

**NAVARRO COLLEGE BOARD OF TRUSTEES
SEPTEMBER 17, 2008 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, September 17, 2008, for their regular monthly meeting in the Gooch One Stop Center's Arrowhead Room following a dinner with members of the Support Staff Services/Paraprofessional Committee in the President's Dining Room. Trustees in attendance included: Mr. Homer Wasson, Chairman; Mr. Lloyd Huffman, Vice-Chairman; Dr. James Price, Secretary/Treasurer; Mr. James Borkchum, Member; Mr. Phil Judson, Member and Mr. Zane Stites, Member

Mr. Todd McGraw, Member, was absent

Also in attendance were:

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| Dr. Richard Sanchez | District President |
| Dr. Harold Nolte | President, Ellis County Campuses |
| Dr. Kenneth Martin | Vice President for Academic Affairs |
| Mr. Darrell R. Raines | Vice President, Finance and Administration |
| Ms. Gettie Moreno | Vice President Elect, Finance and Administration |
| Dr. Erik Zoellner | Vice President for Student Services |
| Dr. Tommy Stringer | Vice President for Institutional Advancement |
| Mr. Dewayne Gragg | Dean of Enrollment Management and Institutional Research |
| Ms. Nelida Aguilar | Director, Human Resources |
| Ms. Donna Parish | Director, Market Relations and Public Information |
| Dr. Harold Housley | Dean of Business, Professional and Technical Education |
| Ms. Robin Lasher | Director, Small Business Development Center |
| Dr. Larry Weaver | Dean of Arts, Sciences and Humanities |
| Ms. Brenda Duncan | Business Manager |
| Ms. Aaron York | Business Manager Elect |
| Mr. Matt Miller | Director, Media Integration Services Center |
| Mr. Tom Hammargren | Chairman, Faculty Association Committee |
| Ms. Leslie Smith | Executive Administrative Assistant |
| Ms. Darla Littrel | Executive Administrative Assistant |
| Mr. Bob Belcher | Corsicana Daily Sun |
| Mr. Dick Aldama | KAND Radio |
| Ms. Julianne Dodge | Navarro County Times |

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

Call to Order

At approximately 6:00 p.m., Mr. Wasson called the meeting to order in the President's Dining Room located in Walker Dining Hall. He welcomed members of the Support Staff/Paraprofessional Committee. Following a dinner with the committee members, Mr.

Wasson announced a break to allow the Board of Trustees to move to the Arrowhead Room where they could resume in session for their regular monthly meeting.

Reconvene

Mr. Wasson reconvened the meeting at 7:06 p.m. in the Arrowhead Room. He welcomed visitors and guests and asked Dr. Price to begin with a prayer.

Board Announcements

Mr. Huffman gave a brief update on an informal meeting held with an architect regarding the expansion of the Cook Education Center.

Mr. Huffman stated he, Dr. Price, Dr. Stringer, Mr. Tom White and Mr. Oliver Albritton met informally with the architect to get ideas and to begin developing basic plans. The initial concept involves removing the glass wall, dividing it into two sections, placing the two sections at a corner angle and placing a flat wall in the middle to create two rooms. Discussion included relocating the gift shop to the north side of the building and rearranging the kitchen and serving area to create a catering kitchen and more storage space.

Mr. Judson inquired if there were any plans to update the Cook Center's speaker system, and Mr. Huffman responded the sound system will also be addressed. Dr. Price added that the building's acoustics are included in the project.

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

- a. **Minutes - Board of Trustees August 4, 2008 Special Meeting**
- b. **Minutes - Board of Trustees August 11, 2008 Special Meeting**
- c. **Minutes - Board of Trustees August 16, 2008 Meeting**
- d. **Minutes - Board of Trustees September 5, 2008 Public Hearing #1**
- e. **Minutes - Board of Trustees September 10, 2008 Public Hearing #2**

Mr. Borkchum moved to approve all items on the Consent Calendar, and Mr. Judson seconded the motion. The decision was unanimous.

Take Action on Setting the Tax Rate at \$0.119 per \$100 Assessed Valuation

Dr. Sanchez stated the Board recently held two public hearings on September 5 and September 10, 2008. No one was present at the hearings to voice any opposition to the tax rate the Board planned to adopt.

