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NAVARRO COLLEGE BOARD OF TRUSTEES  
NOVEMBER 21, 2013 MEETING  
MINUTES

The Navarro College Board of Trustees gathered on Thursday, November 21, 2013 at 961 E. Commerce Street in Fairfield, Texas 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:

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| Dr. Barbara Kavalier | District President   |
| 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. Linda Davis      | Dean of Navarro College South at Mexia                             |
| Ms. Leslie Smith     | Executive Assistant to the District President                      |
| Rep. Byron Cook      | Texas House of Representatives                                     |
| Mr. David Zuber      | President, Fairfield Industrial Development Corporation            |
| Mr. Warren Davis     | Fairfield Industrial Development Corporation                       |

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

**Call to Order**

Mr. Huffman called the meeting to order at approximately 6:30 p.m. and asked Mr. Atkeisson to begin the meeting with a prayer.

**Board Announcements**

Mr. Huffman welcomed special guests, Mr. David Zuber and Mr. Warren Davis from the Fairfield Industrial Development Corporation and Texas State Representative Byron Cook, and thanked them for their participation in this "historic" occasion.

**Open Forum**

There were no requests to speak to the Board.

**Consent Calendar**

Dr. Kavalier requested approval of the Consent Calendar containing the minutes from the October 17, 2013 Board of Trustees meeting.

**Motion:** Mr. Atkeisson moved to approve the Consent Calendar and Mr. Judson seconded motion. The decision was unanimous.

**Approve Purchase of Property from Fairfield Industrial Development Corporation located at 961 E. Commerce Street, Fairfield**

Dr. Kavalier called on Dr. Housley to provide information relevant to Navarro College purchasing property located at 961 E. Commerce from the Fairfield Industrial Development Corporation.

Dr. Housley provided an overview of the Fairfield Industrial Development Council's facility, which was previously the site of Windstream. The facility includes six buildings and approximately 16 acres, of which approximately 11 will be available to Navarro College. He continued by reviewing the programs that could be offered at the facility. Dr. Housley stated that FIDC is proposing to sell the property to Navarro College for \$500,000 in addition to \$65,000 for an air filtration system being installed for the Welding Program. Funds for the purchase of the facility and cost of the air filtration system will be paid for out of the College's reserve fund balance. Dr. Housley stressed no Navarro County tax revenues will be used for the purchase or operation of the Fairfield property.

State Rep. Byron Cook, who was invited to say a few words, indicated that he was impressed with the vision of the Fairfield Industrial Development Corporation in working with the College to make the career and technical center possible. The new Career and Technology Campus in Fairfield will be a boon to the community and life changing experience not only to young people like Navarro College Welding student, Justin McKinley, but also to those who want to return to school to continue their education or get new training.

Dr. Kavalier requested the Board's approval to purchase the property located at 961 E. Commerce Street in Fairfield from the Fairfield Industrial Development Corporation in the amount of \$500,000 plus \$65,000 for the air filtration system for a new Career and Technical Center.

Motion: Dr. Price made a motion to approve the purchase of the property and stated, ""We're so grateful for the cooperation and foresight of the people of this county. We appreciate what's been done." The motion was seconded by Mr. Atkeisson who stated ""This is just the tip of the educational and beneficial 'iceberg' for this area. This is just the beginning."

The motion to purchase the property located at 961 E. Commerce Street in Fairfield, Texas from Fairfield Industrial Development Corporation passed by a unanimous vote. Mr. Judson stated "The greatest gift that we can give our communities is the gift of education. I applaud those behind this."

Dr. Kavalier thanked the Board and stated the partnership with the Fairfield Industrial Development Commission will continue. She stated FIDC will be a great advisory council in identifying new programs for the community.

**Ceremonial Signing and Reception**

A ceremonial signing of the Letter of Intent was held involving Mr. Huffman, Dr. Kavalier and Mr. Zuber. Immediately after, everyone was invited to a brief reception to celebrate Navarro College's purchase of the property in Fairfield for a new Career and Technology Campus.

**Take Action on October 2013 Financial Statement**

Dr. Kavalier asked Ms. Moreno to present the October 2013 financial statement.

A review of the Statement of Budget Changes indicated a revised budget totaling \$116,782,954 as of October 31, 2013. Budget amendments recognizing additional funding from federal grants, other local income and cosmetology revenues increased the budget by \$43,500.

A review of the Source of Funds indicated 21.79% of the 2013-14 budgeted revenues had been earned as of October 31, 2013. The Disbursement of Funds indicated 50.37% of the 2013-14 budget had been expended as of October 31, 2013. Ms. Moreno stated this percentage includes funds that have been obligated but not yet spent.

Dr. Kavalier requested approval of the October 2013 Financial Statement.

Motion: Mr. Judson made the motion to approve the October 2013 Financial Statement and Ms. Holt seconded the motion. The vote to approve was unanimous.

#### **Review of Unaudited Statement of Changes in Fund Balances for Year Ended August 31, 2013**

Dr. Kavalier asked Ms. Moreno to present a review of the Unaudited Statement of Changes in Fund Balances for the year ended August 31, 2013. Ms. Moreno began by stating the auditors will present the audited financial statement during the December 2013 Board of Trustees meeting.

The beginning Fund Balance as of September 1, 2012 was \$11,032,755. A review of the unaudited statement as of August 31, 2013 indicated a net change for the fiscal year in the amount of -\$1,466,346 for an ending fund balance of \$9,566,409.

A more detailed review showed an increase of \$464,989 in the Educational & General Fund, an increase of \$276,241 in the Auxiliary Fund, an increase of \$20,431 in the Debt Service Fund, and a decrease of \$286,791 in the Scholarship Fund. Reserves were utilized to fund three construction projects officially completed in 2013 which resulted in a net decrease in Reserve Funds (Fund Balance) as of August 31, 2013.

Dr. Kavalier stated this item was informational only. Some discussion followed regarding a "healthy" amount to be retained in the Reserve Fund. Ms. Moreno stated although there is no formula available, maintaining enough reserves to cover three months of operating expenditures is recommended. Mr. Huffman indicated that he would like to see a graph depicting the College's fund balance (reserves) over the past years and present it to the Board. Dr. Kavalier indicated that she has already started working on this and will present the information at the next Board meeting.

There was additional discussion regarding the current format of the financial reports. Trustees Price and Atkeisson commented that the reports were difficult to read and at times confusing. Dr. Kavalier advised the Board of Trustees that she is working with Ms. Moreno to present the financial reports in a revised format that will more clearly show how funds are being expended. In addition, a new facilities management report showing the status of current construction projects is being developed and will be presented at the next meeting.

#### **Navarro College South at Mexia Campus Program Highlight**

Dr. Kavalier stated in celebrating the partnership with FIDC, it was also appropriate to highlight what is happening in Mexia. She called on Ms. Davis to share a program highlight from the Mexia Campus.

Ms. Davis began by stating the South Campus at Mexia's service area covers Limestone, Freestone and Leon Counties. She was pleased for the opportunity to highlight Ms. Anna Pat Alpert, a popular math professor and one of nine full-time instructors on the Mexia Campus.

Ms. Alpert's use of the SmartBoard and its electronic features allows her to display and demonstrate the use of a graphic calculator as well as share online videos and web based content with her students. Ms. Alpert also uses the SmartBoard's features to "capture" class notes and make them available to students on Blackboard. Ms. Davis stated Ms. Alpert is a favorite among students and has been recognized with the Mexia Campus's Extra Mile Award.

Ms. Davis concluded her presentation by inviting the Board to visit the Mexia campus at any time. Brief discussion followed regarding the new administration building currently under construction at the South Campus. It is expected to be completed in approximately three weeks.

Dr. Kavalier thanked Ms. Davis for her presentation.

### **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 October 2013:

- Sina Ruiz - Interim Dean of Institutional Effectiveness – Corsicana Campus
- Lisa Rigsby – PTA Academic Coordinator Clinical Education/Assistant Professor – Midlothian Campus
- Talina Williamson – Assistant Professor – Licensed Vocational Nursing – Waxahachie Campus
- Sherri Stearman – TRiO Academic Specialist – Corsicana Campus
- Cheryl Rice – Coordinator of Tutorial Services/Academic Advisor II – Corsicana Campus

She stated Ms. Dana Holland, Director of Computer Center on the Corsicana Campus, retired during the month of October 2013. There were no reassignments, transfers or terminations to report.

Ms. Ballew continued stating nine open positions were currently being advertised:

- Dean of Navarro College at Mexia – Mexia Campus
- Director of TRiO Student Support Services – Corsicana Campus
- Assistant/Associate Professor of Art – Corsicana Campus
- Librarian – Corsicana Campus
- Director of College Bands/Professor of Music -Corsicana Campus
- Online Curriculum Developer – ShaleNET US – Corsicana Campus
- Campus Police Officer – Corsicana Campus
- Assistant Director of College Stores – Corsicana & Mexia Campuses
- Area Housing Coordinator III – Corsicana Campus

Dr. Kavalier thanked Ms. Ballew for her report

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

#### **President's Update**

Dr. Kavalier gave a brief report on her activities since the November Board of Trustees meeting:

- Participated in a SACS accreditation site visit
- Attended a Navarro County Commissioners Court meeting with Bruce Howard and was introduced to all Commissioners
- Received a donation in the amount of \$87,000 from Dr. David Campbell on behalf of the Navarro Education Foundation for Caston scholarships
- Received a Texas Workforce Commission grant check in the amount of \$680,000 for Pactiv in partnership with Navarro College for the development of job training skills. Special guests included Representative Byron Cook and TWC Commissioner, Ronny Congleton. Trustee Phil Judson was also present.
- Received letter advising Navarro College will be recipient of Texas Workforce Commission's Partnership of the Year Award.
- Gave the welcome address at the Career Expo organized and sponsored by the Corsicana and Navarro County Chamber of Commerce and Navarro College
- Met with Groesbeck ISD Superintendent and High School Principal regarding interest in expanding Dual Credit offerings
- Accepted invitation to tour TAMU-C campus in Commerce and met with Vice President Mary Hendrix and President Dan Jones as well as faculty in the higher education program. Discussed TAMU-C's interest in offering a graduate program at the Corsicana campus.
- Participated with executive staff in a media training workshop facilitated by Merrie Spaeth, Spaeth Communications
- Organized an Active Shooter Training with Police Chief and Administrative Services Office for select Navarro College employees and the Navarro College Police Department. Also provided an Active Shooter Video viewing for all employees.
- Was keynote speaker at the Region II SGA meeting in Waxahachie; and
- Toured Waxahachie Global High School with Dr. Martin and met with students, principal and superintendent of Waxahachie ISD.

#### Enrollment Update

Dr. Kavalier called on Dewayne Gragg to present an update on enrollment. Mr. Gragg stated 2,470 students have registered for spring 2014 classes and approximately 357 students have enrolled in winter mini-mester classes. Navarro College was one of only five Texas Community Colleges that realized an increase in enrollment during the fall 2013 semester (1.7%). Mr. Gragg stated he anticipates a similar increase for spring 2014.

#### Board Calendar

Mr. Gragg continued with a review of highlights from the Board Calendar. He also announced that Navarro College's Women's soccer team will compete in the National Semi-final Tournament the following day.

Dr. Kavalier concluded the President's Report by inviting the Board to attend the College's Holiday Party on December 17 and wished everyone a safe and happy Thanksgiving.

#### **Announcement and Adjournment**

Mr. Huffman thanked everyone for their presence during this historic meeting. He announced the next Board of Trustees will take place on December 19, 2013 at the Cook Center located on the Corsicana Campus.

Mr. Aldama made a motion to adjourn the meeting at 7:39 p.m. Mr. McGraw seconded the motion and the decision was unanimous.

Respectfully submitted,



Phil Judson, Secretary-Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES