

**NAVARRO COLLEGE BOARD OF TRUSTEES
MAY 21, 2009 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, May 21, 2009, in the Arrowhead Room of the Gooch One Stop Student Center for their regular monthly meeting.

All trustees were in attendance including: Mr. Lloyd Huffman, Dr. James Price, Mr. James Borkchum, Jr., Mr. Phil Judson, Mr. Todd McGraw, Mr. Richard Aldama and Mr. A. L. Atkeisson.

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
Ms. Donna Parish	Director, Market Relations
Honorable H. M. Davenport	Navarro County Judge
Ms. Leslie Smith	Executive Administrative Assistant
Mr. Cody Dickerson	Media Integration Services Center
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Bob Belcher	Corsicana Daily Sun
Ms. Julianne Dodge	Navarro County Times

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

Call to Order

Mr. Huffman called the meeting to order at 7:00 p.m. and asked Mr. Borkchum to begin the meeting with a prayer.

Mr. Huffman announced a closed session would be held following *Item 501 - President's Report* to address personnel matters according to Government Code 551.074. No decisions were anticipated.

Board Announcements

Mr. Huffman stated *Item 201 – Administer Oath of Office* and *Item 202 – Election of Board of Trustees Officers* on the agenda would be addressed first so that new trustees would be able to vote on the Consent Calendar.

Administer Oath of Office

Navarro County Judge, H. M. Davenport, administered the Oath of Office to Mr. Richard

(Dick) Aldama, Trustee District 4, and Mr. A. L. (Buster) Atkeisson, Trustee At Large Position 6.

Mr. Huffman congratulated the two new trustees and welcomed them.

Election of Board of Trustees Officers

Mr. McGraw nominated Mr. Huffman for the position of Chairman; Dr. Price for the position of Vice-Chairman; and Mr. Borkchum for the position of Secretary-Treasurer. There were no other nominations. The vote was unanimous.

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes - Board of Trustees April 16, 2009 Meeting**
- b. Revisions to Section III of the Navarro College Administrative Policies and Procedures Manual**

Dr. Sanchez stated the Navarro College Administrative Policies and Procedures Manual was being updated and revisions to the existing policies were being brought to the board for approval by section. He stated once the entire manual has been updated, a complete copy of the revised Policies and Procedures Manual will be provided to each Trustee.

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

Take Action on April 2009 Financial Statement

For the benefit of new Trustees, Ms. Moreno gave a brief description of the types of funds within the college's budget and explained the layout of the monthly financial statements which are presented to the board each month. She stated the college is budget driven and each month's financial activities are closely monitored. Budget adjustments are proposed when needed to ensure revenues and expenditures remain in balance.

Budget adjustments in the Statement of Budget Changes for the period ending April 30, 2009 include funds received from the CBJT Grant Oil& Gas award for the second year in the amount of \$262,667 as well as additional funds received from the Carl Perkins Grant in the amount of \$124,663; Tech Prep Grant in the amount of \$7,000; revenues from Cosmetology sales in the amount of \$6,226 and drug testing in the amount of \$2,025. A reduction of \$9,447 in the Plant Fund was proposed to more accurately reflect the total cost of the 32-bed residence hall. Total amendments increased the budget by \$393,134 for a total of \$74,680,726 at April 30, 2009.

Dr. Sanchez pointed out a transfer of funds had been made to cover the cost of panic buttons for the Corsicana campus bookstore and Mexia campus business office. He stated a few months previous, a theft took place at the Waxahachie bookstore and has never been solved. Steps are being taken to deter this from happening at all campus locations.

A review of the Source of Funds indicated \$58,073,529 or 77.76% of the total budget had been received at April 30, 2009 as compared to 75.34% during the same period the previous year, April 30, 2008. The Disbursement of Funds showed \$53,996,631 had been expended and \$9,847,631 obligated, representing 85.49% of the total budget, as compared to 81.60% expended and obligated the previous year.

Following a review of the Schedule of Cash Balances and Investments, Ms. Moreno concluded by stating the college is in sound financial condition.

Mr. McGraw made a motion to approve the April 2009 financial statement. Mr. Judson seconded the motion. The vote was unanimous.

Approval to Proceed with Revenue Bond Bid Solicitations

Mr. Huffman stated after discussion with Dr. Sanchez it was decided that for the benefit of the new Trustees, *Item 204 – Approval to Proceed with Revenue Bond Bid Solicitations* would be tabled and addressed during a special workshop.

All trustees agreed to meet the following week at noon on Thursday, May 28, 2009. A lunch will be served. Dr. Sanchez requested all members dress in a suit and tie so that a group picture could be taken for the Administration Building's lobby/entry area.

Grant Authorization to Prepare Requests for Qualifications (RFQ) for Architectural Drawings of Phase II - Midlothian Campus

Dr. Sanchez stated that enrollment at the Midlothian campus is at full capacity and with TAMU-C offering classes, it has exceeded its maximum capacity of 800. He stated that a new building, Phase II of the campus master plan, needs to be constructed and operational by fall 2010.

He requested authorization to solicit Requests for Qualifications (RFQ's) for architectural services for Phase II. He stated the goal is to hire the best architect at the lowest price.

Discussion followed and Dr. Sanchez responded to questions. Phase II will be a classroom building with a capacity of 1,000. The new building will not require administrative offices included in the first building. He stated that the previous architect, Good Fulton and Farrell, have indicated they are very interested in this project and have would like to give the college a better rate than they charged for the first building.

Dr. Sanchez stated there will be no commitment made for architectural services and

that the results of the RFQ will be brought before the board at their next meeting.

Mr. Judson made a motion to authorize the solicitation of RFQ's for architectural services for Phase II of the Midlothian campus. Mr. Borkchum seconded the motion. The decision was unanimous.

Update on Budget and Planning Process for 2009-2010

Dr. Sanchez presented a review of the budget and planning module. He stated there are nine- steps in the One Year Continuous Improvement Planning and Budgeting Process.

He stated the budgeting process begins with an assessment of results from the past year and a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis conducted by the Quality Enhancement Committee. Enrollment goals are reviewed and key issues for the coming year (2009-2010) are determined. PELT (President's Executive Leadership Team) reviews the Issues Summary and develops the institutional goals to be used in developing the new budget. Quarterly assessments are made to determine results and to improve college programs.

Dr. Sanchez stated a preliminary budget is prepared and the results are presented to the Board of Trustees during a budget and planning workshop (Focus on the Future) in July each year. The proposed budget is finalized following the budget workshop and presented for approval in August/September each year.

Dr. Sanchez concluded his presentation.

Approval of 2009-2010 Navarro College Student Handbook

Dr. Zoellner presented the proposed 2009-2010 Navarro College Student Handbook. He stated the handbook is distributed to all students and includes policies and procedures and a calendar of events for students. He stated this is the first time the student handbook has ever been presented to the board for approval. Because of legal matters addressed in the handbook and the potential for litigation, he and Dr. Sanchez felt it was important for the board to be made aware of them.

Dr. Zoellner briefly reviewed the contents of the 2008-2009 student handbook and highlighted significant changes that are being proposed for the 2009-2010 handbook including: an update of the Special Accommodations for Students with Disabilities Policy and deletion of the Associate Degree Nursing and Vocational Nursing grading scales which are part of the health professions student handbooks. Information on the Navarro College Libraries is also being updated.

New additions to the student handbook include the Drug-free Campus Statement and Zero Tolerance Policy and information on the WatchDog Alert System.

Mr. Judson inquired how the handbook was developed and if it is reviewed by any special group or state agency. Dr. Sanchez stated he was not sure how the handbook was first developed but it was reviewed by SACS during the college's re-accreditation process. Dr. Martin and Dr. Zoellner added that changes to the handbook are needed every few years to keep up with the "millennium" generation of students.

Mr. McGraw complimented Ms. Parish on the design of the cover.

Dr. Price made a motion to approve the 2009-2010 Navarro College Student Handbook and Mr. McGraw seconded the motion. The decision was unanimous.

Update on the WatchDog Alert System

Dr. Zoellner was asked to continue with an update on the WatchDog Alert System. He began with a brief background on the new alert system for the benefit of new trustees.

A Campus Safety and Preparation Committee was convened in February 2008 to address issues and concerns for campus safety. Based on recommendations made by the committee, the Board approved the purchase of the WatchDog Alert System which is made up of two components, Blackboard Connect Software and an Outdoor Warning System.

In the event of any life-threatening event, i.e. shooter scenario, severe weather conditions, etc., Blackboard Connect can be activated to alert students, faculty and staff on any campus via phone, text messages and e-mails within a matter of minutes. Four tests of the BlackBoard system have been conducted successfully. Training sessions are being held monthly to instruct administrators and selected staff members how to activate the system in the event of an emergency.

The Outdoor Warning System, another component of the WatchDog Alert System, was installed on the Corsicana campus primarily because of residence life students. Sirens can be activated as well as voice instructions broadcast in emergencies to alert students and others who are outdoors to take cover. Huffman Communications installed the system and the first test was conducted on April 30, 2009. Overall, the test was considered successful; however, the system is only operating at 3/5 capacity. Dr. Zoellner stated adjustments are needed and additional parts from the manufacturer must be installed. Once the parts are received and assembled, another test will be conducted to evaluate the system's effectiveness.

Dr. Zoellner continued stating college threat assessment teams, including faculty, are being organized to help assess potential threats on all campuses. A speaker from UTA recently visited with the Campus and Safety and Preparation Committee and gave a presentation on how to conduct a threat assessment on campus. Dr. Zoellner stated plans are to conduct a threat assessment of all campus buildings soon.

Dr. Zoellner further stated other future plans include instituting a codeword to be used by faculty and staff to alert others on campus that assistance is needed at that location.

Navarro College Police Chief Kraig Hawkins and Navarro College Police Academy Coordinator Damon Jackson have been involved with the Navarro County Sheriff's Department, Corsicana Chief of Police, Corsicana ISD Police, as well as Judge H. M. Davenport in setting up a training session on July 10, 2009 at Navarro College with an active shooter scenario. Participating law enforcement officers will be able to earn TCLOESE continuing education credit.

Dr. Sanchez asked that phone numbers for Mr. Wasson and Mr. Stites be removed and new Trustees numbers added to the alert system. Mr. Judson inquired if the system had been activated during the recent tornado in Corsicana a few weeks prior. Mr. Huffman responded by stating there was not enough time to activate the system because the

tornado had developed so quickly. Dr. Zoellner stated that plans are being made to coordinate the college's system with the city's sirens to be activated at the same time.

Update on Personnel

Dr. Martin was asked to present an update on personnel for the month of April 2009 on behalf of Ms. Aguilar.

David Arnett was appointed Campus Police Officer - Corsicana Campus; Craig Draxler was reclassified from Campus Police Officer to Corporal - Corsicana campus; and Linda Perez, Administrative Assistant for Adult Education, was terminated during the month of April 2009. There were no reassignments, resignations or retirements.

Following a review of open positions, Dr. Martin concluded his report.

President's Report on Items of Information

Dr. Sanchez asked Ms. Parish to present the Board calendar. Ms. Parish reviewed highlights including: children's camps taking place at the Cook Education Center during the summer; summer orientation for freshman students; as well as several kids' college sessions.

Dr. Sanchez stated legislation that would allow guns to be brought on campus was passed by the Senate and sent to the House for approval. It is possible the House of Representatives will not have time to address the bill before the end of the 81st Legislative Session. Dr. Sanchez stated guns do not have a place on campus and it is his hope the bill will die.

Dr. Sanchez continued stating proportionality did not prevail in the funding allocation for the next biennium. He stated funds for group health insurance were included in the college's state allocation for the next two-year biennium. He does not expect the governor to veto the item because of an agreement reached by the Governor's Office and TACC.

Dr. Sanchez continued stating all contact hours generated have been incorporated in the college's funding scenario, and Navarro College will likely be eligible for funds from the dramatic growth fund. Full formula funding was increased overall. He stated the allocation Navarro College will receive is the second highest allocation in the state and is a result of the college's commitment to increasing contact hours.

Dr. Sanchez stated that the college has not been informed in regard to the stimulus funds requested by Navarro College to be used to renovate the Waxahachie campus. He stated he was not aware of any other institutions that have received stimulus funds.

Ms. Moreno was asked to present an update on the construction of the new student apartment building. Ms. Moreno displayed pictures depicting the progress of the construction. She stated that sheetrock is ready to be installed, and the college's maintenance department will begin installing communication cables for internet access the following week. She stated the project is still expected to be completed by the end of

July.

Dr. Sanchez informed new trustees that with the exception of last year, each year a new residence hall has been constructed and every year without exception, the residence halls have been over-subscribed. Plans are to continue building a new student apartment building until a maximum capacity of 1,000 is reached.

Dr. Sanchez stated the budget and planning workshop will take place on July 23 and will begin at 3:00 p.m. in the Lone Star Room and will be followed by a dinner in the President's Dining Room. The regular monthly board meeting will begin at 7:00 p.m. in the Arrowhead Room. (Note: The July 23 date was moved to July 16, 2009)

Dr. Sanchez requested the Board's consensus for allowing staff to receive half days off Fridays on June 12, 26, July 3, 10, 17 and 24th. All trustees were in agreement with the request.

Dr. Sanchez stated that each quarter a support staff employee and paraprofessional employee are voted on by their fellow workers as an outstanding employee for that quarter. In addition, one support staff and one paraprofessional is recognized as Employee of the Year during the Staff's Christmas lunch at the end of each year. Ms. Moreno announced that Ms. Christy Vincent was voted Paraprofessional Employee of the Quarter and Ms. Debra Goodwin as Support Staff Employee of the Quarter for the last quarter and congratulated them.

Dr. Sanchez stated that Donna Parish has asked to change the individual pictures of trustees hanging in the foyer of the Albritton Administration Building to a group picture. Trustees agreed to dress in a suit and tie for a group picture to be taken prior to the special board meeting on Thursday, May 28, 2009. Dr. Sanchez concluded his report.

Closed Session

At 8:45 p.m. Dr. Price made a motion to convene into closed session to discuss personnel matters according to Government Code 551.074. Mr. McGraw seconded the motion. The decision was unanimous.

Announcement and Adjournment

At 9:47 p.m., Dr. Price made a motion to reconvene into open session and adjourn the meeting. Mr. McGraw seconded the motion and the decision was unanimous.

The next regular meeting of the Navarro College Board of Trustees will take place on June 18, 2009 in the Gooch One Stop Student Center's Arrowhead Room. A special meeting will be held on May 28, 2009 at noon in the Lone Star Room located in Walker Dining Hall.

Respectfully submitted,

James E. Borchum, Jr.

Secretary/Treasurer

NAVARRO COLLEGE BOARD OF TRUSTEES