

**NAVARRO COLLEGE BOARD OF TRUSTEES  
SEPTEMBER 18, 2014  
MINUTES**

The governing body of Navarro College met on Thursday, September 18, 2014 at 6 p.m. in the President's Dining Room for dinner and a Closed Session meeting to discuss personnel matters according to Government Code 551.074. The following Trustees were in attendance: Lloyd Huffman, Chair; Dr. James Price, Vice Chairman; Phil Judson, Secretary-Treasurer; Richard Aldama, Member; and A. L. Atkeisson, Member. Dr. Barbara Kavalier, District President, and Ms. Marcy Ballew, Associate Vice President of Human Resources were also present.

Trustees absent were Ms. Faith Holt and Mr. Todd McGraw.

Following the Closed Session, the Board relocated to the Cook Education Center for their regular monthly meeting.

**Call to Order**

Mr. Huffman called the meeting back to order in open session at approximately 7:14 p.m. and asked Dr. Price to begin the meeting with a prayer.

Others in attendance included:

Dr. Kenneth Martin	President, Ellis County Campuses
Dr. Harold Housley	Executive Vice President
Dr. Bruce Tabor	Interim Vice President, Operations, Technology and Instl. Advancement
Ms. Gettie Moreno	Vice President, Finance and Administration
Ms. Maryann Hailey	Vice President, Student Services
Mr. Dewayne Gragg	Vice President, Access and Accountability
Ms. Vicky Ferguson	Dean of Humanities and Kinesiology/QEP Co-Chair
Ms. Amy Nicholson	Department Chair/QEP Co-Chair
Matt Miller	Dean of Online Instruction
Tracy Dobbs	Faculty Association Chair/Professor
Dr. Carey Ford	Former Faculty Association Chair/Professor
Margaret Moreno	Director of Student Recruiting and District Public Information Officer
Ms. Leslie Smith	Executive Assistant to the District President
Mr. Demarcus Offord	Navarro College Student

Other faculty and staff were also present.

**Board Announcements**

There were no announcements from the Board.

**Open Forum Time**

Mr. Huffman acknowledged Damarcus Offord's request to address the Board during Open Forum. Mr. Offord identified himself as a Navarro College student and thanked the District President and the Board of Trustees for "setting the bar high." He stated adopting the no-smoking, tobacco-free policy will create a healthier environment for students and staff and the new Civility program will promote respect and increase pride in the College.

Mr. Huffman thanked Mr. Offord for his comments.

### **Consent Calendar**

#### **a. Minutes – August 21, 2014 Meeting**

#### **b. Board Policy Manual: Policy GFB-Tobacco Free Policy**

Dr. Kavalier requested approval of the Consent Calendar which included the minutes from the last Board meeting and the adoption of a new Tobacco Free Policy. She also thanked Demarcus Offord for his comments about the policy stating it has been a year-long process of studying and collecting data. The policy was initiated by Support Staff members who worked collaboratively with students to bring this to fruition.

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

### **Governance Training**

Dr. Kavalier stated as one of SACSCOC's requirements for reaccreditation, the College must be able to demonstrate the Board of Trustees engages in systematic, on-going governance training.

In addition to actively participating in the Association of Community College Trustees leadership conference each year, the presentation she was about to present on governance training provides further documentation for the compliance report for SACSCOC.

Dr. Kavalier continued with an overview of key components of governance associated with accreditation. Topics covered during her presentation included:

- Organizational Challenges
  - Providing mission-driven leadership
  - Setting standards for excellence and measuring performance
- Accreditation Requirements and Responsibilities of Board of Trustees
  - The Board of Trustees is primarily responsible for establishing policy, monitoring performance and ensuring the fiscal stability of the District.
  - The Board of Trustees must be free of undue pressure from external groups and must avoid conflicts of interest.
  - There should be a clear delineation of functions between the policy-making duties of the Board of Trustees and the operation of the District by the CEO and administrative staff.

