

**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**JUNE 30, 2016 MEETING**  
**MINUTES**

Navarro College Board of Trustees gathered on Thursday, June 30, 2016, in the Lone Star Room located in Walker Dining Hall on the Corsicana Campus to conduct a closed session meeting, their annual planning and budget workshop, and 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:

Dr. Richard Sanchez	Interim Chancellor
Dr. Kenneth Martin	President, Ellis County Campuses
Mr. Carol Hanes	Interim Vice President, Academic Affairs
Dr. Harold Housley	Vice President, Institutional Advancement and Operations
Mr. Jim Jones	Vice President, Finance and Operations
Ms. Maryann Hailey	Vice President, Student Services
Ms. Marcy Ballew	Vice President, Human Resources
Ms. Sina Ruiz	Vice President,
Ms. Meredith Chase	Executive Director, Marketing and Public Information
Roark Montgomery	Athletic Director
Ms. Elizabeth Chivers	Director, Institutional Research
Ms. Aaron Langston	Comptroller
Ms. Janet Daugherty	Budget Officer
Ms. Leslie Smith	Executive Assistant to the District President/Interim Chancellor

Other faculty, staff and guests were also in attendance.

**Closed Session**

Following lunch in the President's Dining Room at 12 noon, the Board of Trustees moved to the Lone Star Room for a Closed Session meeting to deliberate on real property, personnel and legal matters according to Government Codes 551.071, 551.072, and 551.074.

At 1:02 p.m., Mr. Atkeisson made a motion to convene into Closed Session. Ms. Holt seconded the motion, and the decision was unanimous. At 3:35 p.m., Mr. McGraw moved to reconvene into Open Session and begin the Planning and Budget Workshop – *Advancing Navarro College Towards Continued Success* following a brief break. Mr. Judson seconded the motion, and the decision was unanimous.

No action, decision or vote regarding the subjects discussed was taken during or after the Closed Session.

### **“Advancing Navarro College towards Continued Success” Planning and Budget Workshop**

At approximately 3:45 p.m., the Board convened into open session for the Planning and Budget Workshop. During the workshop, Dr. Sanchez, Janet Daugherty, Sina Ruiz, and Elizabeth Chivers presented detailed information on the following topics:

- Preliminary 2016-17 Budget
- Enrollment Management
- Feasibility of Navarro College Offering Baccalaureate Degrees
- Options for Consideration regarding the Fairfield Career and Technical Center

Dr. Sanchez’s recommendation to close the Fairfield Campus during the months of June and July and reopen on August 1, 2015 was approved by a consensus of the Board. Beginning with August 1, 2016, the campus will be open two (2) days per week, Monday and Wednesday from 10 a.m. to 2 p.m. using the services of a part-time staff member. This part-time staff member will also be a liaison for Navarro College by spending time in the community four hours per day (10 a.m. – 2 p.m.) Tuesday and Thursday being the “face of Navarro College” in the community. This individual will visit with prominent individuals and attend various social and community functions.

The Board also gave its consensus to move forward with the preliminary budget for 2016-17 for adoption during the July 14, 2016 meeting.

At approximately 5:30 p.m., the Board concluded the Planning and Budget Workshop and moved to the President’s Dining Room for dinner with executive staff.

### **Call to Order – Regular Board Meeting**

Following dinner, the Board relocated to the Lone Star Room to conduct their regular monthly meeting. Mr. Huffman called the meeting to order at 6:35 p.m.

### **Announcements**

There were no announcements.

### **Open Forum**

There were no requests to speak to the Board.

### **Consent Calendar**

- a. Minutes – Board of Trustees Meeting May 26, 2016

Dr. Sanchez requested approval of the Consent Calendar containing minutes from the May 26, 2016 meeting. Ms. Holt moved to approve the Consent Calendar, and Mr. Aldama seconded the motion. The decision was unanimous.

### **Take Action on May 2016 Financial Statement**

Ms. Daugherty presented the May 2016 financial statement.

The 2015-16 Budget increased by \$819 for a total 98,465,184 as of May 31, 2016. Ms. Daugherty stated amendments shown in the Statement of Budget Changes – Source of Funds recognized revenues earned by the Fire Academy which provided valet parking during the Brilliance fundraising event and from revenues generated from the Ellis County Spring Play. The Disbursement of Funds specified where the additional funds were allocated as well as normal departmental transfer activity for the month of May.

Ms. Daugherty continued with a detailed review of the financial statement compared to the same time period last year. She stated expenditures are being carefully monitored and all disbursements are on track. She concluded her presentation and offered to answer questions.

Mr. Judson moved to approve the May 2016 Financial Statement and Mr. Seely seconded the motion. The vote in favor of the motion was unanimous.

#### **Take Action on Quarterly Investment Report as of May 31, 2016**

Ms. Langston presented the Quarterly Investment Report as of May 31, 2016. Ms. Langston stated no investments matured during the third quarter and there was very little activity to report.

The book value of investments totaled \$1,368,600,000 with a market value of \$1,372,966.18 as of May 31, 2016. Ms. Langston stated investments in Certificates of Deposits (CDs) have earned \$10,476 in interest. She compared this amount to \$175,000 interest earned on cash deposits held at Prosperity Bank, the college's depository bank, over a 24-month period at a monthly average of \$7,300 per month.

A review of the maturity schedule indicates several CDs will mature during the fourth quarter. Ms. Langston she anticipates a majority of the funds will be moved to the account at Prosperity Bank. The scholarship funds will be reinvested in CDs.

Ms. Langston reported total deposits of \$14,042,842.69 are protected by \$1,750,000 in FDIC insurance and \$31,009,390.23 in pledged collateral. Following a brief discussion on the depository contract, Ms. Langston concluded her report.

Mr. Atkeisson moved to approve the Quarterly Investment Report as of May 31, 2016 and Mr. McGraw seconded the motion. The decision was unanimous.

#### **Update on Personnel**

Dr. Sanchez asked Ms. Ballew to present an update on personnel activity for the month of May 2016.

Ms. Ballew stated there were no "new faces" to report for the month of May, which is not typically a "hiring month." Eleven (11) employees exited during the month including four retirees: Pam Grant, Sharron Jordan, Delores Price and Sharon Wright.

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

#### **Interim Chancellor's Report on Items of Information**

##### Board Calendar

Dr. Sanchez asked Ms. Chase to present the Board Calendar. Ms. Chase shared highlights of upcoming events.

The college will close for the July Fourth Holiday and Board-approved half-day Fridays; Summer II classes will begin July 11; the next Board meeting will be held in Waxahachie on July 14, 2016 - the Board will leave by bus for Waxahachie at 3 p.m. in front of the Albritton Administration Building. On August 12, the LVN pinning ceremony and the Certificates of Completion Commencement will be held in the Special Events Center (SEC). An Administrators Workshop will be held August 16<sup>th</sup>.

Ms. Chase also shared that the Guardian Drum and Bugle Corps, a professional marching band of brass instruments, colorguard (flags) and percussion, is on campus for three weeks preparing for their Texas tour. They will be performing at the Rotary Club Freedom Festival on July 4 and everyone is invited to attend their send-off performance before the Texas Tour on July 20. The time and place are to be announced. Ms. Chase stated several student participating in the corps are showing interest in attending Navarro College because of their experience here.

#### Interim Chancellor's Report

Dr. Sanchez continued with his report:

- Interviews for Vice President of Finance and Administration will be held with the Board on July 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>, 2016 in the President's Dining Room following lunch.
- The August 25, 2016 Board of Trustees meeting will be held at 1 p.m. in the Lone Star Room following lunch at 12 noon.
- The first home football game will take place at 7 p.m. on August 25, 2016 at Tiger Stadium. Dr. Sanchez asked Trustees to please contact his office to indicate the number of seats they want reserved in the VIP lounge. The remainder of the 50 seats will be allocated to faculty and staff.
- Dr. Sanchez stated he will be on vacation July 20 – August 11. Dr. Martin will be acting as administrator-in-charge during his absence.

Dr. Sanchez concluded his report.

#### **Next Meeting Announcement and Adjournment**

Mr. Huffman and the Board expressed appreciation for everyone involved with the planning and budget workshop. Mr. Huffman announced the next regular meeting of the Board of Trustees will take place on July 14, 2016 on the Waxahachie Campus.

Mr. Huffman encouraged everyone to watch the sky for the balloon-borne imaging telescope that will be launched from Palestine, Texas later in the evening (June 30), stating it should be visible from Corsicana.

Mr. Aldama made a motion to adjourn the meeting at approximately 7 p.m. and Mr. Judson seconded the motion. The vote was unanimous.

Respectfully submitted,



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