

NAVARRO COLLEGE BOARD OF TRUSTEES
MAY 18, 2006 MEETING
MINUTES

The NAVARRO COLLEGE BOARD OF TRUSTEES met on May 18, 2006 at the Waxahachie Campus located at 1900 John Arden Drive in Ellis County for their regular monthly session. The following trustees were in attendance: Mr. Homer Wasson, Chair; Dr. James Price, Vice-Chair; Mr. Lloyd Huffman, Secretary-Treasurer; Mr. James Borkchum, Member; Mr. Liston Herod, Jr., Member; Mr. Todd McGraw, Member; and Mr. Zane Stites, Member.

Also attending were:

Dr. Richard Sanchez	President
Dr. Lary Reed	Executive Vice President
Mr. Darrell Raines	Vice President for Finance and Administration
Dr. Kenneth Martin	Vice President for Student Services
Dr. Tommy Stringer	Vice President for Institutional Advancement
Mr. Dewayne Gragg	Dean of Enrollment Management and Institutional Studies
Ms. Nelida Aguilar	Director of Human Resources
Dr. Harold Nolte	Provost, Ellis County Campuses
Dr. Cubie Ward	Dean of Midlothian Campus
Mr. Robert Sokoll	Waxahachie City Manager
Mr. Doug Barnes	Director of Economic Development, Waxahachie
Dr. James Wilcox	Superintendent, Waxahachie ISD
Mrs. Jan Jenkins	Student
Ms. Kacie Campbell	Associate Director of School Relations
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Bob Belcher	<u>Corsicana Daily Sun</u>
Rep. Jim Pitts	State Representative

100. Introduction

101. Call to Order

Mr. Wasson called the meeting to order at 7:10 p.m. and asked Dr. Price to lead the assembly in prayer.

102. Changes to Agenda

There were no changes to the agenda.

103. Take Action on the April 27, 2006 Board Meeting Minutes

Mr. Stites made the motion to accept the minutes for the April 27, 2006 Board of Trustees meeting. Mr. Borkchum seconded the motion. Acceptance was unanimous.

106. Board Comments

Mr. Wasson commented that he had been looking forward to this meeting because of the progress being made at the Waxahachie campus and the recent purchase of land. He stated he feels good about the things that are about to happen and appreciated the patience of the faculty and staff. He echoed Dr. Sanchez's words stating "the best is yet to come."

107. Open Forum Time

There were no requests to address the Board.

200. Finance and Administration

201. Adoption of Resolution Thanking State Representative Jim Pitts

Dr. Sanchez stated that State Representative Jim Pitts has always been there for Navarro College and has always made himself available when he is needed for any assistance or guidance. Dr. Sanchez stated he was honored to present the resolution to Representative Pitts thanking him on the Board's behalf. Dr. Sanchez then read the resolution acknowledging State Representative Pitts's contributions to Navarro College and presented him with a framed copy.

Representative Pitts expressed his appreciation and stated he will be there to "help tomorrow". He stated while he is proud of the Midlothian campus, he is also looking forward to the progress of the new campus at Waxahachie.

Mr. Wasson commented that Representative Pitts has been a true friend to Navarro College and thanked him.

Mr. Huffman made a motion to adopt the resolution thanking State Representative Jim Pitts and Mr. Borkchum seconded the motion. The vote was unanimous.

202. Take Action on April 2006 Financial Statement

Mr. Raines presented the financial statement for the period ending April 30, 2006. Amendments proposed for the month of April totaled \$112,596. The increase was attributed to receipt of grant funds from the North Central Texas Workforce Development Walgreen's Grant, Adult Basic Education 2006 Additional Funding, and a grant from the Navarro College Foundation for the purchase of computers. The revised budget at April 30, 2006 totaled \$64,960,915.

A review of the Source of Funds for the month ending April 30, 2006, showed \$48,971,958 had been earned. This is 75.39% of the budgeted revenues and is slightly lower than 77.35% when compared to earnings at April 30, 2005. Mr. Raines noted that receipt of State Funds was slightly down from last year at this time. He stated another allocation was recently received and will be reflected in the next financial statement.

A review of the Disbursement of Funds indicated \$44,326,248 had been expended and \$8,054,339 obligated at April 30, 2006. Mr. Raines was pleased to report expenditure patterns continue to be held down at 80. 63% when compared to 81.28% the same time last year.

Dr. Price made a motion to approve the April 2006 Financial Statement. Mr. McGraw seconded the motion and the vote was unanimous.

203. Update on Construction/Renovation Projects

Dr. Reed was asked to present an update on the current construction and renovation projects. He stated work is moving along a little faster to enclose the breezeway at the Mexia campus. The brickwork is 50% complete, storefront windows and doors are now in place, inside walls are in place, "rough-in" for the

HVAC and electrical is complete, and data lines have been installed. He stated completion is anticipated in another month to six weeks.

Dr. Reed continued with a report on a new Weight Room/Student Activity Building to be constructed across from Gibson Hall on the Corsicana campus. He stated the architect is still working on a design for the exterior to make it "fit" the campus and an initial floor plan has been developed.

He further stated that renovation of the Gooch Building into a One Stop Center continues to progress. The Registrar's and Financial Aid areas are 90% complete. Cubicles are expected to be installed in the Arrowhead Room by next month to convert the area for Carl Perkins and Tech Prep. Preparations will begin soon for the counseling and guidance areas to be moved by the impending semester.

Dr. Reed reviewed the new Waxahachie Campus Master Plan which includes the new land recently purchased from Chevron Phillips. The plan includes a new T-shaped 16,000 sq. ft. classroom building and a new L-shaped building for the Fire Academy/EMT Programs. He noted that architect, Bryce Weigand, believes the services of a civil engineer will be needed. Dr. Reed stated he expects work will move rapidly as the architects begin working on plans within the next month. Construction is anticipated to begin by mid-fall and the buildings completed for "move-in" by August 2007.

Mr. Huffman inquired if the buildings will be designed to have the same "look" throughout the campus. Dr. Reed responded it is planned to have the buildings designed to complement each other and stated this is the reason for hiring the same architect who designed the remodel of the current facility.

Mr. Wasson thanked Dr. Reed for the update.

300. Instruction/Student Services/Athletics

301. Update on Ellis County Campuses

Dr. Nolte welcomed the Board to the Waxahachie Campus and thanked them for their leadership. He stated that Navarro College has many friends and noted that Representative Pitts had made a special trip from Austin earlier that day just to attend this meeting. He introduced Mr. Bob Sokoll, Waxahachie City Manager, and Mr. Doug Barnes, Waxahachie Director of Economic Development, who were instrumental in helping Navarro College sell a portion of its land recently.

Mr. Barnes, Director of Economic Development, welcomed the Board and shared information about the industrial, commercial, retail and residential growth being experienced in Waxahachie. He stated that the population in Waxahachie is expected to exceed 44,000 by the year 2020. Industries such as Walgreen's Distribution Center, Cardinal Glass and James Hardy Manufacturing are expanding and will be increasing employment opportunities in Waxahachie. In addition, the company which recently purchased the Chevron Phillips facility from Navarro College will also be expanding. He stated that the 300,000 sq. ft. Waxahachie Town Center which houses Target, Lowe's, Belk's Department Store, a steakhouse restaurant and fifteen other small entities has exceeded expectations and is drawing customers from south Dallas and surrounding areas. A second retail center, Market Place, also houses Bealls, Hastings,

and Dollar Tree in a 100,000 sq. ft. area is also doing well. He stated Baylor Hospital, which recently spent \$10 million expanding its emergency room, has just approved the construction of a new 50,000 sq. ft. doctor's clinic. The facility will include a cardiac unit and is expected to house approximately twenty-five new physicians.

Mr. Barnes stated that five years ago, building fifty (50) new homes a year in Waxahachie was considered great but this past year over five hundred (500) new resident dwellings were built. He stated that estimates indicate approximately twenty-five (25) new families are moving into Ellis County each day. Seventeen (17) new residential subdivisions have been approved and platted for approximately 4,000 new homes to be built. Infrastructure is in the process of being installed for the first 500 acres of a 19,065 acre development on Hwy 287, near the Mueller Building, for construction of homes in the medium to upper-level income levels. A mixture of residential dwellings and light commercial buildings are planned for 2,000 acres referred to as "Old Kemp Ranch". Mr. Barnes stated it is projected that 21,000 people will be housed in this subdivision. In the next twenty (20) years, approximately 45,000 new residents could potentially be housed in both subdivisions.

Mr. Barnes continued by stating that Waxahachie is very proud of a joint venture with Midlothian to expand Midway Regional Airport. Plans for expansion of the 5,000 sq. ft. instrument landing runway into a 6,500 sq. ft. runway to accommodate larger corporate jets and smaller freight jets are underway. Fifty-two (52) hangars will house ninety (90) aircraft. In combination with area industries including two (2) aircraft-related industries located there, this expansion is expected to create a tremendous "economic engine" for the area.

Mr. Barnes stated that student growth and expansion of Navarro College's physical plant on the Waxahachie campus was another exciting "economic engine" in their community. He praised the Board and Dr. Sanchez for their foresight and investment in Waxahachie and expressed the City's appreciation. He concluded by stating that Waxahachie looks forward to working with Navarro College in the future.

Dr. James Wilcox, Superintendent of Waxahachie ISD, next addressed the Board. He stated that renovations of the Wilemon Building, which is currently occupied by Navarro College's Fire Academy/EMT Programs, are underway. He explained that civil engineers determined the Wilemon Building, if properly maintained, will outlast other buildings within the district which led to the decision to renovate the building. The building will be used to house an alternative/non-traditional high school that will emphasize math, science, technology and foreign language. Dr. Wilcox stated that no other high school in the United States has a similar program where students will not have a choice between taking high school credit only courses or dual credit courses. Students attending Wilemon will be required to take a minimum of twenty-one dual credit hours (21). These courses will include English IV, Government, History, Sociology, Psychology, Economics and others. The plan is to house 500 students at this location. Criteria for entry will be underserved students in math, science and technology (females and minorities) and students who are underperforming in the traditional school setting. The focus at Wilemon will be project-based learning and cohort groups. "White-board", internet-based technology, will be used

which will allow parents to see their children's work. Dr. Wilcox stated this innovative project "handcuffs" Waxahachie ISD and Navarro College together until August 2007.

Dr. Nolte thanked Dr. Wilcox and acknowledged the wonderful relationship that exists between Navarro College and Waxahachie ISD.

Dr. Nolte gave a brief PowerPoint review of the Waxahachie campus and student activities that have been held, many which have benefited the community. He then introduced Ms. Jan Jenkins, wife of Mayor Joe Jenkins and student at the Waxahachie campus.

Ms. Jenkins described herself as a non-traditional, adult student who decided to fulfill her dream of earning a bachelor's degree at 65 years of age. She shared her experiences at the Waxahachie campus with the instructors as well as the friendships she developed with other traditional and non-traditional students, especially younger, high-school age students who befriended and helped her. She acknowledged the work of several staff members and conveyed her pleasure in beginning her educational experience at the Waxahachie Campus. She furthermore commented that the instructional program at the Waxahachie Campus is outstanding and she expressed her appreciation for Navarro College being available to her and other residents in Waxahachie.

The Board of Trustees and the audience acknowledged the excellent presentation by Ms. Jenkins with a round of applause.

Dr. Ward followed with a brief update on the new Midlothian campus. He stated projections indicate that Midlothian's population will exceed 45,000 by the year 2030. The school system is projecting growth of 500-600 students per year and anticipates 9,095 students by the year 2011. Dr. Ward stated that, including dual credit students, he anticipates enrollment at the Midlothian campus to reach 800 and projected 120,000 contact hours could be produced this fall. He concluded by stating Texas A&M University at Commerce will offer courses at the Midlothian campus beginning this fall. A coordinator has been employed and an administrative assistant is also expected to be employed soon. Midlothian students will have the opportunity to earn a bachelor's degree in Education or Business (BAAS), similar to the program on the Corsicana campus.

Dr. Nolte concluded by stating the Waxahachie campus has some of the finest faculty in the state. He stated both faculty and staff care about their students and stressed this is one of the main reasons behind the success and growth of the campus.

Mr. Wasson thanked Dr. Nolte, Dr. Ward and guests for their presentations.

400. Personnel

401. New Hires/Reassignments/Transfers/Reassignments

Nelida Aguilar presented the personnel reports for the month of April 2006 as well as a summary of personnel activity for the quarter.

The following appointments were made during April 2006:

- Brandon Ford (Network Operations/PC Support Specialist, Corsicana)
- Jenny Stephens (Campus Police Officer, Corsicana)
- Clint Walling (Admissions Specialist/Recruiter, Corsicana)

The following employee reassessments were made during April 2006:

- Sina Taimanao (Interim Director of Adult Education from Director of First Generation Program)
- Dalila Vaiz (Director of First Generation Program from First Generation Coordinator)

402. Resignations/Terminations/Retirements

The following employee resigned during April 2006:

- Emilia Cummings (Associate Director of Residence Life, Corsicana)

The following employees were terminated during April 2006:

- Tracy Morgan (Director of Adult Basic Education, Corsicana)
- Matilda Jerry-Williams (Adult Education Coordinator, Corsicana)

There were no employee retirements during April 2006.

500. President's Report

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In the absence of Ms. Susan Johnson, Ms. Kacie Campbell was asked by Dr. Sanchez to present the Board's Calendar for May and June.

Dr. Sanchez then asked Dewayne Gragg to provide an update on summer enrollment. Mr. Gragg stated mini-mester classes appear to be losing their popularity and enrollment figures were "dead even" with last year. Trends for enrollment in Summer classes are also changing with Summer I enrollment figures. These enrollments are also holding even with last year's enrollment. Mr. Gragg stated students seem to be gravitating toward taking internet classes over the typical face-to-face classes. Students who would typically sign up for two face-to-face classes are signing up for one internet class instead. He stated other schools are reporting the same trend. He stated that a look at early enrollment figures for the fall semester shows a 12% increase in headcount over last year at this time. He expressed confidence in projecting an 8% increase for the fall 2006 semester.

Dr. Sanchez then asked Mr. Raines to report on the sale of the parcel of land in Waxahachie. Mr. Raines stated that the closing is anticipated to take place on May 25, 2006. He added that a discrepancy in the street address is being investigated to satisfy the bank; Chevron Phillips used one address while the title company is using another.

Dr. Sanchez continued with his President's Report. He stated that half-day Fridays, a staff incentive approved by the Board, will begin on Friday, May 26, with the College closing at 12:00 noon. Notices have been posted at all campus sites to inform the public. Dr. Sanchez added that regular hours would be

kept on days designated for registration and orientation sessions. Dr. Sanchez also conveyed the staff's appreciation to the Board.

Dr. Sanchez stated the College will also be closed for Memorial Day on Monday, May 29, 2006.

Dr. Sanchez stated that on June 3, 2006 he will travel to Fort Myers, Florida at the request of Dr. Kenneth Walker. He stated Dr. Walker is interested in developing a residence life program and has asked him to share information about Navarro College's residence life with his staff. He will return to the campus on June 7, 2006.

Dr. Sanchez reminded the Board of the plans to implement new policies for students living in the College's residence halls. He stated the policy will be based on class attendance. He explained that the idea related to the students' grade point average was not feasible since that information is not available until late in the semester; instead, because it has been noted that a large number of "problem" students do not attend classes, a policy will be proposed stating that students who do not comply with the College attendance policy will not be allowed to remain in housing.

Dr. Sanchez stated he was pleased with the applicant pool for the position of Dean of the Navarro College South Campus with over twenty applications received. He stated that many of the applicants were excellent candidates and noted that the response for filling this position was much better than has been experienced before. He stated he would like to believe the increased interest could be attributed to recent developments at Navarro College and the progress it has made.

Dr. Sanchez continued his report stating that Cosmetology and Physical Therapy courses will be added at the Corsicana campus for the fall semester. He stated Corsicana ISD recently closed their Cosmetology Program at the high school and generously offered Navarro College their equipment. Dr. Sanchez stated the program in Mexia has been very successful and felt there is a need to offer one in Corsicana. He stated renovations will be made to the white house on Second Avenue currently being leased from IOOF for residence life students to accommodate the Cosmetology Program.

Dr. Sanchez concluded his President's Report.

600. Closed Session, Announcement and Adjournment

601. Next Meeting Announcement

The next meeting of the Board of Trustees will be held on June 15, 2006.

602. Adjournment

Mr. Stites made the motion to adjourn at 8:30 p.m. and Mr. McGraw seconded the motion. The decision was unanimous.

Lloyd D. Huffman, Secretary-Treasurer
Navarro College Board of Trustees