Dr. Kavalier offered Trustees the opportunity to ask questions before concluding her presentation.

### **Take Action to Set the Ad Valorem Tax Rate for Calendar Year 2014 (Fiscal Year 2014-15) Tax Rate at \$0.1202 per \$100 Assessed Valuation**

Mr. Huffman stated the Board of Trustees held two public hearings on September 8 and September 10, 2014 in the Lone Star Room on setting the ad valorem tax rate for calendar year

2014 at \$0.1202 per \$100 assessed valuation. There have been no requests or opposition received from Navarro County taxpayers asking the Board to reconsider their intent.

Dr. Price made a motion to set the tax rate at \$0.1202 per \$100 assessed valuation as recommended by Navarro College administration. Mr. Judson seconded the motion. Mr. Huffman called a roll call vote for those in favor of setting the tax rate at \$0.1202 per \$100 assessed valuation.

Trustees voting “aye” included: Dick Aldama, Dr. James Price, Phil Judson, A.L. Atkeisson, and Lloyd Huffman. Trustees Faith Holt and Todd McGraw were absent.

### **Review Preliminary August 2014 Financial Statement**

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

A review of the Statement of Budget Changes indicated an increase of \$7,951 from additional grant funds (Adult Literacy Grant and Gear-Up Federal Grant) as well as revenues earned by the Cosmetology and Massage Therapy Programs. The revised unaudited budget as of August 31, 2014 totaled \$117, 013,287.

Ms. Moreno stated the preliminary August 2014 financial statement was for informational purposes only. The final statement would be presented at a later date pending the results of the end of year audit.

### **Continuous Quality Improvement Network (CQIN) Presentation**

Dr. Kavalier invited the team of faculty and staff who attended the Continuous Quality Improvement Network (CQIN) conference this summer to share their presentation on CQIN that was presented to faculty during Fall Convocation.

Ms. Ballew, Navarro College’s CQIN liaison, explained that CQIN is a consortium of higher education institutions that partner with award-winning businesses and corporations to study best practices in a variety of areas including customer service, innovative technology, and employee development.

The team of faculty and staff who attended the CQIN conference this summer along with Dr. Kavalier included: Ms. Ballew, Dr. Harold Housley, Dr. Bruce Tabor, Dr. Carey Ford, Mr. Tracy Dobbs, Mr. Matt Miller, and Ms. Margaret Moreno. The group will be taking the lead in implementing a number of new initiatives focused on transforming the culture of Navarro College through employee engagement and empowerment. The team members shared their presentation with the Board. The presentation ended with each stating the slogan, “I Am Navarro”, which represents a sense of pride in serving our students and community.

At the conclusion of their presentation, the Board responded with a standing ovation and words of praise. Mr. Huffman stated the Board will always strive to protect the College’s personality of warmth and caring for each other which is also projected onto students.

## **QEP Update**

Dr. Housley introduced Vicky Ferguson and Amy Nicholson and invited them to present an update on the Quality Enhancement Plan (QEP).

Ms. Nicholson and Ms. Ferguson shared developments that have taken place in selecting a QEP topic. When they last presented information to the Board on February 20, 2014, it was explained that the QEP is a required process of SACSCOC reaccreditation and must focus on a specific topic for improving student learning.

Based on surveys, research and data, the QEP committee has determined the QEP topic will be focused on developmental and college math. Research and data indicate Navarro College math students have a lower rate of persistence and rate of graduation. It was also noted that math impacts all areas of study.

Ms. Nicholson and Ms. Ferguson gave examples of actions that will be taken to implement the QEP and initiatives to develop and assess goals. A contest has been launched to name the QEP and a logo will be designed for marketing the topic at all campuses.

The QEP will be concentrated at first and will gradually be absorbed within the college at all campuses in five years. The Board will play an important role by providing funds to sustain the QEP.

Mr. Huffman commented on this issue being a nation-wide problem and stated the United States falls behind other countries in math skills. Ms. Ferguson and Ms. Nicholson concluded and Dr. Kavalier thanked them for their presentation.

