

**NAVARRO COLLEGE BOARD OF TRUSTEES  
OCTOBER 29, 2015 MEETING  
MINUTES**

Navarro College Board of Trustees gathered on Thursday, October 29, 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
Mr. Jim Jones	Interim Vice President, Finance and Administration
Mr. Dewayne Gragg	Vice President, Access and Accountability
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. Meredith Chase	Executive Director, Marketing and Public Information
Ms. Sina Ruiz	Dean of Institutional Effectiveness
Dr. Holly Boomer	Dean of Academic Support Programs
Ms. Tammy Adams	Director of Admissions/Registrar
Ms. Cory Anne Hurless	Curator of Exhibits and Collections for Pearce Museum
Mr. Michael Davila	Dean of Student Guidance
Ms. Leslie Smith	Executive Assistant to the District President

Other faculty, staff and guests were also in attendance.

**Call to Order**

At approximately 6 p.m. the Board gathered in the President's Dining Room for dinner with members of the Faculty Association Executive Committee. Following dinner, the Board relocated to the Cook Education Center to conduct their regular monthly meeting.

At 7:07 p.m., Mr. Huffman called the meeting back to order and asked Mr. Judson to begin with a prayer.

**Announcement**

Mr. Huffman announced that the Board enjoyed a "delightful" dinner with members of the Faculty Association Executive Committee. He stated it's "always a pleasure" to visit and to get ideas.

**Open Forum**

There were no requests to address the Board.

**Consent Calendar**

Dr. Kavalier requested approval of Consent Calendar containing the minutes from the September 24, 2015 Board meeting. Ms. Holt made a motion and Mr. Judson seconded the move to approve the Consent Calendar and minutes. The motion passed by a unanimous vote.

**Take Action on September 2015 Financial Statement**

Dr. Kavalier invited Mr. Jones to present the September financial statement for approval. Mr. Jones reviewed highlights of the September financial statement. Budget amendments increased the FY 2015-16 Budget by \$413,383 for a revised total of \$109,833,063 as of September 30, 2015.

During his review of the Source of Funds, Mr. Jones noted "Grants" have been separated from the Educational & General Fund as a separate line item. He stated a detailed presentation on grants will be made during the November Board meeting. Mr. Jones also noted the Student Financial Aid Fund estimated budget will be re-evaluated and reduced to reflect a more accurate amount in the October financial statement.

During his review of the Disbursement of Funds, Mr. Jones stated obligations totaling \$24,203,934 in the Educational & General Fund reflect encumbrances for salaries for the fiscal year.

Mr. Jones concluded his report and Dr. Kavalier requested the Board's approval. Mr. McGraw inquired if the trend of lower Student Financial Aid Funds was due to decreased enrollment. Mr. Jones confirmed that was correct.

Mr. Seely moved to approve the September financial statement and Mr. Aldama seconded the motion. The decision was unanimous.

**Navarro College Foundation Fundraiser for 2015-16**

Dr. Kavalier shared plans for the Navarro College Foundation's 2015-16 fundraiser. Historically, "Evening of Dreams" with silent and live auctions has been the Foundation's traditional fundraiser. This year's theme will be different. "Dancing for Our Stars" will be similar to the "Dancing with the Stars" television show.

Dr. Kavalier stated she wanted to make trustees aware in case they are approached. The talents of many community VIPs are being solicited to participate in the fundraiser which will be held in the Cook Education Center on February 13, 2016. She was pleased to share that feedback from the community and those asked to participate has been very good.

Mr. Huffman thanked Dr. Kavalier and stated the new theme sounds exciting and different.

**SACSCOC – Preliminary Report from Visiting Team**

Dr. Kavalier introduced Sina Ruiz and asked her to share the preliminary report results from the SACSCOC On-Site Visiting Team. Dr. Kavalier commended Ms. Ruiz by stating she played a critical role in the success of the SACSCOC accreditation visit.

Ms. Ruiz began by sharing the meaning of SACSCOC accreditation and explained that a "recommendation" is a formal statement indicating a lack of compliance with a SACSCOC standard or requirement. Ms. Ruiz stated the average number of recommendations an institution receives is between six (6) and eight (8). Ten years ago, Navarro College received nine (9) recommendations from the On-Site Committee. Five (5) of those were received on Comprehensive Standards and four (4) on the Quality Enhancement Plan (QEP).

Ms. Ruiz was pleased to report that only three (3) recommendations were received from the On-Site

Committee. All three were for Comprehensive Standards. None (0) were received for the Quality Enhancement Plan. She explained what action is being taken to address the recommendations received for Comprehensive Standards 3.7.1, 3.4.9, and 3.8.1. Navarro College will have five months to submit a "Response to the Visiting Committee Report" addressing the recommendations of the On-Site Committee once the report is received.

The SACSCOC Compliance and Report Committee will review the On-Site Committee's report, Navarro College's response, Navarro College's Compliance Certification Report, and the QEP. They will then submit their report to the SACSCOC Board of Trustees, who will make a decision regarding Navarro College's accreditation status in June 2016.

Ms. Ruiz concluded her report by inviting the Board to a "Celebration Time" cookout being held for all full-time employees in the Cook Education Center on Thursday, November 12, at noon.

The Board expressed their appreciation for Ms. Ruiz and staff for their work.

Mr. Huffman announced a "lot of credit goes to the foresight of Dr. Kavalier who reorganized and placed Navarro College in a position to pass the accreditation process with flying colors." He stated because of Dr. Kavalier's foresight, processes have also been set up to make the next ten-year accreditation process easier. Mr. Huffman thanked Dr. Kavalier.

#### **Professional Development Presentation**

Dr. Kavalier invited Marcy Ballew to present an update on Professional Development. Ms. Ballew shared an overview of new Professional Development initiatives that are being launched.

"Leadership Navarro" is a cohort program created to offer in-house professional development opportunities to faculty, staff and administrators. Ms. Ballew stated the first cohort began meeting in September and consists of 11 faculty, staff and administrators.

Atomic Learning is an initiative providing online training. Over 30,000 "show and tell" tutorials are offered for more than 110 software applications and soft skills courses. All employees will have access to the program through Blackboard.

An Employee Wellness Program was initiated in spring 2015. Over 35 employees are currently participating in payroll deduction giving them access to a workout room established in Gibson Hall. Participants are allowed one hour leave time per week for fitness activities. Ms. Ballew stated plans are in place to move the work out equipment from Gibson Hall to IOOF "Truth" Cottage to create a new Wellness Center. The Wellness Center will provide an "all-in-one" location for wellness and professional development. Restrooms, changing areas and shower facilities will be available. Space will be available for meetings, small-group training, and faculty development. A group fitness camp, based on the Camp Gladiator concept, is being established utilizing the outdoor grassy area next to the IOOF "Truth Cottage" Wellness Center.

Ms. Ballew stated a Web and social media presence are also being established to promote healthy habits and provide wellness information on a regular basis. She concluded by stating in-house personnel will be utilized to lead wellness activities and conduct wellness information sessions.

Mr. Judson applauded the initiative for helping staff "grow" through the Leadership Navarro



Program.

### **Introduction of New Administrators**

Dr. Kavalier asked executive staff members to introduce new administrative employees hired over the past few months and share their background information with the Board.

Ms. Ballew introduced Ms. Corey Ann Hurless, new Curator of Exhibits and Collections for Pearce Museum; and Dr. Holly Boomer, new Dean of Academic Support Programs. She shared background information about Ms. Ann Zembala, new Director of Pearce Museums, who was not present because of a prior commitment.

Ms. Hailey introduced Mr. Michael Davila, new Dean of Student Guidance, and Mr. Gragg introduced Ms. Tammy Adams, new Director of Admissions/Registrar.

The new administrators were welcomed with a round of applause.

### **Update on Personnel Activity**

Dr. Kavalier asked Ms. Ballew to continue with an update on personnel activity. Ms. Ballew shared details on nine assignments, one reassignment/promotion and one resignation that took place during the month of September 2015. There were no retirements or transfers to report.

### **President's Report**

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

Dr. Kavalier shared an update on her activities since the last meeting with the biggest being the SACSCOC On-Site visit. Other activities included Homecoming week events and a successful football game; the choir's first concert held in the Cook Education Center. She concluded by encouraging everyone to attend the Theatre Department's production of "These Shining Lives" scheduled this week. Last week's shows had to be canceled because of flood conditions.

#### Access and Success Report

Dr. Kavalier asked Dewayne Gragg to present the Access and Success Report. Mr. Gragg reported fall 2015 enrollment was certified with a decrease of approximately 5%. Enrollment of traditional students declined while dual credit enrollment increased by 600 students. Dual credit now represents 30% of total enrollment. Enrollment for the base year is at a 2.6% decrease, compared to the 4% decrease that was projected.

#### Board Calendar

Meredith Chase presented the Board Calendar and reviewed highlights of upcoming events. She announced the Soccer team has advanced to the second round of the Region XIV tournament; the Football team will play against #2 - Tyler Junior College in the SWJCFC semifinals; and the Volleyball team is seeded #4 and will participate in the regional tournament in Tyler. Other highlights included: a reception on November 5 for visiting artist and downtown Corsicana art studio owner, Nancy Rebal; the first Campus Preview Day to be held on the Midlothian Campus on November 10; and a Jazz Concert scheduled on November 17 in the Cook Education Center.

Dr. Kavalier thanked Ms. Chase and concluded the President's Report.

### **Next Meeting Announcement and Adjournment**

Mr. Huffman thanked Dr. Kavalier and announced the next meeting of the Navarro College Board of Trustees will be held in Waxahachie on November 19, 2015.

A motion to adjourn was made by Mr. McGraw at approximately 8:46 p.m. and seconded by Mr. Aldama. The decision was unanimous.

Respectfully submitted,

A handwritten signature in cursive script, reading "Richard L. Aldama", followed by a horizontal line.

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