

**NAVARRO COLLEGE BOARD OF TRUSTEES
FEBRUARY 21, 2008 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met in the Arrowhead Room located in the Gooch One Stop Student Center on Thursday, February 21, 2008 for their regular monthly meeting. Trustees in attendance included Mr. Homer Wasson, Chairman; Mr. Lloyd Huffman, Vice Chairman; Dr. James Price, Secretary/Treasurer; Mr. James Borkchum, Member; Mr. Todd McGraw, Member; and Mr. Zane Stites, Member. Mr. Liston Herod, Member, was 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
Mr. Guy Featherston	Dean of Navarro College South
Dr. Don Capone	Coordinator/Instructor, Oil and Gas Program
Mr. Karl Humphries	Director of Physical Plant
Chief Kraig Hawkins	Navarro College Police Department
Mr. Richard Tater	Architect, Waxahachie
Mr. Matt Miller	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

Mr. Wasson called the meeting to order at 6:58 p.m., and Mr. Borkchum led the assembly in prayer.

Take Action on January 17, 2008 Board Meeting Minutes

Mr. Stites made the motion to approve the minutes for the January 17, 2008 meeting, and Mr. Huffman seconded the motion. The vote was unanimous.

Board Announcements

There were no announcements from the Board.

Open Forum Time

There were no requests to speak to the Board.

Dedication of W. H. Norwood Hall

Mr. Wasson credited Mrs. E.C. Norwood for making him aware that Mr. W.H. Norwood, former Superintendent of Corsicana Independent School District, had played a major part in bringing Navarro College into existence back in 1946. Mrs. Norwood provided Mr. Wasson with a newspaper article written by Mr. Andy Armistead which told about Mr. Norwood and how he had led the planning for Navarro College. Mr. Wasson stated the article was shared with the Board of Trustees and they agreed that the newest student residence hall should be dedicated to the memory of W. H. Norwood.

Mr. Wasson stated Mrs. E.C. Norwood, who is not a relative of Mr. W.H. Norwood, was unable to attend the evening's dedication. He stated he had talked to her earlier in the week, and she sent everyone her thanks and appreciation.

Mr. Borkchum stated he was pleased that the building was being dedicated in honor of Mr. W. H. Norwood. He credited Mr. Norwood for playing an important role in awarding him a Jim Collins Scholarship while he was a student at Corsicana High School in 1954, one of the first few African-American recipients to receive the award.

Dr. Sanchez asked Dr. Stringer to provide background information pertaining to Mr. Norwood. Mr. Norwood came to Corsicana in 1924 to become Superintendent of Corsicana High School, and in 1931 was named Superintendent of Corsicana Independent School District. In 1928, a proposal had been drafted for a first class junior college in Navarro County by Mr. A.A. Allison, Chairman of the Corsicana Chamber of Commerce's Education Committee. Mr. Allison proposed an institution with small classes, a nurturing environment, and easy accessibility, the same characteristics that are still used in marketing Navarro College today.

In 1929, the stock market crashed and the Great Depression sidetracked the efforts to establish a college. World War II followed and delayed any further development related to a college campus. After World War II ended, Mr. Norwood stated to a group of superintendents from school districts all over the county, who met on a monthly basis, the time was "now" to build a college. The World War II pilot training facility provided an ideal campus with housing, a dining hall, and classrooms already available, a student body was available and congress had passed the GI Bill of Rights for soldiers returning from war to allow them to go to school. Mr. Norwood asked the superintendents to poll their school districts to determine support. When they returned the next month, the support was overwhelming.

The mayor and city officials were sent to Washington to get the property, and Mr. Norwood and the others then began the process of selling the college to the community and establishing a college district. An 11-member steering committee canvassed the county with presentations and made phone calls. An election was held on July 16, 1946 to establish a tax to support the college district which passed by a vote of 4-1. At that point Mr. Norwood stepped aside and returned to his duties as Superintendent of CISD.

Mr. Norwood was very active in his church and various civic organizations, including the Lion's Club. The Chamber of Commerce named him "Man of the Year" in 1953. Dr. Stringer stated that as other key individuals such as Mr. O.L. Albritton and Mr. Gaston Gooch took on major roles in the college, Mr. Norwood was forgotten. Dr. Stringer stated it was Mr. Norwood's vision and energy that set the stage for establishing Navarro College, and it was very fitting and appropriate that he be recognized for his important role.

Dr. Stringer concluded his presentation by displaying a picture of the bronze plaque installed in front of W.H. Norwood Hall.

Mr. Wasson thanked Dr. Stringer for his presentation.

Take Action on December 2007 Financial Statement

Mr. Raines presented the December 2007 financial statement. A review of the Statement of Budget Changes showed proposed amendments increasing the budget by \$166,823.00. The amendments recognized funding received from XTO and EnCana Oil and Gas for the Oil and Gas Program, grant funds from Corsicana Health Support for the nursing program, Cosmetology Program revenues, insurance reimbursement from the dugout fire, and the receipt of scholarship funds. The revised budget at December 31, 2007 totaled \$66,614,396.

A review of the Source of Funds showed \$25,759,932 or 38.62% of the current budget had been earned at December 31, 2007 as compared to 36.52% earned the previous year.

A review of the Disbursement of Funds showed expenditures still running slightly ahead of the previous year. As of December 31, 2007, \$20,461,322 had been expended and \$17,386,192 obligated, totaling 56.82% of the budget as compared to 45.81% at the same point in time last year. Mr. Raines stated he was not concerned with the comparison. As noted previously, Student Financial Aid funds are passing through at a more rapid pace than last year. In addition, Plant Funds have been obligated for the fiscal year due to the Waxahachie construction programs coming to an end with 90.07% expended and obligated at December 31, 2007 as compared to 6.58% the previous year.

Dr. Price made the motion to approve the December 31, 2007 financial statement, and Mr. Stites seconded the motion. The vote was unanimous.

Discuss and Approve Revisions to Room and Board Fees for Fiscal Year 2008-09

Mr. Raines continued by presenting proposed revisions to the room and board fees for fiscal year 2008-09. Currently, Navarro College is charging \$1,937 for a 15-meal plan. Mr. Raines stated a \$98 or 5% increase, less than \$1 per day, was being proposed to offset escalating costs. A comparison of room and board fees charged by other community colleges showed Navarro College on the "top end". Mr. Raines stated that services offered to Navarro College students are a higher quality than at other community colleges. Students are offered a better variety in food selection with unlimited portions. Mr. Raines stated increases in the minimum wage and escalating food costs and utilities make it necessary to increase the rates in order to maintain this high level of service and quality.

Dr. Sanchez commented that other community colleges in the area will likely increase their rates for fall 2008 as well. Mr. Raines agreed and further stated they will have to raise their rates if they are going to maintain the same margins.

Mr. Stites made the motion to approve the proposed room and board fees for fiscal year 2008-09. Dr. Price seconded the motion. The decision was unanimous.

Approve Plans for Expansion of Gibson Hall Game Room and Fitness Center and Authorize Advertisement for Bids

Dr. Sanchez stated the plans for the proposed expansion of Gibson Hall's Game Room and Fitness Center are ready for the Board's review. He stated administration was requesting the Board's approval to advertise for bids.

Mr. Raines introduced Mr. Richard (Dick) Tater, College Architect, and asked him to go over the plans and answer any questions. Mr. Tater stated the plans include opening the existing wall between the current game room and fitness center to expand the game room and the addition of approximately 5,000 square feet to Gibson Hall to create a larger fitness center. Restrooms and a drinking fountain are included in the plans. Dr. Sanchez stated there is a tremendous need for restrooms that can be easily accessed by the community during soccer games and other athletic events. An outside door to the restroom area will face west in the direction of the fields for player and public accessibility during games. The door can be locked for security purposes when there are no games taking place.

Mr. Huffman inquired about piers and the design of the roof, expressing his concern about a flat roof. Mr. Tater responded that the roof has a $\frac{1}{4}$ " slope from west to east. Mr. Humphries, Director of Physical Plant, stated the original roof on the previous addition was a "built-up" design and a urethane spray had been put on since this time to make the roof water tight. He responded to Mr. Huffman's inquiry stating that urethane only was put on the last addition and did not last and had to be re-foamed. Mr. Humphries and Mr. Tater stated the roof on the new addition will be a "built up" asphalt roof with a metal deck. Dr. Price inquired if a built up roof can be self-repaired and Mr. Humphries stated it can to "some degree."