Mr. Raines stated the Board went through the procedures required by law, which included advertising notices in the newspaper and conducting two public hearings on their intent to set the tax rate above the effective rate at \$0.119 per \$100 assessed valuation. He stated that although the tax rate of \$0.119/\$100 is higher than the

effective tax rate, it is down from last year's rate of \$0.12/ \$100.

Dr. Price made a motion to adopt the tax rate of \$0.119 per \$100 assessed valuation. Mr. Huffman seconded the motion. All board members present voted in favor of the motion including: Homer Wasson, Lloyd Huffman, Dr. James Price, James Borkchum, Phil Judson and Zane Stites. Todd McGraw was absent for the vote.

Appoint Gettie Moreno and Aaron York to the Navarro College Retirement Committee

Mr. Raines stated that he and Ms. Brenda Duncan's plans to retire in December will create vacancies in the Navarro College Retirement Committee. He recommended the Board appoint Ms. Gettie Moreno, Vice President Elect for Finance and Administration, and Ms. Aaron York, Business Manager Elect, to fill their positions. Mr. Raines stated it was a logical approach for the financial officers to be on the committee since the functions of the committee are mostly financial and administrative.

Ms. Moreno will assume the position as Chair of the committee. Both Ms. Moreno and Ms. York will be considered ex-officio members until they become eligible to join the Navarro College Employee Retirement Committee on September 1, 2009. At that time, their appointments will be as official members on the committee.

Mr. Huffman made a motion to approve the appointment of Ms. Moreno and Ms. York to the Navarro College Retirement Plan Committee. Mr. Borkchum seconded the motion and the decision was unanimous.

Update on Small Business Development Center

Dr. Martin asked Dr. Housley to introduce Ms. Robin Lasher, Director of the Small Business Development Center (SBDC). Dr. Housley stated SBDC is funded by state grant and is an asset to the community. It was first established at Navarro College in 1999 and has had several directors. Ms. Robin Lasher, appointed SBDC Director on December 10, 2007, has brought a tremendous amount of experience with her. He then asked Ms. Lasher to present an update on SBDC's program and its goals.

Ms. Lasher stated the Navarro College SBDC is one of 13 centers in the North Texas SBDC Network. Offices located on the Corsicana and Waxahachie campuses serve Ellis, Freestone, Limestone and Navarro counties. Ms. Lasher stated Eddie Lord was recently hired as a new counselor at the satellite campus located on the Waxahachie campus. Mr. Lord will be assisting her with providing free and low-cost workshops in the Ellis county area allowing her more time to concentrate on Limestone and Freestone counties as well as Navarro County.

In addition to providing free and low-cost workshops, SBDC provides assistance to "start ups" and existing businesses by helping them develop business and marketing plans, develop loan proposals to obtain funding from banks, provides in-house and outsourced business research resources and connects clients with networking

resources including people, organizations, technology and tools.

An eight-week program is presented on a regular basis using a “practical approach” and facilitated by discussion. Ms. Lasher stated the program is ideally designed to be presented in a classroom format but can also be delivered on a one-to-one basis. Online counseling is available, which saves time and expense for out-of-town clients. Ms. Lasher stated many clients, including some locally, prefer this option because of its convenience.

Ms. Lasher stated goals established for 2008-2009 include providing five-hour, one-on-one counseling for a minimum 21 clients; assisting with 11 business start-ups, and generating \$36,000 in capital infusion (i.e., commercial, SBA loans and equity investment.) Ms. Lasher stated the budget of \$36,000 for capital infusion is set very low because in the past, Navarro College SBDC has not generated very much. She stated she expects “to blow the socks off” that amount this coming year.

Ms. Lasher stated a push on marketing and promotion of SBDC services includes a new monthly newsletter and creating more visibility in the business community by networking with Chambers of Commerce and developing strategic partnerships and alliances.

Ms. Lasher reviewed online resource and software programs available to assist clients through SBDC including: SBDCNet - access to research and relevant analyses; HillSearch – demographics, benchmarking, company and industry profiles, plans; Reference USA – domestic/international company profiles, residential/business mailing lists, new startups; and Optimist software, which provides the ability to teach clients about financial issues.

