

## **NAVARRO COLLEGE BOARD OF TRUSTEES** **MARCH 27, 2014 MINUTES**

The Navarro College Board of Trustees gathered in the President's Dining Room on Thursday, March 27, 2014 at approximately 6 p.m. for dinner with the District President and Vice Presidents. Following dinner, the governing body relocated to the Cook Center to hold their regular monthly meeting.

The following Trustees were in attendance: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Richard Aldama, Mr. A. L. Atkeisson, and Ms. Faith Holt. Mr. Todd McGraw was absent.

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
Ms. Maryann Hailey	Vice President of 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
Mr. Jeff Gamblin	Interim CIO/Campus Works
Ms. Liz Murphy	Campus Works
Mr. Matt Miller	Director of Online Instruction and M.I.S.C.
Ms. Margaret Moreno	Director of Student Recruitment and District Public Information Officer
Chief Kraig Hawkins	Navarro College Police Department
Mr. Charles Betts	Director of Residence Life
Mr. David Edwards	Director of Admissions and Records/Registrar
Dr. Carey Ford	Professor and Chair, Faculty Association Committee
Mr. Dairy Johnson	Assistant to the Vice President of Student Services
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 Cook Center, Mr. Huffman called the meeting back to order at approximately 7:00 p.m. and asked Dr. Price to begin with a prayer.

### **Board Announcements**

Mr. Atkeisson announced events taking place at the Navarro County Youth Expo were going well with an estimated 1,000 youth participating.

### **Open Forum**

Mr. Huffman recognized a request from Damarcus Offord to address the Board. Mr. Offord identified himself as a Navarro College student residing at 3000 Waller Drive, Corsicana. He praised the direction the college is taking towards more transparency under the leadership of the new District President. He thanked Dr. Barbara Kavalier for "setting the bar high" and also praised the staff and professors at Navarro College.

Mr. Offord concluded by thanking the Board of Trustees and promised to encourage more students to attend and speak at future Board meetings.

### **Consent Calendar**

Dr. Kavalier requested approval of the Consent Calendar containing the minutes from the February 20, 2014 meeting.

Ms. Holt made a motion to approve the Consent Calendar. Mr. Judson seconded the motion and the decision was unanimous.

### **Approval of Campus Works Contract Extension**

Dr. Kavalier invited Ms. Liz Murphy, CampusWorks, to share the significant amount of work that has been accomplished since the initiation of the contract between CampusWorks and Navarro College approximately 120 days ago.

Ms. Murphy stated the objective of her presentation was to report on findings from their assessments and present a remediation strategy to help the Board make an informed decision regarding its next steps. Based on situational analysis, she summarized three "red light" areas impacting the college district: infrastructure, the administrative systems, and business intelligence (data-driven decision environment) .

Ms. Murphy reported the college's firewall has been repaired and positive improvements have been made in security. The possibility of a catastrophic failure has also been averted, but there are more weaknesses than strengths in the infrastructure that need to be addressed. Currently, the district has an unstable environment with unreliable back-ups and no tested recovery plan which is required by SACSCOC for reaccreditation.

There is also no test environment in place to allow software updates to be tested before "going live" for possible issues. Ms. Murphy stated wireless internet access, which is essential for the College to be competitive, is "spotty and limited." Equipment has reached its "end of life" and no longer supported by the manufacturer. The administrative system currently being utilized is outdated and the more student-centered, SQL platform the college has purchased cannot be implemented.

Mr. Gragg and Ms. Moreno were invited to share the impact the college's antiquated infrastructure is having on student success and the ability to generate reliable data for decision-making.

Ms. Murphy then reviewed the proposed high-level timeline that has been developed to bring the college up-to-date. The timeline includes a business process review (student, finance, human resources, continuing education and Colleague optimization) to be addressed over the next five-month period in addition to plans over the next three years for SQL migration, identity management, infrastructure remediation, business intelligence, portal implementation, and mobile implementation. A brief question and answer period followed.

Dr. Kavalier thanked Ms. Murphy and stated approval for a five-month contract extension with CampusWorks was being requested. Funding for the extended contract has been identified.

Dr. Price moved to approve the five-month extension of the contract with CampusWorks and Mr. Aldama seconded the motion. The vote was unanimous.

### **Approval of New Technology Fee**

Dr. Kavalier thanked the Board for approving the contract extension with CampusWorks and stated this was still part of "Step One" with much more work to be done. She asked Ms. Gettie Moreno to present information on a new technology fee being proposed.

Ms. Moreno stated a \$6/SCH technology fee was being proposed. Revenues generated by the technology fee will help offset the cost of \$1.5 million/year over the next three years to upgrade the College's IT infrastructure and equipment. Ms. Moreno projected the new fee will generate approximately \$1.2 million, leaving a shortfall which can be absorbed within the College's budget. The dedicated revenue stream from the proposed fee will continue to fund future technology needs and upgrades.

Ms. Moreno shared information on fees charged by other community colleges, and a chart showing how the College's rates compared to the state average. Navarro College's tuition and fees will still remain well below the state average if the fee is approved. If the proposed technology fee is not approved, use of the College's fund balance/reserves will be required and will be negatively impacted.

Ms. Moreno stated meetings were held with faculty, staff and student groups to share the need for the proposed technology fee. The response received from all groups was supportive and enthusiastic. Ms. Moreno concluded and Dr. Kavalier requested the Board's approval of the new technology fee.

Ms. Holt moved to approve the new technology fee and Mr. Aldama seconded the motion. The motion was carried by unanimous vote.

### **Break**

At 8:40 p.m., Mr. Huffman announced a ten-minute break.

### **Take Action on Quarterly Investment Report for Period Ending February 28, 2014**

At approximately 8:53 p.m., Mr. Huffman called the meeting back to order, and Dr. Kavalier asked Ms. Moreno to present the Quarterly Investment Report for the period ending February 28, 2014.

Ms. Moreno stated there was no activity to report in investments during the last quarter ending February 28, 2014. There was no change in the book value of \$17,198.637 compared to the previous quarter. A review of the maturity schedule indicated Certificates of Deposit (CDs) totaling \$645,000 will mature during the next quarter ending May 31, 2014. A review of pledged collaterals indicated deposits not covered by pledged collateral are covered by FDIC insurance.

Mr. Atkeisson made a motion to approve the Quarterly Investment Report for the period ending February 28, 2014. Mr. Judson seconded motion and the decision was unanimous.

### **Approval of Mission Statement**

Dr. Martin, Dr. Stringer and Mr. Miller were asked by Dr. Kavalier to present the revised mission statement for approval.

Dr. Martin began by stating one of the most important core requirements for SACSCOC reaccreditation involves the College's mission statement. The mission statement governs and helps control all other core standards.

In Fall 2013, a committee was assembled to begin the process of revising the Navarro College mission statement. A series of focus group meetings were held involving faculty, staff, administrators, students, and community members throughout the Navarro College service area. Participants were asked to brainstorm on three questions. Based on their responses, the committee developed four proposed mission statements.

All Navarro College employees, students, and members of the community were then asked to help select which mission statement best reflects Navarro College's mission. Nearly 1,000 responses were received with over half of the responses from students. Based on the responses received, the President's Cabinet reviewed and approved the following Mission Statement to be presented to the Board of Trustees for their approval:

"Navarro College provides educational opportunities that empower students to achieve their personal, academic and career goals and that promote life-long learning for all communities served."

Dr. Kavalier thanked Dr. Martin, Dr. Stringer, Mr. Miller and committee members for all their time and efforts on this important task and asked for the Board's approval of the proposed Mission Statement.

Mr. Aldama thanked everyone for their work and made a motion to approve the revised Mission Statement. Mr. Judson seconded the motion, and the vote was unanimous.

### **Presentation on Campus Civility**

Dr. Kavalier stated during a recent visit to Tyler Junior College with Mr. Gragg and Margaret Moreno, the president and his staff shared information about a new project on civility they had recently implemented resulting in improved morale, a drastic drop in their crime rate, and a more supportive and caring environment on campus. As a result of this visit, civility has been discussed at Navarro College with a wide range of students, faculty and staff. The discussions have been met with overwhelming support and implementation plans are being formulated.

Ms. Margaret Moreno, Mr. Dewayne Gragg, Dr. Carey Ford, Chief Kraig Hawkins, Rev. Dairy Johnson, Mr. Charles Betts and Mr. David Edwards each took turns sharing plans for implementing civility within their designated areas and the anticipated results. Margaret Moreno concluded the presentation by stating the major focus of civility is to promote safety, respect for all persons, and friendliness at Navarro College.

Trustees expressed their approval of the program and thanked everyone.

Ms. Holt commented on the need for the college to hire a dispatcher for the Campus Police Department and someone to help with reports. Dr. Kavalier responded she would look into that position with Ms. Gettie Moreno and Chief Hawkins.

### **Personnel Update**

Dr. Kavalier invited Ms. Ballew to present an update on personnel,

Ms. Ballew reported on personnel activities that took place during the month of February. She introduced two new employees and reported on three exiting employees. Following a review of 11 open positions currently being advertised, Ms. Ballew concluded her report.

### **President's Report**

#### *Update on Fairfield Career and Technology Center*

Dr. Kavalier asked Dr. Housley to give an update on the new Fairfield Career and Technology Center. Dr. Housley reported a \$350,000 grant has been awarded to Navarro College to purchase state-of-the-art equipment for the welding program at the Fairfield location. A full-time welding instructor is being hired, opening up additional opportunities for more welding and fabrication programs to be offered at that location. He reported that Ms. Linda Davis is now working part time as director of the Fairfield Career and Technology Center.

#### *Update on Activities*

Dr. Kavalier continued with an update on activities she has participated in since the last Board meeting including: District Professional Development Day; a performance by the College Choir at the Kinsloe House; John Deere Program's Open House where the College of Tomorrow Award was presented to Navarro College by John Deere Co.; the grand opening of the of the Mexia Campus new administration building; and giving the keynote address to honor students at the Navarro County Youth Expo's breakfast.

#### *Legislative Update*

Dr. Kavalier promised to email a summary of President Obama's 2015 budget report to trustees.

#### *Board Calendar*

Mr. Gragg presented the Board Calendar and reviewed highlights of upcoming events.

#### *Announcement and Adjournment*

Mr. Huffman announced there would not be a Closed Session as noted on the agenda and announced the next meeting would be held on the Waxahachie Campus on April 24 at 7 p.m.

Mr. Atkeisson made a motion to adjourn the meeting at approximately 9:42 p.m., and Mr. Judson seconded the motion. The decision was unanimous.

Respectfully submitted,



Phil Judson, Secretary-Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES