

**NAVARRO COLLEGE BOARD OF TRUSTEES
NOVEMBER 19, 2015 MEETING
MINUTES**

Navarro College Board of Trustees met at the Waxahachie Civic Center on Thursday, November 19, 2015. A dinner was hosted by City of Waxahachie officials at approximately 5:30 p.m. Following dinner, the Trustees relocated to Meeting Room B in the Waxahachie Civic Center to conduct their regular monthly meeting.

Trustees in attendance included: Mr. Lloyd Huffman, Chairman; Mr. Phil Judson, Vice-Chairman; Mr. Richard Aldama, Secretary-Treasurer; Mr. A. L. Atkeisson, and Ms. Faith Holt. Trustees Todd McGraw and Loran Seely were absent.

Special guests included:

Mr. Mike Ramsey	Vice President, Waxahachie Community Development Corp.
Mr. Kevin Strength	Mayor, City of Waxahachie
Mr. Clyde Melick	Director of Planning, City of Waxahachie
Mr. Doug Barnes	Waxahachie Economic Development Director
Ms. Cassandra Dillon	Waxahachie Economic Development Coordinator

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. Kristin Walker	Dean of Student Services, Ellis County Campuses
Ms. Leslie Smith	Executive Assistant to the District President

Other faculty, staff and students were also in attendance.

Call to Order

Mr. Huffman called the meeting to order at approximately 6:30 p.m. in the Waxahachie Civic Center's Meeting Room B and asked Mr. Atkeisson to begin with a prayer.

Board Announcements

There were no announcements.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

- a. Minutes - Board of Trustees October 29, 2015 Meeting

Dr. Kavalier requested approval of the Consent Calendar containing the minutes from the October Board of Trustees meeting.

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

Presentation on Ellis County Campuses

Mr. Huffman announced Item 301 – Presentation on Ellis County Campuses was being moved up as the next item on the agenda. Mr. Huffman commented on the “positive and wonderful things happening in Ellis County” and stated the Board had a wonderful visit during dinner with the mayor and others from the City of Waxahachie.

Dr. Martin welcomed the Board of Trustees to Ellis County and introduced Mayor Kevin Strength from the City of Waxahachie. Mayor Strength and others, including Mike Ramsey, Clyde Melick, Doug Barnes and Cassandra Dillon took turns sharing information regarding projects and improvements taking place in the City of Waxahachie and the development of the city’s strategic plan. Their marketing goal is for Waxahachie to become identified as the “Crossroads of Texas.”

With education being the #1 goal of their new strategic plan, Navarro College is an integral part. Mayor Strength talked about plans for expanding healthcare training in Waxahachie in coalition with Navarro College.

Following an in-depth presentation, Mayor Strength and his cohorts concluded by thanking the Board and stating the City of Waxahachie is a “friend” to Navarro College. A brief question and answer period followed.

Mr. Huffman commended them for being a very progressive Board and stated Navarro College is ready to help the City of Waxahachie in any way it can.

Following their presentation, Dr. Martin thanked Waxahachie’s city administrators and officials for attending. He continued with an update on Ellis County Campuses by introducing Kristin Walker, Dean of Student Services for Ellis County Campuses.

Dean Walker introduced two Ellis County students and invited them to share their

experience with Navarro College. Stephen Robertson, a graduate of Grand Prairie High School and an Army Veteran, is president of the Student Government Association on the Waxahachie campus and was also elected the State of Texas SGA treasurer. Mr. Robertson stated he is a "non-traditional" student and his involvement with SGA and support of faculty have helped him "find himself" and gain a sense of service. He shared information about activities the SGA and other Ellis county campus organizations have been involved in this past year. He concluded by thanking the Board.

Next, Rachel Chairez shared her experiences as a first-generation student from Ferris High School. She is currently serving as Student Government Association Vice President, Phi Theta Kappa Vice President of Inductions, and President of the Que Pasa Club. She was also elected 2015 Homecoming queen. Ms. Chairez stated the Que Pasa Club has been instrumental in helping her learn leadership skills and was a stepping stone for becoming involved with other organizations on campus. As a member of the American Honors program, Ms. Chairez thanked the Board for the opportunities students are getting from this program and stated the students love the comradery and the experience they are gaining. She concluded and responded to a question from Mr. Huffman by affirming the dual credit courses she and other students took in high school did have an impact on their decision to attend Navarro College.

Dr. Martin commended the Ellis county faculty and staff and asked them to stand and be recognized. He then introduced administrators responsible for both the Waxahachie and Midlothian campuses before giving a brief overview of academic services offered at the Ellis County campuses. Dr. Martin thanked the Board and concluded his presentation.

Mr. Huffman thanked Dr. Martin and stated the Board is set "on go" to support Ellis County endeavors.

Funding for Support of Johnson County Police Academy

Dr. Kavalier asked Dr. Housley to present *Item 201 – Funding for Support of Johnson County Policy Academy*. Dr. Housley stated Hill College's Basic Peace Officer Training Agreement was suspended resulting in a lack of Texas Commission on Law Enforcement accredited training in that region. Both Hill College and Johnson County Sheriff's Department asked Navarro College to expand their Police Academy services into Johnson County until Hill College can get theirs re-established in approximately two to three years.

An agreement with Johnson County Sheriff's Department was developed and classes began October 2015. Revenues from tuition and fees in the amount of \$49,000 will exceed expenses of approximately \$48, 000. Contact hours will not be generated this biennium but it's anticipated approximately \$50,000 in contact hours will be generated in the future, making this a profitable endeavor. If the program is a success and attracts enrollment, the Police Academy program may be rolled over into Midlothian Campus.

Dr. Housley concluded and Dr. Kavalier stated no action was required at this time.

Take Action on October 2015 Financial Statement

Dr. Kavalier asked Mr. Jones to present the October 2015 financial statement. Mr. Jones stated the revised budget as of October 31, 2015 totaled \$99,890,521. Adjustments in the Statement of Budget Changes reflected increases from insurance proceeds for damages caused by an internal water pipe leak in Gibson Hall, a donation received from XTO to pay for students' insurance while serving internships with oil and gas companies; and a donation for improvements to the student laundry room. Mr. Jones stated the Student Financial Aid budget was reduced \$10,000 to more accurately reflect student enrollment. He reminded the Board the Student Financial Aid Fund is a "pass-through" fund. The amount disbursed never exceeds the amount received.

Mr. Jones stated an adjustment for the expansion of the Police Academy into Johnson County will be included in the November 2015 financial statement. He concluded his report and responded to Mr. Judson's question regarding the Student Financial Aid Fund, stating the adjustment provides a more realistic picture now instead of waiting until the end of the year.

Mr. Atkeisson made a motion to approve the October Financial Statement and Mr. Judson seconded the move. The decision was unanimous.

Overview of Grant Programs

Dr. Kavalier asked Mr. Jones to introduce Ms. Jeannette Sparks. Mr. Jones stated Ms. Sparks plays an important role at Navarro College as Grant Accountant and invited her to share an overview of Navarro College's grant programs.

Ms. Sparks began by introducing all grant managers who were present: Susan Womack, Leslie Leerskov; Kraig Curry, Terry Peterman, Theresa Johnson and Darla Littrel. She stated Navarro College currently has \$6.7 million in grant portfolios.

She reviewed each grant, its purpose and the amount awarded for each grant including the Carl Perkins Grant, Department of Labor ShaleNET Grant, Texas Workforce Commission (TWC) Adult Education Federal and State Grants, Small Business Development Center Grant, TRIO Student Support Services Grant, Nursing Shortage Grant, THECB – TSTEM Grant, TWC Skills Development Funds and TWC Skills for Small Businesses.

