

**NAVARRO COLLEGE BOARD OF TRUSTEES
NOVEMBER 15, 2007 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met in the Arrowhead Room on Thursday, November 15, 2007 for their regular monthly meeting. Trustees in attendance were: Mr. Lloyd Huffman, Vice Chairman; Dr. James Price, Secretary/Treasurer; Mr. James Borkchum, Member, Mr. Liston Herod, Member; Mr. Todd McGraw, Member; and Mr. Zane Stites, Member. Absent: Mr. Homer Wasson, Chairman

Also in attendance were:

Dr. Richard Sanchez	District President
Dr. Harold Nolte	President, Ellis County Campuses
Dr. Kenneth Martin	Vice President, Academic Affairs
Mr. Darrell R. Raines	Vice President, Finance and Administration
Dr. Erik Zoellner	Vice President, Student Services
Dr. Tommy Stringer	Vice President for Institutional Advancement
Ms. Nelida Aguilar	Director, Human Resources
Mr. Roark Montgomery	Athletic Director
Ms. Donna Parish	Director, Marketing and Public Relations
Mr. Guy Featherston	Dean of Navarro College South
Dr. Cubie Ward	Dean of Midlothian Campus
Ms. Brenda Duncan	Business Manager
Ms. Glenda Terry	Assistant Dean, Health Professions
Ms. Leslie Smith	Executive Administrative Assistant
Ms. Darla Littrel	Executive Administrative Assistant
Mr. John Blewster	Media Integration Services Center
Ms. Julianne Dodge	<u>Navarro County Times</u>
Mr. Bob Belcher	Corsicana Daily Sun
Mr. Dick Aldama	KAND

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

Call to Order

Mr. Huffman called the meeting to order at 7:00 p.m. and asked Mr. Borkchum to lead the assembly in prayer.

Take Action on October 25, 2007 Board Meeting Minutes

Mr. Stites made the motion to approve the minutes for the October 25, 2007 meeting. Mr. Herod seconded the motion, and the decision was unanimous.

Board Announcements

There were no announcements.

Open Forum Time

Mr. Huffman invited Roark Montgomery to speak to the board about the Navarro College Bulldogs championship. Mr. Montgomery announced Navarro College is extremely well represented on the All-Southwest Junior College Conference Team with the most outstanding recognition being #44 Donald Booker named as the SWJCC's Defensive MVP and also selected as an All-Region player.

Players named to the All-Southwest Junior College Conference Football Conference Team include: Jamarcus Webb (OL), Sharod Basey (DT), Sheldon Monsegue (CB), and Ryan Clark (S).

Thirteen players received honorable mention recognition: Chaz Walker (DE); Apollos Daily (DT); Michael Mosmeyer (OG); Anthony Morgan; Cameron Schacht (C); Roy Watts (OT); Jeremy Sanders (QB); Tyrone Ross (RB); Gerald Harris (TE); Jason Madkins (WR); Lucious Henderson (WR); Benny Jones (WR); and Kory Smith (CB).

Mr. Montgomery stated he was also pleased to announce that a number of Navarro sophomore players were signed by several universities this week including: Brock Holt and Jared Rogers – Rice University, Jeff Jones – University of South Carolina, Garret Larsen – University of Louisiana-Lafayette, Zach Grichor – University of South Alabama, Jordan Kopycinski and Kyle Livingstone – Texas State University, and Chris Roberts – Bradley University.

He also reported that the Navarro College Soccer team made it to the national tournament and had lost the first game earlier in the day. They are scheduled to play against the number one seeded team on Friday.

Mr. Montgomery introduced the assistant football coaches: Will Cook, Will Richards, Brian Mayer, and Nick Bobeck. Mr. Montgomery stated Coach Bobeck's offense has achieved the status of being the all-time leading scoring team in Navarro College history. Mr. Montgomery then introduced head coach, Ray Woodard, as the "newly crowned" Southwest Junior College Conference's Coach of the Year. Coach Woodard stated he wanted to thank the board for the opportunity he has been given. He mentioned that he has the best coaching staff in the league and the future is looking bright. He stated they look forward to playing in the bowl and having it broadcast on FOX Sports Network.

