

**NAVARRO COLLEGE BOARD OF TRUSTEES
MINUTES
MARCH 22, 2007 MEETING**

The governing body of NAVARRO COLLEGE met at 7:00 p.m. on Thursday, March 22, 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. Todd McGraw, Member; Mr. Zane Stites, Member. Mr. Liston Herod, Member was absent.

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
Mr. Dewayne Gragg	Dean of Enrollment Management
Ms. Nelida Aguilar	Director of Human Resources
Mr. Roark Montgomery	Athletic Director
Mr. Kacie Campbell	Interim Director of Marketing and Public Relations
Dr. Larry Weaver	Dean of Career and Technical Education
Dr. Cubie Ward	Dean of Midlothian Campus
Ms. Glenda Terry	Assistant Dean, Health Professions
Dr. David Baca	Director of Libraries
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Janet Daugherty	Executive Administrative Assistant
Mr. Matt Miller	Director of Media Integration Services
Mr. Bob Belcher	<u>Corsicana Daily Sun</u>
Mr. Dick Aldama	KAND

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

100. Introduction

101. Call to Order

The meeting was called to order at 7:01 p.m. by the Chairman, Mr. Homer Wasson. Mr. Borkchum 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, to discuss Legal Matters according to Government Code 551.071. He stated a decision was anticipated following the Closed Session.

102. Changes to Agenda

When asked if there were any changes to the agenda, Dr. Sanchez requested *Item 202 – Discuss and Approve Revisions to Tuition and Fee Schedule for Fall 2007* be postponed until after the Closed Session. He stated new information had been received from the legislature and needed to be discussed during Closed Session prior to taking a vote in Open Session.

103. Take Action on the February 15, 2007 Board Meeting Minutes

104. Take Action on the February 27, 2007 Special Board Meeting Minutes

Mr. Borkchum made the motion to approve the minutes for the February 15, 2007 Board Meeting and the February 27, 2007 Special Board Meeting. Mr. Stites seconded the motion and the vote was unanimous.

105. Board Comments

There were no comments from the Board.

106. Open Forum Time

There were no requests to address the Board of Trustees.

200. Finance and Administration

201. Take Action January 2007 Financial Statement

Dr. Sanchez asked Mr. Raines to present the January 2007 financial statement.

Mr. Raines began his review of the financial statement ending January 31, 2007 by stating budget amendments for the month were minor with additional revenues in the amount of \$4,286 being recognized from Museum sales and the Cosmetology Program. The revised budget at January 31, 2007 totaled \$65,667,286.

A review of the Source of Funds at January 31, 2007 indicated 58.35% of the budget had been earned as compared to 64.72% the same period in 2006. Mr. Raines stated there was minor concern in the amount of revenues earned in Student Income and an adjustment has been made at mid-year. He stated transfers in the Debt Service Fund have been completed since the January statement and will be reflected in next month's mid-year report. Activity in the Student Financial Aid Fund continues to reflect the change in disbursement of student aid funds to students for the fall semester and should catch up with last year by August.

Dr. Price inquired if the funds from Student Financial Aid are also reflected in the Educational and General Fund's Student Income. Mr. Raines responded that student financial aid filters into a number of areas including the Educational and General Fund's Student Income from tuition and fees as well as the Auxiliary Fund for room and board payments. He also stated that student financial aid funds are sent electronically to a College account. Funds owed the College by each student are withdrawn and a "balance check" is issued to the student for the remainder of the award.

Mr. Raines continued with a review of the Disbursement of Funds. Expenditures were running slightly ahead of the previous year in the Educational and General Fund with 76.94% expended or obligated at January 31, 2007 as compared to 75.94% in 2006. Mr. Raines stated that very little had been encumbered or obligated in the Plant Fund at January 31, 2007 (7.88% as compared to 97.97% the

previous year). He stated this will change drastically in the February report because of the progress of the construction projects. Expenditures totaling 68.07% in the Auxiliary Fund as compared to 63.98% in 2006 reflected more funds spent in book purchases. Mr. Raines stated he expects the purchases to even out before the end of the year. Overall, total Disbursements for the period were down with 65.48% expended and obligated at January 31, 2007 as compared to 71.18% the previous year.

