

**NAVARRO COLLEGE BOARD OF TRUSTEES  
MARCH 27, 2008 MEETING  
MINUTES**

The governing body of NAVARRO COLLEGE met in Room 145 of Building B located on the Waxahachie Campus, 1900 John Arden Drive, Waxahachie, TX for their regular monthly meeting following an Open House Ceremony. 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. Liston Herod, Member, and Mr. Todd McGraw, Member, were 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. Tommy Stringer	Vice President for Institutional Advancement
Ms. Nelida Aguilar	Director, Human Resources
Dr. Cubie Ward	Dean of Midlothian Campus
Dr. Larry Weaver	Dean of Arts, Science and Humanities
Dr. Pat Westergaard	Assistant Dean, Waxahachie Campus
Ms. Terry Gibson	Assistant Dean, Waxahachie Campus
Mr. Jeff Aycock	Interim Fire Academy Coordinator
Mr. Matt Miller	Media Integration Services Center
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Janet Daugherty	Executive Administrative Assistant
Mr. Bob Belcher	<u>Corsicana Daily Sun</u>
Ms. Julianne Dodge	<u>Navarro County Times</u>

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

### **Call to Order**

At 7:02 p.m., Chairman Wasson called the meeting to order. Mr. Borkchum was asked to lead the assembly in prayer.

Mr. Wasson announced that a closed session would be held following Item 104, Open Forum Time.

### **Take Action on February 21, 2008 Board Meeting Minutes**

Stites made the motion to approve the minutes for the February 21, 2008 meeting, and Mr. Huffman seconded the motion. The vote was unanimous.

### **Board Announcements**

Mr. Wasson expressed the Board's appreciation to the staff for their work in preparing for the open house and meeting. There were no other announcements from the Board.

### **Open Forum Time**

There were no requests to speak to the Board.

### **Convene into Closed Session to Discuss Personnel Matters According to Government Code 551.074**

Mr. Borkchum made a motion to convene into closed session and Mr. Stites seconded the motion. The decision was unanimous.

At 7:07 p.m., Chairman Wasson, announced the board would convene into closed session to discuss personnel matters according to Government Code 551.074.

### **Reconvene into Open Session**

Mr. Borkchum made a motion to reconvene into open session. Mr. Huffman seconded the motion, and the decision was unanimous.

At 7:18 p.m., Chairman Wasson reconvened the meeting in Open Session.

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

Mr. Raines presented a review of the January 2008 financial statement.

There were no proposed amendments in the Statement of Budget Changes for the period ending January 31, 2008. The total budget remained at \$66,614,396. A review of the Source of Funds showed 59.90% of the current budget or \$39,899,803 had been earned at January 31, 2008 as compared to 58.35% earned the previous year.

A review of the Disbursement of Funds showed expenditures still running slightly ahead of the previous year with \$33,408,414 expended and \$15,505,422 obligated at January 31, 2008. This represents 73.43% of the current budget as compared to 65.48% the previous year. Mr. Raines stated the major culprit for the increase in expenditures was the Plant Fund which only had 8% obligated at the same time last year as compared to being fully obligated this year.

The schedule of cash balances and investments show Navarro College held \$4,050,685.008 in cash and \$10,684,792.53 in investments at January 31, 2008.

Mr. Sites made the motion to approve the January 2008 financial statement, and Mr. Huffman seconded the motion. The vote was unanimous.

### **First Reading of Revised Purchasing Procedures, Section IX.05.00, Navarro College Administrative Policies and Procedures Manual**

Mr. Raines continued by presenting the first reading of the revised purchasing procedures.

Mr. Raines stated the independent auditors recommended the College's "antiquated" purchasing procedures be updated. A copy of the State of Texas purchasing laws has now been added to the revised policy, but the most important change has been made in the College's purchasing procedures.

Mr. Raines stated this was the area auditors were most concerned about. Previously, purchases totaling between \$2,000 and \$10,000 required three quotes and purchases over \$10,000 were required to be formally bid. The revised policy has been updated to require quotes for purchases between \$10,000 and \$25,000 and formal bids for purchases over \$25,000. Mr. Raines stated this applies to aggregate purchases over a 12 month period. Items that are on state contract through the State of Texas's Cooperative Purchasing Program are not required to be bid. Documentation is required.

Dr. Price made a motion to approve the revised policy without at second reading. Mr. Stites seconded the motion, and the decision was unanimous.

### **First Reading of Revised Section VIII.09.02, Sick Leave, Navarro College Administrative Policies and Procedures Manual**

Dr. Sanchez stated the existing policy in the Administrative Policies and Procedures Manual does not allow Support Staff employees to accrue sick live during the orientation period. This aspect of College policy does not apply to other employee groups at the College and is discriminatory. He asked the Board's consideration to approve the revised policy which will treat support staff employees the same as other employee groups.

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

### **Discussion of Expansion of Cook Education Center**

Mr. Wasson asked Dr. Sanchez if he had any comments before asking Mr. Huffman to lead the discussion. Dr. Sanchez stated the Navarro College Foundation's Board of Directors has discussed expanding the Cook Center for the past year. He stated he would like Dr. Stringer and Donna Parish to also share ideas about the proposed expansion.

Mr. Huffman began by stating the Foundation's discussion on expanding the Cook Education Center has basically been informal and more like a "thought process" and a "master plan". He stated the sense is an expansion is needed because of crowded conditions during Elegance. Each year a tent has to be rented for the silent auction because of the need for additional space. The rental expense is approximately \$20,000. Mr. Huffman also stated that ladies attending the event do not like walking around inside the tent in their heels on a wooden floor which costs \$6,000 to erect.

He stated the Foundation is suggesting expanding the Cook Center by moving the glass wall out approximately 50 feet and placing the arrowhead collection on either side of the glass. This will create a better place for the auctioneer to stand and allow cameras to be used to help bidders see which items are being bid. A sliding partition could be installed to divide the area into rooms when the atrium is not in use. The partitions could be rearranged for multiuse, i.e. classrooms, lectures, exhibits, etc. Mr. Huffman stated the possibility of having traveling exhibits from the Smithsonian Museum has also been discussed.

Mr. Huffman stated that in 1996 when he was building chairman for the Cook Center, the emphasis was on NASA and building a rocket garden in the area behind the Cook Center. He stated that "even the water tower was painted to look like a rocket ship but was never lit up." He stated the accent has since changed with the museum of civil war artifacts and western art, which are priceless. He stated the original cost estimate for the expansion was approximately \$500,000 of which 10% has already been raised by the Foundation.

Mr. Huffman stated another option would be to have a concrete slab poured now so the tent could be placed on this slab. He went on to state that the information he was sharing was preliminary and that nothing is "imminent" as of now. He stated the Trustees were not being asked to approve anything yet but the Foundation Board would like to know if there is any interest in pursuing the idea.

Dr. Stringer was asked to share ideas he received from staff members on the expansion. He stated two things became quickly apparent when he moved over to the Cook Center approximately one year ago.

First, the Cook Center has a great staff that works together well to keep everything running. The second thing was that a wide variety of activities are constantly taking place, in addition to the people coming and going each day. He stated the staff was elated when they heard about the discussion to be held on the proposed expansion, and they provided a list of suggestions that need to be addressed to help improve efficiency.

- There is no classroom for lectures, etc.
- There is one entry which creates a traffic flow problem when groups are coming and going at the same time.
- The kitchen will not be able to accommodate greater capacity and will need to be expanded also.
- A conference room is needed. Currently there is no place to sit down with a group of 8-12 people.

Dr. Stringer stated the staff is "in the trenches" day in and day out and he would highly suggest they be consulted if the decision to expand the Cook Center moves forward. He stated that although Elegance is the "crown jewel" it only takes place one time a year, and he would hope that the other 50 weeks would be considered.

Dr. Stringer responded to questions from Dr. Price and Mr. Huffman about camps and events at the Cook Center. He stated the girl scouts, with approximately 300 girls participating, stay overnight at the Cook Center several times a year. Schools from a 50 mile radius send bus loads to visit the planetarium and/or museum at approximately \$2 per person. Rocket camps are still held each summer with a space camp and dinosaur camp planned this summer. All camps, including the Elderhostel Program, are limited because of space.

Ms. Parish spoke next stating in past years Elegance has had a waiting list because there were not enough seats available. This year, by pushing tables to the wall, three more tables were added and everyone was able to attend. She stated that the intimate setting sparks more conversations and helps build friendships. She continued stating that if the relationship of very good supporters such as Northrop Grumman were ever lost, Elegance would likely be deficient in filling all the tables. She stated that if the Cook Center was expanded to accommodate more people at Elegance it would also create issues with staffing. Waiting lines in the ladies restroom is another problem that would need to be considered. She stated it is very true that the rented floor is a problem and is expensive to rent, approximately \$6,000. It does not sit level and is not safe for ladies to walk around on in heels. She stated a concrete slab would be a great help and a move in the right direction.

Mr. Huffman agreed that the relationship with Northrop Grumman may not be a permanent situation. He suggested that if more tables could be accommodated during Elegance the price point could be lowered. He stated that more local people, who have given up trying, would be able to buy the tables and Elegance could possibly be in even better shape without Northrop Grumman.

Mr. Wasson stated that expansion would be exciting but it was important to study the idea before making a decision. He asked Dr. Price to head a committee to study the proposal. Mr. Huffman stated he would ask the Foundation's Board of Directors to appoint a committee as well.

Mr. Wasson asked Mr. Huffman to report to the Foundation Board of Directors that the Board's response to expanding the Cook Center is positive.

### **Update on Ellis County Campuses**

Dr. Nolte expressed his appreciation of the Ellis County faculty, staff and administration and credited them for the growth the Waxahachie and Midlothian campuses have experienced. He stated that Ellis County

continues to grow with a 28.8% population growth. Unlike other areas experiencing a slump in the housing market, houses are still being bought in Ellis County.

He stated online classes are booming and he expects them to grow and prosper. Dr. Price inquired about the number of online students. Dr. Nolte responded online is the third largest group of Navarro College students, and Dr. Sanchez stated online courses generate 20% of contact hours.

Dr. Nolte stated the attitude towards dual credit courses at the area high schools has totally shifted from seven years ago. In the beginning they were only interested in AP (advanced placement courses) and now the schools desire dual credit. He stated Waxahachie High School is committing scholarship funds next year for dual credit students. A meeting has been scheduled next week with the Red Oak ISD superintendent to discuss dual credit offerings.

Following discussion about the number of students and contact hours generated at the Waxahachie campus, Dr. Sanchez stated that exact numbers will be brought to the board meeting next month.

A brief video presentation with the Waxahachie campus students and staff was presented.

Next, Jeff Aycock thanked the board for their support and equipment and "above all" the new facilities for the fire academy and protective services. Mr. Aycock stated fifteen students graduated from the last class of which four are now employed and nine have re-enrolled in the EMS program. Students presently enrolled in classes no.25 and no. 26 will graduate in May; one student already has a job offer. Three academies are planned in the fall, one night class and a class in Waxahachie and Midlothian.

Mr. Aycock further stated he was pleased to announce that a good relationship has been developed with fire departments within the area including Ennis, Red Oak and Waxahachie. The fire departments are inviting the Fire Academy into their facilities to test their hoses, clean up, and to help roll hoses when they have a fire allowing the students to get the training they need. He stated Ennis Firefighters Association has a scholarship program to send one firefighter each year to the Navarro College Fire Academy. The academy is also working with many volunteer fire departments to provide training. In conclusion, Mr. Aycock invited trustees to a "live fire burn" on April 23, 2008.

Mr. Huffman inquired if there is any interest in starting an academy in Navarro County. Mr. Aycock stated it was a good possibility, especially if the Corsicana Fire Department were to help out with their facilities and equipment. He stated he has someone interested in teaching in Corsicana.

Next, Dr. Ward provided an update on the Midlothian campus. A video presentation included messages from Midlothian's mayor, Mr. Boyce Whatley, and Economic Development Director, Mr. Frank Viso, who offered their congratulations on the expansion of the Waxahachie campus and they thanked the Board for providing higher education in Ellis County. They stated they looked forward to expansion of the Midlothian campus as well.

Following the video, Dr. Ward stated the Midlothian campus has exceeded its original enrollment goals by reaching the goal set for 2010 in 2007. Approximately 825 students, including dual credit, are currently enrolled for the spring semester. The current facility only accommodates 800 students because of space needed for administration. Each additional phase of the Midlothian campus is planned to accommodate 1000 students.

Dr. Ward stated enrollment in TAMU-C classes at the Midlothian campus began with 41 students in fall 2006 and grew to 150 in fall 2007. A total of 190 students are expected to enroll for face-to-face classes in fall 2008. Classes begin in the afternoon around 4:00 p.m.

He continued his presentation by stating the Midlothian Advisory Committee is comprised of strong business and community leaders. Mr. Maurice Osborn from TXI is the Chairman, Mr. Boyce Whatley, Vice Chairman, and Mr. Frank Viso, Vice Chairman.

Dr. Ward concluded his presentation by reading a letter sent to Midlothian instructor, Dr. Wallace, by a student expressing their appreciation for the caring staff and instructors that make students feel welcome.

Mr. Wasson thanked Dr. Nolte, Mr. Aycock, and Dr. Ward for their presentations.

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

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

The following appointments were made:

- Bristi Frazier (Administrative Assistant II – Financial Aid Counselor, Waxahachie)
- Ryan McDaniel (Testing Assistant – Testing Center, Corsicana)
- Sara Sexton (Administrative Assistant II – Arts & Sciences, Corsicana)
- Regina Smith (Administrative Assistant III – Accounting/Registrar Clerk, Waxahachie)
- Kristin Walker (Interim Director of Continuing Education, Waxahachie)
- Sina Ruiz (Interim Director of Tech Prep – Carl Perkins Career Center, Corsicana)

The following reassignments were made:

- John Baker (Counselor/Director of Student Support Services. This position has been permanently assigned to the Waxahachie campus)
- Sheri Short (Criminal Justice Instructor and Program Coordinator. This position has been expanded to include Texas Youth Commission Training Coordinator responsibilities in Corsicana. The new title is Criminal Justice Instructor and Program Coordinator/TYC Training Coordinator, Corsicana)

The following employees resigned:

- Wendy Spradley (Career & Tech Advisor, Carl Perkins/Career Center, Corsicana)
- Cheryl Shipman (Assistant Registrar, Corsicana)

There were no retirements or terminations during the month of February 2008.

Mr. Wasson thanked Ms. Aguilar for her report.

### **President's Report on Items of Information**

Dr. Sanchez asked Ms. Parish to present the Board's calendar.

Ms. Parish reviewed highlights on the calendar including the Second Annual Preview day for prospective students to be held on March 29, 2008. Ms. Parish stated that last year 32 students registered and this year 157 have signed up for the program. Early registration will begin on March 31, 2008. Other upcoming events included: Artist in Residence Program; Music Man production by the Music Department; a Career Expo; and the Excellence Fund Raiser for the Navarro College South campus to be held in Mexia.

Ms. Paris next stated she believed this would be a very opportune time to publish the information booklets about Navarro College with all the positive things happening: i.e., fastest growing two-year college in the nation, new Fast Track and Oil and Gas programs, National Junior College Cheerleaders Champions, National Football Championship, and the grand opening of new buildings at the Waxahachie campus. Consensus of the Board, with the exception of Mr. Stites, agreed it was a good time to move forward with the publication. Mr. Wasson stated he felt it should be called a celebration of Navarro College.

Ms. Parish continued stating that a marketing plan was being developed for the Cook Center museum as previously discussed. There are several great ideas being developed such as advertising on hotel key cards. She stated that she is working with the Foundation staff and plans to bring back more information in the next few weeks. The issue of signage on Highway 31 is being addressed as well visibility issues to help people locate the museum at the Cook Center.

Dr. Sanchez next stated that during the last legislative session, the Governor was very concerned about accountability for higher education. The legislature charged the Coordinating Board with coming up with accountability measures for community colleges and four-year institutions that would be tied to funding in some fashion. Dr. Sanchez distributed a model of the measures the Coordinating Board has developed. He stated that under the proposed measures, Navarro College falls under the category of medium sized colleges. Based on the averages for the medium size college, Navarro College ranks above average in most cases with a few exceptions where it is slightly below.

Dr. Sanchez stated that historically funding has been based on the 12th day of enrollment. The Coordinating Board is now exploring the possibility of providing state reimbursement at the end of the semester in terms of how many students actually complete their programs. There is still no information as to how those completion rate numbers will affect Navarro College. Dr. Sanchez stated he met with the Deputy Commissioner of Higher Education in Austin who told him they plan to implement the measures in such a way that it will not affect funding.

Dr. Sanchez continued with another handout from the Texas Higher Education Coordinating Board indicating the Commissioner's recommendation for funding community colleges. Dr. Sanchez stated that basically the commissioner and committee are recommending funding at 100% for community colleges. If funded at 100%, Navarro College would be looking at \$48 million minus \$5 million for tuition. Dr. Sanchez stated he does not think this will happen.

Dr. Sanchez stated a Campus Safety Committee has been formed to review safety measures on campus. He stated Navarro College's Chief of Police, Kraig Hawkins, and others were sent to Austin with the hopes of bringing back information to the committee on what might be done to prepare for possible contingencies at Navarro College. He stated that everything possible is being done to prevent an unwanted tragedy from occurring on campus.

Dr. Sanchez stated he will be attending the AACC Conference in Philadelphia April 4-8, 2008. Drs. Nolte, Martin and Zoellner will join him.

Dr. Sanchez reminded Trustees about the special meeting on April 1, 2008 at 12 noon in the President's Dining Room to discuss bids for Gibson Hall.

Mr. Huffman inquired about the status of the insurance funds vetoed by the Governor. Dr. Sanchez responded that nothing more has been shared but there is every indication funds will be returned sometime this summer.

**Announcement and Adjournment**

A special meeting of the Board of Trustees will be held on April 1, 2008 in the President's Dining Room in the Walker Student Dining Hall. The next regular meeting of the Board of Trustees will take place at 7:00 p.m. on April 17, 2008 in the Gaston Gooch Student One-Stop Center's Arrowhead Room.

Dr. Price made a motion to convene at 9:05 p.m. and Mr. Stites seconded the motion. The decision was unanimous.

Respectfully submitted,

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