

**NAVARRO COLLEGE BOARD OF TRUSTEES
JANUARY 23, 2014 MEETING
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, January 23, 2014 in the President's Dining Room for dinner 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
Mr. Roark Montgomery	Athletic Director
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Lynne Coker	Executive Administrative Assistant to Vice President of Academic Affairs
Ms. Deborah Bonner	Women's Head Soccer Coach
Mr. Eric Bonner	Women's Assistant Soccer Coach
Mr. David Edwards	Director of Admissions & Records/Registrar
Mr. Terry Peterman	Director of PASS Program

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

Call to Order

Mr. Huffman called the meeting to order in the Cook Center at approximately 7:03 pm. Mr. Judson was asked to begin the meeting prayer.

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 which consisted of one item, the minutes from the December 19, 2013 Board of Trustees meeting.

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

Take Action on December 2013 Financial Statement

Dr. Kavalier invited Ms. Moreno to present the December 2013 Financial Statement.

Ms. Moreno began her presentation with a review of the Statement of Budget Changes as of December 31, 2013. Revenues received from grant funds, cosmetology sales, an allowance from participating in the football bowl, and a local donation increased the budget by \$45,074 for a total of \$116,901,406.

Ms. Moreno reported that \$42,225,772 of the budget had been earned as of December 31, 2013, leaving 63.88% of budgeted revenues to be realized. On the disbursement side, \$33,365,893 had been expended and \$28,386,280 obligated with 47.18% of budgeted funds remaining.

Upon the conclusion of Ms. Moreno's presentation, Dr. Kavalier requested the Board's approval of the December 2013 financial statement.

Ms. Holt made a motion to approve the December 2013 Financial Statement, and Mr. McGraw seconded the motion. The motion carried by a unanimous decision.

Adopt Resolution Authorizing Purchase of Property from Fairfield Industrial Development Corporation

Dr. Kavalier asked Ms. Moreno to continue with a presentation on the proposed resolution authorizing purchase of property from Fairfield Industrial Development Corporation and delegating signature authority to the District President.

Ms. Moreno gave a brief review of activity that has taken place since the Board indicated their intent to purchase the property from the Fairfield Industrial Development Corporation. Ms. Moreno stated the proposed resolution will delegate signature authority to Dr. Kavalier as District President to proceed with the purchase of the property.

Mr. Price moved to adopt the resolution authorizing the purchase of property from Fairfield Industrial Development Corporation and delegating signature authority to the District President. Mr. Atkeisson seconded the motion. The motion carried by a unanimous vote.

Conflict of Interest Policy – Board Signatures

Dr. Kavalier requested each member of the Board of Trustees take a few minutes to complete and sign Conflict of Interest statements (Disclosure of Substantial Interest in a Business Entity and Disclosure of Interest in Property) to update college records.

Dr. Kavalier thanked the Board and stated this action ensures compliance with Navarro College's Board Policy and SACS accreditation requirements.

Information on Women's Soccer Program

Dr. Kavalier stated she was excited to have a special presentation brought to the Board highlighting one of most successful athletic programs at Navarro College. She then asked Mr. Montgomery to introduce Ms. Debbie Bonner, head soccer coach.

Mr. Montgomery stated out of twelve seasons, the Navarro College women's soccer team has amassed seven regional championships, six district championships, and six trips to national tournaments. This past year, the team participated in the National Championship game and completed their season ranked second in the nation. He invited Ms. Bonner and her assistant coach, Eric Bonner, to share highlights of the season.

Ms. Bonner shared a video highlighting the 2013-14 soccer team's accomplishments. Following the video and a brief summary of the team's activities during the season, Ms. Bonner recognized players who had earned special recognition for their accomplishments. She then introduced assistant coach, Eric Bonner. Mr. Bonner expressed appreciation for the new soccer field house and the support the soccer program has received from administration and the Board.

Dr. Kavalier requested Ms. Bonner have all members of the soccer team stand and be recognized. After a brief introduction of all team members present, Ms. Bonner concluded her presentation.

Approve New English Language Institute Program

Dr. Kavalier invited Ms. Hailey to introduce Mr. David Edwards and Mr. Terry Peterman and ask them to present the new English Language Institute Program.

Ms. Hailey stated approval of a new English Language Institute Program will expand recruitment efforts. She stated three staff members have been heavily involved in developing the proposed program including Ms. Elizabeth Wilson-Pillans, Mr. David Edwards, and Mr. Terry Peterman. She stated Ms. Pillans was not able to attend the meeting before asking Mr. Edwards and Mr. Peterman to present the proposed program.

Mr. Edwards began the presentation by explaining the requirements international students must meet to obtain a visa from the U.S. Department of State. Students must exhibit mastery of the English language unless they fall under an exception. By providing an English Language Institute Program, international students will be able to obtain a visa to acquire those skills at Navarro College. Students completing the program would be able to continue their education by taking college-level courses.

Mr. Peterman explained how the program would be administered. The program will be divided into three levels: beginner, intermediate and advanced. He stated international students will not only benefit from improving their English language communication skills but will become "familiarized" with American culture as well.

A flat rate is proposed for the English Language Institute which will include room and board. In order to "break even", the program will need to enroll a minimum of 17 students. Mr. Edwards stated when compared to other institutions, Navarro College's "all-inclusive" English Language Institute will look very attractive to international students. The potential for retaining these students and enrolling them in college level courses once they complete the program will be very high.

Following a brief question and answer period, Dr. Kavalier commended all staff involved in developing this entrepreneurial program. She stated the program has great potential for generating additional revenue for Navarro College and requested the Board's approval.

Mr. Aldama made a motion to approve the new English Language Institute Program and Mr. Judson seconded the motion. The motion carried by a unanimous vote.

Update on Personnel Actions

Dr. Kavalier asked Ms. Ballew to present an update on personnel action. Ms. Ballew reported there was no activity to report for the month of December 2013. She reported eight open positions were currently being advertised before concluding her report.

President's Report

President's Update

Dr. Kavalier reported on her activities since the last Board of Trustees meeting which included: adjunct faculty convocations, a meeting with the mayor of Ennis and the president of Ennis State Bank, a visit to Kilgore College, attending a Martin Luther King Jr. (MLK) community event, Navarro College's Inaugural MLK Breakfast, and attending the Texas Association of Community Colleges (TACC) CEO meeting.

Dr. Kavalier announced Navarro College was sponsoring a table at the Corsicana Chamber of Commerce's annual banquet on Thursday, February 6, 2014. Seats will be reserved for Board members wishing to attend.

Facilities Summary Report

Dr. Kavalier stated the Facilities Summary Report is a new report that will be presented each month to provide the Board with a "snapshot" of budgets and expenditures for facility projects. She invited Vice President Moreno to present the current report.

Ms. Moreno compared the approved budgets of completed and on-going construction projects to actual expenditures. She stated the report will serve as a tool that will allow for better control over projects. Remodeling of Cosmetology Program's facilities at the College Park Mall, which was recently completed, was funded by the owners of College Park Mall. Ms. Moreno stated the construction of the Mexia Campus's new administration building was nearing completion and remodeling of the new Fairfield Career and Technical Center was in progress. Both projects are being funded from College reserves.

Following the Facilities Summary Report, Ms. Moreno shared pictures of a remodeled room to be used for classes and other completed work at the Fairfield Career and Technical Center.

Enrollment Report

Mr. Gragg stated two days remained before Fall 2014 enrollment could be finalized. He projected enrollment figures will "break even" with last year's figures and there is a slight possibility of an increase. Staff members are currently in the process of contacting unpaid students to encourage them to sign up for installment plans or short term loans.

Board Calendar

Mr. Gragg reviewed upcoming events on the Board Calendar. When he finished, Dr. Kavalier thanked Mr. Gragg.

Dr. Kavalier concluded the President's Report.

Announcement and Adjournment

Mr. Huffman announced that the next Board of Trustees meeting will be held on February 20, 2014 in the Lone Star Room.

Mr. Aldama made a motion to adjourn the meeting at 8:17 p.m. Mr. Atkeisson seconded the motion, and the decision was unanimous.

Respectfully submitted,



Phil Judson, Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES