

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**JUNE 19, 2014 MEETING**  
**MINUTES**

Navarro College Board of Trustees met in the President's Dining Room on Thursday June 19, 2014 at 6:00 p.m. for a Closed Session meeting to discuss real property according to Government Code 551.072 and dinner. No action, decision, or vote was taken during Closed Session. Following the Closed Session, the governing body relocated to the Cook Center at 7:00 p.m. for their regular monthly meeting.

The following Trustees were in attendance: Mr. Lloyd Huffman, Chair; Dr. James Price, Vice-Chair; Mr. Phil Judson, Secretary-Treasurer; Mr. Todd McGraw, Mr. Richard Aldama; Mr. Buster Atkeisson; and Ms. Faith Holt.

Others in attendance included:

Dr. Barbara Kavalier	District President
Dr. Kenneth Martin	President, Ellis County Campuses
Dr. Harold Housley	Vice President, Academic Affairs
Dr. Bruce Tabor	Interim Vice President, Operations, Advancement and Technology
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. Leslie Smith	Executive Assistant to the District President
Mr. Chris Romer	CEO, American Honors
Ms. Janet Jacobs	Corsicana Daily Sun

Other faculty, staff, students and community members were also present.

**Call to Order**

After relocating to the Cook Center, Mr. Huffman called the meeting back to order in Open Session at approximately 7:01 p.m. and asked Mr. Judson to begin with a prayer.

**Board Announcements**

No announcements were made.

**Open Forum**

There were no requests to speak to the Board of Trustees.

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**Consent Calendar**

**a. Minutes – May 15, 2014 Board of Trustees Meeting**

Dr. Kavalier requested approval of the Consent Calendar containing the minutes from the May 15, 2014 Board of Trustees Meeting.

Dr. Price moved to approve the Consent Calendar. Mr. Judson seconded the motion and the decision was

unanimous.

### **Take Action on May 2014 Financial Statement**

Dr. Kavalier asked Ms. Moreno to present the May 2014 Financial Statement. Ms. Moreno stated the 2013-14 budget increased by \$130,000 during the period ending May 31, 2014 for a revised total of \$116,990,839.

A detailed review of Auxiliary Enterprises for the quarter ending May 31, 2014 indicated 74.75% of budgeted revenues had been earned and 73.99% of budgeted expenditures had been expended. Revenues exceeded expenditures by \$1,126,954. Ms. Moreno stated she anticipates an increase in the fund balance at the end of the fiscal year.

Ms. Moreno concluded her presentation with a review of the Balance Sheet for the quarter ended May 31, 2014. Total assets of \$98,682,528 were compared to the previous quarter ended February 28, 2014, \$104,152,650. A change of -5.25%.

Following a brief discussion regarding how the balance in *Allowance for Uncollectable Accounts* is calculated and adjusted, Dr. Kavalier thanked Ms. Moreno and asked for the Board to take action on the May 2014 Financial Statement.

Mr. Aldama made a motion to approve the May 2014 Financial Statement and Mr. Atkeisson seconded the motion. The decision was unanimous.

### **Take Action on Quarterly Investment Report for Period Ending May 31, 2014**

Dr. Kavalier asked Ms. Moreno to continue by presenting the Quarterly Investment Report for the period ending May 31, 2014

Ms. Moreno reported the ending book value of the College's investment portfolio totaled \$1,245,000 as of May 31, 2014, a decrease of \$500,000 when compared to \$1,745,000 the previous quarter ended February 28, 2014. During the third quarter of the fiscal year 2014, two Certificates of Deposit (CDs) matured totaling \$645,000. Of this amount, \$145,000 was reinvested into a CD with a comparable maturity date and interest rate of 0.75%. The remaining funds (\$500,000) were deposited into the College's checking account at Prosperity Bank, the College's depository bank, earning a higher rate of interest.

A review of the investment portfolio's maturity schedule indicated CDs totaling \$250,000 will mature during the fourth quarter ending August 31, 2014.

Ms. Moreno stated names of nominees to serve on the new Investment Advisory Committee, to be established according to the revised Investment Policy and Strategy, will be submitted to Dr. Kavalier for approval within the next few weeks. She stated she looks forward to the committee's feedback on investment strategies. Ms. Moreno concluded her report by stating cash deposits totaling \$14,491,040.92 are adequately secured by pledged collateral in the amount of \$24,245,227.91 and \$1,500,000 in FDIC insurance.

Mr. Judson moved to approve the Quarterly Investment Report for the period ending May 31, 2014. Mr. Atkeisson seconded the motion, and the vote was unanimous.

### **Take Action on Purchase of Property Located at 3205 West Second Avenue**

Dr. Kavalier welcomed Dr. Bruce Tabor, the new interim Vice President of Operations, Advancement and Technology, and invited him to present the next item.

Dr. Tabor thanked Dr. Kavalier and presented the recommendation for the purchase of commercial property located at 3205 West Second Avenue in Corsicana, Texas in the amount of \$200,000 for approval. The 35,750 sq. ft. property includes a 4,200 sq. ft. steel building, a storage room and a parking lot with 18 spaces. The facility will be divided and utilized as a new home for the Small Business Development Center (SBDC) and a second Bookstore. The Bookstore will help generate revenue to pay for the facility and increase community visibility.

Dr. Price made a motion to approve the purchase of the property located at 3205 West Second Avenue, Corsicana, TX in the amount of \$200,000. Ms. Holt seconded the motion, and the decision was unanimous.

Mr. Huffman commented that by purchasing property located next to the campus as it becomes available, the College is avoiding the issue of becoming "land locked" and being blocked from future development.

### **Overview of Summer Remodel Projects**

Dr. Tabor continued with an overview of summer remodel projects. He began by recognizing the quality work being done by the Physical Plant Department under the direction of Karl Humphries. Modifications have been made to the Albritton Administration Building and several departments and offices have been relocated.

- The Student Relations Office has been moved to the east wing of the Administration Building which formerly housed the mailroom and IT offices. The mailroom was relocated to the Gooch One Stop Student Center and IT offices were moved to Gibson Hall.
- The Human Resources Department was relocated to the former Student Relations Department offices.
- The Office of the Vice President of Operations, Advancement and Technology will now be located in the Albritton Administration Building in the offices vacated by the Human Resources Department.

The Caston Fine Arts Building is being updated with paint and parabolic lighting has been installed in the hallways. The choir and band rooms are being extensively renovated with input being solicited from faculty. Dawson Auditorium will also be repainted and relighted with input being solicited from Dr. Shellie O'Neal, Professor of Drama/Speech.

Dr. Kavalier thanked Dr. Tabor and also recognized the good work being done by the Physical Plant Department.

## **Presentation on American Honors Program**

Dr. Kavalier asked Dr. Housley to introduce special guest, Mr. Chris Romer, president and co-founder of American Honors. Dr. Housley stated Navarro College is the first Texas community college to be invited to join the American Honors Program. The two-year honors transfer program, which has the potential to make a profound impact on the college's culture, was reviewed by honors faculty and administrators with unanimous support. Dr. Housley introduced Mr. Romer and invited him to share detailed information about the American Honors Program.

Mr. Romer stated the goal of American Honors is to create an internationally-renowned honors program that harnesses the strengths of both Navarro and American Honors and offer students a top tier undergraduate education at an affordable cost. The new, competitive program was first established two years ago and is designed for students with high potential.

Mr. Romer shared details about how the program will be structured, the advising model that will be used to support the students, and how the program will be financed. Using a holistic approach -- with small classes, top faculty, personal advising and a cohorted peer group -- the public/private partnership program will be structured to prepare students to transfer after two years to a top ranked university. American Honors will train Navarro College's honors faculty and assist in curriculum design. Honors courses offered at Navarro College will transfer to top ranked universities, such as UCLA and Purdue, because of articulation agreements that will be developed.

American Honors will actively recruit top-tier students from across the United States as well as internationally, including China and Vietnam. Current Navarro College honors students will be grandfathered into the program.

Mr. Romer stated Navarro College's dormitories (residence life housing) will be an enormous draw for international students seeking a safe environment. International students accepted into the program will be able to request a contingent letter from a four-year university to obtain a four-year visa, instead of a two-year.

An additional fee will be paid by students accepted into the program. Approximately 60-65 percent of students are expected to be eligible for student financial aid and scholarships will be made available by American Honors. Mr. Romer stated the revenues will be split between American Honors and Navarro College. He anticipates it will take approximately four years for American Honors to break even on its investment.

Following his presentation, Mr. Romer answered questions from the Board. He concluded by expressing the comfort he feels with Navarro College and the eagerness of faculty and staff. He stated he is confident American Honors and Navarro College can "build a big vision together."

Dr. Kavalier thanked Mr. Romer and stated the proposed partnership with American Honors will be presented for approval during the July Board of Trustees meeting. Mr. Huffman also thanked Mr. Romer

and stated this was an exciting program and tremendous opportunity for Navarro College to pioneer an end to the stigma associated with community colleges by high achieving students.

### **Update on Personnel Actions**

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

Ms. Ballew reported on activity that took place during the month of May 2014 including three assignments and four resignations. She also reported 16 open positions were currently being advertised and reviewed them before concluding her presentation.

### **President's Report**

#### *President's Update*

Dr. Kavalier gave an update on her activities since the May 15, 2014 Board of Trustees meeting which included attending the NAFSA Conference, welcoming new Navarro Regional Hospital CEO, Michael Stewart, to campus, meeting with the Midlothian Economic Development director and one of their board members, Paraprofessional/Support Staff Celebration Day on June 11, and conducting an all-district administrative staff retreat in Salado, TX June 16-18.

Dr. Kavalier announced she was informed earlier in the day that she has been selected as the Central Texas Regional Representative for the Texas Association of Community Colleges (TACC). Mr. Huffman and the Board congratulated her.

Dr. Kavalier concluded her report by thanking Ms. Janet Jacobs for the wonderful article she wrote about her in the Corsicana Daily Sun. The article also mentioned trustees, Dr. James Price and Ms. Faith Holt.

#### *Enrollment Report and Board Calendar*

Dr. Kavalier called on Mr. Gragg to present an update on enrollment and to present the Board Calendar. Mr. Gragg reported enrollment in Summer 2 classes is currently even with last year with 1,500 students enrolled. Registration for fall 2014 classes is slightly behind last year's enrollment with 2,000 currently registered. He stated fall schedules will be inserted into newspapers during the week of July 4 to help "spark" enrollment.

Mr. Gragg continued with a review of the Board Calendar. The annual Board Study Session and Budget workshop will be held on July 24, 2014. The day will end with the regular board meeting, which will start earlier than usual at 6:30 p.m. instead of 7 p.m. Other upcoming events included the LVN Program and GED graduation ceremonies.

Dr. Kavalier thanked Mr. Gragg and invited the Trustees to have their Navarro College ID created following adjournment of the meeting.

### **Announcement and Adjournment**

Mr. Huffman announced that the July 24, 2014 Budget and Planning Study Session will begin with lunch at 12 noon in the President's Dining Room followed by the Study Session. The regular monthly meeting will be held at 6:30 p.m. in the Cook Center.

Ms. Holt made a motion to adjourn the meeting at 8:27 p.m. and Mr. Atkeisson seconded the motion. The decision was unanimous

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Phil Judson".

Phil Judson, Secretary-Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES