

**NAVARRO COLLEGE BOARD OF TRUSTEES  
JUNE 19, 2008 MEETING  
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, June 19, 2008, for their regular monthly meeting in the Arrowhead Room of the Gooch One Stop Student Center following a dinner 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. Todd McGraw, Member; and Mr. Zane Stites, Member.

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. 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. Cubie Ward	Dean of Midlothian Campus
Dr. Larry Weaver	Dean of Arts, Science and Humanities
Mr. Guy Featherston	Dean of Navarro College South
Mr. Joe Guerra	Assistant Dean, Arts and Sciences
Mr. Brandon Ford	Blackboard Administrator
Mr. Charles Betts	Director of Residence Life
Mr. Karl Humphries	Director of Physical Plant
Ms. Aaron York	Business Manager
Ms Brenda Duncan	Business Manager
Chief Kraig Hawkins	Navarro College Police
Mr. Matt Miller	Director, 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

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

**Call to Order**

**Dinner and Introduction of Business Manager**

Mr. Wasson called the meeting to order at approximately 6:00 p.m. prior to a dinner being served in the President's Dining Room. Mr. Stites was asked to lead the assembly in prayer. The Board of Trustees was introduced to Ms. Aaron York, who has been hired to fill the position of Business Manager due to the pending retirement of Ms. Brenda Duncan in December. Other administrators and staff present during the dinner included: Dr. Richard Sanchez, Mr. Darrell Raines, Dr. Kenneth Martin, Dr. Erik Zoellner, Dr. Tommy Stringer, and Ms. Duncan.

**Break to Move to Arrowhead Room  
Reconvene into Open Session**

Following dinner, Mr. Wasson announced the Board would take a break to move to the Arrowhead Room where they would reconvene into open session for their regular monthly meeting. At 7:00 p.m., Mr. Wasson reconvened the meeting in the Arrowhead Room and welcomed guests.

### **Board Announcements**

Dr. Price invited Mr. Lee McCleary, Navarro County/Corsicana Economic Development Director, to talk to the Board about the proposed natural gas power plants for information purposes only.

Mr. McCleary stated two power plants have indicated interest in coming to Navarro County offering a wonderful economic opportunity for both Navarro County and Corsicana. He reviewed information shared during a public information session held on March 11, 2008 at the Palace Theater (copy of handout attached). He stated the City of Corsicana has signed a Memorandum of Understanding and is in the process of ratifying an agreement to sell water to the plants. As a part of the agreement, the plants will pay for additional water lines to be installed from Richland Chambers Lake and be responsible for maintaining them. Mr. McCleary stated the plants have indicated they are planning to request a 10 year/50% tax abatement. He stated that the plants will significantly increase the county's tax valuation which will also lower the tax rate paid by the citizens of Navarro County.

Mr. Huffman inquired about the water that would be discharged by the power plants. Mr. McCleary stated water used by the power plants will be discharged into external holding tanks where it will be cooled to an ambient temperature before going back into Richland Chambers Lake. In response to a comment by Dr. Price, Mr. McCleary stated "some of the concentrations" may be higher but the water discharged back into Richland Chambers will not be polluted.

Dr. Price stated he has heard several individuals express concern about pollution and that the natural gas plants could be converted to coal burning plants once they have been established. Mr. McCleary responded that the power plants must prove to the TCEQ (Texas Commission on Environmental Quality) that they can meet their requirements for air quality. If they can't meet their requirements, the TCEQ will not issue them a permit to operate. He stated the cost of converting the plants from natural gas to coal burning would be cost prohibitive and was very unlikely as they would also have to obtain approval from TCEQ.

Mr. Wasson thanked Mr. McCleary for his presentation.

### **Open Forum Time**

There were no requests to speak to the Board.

### **Consent Calendar**

- a. Board of Trustees May 15, 2008 Meeting Minutes
- b. Additions/Changes to Navarro College Administrative Policies and Procedures Manual
  - Section IV.24.00 – Course Drop Limit
  - ~~Section VI.18.00 – Faculty Travel Policy Relative to Instructional Activities~~
  - Section VIII.11.01 – Employees Educational Benefit

Dr. Sanchez requested *Section VI.18.00 – Faculty Travel Policy Relative to Instructional Activities* be removed from the Consent Calendar. He stated the policy will be revised and brought back at a later date.

Dr. Price inquired about the Course Drop Limit Policy. Dr. Sanchez asked Dr. Zoellner to explain. Dr. Zoellner stated the policy was a result of Senate Bill 1231 passed by the legislature which limits the number of courses a student is allowed to drop throughout their college education to a total of six (6). He stated that

although this was not considered a good policy because it penalizes students, colleges must align with the ruling which is why the policy was being added to Navarro College's Policy and Procedure Manual.

Mr. Huffman made the motion to approve all items under the Consent Calendar with the exception of Section VI.18.00 of the Navarro College Administrative Policies and Procedures Manual. Mr. Borkchum seconded the motion and the decision was unanimous.

#### **Take Action on April 2008 Financial Statement**

Mr. Raines presented the financial statement for the period ending April 30, 2008.

He stated proposed amendments in the Statement of Budget Changes during the month of April increased the budget by \$27,861 for a total of \$69,541,315. The amendments recognized \$18,052 in additional federal funding from the Texas Education Agency for the Adult Basic Education grant; additional revenues in the amount of \$1,833 from Nursing Software for testing, and \$7,008 in receipts from Cosmetology sales in Corsicana and Mexia. Funding from the Navarro College Foundation was received for Elegance/Excellence expenses in the amount of \$968.

A review of the Source of Funds showed \$52,392,539, or 75.34%, of the current budget had been earned at March 31, 2008. This compares favorably to 69.12%% earned the previous year at April 30, 2007.

A review of the Disbursement of Funds indicated \$47,071,523 had been expended and \$9,673,786 had been obligated at April 30, 2008, or 81.60% of the current budget as compared to 79.41% the previous year.

The Schedule of Cash Balances and Investments showed \$2,278,047.81 in cash and \$11,155,374.06 in investments were held at April 30, 2008.

Mr. Stites made the motion to approve the April Financial Statement, and Mr. Huffman seconded it. The vote was unanimous.

#### **Consideration of Campus Alert Notification System**

Dr. Sanchez stated a Campus Safety and Preparation Committee was assembled and had been meeting over the past year to determine steps that should be taken to make Navarro College's campuses safer for students and staff. Dr. Sanchez stated that presently there is no way to "get the word out" in the event of a threat and a system to communicate with the college community was vital. He asked Mr. Raines to introduce staff members who would present the committee's recommendation for purchasing an alert system.

Mr. Raines stated two systems were being recommended: Blackboard Connect and an Outdoor Warning System. He stated Mr. Brandon Ford, Blackboard administrator, would present the Blackboard Connect System and Mr. Charles Betts, Director of Residence Life, would present the outdoor warning system.

Mr. Ford stated the Blackboard system currently has two functions on campus: as a learning system used for the instructional program and online courses, and a transaction system used for student ID "debit" cards. Blackboard Connect will be an addition to Blackboard's transaction system. He stated there is a great deal of pressure on colleges to ensure an emergency plan is in place to keep students safe. He stated the two proposed alert systems, Blackboard Connect and Outdoor Warning System, will allow Navarro College to communicate quickly and efficiently with all students, staff and administrators in the event of an emergency.

Mr. Ford stated Blackboard Connect will cover all four Navarro College campuses. Enrollment for students will be mandatory, and they will automatically be enrolled when registering. In the event of an emergency, Blackboard Connect will send a text message to the student's cell phone, send out two emails (one to the their Navarro College email address and one to a personal email address) and will call up to six telephone numbers the student has provided such as their home number, residence hall number, cell phone number, etc. Groups can be defined so that specific individuals can be targeted if desired such as administrators only or Navarro College South campus students in the event of a tornado warning in Mexia.

The system does not require access to the internet and has the capacity to send out two million 60-second voice mails per hour. Blackboard Connect will also be used to activate Alertus beacons strategically placed throughout each campus. Each beacon will flash text messages along with a high decibel audio alarm as another way to notify students and staff when activated.

Mr. Ford stated many prestigious institutions throughout the country are currently using the Blackboard Connect system including Baylor University. He demonstrated a voice message sent to Baylor University students during a tornado warning.

In addition to all types of emergencies, Mr. Ford stated the system could be used for other purposes such as school closures, business office alerts, drop warnings, and notice of registration dates. He concluded by stating the total cost of Blackboard Connect and Alertus Notification Beacons for all four campuses would be approximately \$63,655.

Mr. Wasson inquired how students or individuals who do not have cell phones would be contacted. Mr. Ford responded they would be contacted at all six phone numbers they have provided.

Mr. Betts stated that students who are outdoors on campus and/or participating in intramural activities would be alerted by the Outdoor Warning System, similar to the one used by University of Texas in Austin. The system includes both outdoor and indoor speakers, strobe lights and can be used with the existing Physical Plant radio system to offer fast, real-time communication. The system will be activated by key administrators to alert Corsicana students in emergency situations including severe weather conditions. Mr. Betts stated that in emergency situations several different sounds can be activated over the speakers, and voice recorded instructions or a live voice from a handheld radio can be broadcast to minimize chaos. Mr. Betts stated the outdoor warning system would be installed on the Corsicana campus for the protection of students in residence halls and key administrators, yet to identified, will be able to activate the system. He concluded by stating the cost of the Outdoor Warning System will be approximately \$46,331.

