

NAVARRO COLLEGE BOARD OF TRUSTEES
MAY 26, 2016 MEETING
MINUTES

The Navarro College Board of Trustees gathered on Thursday, May 26, 2016 in the Cook Education Center, located on the Corsicana Campus, to conduct their regular monthly meeting following dinner in the President's Dining Room. Trustees in attendance included: Mr. Lloyd Huffman, Chairman; Mr. Phil Judson, Vice Chairman; Mr. Richard Aldama, Secretary-Treasurer; Ms. Faith Holt, Member; Mr. Todd McGraw, Member; and Mr. Loran Seely, Member. Trustee A. L. Atkeisson was absent.

Others in attendance included:

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| Dr. Richard Sanchez | Interim Chancellor |
| Dr. Kenneth Martin | President, Ellis County Campuses |
| Mr. Carol Hanes | Interim Vice President, Academic Affairs |
| Mr. Jim Jones | Vice President, Finance and Operations |
| 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. Janet Daugherty | Budget Officer |
| Ms. Connie Standridge | City Manager, City of Corsicana |
| Mr. Shawn Eastham | President, Polyguard Products, Inc. |
| Ms. Leslie Smith | Executive Assistant to the District President/Interim Chancellor |

Other faculty, staff and guests were also in attendance.

Call to Order

At approximately 7:08 p.m., Mr. Huffman called the meeting to order in the Cook Education Center. Mr. Judson was asked to begin the meeting with a prayer.

Announcements

There were no announcements from the Board.

Open Forum

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes – Board of Trustees Meeting April 28, 2016
- b. Policy CE – Purchasing and Acquisitions

Dr. Sanchez requested approval of the Consent Calendar containing minutes from the April 28, 2016 meeting and a revision to Board Policy CE – Purchasing and Acquisitions.

Mr. Judson questioned proposed changes in Board Policy CE that state:

"For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner has its principal place of business in this state or employs at least 500 persons in this state..."

He expressed concerned for local businesses that employ less than 500 people. Mr. Jones and Ms. Daugherty explained these are stipulations that can be considered in awarding a bid or contract and will impact out-of-state vendors.

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

Take Action on Resolution Authorizing Tax Abatement Agreement with Polyguard Products, Inc.

Ms. Connie Standridge, Corsicana City Manager, and Mr. Sean Eastham, Polyguard Products, Inc., were welcomed and invited to present Polyguard's request for a tax abatement.

Ms. Standridge introduced Mr. Sean Eastham, president of Polyguard. She stated Polyguard Products, Inc. intends to turn the Corsicana facility into a first class facility and create new jobs. A tax abatement of 50% over a ten year period was being requested for consideration and approval by the Navarro College Board of Trustees. Similar tax abatements were recently approved by the Corsicana City Council and Navarro County Commissioners.

Mr. Eastham shared background information on Polyguard and the company's plans for expanding into Corsicana. He stated they are a 100% employee-owned company that develops and produces unique products for specialty applications. Polyguard has experienced 23 straight years of sales growth and is quickly running out of space in their current facility located in Ennis, Texas. Mr. Eastham stated Polyguard plans to convert the Corsicana property into a first-class facility and have it operational by 2018.

Mr. Huffman encouraged Mr. Eastham to consider taking advantage of customized training opportunities through Navarro College. Mr. Eastham responded by stating Polyguard has taken advantage of training opportunities through Navarro College at their Ennis facility and hired several Navarro College employees.

Mr. Huffman stated he was pleased about Polyguard's plans to convert the old Chatanooga building and stated Polyguard will find that Corsicana is a friendly, warm and welcoming community.

Mr. Judson made a motion to adopt the resolution approving the tax abatement for Polyguard Products, Inc. and stated he is "all for growth" and "for the city of Corsicana and Navarro County." Mr. Aldama confirmed that the city and county had approved similar tax abatements before seconding the motion. The motion passed by a unanimous vote.

Mr. Huffman welcomed Mr. Eastham and Polyguard Products, Inc. to Corsicana.

Take Action on April 2016 Financial Statement

Dr. Sanchez asked Janet Daugherty to present the April 2016 Financial Statement.

The financial statement as of April 30, 2016 totaled \$98,464,365, an increase of \$35,933 from the

previous month. A review of the Statement of Budget Changes showed an increase of \$6,400 in Student Income generated from a Continuing Education course; \$29,128 in additional funds was received from the Carl Perkins Grant, and \$405 in funds were raised by the Fire Protection Program during the Brilliance fundraiser last year.

Activity in Disbursement of Funds as of April 30, 2016 mirrored revenues as well as normal departmental transfers.

Ms. Daugherty continued with a review of April 2016 Budget Report comparing the percentage of budgeted funds earned and disbursed to the previous year. As anticipated, the percentage of student income earned as of April 30, 2016 was slightly less than last year at this time due to lower enrollment. She stated the Student Financial Aid Fund budget, which was previously reduced \$10 million to \$36 million, included \$15 million for student loan disbursements. Ms. Daugherty stated to date, \$16.4 million in student loans have been disbursed and she anticipates the remaining \$5.5 million budgeted to be allocated before the end of the fiscal year.

Ms. Daugherty stated expenditures are being carefully reviewed and are in line with revenues. She noted the Planetarium budget has been separated from "Events" to help track expenditures and revenues. All other disbursements are on target as expected. Ms. Daugherty concluded her presentation and offered to answer questions.

Ms. Holt made a motion to approve the April 2016 Financial Statement and Mr. Seely seconded it. The motion passed by unanimous vote.

Take Action on Resolution for Signature Authority

Dr. Sanchez asked Jim Jones to present the Resolution for Signature Authority.

Mr. Jones presented proposed revisions to the Resolution for Signature Authority which included:

- replacing the title of "District President" with "Chief Executive Officer";
- replacing "Associate Vice President" as second signature on part-time instructional contracts with "Comptroller";
- amending Section VI title to add "Resolutions for" to "Interlocal Agreements"; and
- amending Paragraph B of Section VI to state "construction-related contracts" exceeding \$50,000 must be approved by the Board of Trustees.

Mr. Judson moved to adopt the revised Resolution for Signature Authority, and Mr. McGraw seconded the motion. The motion passed by unanimous vote.

Update on Brilliance Fundraising Event

Dr. Kenneth Martin presented an update on the Brilliance fundraising event held on April 9, 2016 at the Waxahachie Civic Center. He shared the history and purpose of the Ellis County fundraising event which has raised over \$850,000 since its inception. Over 800 dual credit and general academic scholarships have been awarded since 2009.

"Mardi Gras" was the theme for this year's record-breaking event which raised \$148,316. Dr. Martin expressed appreciation for the Ellis County community, businesses and industry, including Polyguard, for their financial support. He noted that Mark Singleton from CNB Bank, a strong supporter of

students and Navarro College, donated \$10,000.

Event coordinators, Melissa Ballard, Mellie Sibley, and Lynn Pike, were introduced and credited for producing a successful event. Ms. Ballard thanked the Board for its partnership with Ellis County and the opportunities Navarro College has provided for its students. She responded to Dr. Sanchez's inquiry about next year's fundraising goal stating if the Board will commit to attend, next year's goal will be set at \$150,000.

Dr. Martin concluded his presentation by encouraging everyone to save the date of April 1, 2017 for next year's event.

Presentation on Enrollment Management

Dr. Sanchez introduced Sina Ruiz, Interim Vice President of Enrollment Management and Institutional Effectiveness, and asked her to share an update on Enrollment Management.

Ms. Ruiz shared the history and accomplishments of the Enrollment Management Committee. An Enrollment Management Taskforce was first formed in 1999 under the leadership of Dr. Sanchez who was District President at that time. Enrollment grew from 3,625 in fall 1999 to over 10,000 students in fall 2010. In fall 2010, the Enrollment Management Committee was formed to address issues and challenges impacting enrollment.

With the implementation of a new Student Success Model Funding Formula beginning in 2013 and a shift away from a formalized Enrollment Management Committee, enrollment and contact hours have declined. Ms. Ruiz stated federal financial aid requirements for satisfactory academic progress, dual credit, the 60-hour degree rule, and recovery from the recent recession have also had a major impact on enrollment.

Under the direction of Dr. Sanchez as Interim Chancellor, the Enrollment Management Committee was reinstated this past spring. The committee is comprised of representatives from all academic areas and has been delegated the responsibility of addressing ten strategies. These include:

1. Student Enrollment and Contact Hours
2. Communication Plan Targeting Students
3. Recruiting In-district, Out-of-District and Out-of-State Students
4. Recruiting International Students
5. First Year Experience
6. Quality Enhancement Plan – Team²
7. Student Success
8. Streamline Registration Process
9. Adequate Facilities
10. 60x30 TX Strategic Plan

Ms. Ruiz stated these strategies support the 2015 2020 Strategic Plan for "access, student success, resources, and institutional effectiveness" and the College's Mission Statement. She concluded her presentation and offered to answer any questions.

Mr. Huffman wondered about the quality of dual credit college courses being offered in the high schools and inquired if any statistics are available on how dual credit students are faring in the four-

year university system.

Update on Personnel

Dr. Sanchez asked Ms. Ballew to present an update on personnel activity.

Ms. Ballew reported on activity that took place during the month of April 2016. She recognized Ms. Sheri Short and stated Ms. Short has returned to serve as TJJD Director. Kelly Meeks, former part-time adult education instructor, accepted the position of Adult Education Transition Coordinator based in Corsicana, and Pam Rose, former Cashier, transitioned to the position of Administrative Assistant for the Police Academy.

Four resignations also took place during the month of April 2016. Ms. Ballew concluded her report and responded to Mr. Huffman's question by stating Navarro College currently employs a total of approximately 1,246 people.

Dr. Sanchez thanked Ms. Ballew and Ms. Chase to present the Board Calendar.

Interim Chancellor's Report on Items of Information

Board Calendar

Ms. Chase was asked to share highlights on the Board Calendar. Ms. Chase stated the college will close for Memorial Day on Monday, May 30, and will close at 12 noon on designated half-day Fridays throughout the summer as previously approved by the Board. Kid's College, which sold out within a few weeks, will take place at all campus locations during the month of June. Ms. Chase noted other upcoming events including: Paraprofessional and Support Staff Celebration Day; the Board's annual Budget and Planning Workshop on June 30 and the start of summer classes before concluding her report.

Interim Chancellor's Report

Dr. Sanchez shared several items in his report:

- He, Dr. Housley and Ms. Hanes met with the CEO of the American Honors Program. During the meeting, it was conveyed that Navarro College is not pleased with the program and doesn't wish to continue it. Discussion was held on ways to salvage the program so it will not impact current American Honors students. It was agreed to continue with student cohorts Two and Three, with the understanding the program will end fall 2018. Dr. Sanchez stated a letter has been sent to American Honors afterwards outlining this understanding.
- Dr. Sanchez stated he and Trustees Judson and Aldama met with three members of Fairfield city leadership on Wednesday. It was conveyed to the leadership that enrollment at the Fairfield Career and Technical Center has not been doing well and Navarro College has experienced a substantial loss of funds. Based on feedback received from the individuals, publicity about the courses being offered at Fairfield has not been as good as promised. Many of the city leaders present were not even aware of the courses being offered. Dr. Sanchez stated he has scheduled a meeting with Ms. Hanes, Dr. Michaelis, Ms. Chase and Ms. Santos to find the best way to address issues that were brought up and be more responsive. He promised to keep the Board updated.
- A Celebration Day for paraprofessional and support staff will be held on Tuesday, June 14, in the Cook Education Center. A festive day of games, massages, etc. is planned for staff to take turns participating in. Dr. Sanchez stated it is a wonderful incentive for staff who are the

foundation of the institution.

- Dr. Sanchez stated preparation of the 2016-17 Budget continues. He anticipates receiving the preliminary budget on June 10. He will work towards balancing the budget to present to Trustees on June 30 at Budget and Planning Workshop.
- Dr. Sanchez stated he, Mr. Huffman, and Dr. Martin are scheduled to meet with Waxahachie leadership on Friday, June 3, 2015.
- Summer session begins June 6th.
- The Board of Trustees Budget and Planning Workshop will be held on June 30th beginning with lunch at 12 noon. The workshop will begin at approximately 1 p.m. and should conclude by 4:30 p.m. Dinner will be held at 5 p.m. and the regular Board meeting will begin at 6 p.m. Dr. Sanchez stated an agenda and information will be sent to Trustees within the next few weeks.

Dr. Sanchez concluded his report.

Next Meeting Announcement and Adjournment

Mr. Huffman announced the next meeting will be held on June 30th. He expressed appreciation to Mr. Eastham from Polyguard and thanked everyone for coming.

Mr. Aldama made a motion to adjourn the meeting. Mr. Judson seconded the motion and the decision was unanimous. The meeting adjourned at 8:17 p.m.

Respectfully submitted,



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