

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

The governing body of NAVARRO COLLEGE met in the President's Dining Room located in the Walker Student Dining Hall at 6:00 p.m. on Thursday, April 17, 2008 for dinner with the Faculty Association Executive Committee. Following the dinner, the Board reconvened in the Arrowhead Room located in the Gooch One Stop Student Center at 7:00 p.m. for their regular monthly meeting. Trustees in attendance included Mr. Homer Wasson, Chairman; Mr. James Borkchum, Member; Mr. Liston Herod, Member; Mr. Todd McGraw, Member; and Mr. Zane Stites, Member.

Mr. Lloyd Huffman, Vice-Chairman, and Dr. James Price, Secretary/Treasurer, were absent.

Also in attendance were:

Dr. Richard Sanchez	District President
Dr. Kenneth Martin	Vice President for Academic Affairs
Mr. Darrell R. Raines	Vice President, Finance and Administration
Dr. Erik Zoellner	Vice President, 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
Dr. Harold Housley	Dean of Business, Professional and Technical Education
Dr. Cubie Ward	Dean of Midlothian Campus
Dr. Larry Weaver	Dean of Arts, Science and Humanities
Dr. Monica Castator	Faculty Association Committee Chairman/Instructor
Mr. Guy Featherston	Dean of Navarro College South
Ms. Lesa Martin	Director, PASS Program
Ms Brenda Duncan	Business Manager
Mr. John Blewster	Media Integration Services Center
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. Bob Belcher	<u>Corsicana Daily Sun</u>
Ms. Julianne Dodge	<u>Navarro County Times</u>
Mr. Dick Aldama	KAND Radio

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

Call to Order

Dinner with Faculty Association Committee

Break and Reconvene in Arrowhead Room

At approximately 6:00 p.m., Mr. Wasson called the meeting to order in the President's Dining Room. Following a dinner with members of the Faculty Association Executive Committee including: Dr. Monica Castator, Chairman, Ms. Betty Shumate, Ms. Stacey Johnson, Ms. Christie Esquivel, and Ms. Beverly Pearson, the Board took a break to move to the Gooch One-Stop Building for their regular monthly meeting.

At 7:10 p.m., Mr. Wasson reconvened the meeting in the Arrowhead Room.

Mr. Wasson stated he was especially pleased to have Mr. Herod back and welcomed everyone present to the meeting. Mr. McGraw was asked to lead the assembly in prayer.

Take Action on March 27, 2008 Board Meeting Minutes

Mr. Borkchum made a motion to approve the minutes for the March 27, 2008 meeting, and Mr. Herod seconded the motion. The vote was unanimous.

Take Action on April 1, 2008 Special Board Meeting Minutes

Mr. McGraw made a motion to approve the minutes for the April 1, 2008 Special Board meeting, and Mr. Borkchum seconded the motion. The vote was unanimous.

Board Announcements

Mr. Herod thanked everyone for their thoughtfulness during his absence.

Open Forum Time

There were no requests to speak to the Board.

Take Action on February 2008 Financial Statement

Mr. Raines presented the financial statement for the period ending February 29, 2008. He stated a thorough analysis had been made of revenues and expenditures at the mid-year point. He stated significant adjustments totaling \$2,854,983 were proposed to realign the budget at mid-year.

Proposed amendments totaling \$709,147 in the Educational and General Fund recognized additional revenues and a fund balance allocation. Student Income revenues increased \$280,000 as a result of the enrollment growth over the 6% increase originally budgeted. Additional funds received from the Texas Higher Education Coordinating Board increased State Grant Projects and Federal Grant Projects by \$27,249. Other local income increased by \$340,961.

Mr. Raines stated an allocation from the fund balance was needed to cover the cost of a roofing contract to repair water leaks in the Administration Building, Computer Science Building, and Gibson Hall. He stated that the concrete coping stones around the roofs were found to be a major cause of the water leaks and had to be capped. Funds were also needed for the demolition of the old building in downtown Mexia and for landscaping at the Waxahachie campus.

There were no adjustments made to the Debt Service Fund.

Additional revenues in earned interest income and other income in the amount of \$48,600 were used to cover construction cost overruns on the Waxahachie Classroom Building.