## **Update on Personnel Actions**

Dr. Kavalier invited Ms. Ballew to present an update on personnel. Ms. Ballew stated August 2014 had been a very busy month for the Human Resources Department. She reported 11 assignments, 7 resignations, and 9 retirements occurred during August.

Ms. Ballew continued with a review of open positions currently being advertised including 11 on the Corsicana Campus, and one each on the Waxahachie and Midlothian campuses.

Ms. Ballew concluded her report and Dr. Kavalier thanked her.

## **President's Report**

Dr. Kavalier shared a list of her activities since the last Board meeting including: Welcome Week activities during the first week of classes; presentations on the American Honors Program given to the Rotary Club and Corsicana Chamber of Commerce; meetings with the Waxahachie ISD superintendent and Faculty Association; attending the Freedom Flag Project Anniversary Event; the memorial service for long-term Navarro College professor, Mike Prim; a reception for President of the Federal States of Micronesia; and a visit to Dr. Carey Ford's philosophy class.

### **Legislative Update**

Dr. Kavalier shared information presented by TACC during the Legislative Appropriations Budget hearing held on Tuesday, September 16, in Austin. The presentation focused on the five-point plan which was previously presented to the Board.

### **Construction Update**

Dr. Kavalier called on Dr. Tabor to present an update on construction projects in progress. Dr. Tabor reported the summer projects have been completed and work on fall projects has begun. Plans and drawings for the Fairfield Center are being finalized for work to begin moving forward. Work on the commercial building located on Second Avenue and Miracle Drive has been completed; the SBDC offices and retail store (bookstore annex) are expected to be open shortly.

### **Security Update**

Dr. Tabor continued stating a security assessment has been conducted on the Corsicana campus and immediate steps are being taken to ensure the safety of students and staff. More security cameras are being installed at strategic locations and trees and shrubs will be trimmed for greater visibility. Plans are being developed to close off the entrance from Miracle Drive into the Residence Life area and extending the interior road from the Residence Life parking lot to help restrict public access and increase security.

### **Access and Success Report**

Dr. Kavalier introduced Mr. Gragg and shared with the Board the need to shift our focus from enrollment to success. In doing so, he will be presenting a report on Access and Success. Mr. Gragg presented the new Access and Success Report:

- Enrollment in fall 2014 (16-week) classes closed with slightly less than 10,000 students enrolled and approximately 2.1 million contact hours. New fall 12-week courses that are being offered and 8-week courses are experiencing good enrollment with approximately 1,200 students enrolled.
- Results of CCSSE Benchmark Scores for Navarro College compared to 2014 Cohort schools were reviewed. Scores in five major categories (Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, and Support for Learners) indicate Navarro College has opportunity for improvement.

### **Board Calendar**

Mr. Gragg continued with a review of upcoming events on the Board Calendar including athletic events. It was noted that the Soccer Team is currently ranked #5 in the nation, the Football Team is ranked #8, and for the first time in 15 years, the Volleyball Team is nationally ranked at #20.

### **ACCT**

Dr. Kavalier reminded the Board of the dates for the ACCT Leadership Congress October 21-25 in Chicago. Packets containing travel information were provided to those trustees who will be attending.

**Moment of Silence**

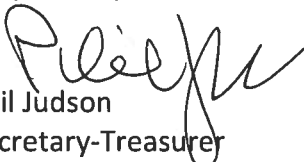
A moment of silence was requested in the memory of Mike Prim, a long time Navarro College professor, who had passed away during the previous week.

**Announcement and Adjournment**

Mr. Huffman announced the next Board of Trustees meeting will be held on October 16, 2014 in Midlothian.

Mr. Aldama made a motion to adjourn the meeting at 8:59 p.m. and Mr. Judson seconded the motion. The decision was unanimous.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Phil Judson', written over the printed name and title.

Phil Judson

Secretary-Treasurer

NAVARRO COLLEGE BOARD OF TRUSTEES