

**NAVARRO COLLEGE BOARD OF TRUSTEES  
JUNE 18, 2015 MEETING  
MINUTES**

The governing body of Navarro College gathered on Thursday, June 18, 2015 in the Cook Education Center for their regular monthly meeting. Trustees in attendance included: Phil Judson, Richard Aldama, Todd McGraw, A. L. Atkeisson, Faith Holt and Loran Seely. Mr. Huffman was absent.

Others in attendance included:

Dr. Barbara Kavalier	District President
Dr. Kenneth Martin	President, Ellis County Campuses
Dr. Harold Housley	Executive Vice President, Academic Affairs
Mr. Dewayne Gragg	Vice President, Access and Accountability
Dr. Bruce Tabor	Vice President, Operations, Advancement and Technology
Ms. Maryann Hailey	Vice President of Student Services
Dr. Alex Kajstura	Vice President of Ellis County Campuses
Mr. Jim Jones	Interim Vice President, Finance and Administration
Ms. Marcy Ballew	Associate Vice President of Human Resources
Ms. Meredith Chase	Executive Director, Marketing and Public Information
Ms. Elizabeth Chivers	Director of Institutional Research
Dr. Tanya Gorman	SACSCOC Accreditation Consultant
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Linda Moore	Executive Administrative Assistant

Other faculty and staff were also in attendance.

**Call to Order**

Mr. Judson called the meeting to order in the President's Dining Room at approximately 6 p.m. for dinner. Following dinner, the governing body relocated to the Cook Education Center at approximately 7:01 p.m. and reconvened for their regular monthly meeting.

Mr. Judson announced he would be presiding over the meeting in the absence of Board Chairman, Mr. Lloyd Huffman. Mr. McGraw was asked to begin the meeting with a prayer.

**Board Announcement**

There were no announcements.

**Open Forum**

There were no requests to address the Board.

### **Consent Calendar**

- a. **Minutes - Board of Trustees May 21, 2015 Special Meeting**
- b. **Minutes – Board of Trustees May 28, 2015 Meeting**

Mr. Aldama moved to approve the Consent Calendar, and Mr. McGraw seconded the motion. The motion carried by unanimous vote.

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

Dr. Kavalier invited Mr. Jim Jones, Interim Vice President of Finance and Administration, to present the May 2015 Financial statement.

The revised budget totaled \$112,036,411 as of May 31, 2015, an increase of \$119,685 from the previous month. Mr. Jones reviewed highlights of the May 2015 financial statement and concluded his report.

Mr. McGraw moved to approve the May 2015 financial statement and Mr. Aldama seconded motion. The motion passed by a unanimous vote.

### **Take Action on Quarterly Investment Report for Quarter Ended May 31, 2015**

Mr. Jones was asked to present the Quarterly Investment Report for the period ended May 31, 2015.

Mr. Jones reviewed the Quarterly investment Report stating investments totaled \$1,373,682.90 as of May 31, 2015. The Maturity Schedule indicated no investments are scheduled to mature until the first quarter in 2015-2016. A review of Pledged Collateral indicated cash and certificates of deposit in the amount of \$15,579,554.95 are well secured by FDIC Insurance in the amount of \$1,750,000 and pledged collateral totaling \$38,135,396.

Mr. Jones concluded his report and responded to questions. He confirmed that deposits held at Citizens National Bank in Midlothian were also covered by FDIC insurance.

Mr. Atkeisson moved to approve the Quarterly Investment Report for the Quarter Ended May 31, 2015, and Mr. Seely seconded the motion. The motion carried by a unanimous vote.

### **Campus Works Update**

Dr. Kavalier invited Dr. Tabor to share an update on the Campus Works contract which the Board will be asked to renew in the coming months.

Dr. Tabor began with an overview of the three-year contract with Campus Works. He reviewed the status of the Business Process Review recommendations and detailed progress that has taken place during Year One of the contract.

Dr. Tabor continued his update by stating Information Technology staff have received further training and advanced their careers at Navarro College. He thanked Jeff Gamblin, CIO, and the IT staff for the remarkable job they have done over the past year and a half.

Dr. Tabor shared goals for the coming year (2015-16). Plans include piloting a virtual network with the goal of replacing equipment with clone computers using cloud-based technology. Dr. Tabor concluded his presentation.

Mr. Judson thanked Dr. Tabor for the progress being made on the “huge scope of work.”

### **Community College Survey of Student Engagement (CCSSE) Results**

Dr. Kavalier asked Vice President Gragg to introduce Ms. Elizabeth Chivers, Director of institutional Research. Mr. Gragg introduced Ms. Chivers and asked her to share the results of Community College Survey of Student Engagement (CCSSE).

Ms. Chivers explained the CCSSE survey is tool to look at national results and compare them to Navarro College’s results. The CCSSE cohort consists of 684 institutions; 141 which are comparable in size to Navarro College; of those, roughly 1/3 (385) are similar to Navarro College’s student base. The cohort represented student enrolled from 2012-2014.

Ms. Chivers shared multiple charts comparing Navarro College’s results to various cohort groups. The data will be utilized as a benchmark or “starting point” for determining progress from this year forward towards the goal of student academic success.

Dr. Kavalier thanked Ms. Chivers.

### **SACS-COC Reaffirmation of Accreditation Update**

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

Dr. Housley shared the results of the SACS-COC Off-Site Committee’s review of Navarro College’s Compliance Report, which was submitted February 28, 2015. Out of 91 standards, 12 recommendations were received for non-compliance.

A Focused Report addressing the recommendations must be submitted to SACSCOC. Dr. Housley reviewed the responses and action plans for each recommendation that will be submitted in the report. Final revisions are being made and the report will be submitted prior to the July deadline.

The On-Site Committee will review the Focused Report and pay particular attention to these standards as well as others during their visit October 12-15. In addition, they will be reviewing the College’s Quality Enhancement Plan – “Together Everyone Achieves Math Mastery” TEA(M)<sup>2</sup>.



Dr. Housley reported the SACSCOC Board of Trustees met in June and reviewed Navarro College's Substantive Change issue. The Board took action "to continue accreditation with no additional report."

Mr. Judson commended Dr. Housley and his staff for their work. Dr. Housley thanked Mr. Judson and introduced Dr. Tanya Gorman, SACSCOC consultant, who gave an overview of the entire SACS process.

Dr. Gorman shared her background in accreditation and gave a brief overview of SACS and the accreditation process. She explained the Southern Association of Community Colleges and Schools Commission on Colleges (SACSCOC) is one of six regional accreditation commissions authorized by the U.S. Department of Education to evaluate, monitor and ensure the quality of accredited institutions. Dr. Gorman reviewed the SACS accreditation process stating once the 10 year reaffirmation of accreditation has been achieved, the cycle does not end but "actually begins." A Fifth-Year Interim Report and on-going substantive change reports will be required.

Dr. Gorman commended administration's commitment to meet and comply with SACS standards and stated the work accomplished to bridge previous deficiencies was evident. Dr. Gorman stated the report received from the SACS-COC Off-Site Committee is one of the "cleanest" she has seen. She anticipates the College will receive a good report from the On-Site Committee as well.

Dr. Gorman explained the On-Site Committee will be sharing their recommendation during an exit interview at the end of their visit; however, the final decision of reaffirming accreditation will be made by the SACS Board of Trustees when it meets in June 2016.

Dr. Gorman thanked the Board and administration for the opportunity to work with them. Mr. Judson thanked her for helping the Board to understand the role of SACS and how to comply.

### **Update on Personnel Activity**

Ms. Ballew was asked to provide an update on personnel. The following activity took place during the Month of May 2015:

#### **New assignments:**

- Erica Maldonado – Administrative Assistant
- John "Hank" Bailey – Campus Police Officer – Ellis County
- Jim Jones – Interim Vice-President of Finance & Administration

#### **Promotions and transfers:**

- Kellie Driver – Data Entry Clerk - Adult Education
- Robyn Kittrell – Administrative Assistant/Accounting Clerk

#### **Resignations:**

- Vicky Ferguson – Dean of Fine Arts & Humanities
- Jamie Greene – Executive Administrative Assistant
- Elizabeth Winland – Athletic Trainer

- Leonel Garcia – Custodial Supervisor

There were no retirements to report. Ms. Ballew stated 19 positions were open district-wide and reviewed them before concluding her report.

#### **President's Report**

1. President's Report - Dr. Kavalier shared highlights of her activities since the last Board meeting including: a presentation at the NAACP Meeting; Paraprofessional/Support Staff Celebration Day; and the first annual "Partners in Progress" connecting Navarro College with community businesses.
2. Legislative Update – Dr. Kavalier stated a legislative report is pending from the Texas Association of Community Colleges (TACC). Information will be shared once it is received.
3. Access and Success Report – Vice President Gragg presented an update on summer and fall semester enrollments. Computer (IT) issues negatively impacted enrollment for summer classes; however, an increase of 310 students over the previous year will be reported to the state for Summer I. Fall enrollment is "on target" due to an increase in dual credit enrollment.
4. Board Calendar – Meredith Chase presented the Board Calendar and reviewed highlights of upcoming events.

#### **Announcement and Adjournment**

Mr. Judson announced the Board of Trustees Planning and Budget Workshop will be held on July 23 beginning with lunch at 12 noon in the President's Dining Room. The Board's regular monthly meeting will be held at 6 p.m. in the Cook Education Center.

Mr. Judson recognized the success experienced by the EMT and Paramedic Certification Programs this year. Their pass rates ranked above the national and state average. He expressed the Board's appreciation for program coordinator, Chris Waller, and administration before concluding the meeting.

At 8:38 p.m., Mr. Aldama made a motion to adjourn the meeting and Ms. Holt seconded the move. The motion passed by a unanimous vote.

Respectfully submitted,



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