

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**NOVEMBER 19, 2009 MEETING**  
**MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, November 19, 2009, in 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; and Mr. A. L. Atkeisson, Member; 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. Gettie Moreno	Vice President, Finance and Administration
Dr. Tommy Stringer	Vice President, Institutional Advancement
Mr. Dewayne Gragg	Vice President, Enrollment Management
Ms. Maryann Hailey	Vice President, Student Services
Ms. Donna Parish	Director, Market Relations & Public Information
Ms. Nelida Aguilar	Director, Human Resources
Ms. Marcy Ballew	Director, Adult Basic Education Program
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Cody Dickerson	Media Integration Services Center
Ms. Julianne Dodge	Navarro County Times
Mr. Bob Belcher	Corsicana Daily Sun

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

**Call to Order**

Mr. Huffman called the meeting to order at approximately 6 p.m. in the President's Dining Room. Members of the 2008-09 and 2009-10 Faculty Association Executive Committees were introduced and joined trustees for a dinner. Following the dinner, Mr. Huffman announced the Board would reconvene in the Arrowhead Rom for their regular monthly meeting.

At approximately 7:00 p.m., Mr. Huffman reconvened the Board and asked Mr. Atkeisson to begin the regular session with a prayer.

Mr. Huffman announced that a closed session would be held following Item 501 – President's Report to discuss personnel matters according to Government Code 551.074. He stated that no action or decisions were anticipated.

**Board Announcements**

Ms. Hailey was congratulated on her appointment as the new Vice President of Student

Services.

### **Open Forum Time**

There were no requests to speak to the Board.

### **Consent Calendar**

#### **a. Minutes - Board of Trustees Meeting October 15, 2009**

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

### **Take Action on October 2009 Financial Statement**

Ms. Moreno was asked to present the October 2009 Financial Statement.

Ms. Moreno stated that other than departmental transfers, there were no adjustments proposed in the Statement of Budget Changes for the period ending October 31, 2009. The total budget remained at \$85,217,845.

A review of the Source of Funds showed 27.23% of the 2009-2010 budget had been earned as of October 31, 2009 as compared to 25.67% of the 2008-2009 budget at this point in time during the previous year. Ms. Moreno pointed out that 50.67% of the budgeted Student Income has been earned after only one semester. She noted that the budgeted amount for Student Income included a 6% increase over the previous year.

Ms. Moreno stated the Plant Fund, with 0% earned at October 31, 2009, does not reflect the bond issue which was receipted during the last fiscal year. She stated that only funds received from the Midlothian Economic Development Corporation for the construction of Phase II of the Midlothian Campus will be receipted and recognized in this year's financial statements.

A review of the Disbursement of Funds showed expenditures were down slightly with 53.81% expended or obligated as compared to 56.81% the previous year. Ms. Moreno stated Local Grant Projects, with 101.89% expended and/or obligated as compared to 0% the previous year, included the local portion of the SBDC Grant funds for personnel and will need to be adjusted.

The Plant Fund with 4.79% expended and/or obligated at October 31, 2009 does not compare to the previous year with 101.09% of the budget expended and obligated. Ms. Moreno stated that several budgeted projects, including the Gibson Hall remodel, were completed in October of last year. She stated that once the construction of Phase II of the Midlothian campus gets underway, more activity will be reflected in the Plant Fund.

Mr. Huffman inquired about the Student Financial Aid Fund and Ms. Moreno responded that the increase was due to an increase in PELL grant awards made available to students this year as compared to last year.

Mr. Aldama made a motion to approve the October 2009 financial statement, and Dr. Price seconded the motion. The vote was unanimous.

**Review Unaudited Statement of Changes in Fund Balances for Year Ended 8/31/09**

Ms. Moreno was asked to continue with a review of the Unaudited Statement of Changes in the Fund Balances for the year ended August 31, 2009. Ms. Moreno stated this unaudited statement provides information concerning increases or decreases in ending fund balances in the Educational and General Fund, the Auxiliary Fund, the Debt Service Fund and the Scholarship Fund. She stated this report does not include all funds, i.e. student financial aid, etc. and is not included in the yearly audit.

Ms. Moreno stated that over the past six years, Navarro College has developed a pattern of posting an increase to its fund balance. She stated this past fiscal year ending August 31, 2009 was another positive year with an increase of \$1,163,084 posted in the Educational and General Fund and an increase of \$477,472 posted in the Auxiliary Fund.