In response to Dr. Sanchez's question regarding the number of players returning next year, Coach Woodard stated that although quite a few players will be returning, the greatest loss will be felt in the defense with approximately half the players leaving.

Mr. Huffman extended congratulations to Coach Woodard and his staff on behalf of the Board for a job well done.

Public Hearing on and the Adoption of a Resolution to Tax Tangible Personal Property in Transit Which Would Otherwise Be Exempt Pursuant to Texas Tax Code, Section II.253

Mr. Huffman extended an invitation to anyone wishing to speak on the adoption of a resolution to tax tangible personal property in transit which would otherwise be exempt pursuant to Texas Tax Code, Section II.253. No one responded to the invitation.

Mr. Raines was then asked to present the proposed resolution. He stated that House Bill 621 exempts goods, principally inventory that are stored in a location that is not owned by the owner of the goods and are transferred from that location to another location within 175 days, from taxation. Mr. Raines estimated this could impact the amount of tax revenues the College receives by approximately \$150,000. He stated the law requires entities that wish to keep the property on their tax role to call a public hearing and pass a resolution before the end of 2007. He noted that both the Corsicana ISD and City of Corsicana have already passed resolutions.

Mr. Price made the motion to adopt the resolution, and Mr. Borkchum seconded the motion. The decision was unanimous.

Take Action on September 2007 Financial Statement

Mr. Raines continued with the presentation of the September 2007 financial statement. He stated the financial statement for the period ending September 30, 2007 represents the first report of the new 2008 fiscal year.

A review of the Statement of Budget Changes proposed a large amount of amendments totaling \$1,742,960. Mr. Raines stated the amendments reflect the re-appropriation of grant funds which cross fiscal years. Approximately \$1,312,396 was attributed to the re-appropriation of the remaining portion of bond funds. These funds were not fully expended yet in 2007-08 for the construction of the classroom building and continuing education/fire academy building on the Waxahachie campus. The amended budget at September 30, 2007 totaled \$66,433,677.

A review of the Source of Funds showed \$13,284,937 or 20.00% of the budget had been earned for the period ending September 30, 2007 as compared to 20.50% the previous year. Mr. Raines noted that Student Income earnings were higher this year with 44.17% earned as compared to 42.20% the previous year.

A review of the Disbursement of Funds showed \$6,033,667 had been expended and \$18,257,026 encumbered at September 30, 2007, representing 36.56% of the budget. This compares to 33.30% the previous year. The Schedule of Cash Balances and Investments for September 30, 2007 indicated \$2,923,270.58 in cash and \$11,918,157.11 in investments.

Mr. Raines concluded his report. Mr. Stites made the motion to approve the September 2007 Financial Statement, and Mr. Borkchum seconded the motion. The decision was unanimous.

Construction of Addition to Gibson Hall and Laundromat

Mr. Huffman announced the agenda item on Construction of Addition to Gibson Hall and Laundromat was being postponed until the next board meeting.

First Reading of Proposed Changes to Medical Laboratory Technology Program Student Policies and Procedures Manual

Dr. Martin introduced Ms. Glenda Terry and asked her to present the proposed changes to the Medical Laboratory Technology (MLT) and Occupational Therapy Assistant Programs Student Policies and Procedures Manuals.

Ms. Terry stated there were very few additions or changes to the MLT student policies and procedures manual. She briefly covered highlights of the proposed changes which included:

- An admissions policy being established for the first time where students submit an application and are ranked with points;
- Requirement that students admitted to the program must be drug free and be clear of any criminal records; and
- Students must sign a statement authorizing the release of health and clinical information required by affiliated agencies for clinical education. The statement releases the MLT Program, Navarro College, and affiliated agencies from any liability or damage from use of such confidential and privileged information in determining student ability to perform in a clinical setting.

First Reading of Proposed Changes to Occupational Therapy Assistant Program Student Policies and Procedures Manual

Ms. Terry continued by presenting the proposed changes to the Occupational Therapy Assistant Program Student Policies and Procedures Manual. She stated when she arrived there were issues with accreditation that have been now been addressed. The proposed changes to the OTA policy manual finalize these issues related to accreditation and gets the manual "back in order."

- Students whose study is interrupted will be required to acknowledge they understand the policies and procedures of the semester they re-enroll will be applicable.
- Philosophy updated to match ACOTE's policy
- Explains students are responsible for getting all coursework completed and submitted to the registrar along with faculty for graduation and explains how to file for their Texas Board license.
- Clarifies general information about Blackboard, books, learning environment, etc.
- A ranking system
- Students skills must be checked before being allowed to re-enter the program
- Clarifies all the policies for fieldwork education.
- Drug and alcohol use policy and requirement of criminal history background check
- Immunization requirements for all healthcare professionals according to state law
- Signature pages where the student acknowledges the requirement of a criminal background check and a confidentiality agreement

Ms. Terry responded to Dr. Price's inquiry related to the autonomy of students graduating from the programs, by stating students are qualified to work without supervision upon graduation. In most circumstances, however, they are supervised for a period of time when they are first hired.

Mr. Price made a motion to approve the changes to both the Occupational Therapy Assistant Program Student Policies and Procedures Manual and the Medical Laboratory Technology Program Student Policies and Procedures Manual without a second reading. Mr. Herod seconded the motion. The vote was unanimous.

Update on College Crime Statistics

Mr. Raines introduced Kraig Hawkins, Chief of Navarro College Police Department, and asked him to present the report on College Crime Statistics for the calendar year 2006.

Chief Hawkins reviewed the 2006 Crime Statistics Report for Navarro College submitted to the Department of Education:

Criminal offenses reported:

- burglary of habitation – 26, burglary of building – 2, burglary of motor vehicle – 4, and motor vehicle theft – 1;
- no forcible nor non-forcible sexual offenses were reported in 2006;
- arrest statistics included: liquor law violations – 13, drug abuse violations – 50, weapons possessions – 3; and
- non-arrest (campus disciplinary referrals) included: liquor law violations – 19, drug abuse violations – 8, weapons possessions – 2.

Mr. Huffman inquired about the type of weapons involved with the arrests and about the number of students living on campus. Chief Hawkins responded that the arrests were for firearms and knives, and that approximately 800 students live on campus.

Mr. Huffman inquired how students are able to reach Campus Police at night. Chief Hawkins stated students are given the Campus Police cellular phone number and signs are posted at visible locations with the Police Office number. He stated that students can also call 911 for emergencies. The calls are automatically routed to Campus Police by the Navarro County Sheriff's Office or Corsicana Police Department, depending where the call originates.

Chief Hawkins thanked the Board for the new 2007 Dodge Charger patrol car purchased for the Campus Police Department. It is the department's first new vehicle and it is fully equipped, including an onboard camera. He added that it has been a boost to the department's morale. Dr. Sanchez stated in light of recent incidents at other college campuses, he felt it was important to add another vehicle to increase the visibility of Campus Police on campus.

Chief Hawkins continued his presentation stating that two officers patrol the campus on bicycles. He stated this has proven to be very effective in making the officers more approachable. He stated fuel consumption is reduced with the use of bicycles, and plans are to expand their use in the future.

Mr. Huffman inquired if many students stay on campus during the weekends. Chief Hawkins responded that a number of students return home. He furthermore stated that weekend periods are when the majority of burglaries take place. He concluded his presentation by distributing copies of the Navarro College Department of Public Safety Information Guide.

Mr. Huffman thanked Chief Hawkins for his presentation.

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

Ms. Aguilar was asked to present an update on personnel activities for the month of October 2007.

The following appointments were made during October 2007:

- Courtney Anderson (Assistant Softball Coach - Instructor, Corsicana)
- Nancy Hughes (Administrative Assistant IV – Benefits Coordinator, Corsicana)

There were no reassignments during October 2007. The following employee reclassifications were made during October 2007:

- Jesse Mosley (Corporal of Police from Police Officer, Waxahachie)
- Jenny Stephens (Corporal of Police from Police Officer, Corsicana)

The following employees resigned during October 2007:

- Kelly Callaway (Administrative Assistant II, Corsicana)
- Shirley Lima (Human Resources Specialist, Corsicana)
- Lyndsey Mae Raymond (Administrative Assistant III, Mexia)
- Martha Taylor (Library Assistant I, Corsicana)
- Plez Atkins (Assistant Football Coach/Instructor, Corsicana)

There were no employee retirements during October 2007.

Ms. Aguilar concluded her report stating final interviews have taken place for SBDC Director and references were in the process of being checked.

President's Report on Items of Information

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

Ms. Parish reviewed the highlights of the board calendar including upcoming athletic events. She mentioned a ribbon cutting ceremony to launch the new Oil and Gas Program, the President's Holiday Tea and Christmas Concert, and the annual Navarro College Staff Christmas party.

Ms. Parish also inquired if any board members would be attending the Oil and Gas ribbon cutting ceremony on Tuesday, November 20, 2007. Dr. Sanchez stated the grand opening would begin at 11:00 a.m. and several executives from XTO Energy and EnCana Oil would be in attendance. Marathon Oil has also indicated they would like to participate as participants in the proposed program. Mr. Huffman, Dr. Price and Mr. Stites indicated they would plan to attend. Following the highlights of the Board calendar, Ms. Parish pointed out that a copy of the information booklets on Navarro College would be provided to each board member for review. She stated the booklet is now ready for publication with the exception of the finance section which needs to be updated with figures for 2007. Dr. Sanchez requested the members of the Board of Trustees review the document and be prepared to give him direction related to whether the publication should be distributed as originally intended.

Dr. Sanchez continued with the President's Report. He stated no additional news on the Governor's veto and the restoration of funds had been received since the last meeting.

Dr. Sanchez stated that the Navarro College football team will be playing on December 8, 2007 in the Pilgrim's Pride Bowl in Mount Pleasant, Texas. The bowl will host the team for 2 days prior to the game and provide rooms and meals for the coaches and players. Tickets are being sold for a banquet on Friday, December 7, 2007 at 6 p.m. Musical entertainment will be provided, players will be presented watches and highlight clips from each team's season will be presented. Dr. Sanchez stated tickets would be available for any board members wishing to attend the banquet and hotel reservations would be made for them to stay overnight. Board members were asked to contact Leslie Smith by the following Tuesday, December 3, 2007 if they had plans to attend the Banquet and/or football game.

Dr. Sanchez continued by stating each team participating in the bowl will receive \$7,500 plus an additional \$2 for every game ticket sold. Dr. Sanchez stated it has been 15 years since Navarro College has won a championship, and that the funds would be applied toward purchasing championship rings for the coaches and players. Roark Montgomery displayed a computer generated picture of the ring to be purchased and presented to the players during the banquet to be scheduled Spring 2008. Mr. Montgomery stated that community businesses will be contacted for assistance to help offset the cost of the rings.

Dr. Sanchez stated the game is scheduled to be televised on FOX Sports Network. Colleges that have previously played in the bowl have stated that the exposure on television had been a tremendous marketing tool for them.

Dr. Sanchez stated he and his wife would be leaving on December 20, 2007 to visit his daughter in California; therefore, the next Board of Trustees meeting was being moved to December 13, 2007. A few Trustees had a conflict on December 13, so the meeting was rescheduled to December 20, 2007.

Dr. Sanchez invited the board to attend the Employee's Holiday Luncheon on Friday, December 14, 2007. Employees will be honored with service pins including Dr. Stringer who has earned his 35 year pin.

Dr. Sanchez stated he will be out of the office November 20, 2007 and plans to visit his son in California for the Thanksgiving holidays. In addition, he will be out of the office December 3-4, 2007 to attend a meeting of the Transforming Texas Libraries' Task Force in Austin.

Dr. Sanchez stated the application for branch campus status for the Midlothian campus has been finalized and is ready to be submitted to the Coordinating Board the following week. He thanked Dr. Ward for his diligence in preparing the application.

Dr. Sanchez concluded by wishing Trustees a happy Thanksgiving and expressing both his and the staff's appreciation of them.

Adjournment

Mr. Stites made a motion to adjourn at 8:00 p.m. and Mr. Borkchum seconded the motion. The vote was unanimous.

Respectfully submitted,

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