

**NAVARRO COLLEGE BOARD OF TRUSTEES  
DECEMBER 13, 2016 MEETING  
MINUTES**

Navarro College Board of Trustees gathered on Tuesday, December 13, 2016 to conduct their regular monthly meeting. All trustees were in attendance including: Mr. Lloyd Huffman, Mr. Phil Judson, Mr. Richard Aldama, Mr. Todd McGraw, Ms. Faith Holt, Mr. A. L. Atkeisson, and Mr. Loran Seely.

Others in attendance included:

Dr. Richard Sanchez	District President
Dr. Kenneth Martin	President, Ellis County Campuses
Ms. Teresa Thomas	Vice President, Finance and Administration
Ms. Carol Hanes	Interim Vice President, Academic Affairs
Dr. Harold Housley	Vice President for Institutional Studies
Ms. Maryann Hailey	Vice President, Student Services
Ms. Marcy Ballew	Vice President, Human Resources
Ms. Sina Ruiz	Interim Vice President, Enrollment Management and Instl. Research
Mr. Roark Montgomery	Athletic Director
Ms. Stacie Sipes	Director of Marketing and Public Information
Ms. Laurie Robertstad	Professor of Government and 25-Year Employee
Mr. Wilbert Norvell Starks	Navarro County Taxpayer
Ms. Celina Miller	Partner- CPA, Whitley Penn LLP
Ms. Leslie Smith	Executive Assistant to the District President

Other faculty, staff and guests were also in attendance.

**Call to Order**

Following a special meal in the President's Dining Room with spouses, the Board of Trustees relocated to the Lone Star Room to conduct their regular monthly meeting. Mr. Huffman called the meeting to order at 1:06 p.m. and asked Mr. Seely to begin with a prayer.

**Board Announcements**

There were no announcements.

**Open Forum Time**

There were no requests to address the Board.

**Consent Calendar**

- a. Minutes – Board of Trustees November 9, 2016 Special Meeting**
- b. Minutes – Board of Trustees November 17, 2016 Meeting**
- c. Minutes – Board of Trustees November 22, 2016 Special Meeting**

Dr. Sanchez recommended approval of the Consent Calendar. Ms. Holt made a motion to approve and Mr. Atkeisson seconded the motion. The decision was unanimous.

**Consider Action regarding Property Tax Suit vs. Willie George Starks, et al**

Wilbert Norvell Starks, who introduced himself as a resident in Plano, Texas, petitioned the Board to waive the penalties and fees being assessed against him in a property tax lawsuit. Mr. Starks stated he and his brother, Willie George Starks, inherited 61 acres of land located in Navarro County from their father. His brother had been managing the property before passing away in 2013.

Mr. Starks said he made a trip to the tax office in 2014, paid the taxes owed at that time and also completed a change of address form. Because his brother's name and address are still being used by the Navarro County Tax Appraisal Office, Mr. Starks said he never received notice about the removal of the agriculture exemption and valuation of the property being increased. Mr. Starks stated he was recovering from a serious injury when he was first made aware of the lawsuit and served notice by the Sheriff's office.

Mr. Starks stated he filed a motion for discovery but the response he received from the attorney did not address any of the issues requested by him. He stated he is willing to pay a "reasonable" amount for the taxes without the penalties, etc. During the brief question and answer period that followed, Ms. Thomas stated approximately \$360 of the \$9,000 in taxes and penalties Mr. Starks is being assessed applies to Navarro College property taxes.

Mr. Huffman stated the Board would consider his request and let him know their decision. He asked Mr. Starks to allow copies of his documentation be made for the Board to review. He also encouraged Mr. Starks to consult with the ISD and County as well.

**Recognition of Twenty-five Years of Service**

Ms. Laurie Robertstad was recognized with a gift for completing 25 years of service at Navarro College. Dr. Sanchez stated Ms. Robertstad will also be receiving a Navarro College service pin with a diamond stone. The Board applauded Ms. Robertstad and thanked her.

**Consider Action on the Annual Financial Audit for Fiscal Year Ended August 31, 2016**

Ms. Thomas introduced Ms. Celina Miller from the auditing firm of Whitley Penn, LLP and asked Ms. Miller to present the results of her firm's financial audit for fiscal year ended August 31, 2016.

Ms. Miller stated it was her firm's duty to obtain reasonable assurance the College's financial statements are free from material misstatement. Their audit fieldwork included a focus on internal controls and state and federal compliance. This year their firm selected the Student Financial Aid Cluster, Adult Education & Family Literacy Act federal programs and Texas College Work Study, Texas Education Opportunity Grant, and Adult Education & Family Literacy Act state programs for review.

Ms. Miller congratulated the College and stated Whitley Penn LLC is issuing an "unmodified opinion," the highest level of assurance, on the financial statements and compliance with major programs. In addition, there were no significant internal control deficiencies or material weaknesses to report.

Navarro College's net position increased by \$335,936 to \$45.0 million as of August 31, 2016. Operating revenues decreased by \$1.5 million and non-operating revenues decreased by \$7.3 million compared to FY 2015. Operating expenses decreased by \$4.7 million compared to FY 2015. Scholarships decreased by \$4.2 million; instruction costs decreased by \$1.2 million and institutional support increased by \$1.1 million.

Ms. Miller stated the net position is enough to cover College operations for 60 days, which is considered good. She noted pension liability estimates cannot be controlled as they are mandated by TRS and are based on proportionate share. She concluded her presentation and offered to answer questions.

Mr. Aldama made a motion to accept the Annual Financial Audit for FY 2016. Mr. Judson seconded the motion, and the decision was unanimous.

#### **Consider Resolution for Inter-Local Agreements with Purchasing Cooperatives**

Ms. Thomas requested the Board adopt resolutions for Interlocal Agreements with two additional purchasing cooperatives. Joining Connect2One and National Association of College Stores Partnership will increase the number of purchasing cooperatives under contract with the College District to twelve (12).

Mr. Atkeisson made a motion to approve resolutions for joining Connect2One and National Association of College Stores Partnership. Ms. Holt seconded the motion and the vote was unanimous.

#### **Update on Personnel**

Ms. Ballew gave a brief update on personnel activity from the month of November 2016. Three appointments were made:

- Stacie Sipes – Director of Marketing and Public Relations
- Leanne Leonard – Licensed Professional Counselor
- Nakie Thompson – Administrative Assistant to the Dean of Navarro College South

One termination took place in November, Head Volleyball Coach Kasey McBrearty. Ms. Ballew stated there were no resignations, retirements or transfers to report and concluded her presentation.

#### **Board Calendar**

Ms. Sipes reviewed highlights of upcoming events on the Board calendar including new faculty orientation and adjunct faculty convocations to be held in January and the Dancing for our Stars fundraising event in February.

#### **Enrollment Report**

Ms. Ruiz was asked to present an update on enrollment. She shared new efforts being used to boost enrollment. Recently, all departments went to the student game room in Gibson Hall “to bring registration to the students.” Ms. Ruiz was pleased to report 80 students were registered, exceeding the target goal of 50 students. Other efforts to increase enrollment include:

- identifying students in the classroom needing assistance,
- holding a “Cookies and Cocoa” registration event in Ellis County, and
- placing Information racks in the Beautique to encourage community members to read about programs offered at Navarro College.

Ms. Ruiz stated this is the last week students will have an opportunity to win a laptop by registering early for spring classes. Currently, 545 students have enrolled in winter mini-mester classes and 6,115 have registered for spring.

Ms. Ruiz asked Ms. Sipes to share marketing strategies being used to increase registration for spring classes. These included:

- Pandora radio spots and banner advertisements December 15 - January 17;
- Facebook posts December 15 - January 17; and
- Flyers placed in lung bags at Waxahachie Chick-fil-a during the week of January 9.

Ms. Sipes stated 70% of the Pandora and Facebook campaigns are being directed towards Ellis County and the remaining towards the other campuses. Pandora is expected to reach over 600,000 and the Facebook campaign 180,000.

Dr. Sanchez stated a very forceful approach is being used in the enrollment management process with the hope it will make a difference.

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

Dr. Sanchez continued with the following items of information:

- He has received many thanks and messages of appreciation from staff for the generous Christmas bonus given by the Board of Trustees.
- All classrooms in Albritton Administration Building have been repaired; offices will be repaired during the winter break.
- Because there's been no word from the local contractor regarding repairs to the portico, another contractor from the Dallas area will be sought.
- Final interviews for the position of Head Volleyball Coach will take place later in the week.
- A meeting was recently held with Freese and Nichols to review progress on the new and revised College Master Plan. The completed plan is expected by the end of January, 2017.
- Final exams are in progress and will end this week. The College will close Thursday, December 22, 2016 for winter break and reopen on Tuesday, January 2, 2017.

Dr. Sanchez thanked the Board for their commitment, dedication and service to the College and wished them a Merry Christmas and Happy New Year.

Mr. Huffman thanked Dr. Sanchez and reminisced about a time when final exams were administered after the holidays, which meant students had to spend their time off studying. Mr. Huffman also stated "staff is the secret to success" and, on behalf of the Board of Trustees, thanked everyone for "all" they do.

### **Certificate of Completion and Service Pins**

Dr. Sanchez presented Mr. Judson with a Certificate from the Texas Higher Education Coordinating Board for successfully completing the online training for governing board members.

Dr. Sanchez presented new service pins to all trustees. Mr. McGraw was recognized for serving 15 years on the Board of Trustees and Ms. Holt was recognized for 5 years of service. Every trustee was presented with an updated official Navarro College service pin indicating their years of service.

### **Announcement and Adjournment**

Mr. Huffman announced the next meeting of the Board of Trustees will take place on January 26, 2017 in the Cook Education Center. He urged everyone to drive safely and have a happy holiday.

Mr. McGraw moved to adjourn the meeting and Mr. Seely seconded the motion. The decision was unanimous and the meeting adjourned at 1:58 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Richard L. Aldama" with a stylized flourish at the end.

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