

**NAVARRO COLLEGE BOARD OF TRUSTEES
NOVEMBER 20, 2014 MEETING
MINUTES**

The Navarro College Board of Trustees gathered Thursday, November 20, 2014, on the Corsicana Campus for their regular monthly meeting. All trustees were in attendance including: Lloyd Huffman, Chairman; Dr. James Price, Vice Chairman; Phil Judson, Secretary-Treasurer; Todd McGraw, Member; Richard Aldama, Member; A. L. Atkeisson, Member; and Faith Holt, Member.

Others in attendance included:

Dr. Barbara Kavalier	District President
Dr. Kenneth Martin	President, Ellis County Campuses
Dr. Harold Housley	Executive Vice President of Academic Affairs
Ms. Gettie Moreno	Vice President of Finance and Administration
Mr. Dewayne Gragg	Vice President of Access and Accountability
Dr. Bruce Tabor	Interim Vice President of Operations, Instl. Advancement and Technology
Ms. Maryann Hailey	Vice President of Student Services
Ms. Marcy Ballew	Associate Vice President of Human Resources
Dr. Alex Kajstura	Vice President of Ellis County Campuses
Ms. Leslie Smith	Executive Assistant to the District President
Dr. Jill Baker	Dean of Academic Support Program
Chief Kraig Hawkins	Navarro College Police
Lt. Heath Oakley	Navarro College Police
Officer Lavon Denson	Navarro College Police
Officer Kevin Fuller	Navarro College Police
Ms. Sheri Short	Dean of External Programs
Ms. Lynne Coker	Executive Administrative Assistant

Other faculty, staff and students were also in attendance.

Closed Session

At 6:02 p.m., Mr. Huffman called the meeting to order in the President's Dining Room located in Walker Dining Hall on the Corsicana campus. Mr. McGraw moved to convene into Closed Session for the purpose of discussing real property matters and personnel matters according to Government Codes 551.072 and 551.074. Mr. Aldama seconded the motion and the decision was unanimous.

The Board was joined in closed session by 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. They were also joined by bond counsel from First Southwest: Mr. George Williford and Mr. Erik Macha.

No action was taken on matters discussed in the Closed Session.

Adjourn Closed Session and Call to Order in Open Session

At 7:05 p.m., Mr. Atkeisson made a motion to adjourn the Closed Session and reconvene into Open Session in the Cook Education Center. The motion was seconded by Mr. Aldama, and the decision was unanimous.

At 7:18 p.m., Mr. Huffman called the meeting to order in Open Session in the Cook Education Center. Mr. Atkeisson was asked to begin with a prayer.

Board Announcements

There were no announcements.

Open Forum

There were no requests to address the Board.

Consent Calendar

- a. **Minutes – Board of Trustees September 8, 2014 Special Meeting**
- b. **Minutes – Board of Trustees September 10, 2013 Special Meeting**
- c. **Minutes – Board of Trustees October 16, 2014 Meeting**

Dr. Kavalier requested approval of the Consent Calendar which contained the minutes from the September 8 and September 10, 2014 special meetings/public hearings on setting the tax rate, and the October 16, 2014 meeting.

Dr. Price moved to approve the Consent Calendar, and Mr. Judson seconded the move. The motion passed by a unanimous vote.

Review of Unaudited Financial Statement of Changes in Fund Balance for FYE August 31, 2014

Dr. Kavalier called on Ms. Moreno to present the Unaudited Financial Statement of Changes in Fund Balance for the year ended August 31, 2014.

Ms. Moreno reported that the fund balance in the Educational and General Fund decreased from the previous year by \$2,782,401 for a total of \$6,829,984 as of August 31, 2014. The Auxiliary Fund reserves decreased by \$390,886 leaving a fund balance of \$3,313,029. Ms. Moreno stated, pending the official year end audit, the combined unrestricted fund balance as of August 31, 2014 is expected to total \$10,143,023.

The decrease in fund balance was attributed to one-time expenditures and projects that were purposely funded from fund balance reserves including: construction of the Mexia Campus Administration Building, remodeling of the Cosmetology Program facilities, district-wide computer upgrade, purchase of the Fairfield Career and Technical Center, a 1% salary bonus

and compensated absences for senior-level employees. In addition, the 2013-14 budget was based on a 3% increase in enrollment, which was not met.

Ms. Moreno reviewed a chart showing the trends in the fund balance from FY 2006-07 through FY 2013-14. Significant increases were shown through FY 2012 and slight decreases in FY 2012-13 and FY2013-14. Ms. Moreno stated the 16% fund balance was healthy and responded to questions from the Board.

Trustee Huffman inquired if a 10% fund balance was recommended and Ms. Moreno responded affirmatively, stating that amount is a normal industry standard. Trustee Judson stated the decision to fund the one-time projects was a “prudent use of the fund balance” that has resulted in an increase the College’s fixed assets without increasing its debt service.

Take Action on October 2014 Financial Statement

Ms. Moreno continued with a presentation of the October 2014 Financial Statement. A review of the Statement of Budget Changes indicated amendments increased the revised 2014-15 budget by \$120,226 for a total of \$114,304,358.

Ms. Moreno stated the increase of \$372,750 reflects the contract with Texas Juvenile Justice Department (TJJD) to provide housing and meals for their staff attending Navarro College. Ms. Moreno responded to a question from the Board, stating TJJD staff are being housed in the IOOF cottages. Dr. Kavalier acknowledged Ms. Sheri Short for her good work with TJJD.

Following a review of financial statement, Ms. Moreno concluded her report by stating the District continues to be fiscally sound. Dr. Kavalier thanked Ms. Moreno and requested approval of the October 2014 financial statement.

Mr. Aldama made a motion to approve the October 2014 Financial Statement, and Mr. Judson seconded it. The motion passed by a unanimous vote.

Adopt Resolution in Recognition of Navarro College Police Department

A resolution was presented for adoption recognizing the Navarro College Police Department for their work in apprehending a suspect involved in a sexual assault incident on the Corsicana campus. This apprehension also led to the indictment of the suspect for another sexual assault that had taken place at Southern Methodist University (SMU) campus.

Ms. Holt made a motion to adopt the resolution and Mr. Atkeisson seconded the move. The motion passed by a unanimous vote.

Chief Kraig Hawkins, Lieutenant Heath Oakley, Sergeant Aaron Palmer, Officer Lavon Denson, and Officer Kevin Fuller, who were involved in the apprehension, were recognized and presented a plaque. The Board commended the officers and expressed appreciation for all their work with a standing ovation.

Update on SACS Reaccreditation Process

Dr. Kavalier asked Dr. Housley to present an update on the SACS reaffirmation of accreditation process.

Dr. Housley gave an update on work that has been taking place preparing the Compliance Report required by SACS for reaffirmation of accreditation. He stated a team is currently being housed in the IOOF cottage to focus on the process of addressing SACS compliance certification standards. There are approximately 90 standards that apply to community colleges. Each standard has been assigned to a group of people with the goal of having them ready for verification by Thanksgiving. The next step will involve rewriting the standards in "one voice" with the goal of completion by December 19. The Compliance Certification Report must be submitted to SACS by March 2, 2015.

An Off-Site Review Committee will review the Compliance Report in May 2015. If the Off-Site Committee identifies recommendations, Navarro College will respond with a Focus Report.

The Quality Enhancement Plan will be due 4-6 weeks prior to an On-Site Review Committee's visit October 13-15, 2015. The On-Site Review Committee will review the Focus Report and QEP Plan at that time. The SACSCOC Board will review Navarro College's Reaffirmation of Accreditation in June 2016 and a final decision will be made in December 2016.

Dr. Housley stated a QEP topic and slogan have been identified: Together Everyone Achieves Math Mastery -- TEA(M)². He introduced Dr. Jill Baker in the audience who recently joined the Navarro College staff as Dean of Academic Support Services and will be assisting with implementing the QEP. He also recognized Dr. Suzanne Flannigan who has been acting as consultant and team leader at the IOOF guiding the team through the rewriting process. He then concluded his presentation.

First Reading of Board Policy Manual

Dr. Kavalier asked Marcy Ballew to present the first reading of the new Board Policy Manual. She thanked Marcy Ballew and Leslie Smith for their work on revising the current Administrative Policies and Procedures Manual into the new Board Policy Manual.

Ms. Ballew stated policies have been separated from procedures in the Board Policy Manual, and, if approved, will completely replace the Administrative Policies and Procedures Manual. She stated with few exceptions, most policies remain the same but have been reformatted to fit into the appropriate sections of the new manual. The new manual consists of seven sections:

- Section A – Basic District Foundations
- Section B – Local Governance
- Section C – Business and Support Services
- Section D – Personnel
- Section E – Instruction
- Section F – Students

- **Section G – Community and Governmental Relations**

Ms. Ballew gave a brief review over each section and pointed out any additions or changes to current policy. Upon conclusion, Ms. Ballew offered to answer any questions.

Dr. Kavalier stated the Board Policy Manual will be brought back for a second reading and approval at the next Board meeting. Mr. Huffman encouraged all Trustees to carefully review and familiarize themselves with the new manual.

Personnel Actions

Ms. Ballew continued with an update on personnel actions. She reported four assignments and five resignations occurred during the month of October 2014. There were no retirements, reassignments or transfers.

Ms. Ballew continued by reviewing eight openings on the Corsicana and Midlothian campuses that are currently being advertised and concluded her report.

President's Report

Dr. Kavalier thanked Ms. Ballew and asked Dr. Martin to officially introduce the new Vice President of Ellis County Campuses. Dr. Martin introduced Dr. Alex Kajstura and shared information about his educational and professional background including his experience as a former community college president.

Dr. Kavalier thanked Dr. Martin. She continued with a report on her activities as District President since the last Board of Trustees meeting including: attended the AACT Leadership Conference in Chicago, IL with trustees, TACC quarterly meeting in Austin, received check from the Corsicana Education Foundation in the amount of \$240,000 for scholarships and \$50,000 from the Foundation for the marching band, awarded a \$283,000 Texas Workforce Grant, band concert on November 11, toured Southwest Assemblies of God University (SAGU) campus with SAGU president; met with Representative Cook regarding legislative agenda, held dialogue and lunch with SGA student, attended Kinsloe House meeting where Navarro College student received scholarship; attended American Honors breakfast, and attended the QEP kickoff.

Dr. Kavalier concluded her report by stating she has been elected per her peers to serve as president of the SWJCFC. Her term will begin in January 2015.

Legislative Update

Dr. Kavalier stated there were no legislative updates to share.

Access and Success Report

Dr. Kavalier asked Dewayne Gragg to present the Access and Success Report. Mr. Gragg shared additional data obtained from the CCSSE (Community College Survey of Student Engagement) conducted on Navarro College students.

Approximately 62% of those surveyed indicated their primary goal is to obtain an Associate Degree and transfer to a university; 44.3% indicated they wanted to obtain or update job-related skills, and 42% were taking classes for self-improvement or personal enjoyment. The survey also revealed that 72% of the students are working while attending school and 52% are caring for a dependent or working more than 30 hours per week while attending school. Barriers to returning to college listed were: finances, job, caring for dependents and academically unprepared.

Board Calendar

Mr. Gragg concluded his report and presented the Board Calendar. He announced the Navarro College Soccer team had advanced to the semifinal round of the NJCAA playoffs and their next game would be broadcast from Florida on the NJCAA's website. Mr. Gragg continued with a review of upcoming events including basketball games, Christmas band and choir concerts, and the annual Holiday Celebration for employees.

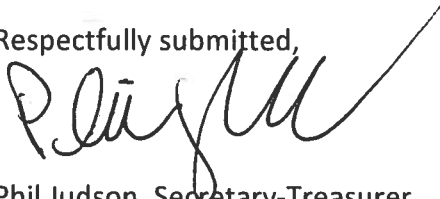
Dr. Kavalier thanked Mr. Gragg and stated that concluded the President's report.

Announcement and Adjournment

Mr. Huffman announced that the next Board of Trustees meeting will be held on December 18, 2014 at 12 noon in the Lone Star Room.

At approximately 8:18 p.m., Mr. Atkeisson moved to adjourn the meeting and Mr. Aldama seconded the motion. The decision was unanimous.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Phil Judson', with a long, sweeping flourish extending from the end.

Phil Judson, Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES