

**NAVARRO COLLEGE BOARD OF TRUSTEES
JUNE 21, 2007 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, June 21, 2007 in the Arrowhead Room of the Gaston Gooch Student One-Stop Center for their regular monthly meeting. Trustees in attendance were: Mr. Homer Wasson, Chairman; Mr. Lloyd Huffman, Vice Chairman; Dr. James Price, Secretary/Treasurer; Mr. James Borkchum, Member, Mr. Liston Herod, Member; and Mr. Todd McGraw, Member. Mr. Zane Stites, Member, was absent.

Also in attendance were:

Dr. Richard Sanchez	District President
Dr. Harold Nolte	President, Ellis County Campuses
Dr. Kenneth Martin	Vice President, Academic Affairs
Mr. Darrell Raines	Vice President, Finance and Administration
Dr. Tommy Stringer	Vice President, Institutional Advancement
Mr. Dewayne Gragg	Dean, Enrollment Management
Ms. Donna Parrish	Director, Marketing and Public Relations
Dr. Cubie Ward	Dean, Midlothian Campus
Mr. Guy Featherston	Dean, Navarro College South Campus
Ms. Brenda Duncan	Business Manager
Mr. Chris Grams	Director, Continuing Education
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Matt Miller	Director, Media Integration Services Center
Mr. Jimmy Wolver	Wolver Enterprises
Mr. Lawson Dunn	Lawson Landscape and Construction
Mr. Bob Belcher	<u>Corsicana Daily Sun</u>
Ms. Julianne Dodge	<u>Navarro County Times</u>

Various other faculty, staff, students and visitors were also in attendance.

101. *Call to Order*

Mr. Wasson, Board Chairman, called the meeting to order at 4:45 p.m. Mr. McGraw was asked to lead the assembly in prayer.

Following the prayer, Mr. Wasson announced a Closed Session would be held following Item 501 – President's Report. At 4:50 p.m. he announced the Board would take a 10 minute break to relocate to Lone Star Room located in the Walker Dining Hall where they would participate in a training session on the "Open Meetings Act" followed by dinner.

102. *Break and Reconvene at 5:00 p.m. in the Lone Star Room for Training Session on "Open Meetings Act" and Dinner*

At 4:55 p.m., Mr. Wasson announced the Board was reconvening into session in the Lone Star Room and would continue with Item 202 of the agenda. A training video provided by the State of Texas Attorney General's Office was viewed by Mr. Wasson, Mr. Huffman, Mr. Borkchum, Mr. Herod, and Mr. McGraw. They

were joined by Dr. Sanchez, Dr. Nolte, Dr. Martin, Mr. Raines, Ms. Parish and Mr. Bob Belcher of the Corsicana Daily Sun. After the training video was completed, a dinner was served to the participants.

103. Break and Reconvene at 7:00 p.m. for Regular Session in the Arrowhead Room

At 6:50 p.m., Mr. Wasson announced the Board would break for approximately 10 minutes to relocate in the Arrowhead Room where they would reconvene into regular session.

At 7:10 p.m., Mr. Wasson announced the Board was reconvening and welcomed visitors who were not present earlier. He again announced that a closed session would be held following the President's report to discuss the lease and/or purchase of real property according to Government Code 551.072, and that no final action would be taken.

104. Take Action on May 17, 2007 Board Meeting Minutes

Mr. Huffman made the motion to approve the May 17, 2007 Board meeting minutes and Mr. Borkchum seconded the motion. The decision was unanimous.

105. Board Comments

There were no comments from the Board.

106. Open Forum Time

Mr. Jimmy Wolver, Wolver Enterprises, submitted a request to address the Board regarding the groundskeeping contract. Mr. Wasson offered Mr. Wolver the option of either speaking during the Open Forum Time or waiting until the subject was brought up during Item 202 of the agenda. Mr. Wolver chose the option of waiting until Agenda Item 202 was brought up.

201. Take Action on April 2007 Financial Statement

Mr. Raines was asked to present the April 2007 financial statement.

A review of the Statement of Budget Changes at April 30, 2007 proposed amendment increases in the amount \$65,317. The revised budget totaled \$68,421,558. Mr. Raines stated the majority of the amendment increases reflect the receipt of additional state and federal grant funds for Adult Education, grant funds for the Small Business Development Center and a grant from the Navarro College Foundation for computers in the Gooch Student One-Stop Center's lab.