Due to an unbudgeted administrative fee related to the 2003 Bond Issue, the Debt Service Fund experienced a slight decrease of \$386, and the Scholarship Fund decreased by \$200,398. Ms. Moreno stated a more aggressive approach was made this year in awarding scholarships to assist students resulting in the decrease. She concluded her report.

**Approve the Establishment of a Special Reserve Fund for 2010-11**

Dr. Sanchez stated that he and Dr. Nolte recently attended the Texas Association of Community Colleges (TACC) meeting in Austin and were informed that the State of Texas is projecting a \$10-15 billion deficit in funds at the beginning of the next biennium. Because of the shortfall anticipated in 2011, state agencies may be required to return funds next year to the state treasury to help offset the deficit. In addition, there is a possibility that growth will not be funded in the 2011-2013 biennium and state agencies may receive less in state appropriations than allocated this year.

Dr. Sanchez stated because of this shortfall and in the event the state requires funds to be sent back next year, he would like to establish a special reserve fund in the amount of \$1 million. He stated the funds would be taken from unspent funds budgeted last year as shown in the Unaudited Statement of Fund Balances.

Dr. Sanchez stated that in 2003, Navarro College was required to send back 7% of its allocated funds, approximately \$600,000. He stated that this time as much as 5-7%, may be recalled by the state which would amount to approximately \$1.6 million for Navarro College. He stated he is working with staff at the executive level to find another \$4 million that can be taken from the current budget so that any reduction in state appropriation in 2011-13 can be absorbed.

In the event that funds do not have to be returned to the state, Dr. Sanchez stated the

funds will be directed to the College's fund balance.

Dr. Price commented that this was a good, conservative recommendation and made a motion to approve the establishment of the Special Reserve Fund for 2010-11. Mr. Atkeisson seconded the motion and the decision was unanimous.

Mr. Huffman stated that he wanted to appoint an ad hoc committee to assist Dr. Sanchez and legislature during the upcoming legislative period. The ad hoc committee, consisting of Mr. Huffman, Dr. Price and Mr. Judson, will be responsible for working with Dr. Sanchez on legislative issues. The committee will report back to the Board at specified intervals.

### **Discuss and Approve Construction of NC Department of Public Safety Building**

Ms. Moreno stated approval for the construction of a new Department of Public Safety Building was being requested. She stated the proposed facility would house the police department which currently employs 11 full-time and two part-time fully-commissioned police officers.

Ms. Moreno stated that the department performs many multi-faceted services including: providing escort services for students and employees, responsibility for lost and found items, assisting with vehicle jump-starts, unlock automobiles, and flat tires. The department is currently located in four small offices inside Gibson Hall. She stated that safety and security risks are an issue with the current location.

Ms. Moreno displayed a draft of the proposed floor plan. The facility will include permanent offices for the chief and sergeant, as well as additional office space for other officers and a potential location for a future dispatcher. An evidence room, weapons room, and a garage where police cars can be cleaned and serviced will be included as well as a storage area for the department's bicycles. Ms. Moreno stated the plans also include male and female restrooms that would be made accessible from the outside. She stated that the restrooms would be an asset for students and guests to be able to access from the soccer and practice field areas.

Ms. Moreno stated that the proposed 4,000 sq. ft. building is anticipated to cost approximately \$400,000 to construct. She stated no additional debt would be required as funds from the Auxiliary Funds fund balance are available and could be used.

Dr. Sanchez added that the campus police have been at their current location in Gibson Hall since he first came to Navarro College and only two full-time police officers and a few part-time were on staff. He stated that the department has grown to 11 full-time officers. He added that Gibson Hall, which is the "nerve" for student activity, is not an appropriate location for the police department with constant student traffic within the area.

Mr. Huffman inquired about the location of the building. Dr. Sanchez responded that two

options are being considered: the first would be to locate the building across from Gibson Hall on Fourth Avenue and next to the soccer fields. The second option, which he would prefer, would be to locate the brick and metal building in the same area near other brick and metal buildings, i.e. the John Deere Ag Tech Building and the Physical Plant Building.

Some discussion followed. Mr. Atkeisson inquired if students are required to pay any type of line item security fee. Ms. Moreno stated that other than parking fees and student ID fees, there is currently no line item fee for security. Dr. Sanchez noted that use of the revenues generated by parking fees is restricted.

Dr. Price inquired if Chief Hawkins oversees the other campus locations as well. Ms. Moreno confirmed that all officers at all locations report to Chief Hawkins.

Dr. Price stated that this was a reasonable request and funds have been identified. He made a motion to approve the construction of a new Department of Public Safety Building. Mr. Judson seconded the motion and the decision was unanimous.

### **Approval to Require Criminal History Background Checks for New Residence Life Students**

Mr. Huffman commented that he and Dr. Sanchez previously discussed requiring criminal history background checks for residence life students after recent events. Dr. Sanchez then asked Ms. Moreno to present this request.

Ms. Moreno stated that Mr. Charles Betts, Director of Residence Life, attended an annual meeting of chief housing directors in Dallas and there was a general consensus among sister institutions to require background checks for residence life students. She stated that Blinn College and Kilgore College are requiring background checks on first time applicants requesting on-campus housing. She further stated they have experienced success in requiring background checks.

Ms. Moreno stated that a \$10 fee will be assessed to cover the cost for the background checks. She stated that procedures are being developed for safeguarding the information collected and creating policies and procedures to be followed. Dr. Sanchez stated that a due process will be developed for any students denied access. He stated that over the years the student residence life population has increased dramatically and is now approaching 1,000 students, making this requirement necessary.

Mr. Aldama inquired if the background check will only apply to residence life students or the entire student population. Ms. Moreno stated it would only apply to new residence life students. She added that students denied access to residence life will not be denied enrollment in Navarro College classes. Mr. Aldama stated that if some students are denied access because of their background checks, he does not see any problem with capacity because of the waiting lists the college has each fall semester from other students desiring on-campus housing.

Mr. Judson inquired if guidelines and parameters should be established before instituting policy. He then asked how the background check would be evaluated. Dr. Sanchez responded that traffic violations and minor infractions will not warrant concern, but any evidence of criminal activity will be considered serious and could negatively affect the decision to approve the request for on-campus housing. Dr. Price stated that the firm employed to perform the background checks should be able to provide not only information but recommendations on the individual application. Mr. Huffman inquired if other schools, such as Blinn, have established guidelines that could be used.

Ms. Moreno stated if the board approves the requirement for background checks, she intends to consult with representatives from Blinn College and Kilgore College relative to the procedures used. A policy and procedure related to criminal background checks would be developed and presented to the Board of Trustees for consideration. The proposed policy would also address due process for students denied admission to the college's residence life program

Ms. Moreno also stated that bacterial meningitis has become a serious threat to students and the State of Texas is now mandating that residence life students provide proof of vaccination 10 days prior to moving in to the residence halls.

She stated that beginning fall 2010, two changes or additions were being proposed to the student housing application: a request for background checks and proof of vaccination against bacterial meningitis.

Mr. Borkchum made a motion to approve criminal history background checks for new residence life students. Mr. Atkeisson seconded the motion, and the vote was unanimous.

### **Update on Adult Education Program**

Ms. Hailey introduced Ms. Marcy Ballew, Director of Adult Education, and asked her to present an update on the program.

Ms. Ballew stated the Adult Education Program provides programs in GED, ESL and adult literacy from the fourth grade level up. Free services are offered at 19 locations in four different counties: Navarro, Limestone, Freestone, and Ellis. The program is administered by three full-time employees and 34 part-time instructors.

Ms. Ballew stated the program is funded 100% by grants including Federal and State Funds and TANF (Temporary Assistance for Needy Families). The program was awarded \$325,210 for 2009-2010. Ms. Ballew stated that next year grants may be awarded on a competitive basis. She stated she feels comfortable that Navarro College's program is in a good position to receive full funding.

Ms. Ballew stated that last year, Navarro College met 10 of 11 performance measures

mandated by the Department of Education for the first time. She stated this is not often done and that Navarro College was recognized for this achievement at the state conference and will be recognized at the upcoming national conference in Chicago as well.

Ms. Ballew stated new marketing strategies, networking with service agencies, additional staff training, more efficient data management, and mass orientations have contributed to the program's success. Flyers are posted in non-traditional locations, i.e. laundromats and grocery stores, and duplication of services is avoided by networking with other service agencies. Additional staff training is important because of the multi-level classroom instruction required. In addition, students are required to attend one of four mass orientation meetings before being admitted into classes. On average, approximately 200 attend the mass orientation sessions each month.

Ms. Ballew stated that class capacity varies by location and all public classes currently have waiting lists. Distance learning, provided through DVD's instead of the internet, is helping to offset the waiting lists. She stated that the transition average for students moving onto post secondary education is 18% as compared to the state average of 20%. She stated that tracking students at this level is very difficult because some wait a semester or two before they enroll in college courses. A poll taken of their students showed that 76% desired to continue their education by taking college courses.

Ms. Ballew stated that students love to come to the college campus and she is making every effort to make more classes available on campus. She stated the Navarro College Foundation offers several \$1000 scholarships each year to students who have completed their GED. She concluded her presentation by stating that students feel that "Navarro College cares" about them and she read a quote from one student who graduated with her GED. "Getting this GED was just the beginning. It empowered me with so much confidence that I enrolled at Navarro College and just completed my first semester of college. Take this opportunity, see it through and you will not be sorry."

Ms. Ballew responded to questions from the board. She stated a majority of the students need the GED for their job and most want to continue on to Navarro College. She stated that the amount of time it takes to complete the program depends on each student's level. She stated that on average it takes approximately six to eight months for most students to complete the program if they attend class regularly.

Mr. Judson commended Ms. Ballew for her good job.

### **Update on Personnel**

Ms. Aguilar presented an update on personnel for the month of October 2009.

The following appointments were made:

- Ramsey Lozano, Human Resources Assistant I – Corsicana
- Lavon Denson, Campus Police Officer – Corsicana

- Shannon Paschal, Maintenance Worker I – Corsicana
- Dale Bradway, Account Clerk II/Cashier – Corsicana

Bristi Frazier, Administrative Assistant II Financial Aid – Corsicana, resigned her position. There were no reassessments, reclassifications, transfers, or retirements during the month of October 2009.

### **President's Report**

Dr. Sanchez asked Ms. Parish to present the Board's calendar of events. Ms. Parish reviewed highlights of events including: Thanksgiving holidays, C.H.A.M.P.S. Heart of Texas Bowl Football Game, President's Tea and other upcoming events.

Dr. Sanchez asked Dr. Nolte to present an update on the construction of Phase II of the Midlothian Campus. Dr. Nolte stated that the Construction Manager at Risk has received a good response to the bidding process. He and Dr. Sanchez will meet with the construction manager at risk and the architect next Tuesday to review the bid results. Dr. Nolte stated fencing has been erected around the construction site, and he anticipates construction to begin in early December.

Ms. Moreno was asked to present an update on the construction of the new Cosmetology site. She displayed pictures of the finished facility and stated that, pending approval by the city for occupancy, she anticipates classes to be offered in the new facility within the next week and before the end of the fall semester.

Dr. Sanchez stated that the Bulldog football team will play in the C.H.A.M.P.S. Heart of Texas Bowl game in Copperas Cove, Texas on December 5, 2009 against Mississippi Gulf Coast Community College. A banquet will be held on Friday evening prior to the game. He inquired if any board members plan to attend the game and stated that he would inquire about any complimentary tickets available for them. Mr. Aldama, Mr. Judson, Dr. Price and Mr. Huffman indicated that they would attempt to attend the bowl game.

Dr. Sanchez stated that one of the main advantages in being invited to a bowl game is the opportunity for students to be observed by four-year college and university coaches during practices and during the game. He stated that approximately 20 coaches from Division I and II schools were on campus observing practice this past week. As a result, some students will have an opportunity to play for four-year institutions when they leave Navarro College. He added that the reigning national champion, Butler, Kansas, has met the same tragedy Navarro faced last year by not being invited to a bowl game this year.

Dr. Sanchez stated he has been in contact with the Chairman of the House Appropriations Committee who was unsure if the college will be required to return funds to the state. However, he did confirm that the state will be facing a \$10-\$15 billion deficit. Dr. Sanchez also stated the Chairman of the House Appropriations Committee has indicated that he plans to meet with the Comptroller and Susan Combs but does not

have any idea at this time if funds will be required to be returned.

Dr. Sanchez distributed copies of the revised Administrative Policies and Procedures Manual for each trustee to take home for reference. He requested that any old versions trustees may have be destroyed.

Dr. Sanchez stated that the college will be closed beginning Wednesday, November 25, for the Thanksgiving Holidays. He stated he plans to be out of the office December 10-11. Drs. Nolte and Martin will be responsible during his absence.

Dr. Sanchez concluded his report by stating the President's Holiday Tea will be held at the Cook Center on Thursday, December 3, 2009.

### **Closed Session, Announcement and Adjournment**

Mr. Aldama made a motion to convene into closed session to discuss personnel matters according to Government Code 551.074. Mr. Borkchum seconded the motion and the decision was unanimous.

No action, decision, or vote was taken during the closed session.

At approximately 9:34 p.m., Mr. Borkchum made a motion to reconvene into closed session and adjourn the meeting. Mr. Judson seconded the motion and the decision was unanimous.

Respectfully submitted,

  
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James E. Borkchum, Jr., Secretary-Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES