

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**JANUARY 28, 2016 MEETING**  
**MINUTES**

Navarro College Board of Trustees gathered on Thursday, January 28, 2016, 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:

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| Dr. Barbara Kavalier  | District President                                   |
| Mr. Jim Jones         | Vice President, Finance and Administration           |
| Dr. Harold Housley    | Executive Vice President, Academic Affairs           |
| Mr. Dewayne Gragg     | Vice President, Access and Accountability            |
| Ms. Maryann Hailey    | Vice President of Student Services                   |
| 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                  |
| Ms. Elizabeth Chivers | Director of Institutional Research                   |
| Ms. Leslie Smith      | Executive Assistant to the District President        |

Other faculty, staff and guests were also in attendance.

**Call to Order**

The Board of Trustees gathered at approximately 6 p.m. in the President's Dining Room. They were joined for dinner by members of the Paraprofessional/Support Staff 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 commented on the wonderful meal and visit the Board enjoyed with members of the Paraprofessional and Support Staff. He then asked Mr. Judson to begin the meeting with a prayer.

**Announcements**

There were no announcements.

**Open Forum**

Mr. Huffman invited John Gantt, President of the Navarro College Foundation Board of Directors, to speak.

Mr. Gantt announced tickets to the Dancing for Our Stars fundraiser were sold out; however, 14 tickets had been set aside for the Board of Trustees. All trustees were asked to confirm their plans by

Friday. Any unused tickets will be released to people on a waiting list.

#### **Consent Calendar**

Dr. Kavalier requested approval of the Consent Calendar containing the minutes from the December 17, 2015 and January 21, 2016 Board meetings.

Mr. Judson made a motion to approve the Consent Calendar and Mr. Aldama seconded the move. The motion passed by a unanimous vote.

#### **Take Action on Quarterly Investment Report for Quarter Ending November 30, 2015**

Dr. Kavalier asked Mr. Jones to come forward to present the Investment Report for the Quarter Ended November 30, 2015 for approval.

As of November 30, 2015, the book value of investments totaled \$1,368,500. Mr. Jones stated during the first quarter, a \$250,000 Certificate of Deposit (CD) at City National Bank earning 1.250% interest matured. The funds were reinvested into another CD at City National Bank earning only 0.625%. CDs at First Bank & Trust in the amounts of \$100,000 and \$145,000 earning 1.000% interest also matured and were reinvested into CDs earning 1.000% interest.

A review of the Maturity Schedule indicated investments totaling \$250,000 will mature during the fourth quarter (June-August 2016) and the remainder is due to mature in 2017. Total deposits, including cash deposits and CDs, in the amount of \$18,008,525.40 are safely secured by FDIC insurance and pledged collateral.

Mr. Jones stated in the future a column will be added to the Investment Report showing the amount of interest earned to date. He also stated a cash flow analysis will be conducted of funds. If it's determined any investments can be made earning more than ½%, they will be brought back to the Board. Mr. Jones then responded to questions from Trustees regarding matured CDs and rates of interest and concluded his presentation.

Mr. Atkeisson made a motion to approve the Quarterly Investment Report for the period ended November 30, 2015, and Ms. Holt seconded the motion. The decision to approve was unanimous.

#### **Take Action on December 2015 Financial Statement**

Dr. Kavalier invited Mr. Jones to continue with presenting the December 2015 financial statement for approval. Mr. Jones reviewed highlights of the December financial statement which indicated a revised budget totaling \$100,271,729 as of December 31, 2015.

A review of the Statement of Budget Changes indicated an increase of \$381,208 for a total revised budget of \$100,271,729 as of December 31, 2015. The E& G Fund increased \$99,000 which included \$9,000 in unbudgeted tuition revenues from the Johnson County Police Academy, a \$5,500 donation from Corsicana Health Support Organization, a \$44,000 insurance reimbursement for water damage to the gym floor, and a \$500 donation to offset expenditures for the Mexia Campus LEGO Kids Camp.

