

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

The governing body of NAVARRO COLLEGE met on Thursday, July 17, 2008, in the Lone Star Room for the 2008-09 Budget and Planning Session, Focus on the Future XIV. Following a dinner in the President's Dining Room, the Board recessed and reconvened in the Arrowhead Room of the Gooch One Stop Student Center 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; and Mr. Zane Stites, Member. Mr. Todd McGraw, Member, was absent.

Also in attendance were:

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
Dr. Erik Zoellner	Vice President for Student Services
Dr. Tommy Stringer	Vice President for Institutional Advancement
Ms. Nelida Aguilar	Director, Human Resources
Ms. Donna Parish	Director, Market Relations and Public Information
Dr. Larry Weaver	Dean of Arts, Science and Humanities
Dr. Cubie Ward	Dean of Midlothian Campus
Mr. Guy Featherston	Dean of Navarro College South
Mr. Lamont Goodman	Music/Band Department Chair/Instructor
Mr. Joe Guerra	Assistant Dean, Arts and Sciences
Mr. Charles Betts	Residence Life Director
Ms. Aaron York	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>
Mr. Dick Aldama	KAND Radio
Ms. Julianne Dodge	<u>Navarro County Times</u>

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

Call to Order

Focus on the Future XIV Planning and Budget Workshop

Break for Dinner

Break and Reconvene in Arrowhead Room for Regular Monthly Meeting

Mr. Wasson called the meeting to order at approximately 4:00 p.m. in the Lone Star Room of the Walker Dining Hall. Following a budget and planning workshop for the 2008-09 fiscal year, the Board moved to the President's Dining Room for dinner. Following dinner, the Board recessed in order to reconvene in the Arrowhead Room.

At 7:04 p.m. Mr. Wasson reconvened the meeting in the Arrowhead Room and welcomed guests. He then asked Mr. Borkchum to begin this session with a prayer.

Mr. Wasson announced a closed session to discuss personnel matters according to Government Code 551.074 would be held following the President's report. He stated no decisions were anticipated.

Board Announcements

Mr. Huffman announced that he and Dr. Price had met with a committee of the Navarro College Foundation and Cook Center staff earlier that afternoon to discuss expansion of the Cook Center. He stated there was much excitement about the expansion and it was a consensus of the committee to continue the process by employing an architect and begin developing plans. He stated the committee wished to get the Board's consensus to move forward.

Mr. Stites inquired if there were funds to cover the cost and Mr. Huffman responded yes. He stated that funds had been donated to the Foundation specifically for this purpose.

It was the consensus of all Board members present to move forward with the hiring of an architect. Mr. Huffman stated that once designs have been drawn up by the architect, they will be brought to the Board for approval before moving forward with any decisions.

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

a. Board of Trustees June 19, 2008 Meeting Minutes

Mr. Huffman made a motion to approve the Consent Calendar and Mr. Borkchum seconded the motion. The decision was unanimous.

Take Action on May 2008 Financial Statement

Mr. Raines presented the financial statement for the period ending May 31, 2008.

A review of the Statement of Budget Changes showed proposed amendments increasing the budget by \$14,741 for a total of \$69,557,056 for the period ending May 31, 2008. Revenues received from an additional summer orientation session (\$4,000), TASB grant (\$3,000) to purchase automatic external defibrillators, fire testing fees (4630), and a \$300 donation in honor of Liston Herod increased the Education and General Fund \$7,930. The Auxilliary Fund increased \$7,811 from revenues generated from donations to the football program and the sale of copper wiring from a transformer relocated for the Gibson Hall renovation.

A review of the Source of Funds showed \$55,619,169, or 79.96%, of the current budget had been earned at May 31, 2008. This compares favorably to 78.77% earned the previous year at April 30, 2007.

A review of the Disbursement of Funds indicated \$52,423,000 had been expended and \$5,926,101 had been obligated at May 31, 2008, or 83.89% of the current budget as compared to 81.77% the previous year.

