

**NAVARRO COLLEGE BOARD OF TRUSTEES  
MINUTES  
MAY 17, 2007 MEETING**

The governing body of NAVARRO COLLEGE met at 7:00 p.m. on Thursday, May 17, 2007 at the Midlothian Campus for their regular monthly meeting. All trustees were in attendance: Mr. Homer Wasson, Chairman; Dr. James Price; Vice Chairman; Mr. Liston Herod, Member; Mr. Lloyd Huffman, Secretary/Treasurer; Mr. James Borkchum, Member, Mr. Todd McGraw, Member; and Mr. Zane Stites, Member.

Also in attendance were:

Dr. Richard Sanchez	President
Dr. Harold Nolte	Provost, Ellis County Campuses
Mr. Darrell Raines	Vice President for Finance and Administration
Mr. Dewayne Gragg	Dean of Enrollment Management
Ms. Nelida Aguilar	Director of Human Resources
Ms. Donna Parrish	Director of Marketing and Public Relations
Dr. Cubie Ward	Dean of Midlothian Campus
Mr. Guy Featherston	Dean of Mexia South Campus
Ms. Terry Gibson	Assistant Dean of Waxahachie Campus
Mr. Brian Chapman	Assistant Director of Financial Aid
Ms. Brenda Duncan	Business Manager
Mr. Boyce Whatley	Mayor City of Midlothian
Ms. Darla Littrel	Executive Administrative Assistant
Ms. Janet Daugherty	Executive Administrative Assistant
Mr. John Blewster	Audio Visual Specialist
Mr. Bob Belcher	<u>Corsicana Daily Sun</u>
Ms. Julianne Dodge	<u>Navarro County Times</u>
Mr. Steve Garrettson	Texas A&M University, Commerce

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

**100. Introduction**

**101. Call to Order**

The meeting was called order at 7:10 p.m. by the Chairman, Mr. Homer Wasson. Mr. Todd McGraw was asked to lead the assembly in prayer.

**102. Changes to Agenda**

There were no changes to the agenda.

**103. Take Action on the April 19, 2007 Board Meeting Minutes**

Dr. Price made the motion to approve the minutes for the April 19, 2007 Board Meeting and Mr. Herod seconded the motion. The decision was unanimous.

**104. Board Comments**

There were no comments by members of the Board.

#### **105. Open Forum Time**

Dr. Cubie Ward, Dean of the Midlothian Campus, welcomed the Board of Trustees and introduced Midlothian's Mayor, Mr. Boyce Whatley. Mayor Whatley welcomed the Board and stated his daughter is a student at the Navarro College Midlothian Campus with thirty (30) plus hours. He was excited to share that he has had many discussions with constituents and has never heard a negative word about Navarro College or the Midlothian campus. He stated expansion of the Midlothian campus will be an on-going issue. The City of Midlothian and the Navarro College Board will need to address the challenges of financing the expansion, and a decision will need to be made whether funding will come from a maintenance tax or revenue bonds. He stated the campus is important to the economic development of the city and assured the Board of the City's support.

In closing, Mayor Whatley stated he has been on the Midlothian City Council for nine years, and the addition of the Navarro College campus ranks as one of the top five most historic things that has occurred in the city.

#### **200. Finance and Administration**

##### **201. Administer Oath of Office to Trustees**

Chairman Wasson called upon Mr. Raines to administer the oath of office to trustees declared elected during the April 19, 2007 meeting. Incumbent trustees for Single Member District 2 - Mr. James Borkchum, Single Member District 3 - Dr. James Price, and At-Large Position Place 5 - Mr. Todd McGraw were unopposed in the election.

Mr. Raines administered the oath of office to Mr. Borkchum, Dr. Price and Mr. McGraw. Following the oath of office, Mr. Wasson presented each re-elected Trustee with a Certificate of Election.

##### **202. Election of Board of Trustees Officers**

Chairman Wasson stated the Navarro College Administrative Policies and Procedures Manual states that the Board of Trustees is to elect officers in May of every odd-numbered year. He then requested nominations for the positions of Chairman, Vice-Chairman, and Secretary-Treasurer.

Mr. McGraw nominated Mr. Homer Wasson to serve as Chairman, Mr. Lloyd Huffman as Vice-Chairman, and Dr. James Price as Secretary/Treasurer. Mr. Herod seconded the motion. The decision was unanimous.

##### **203. Take Action on the March 2007 Financial Statement**

Mr. Raines presented the College's financial statements for the period ending March 31, 2007.

Budget changes in the amount of \$20,319 were proposed for the Board's consideration. A reallocation of Carl Perkins Grant Funds increased the budget by \$17,103, and income receipts from the Pearce Museum and the Cosmetology Program added \$3,216. Mr. Raines stated funds in the amount of \$5,100 were redistributed for the purchase of outside benches, some for use on the Midlothian Campus. The amended budget totaled \$68,356,241 at March 31, 2007.

A review of the Source of Funds showed \$44,125,385 of the total budget or 64.55% had been received at March 31, 2007 as compared to 72.04% at March 31, 2006. Mr. Raines stated that the Plant Fund which showed 48.54% received as compared to 99.20% in 2006 does not yet reflect the receipt of \$3,500,000 from the sale of revenue bonds which was received in May.

Next, a review of the Disbursement of Funds showed \$37,472,491 had been expended and \$16,165,783 obligated at March 31, 2007 for a total of \$53,638,274 or 78.47% of the budget. This compares to 79.24% in 2006. Mr. Raines stated expenditure patterns are running slightly ahead of the previous year but controls are in place so that the budget will not be overspent.

A review of the Cash Balances and Investments showed \$2,604,133.32 in cash and \$13,357,182.66 in investments at March 31, 2007.

Mr. Raines concluded by stating he was comfortable with the budget at March 31, 2007 and offered to answer any questions.

Mr. Zane Stites made the motion to approve the March 31, 2007 financial statement, and Mr. Borkchum seconded the motion. The vote was unanimous.

**204. 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 the construction at the Waxahachie campus.

Dr. Nolte reported that he continues to meet weekly with the architects and contractors on the construction of the new classroom building and the Continuing Education/Fire Academy. He stated twenty-one (21) construction days have been delayed due to weather conditions including rain, snow, high winds and a tornado. He continued stating the slab has been poured for the classroom building and panels have been erected. The slab has also been poured for the

Continuing Education building and the panels were in the process of being erected. The parking lot has been prepped and grated, and concrete should be poured on Friday, May 18, 2007.

Dr. Nolte continued his report stating Navarro College now has an agreement with TXU for required utility services.

Furniture for the buildings is being evaluated and selected. Furniture boards with fabric swatches, prepared by Connie Wheeler from Indoff Corporation, were displayed for the Board to review. Dr. Nolte then continued with a PowerPoint presentation containing fourteen (14) slides of the actual construction site.

Mr. Wasson inquired if the wall panels were poured on-site and about the type of finish planned for the interior walls. Dr. Nolte replied that the walls are poured on-site and erected with a crane. Mr. Raines reported that the inside walls would be drywall. Dr. Nolte stated his main concern was the sturdiness of the outside walls. He further reported that the current outside walls were constructed with rebar within each of the panels.

Mr. Huffman inquired about the square footage of the buildings. Dr. Nolte responded that the old building has 37,000 square feet, the new classroom building will have 22,000 square feet and the Continuing Education Building 12,000 square feet. Mr. Huffman commented that it looked as though the inside walls could be reconfigured differently later to which Dr. Nolte replied that the walls could indeed be rearranged to meet future needs.

Mr. Raines followed Dr. Nolte's presentation with a brief update on the construction of the 32-Bed Residence Hall on the Corsicana campus. He stated that the building is now "dried-in" and very much ahead of schedule. Mr. Raines was happy to report that no difficulties have been encountered, and that the College is pleased with the work of Dennis Melton and Generation II. He added that a "change order" was issued to Generation II in the amount of \$23,000 for the construction of a 21-space parking lot and a detention pond was issued earlier this week. Mr. Raines stated the City of Corsicana issued a building permit for the construction of the residence hall but will not issue a permit for occupancy until a retention pond is built.

Mr. Wasson thanked both Dr. Nolte and Mr. Raines for their reports.

**205. Institutional Effectiveness, Continuous Quality Improvement Planning and Budgeting Process for 2007-2008**

Dr. Sanchez presented the Institutional Effectiveness, Continuous Quality Improvement Planning and Budgeting Process for 2007-2008. He reminded the Board that this is part of the budget and planning process that the college uses to ensure institutional effectiveness, and will be used in planning for the 2007 – 2008 academic year. In July 2007, the Board will meet for a Planning and Budgeting Workshop. At that time, the parameters to take Navarro College through the new academic year will be presented. The preliminary budget is based on these planning parameters.

Dr. Sanchez reviewed thirty (30) issues that Navarro College faced through the academic year. He stated these issues will be kept in mind as they plan for the next budget year. Next, Dr. Sanchez reviewed the Strengths, Weaknesses, Opportunities, and Threats (SWOT) that the college faces in the upcoming year.

Mr. Lloyd Huffman inquired about the decrease in enrollment of 18-24 year olds. Dr. Sanchez replied that Navarro College conducted a study and found that this specific area of population is not increasing as much as the middle-age population. The study indicates Navarro County will have a decrease, and that the 18-24 age population coming to Navarro College is largely from the Fort Worth, Dallas and Houston areas. Mr. Gragg added that a larger yield is needed and more students need to be attracted. He stated that the increasing Hispanic population is a potential area of growth to be targeted.

Mr. Stites suggested more emphasis may be needed to encourage students from Navarro County schools to come to Navarro College. He inquired how the college plans to approach the Spanish population and if Spanish language courses will be offered. Dr. Sanchez responded that several strategies are being considered. He stated he had met with a committee that was formed some time ago, and the result was an increase in enrollment in fall 2007 by Hispanic students. He stated another meeting of this committee will be held on May 24, 2007. Several parents have been invited with the hope this will create another increase in enrollment. Mr. Gragg added that the College has already sponsored several Hispanic Community events in an effort to reach out to entire families in the Hispanic Community. Items such as financial aid and fears of attending college were discussed.

### **300. *Instruction / Student Services / Athletics***

#### **301. *First Reading of Proposed Revisions to Section IV.11.00 On-Line Instruction Guidelines and Procedures of the Navarro College Administrative Policies and Procedures Manual***

Dr. Sanchez presented the first reading of proposed revisions to *Section IV.11.00 On-Line Instruction Guidelines and Procedures* in the Navarro College Administrative Policies and

Procedures Manual. He stated the Board of Trustees approved this policy last year, and after almost one year, the policy is in need of revision due to inconsistencies not in the best interest of the college.

The first issue with the existing policy pertains to the number of students enrolled per course. Some faculty members have had as many as 150 students enrolled in one (1) class. Dr. Sanchez stated it has been determined that faculty cannot be effective with 150 students in a class. A survey of on-line policies at other colleges was conducted, and a speaker was brought in to address this subject during the spring 2007 convocation. The suggested limit is twenty-five (25) students per on-line class. Dr. Sanchez stated he is recommending that forty (40) students per class become the limit in the revised policy.

The second issue concerning the on-line policy relates to the compensation of faculty. Under the current policy, instructors are paid based on headcount in each on-line course; this is inconsistent with the way other colleges are compensating their faculty. Dr. Sanchez stated the compensation plan has been modified in the revised policy to better serve the college.

The next issue addresses faculty load. Navarro College pays faculty a salary to teach a five (5)-class load. Instructors are allowed to teach two (2) on-line classes as a part of their regular five (5)-class load. Dr. Sanchez stated that under the current policy, faculty members were being paid twice for teaching on-line classes that were part of their regular class load. The revised policy will only allow extra compensation if the on-line class is taught as an overload course exceeding the instructor's minimum five (5) class load.

The last revision applies to the class census for on-line courses. A census is taken on the twelfth (12<sup>th</sup>) class day. In the past, students who were no longer enrolled and had not been participating in the on-line class by the twelfth (12<sup>th</sup>) class day were still showing on the faculty's role and counted towards the instructor's compensation. The revised policy states students must be actively enrolled and participating in the on-line class on the twelfth (12<sup>th</sup>) class day to be counted in the census and for faculty compensation. Dr. Sanchez concluded by stating these revisions will make the policy much stronger and will serve the college well.

Mr. Stites questioned how hard it is to gauge what is happening in an on-line class. Dr. Sanchez responded that he has talked to several students taking on-line courses and they have expressed that these courses are more difficult due to the demand for study. Mr. Gragg also stated that the on-line courses are more difficult because there is no face-to-face interaction and students have to be self-motivated.

Mr. Stites made the motion to approve the revisions to *Section IV.11.00 On-Line Instruction Guidelines and Procedures* without a second reading and Mr. Borkchum seconded the motion. The vote was unanimous.

### **302. Update on Ellis County Campuses**

Dr. Nolte extended his thanks to the Board for having hired a wonderful man as president. He stated that under Dr. Sanchez's presidency and since he (Dr. Nolte) was hired five years ago and Dr. Ward a few years ago, the college's presence in Ellis County has grown from a single 37,000 square foot building campus center in Waxahachie to the addition of another campus center in Midlothian and two more buildings under construction on the Waxahachie campus. He stated that Ellis County is currently the 99<sup>th</sup> fastest growing county in the entire country. He informed the Board that Navarro College is involved with the community especially with the Dual Credit Program. In closing, Dr. Nolte shared that one of Ellis County's students graduated this year from Navarro College two weeks prior to his graduation from high school.

## **400. Personnel Report**

### **401. Appointments/Transfers/Reassignments/Reclassifications**

Ms. Aguilar was asked to present the personnel reports for the month of April 2007.

The following appointments were made during April 2007.

- Sandra Masterston (Administrative Assistant III-Accounting Clerk, Waxahachie)
- Margaret Moreno (Admission Specialist/Diversity Outreach Recruiter, Corsicana)

The following employee reassignments were made during April 2007.

- Kristal Nicholson (Assistant Director of Financial Aid)
- Mryna Cook (Student Account Auditor/Head Cashier from Accounting Clerk II)
- Sharla Cleaver (Dual Credit/Tech Prep Testing Coordinator from Financial Aid Counselor)
- Brian Chapman (Assistant Director of Financial Aid from Financial Aid Counselor)

The following employees resigned during April 2007.

- Ricole Glass (Administrative Assistant III, Waxahachie)
- George Kitchen (Custodian, Corsicana)

There were no employee reclassifications during April 2007.

### **402. Resignations**

No employees were terminated or retired during April 2007.

## **500. *President's Report***

### **501. *President's Report***

Dr. Sanchez began his President's Report by asking Ms. Donna Parish to review the Board Calendar. Ms. Parish reviewed highlights of events for May and June 2007.

Dr. Sanchez called on Mr. Dewayne Gragg to present an update on enrollment. Mr. Gragg reported that graduation was held on Saturday, May 12, 2007 and Spring Minimester which began on Monday, May 14, 2007, is now one-third complete. He stated the Minimester enrollment is up 11.6% from 2006 Spring Minimester enrollment and is the largest increase in two (2) or three (3) years. Summer I enrollment is currently up 1.7% over Summer 2006 enrollment and was the first increase in three (3) years. Summer II enrollment is looking better with an increase of 5% from last year.

Mr. Stites inquired what number of students five percent (5%) meant. Mr. Gragg clarified that the 5% he was referring to was in contact hours. He stated Summer II currently has 600 students enrolled, Summer I almost 1,700 students and the Minimester approximately 500 students with the majority coming from Ellis County students enrolling in internet courses.

Next, Dr. Sanchez called on Ms. Janet Daugherty, Vice-Chairman of the Support Staff Committee, to address the Board of Trustees. She stated the Support Staff on all four campuses wished to let the Board members know that everything they do for them is very much appreciated. Each Board Member was presented a booklet with signed personal notes from the Support Staff stating their appreciation for them. In closing, Ms. Daugherty said that the Support Staff knows that "in order to have excellence we must have leaders to promote excellence."

Next, Dr. Sanchez called on Mr. Steve Garrettson to address the Board with information concerning the Texas A&M University-Commerce/Midlothian partnership. Mr. Garrettson stated that when he first took the position, he was told to expect fifteen (15) students the first semester. Without any advertising, the first semester he had forty-two (42) students enroll in the Education Program and fifteen (15) students enroll the Bachelor of Applied Arts and Sciences (BAAS) program. In the spring, the numbers went up by twenty-five (25) students in Education. For the fall 2007 semester, Mr. Garrettson reported they have over one-hundred (100) students signed up for the Education face-to-face classes and fifty-five (55) for the BAAS program.

Mr. Garrettson stated that TAMU-C is looking at adding Masters Level Programs in the near future. He stated that he is interested in the Master's of Education with eighteen (18) hours of specific course work. This program will enable teachers to become eligible to teach at the



community college level as well as dual credit courses. In addition, a new all-level Special Education Program, 75% on-line and 25% face-to-face, is being initiated this summer.

Mr. Garrettson expressed a special thank you to Dr. Ward and his staff for working well together to make a seamless transition for students from Navarro College to TAMU-C. He thanked the Board for giving him an opportunity of being part of this partnership. This fall he starts with his first group of student teachers, which means in May 2008 TAMU-C/Midlothian will graduate 25-28 students for the first time. Mr. Garrettson also informed the Board that the Teacher Certification Program will increase beginning September 2008 because of changes made by the State. At present, certification is based on Early Childhood (EC) - Grade 4, Grades 4-8, and Grades 8-12; next year it will be EC-6, 4-8, and 8-12.

Mr. Lloyd Huffman inquired if classroom space was "maxed out" between 4:30 p.m. – 10:00 p.m. each evening. Mr. Garrettson stated they are at capacity for the Spring Schedule. A class for fall already has 31 students enrolled and is expected to increase during summer enrollment. He stated he will have to split the class into another section because of classroom space. There are back-up plans should the Midlothian Campus not have the space available which includes using space made available by the Midlothian ISD.

Mr. Liston Herod commented that he enjoyed all the Texas A&M Commerce representatives at graduation. Mr. Herod felt that trustees and the alumni association had good ideas that the college can incorporate and use.

Dr. Sanchez asked the Board to once again consider providing Support Staff with the benefit of closing at noon on Fridays during the summer with the exception of days when registration or Freshman Orientation is scheduled. The faculty will receive one additional day prior to the start of the Fall Semester. The Board of Trustees agreed to continue the incentive.

Dr. Sanchez continued the President's Report with an update on the legislature. He stated nothing new was learned during a legislative conference call with the Texas Association of Community Colleges (TACC) the day before. He continued by stating that he had previously shared House Bill 1 (HB1) figures where Navarro College shows an increase of 12.3%. Dr. Sanchez indicated this figure still stands; however, TACC did make the statement that spring enrollments have been added into the calculation so the proposed state allocation for community colleges has changed from \$101,000 to \$130,000. Navarro College had a slight increase in the Spring Enrollment. Dr. Sanchez assured the Board that Navarro College should know their actual funding by Friday, May 18, 2007 and he would let the Board know as soon as he knew the dollar

amount. He further stated that there is tremendous chaos in both galleries. Dr. Sanchez said he did not know what is going on or what the issues were.

Dr. Sanchez continued his report stating Dual Credit may experience a tremendous surge this coming fall because of HB1. Dr. Martin, Dr. Nolte and their staff are preparing a curriculum for high school students, grades 9-12. The ISD's want students to begin taking courses their freshman year to receive the 12-hour college course requirement. This is an opportunity for the College, and a tremendous advantage for high school students to focus on college work as well as a financial advantage for their parents.

Dr. Sanchez distributed a list of summer camps Navarro College will host this summer. Mr. Raines has estimated these camps will bring in \$200,000 or more during the summer from the use of the residence halls and dining services.

Dr. Sanchez stated that he and his wife, Angie, will host a barbecue on Friday May 18, 2007 from 4:00 p.m. - 6:30 p.m. for the Dining Services and Maintenance staff at his home and extended a welcome to the Board if they wished to attend.

Dr. Sanchez stated there are several training videos on the Open Meetings Act and Open Records Act the Board is required to view. Dr. Sanchez proposed that the Board view the videos, approximately one hour in length, prior to the Board meetings over the next few months.

Dr. Sanchez reminded the Board the College will close for Memorial Day on May 28, 2007.

Dr. Sanchez stated he will be participating in a golf tournament in Dallas on Monday, May 22, 2007 at the invitation of Bank of America's Mr. Bruce Ruggles. On May 29-31, 2007, Dr. Sanchez stated he will be going to Flagstaff, Arizona to assist his wife with personal business.

Dr. Sanchez stated he and Dr. Nolte will be attending the American Council on Education (A.C.E.) Conference in Washington, D.C. June 1-3, 2007. Dr. Sanchez stated he has been asked to participate in a panel of four to speak to American Council on Education Fellows on "How to Build Good Leadership Teams." Dr. Sanchez stated he will be on vacation June 4-8, 2007 following the ACE meeting to visit his son, Richard, in Boston and will return on June 9, 2007.

Dr. Sanchez concluded his report stating effective June 1, 2007, Dr. Harold Nolte's title will become "Campus President for Ellis County Campuses" and Dr. Sanchez's title, "District President." Congratulations were extended by all.

**600. Closed Session, Announcement and Adjournment**

**601. Next Meeting Announcement**

The next meeting of the Board of Trustees will be held at the Corsicana Campus on June 21, 2007.

**602. Adjournment**

Mr. Stites made the motion to adjourn at 8:47 p.m. and Mr. Huffman seconded the motion. The decision was unanimous.

Dr. James G. Price, Secretary/Treasurer  
NAVARRO COLLEGE Board of Trustees