

**NAVARRO COLLEGE BOARD OF TRUSTEES
OCTOBER 14, 2010 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, October 14, 2010, at 6 p.m. in the President's Dining Room for dinner. No business was discussed or conducted during this time. Following dinner, trustees relocated to 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. Richard Aldama, Mr. A. L. Atkeisson, Mr. Phil Judson, 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
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Donna Parish	Director, Market Relations & Public Information
Mr. Roark Montgomery	Athletic Director
Ms. Marcy Ballew	Director, Human Resources
Ms. Judy Cutting	Asst. Dean, Business, Professional and Technical Education
Ms. Sheri Short	TYC Training Coordinator
Ms. Kristin Walker	Director, Continuing Education
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Rayland Haynes	Media Integration Services Center
Mr. Oliver Sheehan	Corsicana Daily Sun
Ms. Julianne Dodge	Navarro County Times

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

Call to Order and Dinner

Mr. Huffman called the meeting to order at approximately 6:00 p.m. in the President's Dining Room. Trustees were joined by members of the Faculty Association Executive Committee, Dr. Sanchez, Dr. Nolte and Dr. Martin. Following dinner, the board took a recess to relocate to the Arrowhead Room for their regular monthly meeting.

Mr. Huffman reconvened the board into regular session in the Arrowhead Room at approximately 7:03 p.m. and asked Dr. Price to begin the meeting with a prayer. He then announced a Closed Session would be held following the President's Report to discuss personnel matters according to Government Code 551.074 and stated no action would be taken.

Board Announcements

There were no announcements made by the Board.

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes - Board of Trustees September 16, 2010 Meeting
- b. Revisions to Section VI.04.00 – Teaching Loads of the Navarro College Administrative Policies and Procedures Manual
- c. Revisions to Section VIII.11.02 – Degree Recognition of the Navarro College Administrative Policies and Procedures Manual

Dr. Sanchez stated in addition to the minutes from September 16, 2010 meeting, two revisions to the Navarro College Administrative Policies and Procedures Manual were presented in the Consent Calendar for approval. He stated Section VI.04.00-Teaching Loads was being revised to include information regarding teaching loads already included in the Policies and Procedures Manual. No changes or revisions to policy were being proposed.

A revision to Section VIII.11.02 clarifies that stipends are only paid to non-teaching staff when employees earn an associate, bachelor, or masters degree. Faculty earning advanced degrees automatically receive an increase in salary according to the salary schedule.

Mr. Judson moved to approve the Consent Calendar and Mr. Aldama seconded the motion. The vote was unanimous.

Take Action on September 2010 Financial Statement

Ms. Moreno was asked to present the September 2010 financial statement. She began her presentation by stating with the beginning of the new 2010-2011 fiscal year, amendments were required to adjust federal and state grant fund budgets in the following areas: Adult Basic Education (ABE), Small Business Development (SBDC), Texas Workforce Commission (TWC) Manufacturing Consortium and to reinstate budgets for Occupational Therapy Assistant Program laboratory kits, Law Enforcement Officers Standards of Education (LEOSE) training funds and to establish a budget for renovation of the Corsicana Cosmetology Program's facility. The proposed amendments reduced the original 2010-2011 budget by \$5,428 for a revised total of \$106,268,717.

In response to Mr. Huffman's inquiry about renovating the Cosmetology facility, Ms. Moreno explained that the facility located in the College Park Mall is designed in such a way that students and instructors are required to walk out into the public mall area in order to access the salon area from the classroom. Because they are under instructional guidance, the state requires students to be escorted from one area to the other by an instructor. To eliminate constant disruption in instruction, approval was received from the State Board to construct a pathway between the two areas which will allow the students to move from one area to the other without leaving the program's facility or having to be escorted.

A review of the Source of Funds indicated 21.13% of the budget had been earned at September 30, 2010 compared to 18.78% the previous year. The Disbursement of Funds indicated 40.49% of the 2010-2011 budget had been obligated or expended as of September 30, 2010 and was in line with 40.07% expended/obligated the previous year.

Ms. Moreno stated the college is in very sound financial condition and concluded her report.

Mr. McGraw moved to approve the September 2010 financial statement and Mr. Judson seconded the motion. The decision was unanimous.

Approve Increase in Protective Services Fees and New Police Academy Patrol Rifle Instructors Course Fee

Dr. Martin introduced Ms. Kristin Walker, Director of Continuing Education, and asked her to present information related to the proposed increases in Protective Services fees including a new Police Academy Patrol Rifle Instructors Course fee.

Ms. Walker stated that over the past three years the Emergency Medical Services (EMS) and Police Academy programs have made great strides. The programs are experiencing maximum enrollment and pass rates are increasing. Mr. Kenneth Harris is currently program coordinator for the EMS Program and the Police Academy is under the direction of Mr. Damon Jackson.

Ms. Walker stated an increase in Police Academy fees is being requested to help maintain services. Because of the increased cost and accessibility of ammunition, a \$150 increase in the Police Academy's ammunition fee was being proposed. Students are required to pay the ammunition fee up front and indicate what type of firearm they will be using. Ammunition is then ordered based on the types of firearms (guns) the students have indicated they will be using. She continued stating CPR training is being added to the program's curriculum for an additional fee of \$5. With the approval of the new fees, the Police Academy tuition and fees will increase from \$1,720 to \$1,875.

Ms. Walker responded to questions from the Board stating it is not feasible for the Police Academy to reload their own ammunition because of the numerous types of ammunition needed and the manpower required as well as regulations that must be followed. She added that a minimum of 300 rounds are expended by each student.

Ms. Walker stated a new Patrol Rifle Instructor Course was also proposed for a fee of \$240. This course will be offered through the Police Academy for current officers seeking certification to teach this course. The proposed course will not be offered to new students.

A new FIDSAP lab fee, assessment/testing fee, and background check fee are proposed for the EMT and Paramedic Programs. Ms. Walker stated "FIDSAP" is a software program which will allow faculty, staff and providers to access students' clinical schedules. The software also includes a "skills tracker" that has the capacity to create an electronic skills résumé for students as they progress through the program. In addition, a pretest for the national registry is available on FIDSAP to help students prepare for their exam which leads to certification. Other institutions offering this program claim a 97 percent pass rate by students taking the national exam on their first attempt.

Ms. Walker stated a fee of \$5 is needed to cover the cost of a background check which is required within 30 days prior to each student beginning their clinicals. The proposed assessment/testing fee will cover the cost of online testing for students.

The EMT Program tuition and fees will increase \$60 for a total of \$509 for in-district students and \$701 for out-of-district. The Paramedic Program tuition and fees will increase \$160 for a total of \$2,337.00 for in-district and \$3,425.00 for out-of-district.

Dr. Sanchez inquired if tuition is a deterrent to enrollment. Ms. Walker stated there is no waiting list for the Paramedic Program but enrollment is almost at maximum. She stated the program is in demand and is considered an easy way to gain access to the nursing program because there is no waiting list. The Paramedic Program is a one year, three-semester program taught on the Waxahachie campus. She explained the difference between an EMT and a paramedic is that a paramedic is trained to administer drugs. She stated the EMT Program always has a waiting list. EMT graduates can be hired by fire departments and hospitals but do not earn as much as a paramedic.

Mr. Judson made a motion to approve the increase in Protective Services Fees and the new Police Academy Patrol Rifle Instructors course fee. Mr. Atkeisson seconded the motion and the decision was unanimous.

Update on Texas Youth Commission Student Educational Program

Dr. Martin asked Ms. Judy Cutting, Assistant Dean of Business, Professional and Technical Education, to introduce Ms. Sheri Short. Ms. Cutting stated when Ms. Short came to Navarro College ten years ago as a criminal justice instructor, she brought with her 23 years of experience in juvenile and adult corrections and probation. Ms. Short has assumed an important role in "trailblazing" a partnership with the Texas Youth Commission (TYC) to provide training for new employees. She stated Ms. Short's biggest strength is that she sees her job as a "mission" and volunteers her personal time to assist students.

Ms. Short thanked Ms. Cutting and stated that the partnership program developed with TYC has grown from providing training for new employees to providing training for all employees. She stated approximately one year ago the TYC Director asked her if something could also be done for students at the State Home facility in Texas. TYC has been working with other institutions but because students are often moved from one location to another, they have not been able to complete their studies.

Ms. Short stated in order to overcome this issue Navarro College developed a hybrid-type course that could be offered within the facility where the student is located via video conferencing. Navarro College professors meet face-to-face with the students several times a week via video conferencing. TYC provides a proctor in the room to assist the student(s).

Ms. Short stated ninety-nine (99) students have gone through the experimental program since fall 2009. Because of its success, plans are now being made to expand the program into the halfway houses. The criteria established for selecting students to participate in the pilot program included:

- no disciplinary action during the previous 6 months
- must have a "length of stay" left in the facility to allow them to complete the program
- must be educationally motivated and have their high school diploma or GED, or two years of high school (can be placed in dual credit program) and
- must sign a commitment paper stating they will finish the course.

Ms. Short stated students selected to participate in the program are "cream of the crop". A video about the program produced by TYC and Navarro College was aired for trustees. The video included interviews with students as well as comments from their instructors and administrators. One instructor, Dr. Brenda Reed, noted that every TYC student taking her algebra course completed the course successfully which was not the case for some of the traditional students.

Following a review of the video, Ms. Short stated Dr. Sanchez and Dr. Martin have been very supportive of this unique program. She stated as students are released from the facility, she is contacted so she may assist these students with their enrollment at the college. Two students are currently attending Navarro College and are housed in the residence halls. One student, who possessed only a few personal items when released from TYC, is successfully holding down two jobs and is in the Honors Program.

Ms. Short concluded by stating this program is unique and no other state offers a similar program. Because many states are interested in learning about the program, she and TYC representatives have been asked to make a presentation at the next American Corrections Association meeting.

Mr. Judson inquired if there is a way to track these students and if they are mentored/proctored. Ms. Short responded that she is hoping to have data from TYC's statistician soon and when she receives the information, it will be shared. She stated there is not a formal mentoring program but Rayland Haynes, Navarro College employee in the Media Integration Services Department, and her son are currently serving as mentors for the two students at Navarro College.

Dr. Sanchez stated one of the young men seen in the video came by his office recently and told him how pleased he was to be attending Navarro College. He also commented about his future plans to become an attorney. Dr. Sanchez concluded by stating "the thing we do best is help change lives."

Mr. Huffman thanked Ms. Short for her presentation.

Update on Personnel

Ms. Ballew was asked to present an update on personnel. She reported the following appointments were made during the month of September 2010:

- Nancy Hughes – Administrative Assistant II, Arts & Sciences – Corsicana
- Charles Keyte – Campus Police Officer – Ellis County Campuses
- Chris Hawkins – Campus Police Officer – Corsicana
- Aaron Palmer – Campus Police Officer – Corsicana
- Jonathan Middleton – Welding Instructor – Corsicana

The following reclassifications were made:

- Tim Kevil – Director of Libraries from Head Librarian – Corsicana
- Jarrett Daugherty - Assistant Director of Maintenance from Maintenance Supervisor - Ellis County
- Shannon Wilkins - Accounting Clerk I/Cashier from Accounting Clerk II - Corsicana
- Jan Phillips - Bursar from Internal Auditor - Corsicana
- Shannon Paschal - Maintenance Worker I from Maintenance Worker II - Corsicana
- Janet Daugherty – Budget Officer from Executive Administrative Assistant - Corsicana

There were no reassignments, transfers, resignations, terminations or retirements during the month of September, 2010. Ms. Ballew stated five open positions were currently being advertised and concluded her report.

President's Report on Items of Information

Dr. Sanchez asked Ms. Parish to present the Board's calendar of events. Highlights of upcoming events included: ACCT Leadership Congress October 19-23, a 10,000 Student Celebration scheduled November 1, ACOTE (Occupational Therapy Program) Accreditation On-Site Survey November 8-10, "Lost Art" theatre presentations November 11 – 20, upcoming football, basketball, volleyball, soccer games and playoffs, and early spring registration beginning November 8.

Dr. Sanchez asked Ms. Ballew to present an update on enrollment on behalf of Mr. Gragg who was on vacation. Ms. Ballew reported headcount enrollment for fall 2010 has increased by 10.6% from the previous year with 10,172 students enrolled. Contact hours have also increased 11.9%.

Dr. Sanchez next called on Dr. Nolte to present an update on construction projects on the Ellis County campuses. Dr. Nolte stated this will be the last report on the construction of Phase II on the Midlothian campus as the next Board of Trustees meeting in November will be held in Midlothian and trustees will see the finished product. He stated a "punch list" of final items needing attention has been developed, the construction site is being cleaned and landscaping is in process. He continued by stating cost cutting measures were taken to reduce the expense of furnishing the building and the same measures will be taken to reduce the equipment budget as well. Hill & Wilkinson is currently addressing several issues. The manufacturer of the hand rails needed for the stairs leading to the second floor has gone out of business and they have had

to locate another reliable firm. In addition, representatives from Hill & Wilkinson are addressing a safety issue regarding the exterior stonework in some areas. There is concern some stone could potentially become dislodged over time. Dr. Nolte displayed pictures of the building and stated the board will be taken on a tour of the finished facility during their visit in November. He concluded by stating the Midlothian Campus Advisory Board will meet on Saturday, October 15, and will be taking a walkthrough of the new building and will discuss signage during their meeting.

Dr. Sanchez asked Ms. Moreno to update the board on the construction of the Petroleum Technology and Police Headquarters buildings. Ms. Moreno displayed pictures of the work in progress. She stated pre-fabricated framing for the Petroleum Technology Building is being installed and walls will be going up shortly. The color scheme for the Police Building has been selected, and work on the parking lot to serve both buildings is progressing.

Ms. Moreno stated Hill & Wilkinson, who is also the construction manager for these two projects, is in the process of moving their headquarters to a new location and has generously donated 30 desks and two conference tables to Navarro College. She stated Dr. Capone has selected some of the computer desks for use in the new Petroleum Technology Building, and she concluded her report.

Dr. Sanchez stated the surface of the road between the new Petroleum Technology Building and the Physical Plant Building has never been very good. He has asked Hill & Wilkinson to extend the parking lot from the Petroleum Technology Building to the Physical Plant Building and construct a shed to cover the college buses. He stated the cost for both projects will be approximately \$110,000 which is very reasonable.

Dr. Sanchez asked Ms. Hailey to present a report on the status of the complaint filed with the Office of Civil Rights (OCR). Ms. Hailey stated she was pleased to report that based on investigation and interviews, OCR has determined Navarro College was not in violation of the Americans with Disabilities Act of 1990 or the Rehabilitation Act of 1973.

Dr. Sanchez distributed travel information regarding the ACCT Leadership Congress meeting in Toronto, Ontario, Canada. He reminded trustees to bring their passports and reviewed the trip itinerary including the pick-up schedule, flight time and conference schedule.

Dr., Sanchez continued his report stating the board meeting on November 18, 2010 will be held in Ellis County at the Midlothian campus. In order to allow time to tour the new building, the bus will leave at 4 p.m. from the Corsicana campus.

Dr. Sanchez stated the Economic Impact Report mentioned to trustees last month is in the process of being finalized. He stated everyone will be surprised when they see the tremendous economic impact Navarro College has on Navarro County as well as on the other four counties served by the college district.

Dr. Sanchez stated Rep. Warren Chisum has indicated he will be competing for the position of Speaker of the House against Rep. Joe Straus. Rep. Chisum has stated he feels Mr. Straus does not have sufficient experience to lead the house through the budget deficit the state is facing. Dr. Sanchez stated if Rep. Chisum is elected Speaker of the House, Rep. Jim Pitts will not hold the position of Chairman of the Appropriations Committee.

Dr. Sanchez stated he has received confirmation the next two bienniums are going to bring less revenue to Navarro College because of the huge budget deficit faced by the State of Texas. He stated no one as yet is able to determine the magnitude the deficit 2013-15 may bring. The issue is that the expected deficit has several structural problems that must be addressed. He stated the next 2-4 years are looking very serious relative to funding for higher education. It is very likely Navarro College could reach enrollment of 12,000 students but will only receive state funding for 8,000.

Dr. Sanchez stated a celebration on all campuses will be held on Monday, November 1, in recognition of reaching the 10,000 student mark. He invited trustees to join staff in the celebration and concluded his report.

Announcement

Mr. Huffman announced the next Board of Trustees meeting will take place at the Midlothian Campus on November 18, 2010. He called for a short recess before convening into closed session. He added that no action would be taken.

Closed Session and Adjournment

Mr. Judson moved to convene into Closed Session at 8:25 p.m. to discuss personnel matters according to Government Code 551.074. Mr. Atkeisson seconded the motion and the decision was unanimous.

At 9:06 p.m., a motion to reconvene into Open Session and to adjourn the meeting was made by Mr. Aldama and seconded by Mr. Atkeisson. The decision was unanimous.

Respectfully submitted,

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