The Schedule of Cash Balances and Investments showed \$2,767,503.12 cash and \$8,698,042.21 in investments were held as of May 31, 2008. A review of the Comparative Balance Sheet showed a 0.75% increase from \$65,645,998 in 2007 to \$66,135,408.

Dr. Price made a motion to approve the May Financial Statement, and Mr. Stites seconded it. The vote was unanimous.

Take Action on Quarterly Investment Report for period ending May 31, 2008

Mr. Raines continued with a review of the Quarterly Investment Report for the quarter ending May 31, 2008.

Investments in high yield savings accounts were reduced by \$4,006,230.51 for an ending book value of \$2,329,042.21 and a market value of \$2,337,643.90. Certificates of Deposits increased by \$1,000,000.00 for an ending book value of \$5,019,000 and a market value of \$5,063,105.06. There were no additions or changes to U.S. Government Securities or U.S. Government Agency Securities during the quarter ending May 31, 2008.

The total book value of all investments for the quarter ending May 31, 2008 decreased by \$3,006,230.51 for a total of \$8,698,042.21 and a market value of \$8,785,744.37. Mr. Raines stated the decrease was due to funds withdrawn in order to meet financial obligations.

Mr. Raines continued with a review of investments by fund, benchmark rates, and the maturity schedule of the investment portfolio. He noted that investments were not "laddered out" on the maturity schedule because of low interest rates. He concluded his report by stating total deposits in the amount of \$12,574,358.33 were more than adequately secured by FDIC insurance in the amount of \$755,073.39 and additional pledged collateral in the amount of \$27,638,012.59.

Mr. Huffman made a motion to approve the Quarterly Investment Report for the period ending May 31, 2008. Mr. Stites seconded the motion and the decision was unanimous.

Recommend Navarro County Grant a Tax Abatement for Proposed Power Plants and for City of Corsicana to Sell Water

Dr. Sanchez stated information was shared at the Board's last meeting (June 19, 2008) by Lee McCleary, Navarro County/Corsicana Economic Development Director, regarding proposed power plant(s). He stated if the board agrees to support the proposed power plant(s), letters addressed to Navarro County Judge H.M. Davenport and Mayor Buster Brown have been prepared for the Board chairman's signature.

Dr. Price stated the power plants will be a tremendous boom to the county and is a win-win situation. With the increased valuation in tax rolls, tax rates will decrease making Navarro County more attractive to other industries.

Dr. Price moved that the board approve the resolution recommending Navarro County grant a tax abatement for the proposed power plants and for the City of Corsicana to sell water. Mr. Borkchum seconded the motion. The decision of the board was unanimous.

Mr. Huffman stated another important reason for supporting the power plants is the effect it will have on Navarro College's tax rate even with a tax abatement, reducing it from 12% to 9%.

Update on Navarro College Band Program

Dr. Martin stated he had challenged Dr. Weaver, Mr. Guerra, and band director, Lamont Goodman, to increase the band by increasing recruiting efforts.

Dr. Weaver stated the band has a proud history and is currently directed by Mr. Lamont Goodman. Mr. Goodman is also assisted by Mr. John Osborne, and Ms. Mary Kuhl. Several concerts are held throughout the year and students participate in community events such as parades, etc. Dr. Weaver stated the band is an ambassadorial group that represents the College to the public. He stated that although the band is small, it was well represented in the All-State band by six of its members. He noted that in the 2007 band, only sixteen (16) students were actually music majors. He stated efforts are being made to recruit more students into the program and asked Mr. Joe Guerra, Assistant Dean of Arts and Sciences, to talk about those efforts.

Mr. Guerra stated that a plan has been developed with a two level approach to increase the number of students and size of the Navarro College band. The first level involves contact with potential students through visits to area high schools and distributing information on the Navarro College program. The second level involves interaction with high school band directors and students. High profile events such as band concerts, half-time football games, area high school homecoming parades also help to attract students. He stated recruiting information will be distributed during freshman orientation sessions, campus preview days and college fairs. He then asked band director Lamont Goodman to continue.

Mr. Goodman stated that high school students are invited and encouraged to bring their instruments and participate in rehearsals with the Navarro College band. He stated he makes himself available to area service band directors to make critiques on their performances and make suggestions for their improvement. In some instances the band directors allow him to work directly with their high school band and one-on-one with their students. He stated this has resulted in a greater awareness of the Navarro College Band program and a higher number of students being recruited.

Mr. Goodman stated that good quality music programs are developed for the enjoyment of audiences and to encourage participation of students. He stated the band was invited to participate in the State of Texas Fair's parade last fall and also received state-wide television coverage during their half-time performance at the Pilgrim's Bowl football conference game.

Mr. Goodman responded to an inquiry about scholarships stating the funds are evenly distributed among all the band students. He added that a few competitor colleges with lots of funds available are actively recruiting the same band students. He said that a push is being made to let students know that Navarro College is a great place where they can receive a free education. He also stated efforts were being made to purchase new band uniforms to help the band look its best.

Mr. Wasson stated he would like to see the band become larger. He also stated that several years ago, he was very disappointed with the presence of the band and was later told scholarships were available to help recruit students but were not being used. Dr. Price asked if band students lived in College housing. Mr. Betts responded that approximately half of the band students live in residence halls. Dr. Weaver added that Mr. Goodman has done an excellent job in breaking new ground with his recruiting strategies.

Dr. Sanchez and Mr. Raines stated that \$60,000 in scholarships plus another \$40,000 in housing is made available for band scholarships. Dr. Sanchez added that a proposal has also been written for Dr. Stringer to present to Navarro College Foundation requesting approximately \$20,000 to fund new band uniforms.

Mr. Wasson thanked Dr. Weaver, Mr. Guerra and Mr. Goodman and stated that the band has been "much improved."

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

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

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

- Aaron York (Business Manager, Corsicana)
- Kristi Garcia (Executive Administrative Assistant III – Student Services, Corsicana)

The following reassignments were made during the month of June, 2008.

- Nancy Hughes (from Benefits Coordinator to Purchasing Agent, Corsicana)
- Jeanette Krajca (from OTA Assistant Fieldwork Instructor/Coordinator to OTA Instructor and Department Chair, Corsicana)
- Katy Long (from Administrative Assistant II-Career & Technical Education to Career & Technical Advisor, Corsicana)
- Sina Ruiz (from Director of Adult Education to Director of Tech Prep and Carl Perkins Career Center, Corsicana)
- Kristin Walker (from Director of Tech Prep and Carl Perkins Career Center to Director of Continuing Education, Waxahachie)
- Johnny Estelle (from Assistant Basketball Coach to Head Basketball Coach, Corsicana)
- Nick Bobeck (from Assistant Football Coach to Head Football Coach, Corsicana)

There were no reclassifications during the month of June, 2008.

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. Ms. Parish covered highlights of upcoming events including: LVN Graduation and Pinning Ceremony on August 8; summer orientation sessions; Administrator's Retreat in Salado, Texas; a Hispanic Community Event planned for August 14, and new faculty orientation and convocation, August 18-19.

Dr. Sanchez asked Mr. Raines to brief the board on the demolition of the Navarro College building in downtown Mexia. Mr. Raines stated the building is self-destructing. Mr. Featherston stated the first time it happened he received a call in the middle of the night on July 5, 2008 from Mexia Police alerting him to the situation. More of the building's brick walls and concrete fell out over the past weekend. Mr. Raines stated the building is very dangerous now. So far the building has fallen away from an adjacent building that the College was hoping to avoid incurring damage. He displayed pictures of destruction incurred by the building and stated a backhoe was used to push the debris back off the street. He stated bids are being solicited from contractors in the Mexia and Corsicana areas with the hope of finding someone who can continue to demolish and remove the building.

Dr. Sanchez asked Mr. Raines to continue with an update on the Gibson Hall addition. Watkins Development, local contractor, was awarded the bid for the 5000 sq. ft. addition. As anticipated, the delay of steel being shipped has prevented work from moving forward until now. During the past several weeks,

the contractor has increased activity with the soil and site preparation. A concrete slab has been poured and plumbing installed. The anticipated completion date is October 1, 2008.

Dr. Sanchez asked Mr. Raines to continue with a status on the emergency equipment approved by the Board the previous month. Mr. Raines stated the software, Blackboard Connect, has been ordered and should be installed within the next 30 days. The Alertus Beacons, which will tie in with this software, have also been ordered. He stated the outdoor warning system has not been ordered yet. Efforts are being made to contact University of Texas in Austin in order to "piggyback" on their bid for its purchase.

Dr. Sanchez stated that Representative Pitts was scheduled meet with the Texas Higher Education Coordinating Board's Commissioner on Tuesday, July 22, 2008 regarding the contact hours reported for the Midlothian Campus. Dr. Sanchez stated he will be in Orlando, Florida but will be available by phone if needed.

Dr. Sanchez stated he previously sent trustees information on the funding of health benefits for the coming year. He stated there was no new information but anticipates funds will be made available.

Dr. Sanchez asked Dr. Martin to share information about a conversation he had with the Ellis County Sheriff's Department. Dr. Martin stated he and Kristin Walker, Director of Continuing Education, spoke with Sheriff Ray Stewart who has indicated he would be willing to partner with Navarro College to provide training for the Police Academy. The Ellis County Sheriff's Department has been providing free training for approximately 200 area officers and jailers each month. Dr. Martin stated the sheriff was elated that Navarro College will be able to assist them with documentation and providing certificates. The partnership will benefit them by helping to improve their program as well as Navarro College through additional contact hours.

Dr. Sanchez stated that a defensive football coach has been employed, Cody Krill from Winston Salem College. Dr. Sanchez stated that head football coach, Nick Bobeck, now has a full staff when he begins practice on Friday.

Dr. Sanchez stated the Vocational Nursing Pinning Ceremony will take place on Friday, August 8, 2008 at 7 p.m. Mr. Borkchum stated he planned to attend, and Mr. Huffman stated his wife would likely attend as well.

Dr. Sanchez stated an Administrator's Workshop would be held August 7-8, 2008 in Salado, Texas. The workshop will be a time to plan for the coming year.

Dr. Sanchez stated that conference registrations and airline reservations have been made for most Board members to attend the ACCT meeting in New York October 29-November 1, 2008. He stated it was necessary to make reservations early because the New York City Marathon is taking place at the same time and many hotels are already filled up.

Dr. Sanchez continued his report stating in the Board's Focus on the Future XIV Planning, information was included about the Texas Association of Community Colleges (TACC) plans to recommend the Compact with Texas and plans to request full formula funding for community colleges from the 88th Legislature. The TACC's second priority is to fund employee health benefits. Dr. Sanchez stated he does not anticipate receiving the full formula funding and instead suspects funding will stay close to the same percentage received now, approximately 52%.

Dr. Sanchez stated that in the same planning document (Focus on the Future XIV), seven items were presented for thought and consideration for the coming year. He then reviewed each of the items.

Dr. Sanchez concluded his report stating he would be leaving for Orlando, Florida with his family on Tuesday, July 22, 2008 and would return the following week.

Convene into Closed Session

Mr. Huffman made a motion to convene into closed session at 8:15 p.m. Mr. Stites seconded the motion and the decision was unanimous.

Reconvene into Open Session

Next Meeting Announcement

At approximately 8:55 p.m., Mr. Stites made a motion to reconvene into open session and to convene the meeting. Mr. Borkchum seconded the motion and the decision was unanimous.

The next meeting of the Navarro College Board of Trustees will take place on Thursday, August 21, 2008.

Respectfully submitted,

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