Mr. Raines stated the total cost of both systems is estimated at \$109,986. Dr. Sanchez stressed that it was imperative to be in a position to protect students and staff at all times with the reminder that Navarro College is an open campus. He stated at present, the best thing that can be done in the event of an emergency is to begin dialing telephone numbers to get the word out. He noted that seconds were life threatening in other situations such as the tragic incident at Virginia Tech where many lives were lost. He stated that the committee has looked into several different systems at varying prices. He stated this system was expensive but it would basically be a one-time investment. He furthermore stated that funds were not available in the budget and would have to be taken from the fund balance to purchase the system. He asked the board to approve the purchase so the system could be installed by fall 2008.

Mr. Wasson inquired what would happen in the event something, such as a shooting on campus, were to occur. Dr. Sanchez stated the system would be activated and students, staff and administrators would be alerted within seconds to stay where they were and others told not to come to campus. He stated that because campus police will be busy addressing the threat and cannot be expected to get the message out, key administrators will be identified and assigned to activate the system.

Mr. Stites inquired if any life threatening situations have occurred previously on the college campus. In response, Chief Hawkins stated that several instances have occurred very close to campus. In February, a

shooting took place at Villa apartments involving several Navarro College students. One student was shot in the leg. A few months later, a shooting took place at the National Guard Armory where six rounds were fired and glass doors were shattered. He stated gang activity is becoming more prevalent on campus, and that a gang-related fight involving over fifty persons recently took place on campus grounds.

Mr. Borkchum stated this was important because the College is in a location where something could easily happen, and it "could come back on us" if the Board does not do anything. He stated during a course he attended several years ago the speaker from Florida talked about these types of things happening, and since then, events have escalated. Dr. Sanchez stated it was possible this could be an investment made and nothing ever happen, but it would only take one time for something to happen to make it worth the investment.

Mr. Wasson stated this could be one of the most important decisions the board ever makes for Navarro College because of the great possibility of saving one or more lives. He stated there are several advantages to the system. Dr. Price inquired how much was available in the fund balance and Mr. Raines responded a little over \$5 million. Dr. Sanchez assured the board he would do his best to replace funds taken from the fund balance during the next biennium.

Mr. McGraw made the motion to approve the purchase of the campus alert notification system using funds taken from the fund balance. Mr. Borkchum seconded the motion. The decision was unanimous with the exception of Mr. Huffman who abstained from voting stating he has been working with Physical Plant regarding the communications part of the system.

Mr. Huffman stated he would like to see cameras installed throughout the campus as added security in the very near future. Dr. Sanchez agreed and stated that would be the next step taken.

Mr. Wasson thanked everyone involved in the presentations.

### **Update on the Navarro College Science Academy**

Dr. Martin stated several years ago Dr. Sanchez asked staff members to explore the idea of offering a summer academy for youth with the intent of interesting them in the areas of science, math and technology. He then asked Dr. Weaver to present information on the program being offered this summer.

Dr. Weaver stated the College will host a Math, Science and Technology Summer Academy June 23-26 in Drane Hall for junior high and high school students from the local service area. He stated fewer students are majoring in math and sciences each year which is becoming a matter of national concern. In addition, the Texas Higher Education Coordinating Board (THECB) is encouraging schools to create a college-going culture early in a student's life. Dr. Weaver stated this academy is designed to address these issues and will also be a good recruiting strategy by familiarizing students with Navarro College. He stated the academy will be under the leadership of Ms. Lisa Dillman, Coordinator, and Mr. Joe Guerra, Assistant Dean, will be the program's point of contact.

During the academy, students will participate in two hands-on activities each day. The program is structured to encourage students' interest in different areas of math, science and technology. Instructors and topics offered include: Sherry Steward –DNA and Bones; Melinda Ludwig - Forensics Workshop where students will investigate a mystery from the past through use of forensics, anthropology and archeology similar to popular CSI television programs; Tom Hammargren – Chemistry; Cindy Woody - NASA where students will learn what it would be like to spend a typical day in space and build a model robotic arm. Other instructors and topics being offered include: Dennis Hawk – Rockets; Don Capone – Oil and Gas Technology; Paul Pattison – Math Survivor Challenge; and Heidi Llewellyn – Computer Graphics.

The cost will be \$60 per student. Each participant will be given a t-shirt and refreshments will be provided in addition to an enjoyable learning opportunity. Dr. Weaver stated the program is designed to introduce students to the college environment with the hope of creating a college-going culture. Dr. Weaver also

stated many students are dropping out at the middle school and high school levels making it important to make the "college connection" early.

He concluded by stating approximately twenty students are signed up to participate in this first attempt and expects more students to become interested once the program is established. He stated that plans are to expand the program onto the other campuses as well.

Mr. Huffman stated years ago there had been discussion about hosting a regional science fair similar to ones held at Baylor University. He inquired if the ISD's were doing anything similar. Dr. Weaver responded he was not aware of any and stated that they could look into asking area high schools to submit a science fair project from their schools in the future. He concluded his presentation.

Mr. Wasson thanked Dr. Weaver.

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

Ms. Aguilar was asked to present an update on Personnel for the month of May 2008.

The following appointments were made during the month of May 2008:

- Lynn Pike - Executive Administrative Assistant to the President, Ellis County Campuses
- Michelle Bailey – Registrar's Assistant

Christy Vincent was reclassified from Administrative Assistant IV for the Dean of Business, Professional and Technical Education to Program Coordinator for the Department of Labor Community Based Training Grant.

There were no reassignments or reclassifications during the month of May 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: summer orientation courses, ACCT Business Champions meeting to be attended by Dr. Sanchez, Support Staff/Paraprofessional Celebration Day, and summer and fall registration dates.

Dr. Sanchez pointed out a copy of the 2008 Fact Book had been provided each board member. He stated the book was assembled by Dewayne Gragg and was a good source of valuable information about the college and could be very useful to them.

Next, Dr. Sanchez stated he spoke with the Executive Director of the Texas Association of Community Colleges regarding funds vetoed by the governor. He was informed the committee was scheduled to meet and that the reinstatement of funding for employees health benefits appears to be moving forward. Colleges have been advised to include the funding in their budgets for the next fiscal year.

Dr. Sanchez stated in terms of state appropriations, the TACC (Texas Association of Community Colleges) will be seeking full formula funding as before; however, he doubts it will happen. He stated he expects Navarro College to do very well in the state appropriation allocation next biennium because of the number of contact hours reported.

Dr Sanchez stated he was pleased to report that a balanced budget will be presented to the Board on July 17, 2008. A planning and budget workshop will begin at 3:00 p.m. followed by dinner and the board's regular meeting at 7:00 p.m.

Dr. Sanchez stated the process of hiring an assistant basketball coach and an assistant football coach has begun with interviews scheduled to begin within the next week and a half. The process should be completed by the first week of July.

Dr. Sanchez stated a few problems have been encountered during the Friday ½ days off the Board generously gave to support staff during the summer. He stated that several individuals have accessed the campus from out of town during that time only to find that College services were not available. He stated it was important that College services should be available so that no one is turned anyone away. A skeletal crew will be in place during the remainder ½ days to help anyone who many desire to register or access other services.

Marathon Oil has presented Navarro College a contribution grant check in the amount of \$15,000. Dr. Sanchez stated they are very interested in participating in the Oil and Gas program in terms of being able to employ graduates that are not employed by EnCana Oil and XTO. He stated the funds will be used towards scholarships for the program.

Dr. Sanchez stated applications for the position of Vice President for Finance and Administration are coming in. At present, three stable applications have been received. Information about the open position was sent out to all Texas community college presidents with the hope of receiving more interest.

Problems with the air conditioning system in the new Waxahachie building continue. Dr. Sanchez stated Karl Humphries, Director of Physical Plant, is working on it and hopes to have it corrected shortly

Dr. Sanchez distributed information on the ACCT (Association of Community College Trustees) conference to be held in New York October 29 – November 1. He stated hotels rooms reserved for the conference have already been filled. The ACCT is in the process of negotiating for rooms with another hotel and it was important to get everyone's name on the waiting list. In addition, airfare can be purchased early at a reasonable rate, approximately \$300 roundtrip. He asked that trustees contact Leslie Smith by the next week so that reservations could be made as soon as possible.

Dr. Sanchez stated he will be off campus attending AACC's Business Champions Meeting in Washington DC with a business partner from Northrop Grumman June 23-24 and would be on vacation June 25-June 27. He stated that Dr. Martin and Mr. Raines could be contacted during his absence and concluded his report.

Dr. Price inquired how involved the head coaches were in hiring their assistant coaches. Dr. Price and Mr. Wasson both stated they felt it was important the head coaches have a say in who is selected. Dr. Sanchez stated they are heavily involved in the selection but it is also important that he makes sure their selection is a "good fit" for Navarro College.

### **Next Meeting Announcement**

The next meeting of the Navarro College Board of Trustees will take place in the Arrowhead Room on Thursday, July 17, 2008 following a budget and planning workshop and dinner in Walker Dining Hall.

### **Convene**

Mr. Stites made a motion to convene the meeting at 8:45 p.m. Mr. McGraw seconded the motion. The decision was unanimous.

Respectfully submitted,

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