchased.

Dr. Sanchez asked Mr. Gragg to present an update on enrollment. Mr. Gragg stated Summer I enrollment is expected to end with an increase of approximately 23% when compared to last year. He stated that enrollment in Summer II is also up over last year with 1,700 registered, approximately 73% over last year at this time. Enrollment for the fall 2010 semester began five weeks earlier and is up 400 students over last year, approximately 55%.

Dr. Sanchez asked Mr. Gragg to continue with a report on the new performance measure being recommended to the legislature by the Texas Higher Education Coordinating Board. Mr. Gragg stated that the Commissioner of Higher Education is proposing taking away 10% of each college's appropriation and making them earn it back by earning "momentum points." He stated that Washington State implemented momentum points several years ago but it was an incentive for college's to earn "above and beyond" their base funding. The number of momentum points earned will be determined based on each student's success and performance. Mr. Gragg displayed a chart showing the number of momentum points that would have been earned based on 2008-2009 enrollment. He stated that Navarro College would have earned enough momentum points to receive 1.75% of all momentum dollars available. This would have amounted to a slight increase in funding; however, if momentum points had been implemented in 2007-2008, the college would not have done as well. Mr. Gragg stated that the new point system is structured in a way that will penalize the college by not taking into account dual credit and early college students. Dr. Sanchez stated he strongly believes "Momentum Points" will be enacted during the next biennium due to the fact legislators are becoming serious over performance based funding. He stated he will keep the board advised as more information is received.

Dr. Nolte was asked to present an update on the construction of the Midlothian Campus Phase II project. He stated much progress has been made since the board visited the site two weeks earlier. He displayed pictures of the work in progress. The building's tilt walls have now been formed, poured and erected. A view of the southwest elevation showed steel being erected and second floor joists installed. Dr. Nolte stated the roof is scheduled to be in place in approximately two weeks and glass will be installed afterwards. He stated that the building, which can now be seen from Highway 287, will be beautiful when completed. Dr. Sanchez added that by simply turning the direction of the existing building approximately 350 degrees, the same front that faces Mount Zion from the first building (Phase I) will face Highway 287 from the second (Phase II).

Ms. Moreno was then asked to present an update on the Request for Proposals (RFP's) for the construction of the Petroleum Technology and Campus Police Buildings. She stated the RFP's will be advertised in the newspaper May 20 and 27, 2010. A pre-bid conference has been scheduled for June 7, 2010 and the deadline for vendors to submit their RFP's is set for June 21, 2010. She stated that Requests for Qualifications (RFQ) for the expansion of the Cook Center were due on Wednesday, May 21, 2010. Eight proposals were received and a committee will be meeting to evaluate each of them and make a selection.

Ms. Moreno continued stating the college's purchasing agent recently resigned and the functions of the Purchasing Office have been temporarily divided and are being administered by Ms. Aaron York and Ms. Janet Daugherty until a new purchasing agent can be hired. As a result, a time and cost-saving feature has been instituted using the college's website. Bids are now available online for vendors to access. An active Google calendar shows detailed information regarding current bid requests and associated information. She demonstrated the website and stated in the past, copies of each bid had to be duplicated and mailed to each interested vendor. Depending on the size of

the project this could be very costly and time consuming. She concluded by stating that making the information available on the college's website is saving time and reducing cost.

Dr. Sanchez stated that the 5% reduction in the college's allocation is now a reality. It is still not known what method the Higher Education Coordinating Board will take in having the funds returned to the State of Texas. He stated as soon as it is made known how funds are to be returned, he will share that information with Trustees. Dr. Sanchez stated he continues to be very concerned over the outcome of the next biennium. He is hoping community colleges will be able to keep their current allocation at minimum. If this happens, the college will be in stable condition; however, if the allocation is reduced it will be very difficult to serve students with less funds.

Dr. Sanchez stated the board's budget and planning workshop will take place on July 22, 2010. The day-long workshop will be divided in two parts. The morning session will be devoted to the budget and the afternoon will be devoted to managing growth in the district over the next several years.

Dr. Sanchez asked Dr. Stringer to share information regarding a new development at the Pearce Western Art Museum. Dr. Stringer stated a unique opportunity has developed. An artist from Tucson recently held an exhibit at the Pearce Museum; she and her agent/publicist were so impressed with the facility in the Cook Education Center that they contacted the Western Artists of America Organization. The organization's executive director came to visit the museum and was also extremely impressed. The executive director has visited western art museums all over the country and stated that the Pearce Western Art Museum has the best collection of western art "by far." Dr. Stringer stated the college has been offered a unique opportunity to host the organization's annual show in mid-January, 2011. It will be a very sophisticated, two-day event and will include a dinner for approximately 12-15 artists who will be bringing their works to sell. The show will provide great exposure for the college and as well as a financial opportunity to earn 25% of all sales. The college is considered an ideal location because of a great number of collectors, similar to Mr. Chuck Pearce, living in the surrounding area who may attend with the intent to make purchases of the paintings. Dr. Stringer concluded by stating that the foundation has funds available to underwrite the cost of the event but grants will also be pursued.

Dr. Sanchez asked Ms. Moreno to share information regarding the sale of the college property in Mexia. Ms. Moreno stated Limestone Title Company has informed her that three things are required for the board to sell the property: a resolution by the board authorizing the sale of the property; authorization by the board of an individual to enact the sale; and show proof that the sale was advertised in the newspaper. She stated the sale was advertised in the newspaper and the other two items will be included in next month's board agenda.

Dr. Sanchez concluded the President's Report.

Announcement and Adjournment

Mr. Huffman announced the next meeting will be held in the same location on June 17, 2010 at 7 p.m.

Mr. Aldama moved to adjourn the meeting at approximately 8:16 p.m. Dr. Price seconded the motion and the decision was unanimous.

Respectfully submitted,

Mr. James Borkchum
Secretary/Treasurer