

**NAVARRO COLLEGE BOARD OF TRUSTEES
FEBRUARY 15, 2007 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met at 7:00 p.m. on Thursday, February 15, 2007 in the Gooch Arrowhead Room for their regular monthly meeting. The following Trustees were in attendance: Mr. Homer Wasson, Chairman; Dr. James Price, Vice Chairman; Mr. Lloyd Huffman, Secretary/Treasurer; Mr. James Borkchum, Member; Mr. Liston Herod, Member. Members absent were Mr. Todd McGraw and Mr. Zane Stites.

Also in attendance were:

Dr. Richard Sanchez	President
Dr. Harold Nolte	Provost, Ellis County Campuses
Dr. Kenneth Martin	Vice President for Academic Affairs
Mr. Darrell Raines	Vice President for Finance and Administration
Dr. Tommy Stringer	Vice President for Institutional Advancement
Ms. Maryann Hailey	Interim Vice President for Student Services
Ms. Nelida Aguilar	Director of Human Resources
Mr. Paul Smith	Interim Director of Marketing and Public Relations
Mr. Dewayne Gragg	Dean of Enrollment Management
Mr. Roark Montgomery	Athletic Director
Dr. Larry Weaver	Dean of Career and Technical Education
Dr. Shellie O'Neal	Instructor, Theatre
Mr. Dennis Melton	Generation II Home Builders
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Matt Miller	Director of Media Integration Services
Mr. Bob Belcher	<u>Corsicana Daily Sun</u>

100. Introduction

101. Call to Order

The meeting was called to order by the Chairman, Mr. Homer Wasson, at 7:00 p.m. and Dr. Price led the assembly in prayer. Following the prayer, Mr. Wasson announced that a Closed Session would be held following Item 501, President's Report, to discuss Legal and Personnel matters according to Government Codes 551.071 and 551.074, and stated no decisions were anticipated.

102. Changes to Agenda

When asked if there were any changes to the agenda, Dr. Sanchez stated a revised agenda was included in the Board's books.

103. Take Action on the January 25, 2007 Board Meeting Minutes

Mr. Huffman made the motion to approve the January 25, 2007 Board Meeting minutes and Mr. Borkchum seconded the motion. The decision was unanimous.

104. Board Comments

There were no comments from the Board.

105. Open Forum Time

There were no requests to address the Board of Trustees.

200. Finance and Administration

201. Take Action December 2006 Financial Statement

Dr. Sanchez asked Mr. Raines to present the December 2006 financial statement.

A review of the Statement of Budget Changes reflected a decrease in the total budget by \$4,242. Reduced funding for the Tech Prep Grant resulted in a decrease of \$6,212. An increase in Other Local Income from receipt of testing fees and museum receipts in the amount of \$1,970 helped offset the decrease in the Educational and General Fund. The revised budget at December 31, 2006 totaled \$65,663,000.

A review of the Source of Funds showed \$23,803,589 or 36.25% of the revised budget had been earned at December 31, 2006 as compared to 43.58% earned at the same period in 2005. Mr. Raines stated Student Income revenues appear to be slightly below projections with 63.10% earned as compared to 65.07% the previous year. He mentioned these revenues will need to be looked at carefully at the mid-year point. He stated the difference in 56.98% in Debt Service Funds earned at December 31, 2006 as compared to 8.05% at the same period last year was a result of timing. Funds from building use fees were transferred earlier this year than in 2005. He reminded the Board that Student Financial Aid Funds, with 15.28% earned as compared to 37.44% last year, will catch up at the end of the fiscal year because of the new policy allowing students to access their funds in August for the fall semester.

A review of the Disbursement of Funds indicates \$16,669,612 had been expended and \$14,825,595 had been obligated at December 31, 2006 or 47.96% of the budget as compared to 54.88% at the same point in time last year.

Mr. Raines responded to Dr. Price's inquiry stating that February 28 is regarded as the College's "mid-year". He stated this is the ideal time to assess the budget with the fall semester completed, the spring semester in progress and the only "unknown" is the summer school enrollment.

Mr. Huffman made the motion to approve the December 2006 Financial statement. Mr. Borkchum seconded the motion, and the decision was unanimous.

202. Update on Construction of Classroom and Continuing Education/Fire Academy Buildings on Waxahachie Campus and Residence Hall on Corsicana Campus

Dr. Sanchez asked Dr. Nolte to present an update on construction at the Waxahachie campus. Dr. Sanchez stated there was very little to report on the construction of the residence hall, and Mr. Raines would be presenting the bid results in Item 203.

Dr. Nolte stated that regular weekly meetings have been scheduled with the architects and contractors. In addition, bi-monthly progress updates will be submitted by the Contractor-at-Risk to keep the College informed of developments during construction of the new classroom building and Continuing Education/Fire Academy Building.

He stated that the recent rain and freezing temperatures had caused a few delays in the construction process. Pad work for the classroom building is finished and is expected to be completed for the Continuing Education/Fire Academy Building by the following week. Trenching for site utilities has begun and preliminary concrete work should begin by February 16, 2007. Drilling 14-15 feet deep for piers is scheduled to begin on Thursday, February 22.

Dr. Nolte agreed with Dr. Sanchez's inquiry that a sign needs to be posted on the construction site identifying the new classroom building. He concluded his presentation by stating that he would have more to report in the weeks to come.

Mr. Wasson thanked Dr. Nolte for his presentation.

203. Award Bid for Construction of 32-Bed Residence Hall to Generation II Homebuilders

Dr. Sanchez called on Mr. Raines to present bid results for the construction of a thirty-two (32) bed residence hall.

Mr. Raines began by reminding the Trustees they had approved moving the site for the construction of a new thirty-two bed residence hall to a location along Second Avenue and Miracle Drive. He stated the project was bid in two ways: the first, by separate trade from a subcontractor point of view and the second, from a General Contractor's point of view.

Mr. Raines stated there were not enough bids received by subcontractors to cover all the necessary trades including framing. He stated the College was fortunate, however, to receive bids from General Contractors including: Generation II Home Builders, KDW Construction, and Mid-Tex Homes.

Mr. Raines stated the low bid of \$425,235.71 from Generation II Home Builders was a very good bid when compared to cost of the last residence hall built by subcontractors in the amount of \$380,000. Mr.

Raines stated the \$380,000 did not include the salary paid to David Long, the Construction Manager, nor the cost of additional goods and services.

Mr. Raines then introduced Mr. Dennis Melton from Generation II Home Builders and stated their company has a very good reputation. Reference checks indicate they are highly recommended. Mr. Raines also noted that Generation II Home Builders will be using local subcontractors. The timeline for construction submitted by Generation II indicates construction would be completed by June 3, 2007 if the Board approves awarding them the bid. Mr. Raines stated this was a reasonable timeline and it will allow plenty of time to move furniture into the building for occupancy by the fall 2007 semester.

Dr. Sanchez pointed out the bid does not include parking and Mr. Raines agreed. Mr. Raines stated that negotiations would have to be conducted at a later time to add parking.

Mr. Huffman made the motion to approve awarding the bid to Generation II Home Builders and Mr. Herod seconded the motion. The vote was unanimous.

Mr. Wasson welcomed Mr. Melton and stated the College looks forward to working with his company.

300. Instruction / Student Services / Athletics

301. Presentation on Drama Department

Dr. Sanchez asked Dr. Martin to introduce “one of the finest instructors at Navarro College.” Dr. Martin began his introduction by stating in order to have an outstanding institution you must have quality instructors. He then asked Dr. Weaver, Dean of Arts and Science, to introduce Dr. Shellie O’Neal.

Dr. Weaver stated the Drama Department had not been active for a while when Dr. O’Neal was hired. He stated the program has been doing so well it has now been added at the Waxahachie campus. He then asked Dr. O’Neal to present an update on the program.

Dr. O’Neal stated that 2001 was a new beginning and the decision was made to change the name of the program from “Drama” to “Theatre” which is an “all encompassing” term. She then continued by reviewing the progress of the Theatre Department from 2001 – 2006.

- In 2001, only three (3) students were majoring in theater and all performances were held in Dawson Auditorium.
- In 2002-2003, Antigone was performed outside behind the Gooch One-Stop Student Center (then Gooch Library); Six awards were garnered at the TCCSTA Festival; Afternoon of Christmas Stories and Poems was performed in Drane Hall Lecture Hall; The Comedy of Chekhov, an evening of three one-act plays, including The Brute, The Celebration, and The Cherry Sisters,

was performed in Dawson Auditorium; and a 24-Hour Theatre Workshop was performed in Dawson Auditorium.

- In 2003-2004, a melodrama, For Her Child's Sake, was performed in the Waller Dining Hall East Dining Room; It's a Green Christmas for Me was performed at St. John's Church, Corsicana, and in Fairfield, Texas for its Christmas on the Square celebration; Wish I May, Wish I Might, written by Dr. O'Neal, was performed at both the Cook Education Center and at the TCCSTA State Play Festival where fourteen (14) awards were garnered, including the Bill Morton Acting Award (Best Actor of the Festival).
- In 2004-2005, the former Radio/TV Studio on the second floor of the Administration Building was renovated into the "Black Box" Theatre where Our Town and Romeo and Juliet were performed; the first "Coffee House" was held and a Playwriting and Directing Workshop was given in Dawson Auditorium; and twelve (12) awards were garnered at TCCSTA State Play Festival including Best Ensemble of the Festival
- In 2005-2006, Murder at the Vicarage, At the Table, and Coffee Houses were performed in the Black Box Theatre; a Student Showcase of Scenes was performed in Dawson Auditorium; and twenty (20) awards were garnered at the TCCSTA State Play Festival including superior rating and the Bill Morton Acting Award (Best actor of festival).
- In 2006-2007, The Gnomes and the Un-Gnome, a children's play by Shellie O'Neal, was performed in Dawson Auditorium and Coffee Houses have been given in the Black Box Theatre.

Dr. O'Neal stated that currently, twenty-four (24) students were majoring in theatre. Two sections of acting classes are now being offered with approximately fifty-two (52) students enrolling last semester.

Dr. O'Neal stated, Bluebonnets in the Backyard, will be performed in Dawson Auditorium next week, February 22-25, 2007 and will be the same play performed at the TCCSTA State Play Festival the following week. In June 2007, students have been invited to travel to New York City to study.

Dr. O'Neal concluded her presentation by thanking the Board of Trustees for their support and acknowledging that several students have gone on to pursue Theatre at UTA and in Los Angeles.

Mr. Wasson thanked Dr. O'Neal for her presentation.

400. Personnel

401. Appointments/Transfers/Reassignments

402. Resignations

Ms. Aguilar presented the personnel reports for month of January 2007. The following appointments were made during January 2007:

- Rickey Boatright – Campus Police, Officer, Corsicana
- Nick Bobeck – Assistant Football Coach/Instructor, Corsicana
- Mary Hayes – College & Special Collections Archivist, Corsicana
- Jeanette Krajca – OTA Fieldwork Instructor/Coordinator, Corsicana
- Brian Mayper – Assistant Football Coach/Instructor, Corsicana
- Cathy Scott – Accounting Instructor, Corsicana

The following reassignments were made during January 2007:

- Linda Davis – Assistant Dean of Humanities from Director of Developmental Studies/PASS
- Betty Shumate – A.D.N. Program Director from A.D. N. Instructor
- Ray Woodard – Head Football Coach/Instructor from Assistant Football Coach

There were no reclassifications made during January 2007.

The following employees resigned during January 2007:

- Eric Frank – Campus Police Officer, Corsicana
- Ada Nicholson – Head Cashier & Student Account Auditor, Corsicana

Ms. Sheryl Fehrenbach, Administrative Assistant III in Waxahachie, was terminated during January 2007. There were no employee retirements.

Mr. Wasson thanked Ms. Aguilar for her report.

500. President's Report

501. President's Report

Dr. Sanchez asked Paul Smith to present the Board calendar. Dr. Sanchez announced that Mr. Smith has resigned his position effective February 28, 2007. He stated that Mr. Smith's work in leading the Marketing Department has been appreciated. Mr. Smith expressed his appreciation to the Board for the past nine years and stated he will miss Navarro College but looks forward to exciting new ventures.

Mr. Smith then reviewed the calendar of events for the upcoming month. He noted the new head baseball coach, Mr. Whoa Dill, is enjoying 5-1 record for the season. As he was concluding his report, Mr. Huffman inquired about the Spring Musical and Dr. O'Neal responded The Pajama Game will be presented. Mr. Huffman also noted the Sky Warn Weather Training to be held at the Cook Center and stated the training will be a good opportunity for people to become more knowledgeable and could particularly help children who are afraid of the weather to understand it and become more comfortable.

Dr. Sanchez next asked Mr. Gragg to present an update on enrollment. Mr. Dewayne Gragg pointed out the report from the Texas Association of Community Colleges on enrollment stating twenty-six (26) community colleges are reporting decreases in enrollment. For the period from 2005-2007, Navarro

College is reporting the second highest increase in headcount enrollment behind Hill College, which is a smaller institution. He stated the real measure of growth is in contact hours and Navarro College reported the seventh (7th) highest increase in the state with 7.3% increase in contact hours for 2005-2007. Mr. Gragg concluded his report stating when final enrollment is certified for spring and continuing education Quarters 1 and 2, he expects a total 8% increase which will make Navarro College the sixth (6th) highest in the state.

Dr. Sanchez continued his report by asking Dr. Stringer to make an announcement. Dr. Stringer stated that a special guest, Mr. Martha Ann Reading, will be visiting the College on the following Monday, February 26. Ms. Reading's father-in-law donated the Arrowhead Collection and will be coming to view the collection with her daughter and son-in-law.

Dr. Sanchez stated he was proud to report the Phi Theta Kappa Club has achieved the Pinnacle Bronze Level award for increasing their membership.

Dr. Sanchez continued with a legislative update stating he had spent some time in Austin recently for the Senate Finance and House Appropriations Committee hearings. He stated that the Legislative Budget Board has made recommendations on how state agencies should be funded and the information was very disturbing for community colleges. He reviewed a copy of the recommendations with the board noting that the Legislative Budget Board is recommending a reduction of \$45 million, a 3.4% decrease, and this amount has been distributed among all community colleges regardless of growth. He stated this would in effect penalize Navarro College for increasing its enrollment over the past two years. Dr. Sanchez stated a letter has been prepared for Mr. Wasson's signature and will be sent to Senator Zaffirini and Representative Morrison basically conveying the proposal is unfair and unjust. Dr. Sanchez stated from what he heard during the Senate Finance Committee and House Appropriations Committee meetings, they do not appear to be giving the proposed model credibility and he expects that both the House of Representatives and the Senate will come up with a reasonable recommendation on how much should be provided in state appropriation. He stated that the College will likely have a better idea sometime in March.

Dr. Sanchez continued his report stating Dr. David Baca, has been employed as the new Director of Libraries. Dr. Baca holds a Masters Degree in Library Science and a Doctoral Degree in Administration. In addition, Mr. Joe Guerra has been appointed Assistant Dean of Arts and Sciences. Dr. Sanchez stated Mr. Guerra was the Assistant Principal and Principal at Brownsboro ISD before coming to Navarro College to teach Spanish as a full-time instructor.

Dr. Sanchez stated he will be in Port Arthur on Monday, February 19, attending the Region XIV Athletic meeting and in Austin on Thursday, February 22, for Community College Day. He stated several Navarro College students will be traveling to Austin on February 22 in addition to Ms. Maryann Hailey and Mr. Phil

Sims. He stated meetings with Representative Jim Pitts, Representatives Byron Cook, and Senator Kip Averitt have been scheduled for the students to meet with them and address issues that concern them including textbook taxes, the price of textbooks and full funding for community colleges.

Dr. Sanchez reminded the Trustees the College will be closing for Spring Break during the week of March 12-16, 2007.

Dr. Sanchez stated Midlothian ISD Board of Trustees is scheduled to meet on March 19, 2007. He recommended Mr. Wasson, Dr. Price, and Mr. Huffman attend the meeting with him to discuss the issue of the Branch Campus Maintenance Tax. He stated that Dr. McFarland, President of TAMU-C, has also been asked to attend.

Dr. Sanchez stated Elegance 2007 will be held on February 24, 2007 and noted that Dr. Price, Mr. Huffman, Mr. Herod and Mr. Borkchum would be attending

Dr. Sanchez concluded the President's Report by stating that all three incumbent Trustees have filed for re-election in May.

600. *Closed Session, Announcement and Adjournment*

601. Convene into Closed Session

Mr. Borkchum made the motion to convene into closed session at 8:02 p.m. to discuss Legal and Personnel Matters according to Government Codes 551.071 and 551.074. Mr. Herod seconded the motion. The decision was unanimous. Mr. Wasson announced that no action or decisions were anticipated.

602. Reconvene into Open Session

603. Next Meeting Announcement

604. Adjournment

Mr. Borkchum made the motion to reconvene into open session and to convene the meeting at 9:17 p.m. Mr. Herod seconded the motion and the decision was unanimous. Mr. Wasson announced the next meeting of the Board of Trustees will be held on March 22, 2007.

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