

**NAVARRO COLLEGE BOARD OF TRUSTEES  
NOVEMBER 17, 2016 MEETING  
MINUTES**

Navarro College Board of Trustees gathered on Thursday, November 17, 2016 in Walker Dining Hall to conduct their regular monthly meeting. All trustees were in attendance including: Mr. Lloyd Huffman, Mr. Phil Judson, Mr. Richard Aldama, Mr. Todd McGraw, Ms. Faith Holt, Mr. A. L. Atkeisson, and Mr. Loran Seely.

Others in attendance included:

Dr. Richard Sanchez	District President
Dr. Kenneth Martin	President, Ellis County Campuses
Ms. Teresa Thomas	Vice President, Finance and Administration
Ms. Carol Hanes	Interim Vice President, Academic Affairs
Dr. Harold Housley	Vice President for Institutional Studies
Ms. Maryann Hailey	Vice President, Student Services
Ms. Marcy Ballew	Vice President, Human Resources
Ms. Sina Ruiz	Interim Vice President, Enrollment Management and Institutional Research
Mr. Roark Montgomery	Athletic Director
Ms. Stacie Sipes	Director of Marketing and Public Information
Elizabeth Chivers	Director of Institutional Research
Ms. Connie Standridge	Corsicana City Manager
Ms. Leslie Smith	Executive Assistant to the District President

Other faculty, staff and guests were also in attendance.

**Call to Order**

Following a dinner with invited guests in the President's Dining Room, Mr. Huffman called the meeting to order at approximately 7 p. m.

**Closed Session**

Mr. Judson immediately made a motion to convene into Closed Session to discuss real property matters according to Government Code 551.072. Mr. Seely seconded the motion and the decision was unanimous.

No action, decision or vote was taken during the Closed Session. At approximately 7:45 p.m., Ms. Holt made a motion to relocate to the Lone Star Room and reconvene into Open Session. Mr. Judson seconded the motion and the decision was unanimous.

At 7:52 p.m., Mr. Huffman reconvened the meeting in the Lone Star Room and asked Mr. Judson to begin with a prayer.

**Board Announcements**

There were no announcements from the Board.

**Open Forum Time**

There were no requests to address the Board.

## **Consent Calendar**

### **a. Minutes – October 27, 2016 Meeting**

Mr. Aldama made a motion to approve the Consent Calendar and Mr. Atkeisson seconded the motion. Approval was unanimous.

### **Consider Resolution Re-establishing Tax Abatement Guidelines, Criteria and Policy**

Ms. Connie Standridge, Corsicana City Manager, was invited to present proposed changes to the *Tax Abatement Guidelines, Criteria and Policy* on behalf of Scott Jones, Navarro County/Corsicana Economic Development Director. Ms. Standridge began by thanking the Board and Dr. Sanchez and expressed appreciation for the Small Business Development Center's partnership with the city. She praised SBDC Director, Leslie Leerskov, for her work.

Ms. Standridge asked the Board of Trustees to consider lowering the threshold criteria for tax abatements by re-establishing the *Tax Abatement Policy Guidelines and Criteria for Granting Tax Abatement*. The proposed changes are based on a survey of other cities and current practices and reduces the requirement for companies to invest a minimum of one million dollars (\$1,000,000) in property improvements to five hundred thousand dollars (\$500,000) and reduce the criteria for creating new, full-time equivalent jobs from twenty (20) to fifteen (15) to be eligible for tax abatement. The change is expected to encourage more small businesses.

Ms. Standridge stated the Board first adopted its *Tax Abatement Policy Guidelines and Criteria for Granting Tax Abatement* in April 2015 and is required by law to review it every two years. Approval of the revised guidelines and criteria, will place the College on the same cycle as the City and other taxing entities for future reviews.

Mr. Seely inquired if the terms of abatement are negotiable. Ms. Standridge responded the Board is legally limited to a maximum of 10 years but it is allowed to shorten the terms. Mr. Atkeisson asked if the policy and guidelines apply to all of Navarro County or just the City of Corsicana. Ms. Standridge stated the college's policy would apply to any business within Navarro County.

Mr. Judson made a motion to adopt the revised *Tax Abatement Guidelines, Criteria and Policy* and Mr. Atkeisson seconded motion. The motion passed by a unanimous decision.

### **Consider Action on October 2016 Financial Statement**

Ms. Thomas was asked to present the October 2016 financial statement. A review of the Statement of Budget Changes indicated an increase of \$175,000 for a total of \$91,022,046 as of October 31, 2016. Ms. Thomas stated a budget was established from the fund balance for remaining costs associated with the new telephone system. In addition, funds were transferred from the Educational and General Fund for updating classrooms located at the Fairfield Career and Technical Center.

A comparison of sources and disbursements to the previous year indicated an increase in net income of 22.55%. Ms. Thomas cautioned the results were misleading and do not reflect the encumbrance of salaries last year and funds that will be transferred for Debt Service payments.

Mr. Seely made a motion to approve the October 2016 Financial Statement and Mr. Aldama seconded. The decision to approve was unanimous.

### **Consider Action on Inter-local Contract Agreements with Purchasing Cooperatives**

Approval to join two additional purchasing cooperatives, Region 3 and Region 19 Education Service Centers, was requested. Ms. Thomas stated participation in the purchasing cooperatives will increase the College's purchasing power and allow purchases of paint, chemicals, HVAC parts and janitorial supplies and will eliminate the cost and time involved with the bidding process.

Mr. Aldama made a motion to approve the inter-local contract agreements to participate in the purchasing cooperatives. Ms. Holt seconded the motion and it passed by a unanimous vote.

### **Consider Approval and Endorsement of Architects Proposed Schedule for Preparation of Construction Documents for the Albritton Administration Building, Phases 2, 3, and 4**

Mr. Huffman stated approval to move forward with Phases 2, 3 and 4 of the architect's proposed schedule for repairing the Albritton Administration Building will allow blue prints and specifications to be drawn up in preparation for going out for bid and determining the cost for the project. It does not give approval to start the project. Dr. Sanchez stated if the Board approves moving forward with Phases 2, 3 and 4, the documents should be ready for the bidding process by June, 2017 or sooner.

Mr. Judson made the motion to approve moving forward with Phases 2, 3 and 4 for preparation of construction documents for the Albritton Administration Building. The move was seconded by Mr. Aldama and the motion was passed by a unanimous vote.

### **Campus Safety and Emergency Preparedness**

Ms. Hailey and Dr. Housley, committee co-chairs, presented an update on campus safety and emergency preparedness. Ms. Hailey stated the purpose of the Campus Safety and Preparation Committee is to maintain campus safety and to ensure emergency preparedness for Navarro College campus communities. The committee meets quarterly and consists of administrators, faculty, staff, students, as well as representation from university partner, TAMUC.

Past initiatives include: installation of emergency "blue" phones, a WatchDog alert system, security cameras, strategic shrub removal and tree trimming, enhancement of security lighting, outdoor siren/public address system, establishment of a strict Code of Conduct and a Behavior Intervention Team; and the addition of a narcotics detection canine, "Dixie".

Current initiatives being addressed include implementing an emergency operations plan, risk management training, and synchronizing the public announcement (PA) and siren system with the city. Ms. Hailey stated over the past week numerous safety drills have been held on all campus locations. In compliance with state law, a self-assessment of the drills will be conducted and a report filed.

Dr. Housley and Ms. Hailey continued with a brief overview of the various laws impacting campus safety and emergency preparedness including:

- Texas Education Code 37.108 - Texas School Safety Center
- Drug-Free Schools & Communities Act (DFSCA, 1990)
- Title IX (1972)
- The Campus Security Act of 1990: "The Jeanne Clery Act"
- Violence Against Women Act (VAWA, 2013)
- Texas HB 699—Higher Education Campus Sexual Assault Policy Required (2015)
- Mental Health and Suicide Prevention - Texas SB 1624 (2014)
- Clay's Bill (Texas HB 2639, 2007) Risk Management Training, and
- Texas Senate Bill 11 Campus Carry

Dr. Housley stated the new Campus Carry Law authorizing a license holder to carry a concealed handgun on campus is being addressed by a sub-committee. The law became effective for four-year universities this fall and will

become effective for public junior colleges on August 1, 2017. A Campus Carry sub-committee is working on developing a Concealed Carry Policy for the Board to adopt. The committee has been monitoring universities in the area to see what issues they are incurring as they implement their policies. Plans are to propose adoption of a policy very similar to the one instituted by the University of North Texas.

Following brief discussion and a question and answer period, Mr. Huffman thanked Ms. Hailey and Dr. Housley for their presentation.

### **Noel Levitz Student Satisfaction Survey**

Sina Ruiz recognized Elizabeth Chivers for her tremendous work and asked her to present the results of the Ruffalo Noel Levitz survey.

Ms. Chivers stated the Ruffalo Noel Levitz Student Satisfaction survey was administered to students in spring 2016. The questionnaire consisted of over 80 items addressing college experiences. Students were asked to rate their level of satisfaction with key institutional services and the level of importance of each. The demographics of students who took the survey were broken down by gender, age, ethnicity and full-time/part-time status. Ms. Chivers stated the survey was not administered to students under 18 including dual credit students.

Compared to April 2012 survey results, higher satisfaction was shown in the following areas district wide:

- Classes are scheduled at times that are convenient for me.
- Faculty are fair and unbiased in their treatment of individual students.
- My academic advisor is approachable.

Lower satisfaction was shown in:

- Adequate financial aid is available for most students.
- On the whole, the campus is well-maintained.
- Policies and procedures regarding registration and course selection are clear and well-publicized.

The top three key strengths and challenges by campus location were also identified. Ms. Chivers stated the survey enables the college to compare itself to other community colleges at the national level, create benchmarks for assessing student satisfaction for assessment of progress over time, and help identify strengths and areas for improvement. Based on the survey results, priority will be given to addressing the following areas.

- Admissions & Financial Aid – “Adequate financial aid is available for most students” ranked in the bottom three for satisfaction on all campuses and second lowest for the district.
- Academic Advising/Counseling – “My academic advisor is knowledgeable about my program requirements” and Campus Support Services held the lowest satisfaction ranking on all campuses
- Academic Services, and Student Centeredness – these areas decreased significantly and showed the largest gap from the national average.

Ms. Chivers concluded her presentation and offered to answer any questions. Mr. Judson inquired if the issue regarding dissatisfaction with financial aid is not having enough financial aid counselors or because there aren't enough programs to fit students' needs. Ms. Chivers responded the issue is a combination: not enough funds available but also the students' lack of understanding how to navigate the process. More help and support is needed to assist them.

Mr. Huffman expressed appreciation to Ms. Chivers for her report and commented on the importance of tracking Navarro College's progress compared to its peers.

### **Update on Personnel Actions**

Ms. Ballew presented an update on personnel action for October 2016. Six new appointments were made:

- Zonelle Fenton – Campus Police Officer – Corsicana Campus
- Stephanie Rodriguez – Administrative Assistant – Enrollment Services – Midlothian Campus
- Amy Freeman – Counselor – Small Business Development Center – Mexia Campus
- Alexandra Diemer – Carl Perkins Career & Technical Advisor – Corsicana Campus
- Brittany Phillips – Academic Advisor/Financial Services Coordinator – TRiO Student Services – Corsicana Campus
- Fawn Trotter – Academic Advisor/Tutorial Coordinator

One resignation, Dennis Perkins, Dual Credit Coordinator/Academic Advisor for Ellis County, and one termination, Marla Jackson, Assistant Director of Dining Services Corsicana, occurred during the month of October. No retirements, terminations or transfers took place.

Ms. Ballew concluded her report.

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

#### Board Calendar

Director of Marketing and Public Information Stacie Sipes introduced herself by sharing information about her professional background. Afterwards, she presented highlights on the Board Calendar including upcoming fine arts and athletic events.

#### Enrollment Report

Ms. Ruiz was asked to present an update on enrollment. She reviewed results of a preliminary survey conducted by TACC in October indicating only 12 Texas community colleges projected a decrease in enrollment for fall 2016. THECB's large peer group projected an average increase of 4.6% and the "Highway 31" group projected a 2.4% increase. In comparison, Navarro College's enrollment declined by -2.02%.

Ms. Ruiz continued by sharing strategies that are being implemented college-wide to increase enrollment including: targeted marketing efforts; college-wide effort to encourage students to enroll in spring classes early; and implementing a centralized one-stop service desk to help resolve student issues including financial aid, password reset, etc. In addition, employees are being cross-trained to better assist students.

Ms. Ruiz continued stating recruiters are calling students reminding them to come in and register for classes. She was pleased to report the second week of spring 2016 priority registration had a significant increase in enrollment compared to the same time last year as a result of these new strategies.

Ms. Ruiz concluded her report and responded to Mr. McGraw's inquiry by stating recruiters are still going out to high schools and attending fairs to recruit new students.

#### District President Report

Dr. Sanchez shared several items of information:

- The last two of four forums will be presented Friday, November 18, to update staff on the College's financial situation and plans to cut costs including: reducing paper usage, placing a freeze on travel, determining decreases in departmental budgets, creating an approved list of bookstore purchases; placing a freeze on equipment purchases. A look at modifying the QEP to save money is also being considered. Vacated positions will be reviewed to determine their importance and online instruction course load differential will be reduced to 30, possibly 35. Other areas being looked at include various services, commencements, tutorials, mileage being paid for dual credit courses, and possibly reducing the Employees Retirement Program match to 5%. The last steps to be considered will be salary decreases and elimination of positions. Dr. Sanchez stated he plans to update staff every two months. He stated while staff should be concerned, he doesn't want them to be fearful.
- The Board of Trustees will hold a Closed Session Meeting on Tuesday, November 22, in Waxahachie. The December regular monthly meeting will be held on Tuesday, December 13, at 1 p.m. in the Lone Star Room, following a meal in the President's Dining Room with spouses at 12 noon.
- The Board was reminded of the dates the College will close for the Thanksgiving and Christmas holidays.
- Five trustees must complete THECB required training including Mr. Huffman, Mr. Judson, Mr. McGraw, Mr. Atkeisson and Mr. Seely. They were given the option of a scheduling special meeting or completing the training online. All five indicated they preferred the online option.
- Updates on the Open Meetings Act and Public Information Act and information from the 2016 Attorney General's Open Government Conference, attended by Leslie Smith, were distributed to each Trustee for reference.

Dr. Sanchez concluded his report.

**Announcement and Adjournment**

Mr. Huffman announced again that a Closed Session meeting will be held November 22, 2016 at 7 p.m. at Baylor Scott & White Medical Center in Waxahachie. The next regular meeting of the Board of Trustees will be held on Tuesday, December 13, at 1 p.m. in the Lone Star Room. A lunch with spouses will be held at 12 noon in the President's Dining Room prior to the meeting

Mr. Aldama made a motion to adjourn the meeting and Mr. Atkeisson seconded the move. The meeting adjourned at 9:38 p.m. by a unanimous vote.

Respectfully submitted,



Richard L. Aldama, Secretary-Treasurer  
 NAVARRO COLLEGE BOARD OF TRUSTEES