

**NAVARRO COLLEGE BOARD OF TRUSTEES
JULY 14, 2016 MEETING
MINUTES**

Navarro College Board of Trustees gathered on Thursday, July 14, 2016, in Waxahachie, TX to meet in closed session and conduct their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman , Mr. Phil Judson, Mr. Richard Aldama, Ms. Faith Holt, Mr. A. L. Atkeisson, and Mr. Loran Seely. Trustee Todd McGraw was absent.

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, Operations & Institutional Advancement
Ms. Marcy Ballew	Associate Vice President of Human Resources
Mr. Roark Montgomery	Athletic Director
Ms. Meredith Chase	Executive Director, Marketing and Public Information
Ms. Aaron Langston	Comptroller
Mr. Karl Humphries	Executive Director of Facilities
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

At approximately 4 p.m., the Board of Trustees gathered in Waxahachie for a Closed Session meeting to discuss real estate matters according to Government Code 551.071. No action, decision, or vote regarding the subject(s) discussed was taken during or after the Closed Session.

At 6:40 p.m., a motion to recess the Closed Session and reconvene into Open Session was made by Mr. Seely. The motion was seconded by Mr. Judson and the decision was unanimous. The governing body immediately relocated to Room C144 on the Waxahachie Campus to conduct their regular monthly meeting.

Call to Order

Mr. Huffman called the open meeting to order at 6:49 p.m. and asked Mr. Judson to begin the meeting with a prayer.

Announcements

There were no announcements.

Open Forum

There were no requests to speak to the Board.

Consent Calendar

a. Minutes – Board of Trustees Meeting June 30, 2016

Dr. Sanchez requested approval of the Consent Calendar which included the minutes from the June 30, 2016 meeting. Ms. Holt moved to approve the Consent Calendar and Mr. Atkeisson seconded the motion. The decision was unanimous.

Take Action on Adoption of Budget for 2016-17 Fiscal Year

Dr. Sanchez requested the Board take action on adopting the proposed budget for the 2016-17 fiscal year. He stated the budget is identical to the one proposed during the workshop held on June 30, 2016 with a few minor changes and asked Ms. Daugherty to come forward and explain the revisions.

Ms. Daugherty stated the \$112,000 increase in state appropriations for health insurance was placed in "Reserves" under the corresponding expenditure item. The only other change(s) made to the proposed budget involved moving funds from the contingency account into the appropriate departmental accounts to cover the 1% salary increase.

Mr. Aldama moved to adopt the budget for 2016-17 fiscal year. Mr. Seely seconded the motion and the vote in favor was unanimous.

Mr. Huffman commended everyone involved for their "good work" on the budget.

Take Action on Awarding Custodial Contracts for Corsicana, Ellis County, and South Campuses

Ms. Daugherty stated requests for proposals (RFPs) for custodial services for the College District, including the Corsicana Campus, Ellis County Campuses and South Campus, were solicited and advertised. Criteria for awarding the bids was included in the RFP.

Multiple vendors submitted bids which were evaluated by a committee comprised of three staff members. Ms. Daugherty stated she did not participate in the evaluation process because of her contact with the vendors.

All bids were evaluated based on criteria established by the State of Texas. Ms. Daugherty stated administration concurs with the committee's evaluation of the bids and recommendation that the contract for custodial services for the Corsicana campus be awarded to Ready Maids in the amount of \$232,200; the contract for Ellis County Campuses be awarded to the current vendor, Global Building Maintenance, in the amount of \$77,760; and the contract for the South Campuses custodial services be awarded to Ready Maids in the amount of \$22,200. All contracts may be renewed annually for up to three additional years contingent upon satisfactory service.

Ms. Daugherty concluded and responded to questions from the Board. Mr. Aldama inquired about the vendor currently providing custodial services for the Corsicana campus. Ms. Daugherty responded the current vendor is American Commercial Maintenance, formerly under the name Imagine.

Mr. Seely inquired about the evaluation process and reason for selecting the higher bid submitted by Global Maintenance over Ready Maids for the Ellis County Campuses. Ms. Daugherty stated the terms and conditions state the college "shall award the bidder whose bid and qualifications are most advantageous to the District." The committee felt it was most advantageous to stay with the current

vendor and not award the contract to Ready Maids at this time.

Mr. Atkeisson moved to accept the recommendations to award the Corsicana custodial contract to Ready Maids, Ellis County custodial contract to Global Building Maintenance, and the South Campus custodial contract to Ready Maids. Mr. Judson seconded the motion, and the vote was unanimous.

Update on Personnel

Ms. Ballew began her presentation by asking staff and administration from the Ellis County Campuses to stand and be recognized. She thanked them for hosting the meeting before continuing with an update on personnel activity during the month of June 2016.

Ms. Ballew introduced six “new faces” including: the new Director of Dining Services - Joseph Barnes; Server Administrator for the Corsicana Campus - James Rich, former TJD employee and owner of Tupelo Pflash; and Mailroom Clerk, Corsicana Campus - Erin Moebius, daughter of long-time NC employee, the late Louise Holifield.

Ms. Ballew reported three employees exited during the month of June. There were no non-renewals, retirements, or transfers to report.

Ms. Ballew concluded her report.

Interim Chancellor’s Report on Items of Information

Board Calendar

Dr. Sanchez thanked Ms. Ballew and asked Ms. Chase to present the Board Calendar. Ms. Chase shared highlights of upcoming events including: half-day Fridays previously approved by the Board; upcoming GED graduation, LVN Pinning and Certificate of Completion Commencement ceremonies.

She stated faculty will return on Monday, August 22 and fall convocation will be held on Friday, August 26. On August 25, the Board will hold their regular monthly meeting at 1 p.m. in the Lone Star Room. The first home football game at Tiger Field will also be held on August 25 at 6 p.m. Ms. Chase concluded by stating fall 2016 classes will begin August 29.

Interim Chancellor’s Report

Dr. Sanchez shared several items of information in his report:

- Dallas Area Rapid Transit (DART) police officer Brent Thompson, who lost his life after a gunman opened fire during a recent protest in downtown Dallas, was a former graduate and instructor of the Navarro College Police Academy.
- A copy of the letter received from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) stating Navarro College has been denied reaffirmation and placed on warning status will be sent to Trustees. A report must be submitted by April 2017 providing evidence Navarro College is offering sufficient tutoring services and must convey what steps will be taken to avoid future delinquent “notices of substantive changes.”
- During the August 25th board meeting, Elizabeth Chivers will share interesting data on dual credit. Options will be presented for the Board to consider for increasing revenue stream and cover the cost for dual credit. In addition, a presentation will be made regarding the structural assessment of the Albritton Administration Building.

- Ms. Theresa Thomas has accepted the appointment of Vice President of Finance and Administration.

Dr. Sanchez concluded his report by stating he will be on vacation beginning July 20 and will return on August 10. Dr. Martin and other administrators will be acting as CEO during his absence.

Next Meeting Announcement and Adjournment

Mr. Huffman announced the next meeting will be held on August 25, 2016 at 1 p.m. in the Lone Star Room following lunch at 12 noon in the President's Dining room. He thanked everyone in attendance and stated the Board always enjoys coming to Waxahachie.

Mr. Aldama moved to adjourn and Mr. Judson seconded the motion. The decision was unanimous. The meeting was adjourned at 7:07 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Richard L. Aldama". The signature is written in dark ink and has a long, sweeping horizontal line extending to the right.

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