Mr. Raines concluded his report by stating that a full report will be presented next month with a mid-year analysis for the period ending February 28, 2007.

Mr. Stites made the motion to approve the January 2007 Financial Statement and Mr. Huffman seconded the motion. The decision was unanimous.

Mr. Wasson thanked Mr. Raines for his report.

202. Discuss and Approve Revisions to Tuition and Fee Schedule for Fall 2007

This item was postponed until after the Closed Session.

203. 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. Nolte began his update with a quote from Luke 6:18 and by stating that he believed the foundation being laid for the buildings in Waxahachie are very solid. He continued with the update stating meetings with architects and contractors are held every Wednesday at 3 p.m., and detailed progress updates from the Construction Manager at Risk are received weekly.

Dr. Nolte stated there have been no delays because of weather conditions since his last update and construction is on schedule. He stated the Construction Manager is working with TXU and ATMOS for providing electricity and gas at the construction sites.

Dr. Nolte continued by stating:

- Trenching for the site utilities, i.e. water and sewer, and storm drain trenching has been completed.
- Drilling of approximately thirty (30) piers, 12-14 feet deep, has been completed.
- Grading of the parking lot and "Layout Island" will be finished on March 28.
- Installation of underground electrical/plumbing at building pads will be finished on March 30.
- Preparation and pouring of the slab for classroom building on will be finished on March 30, and for the Continuing Education/Fire Academy building on April 12.

He stated a retaining wall is being constructed at the back of the campus near the railroad, and a detention pond is being built to prevent flood problems from storm drainage.

Upon the conclusion of Dr. Nolte's update on the Waxahachie projects, Mr. Raines presented an update on the construction of the 32-Bed Residence Hall on the Corsicana campus. He stated that a local General Contractor was being used for this project instead of a Construction Manager at Risk. He noted that many of the sub-contractors being used for this project are also from the immediate area.

Mr. Raines stated piers have been drilled and poured, and contractors are preparing to pour concrete in the grade beams. Plumbing is being installed for the project, and framing should begin by April 2, 2007. The project is on target.

Mr. Raines stated a building permit was issued without any problem but the City of Corsicana has stated that a Certificate of Occupancy will not be granted until a detention pond is built. Mr. Raines explained that the detention pond is required to hold water off of Miracle Drive.

Mr. Raines concluded his report by stating bids are now being solicited for the construction of a detention pond as required.

Mr. Wasson thanked both Dr. Nolte and Mr. Raines.

300. Instruction / Student Services / Athletics

301. Strategies for Health Care Program Growth

Dr. Martin introduced Ms. Glenda Terry, the new Assistant Dean of Health Professions, and stated Ms. Terry has brought a number of new ideas with her for the Vocational Nursing (V.N.) and Associate Degree Nursing (A.D.N.) programs. He asked her to present a new suggested plan for growth to the Board.

Ms. Terry began by stating when she arrived at Navarro College she was asked to find ways to increase student enrollment in the nursing programs. She stated the program she was presenting to the Board addresses growth in the A.D.N. (RN) program, but could possibly be used for the V.N. program also at a later date.

Ms. Terry stated a fifty percent (50%) increase in graduates by 2010 is expected to be mandated by Governor Perry and the State of Texas. For the past four years, the average class size in the Navarro College A.D.N. Program has been 33.5 students; a fifty percent (50%) increase would mean approximately 50.25 students would need to be served.

Ms. Terry stated the State Board of Nurse Examiners determines the ratio of one (1) instructor to ten (10) students (1:10) in the hospital; however, with the use of “preceptors” the number of students per instructor can be increased. Ms. Terry explained that a “preceptor” is someone, usually a hospital nurse, who teaches because they enjoy it. Each preceptor can be assigned two (2) students under the supervision of a full-time instructor. With the use of preceptors, the current total of forty (40) students being served (10 students x 4 faculty members) could be increased to forty-eight (48) students per class without having to increase the number of full-time A.D.N. instructors. Another option is to fully utilize the Preceptor Program by assigning one full-time faculty member twelve (12) preceptors with two (2) students each for a total of twenty-four (24) students (1:24 ratio).

The minimum plan for growth would be to have each instructor with ten (10) students assigned a preceptor with two (2) additional students. Our four (4) full-time instructors would be able to serve forty-eight (48) students. The maximum plan would have three (3) full-time instructors with ten (10) students each assigned one (1) preceptor with two (2) students plus one (1) full-time instructor assigned twelve (12) preceptors with two students each for a total of sixty (60) students served. Ms. Terry explained that the reason for not having all faculty with twenty-four students each is because there are not that many potential preceptors available. Also, students require some 1:10 ratio clinical time with the instructors for maximum learning and for adequate faculty evaluation of student performance.

Ms. Terry stated this is a cautious plan. Current vacancies for full-time instructors will need to be filled and preceptors found in the community and hospitals. She added that the preceptor plan does not require an increase in budgeted positions to initiate growth as the “preceptors” would not be paid by the College.

Dr. Price inquired if the projected growth can be accommodated within the facilities available. Ms. Terry stated it was possible to accommodate the additional students by rotating the use of the classroom space. She stated clinical sites, however, are limited and stressed the importance of maintaining and developing good relationships with hospitals and clinics. She stated a new relationship was recently developed with the Lancaster hospital.

Dr. Price asked about the program’s history on passing the state board exam. Ms. Terry stated that for many years the College had a 100% pass rate in the RN (A.D.N.) program. A few years ago the pass rate dropped but it was built back up to 100%. This past year, however, the pass rate dropped to 80%. Ms. Terry stated a self-study was being conducted to determine the reason for the low pass rate.

Mr. Wasson inquired about the level of interest in the program. Ms. Terry responded approximately 600 prospective students attended the most recent information sessions. In addition, inquiries are received on a daily basis. Mr. Huffman asked if finding faculty is still a problem. Ms. Terry responded it is very difficult to recruit qualified, master’s-prepared nursing instructors. She stated she has been in consultation with the State Board of Nurse Examiners regarding the role bachelor’s-prepared Teaching Assistants can play

in teaching nursing students. She stated Teaching Assistants can be assigned five (5) RN students each but it is important they not be utilized outside the set boundaries.

Ms. Terry concluded her presentation and Mr. Wasson thanked her.

Introduction of New Director of Libraries

Dr. Martin was asked to introduce the new Director of Libraries. Dr. Martin stated Dr. David Baca was previously at the University of Arizona. He stated Dr. Baca is making a difference already and looks forward to innovative ideas from him so students will make the best use of the services offered by the library. Mr. Wasson welcomed Dr. Baca on behalf of the Board of Trustees. Dr. Baca indicated he was pleased to be a part of Navarro College.

400. *Personnel*

401. Appointments/Transfers/Reassignments

402. Resignations

Dr. Sanchez stated Ms. Aguilar was in pain with her knee from a recent surgery and that he would present the personnel reports for month of February 2007 on her behalf.

The following appointment was made during February 2007:

- Matthew Elmore – Campus Police Officer, Corsicana

The following reassignments were made during February 2007:

- Dr. Kenneth Martin – Vice President for Academic Affairs from Vice President for Student Services and Interim Vice President for Academic Affairs

There were no employee reclassifications made during February 2007. The following employees resigned during February 2007:

- Lisa Caton – Administrative Assistant II, Midlothian
- Dawn Rousseau – Dual Credit/Testing Coordinator, Waxahachie
- Paul Smith – Graphic Designer and Interim Director of Marketing, Corsicana
- Clint Walling – Admissions Specialist/Recruiter, Corsicana

There were no terminations or retirements during the month of February 2007. Dr. Sanchez noted that there are still several vacancies that need to be filled before concluding the report.

500. *President's Report*

501. President's Report

Dr. Sanchez began the President's Report by stating the Navarro College basketball team did very well and was only basket short from going to the finals. He stated he was very proud of the team as well as Coach Orr, who has performed exceptionally well.

Dr. Sanchez continued his report with an update from the Legislature. He stated there has been a great deal of discussion in Austin regarding the Public Finance Bill calling for property tax relief for taxpayers. He stated a major concern is that the tax abatement from the reduction in property taxes will create a shortage in funds during the next biennium. He stated to ensure enough funds are available, the legislature is planning to take approximately \$1 billion in funds from this biennium and place this amount in reserve for possible use next biennium. Dr. Sanchez stated the tax abatement and reserve set aside by the legislature will affect the amount of funds available for distribution. The total amount will probably not be known until approx mid-May. It is certain that the *Compact with Texas* will not be funded nor the request for full formula funding. Dr. Sanchez stated he would discuss this matter in greater depth during Closed Session.

Dr. Sanchez stated the next Board meeting had originally been scheduled to be held in Ellis County; however, because of the number of items to be presented for consideration, the April meeting will be held in the Gooch Arrowhead Room at the Corsicana campus. The meeting in May will be held in Ellis County at either the Waxahachie or Midlothian campus.

Dr. Sanchez continued stating the mid-year report has been prepared by Mr. Raines and despite a number of unexpected expenditures, there are sufficient funds to complete the fiscal year. He stated he was pleased to report the College remains in good fiscal condition.

Dr. Sanchez congratulated Dr. Price, Mr. Borkchum, and Mr. McGraw. He stated all three were uncontested in their race for another term as Trustee on Navarro College's Board.

Dr. Sanchez then asked Ms. Kacie Campbell to review highlights of the Board Calendar for the months of April/May. Following Ms. Campbell's review of upcoming events, Dr. Sanchez concluded the President's Report by suggesting Trustees keep Saturday, April 21, open. Navarro College alumni will be invited to come back on that day to play softball and soccer. He stated it should be a very enjoyable event.

600. Closed Session, Announcement and Adjournment

601. Convene into Closed Session

Dr. Price made the motion to convene into Closed Session at 7:45 p.m. to discuss Legal Matters according to Government Code 551.07. Mr. Huffman seconded the motion and the decision was unanimous.

Mr. Wasson announced that a decision was expected following a lengthy Closed Session.

602. Reconvene into Open Session

At 9:21 p.m. a motion to reconvene into open session was made by Mr. Borkchum and seconded by Mr. Stites. The decision was unanimous.

202. Discuss and Approve Revisions to Tuition and Fee Schedule for Fall 2007

Following the Closed Session, Mr. Raines presented the recommendation by the College administration to increase tuition and fees effective fall 2007. Trustees were reminded that the second half of the increase, agreed to last fall, represented a portion of the recommendation before them. As a result of the contact hour reimbursement the State of Texas appears to be considering, there is more revenue needed to fund requirements being considered for 2007-08. Mr. Raines indicated that the recommended increase would be the addition of \$1 in tuition per student credit hour for all students, an additional \$2 per student credit hour for out-of-district students, and \$3 per student credit hour in building use fees for all students.

Mr. Raines also stated that students are requiring greater service in both the dining hall and residence hall. He indicated that students desire a greater variety and selection of food on the menu in the dining hall which can become expensive. In addition, students living in the residence hall expect services such as internet and other features in their rooms. These accommodations require greater funding and he recommended that room and board rates be increased by 5%.

Mr. Raines then explained the table he had prepared showing the new increase in tuition and fees for fall 2007. He also discussed the new rates being proposed for the residence halls.

Mr. Borkchum made the motion to approve the revisions to the Tuition and Fee Schedule for fall 2007. Dr. Price seconded the motion. The vote was 5-1 in favor of the revisions with Mr. McGraw casting the single nay vote.

603. Next Meeting Announcement

The next meeting of the Board of Trustees will be held on April 19, 2007 in the Arrowhead Room of the Gaston Gooch Student One-Stop Center.

604. Adjournment

Dr. Price made the motion to adjourn at 9:36 p.m. and Mr. Stites seconded the motion. The decision was unanimous.

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