

NAVARRO COLLEGE BOARD OF TRUSTEES
MAY 28, 2015 MEETING
MINUTES

The governing body of Navarro College gathered on Thursday, May 28, 2015 in the Cook Education Center for their regular monthly meeting. Trustees in attendance included: Lloyd Huffman, Phil Judson, Richard Aldama, Todd McGraw, A. L. Atkeisson, Faith Holt and Loran Seely.

Others in attendance included:

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| Dr. Barbara Kavalier | District President |
| Dr. Kenneth Martin | President, Ellis County Campuses |
| Dr. Harold Housley | Executive Vice President of Academic Affairs |
| Mr. Dewayne Gragg | Vice President of Access and Accountability |
| Dr. Bruce Tabor | Vice President of 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 of Finance and Administration |
| Ms. Marcy Ballew | Associate Vice President of Human Resources |
| Ms. Meredith Chase | Executive Director of Marketing and Public Information |
| Ms. Leslie Smith | Executive Assistant to the District President |
| Judge H. M. Davenport | Navarro County Judge |

Other faculty, staff and community members were also in attendance.

Call to Order

Following dinner in the President's Dining, Mr. Huffman called the meeting back to order in the Cook Education Center at approximately 7:05 p.m. He commented on the great dedication ceremony held earlier to name the Baseball and Softball Fieldhouse in honor of former trustee, Dr. James G. Price and the dinner held with Dr. and Mrs. Price afterwards.

Mr. Huffman asked Mr. Atkeisson to begin the meeting with a prayer.

Board Announcements

Mr. Huffman commented on the rate of change in technology that has taken place over the years; there were no other announcements.

Open Forum

There were no requests to address the Board.

Consent Calendar

a. Minutes - Board of Trustees April 23, 2015 Meeting

- b. Minutes - Board of Trustees April 30, 2015 Retreat/Workshop and New Trustee Orientation**
 - c. Minutes – Board of Trustees May 15, 2015 Special Meeting**

Dr. Kavalier requested approval of the Consent Calendar containing the minutes from the April 23, April 30 and May 15 meetings.

Mr. Aldama made a motion to approve the Consent Calendar and Mr. Judson seconded the motion. The decision was unanimous.

Administer Oath of Office to Re-elected Trustees

Navarro County Judge H.M. Davenport administered the Oath of Office to newly re-elected trustees, Mr. Richard L. Aldama and Mr. A. L. "Buster" Atkeisson. Both trustees were unopposed in the May 2015 election.

Signatures were obtained following the administration of the oath.

Election of Board of Trustees Officers

Mr. Atkeisson made a motion to retain the current slate of officers: Lloyd Huffman, Chairman; Phil Judson, Vice-Chairman; and Richard L. Aldama, Secretary-Treasurer. Ms. Holt seconded the motion. The vote was unanimous.

Mr. Huffman expressed his appreciation.

Take Action on April 2015 Financial Statement

Dr. Kavalier introduced Mr. Jim Jones, Interim Vice President of Finance and Administration, and asked him to present the April 2015 Financial statement.

The Statement of Budget Changes for the period ending April 30, 2015 showed amendments reduced the budget by \$235,711 for a revised total of \$111,916,726. Following a review of the Balance Sheet for Educational & General and Auxiliary Funds as of April 30, 2015, Mr. Jones stated he plans to present a more thorough, comprehensive balance sheet next month. Mr. Jones also stated based on his review of the budget, revenues and expenditures, the College is in sound fiscal position.

Mr. Judson moved to approve the April 2015 Financial Statement. Mr. Seely seconded the motion, and the decision was unanimous.

Announcement of Closed Session

Mr. Huffman announced a Closed Session would be held following the President's Report to discuss Personnel Matters according to Government Code 551.074. He stated no action or decision was anticipated.

Marketing Update

Dr. Kavalier introduced Ms. Meredith Chase, Executive Director of Marketing and Public Information, and asked her to share an update on Marketing activities.

Ms. Chase shared information on the methods being utilized by the Marketing Department to promote the College and events. Methods being used to reach target audiences include the College's website, posters, local media, the City's electronic billboard, and the use of social media (FaceBook, Twitter, and Instagram). Emails are being captured during events such as the Town Hall Meeting and grand opening of Starbucks.

At the conclusion of her presentation, Mr. Huffman thanked Ms. Chase and told her to "keep up the good work."

Update on Personnel Activity

Dr. Kavalier asked Associate Vice President Ballew to present an update on Personnel Activity. Ms. Ballew reported two new faces, one resignation and one retirement took place during the previous month. She stated 16 positions were currently open district-wide and reviewed them.

Ms. Ballew concluded her report and Dr. Kavalier thanked her.

President' Report on Items of Information

Foundation Report

Dr. Kavalier asked Vice President Tabor to present an annual report on the Navarro College Foundation. Dr. Tabor shared information on improved processes that have been established for awarding scholarships and fiscal control improvements that have been implemented. A financial summary indicated total assets in the amount of \$13,012,304 and cash assets of \$3,780,621 as of April 30, 2015. Goals for 2015-16 include the purchase of scholarship software, increasing alumni and retiree memberships and increasing communications with the community.

In response to questions from the Board, Dr. Tabor stated several alternatives for a fundraiser are being contemplated and more information will be forthcoming. He also stated 450 students received Foundation scholarships this past year.

Access and Success Report

Dr. Kavalier asked Vice President Gragg to present the Access and Success Report. Mr. Gragg reported May Mini-mester classes began on Monday following graduation with an enrollment increase of 170 students. Summer and fall enrollments are slightly behind but are anticipated to improve. Strategy meetings on enrollment are being held.

Board Calendar

Dr. Kavalier asked Ms. Chase to present the Board Calendar. Ms. Chase reviewed highlights of upcoming events including "Partners in Progress" -- a new event that will be held in Downtown

Corsicana's Pocket park on June 16 to show appreciation to local businesses. Vendors are partnering with Navarro College by donating services including food and a band.

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

Announcement and Break

At 7:52 p.m., Mr. Huffman announced he would entertain a motion to convene into Closed Session to discuss personnel matters according to Government Code 551.074 following a brief break. He stated the next regular meeting of the Board of Trustees will be held on June 18, 2015 in the Cook Education Center.

Closed Session and Adjournment

At 8:07 p.m., Ms. Holt made a motion to convene into Closed Session. The motion was seconded by Mr. Atkeisson and the decision was unanimous.

At 9:31 p.m., Mr. Seely moved to reconvene into Open Session and adjourn the meeting. Mr. McGraw seconded the motion and the vote was unanimous.

No action, decision or vote regarding the subject(s) discussed in Closed Session was taken.

Respectfully submitted,



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