

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**DECEMBER 17, 2015**  
**MINUTES**

The governing body of Navarro College gathered in the Lone Star Room on Thursday, December 17, 2015 at 12 noon to conduct their regular monthly meeting. Trustees in attendance included: Lloyd Huffman, Chair; Phil Judson, Vice Chairman; Richard Aldama, Secretary-Treasurer; Todd McGraw, Member; A. L. Atkeisson, Member; and Faith Holt, Member. Mr. Loran Seely, Member, was absent.

Others in attendance included:

Dr. Barbara Kavalier	District President
Dr. Kenneth Martin	President, Ellis County Campuses
Dr. Harold Housley	Vice President, Academic Affairs
Mr. Jim Jones	Interim Vice President, Finance and Administration
Ms. Maryann Hailey	Vice President, Student Services
Mr. Dewayne Gragg	Vice President, Access and Accountability
Ms. Marcy Ballew	Associate Vice President, Human Resources
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Celina Miller	CPA, Whitley Penn LLC

Numerous staff members were also present.

**Call to Order**

Mr. Huffman called the meeting to order in the Lone Star Room at approximately 12 noon. Mr. Aldama was asked to begin the meeting with a prayer.

**Board Announcements**

Mr. Huffman wished everyone present a Merry Christmas and Happy New Year.

**Open Forum Time**

There were no requests to address the Board.

**Consent Calendar**

**a. Minutes – November 19, 2015 Meeting**

Dr. Kavalier requested approval of the Consent Calendar containing the minutes from the November 19, 2015 Board of Trustees meeting.

Mr. Judson made a motion to approve the Consent Calendar and Ms. Holt seconded the move. The Consent Calendar was approved by a unanimous vote.

### **Take Action on the Annual Financial Audit for Fiscal Year Ended August 31, 2015**

Dr. Kavalier invited Ms. Celina Miller from the auditing firm of Whitley Penn, LLP to present the results of their financial audit for fiscal year ended August 31, 2015.

Ms. Miller thanked Dr. Kavalier and stated it was their duty to obtain reasonable assurance the financial statements are free from material misstatement. Their audit fieldwork included a focus on internal controls and state and federal compliance. This year their firm selected the student financial aid cluster, including TRiO, as their focus.

Ms. Miller congratulated the College and stated Whitley Penn LLC is issuing an “unmodified opinion,” the highest level of assurance for all three areas:

- Unmodified opinion on the financial statements
- Unmodified opinion on federal compliance, and
- Unmodified opinion on state compliance.

In addition, their report states there were no significant deficiencies or material weaknesses found in internal control over financial reporting. She stated only one federal finding was cited, compared to four last year. The finding was related to a timing issue with return of Title IV funds.

Ms. Miller continued the presentation with a review of accounting estimates including capital assets useful lives, allowance for uncollectable accounts receivable, and net pension liability. Ms. Miller explained that GASB Statement No. 68 became effective for financial statements for FY2015. She noted pension liability estimates cannot be controlled by administration, these are mandated by TRS. Net pension liability is based on proportionate share.

Even with the impact of GASB 68, Ms. Miller was pleased to report Navarro College’s net position increased by approximately \$4 million. Ms. Miller emphasized the good job done by administration. She concluded her presentation and asked if there were any questions.

Mr. Judson inquired about areas of weakness regarding student financial aid. Ms. Miller responded by stating corrections have already been made by Ms. Langston and her staff.

Mr. Judson made a motion to approve the annual financial audit for fiscal year ended August 31, 2015. Mr. Aldama seconded the motion. The motion carried by a unanimous vote.

### **Take Action on Adopting CIP Code for Multidisciplinary Studies Associate Degree Program**

Dr. Housley was asked to present the Multidisciplinary Studies Associate Degree Program CIP Code for approval.

Dr. Housley stated Senate Bill 1189 requires every Texas public community college to establish a multidisciplinary studies associate degree program that requires students to:

- a) successfully complete the college’s core curriculum;
- b) meet with an academic advisor prior to the start of the semester or term immediately following the term the student successfully complete a cumulative total of 30 or more semester credit hours; and

- c) in consultation with an academic advisor, complete a degree plan that accounts for all remaining credit hours to complete the degree program to transfer to a field of study or major at a university of the student's choice.

Dr. Housley continued stating The Higher Education Coordinating Board (THECB) requests that the governing board of each public junior college provide the Classification of Instructional Programs (CIP Code) and CIP Code Title identified as the institution's multidisciplinary studies associate degree program by February 29, 2016..

Dr. Housley requested the Board take action to adopt Navarro College's multidisciplinary studies associate degree program CIP Code: 24.01990 – Liberal Arts & Sciences and concluded his presentation.

Mr. McGraw moved to adopt CIP Code 24.01990 – Liberal Arts & Sciences for the multidisciplinary studies associate degree program and Ms. Holt seconded the motion. The motion passed by a unanimous vote.

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

Dr. Kavalier stated her President's Report only consisted of a special message. She wished the Trustees a "very Merry Christmas" and thanked them for their governance and leadership.

#### **Announcement and Adjournment**

Mr. Huffman announced the next Board meeting will be held on January 28, 2016 in the Cook Education Center at 7 p.m.

Mr. Judson made a motion to relocate to the President's Dining Room for lunch with the Executive Leadership Team at 12:39 p.m. and adjourn the meeting. Mr. McGraw seconded the motion. The decision was unanimous.

Respectfully submitted,



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