The increase in Grant Funds in the amount of \$281,639 was attributed to a \$33,000 increase in the Nursing Shortage Grant, a \$260,000 increase to the ShaleNET grant, and a decrease of \$11,000 in the Adult Education grant funds the college was required to return.

In reviewing the Source and Disbursement of Funds, Mr. Jones stated there will be significant changes in the Educational and General, Auxiliary and Student Financial Aid funds next month once revenues from spring enrollments are determined.

Mr. Huffman inquired if a previous amendment reducing the Student Financial Aid Fund by \$10,000 was due to lower enrollment. Mr. Jones stated the Student Financial Aid Fund is a “pass through” fund that was adjusted to more closely reflect actual amounts received and disbursed.

Mr. Judson inquired if Mr. Jones anticipated all grant funds would be received. Mr. Jones stated he saw no reason not to receive them and concluded his report. Dr. Kavalier thanked him and requested the Board’s approval.

Mr. Judson moved to approve the December Financial Statement and Mr. Aldama seconded the motion. The decision to approve was unanimous.

#### **Take Action on Adopting 2015-2020 Strategic Plan**

Vice President Gragg introduced Sina Ruiz and Elizabeth Chivers and asked them to present the 2015-2020 Strategic Plan and the process in creating it.

Ms. Ruiz began by stating when the process of creating the 2015-2020 Strategic Plan began a year ago, they weren’t sure what the plan was going to look like. They knew it needed to be driven by the College’s mission, data informed, guided by recognized planning authorities, comprehensive, and compliant with external oversight entities including SACSCOC and Texas Higher Education Coordinating Board.

The Pathways Model “Into, Through and Beyond Strategic Planning,” was followed in creating the plan. To make sure it was a comprehensive plan, twenty-five focus groups were conducted with 252 participants including students, faculty, adjuncts, paraprofessionals, support staff, Board of Trustees and local community members. As a result of the focus groups, town hall forums, and student surveys (SSSE and SENSE), a common theme arose: the College’s key strength is its employees, especially faculty who are committed, caring and willing to help. During the Student Academic Success Summit, a two-day retreat, the focus was on student success. During that time, the mission statement was reviewed and the values, vision statement and goals were drafted. The Strategic Planning Committee carried that work forward with refining the values, vision statement and goals. They regularly updated the Executive Leadership Team and President’s Cabinet on the progress and milestones in development of the new plan and received feedback.

Ms. Chivers continued stating external and internal scans were conducted to determine if Navarro College’s mission is being met. She shared a chart showing Navarro College is well positioned with

programs to prepare for students for fastest growing occupations in Texas. When developing the Strategic Plan, Texas Higher Education Coordinating Board's (THECB) 60x30 Strategic Plan was strongly considered. The plan seeks to increase student success over the next 15 years including the goal that by 2030, at least 60% of the present 25-34 age group will have earned a certificate or degree. Internal data on Navarro College's five-year age trend shows a decline in student populations in all age groups except two, the oldest and youngest, with the largest decline in 25-34 year age group. Ms. Chivers stated the data aligns with the Coordinating Board's strategic plan and a comprehensive marketing plan has been developed to target this group.

The College's mission statement was the starting point for identifying the following strong set of five Values and Vision Statement:

#### VALUES

- Integrity
- Diversity
- Innovation
- Student Centeredness
- Accountability

#### VISION STATEMENT

"Navarro College will be nationally recognized as a higher education institution committed to providing innovative pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities."

Ms. Ruiz reviewed the strategic directions and goals outlined in the Strategic Plan. Ms. Chivers explained the objectives and key performance measures that will be used in evaluating progress in the path to success. After reviewing the step-by-step development of the 2015-2020 Strategic Plan, Ms. Ruiz and Ms. Chivers concluded their presentation and responded to questions.

Mr. Huffman ask if dual credit will have any impact. Ms. Chivers responded by stating the students will need to be captured on the dual credit side but it also means the gap created by dual credit students who complete their degrees while attending high school will need to be filled by the 25-34 age group.

Mr. Aldama asked if the Strategic Planning Committee still consists of the same members since it was formed. Ms. Ruiz confirmed the same members continue to serve.

Mr. Seely stated the Strategic Plan is well thought out and inquired who will be responsible for monitoring and compiling the information. Ms. Chivers stated the Strategic Planning Committee will be responsible. Ms. Ruiz also responded by stating the process will be a continuous cycle.

Mr. Seely made a motion to adopt the 2015-2020 Strategic Plan and Mr. Judson seconded the motion. The motion passed by a unanimous vote.

Ms. Ruiz and Ms. Chivers were commended for their work and recognized with a round of applause.

#### **Update on Personnel Activity**

Dr. Kavalier asked Ms. Ballew to continue with an update on personnel activity. Ms. Ballew stated her report included both November and December activity.

Ms. Ballew introduced seven new employees hired to fill administrative, paraprofessional, support staff and faculty positions in November and December 2015. She reported three employees resigned and two retired during this period and concluded her report.

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

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

Dr. Kavalier thanked Ms. Ballew and shared an update on her activities since the last Board of Trustees meeting including: making a presentation to the American Business Women's Association (ABWA) on January 11 with Meredith Chase and Dairy Johnson; hosting the Third Annual MLK Breakfast on January 19 featuring keynote speaker, Dr. Brenda Girton-Mitchell. The breakfast was very successful with record attendance. Dr. Kavalier also attended the TACC Quarterly Meeting and was keynote speaker for the Lamar Award Luncheon held in Austin on January 20.

Dr. Kavalier recognized the work of everyone involved with the Dancing for Our Stars event on February 13. She stated due to the tremendous response already received, it's anticipated the fundraising goal will be surpassed by \$10,000 - \$15,000. She expressed her hope all Trustees will be able to attend.

##### Access and Success Report

Dr. Kavalier asked Dewayne Gragg to present the Access and Success Report. Mr. Gragg addressed Mr. Huffman's question earlier about the impact dual credit will have by stating it is something to worry about, especially with freshman high school students now being able to take college courses.

He continued sharing a chart published in *Community College Week* on enrollment trends at two year colleges compared to the gross national product. During the recession period, enrollment increased rapidly. As the GDP has increased, enrollment has dropped especially in the 25-34 age group getting jobs.

Mr. Gragg stated he anticipates reporting 9,600 students enrolled for the spring semester, approximately a 3% decrease. A 4% decline had been anticipated. A TACC straw poll indicates some schools will be reporting a double digit decline.

Due to a major shift in enrollment with dual credit enrollment up 360 students and part-time (revenue generating) enrollment down 123 students, a 6 ½% decline in revenues is anticipated in bookstore sales, etc.

Mr. Gragg concluded and responded to Mr. Judson's question about spring registration by stating it was very smooth due to the migration to the new server system. Enhancements to the Call Center also helped.

Board Calendar

Meredith Chase presented the Board Calendar and reviewed highlights of upcoming events including numerous basketball and baseball games, a reception for The Legend of Hiawatha paintings by artist Ed Copley, upcoming wind ensemble and theatre performances and the unveiling of the Malakoff Heads exhibit. Ms. Chase stated although the Dancing for Our Stars event has been sold out, the event will be live streamed and community members can pay \$5 per vote online for dancers of their choice.

Dr. Kavalier thanked both Mr. Gragg and Ms. Chase before concluding 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 on February 25, 2016 in the Cook Education Center.

A motion to adjourn the meeting was made by Mr. Aldama at approximately 8:02 p.m. and seconded by Mr. McGraw. The decision was unanimous.

Respectfully submitted,



Richard L. Aldama, Secretary-Treasurer

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