

**NAVARRO COLLEGE BOARD OF TRUSTEES
AUGUST 27, 2015 MEETING
MINUTES**

Navarro College Board of Trustees met on Thursday, August 27, 2015 to conduct their regular monthly meeting. All trustees were in attendance including: Mr. Lloyd Huffman, Chairman; Mr. Phil Judson, Vice-Chairman; Mr. Richard Aldama, Secretary-Treasurer; Mr. A. L. Atkeisson, Ms. Faith Holt, Mr. Todd McGraw, and Mr. Loran Seely.

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. Leslie Smith	Executive Assistant to the District President
Dr. Jill Baker	Dean of Academic Support Programs/QEP Co-chair
Ms. Amy Nicholson	Asst. Professor of Business Information Technology/QEP Co-chair
Mr. Roark Montgomery	Athletic Director
Ms. Alicia Wilson	Head Soccer Coach

Other faculty, staff and guests were also in attendance.

Call to Order in the President's Dining Room and Convene into Closed Session

Mr. Huffman called the meeting to order at approximately 6 p.m. in the President's Dining Room located in Walker Dining Hall on the Corsicana Campus. Mr. McGraw immediately made a motion to convene into Closed Session to discuss personnel matters according to Government Code 551.074. Mr. Atkeisson seconded the motion, and the decision was unanimous.

At 7:15 p.m., Mr. Judson made a motion to convene the Closed Session and reconvene into Open Session in the Cook Education Center to conduct their regular monthly meeting. Ms. Holt seconded the motion and the decision was unanimous.

Reconvene into Open Session

Mr. Huffman called the meeting back to order in the Cook Education Center at approximately 7:25 p.m. Mr. McGraw was asked to begin the Open Session with a prayer.

Take Action on Matters Discussed in Closed Session (if applicable)

No action was taken on matters discussed in Closed Session.

Board Announcements

There were no announcements from the Board.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

a. Minutes – July 23, 2015 Meeting

b. Board Policy Manual

a. Add: Policy BBEA - Local Governance - Board Members Authority - Trustee Communications

b. Revise: Policy DDC - Personnel - Compensation and Benefits – Absences and Leaves

Dr. Kavalier requested approval of the Consent Calendar which included minutes from the July 23, 2015 Board meeting, the addition of Policy BBEA, and a revision to Policy DDC in the Board Policy Manual.

Mr. Judson made a motion to approve the Consent Calendar which was seconded by Mr. Aldama. The motion passed by a unanimous vote.

Introduction of New Soccer Coach

Mr. Roark Montgomery introduced new head soccer coach, Alicia Wilson, and shared information about her background and the progress she has made since arriving at Navarro College. The soccer team played their first game the week before and won. Trustees welcomed Coach Wilson. She thanked them and expressed her appreciation.

Take Action on July 2015 Financial Statement

Dr. Kavalier asked Interim Vice President, Jim Jones, to present the July 2015 Financial Statement. A review of the financial statement indicated a revised budget totaling \$112,100,968 as of July 31, 2015. Mr. Jones stated he was comfortable projected revenues remaining to be collected will be earned by the end of the fiscal year. Expenditures will be kept in line with revenues earned.

Dr. Kavalier thanked Mr. Jones and requested Board approval.

Mr. Aldama made a motion to approve the July 2015 Financial Statement. Mr. Judson seconded the motion and the decision was unanimous.

Take Action on Adoption of Budget for 2015-2016 Fiscal Year

Dr. Kavalier stated the background on the proposed 2015-16 budget was presented during the Board's study session in July. She then asked Mr. Jones to give a brief overview of the proposed budget before asking for the Board to take action.

Mr. Jones explained the timeline and process followed in developing the proposed 2015-16 budget. He stated the budget was designed to support the District's 2015-16 priorities which include:

- Promote Academic Excellence and Civility
- Enhance and Expand Professional Development
- Strengthen and Advance Technology

- Enhance Communication & Collaboration

The 2015-16 Budget's total projected revenues of \$109,419,680 are based on a 4% decline in enrollment and a decline in legislative appropriations for the 2015-17 biennium. An increase in Auxiliary Fund revenues and expenditures has been projected due to the addition of Starbucks/Beautique Bookstore and full occupancy in Residence Life housing.

Mr. Jones pointed out that estimated revenues from ad valorem taxes in the amount of \$3,484,381 make up a small percentage of the overall budget and are allocated towards maintenance of the Corsicana campus. Mr. Huffman also commented that the College is an economic multiplier and the investment made by Navarro County taxpayers is being multiplied "over and over again" within the local economy.

Revenues in the proposed 2015-16 budget exceed expenditures by \$1.2 million. Mr. Jones stated administration recommends a portion of the \$1.2 million reserve be used to fund salary increases for faculty and staff and the remainder be held in contingency until mid-year pending reassessment of the budget.

After reviewing a schedule of College's revenue bond obligations, Mr. Jones shared important information regarding new GASB financial reporting guidelines for TRS pensions. GASB 68 requires reporting entities that contribute to the TRS pension plan (including Navarro College) to include a liability on their balance sheet for their proportionate share of the net pension liability. As a result, Navarro College must report a liability of \$6,708,538 on its financial statement.

In a "worst case" scenario for the State of Texas and TRS, Navarro College will be able to cover its share of TRS. The rule does not prevent the College from spending the fund balance covering its share of the TRS pension, but doing so could impact its bond rating. Mr. Jones stated administration is not concerned and plans are being made to increase the remaining fund balance to a minimum of 14% (\$16,189,666) by 2018-19.

Discussion followed. Comptroller, Aaron Langston, assisted Mr. Jones in answering questions about the assessment of Navarro College's "share" of TRS and the impact the new requirement will have. Upon conclusion, Dr. Kavalier requested approval of the proposed 2015-16 budget.

Mr. Seely made a motion to approve the 2015-2016 Budget and Mr. Judson seconded motion. The motion was carried by a unanimous vote.

Discussion of Calendar Year 2015 (Fiscal Year 2015-2016) Tax Rate, Take Record Vote of Intent to Set Rate at \$0.1183 per \$100 Assessed Valuation

Dr. Kavalier stated the Board of Trustees is required to declare their intent for setting the 2015 tax rate with a record vote prior to the September meeting. She then asked Mr. Jones to continue.

Mr. Jones stated administration is recommending the Board adopt the effective tax rate of \$0.118300 per \$100 of assessed valuation for calendar year 2015 (fiscal year 2015-2016). This tax rate will generate \$3,542,071 at a 100% collection rate compared to a potential amount of \$3,506,880 for fiscal year 2015. Mr. Jones stated the average tax rate for all community colleges in Texas is approximately \$0.1454 per \$100 assessed valuation.

The effective tax rate is lower than the current tax rate of \$0.127700/\$100 due to an increase in taxable valuation in Navarro County from the prior year. The effective tax rate will provide the same amount of revenue received the year before on properties taxed in both years.

Mr. Huffman called for a record vote of the Board's intent to set the ad valorem tax rate at 0.118300 per \$100 assessed valuation for calendar year 2015:

FOR: Loran Seeley, Billy Todd McGraw, Phil Judson, Lloyd Huffman, Richard L. Aldama,
Faith Holt, and A. L. "Buster" Atkeisson
AGAINST: None

Mr. Jones stated because the Board has indicated its intent to set the ad valorem tax rate equal to the effective tax rate, no public hearings are required. The Board will be asked to take action on adopting the new tax rate during their September 24, 2015 meeting.

Take Action on Awarding Contract for Groundskeeping Services for Ellis County Campuses

Mr. Jones stated Navarro College solicited proposals for groundskeeping and litter control services for the Ellis County Campuses. Requests for proposals for groundskeeping services were advertised in the Corsicana Daily Sun. Two options were bid: Option 1 for 5 days per week, and Option 2 for 3 days per week.

Two vendors submitted proposals, Lone Star Lawn Care and S & L Lawn Service. Based on specific criteria and evaluation of the submitted bids, Mr. Jones stated it was recommended Lone Star Lawn Care's low bid be accepted.

Mr. Judson made motion to approve acceptance of Lone Star Lawn Care's bid for Ellis County Campuses and Mr. Atkeisson seconded the motion. The vote was unanimous.

Take Action on Awarding Contract for Groundskeeping Services for Mexia/Fairfield Campuses

Mr. Jones continued stating one bidder responded to the Request for Bids for groundskeeping and litter control services for the Mexia and Fairfield campuses. Approval to award the contract to Griffin Lawn Service was recommended.

Ms. Holt made a motion to approve awarding the groundskeeping bid to Griffin Lawn Service for the Mexia and Fairfield campuses. Mr. Aldama seconded the motion, and the decision was unanimous.

Take Action on Quality Enhancement Plan (QEP)

Dr. Housley was pleased to report the Quality Enhancement Plan (QEP) has been completed and is ready to be sent to the SACSCOC On-site Committee for review pending Board approval.

QEP co-chairs, Dr. Baker and Ms. Nicholson, gave an overview of the work that has been completed on the QEP, which first began in September 2013. The magnitude of the project was demonstrated by an expansive list of faculty and staff who have been involved in the process.

Ms. Nicholson reviewed the strategies that will be used to accomplish the QEP's goal "to increase student completion in developmental and credit-bearing mathematics courses necessary to meet degree requirements and goals." The pilot program will begin first on the Corsicana Campus fall 2015, followed by Waxahachie and Mexia campuses in 2016. A grand opening of the new T.E.A.M.² Center

in the Sanchez Library is scheduled September 9 at 11:30 a.m.

The QEP will be sent to the SACSCOC On-site Committee to review prior to their arrival in October. A major portion of the SACSCOC committee's attention will be on the QEP during their on-site visit. At the conclusion of their update, Dr. Kavalier publicly thanked Dr. Baker and Amy Nicholson for their excellent work and the enthusiasm they have generated in support of the QEP.

Mr. Judson made a motion to approve the Quality Enhancement Plan (QEP) and Mr. Aldama seconded the motion. The decision was unanimous.

Update on Personnel Actions

Ms. Ballew presented a report on personnel actions that took place during the month of July 2015 including assignments, reassignments/promotions, and resignations:

Assignments:

- Alicia Wilson – Head Women's Soccer Coach
- Richelle Perry – Registrar's Assistant
- Hunter McWilliams – Assistant Football Coach/Instructor
- James Fowler – Assistant Football Coach/Instructor

Reassignments/Promotions:

- Michelle Smith – Administrative Assistant – Marketing and Public Relations
- David Edwards – Director of Campus Operations - Midlothian

Resignations:

- Ryan Belsher – Assistant Football Coach/Instructor
- Allison Syltie – Director of Pearce Museum
- Kathy Paschal – Administrative Assistant Mexia Campus

Ms. Ballew stated there were no retirements or transfers to report for the month of July 2015. She stated thirteen (13) open positions district-wide are currently being advertised. Following a review of the open positions, Ms. Ballew concluded her report.

President's Report on Items of Information

President's Update

Dr. Kavalier presented an update on her activities since the last Board meeting that included: fall registration; Fairfield Career and Technical Center Open House (held to show off the completion of Phase 1 - Administration Building); meetings held with Campus Works representatives who were conducting an audit/evaluation of their services; meetings with Mr. Daniel Edwards, Community Services Inc. regarding a partnership with Navarro College and providing financial assistance for students; LVN Graduation Ceremony; and fall convocation meetings with full-time and adjunct faculty.

Access and Success Report

Mr. Gragg reported the last few weeks of the fall registration period have been the "most unique registration he has ever experienced." Registration and payment deadlines had to be extended due to computer "downtime". Methods including Google online advertising, phone calls and mail-outs

were used to encourage potential students to register and pay. Students arriving on campus to register were welcomed by “greeters” who were armed with iPads to assist them.

Mr. Gragg stated the deadline has ended and unpaid students have now been dropped. Headcount enrollment will be reported up by 1% and contact hours down by 3%. He concluded by stating the results are very close to projections of a 4% decline in enrollment in preparing the 2015-2016 Budget.

Board Calendar

Meredith Chase presented the Board Calendar. Highlights of upcoming events were reviewed including soccer and football games, the ACCT Annual Leadership Conference, and the SACSCOC On-site Committee visit. Ms. Chase pointed out all athletic schedules are available and up-to-date on the College’s website. She concluded by noting the date of the September 17th Board meeting has been moved to September 24 and the October 22nd Board meeting in Waxahachie has been moved to October 29 in Corsicana; the November 19th Board meeting will now be held in Waxahachie.

Dr. Kavalier distributed SWJCFC athletic passes to each trustee before concluding her report.

Next Meeting Announcement and Adjournment

Mr. Huffman announced the next meeting of the Navarro College Board of Trustees will be held on September 24, 2015 in the Cook Education Center.

Mr. Judson moved to adjourn the meeting at 8:23 p.m. and Mr. Seely seconded 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 includes a stylized flourish at the end.

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