

**NAVARRO COLLEGE BOARD OF TRUSTEES
SEPTEMBER 19, 2013 MEETING
MINUTES**

The Navarro College Board of Trustees gathered for dinner on Thursday, September 19, 2013 at 6:00 p.m. in the President's Dining Room. Following dinner, the governing body relocated to the Cook Education Center to conduct their regular monthly meeting. All trustees were in attendance including: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Richard Aldama, Mr. A. L. "Buster" Atkeisson, Ms. Faith Holt and Mr. Todd McGraw.

Others in attendance included:

Dr. Barbara Kavalier	District President-Elect
Dr. Kenneth Martin	President, Ellis County Campuses
Dr. Harold Housley	Vice President, Academic Affairs
Ms. Gettie Moreno	Vice President, Finance and Administration
Ms. Maryann Hailey	Vice President, Student Services
Mr. Dewayne Gragg	Vice President, Enrollment Mgmt., Student Success & Instl. Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Marcy Ballew	Associate Vice President of Human Resources
Ms. Glenda Terry	Dean of Health Professions
Ms. Sara Austin	Coordinator, Physical Therapy Assistant Program
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Lynne Coker	Executive Administrative Assistant, Vice President Academic Affairs
Mr. Stuart Lamb	M.I.S.C.

Various other faculty, staff, students and visitors were also present.

Call to Order

At approximately 7:00 p.m., Mr. Huffman called the meeting to order in the Cook Education Center and asked Dr. Price to begin the meeting with a prayer. After the prayer, Mr. Huffman announced a closed session would be held following the President's Report to discuss real estate and personnel matters according to Government Codes 551.072 and 551.074. He stated no action or decision was anticipated.

Board Announcements

No announcements were made by the Board.

Consent Calendar

Dr. Kavalier requested approval of the Consent Calendar which contained the minutes from the August 17, 2013 meeting. Mr. Aldama stated the name "Randy Bloe" in the minutes should be spelled "Randy Blue". Dr. Kavalier stated the spelling would be verified and corrected.

Ms. Holt moved to approve the Consent Calendar and Mr. Judson seconded the motion. The decision was unanimous.

Review Preliminary August 2013 Financial Statement

Dr. Kavalier asked Ms. Moreno to present the preliminary financial statement for the period ending August 31, 2013. Ms. Moreno began by stating the financial statement being presented was preliminary, pending the year-end audit. Auditors are scheduled to arrive October 1, 2013 to begin their review of the financial statements.

Ms. Moreno stated very little activity took place in the Statement of Budget Changes during the month of August 2013. Funds received from the Texas Workforce Commission PACTIV grant in the amount of \$3,629 and revenues generated from Cosmetology sales increased the budget by \$10,900 for a revised total of \$124,287,798.

A review of the Source of Funds indicated 93.93% of the revised budget, \$116,747,329, had been earned as of August 31, 2013 compared to 101.47% the previous year. A review of the Disbursement of Funds indicated 99.24% of the budget had been expended compared to 97.69% the previous year.

Ms. Moreno stated the net effect should be very close to the amounts shown once final year-end adjustments are made and the audit is complete.

Take Action to Set the Ad Valorem Tax Rate for Calendar Year 2013

Dr. Kavalier asked Ms. Moreno to continue by presenting the ad valorem tax rate for calendar year 2013.

Ms. Moreno stated during their August 17, 2013 meeting, the Board of Trustees took a record vote declaring their intent to set the ad valorem rate at \$0.1202 per \$100 assessed valuation, which is the effective tax rate. The effective tax rate is more than the current tax rate due to the fact that the net taxable valuation for the district decreased from the prior year. Ms. Moreno stated the effective tax rate of \$0.1202/\$100 is a calculated rate that will provide the same amount of revenue the College received the year before on properties taxed in both years.

Dr. Price moved to set the ad valorem tax rate for calendar year 2013 (fiscal year 2013-2014) at \$0.1202 per \$100 assessed valuation. Mr. Aldama seconded the motion. The vote was unanimous in favor of the effective tax rate of \$0.1202 per \$100 assessed valuation.

Take Action on Quarterly Investment Report for the Quarter Ended August 31, 2013

Dr. Kavalier asked Ms. Moreno to present the Quarterly Investment Report for the Quarter Ended August 31, 2013.

Ms. Moreno stated during the fourth quarter ended August 31, 2013, the book value of total investments decreased by \$890,000. Three Certificates of Deposit (CDs) matured during the fourth quarter for a combined value of \$990,000. Of this amount, \$100,000 was reinvested into a new CD with a comparable maturity date and an interest rate of .31%. Because interest rates were all lower than the benchmark interest rates of .065% - .28%, the remaining \$890,000 was deposited into an interest-bearing checking account at the College's depository bank, Prosperity Bank, earning .75%.

Mr. Atkeisson made a motion to approve the Quarterly Investment Report for the quarter ended August 31, 2013. Mr. Judson seconded the motion. The vote in favor of the motion was unanimous.

Approve Physical Therapy Assistant Associate Degree Program

Dr. Housley introduced Ms. Glenda Terry, Dean of Health Professions. Ms. Terry then introduced Ms. Sara Austin, Coordinator of the Physical Therapy Assistant Program, and asked her to present an overview of the proposed Physical Therapy Assistant Program in Midlothian.

Ms. Austin described the duties of a Physical Therapy Assistant (PTA) and stated the job outlook for PTA's is high. The demand for PTA's in the Dallas/Fort Worth is fourth in the nation and the job growth nationwide is expected to increase 35% through 2018. PTA graduates can expect to earn a starting annual salary ranging from \$52,000 - \$65,000.

Ms. Austin stated there is a demand for PTA Programs in rural areas south of Interstate 20. Full program accreditation through CAPTE (Commission on Accreditation in Physical Therapy Education) will take approximately three years. Candidacy will be the first step toward accreditation where the College must show satisfactory progress toward compliance based on specified expectations.

Ms. Austin reviewed the program's course requirements including prerequisite courses. She stated a total of 72 credit hours (2112 contact hours) will be required to complete the PTA Program. Following a brief question and answer period, Ms. Austin concluded her presentation.

Dr. Price moved to approve the Physical Therapy Assistant Associate Degree Program, and Mr. Judson seconded the motion. The decision was unanimous.

Update on Personnel Actions

Dr. Kavalier asked Ms. Ballew to present an update on personnel actions.

Ms. Ballew reported the following assignments were made during the month of August 2013:

- Fred Gurney – Associate Professor of Instrumentation and Electrical Technology - Corsicana
- Shelley Taborsky – Associate Professor of Developmental Math – Waxahachie
- Shannon Dunn – Associate Professor of Developmental English – Corsicana
- Lesa Martin – Associate Professor of Developmental Math and English – Mexia
- Amanda Morrison – Associate Professor of History/Government – Mexia
- Harold Mulholland – Associate Professor of History/Government / Administrative Coord. – Mexia
- Audrey Williams – Counselor – Corsicana
- Lesa Hough – Academic Fieldwork Coordinator/Associate Professor of OTA – Corsicana
- Mark Haney – Associate Professor of Chemistry – Corsicana
- Lisa Taylor Cook – Associate Professor of Child and Family Development – Corsicana
- Sigrid Jones-Albercrombie – Associate Professor of Associate Degree Nursing – Waxahachie
- Zoel Kelly – Associate Professor of Developmental English – Waxahachie
- Michael Landers – Head Basketball Coach – Corsicana
- Peggy Anderson – Associate Professor of Biology – Corsicana
- Van Nelson – Area Housing Coordinator III – Corsicana
- Ruditsky "Rudy" Griffin – Assistant Football Coach/Intramurals – Corsicana
- Michelle Smith – Payroll Assistant – Corsicana

Ms. Ballew stated Ms. Floretta Jones, Associate Professor of Biology, was transferred to the Waxahachie Campus and the following resignations occurred during the month of August 2013:

- Mary Karlik – Associate Professor of Licensed Vocational Nursing – Waxahachie
- Elisabeth Brown – Librarian – Corsicana
- Stephanie Sullivan – Coordinator of Tutorial Services/Academic Advisor – Corsicana
- Leslie Shiller – Academic Fieldwork Coordinator – Associate Professor of OTA – Corsicana

Ms. Ballew stated there were no reassignments, terminations or retirements to report for the month of August 2013. She continued stating the following open positions were currently being advertised:

- Dean of Navarro College at Mexia – Mexia Campus
- PTA Academic Coordinator Clinical Education – Midlothian Campus
- Assistant/Associate Professor of Art – Corsicana Campus
- Assistant/Associate Professor of Computer Information Technology – Corsicana Campus
- Assistant/Associate Professor of Licensed Vocational Nursing – Waxahachie Campus
- Librarian – Corsicana Campus

Ms. Ballew concluded her report, and Dr. Kavalier thanked her. Dr. Kavalier stated she had the opportunity to participate in the new faculty orientation prior to the start of the fall semester and was impressed by the extraordinary group joining Navarro College.

President Report on Items of Information

President's Report

Dr. Kavalier gave a brief report on her activities since her first official day, September 2, 2013, as District President. These activities included: meetings with Congressman Barton, Representative Cook, and Dr. Mary Hendrix and Dr. Sharon Johnson from TAMU-C. Other activities included: attending the Artists of the American West Art Show and corresponding events at the Cook Center; recognition at the NAACP reception held at the Martin Luther King Center on September 10; and attending the Region 14 and Southwest Junior College Football Conference Presidents and Athletic Directors meeting in Galveston, Texas September 16.

Legislative Update

Dr. Kavalier shared information regarding President Obama's Affordable Plan and reauthorization of the Higher Education Act. Primary components associated with the plan include: paying for performance (accountability standards); initiative for promoting innovation competition; and sharing student debt (addressing financial aid and the default rate).

ACCT Leadership Congress

Dr. Kavalier stated most members of the Board Trustees will be attending the ACCT Leadership Congress in Seattle, Washington. She was proud to announce the Navarro College Board of Trustees will be highlighted as an exemplary board during a half-day national workshop focused on best practices in Board governance.

Construction Update

Dr. Kavalier asked Ms. Moreno to give an update on the new building being constructed on the Mexia Campus. Ms. Moreno showed pictures of the work in progress including the parking lot. She stated work on the new administration building is progressing well before concluding.

Enrollment Update

Dr. Kavalier asked Mr. Gragg to give a brief update on enrollment and present the Board calendar. Mr. Gragg shared results of a preliminary enrollment survey for fall 2013 conducted by the Texas Association of Community Colleges (TACC). State average headcount enrollment decreased 0.9% and contact hours decreased 0.2%. Navarro College was above average with a 1.2 % increase in headcount enrollment and an increase of 0.2% in contact hours. Mr. Gragg stated once final figures are in place, Navarro College's enrollment figures will increase slightly more. He credited dual credit enrollment for the increase. Brief discussion followed regarding the impact of the Bacterial Meningitis Vaccination requirement on fall 2013 enrollment. Thirty-eight students were dropped for not meeting the requirement.

Board Calendar

Mr. Gragg reviewed highlights from the Board calendar including a presentation by Texas Workforce Commission's Mick Normington; a visit from the SACS consultant, Dr. Tanya Gorman; and upcoming homecoming and athletic events.

Closed Session

At approximately 7:48 p.m., Mr. McGraw made a motion to convene into Closed Session to discuss real estate and personnel matters according to Government Codes 551.072 and 551.074. Mr. Aldama seconded the motion, and the decision was unanimous. Mr. Huffman announced the Board would take a brief break before convening into Closed Session. The next Board of Trustees Meeting will be held on October 17, 2013 at 7 p.m. in the Cook Center.

No action, decision or vote regarding the subjects discussed was taken during Closed Session.

Reconvene into Open Session and Adjourn Meeting

At 9:10 p.m., Mr. Aldama made a motion to reconvene into Open Session and adjourn the meeting. Mr. Atkeisson seconded the motion and the decision was unanimous. The meeting was immediately adjourned.

Respectfully submitted



Phil Judson, Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES