

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**OCTOBER 20, 2011 MEETING**  
**MINUTES**

The governing body of NAVARRO COLLEGE met at the Navarro College at Mexia campus located at 901 North MLK Jr. Highway, Mexia, Texas on Thursday, October 20, 2011 to conduct their regular monthly meeting. All Trustees were in attendance including: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Richard Aldama, Mr. A. L. Atkeisson, Ms. Faith Holt and Mr. Todd McGraw.

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
Mr. Dewayne Gragg	Vice President, Enrollment Management and Inst. Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Marcy Ballew	Director, Human Resources
Ms. Donna Parish	Director, Marketing and Student Relations
Mr. Guy Featherston	Dean, Navarro College at Midlothian
Ms. Pam Jordan	Vocational Nursing Program Coordinator
Ms. Monique Primm	Navarro College Student, Mexia SGA President
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Dick Flatt	Member, Navarro College Foundation and Owner, Flatts Printing

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

**Call to Order**

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

**Board Announcements**

Mr. Huffman stated it is always a pleasure to visit the Mexia campus and recognized the presence of Mr. Dick Flatt in the audience. He thanked Mr. Flatt, owner of Flatts Printing in Mexia, and stated he is a respected community leader as well as an active member of Navarro College Foundation's Board of Directors.

Mr. Flatt thanked Mr. Huffman. He stated the flag pole located in front of the Mexia campus has needed repair for several years and was replaced this past week. He stated it looks very nice now and expressed his appreciation for the work completed.

**Open Forum Time**

There were no requests to speak to the Board.

**Consent Calendar**

Two items were presented under the Consent Calendar for approval: minutes from the Board of Trustees meeting on September 15, 2011 and a revision to the policy on Teaching Loads in the Navarro College Administrative Policies and Procedures Manual. Dr. Sanchez stated the proposed policy revision applies to the teaching loads of the Head

Coaches. Currently, Head Coaches are required to teach a load of nine (9) units during fall semesters and six (6) units during spring semesters. The revised policy increases the spring load from six (6) to nine (9) units. Dr. Sanchez stated this revision is in line with the policies of other schools within the athletic conference.

Mr. Judson moved to approve the Consent Calendar and Ms. Holt seconded the motion. The decision was unanimous.

### **Take Action on September 2011 Financial Statement**

Ms. Moreno presented the September 2011 Financial Statement. She began by stating September was the first month of the fiscal year 2011-2012 and there was little activity to report.

A review of the Statement of Budget Changes indicated an increase of \$29,210 as of September 30, 2011. Ms. Moreno stated the majority of this increase, \$28,730, was attributed to the reallocation of state and federal grant funds that had not been spent as of August 31, 2011 including: Small Business Development, Nursing Shortage, Carl Perkins, and Adult Basic Education. She stated an increase of \$480 in the Auxiliary Fund was the result of savings realized from an assessment of paper usage and owned/leased copiers on campus. Ms. Moreno stated to cut costs, the lease on the Xerox copier located in Dining Services has been terminated and replaced by a college-owned copier.

A review of the Source of Funds indicated approximately 21.74% of the 2011-2012 budget had been earned as of September 30, 2011 compared to 21.13% the previous year. Student Income realized 43.54% of its budgeted revenues as of September 30, 2011 compared to 45.53% last year. Outstanding invoices on construction projects impacted the Plant Fund, with 250% earned compared to .04% last year. Auxiliary Funds earned 25.86% of budgeted revenues compared to 28.15% the previous year.

A review of the Disbursement of Funds indicated spending levels were conservative during the month of September with 36.9% of the budget obligated/expended in comparison to 40.49% the previous year. Ms. Moreno stated Staff Benefits will increase once all encumbrances for the fiscal year are entered. Currently, only 43.03% has been expended/obligated compared to 89.62% last year. The Plant Fund, with only from 23.32% expended/obligated as of September 30, 2011 compared to 45.32% last year, will also increase as invoices for construction projects are received and paid.

Mr. Aldama moved to approve the September 2011 financial statement. Mr. Judson seconded the motion and the decision was unanimous.

### **Approve Updated Resolution of Signature Authority for College Documents**

Ms. Moreno stated existing statutes require the college's signature authority resolution for executing business documents and contracts be reviewed on a periodic basis. She stated the last time the signature authority was updated was October 21, 2004.

Ms. Moreno continued by stating the proposed resolution is updated to include designations for electronic fund transfers as well as updating titles of officers and the addition of a statement authorizing alternate signatories in lieu of authorized signers. The signature authority for checks remains unchanged.

Ms. Moreno stated after discussion with Dr. Sanchez, the resolution for signature authority will be reviewed on an annual basis and updated at least every two years. She concluded her report.

Mr. Atkeisson moved to approve the updated resolution of signature authority and Mr. McGraw seconded the motion. The vote was unanimous.

### **Adopt Resolutions and Inter-local Agreements with Purchasing Cooperative**

Ms. Moreno stated approval was requested to increase the number of purchasing cooperatives available to the College from four (4) to eight (8). She stated purchasing cooperatives follow the same bid process that governmental entities are required to follow in the State of Texas and offer an advantage by reducing both personnel and advertising costs associated with the bid process.

Ms. Moreno stated the college will continue using the bid process and will only utilize the purchasing cooperatives when it is beneficial. An example was given of the athletic team purchases. She stated the bid process for these products is very time consuming and often vendors only bid on a few of many items. Purchasing these products through a cooperative will be advantageous in this case.

Ms. Moreno stated the college currently has agreements with four cooperatives: State of Texas Purchasing Cooperative, TASB Buyboard, U.S. Communities, and Educational and Institutional Cooperative Purchasing. She requested the board adopt resolutions and inter-local agreements adding four more including: Texas Cooperative Purchasing Network (Region 4, ESC), TIPS/TAPS (sponsored by Region 8, ESC), Harris County Department of Education, and PACE (ESC, Regions 13 and 20).

Ms. Moreno responded to a question from Mr. Judson. She stated there is no cost to the college and no membership fee for participating in the purchasing cooperatives.

Dr. Price moved to adopt resolutions and inter-local agreements with Texas Cooperative Purchasing Network (Region 4, ESC), TIPS/TAPS (sponsored by Region 8, ESC), Harris County Department of Education, and PACE (ESC, Regions 13 and 20) purchasing cooperatives. Mr. Judson seconded the motion, and the decision was unanimous.

### **Public Hearing to Consider Adoption of a Resolution to Tax Tangible Personal Property in Transit That Would Otherwise Be Exempt Pursuant to Texas Tax Code Section 11.253**

Ms. Moreno continued by stating the legislature passed a bill requiring taxing entities take action on or before January 1, 2012 if it wishes to continue taxing tangible property in-transit. She recommended the Board take affirmative action to continue taxing property (goods-in-transit) being stored in Navarro County. The college could potentially lose \$150,000 in tax revenues if the resolution is not adopted by the Board of Trustees.

Ms. Moreno stated the bill passed by the legislature defines goods-in-transit more specifically and requires taxing entities wishing to continue taxing the property to hold a public hearing for the purpose of providing taxpayers the opportunity to express their opinions on the subject. The legislation allows the public hearing to be held in conjunction with the governing body's regular meeting.

Ms. Moreno stated because notice of the public hearing was included in the notice for the October 20, 2011 regular meeting, there is no further requirement for the public hearing. She further stated the resolution will be brought forward for the Board's approval at their November 10, 2011 meeting.

Mr. Huffman stated he has consulted with Lee McCleary, Navarro County Economic Development Director, about the impact adoption of this resolution would have on the county's industrial recruitment efforts. He stated Mr. McCleary recommends the resolution be passed. Currently, there are no public warehouses in Navarro County that would be affected, and it will not negatively impact efforts to recruit new business or industry to Navarro County. Mr. McCleary feels all entities will pass this resolution.

As there were no requests from the public to address the board, no further discussion was held.

### **Update on Navarro College Crime Statistics**

Ms. Moreno introduced Navarro College's Chief of Police, Kraig Hawkins, and asked him to present the 2010 Crime Report.

Chief Hawkins stated the U.S. Department of Education requires all institutions of higher education to generate an annual report on campus crime and make this information available to students, prospective students, parents and other interested groups. He stated the 2010 Crime Statistics Report was submitted to the Department of Education on September 13, 2011.

Chief Hawkins reviewed the crime statistics provided in the report. He stated aggravated assaults were up slightly in 2010 over the previous two years with four cases reported. He explained not all statutes would define each of these cases as aggravated assault. He continued stating the number of burglaries were down with six cases of burglary of habitations reported compared to 21 in 2009, and one case of a burglary of buildings (on the Midlothian campus), compared to four in 2010. Burglary of a motor vehicle and motor vehicle theft were up slightly. One forcible sexual offense case was reported in 2010 compared to two in 2009.

Arrest statistics showed an increase in liquor law and drug abuse violations. Twenty-five arrests were made for liquor law violations compared to 22 in 2009. Thirty-six arrests were made for drug abuse violations compared to 28 in 2009. Two arrests were made for possession of weapons. Chief Hawkins stated the arrest statistics include both physical arrests and citations that were issued.

Violations in the non-arrest category were related to infractions against college policy. Although it is legal for a 21-year-old to possess or consume alcoholic beverages, it is against college policy. He stated liquor violations requiring disciplinary action were down from 27 cases in 2009 to 11 in 2010. Non-arrest drug abuse violations were up with 20 cases reported in 2010 compared to 13 in 2009.

Mr. Huffman inquired about the department's drug canine, Dixie. Chief Hawkins responded that since the department acquired the canine last November, they have been very successful in tracking down drugs especially during traffic stops. He stated Sgt. Oakley, Dixie's handler, is often called upon by other law enforcement agencies within the county for assistance. Chief Hawkins stated Dixie is currently in the process of recertification.

Mr. Huffman extended a thank you to Chief Kraig Hawkins.

### **Update on Mexia Campus**

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

Mr. Featherston welcomed everyone and stated he has asked several staff members to report on different areas of the Mexia campus. He began by introducing Ms. Pam Jordon, Vocational Nursing Program Coordinator and instructor, and asked her to present an update on the LVN (Licensed Vocational Nursing) program in Mexia.

Ms. Jordan stated she has taught the LVN course for over 17 years. The LVN program is a one-year certificate program that prepares students to render care at the patient's bedside and provides an excellent foundation as the first level of a career pathway to higher level nursing. The LVN program currently has 48 students enrolled on the Waxahachie campus, 36 on the Corsicana campus and 26 students on the Mexia campus.

Ms. Jordan continued with a review of LVN program's accomplishments and a background on the program's history in Mexia. She stated this past summer the LVN curriculum for all three campuses was revised to incorporate "differentiated essential competencies" into the program. She stated these are competencies beginning nursing students graduating from the program need to have to begin their employment

Navarro College's vocational nursing program was the first in the state of Texas to participate in a pilot program for a "paper audit survey" from the Board of Nursing. The results of the audit were positive and the program received no recommendations or stipulations.

Historically, the program has consistently reported high pass rates on the state exam by students. Ms. Jordan stated the college's program has a quality reputation within the community. The college acquired the Bi-Stone School of Nursing in 1985 and held LVN classes at Mexia High school. She stated after Dr. Sanchez became president, he moved the program to the Mexia State School (Mexia State Supported Living Center) and later relocated it to its current, more accommodating facilities on the Mexia campus. She displayed pictures demonstrating both past and present accommodations and equipment the program has had throughout the years. She stated new technologically advanced equipment, a DemDose system, is being purchased this year with Carl Perkins grant funds. DemDose is a computer system used in hospitals to scan barcodes and automatically dispense medications. This new piece of equipment will provide valuable training for students.

Ms. Jordan stated because of a "push" for BSN-prepared nurses, there is lack of legislative support making future funding for LVN training unclear. She stated LVNs are needed and the program has a place on the career ladder for advancement. Ms. Jordan concluded her report.

Mr. Featherston thanked Ms. Jordan and introduced the President of the Student Government Association for the South Campus, Ms. Monique Prim. He asked Ms. Prim to present an update on SGA activities on the Mexia campus.

Ms. Prim gave a brief review of the goals of the Student Government Association and various activities the Mexia chapter has participated in or sponsored. She stated the purpose of the SGA is bridge the gap between students and administration by giving them the opportunity to share their opinions on campus issues. The SGA encourages students to be responsible and organized and helps them improve their communication skills. SGA students are also encouraged to become community leaders.

Ms. Prim stated the Mexia SGA has actively participated in community service projects including: trash pickup, recycling bottles for Laura's House Animal Shelter, canned food drives, toys for tots, and blood drives. In addition, the Mexia SGA participated in the state convention. Students are encouraged to get involved in state government, learn parliamentary procedures, and are encouraged to exercise their rights as students to speak on issues concerning the college.

Ms. Prim concluded her report. Mr. Featherston thanked Ms. Prim and stated Navarro College employees, Ms. Elizabeth Shabazz, Mexia Campus Academic Advisor, and Mr. Phil Sims, Director of Student Services, provide leadership for the Mexia SGA.

Mr. Featherston continued with an update on the college's partnership with the Mexia State Supported Living Center (formerly Mexia State School). He stated the relationship between Navarro College and MSSLC, the area's largest employer, was first developed in the 1970's.

The partnership program was developed to provide initial training for new MSSLC employees as well as annual re-training of current employees. Navarro College leases facilities from the MSSLC to house five Navarro College instructors and one administrative assistant. MSSLC pays the tuition for each employee to take 30 hours of classes. Mr. Featherston stated the contract was recently renewed and anticipates the partnership will continue well into the future.

Mr. Featherston asked all Mexia faculty and staff present to stand and be recognized. He stated the employee base on the Mexia campus is very stable and introduced each one before concluding his report.

### **Update on Personnel Activity**

Ms. Ballew was asked to present an update on personnel activity. Ms. Ballew reported during the month of September, 2011 the following appointments were made:

- Dr. John Howe was appointed Assistant Dean of Student Services and Operations for the Waxahachie Campus
- Ms. Terry Gibson was promoted to the position of Dean of the Waxahachie Campus
- Ms. Erin Green was appointed Assistant College Stores Director of the Ellis County Campuses

Ms. Ballew reported there were no reassignments, reclassifications, transfers, resignations, terminations or retirements during the month of September 2011. She stated eleven (11) open positions were currently being advertised including:

- Academic Advisor/ Coordinator of Tutorial Services – Corsicana Campus
- Accounting Clerk II – College Stores - Waxahachie Campus
- Campus Police Officer – Ellis County Campuses
- Counselor/Academic Specialist – Corsicana Campus
- District Coordinator of Disability Accommodations/Counselor - Corsicana Campus
- Dishwasher – Corsicana Campus
- E.M.S. Coordinator – Waxahachie Campus
- Police Academy Coordinator – Corsicana Campus
- Transfer Counselor/Tutor Coordinator – Corsicana Campus
- Dean of Navarro College at Mexia – Mexia Campus
- Vice-President of Academic Affairs – Corsicana Campus

Ms. Ballew concluded her report.

### **President's Report on Items of Information**

Dr. Sanchez asked Ms. Parish to present the board calendar. Ms. Parish reviewed highlights of upcoming activities including athletic events, farewell receptions for Dr. Nolte to be held at both the Corsicana and Waxahachie campuses, welcoming receptions for Dr. Martin, President-elect of the Ellis County Campuses, and Mr. Guy Featherston, Dean-

elect of the Midlothian Campus. Fall forums have been scheduled during the week of November 8-11. Early spring registration will begin on November 7 and the college will close for the Thanksgiving holidays beginning Wednesday, November 23, 2011. Ms. Parish concluded her report.

Dr. Sanchez asked Mr. Gragg to present an update on enrollment. Mr. Gragg stated fall enrollment was certified with 10,443 students. He stated this is a 3% increase in headcount enrollment but contact hours remain the same. Loss in enrollment in some areas was offset by gains in others. He concluded by stating this was the result of a cost effective approach in enrollment that was taken.

Dr. Sanchez asked Ms. Moreno to provide an update on construction. Ms. Moreno stated the new Waxahachie campus deli is nearing completion. The contractor for the Gooch courtyard renovation was called back to repair steps that had dropped down. A sample metal-framed umbrella with a burgundy cover has been ordered. If the sample meets expectations, more will be ordered for the tables and chairs located in the courtyard area.

Dr. Sanchez stated Ms. Holt, Mr. Aldama and he will attend the Texas Higher Education Conference in Austin November 3-4, 2011. He reminded the board the date for the November Board meeting has been changed from November 17 to November 10, 2011.

Dr. Sanchez stated this will be Dr. Harold Nolte's final Navarro College Board of Trustees meeting. Dr. Nolte will assume his new position as president of Blinn College on November 1, 2011. A farewell reception was held earlier that afternoon on the Corsicana campus and another will be held on the Waxahachie campus Friday, October 21, 2011. Dr. Sanchez stated since Dr. Nolte returned to Navarro College nine years ago, the college's relationship with Ellis County has dramatically improved as a result of his efforts. Dr. Sanchez and the Trustees thanked Dr. Nolte and wished him well.

Dr. Sanchez concluded his report by stating each Trustee has been provided an iPad and from this point forward, hard copies of Board of Trustees materials will no longer be mailed to them. Instead, the materials will be provided electronically.

### **Announcement and Adjournment**

Mr. Huffman announced the next meeting of the Board of Trustees will be held on November 10, 2011 in the Arrowhead Room located on the Corsicana campus. Before asking for a motion to adjourn the meeting, he mourned the passing of long-time Navarro College employee, Ms. Patricia Southard. He stated he knew Ms. Southard well from working with her in the former Radio/TV Department. He stated Ms. Southard was a "sweet, nice person" and the "epitome of people working at Navarro College."

Ms. Holt made a motion to adjourn the meeting at 8:12 p.m. and Mr. Judson seconded the motion. The decision was unanimous.

Respectfully submitted,

Phil Judson, Secretary/Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES