

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**FEBRUARY 26, 2015 MEETING**  
**MINUTES**

The Navarro College Board of Trustees gathered Thursday, February 26, 2015, on the Corsicana Campus. Members of the Faculty Association Executive Committee joined the Trustees and Dr. Barbara Kavalier, District President, for dinner in the President's Dining Room. Following dinner, the Board relocated to the Cook Education Center for their regular monthly meeting. Trustees in attendance included: Lloyd Huffman, Chairman; Phil Judson, Secretary-Treasurer; Richard Aldama, Member; A. L. Atkeisson, Member; and Faith Holt, Member. Trustee Todd McGraw was absent.

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	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
Dr. Joel Michaelis	Dean of Navarro College South
Mr. Matt Miller	Dean of Online Instruction
Ms. Sina Ruiz	Interim Dean of Institutional Effectiveness
Ms. Lynn Coker	Executive Administrative Assistant
Ms. Sue Starkey	Administrative Assistant
Ms. Vicky Ferguson	Co-Chair of QEP Committee/Dean of Humanities and Kinesiology
Ms. Amy Nicholson	Co-Chair of QEP Committee/Department Chair, Business Information Technology
Ms. Leslie Smith	Executive Assistant to the District President
Dr. & Mrs. James Price	Former Trustee and Spouse

Other faculty, staff and students were also in attendance.

**Call to Order**

After relocating to the Cook Center, Mr. Huffman called the regular monthly meeting to order at approximately 7:03 p.m. and asked Mr. Judson to begin the meeting with a prayer.

Mr. Huffman announced that a Closed Session to discuss Personnel and Real Estate Matters according to Government Codes 551.074 and 551.072 would be held following the President's Report. Action following the Closed Session was anticipated.

### **Board Announcement**

Mr. Huffman recognized and commended staff who, under the supervision of Dr. Harold Housley, have been working exhaustively to finalize the SACS Compliance Report.

**Adopt Resolution in Recognition of Former Trustee and Board Vice Chairman James G. Price**  
Chairman Huffman invited former trustee, Dr. James G. Price and his wife, Carolyn, to come forward. Mr. Huffman asked for a motion on adopting a resolution recognizing Dr. Price for his years of service as Navarro College Trustee from 1995 through 2014 and declaring the Baseball and Softball Fieldhouse would be renamed in his honor and hereafter be known as the “James G. Price Baseball and Softball Fieldhouse.”

Mr. Judson moved to adopt the resolution and Mr. Aldama seconded the motion. The resolution passed by a unanimous vote. Mr. Huffman and Mr. Judson presented Dr. Price with a plaque and Mrs. Price with a bouquet of red roses. A standing ovation followed.

Dr. Price expressed his appreciation and stated he enjoyed his time and work on the Board.

### **Open Forum**

There were no requests to address the Board.

### **Consent Calendar**

- a. 2014 Annual Racial Profiling Report
- b. Minutes – January 22, 2015 Meeting
- c. Minutes – January 29, 2015 Meeting

Dr. Kavalier requested approval of the Consent Calendar containing the 2014 Annual Racial Profiling Report and minutes from the January 22 and January 29, 2015 meetings.

Mr. Aldama moved to approve the Consent Calendar and Mr. Atkeisson seconded the motion. The decision was unanimous.

### **Election to Fill Office of Vice Chairman**

Mr. Huffman opened the floor for nominations to fill the position of Vice Chairman, previously held by Dr. Price.

Mr. Atkeisson nominated Trustee Phil Judson, currently Secretary-Treasurer, to be elected Vice Chairman and Trustee Richard Aldama to be elected Secretary-Treasurer. No other nominations were received.

The vote to elect Trustee Phil Judson Vice Chairman and Trustee Richard Aldama Secretary-Treasurer was unanimous.

### **Break**

Mr. Huffman announced a break to hold a brief reception honoring Dr. and Mrs. Price.

### **Review Tuition and Fee Proposal effective Fall 2015**

Dr. Kavalier asked Ms. Moreno to present proposed Tuition and Fee increases effective fall 2015.

Reasons given for proposing an increase in tuition and fees included: the cost to generate each contact hour has increased, declining enrollment, on-going funding needed for faculty positions, the need for funds to support the Quality Enhancement Plan, the impact the new 60 semester credit hour degree limitation is having on contact hour generation, and the need to minimize use of the fund balance in order to maintain the same level of services to students.

Three proposals were reviewed: Scenario 1 proposed the highest increases and would generate approximately \$1,637,400 in new revenues; Scenario 2's proposed increases would generate \$783,100 in new revenues; and Scenario 3's proposed increases would generate approximately \$1,019,700.

Ms. Moreno stated administration recommends the Board consider Scenario 3 - increasing In-District Tuition by \$3 per SCH; Out-of-District Tuition by \$3 per SCH; Out-of-State Tuition by \$5 per SCH; the Out-of-District Fee by \$1 per SCH; and the Building Use Fee by \$2 per SCH.

She stated Navarro College's tuition and fees with the proposed increases will still be lower than the state average based on spring 2015 rates. The state average for fall 2015 is expected to increase as well, making Navarro College's rates even lower. Ms. Moreno stated several community colleges are considering differential tuition rates for some programs which Navarro College may wish to consider at some point.

Mr. Huffman requested a copy of the Texas Association of Community College's (TACC) tuition and fee chart, which compares tuition and fees charged by all Texas community colleges, be provided to the Board for review. Ms. Moreno stated a copy would be provided to all trustees.

Ms. Moreno stated no action was requested; the proposed tuition and fee changes will be presented for approval at the next Board meeting on March 31, 2015.

### **Take Action on Room and Board Fee Changes effective Fall 2015**

Dr. Kavalier asked Ms. Moreno to present the proposed Room and Board Fee changes for approval effective fall 2015.

Ms. Moreno stated an increase of \$100 in room rental rates is needed to offset the increased cost for providing WiFi broadband internet service to Residence Life students, the cost of providing free laundry services, and the replacement cost of obsolete fitness equipment in the student's fitness center. In addition, an increase of \$30 in room deposits is recommended to discourage costs associated with damages. Ms. Moreno stated the proposed increases are anticipated to generate approximately \$160,000 in new revenues.

An increase of 5% in board (meal) plans will help offset the increased operating costs for food products, utilities and wages. The increase is expected to generate approximately \$97,600 in new revenues and assure continuance of the same services and food quality.

A chart of room and board rates charged by other community colleges indicated Navarro College's rates will be comparable to rates charged by other community colleges. Ms. Moreno concluded her presentation, and Dr. Kavalier requested approval.

Mr. Judson made a motion to adopt the proposed Room and Board Fee Schedule effective Fall 2015, and Mr. Aldama seconded the motion. The motion carried by a unanimous vote.

#### **Take Action on January 2015 Financial Statement**

The January 2015 financial statement was presented by Ms. Moreno. Amendments reduced the budget by \$14,383. The decrease was attributed to fluctuations between federal and state grants and changes in financial aid. The revised budget totaled \$113,456,433 as of January 31, 2015.

Mr. Atkeisson moved to approve the January 2015 financial statement, and Ms. Holt seconded the motion. The decision was unanimous.

#### **Take Action on SACSCOC Compliance Report**

Dr. Kavalier stated it was her honor to invite Dr. Housley to come forward to present the next action item: approval of the SACSCOC Compliance Report.

Dr. Housley was pleased to report the SACS-COC Compliance report has been completed and copies were in the process of being shipped to SACS headquarters in Atlanta, GA and SACS-COC Off-Site Committee members. Delivery is expected to be made by Friday, February 27, three days ahead of the March 2 deadline.

Dr. Michaelis assisted Dr. Housley in demonstrating the contents of the final product each SACS Off-Site Committee member and SACS Headquarters will receive. Navarro College "red" boxes were each packed with a bound copy of the 789-page report, bound copies of supporting documentation, and a flash drive which contains an electronic version of the report and links to supporting documentation.

Mr. Aldama inquired why the copies the Board received of the SACS Compliance Report contained fewer pages than the final report being shipped to SACS. Dr. Housley and Dr. Kavalier explained SACS required a specific font size and line spacing for their copies. The copies printed for the Board were in a smaller print size but the content was the same as the copies being sent to SACS.

Dr. Housley commended the tremendous efforts of the SACS team members who have worked day and night completing and proofing the report and to ensure it was correct. Matt Miller, Sina Ruiz, Lynne Coker, and Sue Starkey were asked to come forward to be recognized.

Mr. Huffman thanked everyone for their hard work. Mr. Atkeisson made a motion to approve the SACSCOC Compliance Report. The motion was seconded by Mr. Aldama, and the vote was unanimous.

Mr. Atkeisson requested the Board meeting minutes reflect the Board of Trustees' appreciation for the hard work performed by everyone especially Dr. Housey, Dr. Michealis, Matt Miller, Sina Ruiz, Lynne Coker, Sue Starkey and all other staff involved in preparing the SACS-COC Compliance Report in addition to their other duties. Mr. Huffman and all other members concurred.

#### **Update on Quality Enhancement Plan (QEP)**

Dr. Kavalier invited Vicky Ferguson and Amy Nicholson, co-chairs of the Quality Enhancement Plan Committee, to present an update on the implementation of the QEP.

The presentation began with a brief question and answer period stressing the importance of the QEP, the reasons why math was selected as the focused subject area, and how the QEP will impact all areas of the College. Multiple steps have been taken to begin implementing the QEP and making everyone aware of its importance. Faculty have been involved in its development, and meetings have been held with student groups and with the President's Cabinet. Individual meetings were scheduled with each vice president to ensure all Navarro College staff reporting to them become well-informed about the QEP prior to the SACS On-Site Committee visit in October. A contest to obtain the most signatures from people who take the QEP pledge after being told about the QEP was held among students to encourage them to spread the word. The President's Cabinet was also challenged to their own contest that was won by District President, Dr. Barbara Kavalier.

Ms. Nicholson and Ms. Ferguson stated a marketing plan has been developed to assist in getting the word out using the College's website and printed materials. Banners and signs have been designed and will be posted at all campus locations. Printed materials were designed with the QEP's T.E.A.M<sup>2</sup> logo and related information. Each Trustee was provided a folder which included a QEP question and answer information sheet, a business card with the QEP logo, a rack card with QEP "tips" and a copy of the QEP pledge. Collared, three-button knit shirts with the QEP logo were distributed to each Trustee and Dr. Kavalier as well.

Prior to concluding their presentation, Ms. Nicholson and Ms. Ferguson challenged the Trustees to participate in their own QEP contest by telling as many people as possible about the QEP and gathering their signatures. Trustees were asked to stand, raise their right hand with the bulldog sign and take the QEP pledge together along with everyone present.

Mr. Judson commended Ms. Ferguson and Ms. Nicholson. He stated, "You started with a process but you are creating a culture of learning. It's not 'just a project.' You're making it fun, you're making it exciting and we applaud you for that."

### **Update on Personnel Actions**

Dr. Kavalier asked Marcy Ballew to present an update on personnel activity. Ms. Ballew reported on personnel activity that took place during the month of January 2015 including four "new faces", one retirement, and four resignations. She invited Ms. Elizabeth Chivers, the new Director of Institutional Research, to stand and be introduced.

Ms. Ballew reviewed the list of 14 open positions currently being advertised and concluded her report.

Mr. Huffman thanked Ms. Ballew.

### **President's Report**

Dr. Kavalier gave a brief update on her activities since the last Board meeting including: Navarro College Foundation Board of Directors meeting on January 26; January 26-28 SACS Consultant, Dr. Tanya Gorman, was on campus to perform the final edit of the SACS Compliance Report; the Corsicana Chamber of Commerce's annual dinner held February 10; and February 16, she participated in the Region XIV Athletic Conference.

### **Legislative Update**

Dr. Kavalier continued stating the Texas Association of Community Colleges (TACC) held a legislative workshop in Austin on February 2, followed by Community College Day at the Capitol on February 3. Navarro College had 31 students and several advisors that participated. The group had the opportunity to meet with Representative Byron Cook, Representative John Wray, and Senator Birdwell; it was an amazing experience for all involved.

### **District Professional Development Day**

Dr. Kavalier issued an invitation for all Trustees to attend the "all district" Professional Development Day being hosted by Dr. Martin and his staff in Midlothian on Friday, February 27.

### **Access and Success Report**

Dr. Kavalier asked Dewayne Gragg to provide the Access and Success Report. Mr. Gragg shared a report on key performance indicators that measured Navarro College's success in achieving the benchmark rates in student retention rate, three year graduation rate, persistence rate, course completion rate, transfer rate, job placement (employment) rate, and state licensing examination success rate.

### **Board Calendar**

Mr. Gragg continued with a review of upcoming activities listed on the Board Calendar. He pointed out Navarro College has qualified to participate in the Region XIV Conference Basketball Tournament in Tyler March 3-7.

Dr. Kavalier stated there were seats available on March 3, for Trustees to join students from the Oil and Gas Program on a field trip to the Perot Museum. She stated Leslie Smith would send out more information on Friday.

**Convene into Closed Session to Discuss Personnel and Real Estate Matters According to Government Codes 551.074 and 551.072**

At 8:29 p.m., Ms. Holt moved to convene into Closed Session to discuss personnel and real estate matters according to Government Codes 551.074 and 551.072. Mr. Aldama seconded the motion and the decision was unanimous.

Mr. Huffman announced a ten minute break prior to moving into Closed Session.

**Reconvene into Open Session and Take Action on Matters Discussed in Closed Session**

At 9:13 p.m., Mr. Huffman reconvened the meeting into Open Session.

Mr. Huffman announced Corsicana ISD has approached Navarro College about purchasing college-owned acreage located on Highway 22.

Mr. Aldama made a motion granting administration approval to proceed with negotiations with Corsicana ISD to arrive at an agreement. Mr. Atkeisson seconded the motion and the decision was unanimous.

**Announcement and Adjournment**

Mr. Huffman announced the next meeting will be held on Tuesday, Marcy 31, in the Cook Education Center on the Corsicana campus at 7 p.m.

Ms. Holt moved to adjourn the meeting at 9:15 p.m. and Mr. Atkeisson seconded the motion. The decision was unanimous.

Respectfully submitted,

  
Richard Aldama, Secretary-Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES