

NAVARRO COLLEGE BOARD OF TRUSTEES
OCTOBER 15, 2009 MEETING
MINUTES

The governing body of NAVARRO COLLEGE met on Thursday, October 15, 2009, at the Navarro College South Campus in Mexia, Texas for their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman, Dr. James Price, Mr. James Borkchum, Jr., Mr. Phil Judson, Mr. Richard Aldama and Mr. A. L. Atkeisson.

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. Gettie Moreno	Vice President, Finance and Administration
Dr. Tommy Stringer	Vice President, Institutional Advancement
Mr. Dewayne Gragg	Vice President, Enrollment Management
Ms. Maryann Hailey	Interim Vice President, Student Services
Ms. Donna Parish	Director, Market Relations & Public Information
Mr. Guy Featherston	Dean, Navarro College South Campus
Ms. Kristin Walker	Director, Continuing Education
Ms. Leslie Smith	Executive Administrative Assistant
Mr. Cody Dickerson	Media Integration Services Center
Ms. Darla Littrel	Executive Administrative Assistant
Ms. Julianne Dodge	Navarro County Times

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

Call to Order

Mr. Huffman called the meeting to order at approximately 7:10 p.m. Mr. Judson was asked to begin the meeting with a prayer.

Board Announcements

Mr. Huffman welcomed Mr. Dick Flatt, owner of Flatt Stationery in Mexia and president of the Navarro College Foundation. Mr. Flatt thanked the board for coming to Mexia and expressed his appreciation for the college's presence there.

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes - Board of Trustees September 2, 2009 Meeting/Public Hearing #1
- b. Minutes - Board of Trustees September 9, 2009 Meeting/Public Hearing #2
- c. Minutes - Board of Trustees September 17, 2009 Meeting

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

Approval of September 2009 Financial Statement

Dr. Sanchez asked Ms. Moreno to present the September 2009 financial statement. Ms. Moreno began by stating that action for approval was requested for the September 2009 financial statement. She stated the August 2009 financial statement presented the previous month was preliminary and approval will not be requested until the audited statement is presented in December.

Ms. Moreno stated the fiscal year began on September 1, 2009 with a budget of \$85,217,845. Amendments in the *Statement of Budget Changes for the period ending September 30, 2009* increased the budget \$581,951 for a revised total of \$85,217,845. The bulk of the increase was attributed to state and federal grants crossing fiscal years as well as funds carried over from the prior fiscal year to subsidize the renovation of the Business Office in the Albritton Administration Building. Lab supply fees and fundraising proceeds for the purchase of basketball rings were also attributed to the increase.

A review of the Source of Funds for the period ending September 30, 2009 showed 18.78% of the budget had been earned as compared to 19.01% the previous year. Ms. Moreno explained that she does not anticipate earning a major portion of the \$1,557,726 budgeted under "Other Local Income" which includes Cosmetology revenues, etc. She stated this is the only line item in the budget where 100% of the funds are not anticipated to be earned. She stated that the Plant Fund budget of \$6.9 million will not be recognized because the bond proceeds were previously recognized last fiscal year for the Midlothian campus expansion project.

A review of the Disbursement of Funds for the same period showed 40.07% of the budget had been expended and/or obligated at September 30, 2009 as compared to 42.16% in 2008. Ms. Moreno stated the increase in Staff Benefits was due to the group insurance received this year. The Plant Fund with 4.09% expended/obligated does not compare to 100% expended at this time last year because of the types of projects budgeted. She stated it would be similar to comparing "apples to oranges". Ms. Moreno asked for questions related to the September 2009 financial report.

Dr. Price made a motion to approve the September 2009 financial statement and Mr. Aldama seconded the motion. The decision was unanimous.

Update on the WatchDog Alert System

Dr. Sanchez distributed copies of a Campus Safety Plan posted inside every classroom and in every building on all campuses. He stated the posters will be updated periodically as pertinent information changes. He then asked Ms. Maryann Hailey, Interim Vice President of Student Services, to present an update on the WatchDog Alert System.

Ms. Hailey gave an overview of the emergency notification system since its inception. She stated the WatchDog Alert System is made up of two components. Blackboard Connect is a software program that can be programmed to contact students, staff, and administrators by phone (land lines and cell phones) and/or text messages and emails in the event of any type of emergency. Ms. Hailey stated that another use for the system was utilized this past fall when students who had not paid their tuition were sent

reminders about the deadline electronically. This proved to be a very effective way of contacting students.

The outdoor warning system, the other component of the WatchDog Alert System, consists of a tower and loud speakers erected near the residence halls. The outdoor system has been fully integrated with the City of Corsicana's system so that it is activated simultaneously in the event of severe weather, i.e. tornado warning. The outdoor system also has the capacity for broadcasting verbal messages. Ms. Hailey stated an additional battery backup is being purchased to insure the system remains operational at all times.

Ms. Hailey continued by stating routine training sessions are held with selected administrators and staff on the proper procedures for activating the system. In addition, tests of both alert systems (Blackboard Connect and the outdoor warning system) are scheduled several times per year, twice per fall and spring semesters and once during the summer semester.

To maximize resources with regard to emergency preparation, several new initiatives were instituted. The Campus Safety and Preparation Committee comprised of several college representatives is a leadership committee initiated to focus on campus safety and emergency preparation and planning. Currently this committee is working on incorporating the WatchDog Alert System into the college's crisis management plan.

The College Assessment Team (CAT) was created to help identify internal threats. CAT consists of staff members who work on the "front line" (i.e. Deli, Dining Hall, Financial Aid, Bookstore, Registrar, etc.). Team members are asked to be vigilant and report any suspicious behavior. CAT meets three times a semester or "as needed" in the event of a CAT alert.

The Vulnerability and Risk Assessment Taskforce, a branch of the Campus Safety and Preparation Committee, has been designated the responsibility of reviewing campus vulnerability issues. The taskforce is currently reviewing specific shelter locations for all campuses that could be used during emergency situations. Corsicana Fire Marshall, Lewis Palos, and Jeffrey Aycock in Waxahachie are assisting.

Security meetings, originally instituted years ago by Dr. Martin to focus on security and discipline issues, have been redesigned to also focus on mental health issues in light of recent violent issues across the country. Meetings are held every Monday morning.

Ms. Hailey stated overall there are two directions for addressing campus safety: prevention and response. Counseling, early warning referrals, the faculty- centered student advising program, and student activities have been great prevention efforts and help ensure campus stability by making sure students are well focused.

Ms. Hailey stated that before the WatchDog Alert System was initiated, the campus police was the only response measure available. She praised the Campus Police Department's work with students and the outstanding job they continue to do before concluding her report.

Ms. Hailey responded to questions from Dr. Price and Mr. Judson stating the outdoor warning system has only one tower. The system is integrated with the city's and will be simultaneously tested each Wednesday.

Dr. Sanchez added that Mr. Huffman was very instrumental in bringing the outdoor warning system on line and his expertise is greatly valued.

Approve Curriculum Changes and New Degrees for Fire Protection Technology and Emergency Medical Services Programs

Dr. Martin introduced Ms. Kristin Walker, Director of Continuing Education and Protective Services, and asked her to present proposed changes in curriculum and new degree programs for the Fire Protection Technology and Emergency Medical Services Programs.

Ms. Walker began by identifying staff members in the Protective Services Programs located at both the Waxahachie and Corsicana campuses and crediting them for the success the programs are experiencing. She stated Navarro College is ranked number one in the state for females completing the fire academy program. She further stated that another class was added this year to the EMT program because of high demand and still has a waiting list.

Ms. Walker reviewed the changes being proposed in both the EMT and Paramedic programs. She stated the new EMT certificate program will require students to take the Accuplacer test to determine their skill level and need for any developmental courses.

As a new requirement in the Paramedic Program this year, students will have to complete the EMT certificate program, all developmental courses and pass the state exam as a certified EMT to be eligible to enroll in the Paramedic Program. Prerequisite courses including Education and Career Planning (Orientation), Microbiology, and Anatomy & Physiology will be required. Ms. Walker explained that the EMT Certificate is a part-time program and students can easily take the prerequisite courses for the Paramedic Program at the same time. The Paramedic Program takes a full year to complete, i.e. August to August or December to December. Changes to the clinical component in the Paramedic Certificate will allow students the opportunity to practice what they have learned beginning the first semester instead of waiting until the end of the program. Students wishing to become a licensed paramedic are required to have an associates degree. The proposed A.A.S. Paramedic Degree will meet this requirement. Students will be required to complete the EMT Certificate and the Paramedic Certificate as a prerequisite.

Ms. Walker responded to questions from Dr. Price and Mr. Judson. She stated that students have approximately two weeks after the EMT Certificate Program and before the start of the Paramedic Certificate Program to take the exam and become EMT certified. She stated the Paramedic Certificate previously required 33 semester hours to complete the program and will now require 42 hours. She added that many students completing the paramedic program show interest in enrolling in the nursing program.

Ms. Walker continued with a review of the proposed changes in the Fire Science Technology Program which provides training for firefighters and educational opportunities beyond the academy. Accuplacer testing will now be required for the Fire

Academy Program as well. She stated the Fire Academy program trains students to be fire fighters and is at maximum capacity with 44 students currently enrolled. Fifty-three students graduated from the Fire Academy last year.

The Fire Science-Protection Certificate program provides online educational opportunities beyond the academy for individuals who attended fire academy programs that did not offer college credit, i.e. continuing education. All classes except for one hybrid course are offered online. Over 22 students are currently registered in the Fire Protection Technology (FIRT) certificate program. She stated that many of the students nearing retirement age have enrolled because they want to get their degree.

The Fire Science-Protection Certificate Program and Fire Academy will be prerequisites to the new Fire Science Protection A.A.S. Degree. Ms. Walker stated that the City of Midlothian envisions hiring only individuals with college degrees in the near future.

Mr. Atkeisson made a motion to approve the curriculum changes and new degrees proposed for Fire Protection Technology and Emergency Medical Services Programs. Mr. Judson seconded the motion and the decision was unanimous.

Mr. Huffman thanked Ms. Walker for her presentation.

Update on Navarro College South Campus

Dr. Martin introduced Mr. Guy Featherston, Dean of the Navarro College South Campus, and asked to him to present an update on the South Campus.

Mr. Featherston welcomed the Board and acknowledged the presence of staff members from the South Campus. He stated that fall 2009 semester enrollment at the south campus has increased 31.3% in contact hours over the last fall semester. He stated that much of the growth came from dual credit students which account for 24.6% of the south campus total enrollment. Many of the South Campus full-time faculty members are teaching the 720 dual credit students in area high schools during the day.

The partnership with Mexia State Supported Living Center (previously Mexia State School) continues to play an important role in the south campus academic and continuing education enrollments. Mr. Featherston stated that a strong rapport must exist to maintain stability in this partnership.

The partnership with the NRG Power Plant located in Jewitt, Texas that began last year continues to expand. He stated the power plant is planning to expand. Mr. Featherston also stated this is third semester classes have been taught at the plant with credentialed power plant employees teaching the courses to both high school and adult students. Every semester a new group of 20 students begins and a fourth class will begin in the spring semester. Mr. Featherston stated that he and one of the power plant representatives will give a presentation in December at the Texas Workforce Commission on this particular program. He stated that the college is looking to expand beyond the NRG Power Plant to other comparable industries in the area such as Nucor Steel.

Although the student population at the South Campus is a more diverse group, Mr. Featherston stated that student engagement is still encouraged through activities such

as a Faculty Tea, Christmas cards for soldiers overseas, toy and food drives, blood drives, Chamber of Commerce banquet wait staff, etc.

Kid's College continues to be held each summer. Last year 90 school-aged children were enrolled, the largest Kid's College enrollment of all the campuses. Mr. Featherston stated he is beginning to see more and more students who attended Kids College when they were younger enrolling in dual credit courses now.

Mr. Featherston stated every year the annual fundraiser, Excellence, is held. He stated fifty-one scholarships were distributed to Limestone, Freestone, and Leon County students to help further their education as a result of this fund raising event. He stated that Mr. Dick Flatt plays an important role in the annual fundraiser and meets with them regularly.

Mr. Featherston concluded his presentation by pointing out a new piece of equipment, the SmartBoard, which was purchased from funds donated by the Navarro College Foundation. He stated the new technology is wonderful and expressed his appreciation for the Foundation's support.

Update on Personnel

Ms. Aguilar presented an update on personnel. She reported the following appointments were made during the month of September 2009:

- Rayland Haynes, Audio Visual Specialist - Corsicana
- Wanda Garrett, Lab Coordinator – Mexia State Supported Living Center
- Karen Blackwell, Registrar's Assistant – Corsicana
- Judith Glasgow, Payroll Assistant – Corsicana
- Aubyn Turner, Administrative Assistant III Student Relations – Corsicana
- Misty Holloway, Guest Services Receptionist – Cook Education Center – Corsicana
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The following reassignments were made during the month of September 2009.

- Dewayne Gragg, Vice President of Enrollment Management & Institutional Studies from Dean of Enrollment Management & Institutional Studies - Corsicana
- Maryann Hailey, Interim Vice President of Student Services - Corsicana
- Steve Petty, Assistant Director of Computer Center from System Network Administrator - Corsicana
- Elizabeth Shabazz, Academic Advisor from Continuing Education Instructor - Mexia
- Precious Cephus, Financial Aid Specialist from Accounting Clerk - Corsicana

The following reclassifications were made during the month of September 2009.

- Aaron York, Comptroller from Business Manager – Corsicana
- Rhina Sandoval, Chief Accountant from Controller – Corsicana

- Janet Daugherty, Executive Administrative Assistant III/ Budget Officer from Executive Administrative Assistant III/Budget Analyst
- Cody Dickerson, M.I.S.C. Coordinator from M.I.S.C. Specialist – Corsicana
- Brandi Collard, Library Assistant II/Circulation Desk from Library Assistant II/Computer Lab – Corsicana
- Genell Willingham, Library Assistant, Administrative Support from Administrative Assistant III – Corsicana
- Todd Harrison, Assistant Director of Physical Plant from Maintenance Technician/Electrical Distribution Specialist - Corsicana

Mary Palmeri, was transferred to Library Assistant II/Computer Lab from Administrative Assistant II Business Information & Technology – Corsicana, and Dr. Erik Zoellner was terminated. There were no resignations or retirements during the month of September 2009.

President's Report on Items of Information

Dr. Sanchez asked Ms. Parish to present the Board Calendar. Ms. Parish reviewed highlights of upcoming activities and events including scheduled athletic events and championship play-off games.

Dr. Sanchez asked Mr. Gragg to present an update on enrollment. Mr. Gragg stated he expects to certify enrollment of 9,200 students for the fall 2009 semester, a 10 ½% increase in headcount. Contact hours totaled slightly less than two million, an increase of 14%. He concluded by stating early registration for the spring 2010 semester will begin on November 2, 2009.

Dr. Sanchez asked Dr. Nolte to present an update on the construction of Phase II on the Midlothian campus. Dr. Nolte stated he and Dr. Sanchez met with the Construction Manager at Risk on September 22, 2009 to discuss the construction costs which were projected \$274,000 over budget. He stated that the each line item was reviewed and several unnecessary items removed and other adjustments made to reduce cost. A chemistry lab has been removed from the plans and will be added to Building 1, additional flag poles are unnecessary, and painted concrete floors will replace terrazzo flooring. Dr. Sanchez stated all the adjustments will have no effect on the appearance of the building.

Ms. Moreno presented an update and showed pictures of the progress being made on the new Cosmetology Building in Waxahachie. Only half of the building, which was formerly Bennett Office Supply, is being renovated for the Cosmetology program. Ms. Moreno stated the project is moving along well but is approximately one week behind because of recent rains which delayed a city inspection. She stated the Physical Plant Director is confident they will be able to catch up and have the facility ready by the first of November. Dr. Nolte stated he visited the facility and was very pleased with its nice, "classy" look. Ms. Moreno added glass will be placed at the entrance to help attract attention of passers-by before concluding.