Ms. Lasher distributed brochures and literature on SBDC and responded to questions from the trustees. She stated the failure rate for many businesses is high during their first year because they are not prepared. Many of those failed businesses are restaurants. Ms. Lasher stated businesses who survive their first year need management and marketing skills to help them survive their second and third years, which are critical. The largest number of new, small businesses are being started by the 55-65 year-old age group who are planning to retire soon.

Ms. Lasher agreed that the current financial market is affecting SBDC with more businesses needing its assistance. She stated SBDC is currently serving approximately 38 clients. She added that she has spent much time this past year building up the SBDC’s infrastructure and developing relationships.

Mr. Wasson commended Ms. Lasher for her interesting presentation.

New Hires / Reassignments-Transfers / Reclassifications Resignations / Terminations / Retirements

Ms. Aguilar was asked to present an update on personnel for the month of August 2008.

The following appointments took place:

Keri Pace (Administrative Assistant III-Accounting/Registrar Clerk, Midlothian)
Shellie Buckley (Speech Instructor, Corsicana)
Elaine Hand (Speech Instructor, Corsicana)
Eric Colbert (Assistant Basketball Coach/Instructor/Intramurals, Corsicana)
Patricia Lucas (A.D.N. Instructor, Corsicana)
Cathy Van Zandt (A.D.N. Instructor, Corsicana)
Brad Richardson (Criminal Justice Instructor, Corsicana)
Leslie Shiller (O.T.A. Academic Fieldwork Coordinator/Instructor, Corsicana)
Heather Turner (Navarro College & Special Collections Archivist, Corsicana)
Stan Wong (Assistant Director of Residence Life, Corsicana)
Keyasha Cummings (Residence Life Area Coordinator-Gibson Hall Coordinator, Corsicana)
Lacey Hamel (Administrative Assistant III-Accounting/Registrar, Waxahachie)

Butch Owens, Speech Instructor, was reassigned from the Corsicana Campus to the Waxahachie Campus. There were no reclassifications during the month of August, 2008.

The following resignations occurred during the month of August, 2008:

- Kris Garrison (Administrative Assistant III, Midlothian)
- Jenny Stephens (Corporal of Campus Police, Corsicana)
- Regina Smith (Administrative Assistant III, Waxahachie)
- Karlynda Steen (Faculty Support Clerk, Waxahachie)
- Alan Eddins (Campus Police Officer)

Johnny Wright, Administrative Assistant III at the Mexia Campus, was terminated and Robert Lewis Orr (Head Basketball Coach & Instructor, Corsicana) and John Blewster (Audio/Visual Specialist / M.I.S.C., Corsicana) retired.

Following the personnel update, Ms. Aguilar presented an audit of new hires based on sex and ethnicity during the fiscal year 2007-08. The audit reveals out of 54 new hires, 17 were men and 37 were women. She stated the ethnic breakout of 82% white, 7% hispanic and 11% black reveals the need to recruit more hispanic and african-american employees and concluded her report.

Mr. Wasson thanked Ms. Aguilar for her presentation.

President's Report on Items of Information

Dr. Sanchez asked Donna Parish to review the Board's calendar. Following the review of upcoming events, Ms. Parish distributed copies of the newly published Navarro College viewbook. The viewbook is designed to fold out into a game board similar to "Clue". The College's bulldog mascot, Beau, is portrayed as Sherlock Holmes finding clues and hints about Navarro College throughout the brochure. Dr. Sanchez stated last

year's view book was submitted to Paragon and won second place in the nation for its design. Ms. Parish stated 17 entries, including the new view book, will be submitted this year with the hope of winning more awards. Only three entries were submitted the previous year.

Dr. Sanchez next asked Dewayne Gragg to present data on enrollment. Mr. Gragg stated fall 2008 enrollment had not been certified, but he expects the final headcount to total 8,300 students. He noted this is a 140% increase since Dr. Sanchez first became president and began the push on intensive enrollment efforts. Contact hours totaling 1.7 million represent a 11 ½ - 12% increase over the previous year. Mr. Gragg stated the "funding year" is almost half-way through with both summer I and II sessions, fall enrollment and continuing education's 1st and 2nd quarters reported. He stated enrollment has increased 18½% over the previous funding period and could possibly be as much as 22% if enrollment during the spring semester increases. Mr. Gragg and Mr. Raines stated the increase could reasonably represent approximately \$1.9 - \$2 million more in funding for the College, depending on state funding for the next biennium.

Dr. Sanchez asked Mr. Raines to update the Board on the progress of the Gibson Hall extension and the demolition of the Mexia building. Mr. Raines stated the work on Gibson Hall is progressing with the roof basically completed and the building "dried in". Brick layers are back on the job and preparing to put up coping stone around the edge of the building. The air conditioning unit has arrived and work on the interior should progress quickly. Mr. Raines stated he anticipates completion of the project by the first of October.

Mr. Raines continued stating the progress of demolition on the building in downtown Mexia is slow. The structure has now "buckled" in from the adjacent property owned by attorney, P.K. Reiter and it is just a matter of time before it collapses on its own. Mr. Raines stated the building was originally constructed as three separate buildings, and plans are to have the contractor proceed by demolishing two of the original buildings and leaving the third one, next to Mr. Reiter's building, alone. He stated that the City of Mexia was asked for their assistance regarding Mr. Reiter but the City's attorney has advised them not to get involved. Dr. Sanchez stated he has written a letter to Mr. Reiter asking him to vacate the building during demolition to prevent any chance of injury. The College has immunity which Mr. Reiter has acknowledged. The contractor, however, does not have immunity from any damages that might occur to Mr. Reiter's property. Mr. Wasson suggested more pictures be taken in case of any future conflict and Mr. Raines agreed. He responded to Mr. Huffman's question regarding bracing the wall next to Mr. Reiter's building, stating it could be done but it would add a greater expense to the unbudgeted project. The cost of the demolition project has already added up to \$60,000. Mr. Huffman then suggested an offer be extended to Mr. Reiter to allow him to place a brace on the College's side of the building if he wishes.

Dr. Sanchez distributed copies of a survey from the Association of Community College Trustees (ACCT) to each board member. He stated ACCT has requested 100% participation from all community colleges and asked trustees to take a few minutes to

complete the survey so they could be mailed the next day. The meeting was paused while each trustee present completed the survey.

Following completion of the survey, Dr. Sanchez reminded trustees the next home football game was scheduled to take place on Saturday, September 20, and inquired how many planned to attend so that seats could be reserved in the VIP lounge.

Dr. Sanchez continued stating Region XIV coaches and presidents will be meeting at Navarro College on Monday, September 22, 2008. Many schools are not expected to be represented because of the impact of Hurricane Ike. Dr. Sanchez stated he will not be able to attend and has asked Dr. Nolte and Dr. Martin to represent him.

Dr. Sanchez stated Ms. Holly Beasley arrived earlier in the week and has assumed her duties as the new Director of the Pearce Museums.

Dr. Sanchez shared a thank you card sent by Dr. Louis Gibson's family expressing their appreciation for the flower arrangement sent by the College. The family also mentioned Dr. Gibson's love for Navarro College.

Dr. Sanchez stated he and Dr. Martin will be attending a Texas Association of Community College's (TACC) meeting on Developmental Education in Austin on September 29, 2008. Dr. Sanchez will also be attending A.C.E.'s Effective Leadership Committee meeting in Washington D.C. on October 14 -15, 2008.

Dr. Sanchez distributed travel information to trustees regarding the ACCT meeting October 29 – November 1, 2008, in New York. He stated more detailed information will be provided at next month's meeting and concluded his report.

Announcement and Adjournment

Mr. Stites made a motion to adjourn the meeting at 8:26 p.m. and Mr. Huffman seconded the motion. The decision was unanimous.

The next meeting of the Navarro College Board of Trustees will take place at the Navarro College South campus in Mexia, Texas, on Thursday, October 16, 2008.

Respectfully submitted,

Dr. James G. Price, Secretary/Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES