

**NAVARRO COLLEGE BOARD OF TRUSTEES
MAY 15, 2008 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met on Thursday, May 15, 2008, 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; Mr. Todd McGraw, Member; and Mr. Zane Stites, Member.

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
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. Tom Hammargren	Faculty Association Committee Vice Chairman/Instructor
Mr. Guy Featherston	Dean of Navarro College South
Ms Brenda Duncan	Business Manager
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

Mr. Wasson called meeting to order at approximately 7:00 p.m. and asked Mr. Borkchum to lead the assembly in prayer. Mr. Wasson extended the Board's sympathy to Mr. Stites whose brother recently passed away.

Mr. Wasson then announced a closed session would be held following the President's Report to address personnel matters. He stated no decisions were anticipated.

Board Announcements

Mr. Wasson stated that Corsicana lost a great leader, husband and father, and Navarro College has lost a good friend and strong supporter with the passing of board member, Mr. Liston Herod (April 25, 2008). Mr. Wasson stated that Mr. Herod would have told them that "business must go on" and encouraged the board to proceed with the selection of someone to finish out his term as trustee.

Mr. Wasson stated that the Board was responsible for appointing a representative from Precinct One to fill Mr. Herod's vacant seat. He then asked for comments from other board members on how they wished to

proceed. Mr. Huffman suggested each trustee look over the list of registered voters in Precinct One and prepare a list of names of prospective individuals. He stated after each trustee has prepared a list, a meeting could be scheduled to compare all lists for common names. Mr. Borkchum, Dr. Price and Mr. McGraw concurred. Mr. Stites stated he did not feel the Board should get into a hurry to find someone quickly. Mr. Wasson stated at present, the board has an even number of trustees and occasionally, although seldom, another vote is needed to break a tie. Mr. Huffman noted that the next big decision facing the board will be approval of the next fiscal year's budget.

Dr. Sanchez stated he had consulted with the College's attorney and had been advised that any discussion on the process to identify individuals for appointment to the board must be held in open session; however, a closed session could be held for the board to discuss those individuals under consideration.

It was the Board's consensus to pass around the list of eligible voters in Precinct One, instead of purchasing additional copies. Each trustee would review the list of eligible voters and identify individuals they believe would complement the existing board. After all board members have had the opportunity to look over the list and identify their preferences, a discussion will be held in Closed Session to identify the name(s) of the individual(s) with whom the board will meet and discuss the appointment. Dr. Sanchez stated he would deliver the two-book listing of precinct one voters to Mr. Huffman on Friday, May 16, 2008.

Open Forum Time

There were no requests to speak to the Board.

Consent Calendar

- **Board of Trustees April 17, 2008 Meeting Minutes**

Dr. Sanchez stated the purpose of the new Consent Calendar is to approve routine items, i.e. minutes and changes to the Administrative Policies and Procedures Manual, without discussion. If a Board member should desire to discuss any item listed under the Consent Calendar, they can request that item be pulled from the Consent Calendar and addressed as a separate agenda item. He stated the Consent Calendar will hopefully help facilitate the meetings.

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

Take Action on March 2008 Financial Statement

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

A review of the Statement of Budget Changes showed current amendments increasing the budget by \$44,075 for a total of \$69,513,454. The majority of the increase was due to additional state funding received for the Small Business Development Center Grant in the amount of \$22,500 and additional federal funding for the Tech Prep Grant in the amount of \$19,886.

A review of the Source of Funds showed \$49,124,580 or 70.67% of the current budget had been earned at March 31, 2008. This compares favorably to 64.55% earned the previous year at March 31, 2007.

A review of the Disbursement of Funds showed \$43,834,298 had been expended and \$11,685,978 had been obligated at March 31, 2008; 79.87% of the current budget had been expended and/or obligated as compared to 78.47% the previous year.

The Schedule of Cash Balances and Investments showed \$4,241,616.60 in cash and \$11,655,374.06 in

investments as of March 31, 2008.

Dr. Price made the motion to approve the March 2008 Financial Statement and Mr. Huffman seconded the motion. The decision was unanimous.

Consideration and Approval of Proposed Revisions to Tuition and Fee Schedule for Fall 2008

Dr. Sanchez stated that an increase in 2008-09 tuition and fees is needed to fund staff raises and increase adjunct faculty compensation. He stated Navarro College depends heavily on part-time instructors, and the rate per semester credit hour has not been increased in approximately six to seven years. Dallas and other community colleges pay adjunct instructors \$1,800 per course while Navarro College is currently paying \$1,350, making it difficult to attract instructors. Dr. Sanchez further stated that even with the proposed increase, Navarro College's tuition and fees will remain below last year's state average. The expectation is that the rate for tuition and fees could be "dramatically" lower than the state average once other community colleges set their new rates for 2008-09.

Mr. Raines was asked to present the proposed tuition and fee schedule. He stated the new schedule proposes an increase of \$1 per semester credit hour (SCH) for Navarro County students, \$3/SCH for out of district and an increase of \$3/SCH for out of state students. A Navarro County student carrying a load of 12 SCH will pay \$632 or \$53/SCH as compared to \$52/SCH last year; \$4 below last year's state average of \$57/SCH.

Out of District students enrolled in 12 SCH will pay \$980 or \$82/SCH as compared to \$79/SCH last year and \$1 below last year's state average of \$83/SCH. Out of State (Non-Texas) students enrolling in 12 SCH will pay \$1,407 or \$117/SCH as compared to \$115 the previous year; \$10 below last year's state average of \$127/SCH.

Mr. Raines stated the bulk of Navarro College students (74%) are out-of-district students and 6% are out-of-state (non-Texas) residents. The increase is expected to generate \$419,000 in additional revenues. Currently \$12.8 million is budgeted in Student Income. He stated that Pell grants and student loans will be increasing next year, and there will be ample financial aid funding available for students to cover the proposed increase in tuition and fees.

Mr. Raines stated the increase in room and board rates approved by the Board on February 21, 2008 was necessary to continue providing the same scope of services to our students. Expenses have increased, especially the cost of food with over \$1 million spent last year in Dining Services. A minimum wage increase will also go into effect in July and another increase is expected the following year in July.

Mr. Raines responded to Mr. Huffman's inquiry about the cost of utilities (power). He stated a good energy management system is in place and there is a possibility that some funds budgeted for utilities will be left over at the end of the fiscal year. He stated the contract for electricity has been extended an additional year at the same rate.

Mr. McGraw asked about the percentage of students from Navarro County. Mr. Raines responded that approximately 20% of Navarro College students are from Navarro County. The bulk of Navarro College students are out-of-district or out-of-state (80%). Mr. McGraw stated he would prefer not to increase the tuition and fees for students in Navarro County.

Dr. Sanchez stated that Dewayne Gragg was asked to take a "straw poll" of other Texas community colleges to find out how many other community colleges are planning to increase their tuition. Mr. Gragg

stated only nine schools had responded to his query so far. Kilgore, Texarkana, Trinity Valley Community College, McLennan, Hill and Texas State Technical College are all planning to increase their rates; Brazosport, Tarrant County and Tyler will remain the same. Mr. Stites inquired about Tyler Junior College's rates. Dr. Sanchez stated they are well below the state average. Mr. Gragg commented that Tyler receives funding from a much larger tax base.

Mr. Huffman inquired about the occupancy rate of the residence halls. Mr. Raines stated occupancy has been very good with a little over 80% occupancy in spring and an overflow rate, approximately 105%, in fall. Dr. Sanchez commented this will be the first time in seven years a new residence hall has not been built. Mr. Raines stated with the price of gas, many commuter students may find it less expensive to live on campus, and he expects the occupancy rate in the residence halls to increase next semester.

Mr. Borkchum made a motion to approve the proposed increase in tuition and fees and Mr. Huffman seconded the motion. Mr. McGraw requested the motion be amended to increase the rates for out-of-district and out-of-state students only. He stated he felt there would not be much impact on the revenues by omitting the \$1 increase for Navarro County students. Mr. Stites seconded the amended motion.

Mr. Huffman, Mr. Borkchum, Mr. McGraw, and Mr. Stites voted in favor of the amended motion. Dr. Price voted against it.

Faculty Rank System Presentation

Dr. Sanchez stated at the April 17, 2008 board meeting, Dr. Monica Castator, Chair of the Faculty Association Executive Committee, made a presentation on the proposed Faculty Rank System. He stated at the Board's request, the proposal was being brought back for further consideration. He also stated Dr. Castator was not able to attend this meeting, and had prepared a narrated presentation explaining the proposal. Mr. Tom Hammargren, Vice-Chairman of the Faculty Association Executive Committee, was present to answer any questions from members of the Board.

Dr. Sanchez stated the Faculty Rank System was being divided into two phases and only the first phase establishing titles of Professor, Associate Professor, and Assistant Professor for Navarro College faculty was being presented for the board's approval. No stipends or incentives were included.

Prior to the narrated presentation, Mr. Hammargren stated that presently Navarro College faculty only have one title, "instructor", which is the least impressive among colleges. He stated the board was being asked to allow faculty to achieve rank based on established criteria.

Discussion followed the narrated presentation. Mr. Huffman inquired how instructors employed from other institutions already possessing the title of professor would be treated under the ranking system. He expressed concern the system might be detrimental in hiring qualified instructors who would lose their title. Dr. Price stated he had the same concern. Dr. Sanchez stated the system gives the president the prerogative to award faculty rank at his discretion. He stated this prerogative would also apply to instructors who are top performers as well as newly hired instructors who might hold the title of professor from another institution.

Mr. Wasson expressed his dislike over establishing any one faculty member as "number one" over another. He stated he had a "big problem with ranking people" and wanted to be clear that the ranking system does not come across as establishing anyone as "number one" over another, which he is very much against. Dr. Sanchez stated the program is not designed to rank people in order of effectiveness. The system is designed to give recognition to faculty members beyond the title of instructor. He stated for example, that everyone that achieves the rank of professor will have the same recognition.

Mr. McGraw made a motion to approve phase I of the Faculty Rank System. Mr. Huffman noted it should be clearly stated that the president's discretion/authority to award faculty rank is included and seconded the motion.

Mr. Huffman, Mr. McGraw, Dr. Price and Mr. Borkchum voted in favor of the motion to approve the first phase of the Faculty Rank System. Mr. Stites was opposed. Mr. Wasson abstained from the vote.

Update on Honors Program

Dr. Martin stated the first Honors Program began fall 2007 on the Corsicana campus and it has been a success. He recognized the work of Honors coordinators, Dr. Larry Weaver and Ms. Robbye Nesmith, as well as Mr. Charles Betts, Director of Residence Life, and Honors course instructors for providing a great program. Work is being done to implement an Honors Program at the Waxahachie campus fall 2008. Dr. Pat Westergaard, Assistant Dean, Academic Affairs, and Jody Price, instructor, will coordinate the program. Dr. Weaver was asked to present an update on the program.

Dr. Weaver stated the selection criteria for students participating in the Honors Program is based on their grade point average (GPA), recommendations by faculty, and an essay explaining their educational goals. Students admitted into the Honors Program must maintain a 3.25 GPA, complete 15 hours of community service and enroll in 15 hours of honors courses.

Dr. Weaver stated special Honors courses are reserved for honors students only. These courses require an increased level of critical thinking and are designed to challenge the students with the intention of developing good leaders. Dr. Weaver stated some flexibility had to be applied to the 15 semester hour Honors course requirement this year because some students had previously taken some of the courses in high school as dual credit students.

Benefits for students include up to \$500 scholarship for students residing on campus, up to \$250 scholarship for students residing off campus, an Honors residence hall, articulation agreements with universities, and one-on-one counseling. Guest speakers are brought in each month during dinner meetings to talk about a variety of subjects. A number of social activities are planned for the students throughout the year, i.e. cookouts held at the Honors IOOF residence cottage.

Forty-eight students participated in the program fall 2007 (37 on-campus and 11 off-campus) and 45 participated in spring 2008 (20 on-campus and 25 off-campus).

All students graduate cum laude and wear a white tassel designating them as an honor student. Dr. Weaver stated most will graduate at the magna cum laude and summa cum laude level. The honors courses will be designated on the student's transcript.

Dr. Weaver concluded his presentation stating he was very proud of these students.

Mr. Stites and Mr. McGraw commended Dr. Weaver for a good report. Mr. Wasson commended him also and thanked him for his presentation.

