

**NAVARRO COLLEGE BOARD OF TRUSTEES  
NOVEMBER 16, 2006 MEETING  
MINUTES**

The governing body of NAVARRO COLLEGE met for their regular monthly meeting at the Navarro College South Campus in Mexia, Texas on Thursday, November 16, 2006 following a dinner at Coffee Cabaret. Trustees in attendance were: Dr. James G. Price, Vice Chairman; Mr. James Borkchum, Member; Mr. Liston Herod, Member and Mr. Zane Stites, Member. Mr. Homer Wasson, Chairman, Mr. Lloyd Huffman, Secretary/Treasurer, and Mr. Todd McGraw, Member, were absent.

Also attending were:

Dr. Richard Sanchez	President
Mr. Darrell Raines	Vice President for Finance and Administration
Dr. Kenneth Martin	Interim Vice President for Academic Affairs
Dr. Harold Nolte	Provost, Ellis County Campuses
Dr. Tommy Stringer	Vice President for Institutional Advancement
Mr. Paul Smith	Interim Director of Marketing and Public Relations
Ms. Maryann Hailey	Interim Vice President for Student Services
Mr. Tim Samuels	Dean of Career and Technical Education
Mr. Guy Featherston	Dean of Navarro College South
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. A.J. Narasimhan	<u>Corsicana Daily Sun</u>
Mr. Dick Flatt	Owner, Flatt Stationers
Ms. Lamona Anderson	President, Student Government Association, NC South Campus

**101. Call to Order**

Dr. Price, acting chairman, called the meeting to order at 7:00 p.m. and asked Mr. Herod to lead the assembly in prayer.

**102. Changes to Agenda**

There were no changes to the agenda.

**103. Take Action on the October 19, 2006 Board Meeting Minutes**

**104. Take Action on the November 2, 2006 Special Board Meeting Minutes**

**105. Take Action on the November 8, 2006 Special Board Meeting Minutes**

Mr. Stites made the motion to approve the regular meeting and special meeting minutes for October 19, 2006, November 2, 2006, and November 8, 2006. Mr. Borkchum seconded the motion. The vote was unanimous.

**106. Board Comments**

Mr. Borkchum expressed his appreciation to everyone for their prayers during his recent illness.

**107. Open Forum Time**

There were no requests to speak to the Board.

**201. Take Action on the September 2006 Financial Statement**

Mr. Raines presented the September 2006 financial statement. A review of the Statement of Budget Changes for the period ending September 30, 2006 reflected amendments totaling \$312,246. Mr. Raines stated a significant portion of the increase in the budget was due to receipt of a \$300,000 grant from the Texas Workforce Commission to provide training for Koyo, a division of Toyota in Ennis. Other changes to the budget were the result of moving the balance of various grants, including the Adult Basic Education grant, to the new fiscal year. The revised budget at September 30, 2006 totaled \$65,642,812.

A review of the Source of Funds for the period ending September 30, 2006 showed receipt of revenues in the Educational & General Fund are in line with past performance. Mr. Raines noted receipt of Student Income in the E&G Fund was lagging slightly behind at 42% as compared to 44% in 2005-06 and will need to be watched carefully. He also pointed out a significant difference in the Student Financial Aid Fund at 9% for the period compared to 23% during the same period in 2005. This was attributed to a change whereby students receiving loans for the first time are provided immediate access to their funds as compared to the previous year when a 30-day waiting period was required.

Mr. Raines stated that a new type of PELL grant, Academic Competitiveness Grant for first time and second year students, was being disbursed by Navarro College. This grant awards \$500 for freshman students who are Pell Grant recipients and have completed the recommended high school curriculum; an award of \$700 is provided to second-year students with a 3.0 GPA. Mr. Raines pointed out that out of the 6,000 colleges in the United States, Navarro College was one (1) of only forty-five (45) colleges that disbursed this grant.

The difference in the Plant Fund at 73.66% for the current year as compared to 99.93% the previous year was attributed to funds budgeted for construction projects in Waxahachie.

A review of the Disbursement of Funds indicated expenditure patterns are well under control with only 33.30% expended and obligated at September 30, 2006 as compared to 41.67% during the same time period in 2005. Mr. Raines concluded by stating this was the beginning of the new fiscal year and the College remains in very stable financial condition.

Mr. Herod made the motion to approve the September 30, 2006 financial statement, and Mr. Borkchum seconded the motion. The vote was unanimous.

**202. Ratify Selection of Construction Manager at Risk for Construction of Two Buildings in Waxahachie**

Mr. Raines stated the College's architect, Mr. Bryce Weigand with Good, Fulton and Farrell, had recommended the College retain a Construction Manager at Risk to oversee the construction of the new Fire Academy and new classroom building projects on the Waxahachie campus. He stated a request for proposals for Construction Manager was advertised in local newspapers in both Waxahachie and Corsicana. Four (4) responses were received from different contractors with fees ranging from 3.5% to 6% of the construction cost.

Three of the four contractors were interviewed by Mr. Raines, Dr. Harold Nolte and College architects, Bryce Weigand and Richard Tater. Mr. Raines stated the firm of Hill & Wilkinson has been selected based on their low management fee of 3.5% and their past experience. In addition, the College architect has worked with this firm on approximately fifty (50) projects. Mr. Raines stated during the interview process, Hill and Wilkinson presented an impressive plan for completing the projects including schematics and a timeline.

Mr. Raines stated the firm of Hill & Wilkinson has construction experience with other colleges including University of Texas at Arlington, Abilene Christian University, Dallas Theological Seminary, Texas Christian University and North Central Texas College.

Mr. Raines concluded by requesting the Board's consideration for ratifying the selection of Hill & Wilkinson.

Mr. Herod made the motion to ratify the selection of Hill & Wilkinson as the Construction Manager at Risk for the construction of two buildings in Waxahachie. Mr. Stites seconded the motion. The vote was unanimous.

### **301. *Approval of Patient Care Technology Certificate Program***

Mr. Samuels was asked to present the Patient Care Technology (PCT) Certificate Program to the Board. He began by stating that the health care industry is the second largest industry in the state and Navarro College has several programs including the Associate Degree Nursing, Licensed Vocational Nursing, Medical Lab Technology, and Occupational Therapy Assistant to help meet the needs of this industry. He stated the PCT program is another step in meeting the needs in the industry and in helping solve the nursing shortage.

Students completing the seventeen semester credit hour certificate will be able to work in a non-licensed position at a level above a nurse's aid and below the level of a Licensed Vocational Nurse. Graduates will be able to perform basic skills including bandage dressing, colostomies, catheters, EKG administration, enemas, etc. while working under the direct supervision of a Licensed Vocational Nurse in a hospital setting.

Mr. Samuels concluded by stating the Patient Care Technology Certificate Program will provide individuals with an opportunity to earn wages of approximately \$12-\$18 per hour while gaining skills and possibly pursuing a career choice in nursing.

Mr. Borkchum made the motion to approve the Patient Care Technology Certificate Program and Mr. Stites seconded the motion. The decision was unanimous.

### **302. *Update on Navarro College South***

Mr. Guy Featherston, Dean, presented an update on activities at the Navarro College South Campus. He began by recognizing members of the faculty and staff present at the meeting. He also acknowledged the presence and contributions of a distinguished guest, Mr. Dick Flatt.

Mr. Featherston noted that the Center's breezeway had been enclosed and furnished with chairs and couches since the Board last met in Mexia. He stated the area is used by students frequently. He continued by stating

with the conversion of dual credit to Tech Prep, fall enrollment at the Navarro College South Campus had increased but contact hours were down slightly. He stated a majority of students are working adults. Steps are being taken to aggressively manage the schedule of classes and increase service hours to meet the needs of these students. Friday and Saturday block classes have been added to the spring schedule and the number of hybrid courses offered is being increased.

Mr. Featherston stated that the South Campus has a partnership with the independent school districts in Limestone, Leon and Freestone counties and offers dual credit courses in ten (10) of the eleven (11) high schools. He stated Wortham High School, whose students attend in Corsicana, is the one exception.

Mr. Featherston gave a brief review of the programs offered at the South campus. He noted that Navarro College has also had a wonderful relationship with Mexia State School since the 1970's. He stated Mexia State School is the largest employer in Limestone County with 1,500 employees. Navarro College has a facility on the Mexia State School campus to serve both MSS employees and the public with open enrollment.

Mr. Featherston introduced Ms. Lamona Anderson as the president of the Student Government Association on the South Campus. He noted Ms. Anderson is also the manager of the local Pizza Hut and that she is exemplary of the majority of students attending classes at the South Campus who are mainly "non-traditional." He stated the Student Government is active and noted that 87 students recently showed up on a Saturday morning for trash pick up in the Adopt a Highway Program. The SGA has also been involved in other projects including a toy drive and collecting Christmas cards to be sent to troops overseas.

Mr. Featherston concluded his presentation by noting the challenges being faced at the South campus including the need for more full-time faculty with the current ratio being nine full-time to sixty-five part-time faculty. Finding adjunct faculty with appropriate credentials to teach is another challenge. Instructional space is also becoming an issue especially at night.

Mr. Stites commended Mr. Featherston for an excellent presentation. Dr. Price stated he wished to publicly express the Board's appreciation to Mr. Dick Flatt for the support he has always given Navarro College over the years.

#### **401. *New Hires / Reassignments-Transfers / Reclassifications***

Dr. Sanchez presented the reports on personnel activity for the month of October 2006 on behalf of Ms. Aguilar, who was ill.

Appointments made during October 2006 included:

- Lynn Coker (Data Entry Clerk, Registrar's Office, Corsicana)
- Kelley Dobbie (Administrative Assistant II, Business Office, Midlothian)
- Leonal Garcia (Custodian, Physical Plant, Corsicana)
- Vicki Goff (Administrative Assistant III, Continuing Education, Waxahachie)
- Melissa Koonce (Administrative Assistant III, Career Center, Corsicana)
- Mary Palmeri (Registrar Clerk II, Registrar's Office, Corsicana)

- Wendy Spradley (Career & Technical Advisor, Career Center, Corsicana)

Ms. Glenda Terry, was reassigned during October 2006 as Assistant Dean, Health Professions, Corsicana. No employee reclassifications were made.

#### **402. Resignations / Terminations / Retirements**

The following employees resigned during October 2006:

- Susan Johnson (Director of Marketing Relations & Public Information)
- Veronica Yarbrough ( Data Entry Clerk, Registrar's Office)

There were no employee terminations or retirements during October 2006.

Dr. Sanchez reviewed the list of replacement positions still vacant including the Director of Libraries, Assistant Dean for Humanities and PE, Head Football Coach. He concluded with a review of new position openings including a Physical Therapy Assistant Program Director which he noted needs to be filled prior to the spring semester.

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

Dr. Sanchez asked Paul Smith to present the Board calendar for the months of November and December. He noted Mr. Smith has been performing extremely well as Interim Director of Marketing and Public Information since the resignation of Ms. Susan Johnson. Following a review of the calendar, Dr. Sanchez asked Mr. Smith to share information with the Board regarding an online enrollment management program.

Mr. Smith stated the College is looking into purchasing an enrollment management technology software and E-brochure from Hobsons as a new marketing tool. The technology will allow prospective students to fill out an request for information form online and immediately receive an electronic brochure. Two weeks later the individual will receive a hard copy of the brochure in the mail. The technology will also track the prospects that have been entered. Through data received from program's tracking, specific "E-mail blasts" can be produced to follow up on the interest indicated. Mr. Smith stated the technology will hopefully increase the recruiting process's yield rate from prospects to applicants by intensely marketing to interested students. Dr. Sanchez added that as the College continues to grow and pursue its enrollment goals, it is important to find new approaches and venues for reaching potential students.

Dr. Sanchez continued with the President's Report stating the Texas Association of Community Colleges (TACC) has developed a new approach related to funding for community colleges during the next biennium. Dr. Sanchez stated a copy of the New Compact with Texas Executive Summary was previously mailed to Board members. Dr. Sanchez stated that he and Mr. Raines have carefully reviewed the proposal and it appears that Navarro College would not benefit from this new model and could possibly receive less than the previous biennium. Dr. Sanchez stated he will do all he can to ensure the proposal will be changed to be more favorable for Navarro College. He stated he and Dr. Nolte will be meeting with Representative Jim Pitts about the new biennium and the Compact within the next few weeks.

Dr. Sanchez stated he will be leaving for the Thanksgiving holidays on Tuesday, November 21, so that he and his wife can visit his daughter in California.

Dr. Sanchez stated Dr. Martin, Dr. Nolte, and Mr. Raines will be going with him to the annual Southern Association of Colleges and Schools Conference in Orlando, Florida on December 8-12, 2006. It is expected to be announced during this meeting that Navarro College will be reaccredited for a ten (10) year period.

Dr. Sanchez stated he and Mr. Wasson had recently talked to a consultant from New York hired by Mr. Charles Pearce. Mr. Pearce is concerned that funds be available when he passes on to care for the Pearce collection. His plans are to have this individual go out to areas outside of Corsicana for donations and raise \$45 million.

Dr. Sanchez stated he and Mr. Raines will be talking to Mr. David Mendez, a tax lawyer, on Monday to find out if there is a way to facilitate the maintenance tax approach. The current process is very cumbersome requiring a signed petition.

Dr. Sanchez stated the campus will be closing on Wednesday, November 22, for the Thanksgiving Holidays and will reopen on the following Monday.

Dr. Sanchez concluded by wishing Trustees and their families a happy holiday and thanking them for their service to Navarro College.

**601. Convene into Closed Session**

**a. Discuss Personnel Matters according to Government Code 551.074**

Mr. Herod made the motion to convene into closed session at 8:05 p.m. to discuss personnel matters according to Government Code 551.074. Mr. Borkchum seconded the motion and the decision was unanimous.

**602. Reconvene into Open Session**

Mr. Stites made the motion to reconvene into open session at 8:30 p.m. Mr. Herod seconded the motion and the vote was unanimous.

**603. Next Meeting Announcement**

The next meeting of the Navarro College Board of Trustees will be held on December 14, 2006 in the Gooch Arrowhead Room on the Corsicana Campus.

**604. Adjournment**

Mr. Stites made the motion to convene at 8:31 p.m. and Mr. Herod seconded the motion. The decision was unanimous.

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