An increase in dining services and housing revenues and a \$20,000 appropriation from the General Fund to fund intercollegiate athletics increased the Auxiliary Fund budget by \$654,497. The purchase of a house on Home Avenue, and the purchase of surplus dormitory furniture were major expenditures. Mr. Raines stated the budget for the Gibson Hall addition was the same as previously presented, \$500,637.

The Student Financial Aid Fund was increased \$1,442,739 to meet projected increases in Stafford subsidized loans and scholarships for students.

The total revised budget at February 29, 2008 was \$69,469,379. Mr. Raines stated much of the additional income from increased revenues was needed to fund the instructional programs, including the Oil and Gas program.

A review of the Source of Funds showed 65.16% of the amended budget had been earned at February 29, 2008, an increase over 61.34% earned at the same point in time the previous year. The Disbursement of Funds showed \$38,671,183 had been expended and \$13,543,454 obligated at February 29, 2008 or 75.16% of the current budget. This is a slight increase over 66.97% expended February 28, 2007.

A review of the Balance Sheet showed a balance of \$68,769,052, an increase of 4.74% from 2007. Mr. Raines attributed the increase to the issue of revenue bonds.

Mr. Raines concluded his report stating the College remains in good financial condition.

Mr. Stites made a motion to approve the February 29, 2008 financial statement and Mr. Herod seconded the motion. The vote was unanimous.

Take Action on Quarterly Investment Report for period ending February 29, 2008

Mr. Raines continued with a review of the Quarterly Investment Report for the period ending February 29, 2008.

For the period ending February 29, 2008, the book value of investments increased by \$447,837.75 for a total of \$11,704,272.72 and a market value of \$11,834,804.75. Mr. Raines stated interest rates have declined from the 5% level to 2 ½ %. As a result, some funds are being kept in interest bearing checking/savings accounts until the rates improve.

Public Funds Interest Bearing Checking/Savings Accounts increased by \$752,837.75 and investments in Certificates of Deposit increased by \$1,390,000. There were no changes in U.S. Treasury Bills. U. S. Government Agency Securities decreased by \$1,695,000.

Mr. Raines concluded his report stating total deposits are fully collateralized by FDIC insurance in the amount of \$708,862.43 and additional pledged collaterals totaling \$27,813,084.06.

Mr. Stites made a motion to approve the Quarterly Investment Report for the period ending February 29, 2008. Mr. McGraw seconded the motion. The vote was unanimous.

First Reading of Revision to *Section VIII.09.01 – Vacation of the Navarro College Administrative Policies and Procedures Manual*

Dr. Sanchez presented the proposed revision to *Section VIII.09.01-Vacation of the Navarro College Administrative Policies and Procedures Manual*. He stated that last month the Board approved a revision to the policy that allows support staff personnel to accrue sick leave during the orientation period. He stated it was appropriate to also allow support staff to accrue vacation time during the orientation period.

Mr. Borkchum made the motion to approve the revision without a second reading. Mr. Stites seconded the motion and the decision was unanimous.

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

Dr. Martin presented proposed changes to *Section IV.11.00 – On-line Instruction Guidelines and Procedures* of the Navarro College Administrative Policies and Procedures Manual. He stated on-line courses are one of the fastest growing programs at Navarro College, and it is important to ensure the quality of the courses and instruction for students. The changes being proposed improve upon the evaluation system for on-line instruction.

The revised policy will require each instructor to complete an online self evaluation prior to teaching an online course for the first time. Assistant Deans, Department Chairs and Coordinators will be responsible for the timely evaluation of each online course and ensure the quality of the program.

Mr. Stites made a motion to approve the policy without a second reading. Mr. Borkchum seconded the motion and the decision was unanimous.

First Reading of Revision to *Section VI.04.00 – Teaching Loads* of the Navarro College Administrative Policies and Procedures Manual

Dr. Martin continued with a revision to *Section VI.04.00-Teaching Loads* of the Navarro College Administrative Policies and Procedures Manual. The current policy states instructors teaching a December mini-mester course will be paid an additional \$400 per course for inconvenience. Dr. Martin stated this practice has never been employed and was proposing it be deleted from the policy.

Mr. Stites made a motion to approve the revised policy without a second reading and Mr. Borkchum seconded the motion. The vote was unanimous.

Mr. Stites inquired why all changes to policies needed to be approved by the Board. Dr. Sanchez stated that if the Board wished, he would make minor changes needed to the Navarro College Administrative Policies and Procedures Manual in the future and would keep the Board informed. Only major changes will be brought before the Board for consideration.

Faculty Rank System Presentation

Dr. Sanchez stated the administration has been working with the Faculty Executive Association Committee to develop a faculty rank system. He stated the Faculty Rank System will acknowledge and add tremendous value to Navarro College's faculty. He asked Dr. Monica Castator, Chairman of the Faculty Association Committee, to present the details.

Dr. Castator stated that faculty and administrators are pleased with the rank system that has been developed. Currently, all Navarro College faculty hold the title of "instructor" which is considered the lowest level rank in most academic systems. Dr. Castator stated that many community colleges are in the process of implementing faculty rank systems. Consequently, well-qualified Navarro College faculty members are at a disadvantage when attending professional conferences and events with the title of "instructor".

Dr. Castator stated the goal of the Faculty Rank System is to provide professional advancement for faculty with the highest rank being professor followed by associate professor, and assistant professor. Rank will be determined by meeting specific criteria.

The Faculty Rank System will be made up of two parts designed to actively encourage continued learning, effective teaching, and campus involvement. The first part recognizes achievement of rank based on earned degrees, post-graduate professional development, years of professional experience, and qualified years of teaching at Navarro College. The second part is an annual process that sets goals for continued teaching and learning, campus involvement, and student involvement.

Attainment of the highest rank of professor will be predicated on several factors and it will be the most difficult to achieve. Faculty members achieving the rank of professor will receive a proposed \$1,250 salary increase for each of the next two years, a total \$2,500 one-time increase, and an additional 1% raise annually for each year of qualified experience earned in part two of the system beginning 2009. The one-time increase will be added to the individual's base salary. Once the rank of professor is achieved, criteria must be met annually to maintain it.

After the initial implementation of the system, faculty who achieve at least the minimum 20 points required in part two of the system will earn an additional 1% raise over the college-wide raise each year. All faculty ranks will be eligible for the 1% differential. All faculty will be required to submit documentation to the Faculty Rank Committee for the first time by April 1, 2009.

Dr. Castator stated the Faculty Association Executive Committee believes this proposal will help Navarro College to maintain a well-qualified faculty by encouraging continuing professional development and an on-going commitment to students and the community.

Dr. Sanchez commented stating the Faculty Rank System will encourage faculty involvement and professional development. He stated the salary increases will be allotted from the pool of funds set aside each year for faculty salaries. The amount each faculty member receives out of the pool will be determined by the number of points they have earned under the Faculty Rank System. Faculty members who earn the minimum number of points will receive a 1% higher raise in salary than those who do not. He stated he felt this was a very good approach to encouraging faculty to improve themselves and become more engaged with the students.

Discussion followed. Mr. Herod inquired if keeping up with the documentation for each faculty member was going to "create a nightmare". Mr. Gragg stated the logistics have been worked out for keeping up with the documentation and can be done. Mr. Herod also inquired about the potential for morale problems if a faculty member within the same department does not receive the same raise as the other. Dr. Castator explained the system is not designed to be competitive and everyone will have the same opportunity. The number of instructors achieving the rank of professor will not be limited.

Mr. Stites inquired about the cost of implementing the rank system. He also expressed a desire to wait until the full board was present before moving forward. Mr. Herod agreed. Mr. McGraw stated he was willing to go ahead and approve it.

The decision was made by Board consensus to bring the Faculty Rank System back the following month to allow the absent board members to hear the presentation.

Proposed Replacement to Distinguished Faculty Lecturer

Dr. Sanchez stated the Faculty Association has proposed a revision of the Distinguished Faculty Lecturer Program which has become too cumbersome and time consuming for the recipient of the award. He asked Dr. Castator to present the Teaching Excellence Award developed by the Faculty Association

Dr. Castator stated the award, sponsored by the Navarro College Foundation, is designed to give special thanks and recognition to faculty who have impacted the lives of students and their community. One professor and one faculty member from the three other remaining faculty ranks of associate professor, assistant professor and instructor will be awarded the Teaching Excellence Award each spring.

Nominations will be solicited from students, fellow faculty members, administrators, and staff, from which six final candidates will be selected. After the six final candidates are selected, additional comments will then be solicited from all groups. The recipients of the award will be announced for the first time at the commencement ceremony. The recipient selected from rank of Professor will receive an award of \$5,000

plus an additional \$2,500 to be used for the educational purpose of their choice. The recipient selected from all other ranks will receive an award of \$2,500.

Dr. Castator concluded by stating this award program celebrates excellence in teaching in the context of the following criteria:

- Most effective teachers are organized but sometimes the best learning experiences are unplanned.
- Most effective teachers care about the subjects they teach and also take time to care about students.
- Some of the things we teach have to be memorized but most effective teachers also encourage students to think and understand
- Most effective teachers are optimists. They believe you can do it and help you learn to believe it also.
- Most effective teachers are people of integrity—good role models who demonstrate fairness, encourage independent thought and live by high ethical standards.

Mr. Wasson thanked Dr. Castator for her presentation.

Update on the PASS (Preparing Academically Successful Students) Program

Dr. Martin introduced Dr. Weaver and asked him to present an update on the PASS program.

Dr. Weaver stated the PASS (Preparing Academically Successful Students) program has shown improvement since the inception of the centralized developmental program. He introduced Ms. Lesa Martin, Director of the PASS Program, and commended her for her performance. He stated Ms. Martin has been assigned the task of developing a data base to track progress of students and determine areas that need attention.

Dr. Weaver continued stating three levels of developmental math and two levels of developmental reading and writing are currently being offered. Online and 8-week accelerated courses are being offered in addition to the traditional 16-week courses. He cautioned that many developmental students do not do well in accelerated courses. He stated the accelerated courses do benefit students who have been out of school for a while and only need a refresher sequence.

An intensive developmental bridge program, funded by a grant from the Texas Higher Education Coordinating Board, is offered to prepare high school graduates that are not prepared for college entry level courses. Twenty-two students were involved in the summer program and all but a few continued on to enroll at Navarro College.

Dr. Weaver continued by stating the ESOL reading and writing programs are being reinstituted to serve the growing Hispanic population and fulfill developmental requirements.

Dr. Weaver stated data shows that 57% of Navarro College students are enrolled in at least one developmental course. This compares to the state average of 50% and the national average of 42%. A large part of the entering freshman population is involved in some developmental coursework. A total of 16% were taking three hours of developmental course, in most cases math. In 2006, almost 18% were taking at least six hours or two developmental classes and in some cases, students were taking nine hours or three developmental classes, almost a full-time load.

Dr. Weaver stated that as enrollment grows, so does the number of students requiring developmental studies. Learning communities, a concept where students work together, is a pilot program that will be instituted this fall. Students will take a block of developmental courses as a cohort. The hope is the support the students provide each other in the learning community will increase their success. Orientation classes will focus more on study skills and advising will increase to help students.

Dr. Weaver stated the PASS program can have big “payoffs” by increasing student success, increasing retention rates and increased graduation rates. He stated more resources are needed, such as additional developmental computer labs. Additional full-time staff is also needed. Professional development is also necessary to ensure all staff, including adjunct faculty, are prepared to teach these students. More funds are being sought through developmental grants to support the program.

Dr. Weaver concluded his presentation by stating the “bottom line” for the PASS program is preparing academically successful students.

Mr. Wasson inquired what happens if students cannot pass the developmental courses. Dr. Weaver responded that other options are looked into for the student such as career/technical courses and certificate programs.

Mr. Stites inquired if the high schools were not doing their job (in preparing students for college level courses). Dr. Weaver stated there are a lot of reasons why students are not prepared. He stated much emphasis is placed on the TAKS test in the schools. He stated the new 4x4 program (4 years math and 4 years English) the legislature is requiring may eventually help in the preparation of high school students to successfully engage college level studies.

Mr. Wasson thanked Dr. Weaver for his presentation.

New Hires / Reassignments-Transfers / Reclassifications

The following appointments were made during the month of March, 2008:

- Victoria Alvarado (Administrative Assistant II for the Waxahachie campus)
- Katy Long (Interim Career & Technical Advisor, Carl Perkins/Career Center for the Corsicana campus)

There were no reassignments or reclassifications during the month of March, 2008.

Resignations / Terminations / Retirements

Chris Grams (Director of Continuing Education, Waxahachie) was terminated during the month of March, 2008. There were no resignations or retirements.

President's Report on Items of Information

Dr. Sanchez asked Donna Parish to review the Board's calendar. Ms. Parish stated the last NC Preview Day will be held on April 19, 2008. Approximately 84 students are signed up to attend. Over 100 attended the one previously. Dr. Sanchez, Dr. Martin and Dr. Ward will attend the Texas Higher Education Coordinating Board meetings in Austin, April 22-23. Spring final exams begin on April 30 and Graduation will be held on May 10. TAMU-C's commencement will be held on May 9. Ms. Parish stated the Navarro College fact booklets have been printed and will be inserted into the local newspapers the week of May 4, 2008 prior to graduation.

Dr. Sanchez stated Coach Lewis Orr has submitted a letter indicating his plans to retire. A retirement reception is planned for Coach Orr and other retirees on May 6, 2008 at 5:00 p.m.

Dr. Sanchez stated he and Dr. Martin will attend a reception and dinner in Commerce on Friday, April 18, honoring Dr. Keith McFarland who is retiring as president of TAMU-C.

Dr. Sanchez stated he would be attending the TACC and THECB meetings in Austin on April 22-23, 2008 along with Dr. Martin and Dr. Ward. He stated the request for branch campus status for Midlothian is expected to be discussed.

Dr. Sanchez asked for a count of Trustees planning to participate in the graduation ceremonies on Saturday, May 10 as well as the TAMU-C graduation ceremony on Friday, May 9. All trustees present indicated they would attend both morning and afternoon commencements on Saturday. Mr. Huffman, Mr. Wasson, and Dr. Price indicated they would plan to attend the TAMU-C graduation on Friday. Dr. Sanchez stated that since the TAMU-C program began approximately 582 students have graduated. He commended the Board for bringing the program to Navarro College.

Dr. Sanchez invited Trustees to attend the Staff BBQ on Thursday, May 8, 2008. He stated he will be cooking the traditional tri-tip and chicken for staff.

Dr. Sanchez stated the Navarro College baseball team has clinched the conference title. He stated Coach Whoa Dill has 39 wins with nine games remaining to be played. He stated the current Navarro College record is 44 wins and Coach Dill could possibly set a new record. His team may also qualify to participate in the Junior College World Series.

Dr. Sanchez stated Roark Montgomery has been appointed the chair of the NCJAA Football Committee for 2008-09.

Dr. Sanchez stated the Board has approved support staff taking off several half-days on Fridays during the summer months in previous years and he recommended the Board continue the practice again this year. A schedule was provided. Dr. Sanchez stated the faculty will be given an additional day off on Monday prior to Fall In-service. The Board unanimously agreed to provide the incentive for the staff.

Dr. Sanchez stated the position of Business Manager has been offered to a person in Waco who is very well-qualified to serve as Ms. Duncan's replacement. She will inform the College by Monday, April 21, 2008 if she intends to accept the appointment. The search to fill Mr. Raines pending vacancy as Vice President for Finance and Administrative Services will continue. Dr. Sanchez stated he plans to send a letter to all community colleges in Texas along with the NC fact booklet to gain more interest in the position.

Dr. Sanchez stated because of the current mortgage crisis, many financial institutions will no longer participate in the student financial aid program. Banks, including Chase, Prosperity and Citibank, have informed the College they will no longer be offering student loans. He stated that Mr. Raines has applied to the federal government for the Direct Loan Program which would allow Navarro College to disburse student loans directly. Dr. Sanchez stated that student financial aid is very important because most students do not have the funds to attend college. Students borrowed approximately \$12 million to attend Navarro College this past year.

Dr. Sanchez concluded his report stating a meeting in Austin with the Texas Youth Commission (TYC) was scheduled the following Wednesday. He stated he should have a better idea of the relationship that may ensue between the two institutions.

Next Meeting Announcement

The next meeting of the Navarro College Board of Trustees will take place on Thursday, May 15, 2008.

Adjournment

Mr. Stites made a motion to convene at 8:46 p.m. and Mr. McGraw seconded the motion. The decision was unanimous.

Respectfully submitted,

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