Ms. Sparks continued with a review of steps taken during each phase of grants award management before concluding her report and responding to questions from the Board.

Mr. Huffman inquired about the administration costs. Ms. Sparks responded by stating the sum of \$300,000 in administration costs is paid by all grants. When Mr. Aldama asked if there were any plans to renew the ShaleNET grant which is ending, Dr. Housley assisted by responding no additional funding is available to apply for at this time. He added that he just returned from a

ShaleNET Meeting in Pennsylvania with three other colleges. He was pleased to learn that Navarro College had produced approximately 60% of the deliverables of all the colleges combined under the ShaleNET grant.

Mr. Judson inquired how small companies know there are grants available to them. Dr. Michaelis, Dr. Martin, and Kristin Walker stated word is spread by them and through partnerships including the Chamber of Commerce and others.

Dr. Kavalier thanked Ms. Sparks.

Update on Personnel Activity

Ms. Ballew was asked to present an update on personnel activity that took place during the month of October 2015. Ms. Ballew reported eight (8) assignments took place during the month, including Mr. Dean Mulneaux as Coordinator of the Learning Commons and Tutorial services. She stated Navarro College was very fortunate to hire Mr. Mulneaux because of his unique background which she shared with the Board.

Ms. Ballew reported one (1) resignation and one (1) retirement occurred during the month of October and concluded her presentation.

Dr. Kavalier thanked Ms. Ballew.

President's Report on Items of Information:

President's Report - Dr. Kavalier gave a brief report on activities that took place since the last Board meeting including but not limited to: the Rotary Club's Chili Fest held November 3 in the Cook Education Center; the unveiling ceremony on November 5 in downtown Corsicana commemorating Mr. Aldama's tenure as a radio broadcaster; a Veteran's Day celebration held at the Cook Education Center on November 11; a SACSCOC Celebration Lunch for all employees held in the Cook Education Center on November 12; the annual Navarro College Jazz Concert held on November 17; and "Conversations with the District President and Executive Leadership Team" for full-time faculty and staff were held on the Corsicana, Mexia and Waxahachie campuses.

Dr. Kavalier concluded and asked Mr. Gragg to present an update on enrollment.

Access and Success Report

Mr. Gragg stated enrollment of 2,722 in spring classes was double last year's enrollment at this time. He noted the majority was dual credit enrollment. He reported winter mini-semester enrollment was also up by 30 students with 359 students currently enrolled. Mr. Gragg stated meetings are being held to prepare for spring registration period and any potential "unexpected" situations. He continued with an IT update. Migration to a more stable hardware and software server will begin on Friday and continue the following week.

Board Calendar

Dr. Kavalier asked Ms. Chase to present the Board Calendar. Ms. Chase shared highlights of upcoming events on the calendar including: closing on November 25-27 for the Thanksgiving holidays; upcoming theatre performances; a ceremony on December 2 dedicating classroom BC 303 in honor of Jason Westmoreland; VIP registration targeting students currently enrolled for fall but not yet for spring being held December 2-3; the employee Holiday Social on December 15; closing for the Christmas holidays at 3 p.m. on December 23; and the Third Annual MLK Breakfast on January 19.

Ms. Chase concluded by stating "Save the Date" cards will be mailed out soon regarding the Third Annual MLK Breakfast on January 19th. She stated the keynote address will be given by a wonderful guest speaker from Washington D.C. associated with the White House's Center for Faith-Based Works.

Announcement and Adjournment

Mr. Huffman announced the next Board of Trustees meeting will be held on December 17, 2015 at 12 noon in the Lone Star Room. He expressed the Board's appreciation for the hospitality shown by Ellis County representatives.

Mr. Aldama made a motion to adjourn the meeting at 8:13 p.m. and Mr. Judson seconded the motion. The decision was unanimous.

Respectfully submitted,

A handwritten signature in cursive script that reads "Richard L. Aldama".

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