

**NAVARRO COLLEGE BOARD OF TRUSTEES
OCTOBER 16, 2014 MEETING
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, October 16, 2014 at the Midlothian Conference Center located in Midlothian, Texas.

Closed Session

At 6 p.m., Mr. Huffman called the meeting to order and Mr. Atkeisson immediately made a motion to convene into Closed Session for the purpose of discussing real property matters according to Government Code 551.072. Ms. Holt seconded the motion, and the decision was unanimous. The Board was joined in closed session by members of the Midlothian Economic Development Board and Navarro College administration, including Dr. Barbara Kavalier, District President; Dr. Kenneth Martin, President of Ellis County Campuses; Dr. Bruce Tabor, Interim Vice President, Operations, Technology and Institutional Advancement; and Ms. Gettie Moreno, Vice President of Finance and Administration.

At 7:06 p.m., Mr. Atkeisson made a motion to adjourn the Closed Session and reconvene into Open Session. The motion was seconded by Mr. McGraw, and the decision was unanimous. Upon adjourning from the Closed Session, the governing body relocated within the Midlothian Convention Center for the Open Session.

Call to Order

At approximately 7:13 p.m., Mr. Huffman called the meeting to order in Open Session. All trustees were present including: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Todd McGraw, Mr. Richard Aldama, Mr. A. L. "Buster" Atkeisson, and Ms. Faith Holt. Others present included:

Dr. Barbara Kavalier	District President
Dr. Kenneth Martin	President of Ellis County Campuses
Dr. Harold Housley	Executive Vice President of Academic Affairs
Dr. Bruce Tabor	Interim Vice President, Operations, Technology and Instl. Advancement;
Ms. Gettie Moreno	Vice President of Finance and Administration:
Mr. Dewayne Gragg	Vice President, Access and Accountability
Ms. Maryann Hailey	Vice President, Student Services
Ms. Marcy Ballew	Associate Vice President, Human Resources
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Lynne Coker	Executive Administrative Assistant
Mr. Bill Houston	Mayor, City of Midlothian
Mr. Larry Barnett	President/CEO, Midlothian Economic Development

Various other staff and visitors were also present.

Board Announcement

Mr. Huffman welcomed everyone and expressed the Board's pleasure in meeting in Ellis County.

Open Forum

Mr. Huffman acknowledged a request from the Honorable Bill Houston, Mayor of the City of Midlothian, to address the Board during Open Forum. Mayor Houston welcomed the Board to Midlothian and conveyed the city's appreciation of the Board of Trustees and their support for Navarro College's campus located in Midlothian.

Mr. Huffman thanked Mayor Houston.

Consent Calendar

- a. **Minutes – Board of Trustees September 18, 2014 Meeting**
- b. **Revised Board Policy**

Dr. Kavalier requested approval of the Consent Calendar which contained the minutes from the September 18, 2014 meeting and Section D of the Revised Board Policy Manual. Dr. Kavalier stated policies in Section D of the Board Policy Manual were reformatted from the former Administrative Policies and Procedures Manual to comply with the new framework of the Board Policy Manual. No changes in policy were proposed.

Mr. Judson moved to approve the Consent Calendar including the minutes from the September 18, 2014 meeting and Section D of the Board Policy Manual. Mr. Atkeisson seconded motion. Approval was unanimous.

Take Action on September 2014 Financial Statement

Dr. Kavalier invited Ms. Moreno to come forward to make a brief presentation on the September 2014 Financial statement.

Ms. Moreno reviewed the financial statement and budget changes during the month of September 2014. She reported the 2014-15 budget increased by \$2,185,055, for a total of \$114,184,132 as of September 30, 2014. Of this amount, \$125,000 has been allocated for contracted services to update the Facility Master Plan. Mr. Huffman inquired what the Facility Master Plan included and Ms. Moreno responded that it will include information about the College's physical plant/capital assets and deferred maintenance.

Upon completion of Ms. Moreno's report, Dr. Price made a motion to approve the September 2014 financial statement, and Mr. Aldama seconded the motion. The motion passed by a unanimous vote.

Take Action on Quarterly Investment Report for Period Ending August 31, 2014

Dr. Kavalier asked Ms. Moreno to continue with a review of the Quarterly Investment Report.

Ms. Moreno reported the book value of investments totaled \$1,245,000 for the period ending August 31, 2014, unchanged from the previous quarter. Currently all funds are invested in Certificates of Deposit (CDs). Two CDs totaling \$250,000 matured during the fourth quarter and were reinvested in two new CDs with comparable maturity dates and rates of interest.

Mr. Judson moved to approve the Quarterly Investment Report for the Period Ending August 31, 2014. Ms. Holt seconded the motion.

Presentation – Midlothian Campus Programs

Dr. Kavalier stated it was an honor to bring the Board of Trustees to "the beautiful city of Midlothian." She commended Dr. Kenneth Martin, President of Ellis County Campuses, for his "extraordinary" leadership over the Ellis County Campuses and asked him to present an update.

Dr. Martin welcomed the Board of Trustees and began his presentation by introducing students, faculty and staff from the Midlothian and Waxahachie campuses. He attributed the success of the Ellis County Campuses to its quality faculty and staff and outstanding students. Dr. Martin also thanked Midlothian

Economic Development (MED) under the leadership of Larry Barnett and Mayor Bill Houston for their support of the Midlothian campus.

Dr. Martin gave a brief review of the many programs being offered at the Ellis County campuses and the successes they have enjoyed. Through the partnerships established with four-year universities to offer classes at the Midlothian Higher Education Center, students are given the opportunity to continue their education and earn a bachelor and masters degrees after they finish their studies at Navarro.

Dr. Martin continued stating the Brilliance Scholarship Gala held in Midlothian last year was very successful. Approximately \$92,000 was raised for scholarships to assist over 600 Ellis County students.

Dr. Martin concluded by thanking the Board for all their support.

Update on Personnel Actions

Ms. Ballew was asked to present an update on personnel activity. Ms. Ballew reported on the personnel activity that took place during the month of September 2014 and introduced three "new faces." She reported that 14 openings were currently being advertised and reviewed the positions by campus before concluding her report.

Dr. Kavalier thanked Ms. Ballew.

President's Report

Dr. Kavalier gave a brief synopsis of her activities since the last Board of Trustees meeting including: a meeting with the new Corsicana ISD high school principal; lunch with a select group of Fine Arts students; meeting with the Fairfield Industrial Council regarding shared library resources; the first choir concert under the leadership of the new director, Christopher Price; Homecoming week activities including the Barracks Bunch luncheon where Dr. Stringer was recognized for his years of service; attending Corsicana Education Foundation's fundraising event; participation in the Texas Association of Community Colleges (TACC) Executive Committee quarterly meeting; as well as the grand opening and ribbon-cutting for the new Hunters and Gatherers of the Blackland Prairie exhibit in the Cook Education Center. Dr. Kavalier stated the ribbon-cutting earlier that day had been very well attended and there were many positive comments made.

Access and Accountability Report

Dr. Kavalier asked Mr. Gragg to present the Access and Accountability Report. Mr. Gragg stated enrollment in short term (12 week and 8 week) semesters is strong with approximately 75% of enrollment taking place online. Mr. Gragg also reported that the Office of Admissions and Records is working diligently to review records of past students who completed requirements but have never filed for graduation. Because of these efforts, 500 additional graduates have been identified and reported.

Board Calendar


Mr. Gragg reviewed upcoming activities listed on the Board Calendar, including various athletic events and fine arts programs, before concluding his report.

Announcement and Adjournment

Mr. Huffman thanked everyone for their hospitality and stated the Board looks forward to coming back to Midlothian at a later time. He announced that the next regular meeting of the Board of Trustees will take place on November 20, 2014 in the Cook Education Center on the Corsicana Campus.

Mr. Aldama moved to adjourn the meeting at approximately 7:50 p.m. and Ms. Holt seconded the motion.
The decision was unanimous.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Phil Judson", written in a cursive style.

Phil Judson, Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES