

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**NOVEMBER 20, 2008 MEETING**  
**MINUTES**

The governing body of Navarro College met in the Arrowhead Room of the Gaston Gooch One Stop Student Center on Thursday, November 20, 2008. Trustees present were: Mr. Homer Wasson, Chairman; Dr. James Price, Secretary/Treasurer; Mr. James Borkchum, Member; Mr. Phil Judson, Member; and Mr. Zane Stites, Member.

Mr. Lloyd Huffman, Vice-Chairman, and Mr. Todd McGraw, Member were absent.

Also in attendance were:

Dr. Richard Sanchez	District President
Dr. Harold Nolte	President, Ellis County Campuses
Dr. Kenneth Martin	Vice President for Academic Services
Mr. Darrell Raines	Vice President for Finance and Administration
Ms. Gettie Moreno	Vice President Elect 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. Nelida Aguilar	Director of Human Resources
Ms. Donna Parish	Director of Market Relations and Public Information
Dr. Harold Housley	Dean, Business, Professional and Technical Education
Ms. Judy Cutting	Assistant Dean, Business and Technology
Ms. Kim Avery	Director/Instructor Cosmetology Program
Ms. Tina Hiler	Instructor, Cosmetology Program
Mr. Matt Miller	Director, Online Program and MISC
Mr. Tom Hammargren	Chairman, Faculty Association Committee/Professor
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Dick Aldama	KAND
Ms. Julianne Dodge	Navarro County Times
Mr. Bob Belcher	Corsicana Daily Sun

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

**Call to Order**

Mr. Wasson called the meeting to order at approximately 7:00 p.m., and asked Mr. Judson to begin the meeting with a prayer.

**Board Announcements**

There were no announcements made by trustees.

**Open Forum Time**

There were no requests to speak to the Board.

Navarro College's tuition is competitive with other Texas community colleges when compared to the state average for students taking twelve (12) semester credit hours. The increase of \$1 per semester was presented to the Student Government Association for their consideration and they unanimously approved the increase. Additional revenue generated from the increase, estimated at \$8,500 for the spring 2009 semester, will be used to provide equipment and furnishings for the new Gibson Hall weight room and game room on the Corsicana campus as well as student recreational opportunities on the Waxahachie campus and in Mexia and Midlothian.

Mr. Judson made a motion to approve the \$1 increase in the Matriculation Fee and Mr. Borkchum seconded the motion. The decision was unanimous.

### **Emergency Warning System Presentation**

Dr. Sanchez asked Ms. Moreno to continue with a presentation on the Emergency Warning System. Ms. Moreno stated that in response to incidents that have taken place at other colleges and universities throughout the country, Navarro College contracted with vendors to purchase an emergency warning system made up of three (3) components: an Outdoor Warning System, BlackBoard Connect and Alertus Beacons.

Formal bids were solicited for the Outdoor Warning System with Huffman Communications submitting the low bid. The system consists of outdoor speakers attached to a 50-foot tower on the Corsicana campus to provide fast, real-time communication in the event of an emergency. Installation of the tower began on November 14, 2008. This system is compatible with the existing Physical Plant radio system and incompatible with the Campus Police radio system. The College expects to equip Campus Police with a compatible system in the next few weeks. Ms. Moreno stated pre-recorded messages are currently being reviewed for use on campus. A test of the system is planned and the hope is that the volume will be loud enough to alert the entire Corsicana campus.

Mr. Stites inquired about the cost of the system. Ms. Moreno and Mr. Raines responded approximately \$40,000. She added that the Physical Plant Director has determined that the vendor, Huffman Communication, is not making any profit on the system.

Mr. Judson asked whether the system needed to be monitored. He further asked if it is necessary to monitor the system is there a person identified who would be responsible for triggering the system in the event of an emergency at midnight. Dr. Zoellner responded by stating that a procedures manual is being developed that will outline which personnel will be responsible for activating the alarms. These procedures will be followed until the all clear message is announced. He stated that a test of the Blackboard Connect system will be conducted on Friday, December 5, 2008.

Dr. Sanchez stated a presentation will be made to the Board in January. He responded to Mr. Wasson's inquiry about the location of the tower and stated that the Physical Plant Director had determined the best location for the siren based upon a sphere of the campus. Mr. Stites then inquired about the volume of the system annoying nearby homes within the area. Dr. Sanchez responded by stating that the loudness and range of the system will be determined during the test.

Ms. Moreno presented the second component of the system, Blackboard Connect. The system is a "sole-source" purchase and has the capacity to send out two million 60-second voice mails per hour. In the event of an emergency, Blackboard Connect will send a text message to cell phones, send e-mails to two (2) e-mail accounts, and will call up to six (6) telephone numbers per individual. Ms. Moreno stated the test will help determine if the College's phone system can accommodate that many calls within 60 seconds. Key administrators and staff members have been trained on the use of the system.

Dr. Sanchez acknowledged the work of Ms. Kim Avery and Ms. Tina Hiler for the success of the program stating they are very engaged and involved with the students.

Mr. Wasson commented more programs like this are needed and acknowledged everyone for their good work.

### **Update on Personnel**

#### **New Hires / Reassignments-Transfers / Reclassifications**

#### **Resignations / Terminations / Retirements**

Ms. Aguilar presented an update on personnel for the month of October 2008. The following appointments were made during the month:

- Donna Stevenson, Licensed Vocational Nursing Instructor – Waxahachie
- Elizabeth Stroud, Associate Degree Nursing Lab Skills Coordinator
- Kay Schipper, Financial Aid Counselor/VA Certification Official
- Michael Pickett, Campus Police Officer
- Patricia Rangel, Faculty Support Clerk
- Lori Knisley, Registrar Assistant

The following reassignments were made:

- Heather Roecker, Academic Advisor from Administrative Assistant III Waxahachie Campus
- Jeanette Sparks, Grants Accountant from Human Resources Specialist
- Lori Graham, Human Resources Specialist from Human Resources Generalist
- Victoria Alvarado, Administrative Assistant III from Administrative Assistant II Waxahachie Campus

There were no resignations, terminations or retirements during the month of October 2008.

### **President's Report**

Board of Trustees Calendar – Ms. Donna Parish reviewed highlights of the Board calendar for the month including several holiday events: President's Holiday Tea and Annual Christmas Concert on December 4, and the Employee Christmas Luncheon on December 19. A retirement reception for Mr. Raines and Ms. Duncan will be held at the Cook Center on December 16. Navarro College's Soccer Team was participating in the NJCAA Soccer National Tournament in Arizona and had lost their first game earlier in the day with a score of 3-2. They will continue to play in the tournament to determine the 3<sup>rd</sup> place winner.

81<sup>st</sup> Legislature – Dr. Sanchez stated the 81<sup>st</sup> legislature is rapidly approaching and nine (9) individuals have indicated an interest in the position of Speaker of the House. He stated a number of issues can be expected to be discussed during the 81<sup>st</sup> session including "proportionality". The state legislature will also address the cost of textbooks which has become a highly priced commodity. Developmental studies have become an issue because of the millions of dollars being spent to retrain high school students who enroll in college courses. Another issue that is expected to be addressed is "Accountability Measures". The Coordinating Board is recommending using the end of the session or "Completion Date" to determine funding instead of the twelfth (12<sup>th</sup>) class day census which is currently used. Community Colleges continue to be opposed. Dr. Sanchez stated he will monitor these issues and report to the Board of Trustees when he has updated information.