Dr. Sanchez asked Dr. Martin to explain how the Cosmetology Program is being offered

without a teaching location in Waxahachie. Dr. Martin stated that Waxahachie Cosmetology students are currently being transported by bus to the Corsicana Cosmetology site on alternating days for the laboratory phase of the program while Corsicana Cosmetology students are next door in the classroom. He stated it has been a little hectic and that Kim Avery and her staff are doing an excellent job in managing the inconvenience.

Dr. Sanchez continued his report stating he has not heard back from EnCana or XTO regarding the request for contributions to construct a new Petroleum Technology Building. He stated that funds may not be available to construct a separate building so he has asked Ms. Moreno to engage the services of an architect to look into an addition to the John Deere Building instead.

Dr. Sanchez stated there has been no communication from the Office of Civil Rights regarding the College's response to a student complaint. He stated that hopefully "no news is good news" and if something is heard he will keep trustees advised.

Dr. Sanchez asked Dr. Martin to give an update on the Texas Youth Commission (TYC) program. Dr. Martin stated that 20 TYC employees were enrolled in the training program on Monday, and approximately 50 TYC students throughout the state are enrolled in dual credit English and Algebra courses offered online. He commended staff including Sheri Short, Dr. Housley, and Matt Miller for their work in providing a quality program. He stated that TYC is very happy with the services Navarro College is providing. In response to Mr. Judson's inquiry, Dr. Martin affirmed that courses are being offered to both TYC's residents as well as their employees. He stated the employees are trained on campus while the students are taking online courses. He added that the students are required to take the Accuplacer test first.

Dr. Sanchez asked Mr. Gragg to present an update on the enrollment audit. Mr. Gragg stated a copy of the final report was received from the State Auditor and no adjustments or penalties were required. Navarro College was one of eight colleges audited and had less than one-tenth of a percent error rate. He stated the article the Board had written for the newspaper had been published and expressed appreciation for their praise.

Dr. Sanchez asked Dr. Nolte to give a report on Early College. Dr. Nolte stated that approximately 200 high school students are taking Early College courses and shared a video on the program. He concluded by stating that the program may continue to grow as more schools such as Red Oak ISD show interest.

Dr. Sanchez stated updates to the Administrative Policies and Procedures Manual are on target and copies will be provided for all trustees at the next Board meeting to keep as a reference.

Dr. Sanchez commented that \$200,000 was set aside in the budget this year and plans are to set aside \$200,000 next year for deferred maintenance projects. He distributed copies of a schedule of the major deferred maintenance and improvements that are planned including the addition of DDC controls to campus buildings, a new telephone system for the South Campus, and renovation of Gibson Hall parking lot on the

Corsicana campus.

Dr. Sanchez stated that approximately \$249,000 of Navarro College's state appropriation came from the federal Stimulus Funds. As a result, the college is required to submit a report to the federal government on how that amount will be used before the funds can be received. Once received, the college will be required to submit follow up reports on a periodic basis.

Dr. Sanchez stated he plans to attend a meeting in Washington DC in November to obtain more information on President Obama's new \$12 billion American Graduation Initiative for the nation's community college system. He stated funding will be divided into four categories. The third category funding renovation/construction is the area he plans to focus on for Navarro College. He stated he plans to visit with both Senator John Cornyn and Representative Joe Barton while he is there to seek their assistance.

Dr. Sanchez distributed information sent by Dr. Lynn Nolte on the Waxahachie Symphony. He stated that while trustees were in San Francisco attending the ACCT Conference, some of them had expressed their interest in it.

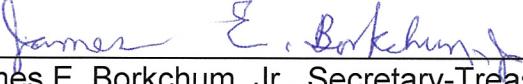
Dr. Sanchez concluded his report.

Announcement and Adjournment

Mr. Huffman announced the next meeting of the Board of Trustees will be held on November 19, 2009 in the Arrowhead Room on the Corsicana campus. A dinner with the Faculty Association Committee will be held prior to the meeting in the President's Dining Room.

Mr. Aldama made a motion to adjourn the meeting at 8:55 p.m. and Mr. Judson seconded the motion. The decision was unanimous.

Respectfully submitted,



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