A review of the Source of Funds indicated 69.12% of the budget had been earned at April 30, 2007 as compared to 75.39% on April 30, 2006. Mr. Raines noted the Plant Fund budget, with only 48.65% earned as compared to 99.61% the previous year, will improve when funds that were received on May 15, 2007 from the sale of the 2007 Revenue Bonds are reflected in next month's report.

A review of the Disbursement of Funds showed expenditure patterns were in line with the previous year with 79.41% expended and/or obligated at April 30, 2007 as compared to 80.63% in 2006.

Mr. Raines concluded his report with no questions or comments from the Board.

Mr. Borkchum made the motion to approve the April 2007 financial statements, and Mr. Herod seconded the motion. The vote was unanimous.

Mr. Wasson thanked Mr. Raines for his report.

202. *Award Contract for Groundskeeping Services for the Corsicana Campus for the fiscal year 2007-2008 with a continuation at the same price and condition for two subsequent fiscal years if services are satisfactory*

Mr. Wasson invited Mr. Wolver to address the Board about the Groundskeeping Services. Mr. Wolver stated six (6) years earlier he had submitted the lowest bid and had to explain how he was going to perform the groundskeeping services for the College at a cheaper price than anyone else. He stated his purpose for speaking to the board was to tell a little about himself, his references, and the fact that he has proven he has capability of handling the College's groundskeeping job and has saved the College money.

Mr. Wolver stated there was only \$390 difference between his bid and the low bid submitted by Lawson's Landscape and Construction for Groundskeeping Services for the fiscal year 2007-2008. He referenced Item 30 of the bid document which states the bid would not be awarded based on price only. He also referenced Item 27 which requires each bidder to furnish a list of previous accounts including a minimum of three (3) large commercial accounts. He questioned the validity of the commercial references furnished by Mr. Dunn (Lawson's Landscape and Construction) stating only two of the references, City National Bank and Darrell Van Horn DDS, could be considered commercial accounts and that the two together did not equal the size of the property at the IOOF cottages.

Mr. Wolver concluded by asking the Board to please consider his past performance in awarding the groundskeeping contract and the risk they would be taking in placing the responsibility of the College's appearance into the hands of an inexperienced vendor.

Mr. Wasson thanked Mr. Wolver for his comments. He then asked Mr. Raines about the licensing requirements for applying chemical pesticides and the qualifications of the low bidder, Lawson's Landscape.

Mr. Raines responded that a state license is required to apply pesticides on school grounds and that most groundskeeping contractors hire licensed exterminators to apply them. Mr. Raines continued by stating Mr. Karl Humphries, Director of Physical Plant, had carefully evaluated the bids and determined that the low bidder, Lawson's Landscape, is qualified to perform the College's groundskeeping services for 2007-2008. Mr. Raines stated he concurs with Mr. Humphries' conclusion. He stated that Mr. Dunn's references are good, and he has shown that he has a plan, the resources and equipment to perform the job.

Mr. Lawson Dunn, owner of Lawson's Landscape, was present in the audience and was asked by Mr. Wasson if his past experience included jobs similar in magnitude to the College's. Mr. Lawson responded that he did not have experience with anything of this magnitude but reassured Mr. Wasson and the Board he would not have bid if he did not think he could do the job.

Mr. Raines stated that both vendors, Wolver Enterprises and Lawson's Landscape, are very well qualified to do the job. He stated that during his forty (40) year tenure as Business Officer, he has found this bid the most difficult to call because of the closeness of the two bids. He stated the public bidding law stresses "access" and new vendors must be considered when they possess the required credentials and qualifications. Mr. Raines stated they have found no legitimate reason for rejecting Lawson Landscape's low bid and awarding the contract to the current vendor, Wolver Enterprises.

Mr. Huffman inquired if an "out clause" was included in the contract for poor performance. Mr. Raines confirmed that an "out clause" was included for poor performance and if services are not satisfactory, payment will not be made and the contract will not be renewed for the following year.

Mr. McGraw stated his concern over the insignificant difference in price between the two bidders. He commented on how well Wolver Enterprises has performed in making the campus look well groomed. Mr. Raines stated he agreed but according to state law, there must be a legitimate reason for not giving the low bidder the opportunity if they are qualified for the job.

Mr. Herod disqualified himself from the vote based on his personal friendship and affiliation with both vendors. He stated that both bidders handle their business well.

Dr. Price made a motion to award the contract for groundskeeping services to the low bidder, Lawson's Landscape, and Mr. Borkchum seconded the motion. The decision was unanimous with Mr. Herod abstaining from the vote.

203. Update on Construction/Renovation Projects at the Corsicana and Waxahachie Campuses

Mr. Raines began with an update on the construction of the 32-bed Student Apartment Building. He was pleased to report it would be his last presentation because the construction of the building is near completion. He stated work on the parking lot and detention pond was needed but was being held up because of the rain.

Mr. Raines stated that when Mr. Humphries returns from his vacation next week, he will do a walk-through with the contractor before final payment. He stated the building was very nice and that he has been very pleased with work performed by local contractors. He concluded his report stating the building was completed without any change orders.

Dr. Nolte followed with an update on the construction of the classroom building and Continuing Education Building on the Waxahachie campus. He stated meetings with the architect and contractors continue to be held each week.

Dr. Nolte continued stating:

- Construction has been delayed approximately thirty (30) days due to weather conditions.
- Decking on the roof is complete on the Classroom building.
- Lighting has been selected for both buildings.
- Furniture has been selected for both buildings.
- Paving for parking is near completion.
- Brick and metal siding on the Continuing Education building is completed.

Following a powerpoint presentation demonstrating pictures of the construction in progress, Dr. Nolte concluded his presentation.

Mr. Wasson thanked Mr. Raines and Dr. Nolte for the updates.

301. *Presentation on Navarro College Foundation*

Dr. Sanchez asked Dr. Stringer to present an update on the Navarro College Foundation.

Dr. Stringer expressed his admiration of the Board and began his presentation with a brief history on the Foundation from the date of origination when it was called "Mid-Tex Educational and Research Corporation" to the present. He stated the Foundation is essentially the "philanthropic arm" of the College which seeks additional resources to supplement the services Navarro College provides.

Dr. Stringer stated the Foundation is served by a fifteen (15) member Board of Directors which includes representatives from the Corsicana, Mexia, Waxahachie, and Midlothian areas. He stated Mr. Tom Shelman, an executive of Northrop Grumman, was one of the newer members and has had a tremendous and dynamic impact. Navarro College Trustees, Mr. Herod and Mr. Huffman, were also ex-officio members of the Foundation's Board of Directors. The Board is currently in discussion about adding new members since the by-laws allow for up to twenty-five (25) members.

Dr. Stringer stated Elegance is the Foundation's primary fundraiser held each year. This year's event netted over \$200,000 including proceeds from the live and silent auctions. Other sources of funding come from individual donors, business and corporate donors, estates that have designated the Foundation as beneficiary, and grants. He stated the funds are used for scholarships, such as the Clyde and Alma Hollingsworth Scholarship Fund established by their son, for faculty professional development and for the purchase of instructional equipment such as the sixty-four (64) computers recently purchased for the Gooch Computer Lab.

Dr. Stringer stated Mr. Chuck Pearce is the Foundation's biggest donor and visits almost daily. Mr. Pearce has purchased and contributed over 15,000 documents to the Pearce Civil War Museum, approximately 175 works to the Pearce Western Art Collection and continues to buy more weekly. Dr. Stringer stated word is getting out about the quality of the museums and attendance is improving. Special programs and activities such as Elderhostel, Day of Discovery, Artist-in-Residence, and Summer Internship promote the museums as well.

Dr. Stringer stated the Alumni Association has been dormant in the past and efforts are being made to revive it to reconnect with former students. He stated many Navarro College alumni have gone on to be very successful such as Anthony (Tony) Sadberry, James (Jim) Einwaechter, and Ted and Monica Zapletal.

Dr. Stringer concluded by stating the Foundation was doing well and he was pleased with the progress it is making impacting the lives of students.

Mr. Huffman inquired about the number of school children that visit the Cook Center. Dr. Stringer responded he was not sure of the number but during the spring "Yellow Bus Month," approximately 150-200 students visit

the center. He stated the children view planetarium shows, visit the museums and participate in hands-on activities during their visits. He stated Cook Center staff does an excellent job with the groups.

Dr. Sanchez praised Dr. Stringer's work stating he has performed extremely well as Executive Director for the Foundation. Mr. Wasson agreed and thanked Dr. Stringer for his presentation.

401. *Appointments/Transfers/Reassignments*

Dr. Sanchez presented the personnel update in the absence of Ms. Aguilar. New faces and appointments made during May 2007 included:

- Lesa Martin (Director of Developmental Studies, Corsicana)
- Donna Parrish (Director of Marketing and Public Information, Corsicana)
- Angela Scasta (Administrative Assistant IV – Benefits Coordinator, Corsicana)

The following employee reassignments were made during May 2007:

- Judith Cutting (Assistant Dean of Business & Technology from Registrar)
- Joe Guerra (Assistant Dean of Arts & Sciences from Spanish Instructor)
- Kraig Hawkins (Chief of Police from Sergeant)

There were no employee reclassifications made during May 2007.

402. *Resignations/ Terminations/Retirements*

The following employees resigned during May 2007:

- Kacie Campbell (Associate Director of Student Relations, Corsicana)
- Oraldo Saucedo (Math Instructor, Waxahachie)
- Piyapong Sutabutra (Multimedia Instructor, Corsicana)

There were no employee terminations or retirements during May 2007.

501. *President's Report on Items of Information*

Dr. Sanchez began his report by asking Ms. Parish to present the Board Calendar. Ms. Parish reviewed upcoming events and noted that a second Hispanic Community Event will be held on June 28. She stated the event has been marketed heavily in Spanish publications and a great turnout is expected. She stated a Support Staff Appreciation Day has been scheduled for July 26 as an opportunity to show how much support staff members mean to the College. Two sessions have been scheduled offering special activities such as massages, manicures, archery, fishing, billiards. A Subway lunch will also be provided.

Dr. Sanchez called on Dr. Martin to discuss the Fast Track Software Development Program. Dr. Martin distributed copies of a postcard and flyer sent out to potential students inviting them to attend information sessions about the new online program. He credited the concept of the Fast Track Program to the imagination and vision of Dr. Sanchez and Mr. Tom Shelman from Northrop Grumman. He stated the program will prepare students for jobs in the Information Technology (IT) field and will have a big impact on the service area. A screening process will be used to select twenty-five (25) student applicants for the program based on their background, education, previous coursework, program aptitude, and computer aptitude. Students that

successfully complete the nine (9) month program will have the opportunity to interview with Northrop Grumman for possible employment. Applications for the Fast Track Software Development Program will be accepted until July 15, 2007 and selected students will be contacted by August 1, 2007.

Dr. Sanchez continued the President's Report stating a letter signed by Mr. Wasson had been written to the Governor regarding his veto of \$154 million for community college employees' health benefits. A copy was provided to each trustee along with copies of letters written by other community college boards. Dr. Sanchez stated the Governor's actions and accusations of fraud were capricious and unfair. Dr. Sanchez stated he called the Texas Association of Community Colleges (TACC) for an update and was informed the Governor's actions have created severe, negative publicity. Legislators are also upset and concur there has been no wrongdoing on behalf of the community colleges. Dr. Sanchez stated the Legislative Budget Board (LBB) has budget execution authority to provide the funds the Governor vetoed for the second year but it will require the Governor's signature. It should be known by late June or early July if any funds will be forthcoming.

Dr. Sanchez stated in order to remain fiscally responsible, the Board needs to consider options to cover the loss of \$1.5 million if it is not replaced by the Governor. He stated he and Mr. Raines have reviewed several possibilities. Raising tuition and fees and increasing the ad valorem tax to the rollback rate are not good options and would not generate enough funds. Dr. Sanchez stated it is their recommendation the Board consider forgoing the proposed salary increases for employees, place a freeze on hiring a new Assistant Dean for the Waxahachie Campus and a new Police Officer for the Corsicana Campus, and freeze travel and tuition reimbursement for employees. Dr. Price stated he would prefer to see other options that include a combination of things including a slight tuition increase, a smaller salary increase, a reduction in travel, etc. Mr. Huffman cautioned about a price increase in tuition and fees. Mr. Herod inquired if employees could pay a percentage of their health benefits and Mr. Raines responded that the state sets the rules for how much the employees pay. He added that health benefits for retirees also have to be paid. Dr. Sanchez stated several options based on Dr. Price's suggestion will be developed and brought before the board next month. He added that Navarro College was fortunate to have received a healthy allocation as a result of increased enrollment and expressed concern for other community colleges that were not as fortunate.

Dr Sanchez concluded his report by stating he would be in Flagstaff, Arizona the week of June 25-29.

601. Convene into Closed Session

Mr. Borckhum made a motion to convene into closed session at 8:20 p.m. to discuss the lease and/or purchase of real property according to Government Code 551.052. Mr. McGraw seconded the motion. The decision was unanimous.

602. Reconvene into Open Session

603. Next Meeting Announcement

604. Adjournment

Mr. Huffman made the motion at 8:30 p.m. to reconvene into open session. Mr. Herod seconded the motion. Mr. Wasson announced the next meeting of the Board of Trustees would convene at 3:00 p.m. in the Arrowhead Room on July 19, 2007 and convened the meeting.

James G. Price, Secretary/Treasurer