Discussion on College Quality Improvement Process

Dr. Sanchez stated preparations have begun for planning the next academic year, 2008-09. The planning process is cyclical and requires certain components be reviewed annually prior to the preparation of the next fiscal year's budget. As a part of this planning cycle, the Quality Enhancement Committee was convened by Dr. Martin.

Dr. Sanchez stated the committee, comprised of Dr. Martin, vice presidents, and Dewayne Gragg, reviewed the previous year's performance, identified new issues for 2008-09, and developed a SWOT (strengths, weaknesses, opportunities and threats) analysis. He then reviewed highlights of issues identified by the committee and highlighted some of the strengths, weaknesses, opportunities and threats identified by the committee.

Strengths

- strong financial management/stability
- faculty-centered student advising program helping to retain students
- high growth rate, upper quartile of Texas community colleges, resulting in increased contact hours
- partnership with Texas A&M University Commerce – approximately 900 students have graduated over nine year period
- Waxahachie and Midlothian campus locations close to the metroplex where high growth is taking place
- excellent student housing program
- over \$25 million in financial aid offered to students
- dual credit program which saves students/parents money
- scholarships offered students, i.e. Caston scholarships
- student oriented scheduling process offering courses at times to meet needs of students

Weaknesses

- ratio of part-time faculty to full-time faculty (600:130) continues to be high – funds are not available to hire more full-time instructors
- online courses require management – will be appointing Online Dean within next few weeks to provide leadership to program
- lack of financial support, i.e. taxes, from campus center communities
- lack of diversity in staff
- web site needs improvement – will be outsourcing with web company
- computer center staff needs to be increased
- lack of formal training program for adjunct faculty
- not being responsive to Hispanic population
- need imaging system to store records – hope to purchase one in 2009
- Waxahachie and Midlothian campuses do not provide adequate scholarships for students – will be conducting fundraisers similar to Elegance and Excellence

Opportunities

- expansion and growth in continuing education programs – there is a great deal of potential for increased contact hours. Program has lacked leadership recently and a new Director of Continuing Education will be appointed soon
- expanding offerings of courses online – an Online Dean is being hired to provide leadership. Dr. Sanchez stated that community colleges have the largest internet enrollment in higher education, higher than four-year universities
- taxing funds from service area communities: Ellis, Limestone and Freestone counties
- serving growing Hispanic population

- enhancing student centered faculty advising program
- increase in dual credit courses to meet House Bill 1 requirements
- career tech prep and dual credit programs

Threats

- other colleges attempting to provide educational services in Navarro College service area by trying to advertise in Ellis County
- reduction of state funding in the future – many institutions are now receiving less funding
- enrollment problems due to economy
- elimination of state funding for health insurance in future because of proportionality issue
- aging faculty and administration – impact of loss when they retire
- increased number of under-prepared students requiring developmental studies
- continued reliance on part-time faculty – important to increase part-time rate to attract instructors
- cost of energy/gasoline may hinder community students from attending college classes

Dr. Sanchez stated these issues are being looked at as plans are made for the year ahead and will be considered in developing the budget which will be brought before the board during the workshop in July 2008. He stated it will be very challenging to sustain the growth the college has experienced in the past.

He concluded by stating the college is in an excellent position and is blessed with students wanting to attend Navarro.

New Hires / Reassignments-Transfers / Reclassifications

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

- Craig Draxlir (Campus Police Officer for the Corsicana campus)
- Brandi Collard (Computer Lab Assistant for the Gooch One Stop Student Center Computer Lab in Corsicana)

Lee Owens was reassigned from the position of Executive Administrative Assistant III in Student Services to Assistant Registrar at the Corsicana Campus. There were no reclassifications during the month of April, 2008.

Resignations / Terminations / Retirements

The following resignations occurred during the month of April, 2008:

- LaTasha Stephens (Lab Coordinator for the Mexia State School)
- Rosa Castillo (Purchasing Agent for the Corsicana Campus)
- Maria "Olga" Altamira (Registrar Clerk for the Corsicana Campus)

There were no retirements or terminations.

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 for May/June 2008 including registration dates for summer classes and upcoming summer camps including Elderhostel, Kids' College, and All Star camps. She continued stating the information booklets were printed and distributed to the local newspapers and asked if the board members

received a copy. Mr. Wasson responded he did not receive a copy in his paper. Mr. Huffman and Dr. Price stated the booklets looked good.

Dr. Price's inquired about the plans for marketing the Cook Center. Ms. Parish stated a proposed marketing plan that includes billboards and signage has been submitted to Dr. Stringer for the Foundation's approval and funding. Dr. Stringer stated the Cook Center is currently in a transition period with personnel. Ms. Parish stated that as soon as the Foundation and Cook Center is ready, they plan to move forward.

Dr. Sanchez stated a final response from the State Auditor's office is still pending on the outcome of their review of contact hours generated for the Midlothian campus spring 2006. He stated that he is not concerned they will find improprieties and will let the board know as soon as any information is received.

Dr. Sanchez continued stating the Coordinating Board's recommendation for funding based on completion rates is contingent upon community colleges receiving an additional \$4 million from the legislature. He stated he does not anticipate this happening and expects funding to continue being based on the twelfth day census report.

Dr. Sanchez stated there has been no further action regarding the contract with the Texas Youth Commission since his last letter.

Dr. Sanchez stated Lamar University's Board of Trustees was meeting that evening and was expected to appoint a new head football coach. Navarro College's head football coach, Ray Woodard, is a finalist for the position. Dr. Sanchez stated that if Mr. Woodard is offered the position, the vacancy will be advertised immediately and a search to replace him will begin right away. He stated the search for a new head basketball coach continues and he hopes the process for finding replacements for both coaching positions will be completed by mid-June. He stated he was sure there will be many questions by student recruits in both programs which is the reason the process in selecting head coaches should not be delayed.

Dr. Sanchez stated during the retirement reception held for Coach Lewis Orr and two other employees recently, a suggestion was made that the basketball court be named the "Lewis Orr Basketball Court". He asked the board to consider this request stating that this is a common practice by a number of institutions such as Oklahoma State University.

Dr. Sanchez stated the contractor hired for the demolition of the building in Mexia has withdrawn his bid. The contractor became concerned about the liability of damage to the office building next door. Dr. Sanchez stated there is no backup plan. Mr. Featherston has informed the City of Mexia of the situation, and they have asked to be kept informed of any changes.

Dr. Sanchez stated that two promising candidates have expressed interest in the position of Vice President of Finance and Administration. An application has been received from an individual who once worked with Don Voelter, president of Blinn College who is considered one of the premier financial managers in the state of Texas, and looks promising. Another individual who shows promise has talked to Mr. Raines but has not yet applied. Dr. Sanchez stated he has written a letter to all Texas community college presidents announcing the vacant position and the letter included a copy of the Navarro College information booklet in the event they may have someone in their staff who is ready to move up to the next level. He stated he intends for the board to interview the final candidate(s).

Dr. Sanchez continued his report stating the shipment of steel for the construction of the Gibson Hall addition is not expected to arrive until August 2008. Mr. Raines stated the transformer will be moved this weekend in preparation for the construction but the new facility will not be ready until October. He stated the current weight room will be used for the beginning of the fall semester until the new facility is ready.

Dr. Sanchez announced Dr. Bill Humbert will be retiring his position as TAMU-Commerce's director in Corsicana. For the time being, TAMU-C has no plans to hire a new director. Instead, the director in

Midlothian will assume responsibility for both the Corsicana and Midlothian programs, and will divide his time between both locations.

Dr. Sanchez concluded his report stating no additional information has been received relative to the restoration of funds from the legislature but he anticipates an allocation will be made in July.

Convene into Closed Session

At 8:46 p.m. Mr. Huffman made a motion to convene into closed session to discuss personnel matters according to Government Code 551.074. Mr. Stites seconded the motion and the vote was unanimous.

Reconvene into Open Session

At 9:20 p.m. a motion to reconvene into open session and adjourn was made by Mr. Borkchum and was seconded by Mr. Huffman. The decision was unanimous.

Next Meeting Announcement

The next meeting of the Navarro College Board of Trustees will take place on Thursday, June 19, 2008.

Respectfully submitted,

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