

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**APRIL 24, 2014 MEETING**  
**MINUTES**

The Navarro College Board of Trustees gathered for dinner at Johnny Carino's Restaurant in Waxahachie, Texas and were joined by Dr. Barbara Kavalier, Dr. Kenneth Martin and Dr. Harold Housley as well as Mayor John Wray, Doug Barnes and Mike Ramsey from the City of Waxahachie. Following dinner, the governing body relocated to the Waxahachie campus located at 1900 John Arden Drive, Waxahachie, TX to conduct their regular monthly meeting.

The following Trustees were in attendance: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Todd McGraw, Mr. Richard Aldama, Mr. A. L. 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
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
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Lynne Coker	Executive Administrative Assistant to Vice President of Academic Affairs
Ms. Sarah Austin	Director, Physical Therapist Assistant Program
Ms. Glenda Terry	Dean, Health Professions
Mayor John Wray	City of Waxahachie

Various other faculty, staff, students and visitors were also present.

**Call to Order**

Mr. Huffman called the meeting at approximately 7:00 p.m. and asked Trustee Atkeisson to begin with a prayer.

**Board Announcements**

Mr. Huffman welcomed everyone present including staff and community members from Ellis County stating it was always a wonderful experience to visit the Waxahachie and Midlothian campuses. He welcomed Waxahachie Mayor John Wray, and invited him to say a few words.

Mayor Wray welcomed the Board of Trustees. He stated the City of Waxahachie values the relationship and crucial partnership it has with Navarro College and looks forward to many more years. Mr. Huffman thanked him and stated Navarro College will continue to serve needs of the community.

**Open Forum**

There were no requests to speak to the Board

## **Consent Calendar**

Dr. Kavalier requested approval of the Consent Calendar including the minutes from the March 25, 2014 special meeting and the regular monthly meeting held March 27, 2014.

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

## **Take Action on March 2014 (Mid-Year) Financial Statement**

Dr. Kavalier called on Ms. Moreno to present March 2014 financial report for approval.

Ms. Moreno stated the Financial Statement for the period ending March 31, 2014 includes mid-year adjustments. A review of the financial statement indicated a decrease of \$1,047,456 in revenues for a total revised budget of \$116,855,490. Ms. Moreno attributed the decrease to the decline in student enrollment.

Ms. Moreno stated funds have been transferred from the College's reserves to fund one-time expenditures including the purchase of the building complex from the Fairfield Industrial Development Corporation and renovations, and to close out multiple construction projects. Budgeted expenditures for the remainder of the fiscal year have been reduced to reflect the decrease in revenues.

Ms. Moreno concluded her report stating the district continues to be "very financially sound." Dr. Kavalier thanked Ms. Moreno and requested the Board's approval.

Dr. Price made a motion to approve the March 2014 financial statement, and Mr. Atkeisson seconded motion. The decision was unanimous.

## **Approve Increase in Tuition and Fee Schedule Fall 2014**

Dr. Kavalier asked Ms. Moreno to continue by presenting the proposed increases in the Tuition and Fee Schedule to become effective fall 2014.

Ms. Moreno stated an increase in tuition and fees is needed to offset a shortage of revenue due to a projected decline in enrollment for 2014-15. The following increases in tuition and fees were proposed to help fund operating expenses, scholarships, equipment and facility upgrades:

- Out of District Tuition by \$3/SCH
- Out of State Tuition by \$3/SCH
- Building Use Fee by \$3/SCH
- Out of District Fee by \$3/SCH
- Matriculation Fee by \$3/Semester

Ms. Moreno stated Navarro College's tuition and fees will still be well below the state average. A poll of other Texas community colleges indicates most are planning to increase their tuition and fees for fall 2014, increasing the state average as well.

After brief discussion regarding the impact on students and the need to be financially sound, Dr. Price made a motion to approve the proposed tuition and fee schedule to become effective fall 2014. Mr. Judson seconded the motion, and the decision was a unanimous vote.

## **Update on Physical Therapist Assistant Program**

Dr. Housley introduced Ms. Glenda Terry, Dean of Health Professions. Ms. Terry stated the Physical Therapist Assistant (PTA) Program is preparing to launch its first classes and asked Ms. Sarah Austin, Program Director/Assistant Professor to present an update on the new program that will be offered on the Midlothian Campus.

Ms. Austin reported the PTA program's curriculum has been approved by the Texas Higher Education Coordinating Board (THECB), and the Commission on Accreditation in Physical Therapy Education (CAPTE) has given permission for the program to begin offering classes Fall 2014.

CAPTE acknowledged Navarro College's candidacy for accreditation March 10, 2014. An on-site review is scheduled May 1-2, 2014 and a final decision expected Summer 2014. Ms. Austin reviewed the three-part accreditation process and the program's admission and grading policies.

Approximately 189 have indicated interest in the program and, as of April 1, 2014, thirty-one (31) applications for candidacy have been received. The program will begin with a cohort of 23 students. Other students will be placed on a waiting list.

A brief question and answer followed regarding equipment and space needed and the time frame for students to complete the program and take the state exam for licensure. Dr. Kavalier acknowledged Dean Terry's leadership, the passion and hard work required to start the PTA Program.

## **Presentation: Ellis County Programs**

Dr. Kavalier stated it was exciting to have the Board meeting on Waxahachie Campus in Ellis County and asked Dr. Martin to share information about new programs and services being offered in Ellis County.

Dr. Martin began his presentation by recognizing the excellent faculty, staff and administrators of the Midlothian and Waxahachie Campuses. He continued with updates on programs and services being offered in Ellis County including:

- The impact House Bill 5 has had on the Dual Credit Program. Innovative programs and partnerships with Ellis County Schools, including Waxahachie and Red Oak ISDs, are being designed to prepare students for college level courses or careers.
- Workforce Education Program: A grant in the amount of \$250,000 was recently received for Owens Industry; new online continuing education courses being offered; a new Policy Academy academic program being implemented to accommodate shift work schedules.
- Student Services: 48 students were inducted into the first Ellis County Phi Theta Kappa program.
- Ellis County will have its largest group of students graduating this spring.
- Occupational Therapy Assistant Program is growing and expects to be fully accredited by ACOTE this coming year.

Mr. Huffman commented on how the expansion of the Waxahachie campus was funded with revenue bonds and the possibility of funding additional expansion once the bonds are paid off in a few years.

Dr. Martin expressed appreciation for the Board of Trustees' support of the Ellis County campuses as well as Dr. Kavalier's before concluding his report. Dr. Kavalier thanked Dr. Martin and commended him for the "amazing job and extraordinary work" he is doing.

### **Update on Personnel Actions**

Dr. Kavalier asked Ms. Ballew was to give an update on personnel activities. Ms. Ballew reported there were no assignments, reassignments, retirements, terminations or transfers that took place during the month of March, 2014. Two resignations took place during March 2014.

Ms. Ballew stated ten open positions were currently being advertised. Following a review of advertised position, she concluded her report.

### **President's Report on Items of Information**

Dr. Kavalier presented a report on her activities since the last Board meeting: She served as the keynote speaker in a meeting with city leaders where she shared her experiences in California; She attended the AACC annual conference with Dr. Martin, Dr. Housley, Dewayne Gragg, and Leslie Smith; attended the Ellis County fundraiser, Brilliance; hosted a President's Community Advisory Committee meeting; attended the Micronesian/Multicultural Festival; participated in the Occupational Therapy Assistant pinning ceremony; held the first Town Hall meeting for members of the community; and participated in the annual banquet, Beauregard's Gala, recognizing students for their accomplishments.

#### *Commencement*

Dr. Kavalier asked Mr. Gragg to review Commencement updates. Mr. Gragg shared information on changes being made this year. Two ceremonies will be held on Friday, May 9, on the Corsicana campus and one ceremony held on Saturday, May 10, at the Midlothian High School Indoor Arena. The focus this year will be on treating each graduating student as the "star." Representative Byron Cook will be the keynote speaker during the Corsicana ceremonies, and Congressman Joe Barton the keynote speaker for the Ellis County Commencement.

#### *Board calendar*

Mr. Gragg was asked to continue with a review of upcoming events on the Board Calendar. Following a review of calendar highlights, Dr. Kavalier concluded the President's report.

#### **Announcement and Adjournment**

Mr. Huffman announced the next meeting of the Board of Trustees will be held on May 15, 2014 in the Cook Center located on the Corsicana campus.

Mr. Aldama made a motion to adjourn the meeting at 8:10 p.m.. and Mr. Atkeisson seconded the motion. The decision was unanimous.

Respectfully submitted,



Phil Judson, Secretary-Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES