

**NAVARRO COLLEGE BOARD OF TRUSTEES
OCTOBER 25, 2007 MEETING
MINUTES**

The governing body of NAVARRO COLLEGE met at the Navarro College South Campus in Mexia, Texas on Thursday, October 25, 2007 for their regular monthly meeting. All trustees were in attendance: Mr. Homer Wasson, Chairman; 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.

Also in attendance were:

Dr. Richard Sanchez	District President
Dr. Harold Nolte	President, Ellis County Campuses
Dr. Kenneth Martin	Vice President, Academic Affairs
Dr. Erik Zoellner	Vice President, Student Services
Dr. Tommy Stringer	Vice President for Institutional Advancement
Mr. Dewayne Gragg	Dean, Enrollment Management
Ms. Nelida Aguilar	Director, Human Resources
Ms. Donna Parish	Director, Marketing and Public Relations
Mr. Guy Featherson	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. Matt Miller	Director of Media Integration Services Center
Ms. Julianne Dodge	<u>Navarro County Times</u>
Mr. Bob Belcher	Corsicana Daily Sun

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

Call to Order

Mr. Wasson called the meeting to order at 7:04 p.m. and welcomed visitors from Mexia and surrounding areas to the meeting. Mr. Herod was asked to lead the assembly in prayer.

Take Action on September 20, 2007 Board Meeting Minutes

Mr. Borkchum made a motion to approve the minutes from the September 20, 2007 meeting, and Mr. Herod seconded the motion. The decision was unanimous.

Board Announcements

There were no announcements or comments.

Open Forum Time

There were no requests to address the Board.

Take Action on August 2007 Financial Statement

Dr. Sanchez asked Ms. Brenda Duncan, Business Manager, to present the August 2007 financial statement. Ms. Duncan reviewed the unaudited Statement of Changes in Fund Balances for the fiscal year ending August 31, 2007. She stated the year ended in very good condition with fund balances of \$2,379,389 in the Educational and General Fund, \$2,259,372 in the Auxiliary Fund, \$198,794 in the Debt Service Fund, \$1,344,761 in the Plant Fund, and \$4,146,041 in the Scholarship Fund. She stated the balance of the Plant Fund will be carried forward to the new fiscal year to pay for on-going construction projects that were not finished August 31, 2007. The \$38,821 in the Scholarship Fund will also be carried forward to the next fiscal year.

Ms. Duncan then reviewed the unaudited Statement of Budget Changes for the period ending August 31, 2007. Current amendments decreased the budget by \$783,397 and reflected adjustments for grant funds crossing fiscal years, receipt of a Virtual College of Texas Digital Photography Development Grant, revenues from testing and museum sales, and miscellaneous year end departmental adjustments. The revised budget at August 31, 2007 totaled \$67,916,330.

A review of the Source of Funds showed 100.29% of the current budget had been earned as of August 31, 2007 as compared to 99.58% earned the previous year on, August 31, 2006. A review of the Disbursement of Funds showed 98.82% of the current budget had been expended as of August 31, 2007 as compared to 98.05% in 2006.

Ms. Duncan concluded her presentation with a review of the unaudited Schedule of Cash Balances and Investments for the period ending August 31, 2007. The college ended the fiscal year with \$3,054,048.45 in cash and \$12,508,157.11 in investments.

Mr. Stites made a motion to accept the August 31, 2007 financial statement, and Mr. Borkchum seconded the motion. Acceptance was unanimous.

Take Action on Quarterly Investment Report for period ending August 31, 2007

Ms. Duncan was asked to continue with the Quarterly Investment Report for the period ending August 31, 2007. Investments in Public Funds Interest Bearing Checking/Savings Accounts have decreased by \$1,500,000 since May 31, 2007 for an ending book value of \$7,044,157.11. Investments in Certificates of Deposit increased \$500,000 for an ending book value of \$1,450,000. Ms. Duncan stated the opportunity arose to move short-term cash investments into certificates of deposit earning higher interest rates of 5%.

The ending book value in investments in U.S. Treasury Bills at August 31, 2007 decreased \$63,000 for a total of \$1,790,000. There were no changes in the beginning and ending book value of funds invested in U.S. Government Agency Securities for a total of \$2,224,000 for the period ending August 31, 2007.

Ms. Duncan reviewed the breakout of investments by fund and the maturity schedule, noting investments in the Plant Fund have decreased as new building construction has been completed. Ms. Duncan concluded her report with a review of pledged collaterals as of August 31, 2007. Total deposits of \$16,340,767.33 are covered by FDIC insurance in the amount of \$826,551.35 and pledged collaterals which total \$21,830,082.78.

Mr. Huffman made a motion to accept the Quarterly Investment Report for period ending August 31, 2007. Mr. Stites seconded the motion. Acceptance was unanimous.

Mr. Wasson thanked Ms. Duncan.

First Reading of Proposed Changes to Associate Degree Nursing Program Student Handbook

Dr. Sanchez stated changes are periodically needed in the student policies and procedures handbooks for the Associate Degree Nursing (ADN) and Licensed Vocational Nursing (LVN) programs. He asked Dr. Martin to introduce Ms. Glenda Terry, Assistant Dean of Health Professions. Dr. Martin stated Ms. Terry has provided strong leadership to the program before asking her to present the proposed changes to the ADN handbook.

Ms. Terry stated that the pass rate for nursing students was down last year. As a result, a self-study was conducted and sent to the Board of Nurse Examiners. She stated the changes being proposed are a result of this self-study and are being made in an effort to increase the pass rate.

Ms. Terry briefly reviewed major changes being proposed to the Associate Degree Nursing Program Student Handbook including:

- Texas Board of Nurses (TBON) name has been changed to Board of Nurse Examiners (BNE)
- Successful completion of HESI exams are now required for graduation
- Admission requirements include passing score on Nurse Entrance Test (NET) and negative criminal history report from DPS or FBI
- Changes in the point system used for ranking students requesting entry into program
- Course grade criteria (75-79 = C, 74 = D) – student must have minimum grade of “C” to graduate
- Revised policies for students with acute and chronic illnesses, and students taking prescribed medications - a

doctor's release is now required to ensure safety in clinical settings

- Updated student acknowledgement and signature page

Dr. Price made a motion to approve the changes to the ADN Student Handbook without a second reading. Mr. Herod seconded the motion, and the decision was unanimous.

First Reading of Proposed Changes to Licensed Vocational Nursing Program Student Policy Manual

Ms. Terry continued with a review of a few major changes in the LVN Student Policy Manual.

- COMPASS test is being replaced by Accuplacer test as the required entrance exam for admission into LVN program
- Attendance in information sessions will no longer be mandatory; information for entrance into the LVN program has now been made accessible on the College's website allowing students to download and complete applications for submission into the program

Dr. Price made a motion to approve the changes to the LVN Student Policy Manual without a second reading. Mr. Herod seconded the motion. Approval was unanimous.

Discussion followed about the number of applicants in the program. Mr. Huffman inquired if the program receives more applicants than it can handle. Ms. Terry responded that was not the case this year with only 90 students. She stated the LVN program had hoped for 96-98 students this year. Students on the waiting list for the ADN program were enrolled into the LVN program to help fill the program. Ms. Terry stated several students applied who did not meet the eligibility requirements.

Dr. Sanchez asked Ms. Terry if she felt the lower enrollment is a trend that is developing or if this is an abnormality. He also inquired if the admission standards are comparable or more stringent than other programs. Ms. Terry responded that since this is her first year, she was not sure if this is a trend or an abnormality. She stated Navarro College's admission requirements are comparable to other schools. She noted that El Centro College only takes students with a 4.0 grade point average.

Dr. Martin stated that hundreds of potential students show interest in the information sessions but only students who are qualified can be accepted. He stated that under Ms. Terry's leadership, he expects the program to draw more students and the pass rate to improve.

Dr. Price asked if the changes being approved in the policies and procedures handbook are anticipated to help improve the pass rate. Ms. Terry stated that by requiring students to pass the HESSE exams instead of just leaving it as a recommendation should be helpful.

Mr. Wasson thanked Ms. Terry for her presentation.

Update on Navarro College South Campus

Dr. Martin introduced Guy Featherston, Dean of the Navarro College South campus. He stated he has been amazed at the leadership Mr. Featherston has shown and that he has been well received as evidenced by the number of faculty and staff present. Mr. Featherston was then asked to present an update on the Navarro College South campus.

Mr. Featherston stated the Navarro College South campus is very diverse with students ranging from 16 through 60 years of age. The campus serves a geographical range covering approximately 2,000 square miles including Limestone, Freestone, and Leon counties. Demographically, the population remains small. He stated the population in Limestone County grew only 2.9% in the years from 2000 – 2006 and actually declined in 2005-06. Leon County has experienced the biggest growth with 8%. The growth rate for the three counties combined for the period 2000-2006 was only 4.5%.

Mr. Featherston introduced members of the South campus faculty and staff and acknowledged their part in the success of the campus.

He continued stating Navarro College offers dual credit courses in eleven high schools throughout the South Campus service area. Enrollment in dual credit courses struggled this year with the number of students in the junior and senior high school classes being the smallest since 2003. On a positive note, Fairfield in Freestone County is experiencing tremendous growth in its elementary schools and junior high schools, a good basis for future growth at the Navarro College South campus.

Continuing education programs, especially GED/ESOL programs, are very strong due to an influx of Spanish speaking families in the area, as well as the ratio of adults who do not have a high school diploma. Cosmetology continues to have a strong impact on enrollment with courses being offered for both high school students and adults.

Mr. Featherston stated Navarro College's relationship with Mexia State School continues to be strong. Mexia State School is the largest employer in Limestone, Freestone, and Leon County with 1,500 employees. Navarro College classes have been conducted at Mexia State School for years on a limited basis but in the past year they have been expanded. Mexia State School requires their employees to take mandatory classes provided by Navarro College. This has had a major impact on the number of contact hours generated.

Mr. Featherston stated a new oil and gas program will soon be offered at the South Campus with the initiation of a certificate in spring 2008 and an A.A.S. degree in fall 2008 in Oil and Gas Technology. The program is being developed in partnership with EnCana Oil and Gas as well as XTO to fund the initiative. Another new program, Industrial Equipment and Repair Certificate, is being planned in partnership with NRG Energy Company located in Jewett.

Mr. Featherston talked about activities held by the Student Government on the South Campus and their community involvement such as "Trash Pickup." A number of students and faculty from the South Campus also attended the Navarro College Homecoming football game as a group.

Excellence, an annual fundraiser formerly called Denim and Diamonds, was held last year. Approximately \$43,000 was raised with approximately \$25,000 going towards scholarships for students within the area. The next event is scheduled for April 12, 2008.

Mr. Wasson thanked Mr. Featherston for an entertaining presentation.

Update on Personnel Activity

Ms. Aguilar was asked to provide an update on personnel activity.

The following appointments were made during September 2007 :

- Alan Eddins (Campus Police Officer, Corsicana)
- Debra Goodwin (Catering Hostess/Cashier, Corsicana)
- Kenneth Harris (EMS Coordinator, Waxahachie)
- Tena Mabile (Lab Coordinator, Mexia State School)

The following employee reassignments were made during September 2007:

- Kristine Garrison (Administrative Assistant III from Library Clerk, Midlothian)

The following employee reclassifications were made during September 2007:

- John Baker (Director of Student Support Services from Counselor, Waxahachie)
- Lori Graham (Human Resources Generalist from Records Clerk, Corsicana)
- Alene Huffman (Assistant Director of Student Services & Tutorial Coordinator from Director of Testing, Corsicana)
- Tabitha Stone (District Testing Coordinator from Testing Administrator)

Ms. Aguilar concluded her report stating interviews for open positions were being scheduled and final interviews for the position of Assistant Dean for the Waxahachie campus would be taking place on Friday.

President's Report on Items of Information

Dr. Sanchez asked Ms. Parish to present the Board's calendar. Ms. Parish highlighted upcoming events taking place including: the Navarro Rifles Historical Marker Dedication with events taking place at the Cook Education Center throughout the day on Saturday, October 25; a Navarro College Bulldogs game will be played at Tiger Stadium on Saturday, October 25; President's Fall Forums; an annual Halloween contest to be held on all campuses October 31; and upcoming athletic events.

Ms. Parish continued her presentation stating the booklet of information articles on Navarro College is ready to be printed. She stated that when the Board is ready she will have them sent out. She also noted that EnCana Oil and Gas Company would like to hold a ribbon cutting ceremony at Navarro College. Tentative plans are to hold the event on November 15, before the next Board meeting.

Dr. Sanchez inquired about the Board's wishes regarding publishing the information booklets. After some discussion, it was decided that a final draft would be sent to each board member for review before a decision is made to publish the booklet.

Dr. Sanchez stated that if EnCana Oil agrees to hold the ribbon cutting on November 15, 2007 before the next board meeting, heavy hors d'oeuvres will be served.

Next, Dr. Sanchez asked Dr. Nolte to give a report on the new Waxahachie campus buildings. Dr. Nolte stated that furniture and computers have been moved in and telecommunications are being installed in the buildings. Some faculty offices are being occupied and students are already taking classes in the classroom building. Fire and EMT students will begin moving into the continuing education building soon. He expressed his appreciation to the board stating the buildings look great and several compliments have been received.

Dr. Sanchez asked Dr. Martin to update the board on EnCana Oil and XTO. Dr. Martin stated word has been received from EnCana Oil and XTO that funding was approved for the Oil and Gas Program to begin in January. Dr. Martin stated EnCana and XTO will provide scholarship funds as well as furnish facilities and equipment for the program. Approximately 40 students expect to be enrolled the first semester. Dr. Martin added that Navarro College, in partnership with North Central College, is applying for a grant from the Department of Labor. The grant will help fund more equipment and instruction. He stated he is extremely happy with this program and commended Mr. Featherston, Dr. Housley and others for their work on this project.

Dr. Martin continued with a report on the Fast Track Program. He stated the program has faced a dilemma with the illness of the program's lead instructor. As a result, there has been some student attrition in the program. He stated that Judy Cutting

and Don Mershawn have stepped up to assist with instruction. Students have been contacted and are being assessed and offered assistance. He stated he fully expects the program to enroll another 20 students in the spring semester.

Dr. Sanchez stated he attended a meeting of the Texas Association of Community Colleges presidents in Austin the day before, and was disappointed not to find out more information regarding the restoration of funds vetoed by the Governor. He stated no additional information was shared other than the information published in the papers. There are still questions regarding when the allocation will be forthcoming and it has not been determined from where the funds will be taken. As a result, budgets will have to be developed on "good faith" with hope that the money will be received in time. Dr. Sanchez stated that two budgets may have to be developed: one including restoration of funds and another without restoration of funds. He stated he will continue to ask questions and follow up on the matter.

Dr. Sanchez stated a letter has been received from the City of Mexia asking Navarro College to address the issue of a building owned by the College that has become dilapidated. He asked Ms. Duncan to report on what is being done. Ms. Duncan stated that Karl Humphries, Director of Physical Plant, has made arrangements to meet with an engineer on Monday. An inspection will be conducted to determine if there are any environmental or structural issues that have to be addressed, such as asbestos removal or common walls. Samples will be taken and once they have been tested and the results received, more will be known on what will be required to demolish the building, including any asbestos abatement. Dr. Sanchez stated he has no idea what the cost for tearing down the building will be, and will keep the board advised once more is known.

Dr. Sanchez stated the proposal for Branch Campus Status for the Midlothian Campus is being finalized with the hope to have it completed for submission by the following week.

Dr. Sanchez stated there is a great deal of congestion in the game room and weight room in Gibson Hall due to the number of residence life students. He stated that an extension to Gibson Hall has been discussed previously and due to the excessive cost of construction in Ellis County, plans for construction of an addition were postponed. The College continues to increase in student headcount and additional space is needed to provide facilities for our students during non-class hours and weekends. The project would be funded using funds remaining in last year's budget. In addition, there is need for a second laundromat to provide more washers and dryers for the residence life students. Both of these projects, the addition to Gibson Hall and the laundromat, would cost approximately \$700,000. Computer generated drawings were displayed demonstrating how the proposed expansion to Gibson Hall would look and showing the location of the proposed laundromat. Dr. Sanchez asked for the Board's direction regarding his proposal. After some discussion, Dr. Sanchez suggested that architectural drawings and cost estimates would be prepared and presented at the next board meeting in November. At that time, a determination can be made relative to the proposed construction of these two items.

Dr. Sanchez asked if the board desired to move forward with naming the newest residence life building in honor of Mr. W.H. Norwood. Mr. Norwood was instrumental in the creation of Navarro College. It was the consensus of the board to follow through with the naming the residence hall after Mr. Norwood. Dr. Sanchez also asked if the board desired to consider naming the new classroom building in Waxahachie. After a brief discussion, it was the consensus of the board to postpone this item.

Mr. Wasson stated he received a letter earlier in the week and asked fellow board members to review his letter of response and to give him their opinions before it is signed. All board members, with the exception of Mr. McGraw, stated they agreed with the content of the letter. Mr. McGraw stated he felt it would be better to answer all the questions being asked. During the discussion, it was noted that legal counsel advised that information that is not available and has to be generated does not have to be provided; therefore, several items requested were not provided. Mr. Raines did provide the information requested subject to the Open Records Act

Meeting Announcement

The next meeting of the Board of Trustees will be held on November 15, 2007 in the Gaston Gooch One Stop Student Center on the Corsicana campus.

Adjournment

Mr. Stites made the motion to convene at 8:45 p.m. and Dr. Price seconded it. The decision was unanimous.

Mr. Wasson thanked everyone for their attendance.

Respectfully submitted,

Dr. James G. Price
Secretary/Treasurer