Mr. Tater stated the inside appearance is designed similar to the existing facility. A firm, rubber-like flooring material will be installed over a concrete slab in the weight room (fitness center).

Dr. Price inquired if equipment for the weight room will be a separate bid. Mr. Raines responded by stating that plans are to refurbish the existing equipment and additional equipment will be purchased for the female students. The game room will also need to be redecorated and the flooring changed.

Discussion followed about the estimated cost of construction. Mr. Tater stated an early estimate of \$76/sq. ft. from a local contractor did not include some additions and deletions made to the plans including the addition of the restrooms and a large rooftop air conditioning unit. Mr. Raines stated that he is still hopeful the cost will be within the amount of the budget, \$500,000. He stated a contingency of approximately \$40,000 is included within the budget to cover additional costs. He added that, if needed, the purchase of additional equipment for the weight room can be deferred and be purchased out of institutional funds at a later date.

Dr. Sanchez stated the funds are available in the Auxiliary Fund's fund balance. Mr. Stites questioned if the funds should be applied to reducing the College's note instead. Dr. Sanchez responded that students are very cramped and more capacity is needed or there will be problems. He also responded to a question about the funds vetoed by the Governor, stating the money is expected to be refunded by the legislature this summer.

Dr. Price made a motion to approve the request for bids for the expansion of Gibson Hall's game room and fitness center with the stipulation (clause) that the Board has the option to reject any and all bids. Mr. Borkchum seconded the motion. The decision was unanimous.

Update on Oil and Gas Program

Dr. Martin asked Dr. Housley to present an update on the Oil and Gas Program and stated he was extremely proud of the progress that has been made. Dr. Housley stated the program is up and running. The first class began on January 14, 2008 with thirty (30) students enrolled. The program, designed to train students to work in the petroleum industry, expects to draw potential students from high school pools, displaced workers, veterans, college students seeking career alternatives as well as individuals seeking a career change. Graduates will have the opportunity to earn competitive salaries with the potential for tremendous career growth. Oil and gas industries expect to profit from an increased supply of skilled workers, reduced internal training time, improved safety awareness, and accident reduction.

Dr. Housley introduced the Program Coordinator and Instructor, Dr. Don Capone. Dr. Capone stated 19 students are currently enrolled in the day classes and 11 are enrolled in the evening classes. He stated word of mouth is spreading and he expects the program to grow. He reviewed the program's curriculum stating they are structured as a combination of lecture and lab classes, scheduled in 30-40 minute cycles. He stated this rotation allows student to get immediate "hands-on" experience on the subject matter being studied and provides a chance to reinforce safety in all classes. He stressed that emphasis on safety is included in all classes within the program. Highly knowledgeable guest lecturers within the industry have also been invited to share their expertise with the classes.

Dr. Capone stated all in-kind hardware from EnCana and XTO has been received including a three-phase separator, gas dehydrator, 5000 psi well head, heater-treater, and other ancillary equipment to support the labs. A simulated well site, made to look as real as possible, will be set up with two production lines. Dr. Capone stated that for training purposes, all flow lines will be on the surface so that students may see the relationship between all pipes and lines. Currently the industry is hiring individuals who are having difficulty making a logical connection between the pipes. He also stated current students are participating in the layout of the flow line

An Advisory Committee including representatives from XTO and EnCana Oil will meet during the week of March 31, 2008 to discuss practicum details, 2009 industry support, proposed curriculum changes, and adjunct instructors. Dr. Capone stated he is concerned that the pool of qualified adjunct instructors is not so it is important to start looking right away.

Dr. Price inquired if Dr. Capone was happy with the enrollment and he responded he would like to see the size of the night class increase. He stated he is pleased with the students in the program; they are well engaged and excited.

Dr. Sanchez stated he was delighted to find someone with Dr. Capone's credentials associated with the program. He stated it is very rare to find a PH.D. in Physics teaching at a community college.

Mr. Wasson thanked Dr. Capone and Dr. Housley for their presentation.

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

Ms. Aguilar presented an update on personnel activities for the month of January 2008:

The following appointments were made:

- Kevin Curtis (Assistant Football Coach/Instructor / Intramurals, Corsicana)
- Cynthia Hayden (Administrative Assistant II – Arts & Sciences, Corsicana)
- Shamalon Thomas (Library Assistant II, Corsicana)
- Dr. Patricia Westergaard (Assistant Dean, Waxahachie)

There were no reassignments or reclassifications of employees in January 2008.

The following employees resigned during January 2008:

- Brian Chapman (Assistant Director of Financial Aid, ECC)
- Cynthia Hayden (Administrative Assistant II – Arts & Sciences, Corsicana)
- Mary Hayes (Navarro College & Special Collections Archivist, Corsicana)

Gena Hawkins (Computer Lab Assistant for the Dr. Sanchez Library, Corsicana) retired and Greg Hayes (Webmaster, Corsicana) was terminated during January 2008.

Mr. Wasson thanked Ms. Aguilar for her report.

President's Report on Items of Information

Dr. Sanchez called on Mr. Gragg to present the Board calendar on behalf of Ms. Parish who was preparing for Elegance. Mr. Gragg reviewed calendar highlights including Elegance on February 23, the AACC's Future Leaders Institute to be attended by Dr. Pat Westergaard, Ms. Glenda Terry, and Ms. Nelida Aguilar. He stated Dr. Sanchez has been asked to be one of the presenters on "The Joys of Leadership" during the Institute on February 28. The Region XIV Basketball Championship tournament will be held March 8-10. The top eight teams will participate. Currently Navarro College is tied for 4th place. The National Council for Marketing and Public Relations Conference takes place March 11-12. Mr. Gragg stated that Navarro College's main recruiting tool to attract students to Navarro College is the view book. The current view book was designed by Donna Parish and has been selected to receive one of top three awards (bronze, silver, or gold) in the nation at the NCMPR conference. Dr. Sanchez, Ms. Parish and staff members will attend the conference where they will find out which award they won.

Dr. Sanchez asked Mr. Gragg to continue with an update on enrollment. Mr. Gragg stated enrollment numbers have not been certified yet, but he anticipates this to be the best report he has ever brought to the Board for a spring semester. He stated a head count of 7,658 students for spring 2008 represents a one year increase of 5% over last year's enrollment of 7,285 and a 19% increase in contact hours. Credit contact hours for spring 2008 and second quarter continuing education contact hours will certify approximately 1.8 million, compared to 1.5 million contact hours reported last year. Mr. Gragg stated this is a one year increase of 17% and a 21% increase over two years. Mr. Gragg concluded by stating out of forty-four (44) community colleges reporting so far, twenty-two (22) are reporting an increase and twenty-two (22) are reporting a decrease in enrollment. Mr. Stites commented that was a wonderful report.

Dr. Sanchez asked Mr. Raines to report on the status of demolishing the building owned by Navarro College in downtown Mexia. Mr. Raines stated the asbestos has been removed from the building and bids have been received for the demolition. The lowest of four bids received was \$66,000. He stated it will be several of weeks before demolition can begin pending approval from the Texas Department of Health in Austin. A meeting will be held with the contractor, the City of Mexia and the owner of the building next door next week. He stated that the contractor will be held responsible for any damages that may occur to the building next door.

Dr. Sanchez asked Mr. Raines to have Chief Hawkins give a report on incident that occurred on Wednesday, February 20, 2008. Shortly before 1:00 a.m., up to four assailants broke into Villa Apartment #80 where several Navarro College students were visiting. During the break-in, one of the students was shot in the leg. Chief Hawkins stated the perpetrators have not yet been identified. He stated the Navarro College Police Department's immediate response is to increase their presence on campus to deter anything further from happening. Part-time officers' hours have been increased from 19 to 40 hours per week, and a new full-time officer will be hired. A change in dispatching in the near future from using the Navarro County Sheriff's Department to Corsicana Police Department is anticipated to provide more immediate response. Chief Hawkins stated training sessions both on and off campus with the Corsicana Police Department are being planned in the summer.

Dr. Sanchez asked Dr. Ward to present an update on the Ellis County campuses. Dr. Ward stated the remodeling of the older Waxahachie building is almost complete and looks very nice. A new advising and financial aid center is being created. Dr. Ward stated a P-16 meeting with many of the area ISD's was recently held. The purpose of the meeting is to ensure curriculums are being offered to help close the gaps

for students between elementary, high school and college. An Advisory Board Committee for the Midlothian Campus held a meeting on Saturday, February 16, 2008. Dr. Ward stated the board members are "top quality" who have insight into the politics, business and economics within the community and are able to give good advice. A fund raiser, similar to Elegance, is being planned soon for the Ellis County Campuses. Following a review of upcoming events, Dr. Ward concluded his report stating Navarro College will participate in the Midlothian ISD's Education Showcase in May, and stated that over half of last year's Midlothian ISD graduates are currently enrolled at the Midlothian campus.

Dr. Sanchez stated that Donna Parish will be back in March to present options to the Board for the distribution of the community articles.

Dr. Sanchez stated that a meeting has been scheduled with the Texas Higher Education's Coordinating Board's Deputy Commissioner regarding the application for Branch Campus Status for the Midlothian campus. He stated the Coordinating Board is now saying that an election has to be called for a maintenance tax to be voted on prior to applying for branch campus status. Dr. Sanchez stated this is the opposite of the guidance Navarro College was previously given, otherwise he would not have initiated this process. He stated he has this in writing and intends to get clarification when he, Dr. Nolte and Dr. Ward meet with officials at the Texas Higher Education Coordinating Board on March 14, 2008. Mr. Huffman stated that is an example of how colleges are ahead of what the law is doing. He inquired if there is still interest by the state association in getting the antiquated law changed. Dr. Sanchez stated he concurs and stated there is still interest. He stated that "something is not right" regarding the maintenance tax and branch campus status, and he hopes to get answers when he goes to Austin.

Dr. Sanchez continued his report stating the THECB is becoming too "hands-on" in matters that are the responsibility of the Board of Trustees. The Coordinating Board is currently attempting to have reimbursement to schools based on students successfully completing the term instead of on the twelfth class day census. Dr. Sanchez stated the Coordinating Board is also attempting to gain control of financial aid. Navarro College currently makes disbursements of funds, such as TPEG, to students here on campus based on need. The Coordinating Board is proposing to have students apply directly through them for the funds. He stated there is great concern, and the Texas Association of Community Colleges is attempting to address these issues.

Dr. Sanchez stated he will be attending a luncheon for the TAAC at the Fairmont Hotel on Thursday, February 22, 2008, where Representative Warren Chisum, Chairman of the House Appropriations Committee, will be the guest speaker. Dr. Sanchez stated he hopes to bring back information regarding funding for the next biennium.

Dr. Sanchez stated he has been asked to be a presenter on the "Joys of Leadership" on February 28, 2008 at the Future Leaders Institute taking place in Fort Worth. He stated several administrators from the college including Dr. Pat Westergaard, Glenda Terry, and Nelida Aguilar will be attending the week-long training session designed to teach middle managers how to be better managers.

Dr. Sanchez stated Donna Parish is performing exceptionally well in preparing for Elegance on Saturday, February 23, 2008 and anticipates this to be the best event ever.

Dr. Sanchez concluded his report stating he has been assured that the funds vetoed by the Governor will be refunded. He stated that he and Mr. Raines plan to develop a budget with a "fall-back" plan in the event the vetoed funds are not received.

Dr. Price inquired about marketing for the museum as discussed at the last meeting. Dr. Stringer stated that everyone has been involved with Elegance but this would be the first item to be addressed following the event. Dr. Sanchez stated that information on this item will be brought to the Board meeting in March.

Announcement and Adjournment

The next meeting of the Board of Trustees will take place at 7:00 p.m. on March 27, 2008 at the Waxahachie Campus following the grand opening of the new classroom and continuing education buildings at 6:00 p.m.

Mr. Stites made a motion to convene at 8:40 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