

**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:

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,

A handwritten signature in black ink, reading "Richard L. Aldama". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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