

**NAVARRO COLLEGE BOARD OF TRUSTEES  
APRIL 23, 2015 MEETING  
MINUTES**

The governing body of Navarro College gathered on Thursday, April 23, 2015 at the Navarro College Mexia Campus for their regular monthly meeting. Trustees in attendance included: Lloyd Huffman, Richard Aldama, Todd McGraw, A. L. Atkeisson, Faith Holt and Loran Seely. Trustee Phil Judson 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
Dr. Bruce Tabor	Vice President of Operations, Advancement and Technology
Ms. Maryann Hailey	Vice President of Student Services
Dr. Alex Kajstura	Vice President of Ellis County Campuses
Ms. Marcy Ballew	Associate Vice President of Human Resources
Ms. Leslie Smith	Executive Assistant to the District President
Dr. Joel Michaelis	Dean of Navarro College South
Ms. Sina Ruiz	Dean of Institutional Studies
Ms. Elizabeth Chivers	Director of Institutional Research
Ms. Janet Daugherty	Budget Officer
Margaret Moreno	Director of Student Recruiting
Mr. Dick Flatt	Owner, Flatts Stationers; NC Foundation Board of Directors
Mr. Troy Miller	Mayor, City of Mexia
Ms. Linda Archibald	President, Mexia Chamber of Commerce

Other faculty, staff and students were also in attendance.

**Call to Order**

Mr. Huffman called the meeting to order at approximately 7:22 p.m. and asked Mr. Aldama to begin the meeting with a prayer.

**Board Announcements**

Mr. Huffman recognized Mr. Dick Flatt and expressed appreciation of his support of Navarro College and for serving as a loyal member of NC Foundation Board of Directors.

**Open Forum**

There were no requests to address the Board.

**Consent Calendar**

Dr. Kavalier requested approval of the Consent Calendar containing the minutes from the March 31, 2015 Meeting and the April 7, 2015 Special Meeting. Ms. Holt made a motion to

approve the Consent Calendar and Mr. McGraw seconded the motion. The motion passed with a unanimous vote.

### **Item 302 - Presentation on South Campus**

Dr. Kavalier requested permission to move *Item 302 - Presentation on South Campus* up on the agenda. She asked Dr. Michaelis, Dean of Navarro College South, to introduce special guests in the audience and present an update on the South Campus.

Dr. Michaelis introduced Mr. Troy Miller, Mayor of the City of Mexia, Ms. Linda Archibald, president of the Mexia Chamber of Commerce, in addition to Mr. Dick Flatt, owner of Flatts Stationers and member of the Navarro College Foundation Board of Directors. He expressed appreciation for their support of Navarro College before continuing with this presentation.

Dr. Michaelis shared enrollment information and events that have taken place over the past year at Navarro College South which consists of the Mexia Campus, the Fairfield Career and Technical Center, the Mexia State Supported Living Center (MSSLC), and Dual Credit courses offered at 11 different school districts in Limestone, Freestone, and Leon Counties.

Following his presentation, Dr. Michaelis introduced South Campus faculty and staff in the audience at the request of Dr. Kavalier.

Mr. Huffman thanked Dr. Michaelis. He stated the Board values the long relationship it has enjoyed with the City of Mexia and Limestone/Freestone area and will strive to continue serving their needs.

### **Take Action on Resolution Electing to Participate in Tax Abatement Programs and Establishing Guidelines, Criteria and Policy for Granting Tax Abatement**

Dr. Kavalier introduced City of Corsicana/Navarro County Economic Development Director, Mr. Bill King, and invited him to introduce the proposed resolution for participating in tax abatement programs and the proposed guidelines, criteria and policy for granting tax abatement.

Mr. King stated the law requires entities electing to participate in tax abatements to adopt a resolution electing to participate in tax abatement programs and establish guidelines, criteria and policies prior to issuing tax abatements. The proposed resolution and guidelines, criteria and policy will remain in effect for two years from the date of adoption.

Following a brief question and answer period, Mr. Seely made a motion to adopt the resolution electing to participate in tax abatement programs and establishing guidelines, criteria and policy for granting tax abatements. Mr. Atkeisson seconded the motion, and the decision was unanimous.

### **Take Action on Mid-Year Budget Adjustments and March 2015 Financial Statement**

Dr. Kavalier stated the Board's approval was requested for the March 2015 financial statement which included mid-year budget adjustments.

Ms. Daugherty was asked to present highlights of the financial statement and adjustments. A review of the 2014-2015 Budget Report for the month ending March 31, 2015 indicated amendments reduced the budget \$1,363,308 for a revised total of \$112,152,437.

Ms. Daugherty concluded her report by stating the College continues to be in sound financial condition.

Mr. Aldama made a motion to approve the Mid-Year Budget Adjustments and March 2015 Financial Statement, and Mr. Seely seconded the motion. The decision was unanimous.

#### **Update on District Facilities and Technology**

Dr. Kavalier asked Dr. Bruce Tabor to provide an update on district facilities and technology.

Dr. Tabor began by first recognizing Dick Flatt for his work on the Foundation Board. He continued with an update on facilities and renovations taking place at all campus locations including:

- Moving forward with Phase 1 renovations for classrooms in the Fairfield Career and Technical Center to be completed by fall;
- Increase in power infrastructure for Welding Program and new Industrial Maintenance classrooms and labs;
- The addition of new landscaping at the Mexia campus and relocation of flag poles with lighting
- The renovation of Beautique and Books to offer Starbucks coffee; a mid-May opening is anticipated.
- QEP TEA(M)<sup>2</sup> Centers

Dr. Tabor stated bid proposals were received for utilities and interviews with several companies have taken place. A substantial savings is anticipated from a reduced rate for electricity.

Dr. Tabor continued with an update on technology stating renovations have been made in the server room in the Albritton Administration Building to increase efficiency. VOIP installation will begin with the Midlothian campus.

Dr. Tabor answered questions regarding the location of the QEP TEA(M)<sup>2</sup> Center inside the Sanchez Library and concluded his presentation.

#### **Update on Strategic Plan and Board Focus Group**

Dr. Kavalier invited Ms. Sina Ruiz and Ms. Elizabeth Chivers to present an update on the Strategic Plan and conduct a Board Focus Group.



Ms. Ruiz presented an update on the process for developing a new Strategic Plan. Ms. Ruiz, Dr. Jill Baker and Ms. Chivers have been involved in conducting an internal and external scan in order to develop a well-informed plan. Focus Groups have been conducted with various groups, including staff and the community, to obtain their feedback on “what is important” and assist in determining a main trend for the Strategic Plan.

Following Ms. Ruiz’s presentation, Ms. Chivers conducted a Focus Group session with the Board of Trustees to obtain their feedback and thoughts on Navarro College.

Dr. Kavalier thanked Ms. Ruiz and Ms. Chivers for their work in advancing institutional research.

### **Personnel Update**

Dr. Kavalier asked Ms. Ballew to provide an update on personnel activities.

Ms. Ballew reported four assignments and one resignation occurred during the month of March 2015. There were no retirements, reassignments, or transfers to report.

Ms. Ballew stated ten openings were currently being advertised and reviewed the list of open positions located on the Corsicana and Waxahachie campuses. She then concluded her report.

### **Presidents Report**

Dr. Kavalier shared an update on her activities since the last Board meeting including:

- Meeting with the Carl Perkins Program state representative. Navarro College’s Carl Perkins Program was cited as one of the best models in the state as an exemplary program and for its excellent leadership;
- Informal discussions and dialogues held with students, faculty and staff at all campus locations;
- Meeting with Dr. David Campbell and Frank Armand to discuss creation of an aviation program ground school;
- Meeting with the Faculty Executive Committee;
- Participated in Brilliance fundraising event and introduced Rep. John Wray;
- Attended first Student Art Show with guest artist held at the Cook Education Center;
- Gave welcome at NC Preview Day;
- Met with Congressman Joe Barton’s assistant, Hunter Thedford;
- Met with legislators in Austin to advocate funding for community colleges and received very good responses from Representatives Wray and Cook and Senator Birdwell;
- Toured Texas Juvenile Justice Department (TJJD) facility in Corsicana; and
- Attended the opening night of the Fine Arts Department’s musical, Hairspray.

### **Board Calendar**

Dr. Kavalier asked Ms. Margaret Moreno to present the Board Calendar. Ms. Moreno reviewed highlights of coming events and concluded her report.

**Announcement and Adjournment**

Mr. Huffman expressed the Board's enjoyment with coming to Mexia and thanked everyone for their support. He announced the next regular meeting of the Board of Trustees will be held on Thursday, May 28, 2015 at 7 p.m. in Cook Education Center.

Mr. Aldama moved to adjourn the meeting at 8:39 p.m. and Mr. McGraw seconded the motion. The decision was unanimous.

Respectfully submitted,

A handwritten signature in cursive script that reads "Richard L. Aldama". The signature is written in dark ink and is positioned above the printed name and title.

Richard L. Aldama, Secretary-Treasurer  
NAVARRO COLLEGE BOARD OF TRUSTEES