

NAVARRO COLLEGE BOARD OF TRUSTEES FEBRUARY 20, 2014 MINUTES

The Navarro College Board of Trustees gathered on Thursday, February 20, 2014 in the President's Dining Room at 5:30 p.m. and immediately convened into Closed Session to discuss security matters according to Government Code 551.0785. Following adjournment of the Closed Session, the governing body relocated to the Lone Star Room to conduct their regular monthly meeting.

Trustees in attendance during the closed session, as well as the open session, included: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Richard Aldama, Mr. A. L. "Buster" Atkeisson, and Ms. Faith Holt. Absent: Mr. Todd McGraw.

Others in attendance at the open session 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. Jeff Gamblin	Interim CIO/Campus Works
Ms. Vicky Ferguson	Co-Chair of QEP Implementation Committee/Asst. Dean
Ms. Amy Nicholson	Co-Chair of QEP Implementation Committee/Division Chair
Dr. Joel Michaelis	Dean of Navarro College South
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Lynne Coker	Executive Administrative Assistant to Vice President of Academic Affairs

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

Call to Order

After relocating to the Lone Star Room, Mr. Huffman called the meeting back to order at approximately 7:00 p.m. and asked Mr. Judson to begin with a prayer.

Board Announcements

There were no announcements.

Open Forum

There were no requests to speak to the Board.

Consent Calendar

Dr. Kavalier stated the Consent Calendar included the minutes from the January 23, 2014 Board of Trustees meeting and the appointment of Ms. Marcy Ballew to fill the vacant seat on the Navarro College Employees Retirement Committee. Approval was requested.

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

Take Action on January 2014 Financial Statement

Dr. Kavalier asked Ms. Moreno to present the January 2014 financial statement.

Ms. Moreno began with a review of the Statement of Budget Changes for the period ending January 31, 2014. Amendments totaling \$985,703 increased the revised budget from \$115,856,506 to \$117,887,109. An adjustment reducing the Plant Fund by \$86,810 was attributed to the completion of 2013 construction projects.

Ms. Moreno concluded her report by stating the College is in "good shape."

Mr. Judson made a motion to approve the January 2014 Financial Statement and Ms. Holt seconded the motion. The decision to approve was unanimous.

Campus Works Update

Dr. Kavalier stated during the fall 2013 semester, the Board of Trustees approved a contract with Campus Works to provide IT support and to outline a plan for strengthening Navarro College's infrastructure. Mr. Jeff Gamblin, Campus Works, assumed the role of Interim CIO (Chief Information Officer) at Navarro College on November 1, 2013 and has been working with the IT staff and the college community to develop interest, support and momentum for needed upgrades. Dr. Kavalier invited Mr. Gamblin to share a summary of activities that have taken place to date.

Mr. Gamblin shared information about his professional background and qualifications as well as those of other highly experienced Campus Works team members who have been involved in providing services to Navarro College since November 1 including:

- Mr. Bill Ouchark (infrastructure assessment)
- Dr. Nick Laudato (strategic technology plan and academic technology assessment)
- Mr. Bret Moeller (infrastructure and information security assessment), and
- Mr. Joe Ng (Colleague assessment).

A technology governance process has been introduced to manage and monitor technology initiatives. Basic project management techniques have been introduced to ensure success, and a weekly IT maintenance window has been instituted to allow for required software and hardware maintenance and updates. Regular communication with the college community has been established to make them aware of planned or emergency outages. In addition, technical training for IT staff has been identified and scheduled.

Mr. Gamblin stated infrastructure and service improvements that have taken place and are on-going include:

- updating PCs from Windows XP to Windows 7
- improving network data security by updating the network communications to more secure protocols and replacing outdated network switches
- installation of a new firewall which has resulted in faster data throughput and allowing for a secure off-campus access option
- improving email service by cleaning up the current system and removing old accounts, and
- the process of replacing the current campus email system and moving to Microsoft Exchange at no cost to the college for the basic level of service.

Based on deep-dive assessments conducted by Campus Works experts into the college's technology infrastructure, information security, academic technology, and administrative system, a five-year technology

plan has been drafted with 45 initiatives articulated. Mr. Gamblin stated prioritization of the 45 initiatives was in process and should be completed by the following week.

Mr. Gamblin concluded his presentation by reiterating Campus Works' commitment to fulfilling its contractual agreement with Navarro College.

Brief discussion was held regarding the college's IT equipment, technology and internet access. Mr. Huffman expressed his desire to provide streaming live video of the college's graduation ceremonies as a benefit to the community.

Dr. Kavalier thanked Mr. Gamblin and expressed appreciation for his leadership and the impressive services Campus Works has provided. Dr. Kavalier stated a proposal for moving on to the next stage with Campus Works will be presented during the March Board of Trustees meeting for approval.

Presentation on QEP

Dr. Kavalier invited Dr. Housley to introduce Ms. Vicky Ferguson and Ms. Amy Nicholson, co-chairs of the QEP (Quality Enhancement Plan) Committee. Dr. Housley explained that the QEP is a vital component of the reaccreditation process. He introduced Ms. Ferguson and Ms. Nicholson and asked them to share information about the QEP process.

Ms. Ferguson explained the QEP is multi-year, campus-wide strategic plan for studying and improving student learning and is a crucial component of the reaccreditation process for 2016. It must be data driven, impact student learning, be sustainable by the institution, have broad campus involvement, and have a measurable impact. The QEP topic must focus on a specific aspect of student learning. The topic must emerge from systematically exploring students' strengths and areas needing development, and must be feasible and measurable. In addition, it must be supported by the college financially, administratively and have faculty support. Ms. Ferguson stated the Board's support will be an important part of the process. Policies, funds and infrastructure to support the QEP will be needed.

Ms. Nicholson then shared a timeline showing where the college has been and where it is going regarding the selection of the QEP topic and implementing it. Based on surveys of students and meetings with focus groups, three themes for the QEP have emerged and are being considered: tutoring, technology and faculty-student interaction in and outside of the classroom. A new survey, CCSSE, will be administered to students within the following week and input from all staff will be solicited during District Professional Development Day regarding the final selection. Once the topic is determined, steps will be taken to implement initiatives to improve student learning outcomes and measuring the results over a five-year period.

Dr. Kavalier thanked Ms. Ferguson and Ms. Nicholson and commended them for the tremendous job they were doing regarding the QEP in addition to their regular duties.

Personnel Actions

Ms. Ballew presented an update on personnel actions that took place during the month of January 2014 including three assignments and three resignations. Dr. Joel Michaelis was introduced as the new dean of Navarro College South. Dr. Michaelis will assume responsibility for the Mexia and Fairfield campuses.

There were no retirements, reassignments, transfers or terminations to report. Following a review of open positions currently being advertised, Ms. Ballew concluded her report.

Presidents Report

Dr. Kavalier presented a report on activities she has been involved in since the last Board meeting including: a SACS Orientation Session in Atlanta, Georgia January 27-29; the Corsicana Chamber of Commerce annual banquet February 5; Navarro College basketball game honoring the 2004 Basketball team February 8; Enrollment Management day-long retreat with administrators at Caney Creek Lodge February 11; a visit to Tyler Junior College February 14; attending the Region XIV meeting with athletic director, Roark Montgomery, February 16-17; and a visit to Wortham ISD and meeting with the superintendent February 19.

Dr. Kavalier added that a productive meeting was held earlier that morning (February 20) with members of the Waxahachie Economic Council regarding the purchase and development of land across from the Waxahachie campus.

Board Policy Review

Dr. Kavalier asked Ms. Ballew to share changes being made to the Board Policy Manual. Ms. Ballew stated as a part of the reaffirmation process and based on advice from Navarro College's SACS consultant, the Navarro College Administrative Policies and Procedures Manual is being revised and redesigned to align with the Texas Association of School Board's model. Currently, the college's policies and procedures manual does not clearly separate policies from procedures.

Ms. Ballew stated the current manual will be thoroughly assessed section by section to determine if policies need to be removed or added. A separate procedures manual will be created. As sections of the new policy manual are completed, they will be presented to the Board for approval beginning in March.

Board Calendar

Dr. Kavalier asked Mr. Gragg to present the Board Calendar. Highlights of upcoming events included the John Deere Ag Tech Open House on Friday, March 7 with several hundred prospective students expected to attend; Spring Break March 10-14; a grand opening ceremony for the Mexia Campus Administration Building prior to the Board of Trustees meeting on March 20.

Other upcoming events include an open house for the newly renovated Cosmetology Program, a special luncheon for Caston Scholarship recipients; and graduation ceremonies.

Dr. Kavalier thanked Mr. Gragg and concluded the President's Report.

Adjournment

Mr. Atkeisson moved to adjourn the meeting at approximately 8:00 p.m. and Mr. Aldama seconded the motion. The decision was unanimous.

Respectfully submitted,



Phil Judson, Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES