

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

The Navarro College Board of Trustees gathered on Thursday, December 19, 2013 in the President's Dining Room for a Closed Session meeting before relocating to the Cook 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
Dr. Kenneth Martin	President, Ellis County Campuses
Dr. Harold Housley	Vice President, Academic Affairs
Ms. Gettie Moreno	Vice President, Finance and Administration
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. Leslie Smith	Executive Assistant to the District President
Ms. Lynne Coker	Executive Administrative Assistant to Vice President of Academic Affairs
Ms. Aaron York	Comptroller
Ms. Jan Phillips	Bursar
Ms. Rhina Sandoval	Chief Accountant
Ms. Kristy Davis	Senior Manager, Jaynes, Reitmeier, Boyd & Therrell, P.C.
Mr. Bob Belcher	Corsicana Daily Sun

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

**Call to Order**

Mr. Huffman called the meeting to order in the President's Dining Room at approximately 6 p.m. Mr. Atkeisson immediately moved to convene into Closed Session to discuss personnel matters according to Government Code 551.074. Ms. Holt seconded the motion and the decision was unanimous.

At 6:55 p.m., Mr. Aldama moved to reconvene into open session and move to the Cook Center for their regular monthly meeting. Dr. Price seconded the motion and the decision was unanimous.

At 7:00 p.m., Mr. Huffman reconvened the meeting into open session in the Cook Center.

**Board Announcements**

No announcements were made by the Board.

**Open Forum**

There were no requests to speak to the Board.

**Consent Calendar**

Dr. Kavalier requested approval of the Consent Calendar with the minutes from the November 21, 2013 Board of Trustees Meeting.

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

### **Approve Annual Financial Audit for the Fiscal Year**

Dr. Kavalier invited Ms. Moreno to introduce Ms. Kristy Davis, Senior Accountant from Jaynes, Reitmeier, Boyd & Therrell, P.C. Ms. Moreno introduced Ms. Davis and asked her to present the results of their review of the college's financial statements for the year ended August 31, 2013.

Ms. Davis shared information regarding the scope of work performed by Jaynes, Reitmeier, Boyd & Therrell, P.C. in conducting their audit. Ms. Davis stated it was their responsibility to determine reasonable assurance Navarro College's financial statements are free of material misstatement and are fairly presented. Ms. Davis stated based on their findings, the financial statements are fairly presented in all material respects, and they were issuing a "clean, unmodified opinion."

Ms. Davis reviewed financial highlights from the audit which indicated the college had experienced an increase in its net position, from \$44,863,000 in 2012 to \$48,528,000. She stated there were no significant changes in accounting estimates, and no significant audit adjustments were required.

Ms. Davis continued stating it was also their responsibility to obtain reasonable assurance of compliance and internal controls for the federal and state awards (grants) received by the college. She stated in their opinion, the District is in compliance and a "clean, unmodified" opinion was again being issued.

Ms. Davis responded to questions from the Board by stating there were no formal recommendations or suggestions to be made.

Dr. Kavalier thanked Ms. Davis and requested the Board's approval.

Dr. Price made a motion to approve the Annual Financial Audit for the Fiscal Year Ending August 31, 2013 and Mr. Judson seconded the motion. The motion passed by a unanimous vote.

### **Government Finance Officers Certificate of Excellence**

Ms. Moreno announced for the 12<sup>th</sup> consecutive year, the college has received the Certificate of Excellence Award from the Government Finance Officers Association for its financial audit. Ms. Moreno stated out of 50 community colleges in Texas, only 16 received this award. Ms. Aaron York, Ms. Jan Phillips, and Ms. Rhina Sandoval were asked to stand and be acknowledged for their roles. (Ms. Jeanette Sparks was not present to be acknowledged.)

### **Take Action on November 2013 Financial Statement**

Dr. Kavalier asked Ms. Moreno to present the November 2013 Financial Statement for approval.

Ms. Moreno provided a review of the Statement of Budget Changes. Amendments increased the budget by \$73,378 for a revised total of \$ 116,856,332 for the month ending November 31, 2013.

A review of the Source of Funds indicated \$35,847,604 had been earned as of November 31, 2013 with 69% of budgeted revenues remaining to be earned and 75% of the fiscal year remaining. A review of the Disbursement of Funds indicated \$ 28,360,841 had been expended and \$ 32,122,001 encumbered as of November 31, 2013 with 48.24% of budgeted funds remaining.

Auxiliary Enterprises Schedule of Revenues and Expenditures for the quarter ended November 31, 2013 was also presented. The report indicated auxiliary enterprise revenues in the amount of \$3,171,002 exceeded expenditures totaling \$2,724,931 by \$446,071.

Ms. Moreno concluded her report with a review of the Comparative Balance Sheet. The Comparative Balance Sheet indicated a 1.44% increase from \$99,423,893 to \$100,851,405 for the quarter ended November 31, 2013.

Dr. Kavalier thanked Ms. Moreno and asked for the Board's approval.

Dr. Price moved to approve the November 2013 Financial Statement and Mr. Aldama seconded the motion. The motion passed by a unanimous vote.

#### **Take Action on Quarterly Investment Report for the Quarter Ended November 30, 2013**

Dr. Kavalier asked Ms. Moreno to present the Quarterly Investment Report for the Quarter ended November 30, 2013.

Ms. Moreno stated since August 31, 2013, three Certificates of Deposit (CDs) matured totaling \$745,000. Two hundred forty-five thousand dollars was reinvested into CDs and the remaining \$500,000 was deposited into an interest-bearing checking account at the College's depository bank (Prosperity Bank). Overall, investments decreased from \$2,245,000 to \$1,745,000 as of November 30, 2013.

The Navarro College Investment Policy currently does not allow for investments with a maturity date extending over two years. Ms. Moreno stated consideration may need to be given to revising the policy to allow for longer-term investments which pay higher rates of interest. Following some discussion regarding different types of investments, Ms. Moreno concluded her report and Dr. Kavalier requested the Board's approval.

Mr. Judson made a motion to approve the Quarterly Investment Report for the Quarter Ended November 30, 2013, and Mr. Atkeisson seconded motion. The decision was unanimous.

#### **Approve Revisions to Employee Educational Benefits Policy**

Dr. Kavalier called on Dr. Martin and Ms. Ballew to present the revised Employee Educational Benefits Policy.

Dr. Martin stated the current Employee Educational Benefits Policy was difficult to understand and changes were needed to clarify perimeters. The proposed changes will make it easier for employees to take advantage of this benefit and allow resources to be allocated more efficiently.

Ms. Ballew continued the presentation by comparing the proposed policy changes to the current policy.

- Educational benefits may be requested by full-time employees to pursue any certificate or degree at Navarro College. Benefits requested for upper-level courses (bachelor's, master's, or doctoral) must be for degrees consistent with the employee's current position or career path at Navarro College.
- The amount of reimbursement will not exceed Navarro College rates or rates for comparable upper-level courses at Texas A&M University – Commerce. Reimbursement will be paid after any grants and scholarships have been applied.
- Reimbursement for immediate family members (spouse, children) will be up to 50% of the tuition paid and limited to 12 courses per semester. To continue receiving this benefit, the family member must earn a grade of "C" or higher.

Ms. Ballew stated the revised policy will simplify the process for employees, allow for faster approval and reimbursement, and, because resources will be allocated more efficiently, it will allow for greater participation. Dr. Martin stated employees as a whole will benefit from the proposed changes.

Following a brief question and answer period, Dr. Martin and Ms. Ballew concluded their presentation. Mr. Aldama made a motion to approve the revised Employee Educational Benefits Policy, and Ms. Holt seconded motion. The decision was unanimous.

Dr. Kavalier expressed appreciation for Dr. Martin and Ms. Ballew's work on improving the Employees Educational Benefits Policy.

### **Update on Personnel Actions**

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

Ms. Ballew stated there were no position changes to report for the month of October 2013 and presented the open positions at all campus locations.

Ms. Ballew concluded her report on personnel actions.

### **Profile on Human Resources Department**

Dr. Kavalier asked Ms. Ballew to present a profile on the Human Resources Department.

Ms. Ballew began by stating the Human Resources' Department is fortunate to have a very experienced staff. Ms. Janet Matous, Ms. Pam Hash, Ms. Zanada Schoppert and Ms. Linda Ford have valuable years of experience in Human Resources and are an asset to the department.

Ms. Ballew gave an overview of the roles and responsibilities of the Human Resources Department which include, but are not limited to, recruitment and selection of employees, benefits, employee relations, and performance management for approximately 1,216 employees.

Ms. Ballew stated in an effort to always strive to "do better" new initiatives are planned including a District Professional Development Day for all employees; new recognition program for faculty, staff and administrators; revising and separating policies and procedures in the Administrative Policies and Procedures Manual; implementing a faculty credentialing process; and using technology and resources to improve the process of hiring adjunct instructors.

Ms. Ballew concluded her presentation.

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

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

- Dr. Kavalier displayed the "Partner of the Year" Award Navarro College received from the Texas Workforce Commission. She was presented the award during TWC's banquet in San Antonio.
- Emergency call stations have been installed on campus to strengthen the safety and security of students and staff.
- Active Shooter Training sessions held for employees during the fall semester will also be made available to the Board of Trustees.

### Mexia Building

Dr. Kavalier asked Dr. Housley to present an update on the construction at the Mexia Campus. Dr. Housley showed pictures of the work in progress on the new administration building and stated construction was moving along well. Permission was received from the Texas Department of Transportation to create an entry/exit to the campus from Highway 14. He concluded by stating the new facility should be completed and ready to move into by February 1, 2014.

### Update on SACS

Dr. Housley continued with an update on the SACS accreditation process. He and a select group of staff members attended a SACS meeting held in Atlanta, Georgia earlier in the month. He stated a tremendous amount of information was shared over a two-day period, and they were encouraged to learn the college district is in a good position and "on track" to successfully complete the accreditation process on time. Dr. Kavalier commended Dr. Housley on the "extraordinary leadership" he has provided in the SACS accreditation process.

### Update on Reserves

Dr. Kavalier presented a historical review of the College's reserves focusing specifically on discretionary funds. The report was for information purposes only and did not require approval.

### Enrollment Report

Dr. Kavalier asked Mr. Gragg to present an update on enrollment. With approximately 6,700 students registered for the spring 2014 semester, Mr. Gragg reported enrollment was "even with last year" at this time.

### **Board Calendar**

Mr. Gragg presented the Board Calendar and reviewed highlights of upcoming events.

### **Merry Christmas/Happy New Year**

As Christmas gifts were presented to the Board of Trustees by the Executive Staff, Dr. Kavalier expressed appreciation for their services.

### **Announcement and Adjournment**

Mr. Huffman announced the next Board of Trustees meeting will take place on January 23, 2014 at 7 p.m. in the Cook Center.

Ms. Holt made a motion to adjourn at 8:35 p.m. Mr. Aldama seconded the motion and the decision was unanimous.

Respectfully submitted,



Phil Judson, Secretary-Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES