

**NAVARRO COLLEGE BOARD OF TRUSTEES
MARCH 30, 2017 MEETING
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, March 30, 2017 at the Fairfield Career and Technical Center located at 961 E. Commerce Street, Fairfield, Texas 75840 to conduct their regular monthly meeting.

The following trustees were in attendance: Mr. Lloyd Huffman, Chairman; Mr. Phil Judson, Vice Chairman; Mr. Richard Aldama, Secretary-Treasurer; Ms. Faith Holt, Member; Mr. Todd McGraw, Member; and Mr. A. L. Atkeisson, Member. Trustee Loran Seely was absent.

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	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. Effectiveness
Ms. Stacie Sipes	Director of Marketing and Public Information
Dr. Eileen Hamby	Executive Dean, Business, Professional and Technical Education
Dr. Joel Michaelis	Dean, Navarro College South
Ms. Linda Davis	Director, Fairfield Career and Technical Center
Ms. Leslie Smith	Executive Assistant to the District President

Other faculty, staff and special guests from Fairfield were also in attendance.

Following a brief tour of the Fairfield Career and Technical Center's facility, Mr. Huffman called the meeting to order at approximately 7:00 p.m. He asked Mr. Atkeisson to begin the meeting with a prayer.

Mr. Huffman announced a Closed Session to discuss real property and personnel matters would be held following the President's Report.

Announcements

He stated the Board was very proud of the way the Fairfield campus looks from all the remodeling. He commended the College's physical plant staff under the direction of Karl Humphries, Executive Director, for their excellent work.

Open Forum

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes – Board of Trustees Meeting February 28, 2017
- b. Board Policy GJ – Campus Carry Policy

Dr. Sanchez requested approval of the Consent Calendar containing minutes from the February 28, 2017 meeting and new Board Policy GJ regarding Campus Carry. He stated approval of the Campus Carry Policy is required before procedures can be developed. He stated Campus Carry procedures will be presented in depth during the next Board meeting in April. Mr. Huffman read the policy aloud before asking for a motion to approve the Consent Calendar.

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

Action on February 2017 Financial Statement

Ms. Thomas presented the February 2017 Financial Statement for approval. The revised budget increased by \$125,465 as of February 28, 2017 for a total of \$91,190,397. Budget changes included \$48,300 SBDC State Grant funds carried over from the previous fiscal year, \$1,565 Cosmetology sales revenues, \$600 training stipend reimbursement from Region 6, and a transfer of funds between E&G and Auxiliary Funds for carpet replacement and painting in Residence Life housing.

A review of the Source of Funds indicated 65.59% of budgeted revenues in the Educational & General Fund had been earned compared to 61.06% last year. Overall, 73.26% of budgeted revenues have been earned, compared to 72.30% the previous year. The Disbursement of Funds indicated 86.15% of the budget have been obligated and/or expended as of February 28, 2017, compared to 76.78% the previous year.

Ms. Thomas continued stating based on last year's audited figures, payroll accounts for 76% of the E&G Fund. She stated mid-year budget adjustments are still in progress and will be presented at the next Board meeting along with the March 2017 Financial Statement.

Ms. Thomas stated the college continues to be financially solvent and concluded her report.

Mr. Aldama made a motion to approve the February 2017 Financial Statement. Mr. Atkeisson seconded the motion and the decision was unanimous

Action on Quarterly Investment Report for Quarter Ended February 28, 2017

Ms. Thomas continued with a presentation of the Quarterly Investment Report for the quarter ended February 28, 2017.

Currently all funds are invested in Certificates of Deposit (CDs) earning interest rates ranging from 1.05% to 1.3%. The book value of all investments as of February 28, 2017 totaled \$1,995,000 with an ending market value (principal plus accrued interest) of \$1,999,042.63.

A review of the maturity schedule indicates all CDs will mature during 2018. Cash and certificates of deposit totaling \$17,718,579 on February 28, 2017 are protected up to \$1,250,000 by FDIC insurance and up to \$33,631,374 in pledged collateral in the form of mortgage backed securities and surety bonds.

Before concluding her report, Ms. Thomas confirmed that cash deposits held in the money market checking account at Prosperity Bank are still earning interest.

Mr. Atkeisson made a motion to approve the Quarterly Investment Report for the period ending February 28, 2017 and Mr. Judson seconded the motion. The vote was unanimous.

Action on Purchasing Cooperative Agreement with Collin College

Ms. Thomas asked the board to consider approving a purchasing cooperative agreement with Collin College at no cost to Navarro College. This action will allow Navarro College and Collin College to participate in competitively solicited contracts that have been bid and awarded by one another.

The agreement will be pursuant to the local government code (Section 2761.102) that allows local governments to pursue mutually beneficial and cooperative purchasing programs. It will be an ongoing agreement activated only by the issuance of a purchase order. Ms. Thomas stated Collin College's Board of Trustees already approved the agreement with Navarro College during their last meeting.

Mr. McGraw made a motion to approve the Purchasing Cooperative Agreement with Collin College. Mr. Aldama seconded the motion and the vote was unanimous.

Update on Fairfield Career and Technical Center

Ms. Hanes introduced Ms. Linda Davis, Director of Fairfield Career and Technical Center, and described her as the "heart and soul" of the Fairfield campus. Ms. Davis retired as Director of the Fairfield Career and Technical Center a few years ago and when asked by Dr. Sanchez to consider returning to the Center as Director, she agreed to come back on a part-time basis.

Ms. Davis was welcomed with applause. She stated she has enjoyed being back and expressed appreciation for the strong support and assistance she receives from her husband, Warren Davis. She began her presentation with a brief history of the inception of the Fairfield Career and Technical Center. Navarro College first began offering welding classes in Fairfield in partnership with the Fairfield Industrial Development Corporation (FIDC). FIDC, which has since changed its name to Fairfield Economic Development Corporation (FEDC), had purchased the existing campus from Windstream and remodeled the storage facility to accommodate the welding program.

In 2014, FEDC agreed to sell the entire campus to Navarro College. Since then, Navarro College has continued making improvements and remodeling the facility. It has expanded the number of programs being offered to include Industrial Technology, Petroleum Technology, Certified Nurse Assistant, Police Academy, and Medication Aide.

Plans are currently in progress to add a Cosmetology Program. Ms. Davis stated she and Darla Littrel, Dean of Continuing Education, recently visited Farouk Systems Inc.'s headquarters, a Houston based company that manufactures high quality professional hair care products with major brands including CHI®. She stated Farouk Systems is interested in partnering with Navarro College to create a flagship Cosmetology program at the Fairfield Center. They will provide assistance with the design of the facility and provide training for instructors. In addition, Chi's high-end hair care products will be made available.

Ms. Davis stated efforts are being made to have residents in the community become more aware of the Fairfield Career and Technical Center and encourage them to visit the campus. Ms. Davis stated she also participates in community-wide events to promote the center. Examples include the annual "Weld-Off" competition and participation in the Chamber of Commerce's fall festival. In addition, she

along with Dr. Michaelis have made several presentations to local clubs.

Ms. Davis was pleased to announce Navarro College Fairfield Career and Technical Center was recognized as "Business of the Year" during last month's Fairfield Chamber of Commerce Banquet.

She stated the center has received support from the community in the form of contributions. She acknowledged donations of furniture and hospital equipment made by Fairfield EMTC and Centerville Nursing Home. FEDC also continues to be a strong supporter offering scholarships to students attending classes at the Fairfield Center and recently provided funds for repairs and the addition of lights for the campus parking lot.

Ms. Davis recognized members of the FEDC who were present including David Fowler, President, Grace Wathan, and Mary Small. She also recognized Fairfield City Manager, Jeff Looney, and expressed appreciation for the City's help in cleaning up the areas around the fences and buildings. She added an agreement has been made for inmates from the Detention Center's Boyd Unit to perform community service this summer by assisting with the grounds upkeep.

Fairfield ISD's Kevin Benedict was also acknowledged by Ms. Davis. Mr. Benedict and Fairfield ISD Interim Superintendent Tony Price, who could not attend the meeting, have been strong advocates in encouraging high school students to attend classes at the Fairfield Career and Technical Center. Ms. Davis stated plans are being developed to begin offering GED (General Education Development) classes next month. Other opportunities are also being considered.

Mr. Huffman opened the floor to comments from guests. Warren Davis and David Fowler commented on the history of FEDC's partnership with Navarro College. They also discussed the recent high unemployment rate in the Fairfield area as a result of several major industries closing their doors. They stressed the need to retrain the community's workforce for new careers. Mr. Huffman stated Navarro College is "100%" behind the FEDC and is willing to offer more programs for career training.

Mr. Judson stated the College is very proud to be part of the Fairfield community and inquired if there was a need for more non-credit courses to engage and reach out to the community. Ms. Hanes responded that several staff members, Ms. Darla Littrel and Mr. David Edwards, are on the Fairfield campus several days a week and are working on offering more "non-credit" programs.

Mr. Aldama expressed appreciation for the guests who turned out for the evening and for the interest they show for the center. He reiterated Mr. Huffman's pledge to "do anything we can to help."

After giving "kudos" for the support she is given by staff on the Mexia Campus, including Marissa Santos and Dr. Michaelis, Ms. Davis concluded her presentation.

Update on Personnel Activity

Dr. Sanchez asked Ms. Ballew to present an update on personnel. Ms. Ballew reported six appointments were made during the month of February 2017, including Ms. Carol Hanes as the Vice President of Academic Affairs, and two resignations took place.

Ms. Ballew stated there were no retirements, terminations or transfers to report and concluded her

report.

President's Report on Items of Information

Enrollment Report

Dr. Sanchez asked Ms. Ruiz to provide an update on enrollment. Ms. Ruiz reviewed a chart demonstrating Navarro College's Fall 2015 - Fall 2016 enrollment as it compared to peer community colleges. Thirty-six percent (36%) of Texas community colleges experienced a decline in enrollment from Fall 2015 to Fall 2016 with an average decline of -3.6%. Navarro College's enrollment declined - 2.62%.

Ms. Ruiz stated enrollment figures for spring 2017 have now been certified. Navarro College's certified enrollment showed a decrease of -3.26% in headcount enrollment and -5.87% in contact hours. A breakdown of enrollment showed "credit only" enrollment dropped -7.09% while "dual credit" enrollment increased 3.50%.

Brief discussion followed. Mr. Huffman inquired if the enrollment decline might be attributed to an improving economy. Dr. Sanchez stated he believes the decline is a reaction to what has happened in the past and the previous two years were detrimental to enrollment. He reminded the Board any funding for contact hours generated now will be delayed until the Texas Legislature meets in another two years.

Board Calendar

Ms. Sipes shared upcoming events on the Board Calendar for the months of April and May 2017. Highlights included the Staff BBQ and Commencement ceremonies coming up in May. Dr. Sanchez stated the decision was made to continue with the Staff BBQ to give staff an opportunity to get together. Trustees were invited to make plans to attend.

Trustee Aldama announced the Navarro College Cheerleaders will be competing in the NCAA Cheerleading Championship Contest in Florida during the week of April 4. Ms. Sipes added the Cheerleaders will hold a "Show-off" on Sunday, April 2, in the SEC prior to leaving for the competition.

Proposed New and Expanded Career and Technology Programs, Fall 2017-2018

Ms. Hanes introduced Dr. Eileen Hamby, Executive Dean of Business, Professional and Technical Education and asked her to present proposed plans for new and expanded programs in Career and Technology.

Dr. Hamby began by stating existing programs are being re-evaluated to meet the needs of adult learners, non-traditional working students wanting a better job, and stay-at-home adults who are only free on weekends. Several programs will now be offered on Saturdays and evening hours to fill the needs of the community and increase revenues.

Beginning summer 2017, "Quick Career" certificate programs will be offered in Welding, Medical Front Office Professional, Paralegal Studies, and Criminal Justice Corrections. Dr. Hamby shared details about each program including projections for tuition revenues, contact hour reimbursement, as well as faculty and equipment/supply costs. The programs will be marketed using several methods including FaceBook, direct mail pieces, distributing flyers, and by contacting local businesses and

school counselors.

Dr. Hamby continued stating the need for additional programs has been determined based on input received from the community. A Banking/Finance AAS Program and Social Media Communications Certificate will be introduced in Fall 2018. Other "in demand" programs being considered include Hospitality and Human Resources Management.

Dr. Hamby concluded by stating the Quick Careers and new programs are expected to generate an additional 12,272 in contact hours and \$976,314 net revenue. Dr. Sanchez noted contact hour funding for the new programs will not be realized for several years. He added that Dr. Hamby has many more ideas for expanding and adding programs. Because of the cost of implementation, the decision was made to begin with only a few.

Brief discussion followed. Members of the Board of Trustees commended work on increasing the number of non-academic subjects they feel are needed. Ms. Hanes stated this is just the "tip of the iceberg" as Dr. Hamby has many ideas going forward.

President's Report

Dr. Sanchez shared several items in his report:

- There was no news to report regarding the state appropriations. Based on the Senate's proposal, Navarro College will receive \$30 million in appropriations for the next biennium, and based on the House's proposal, the college will receive \$28 million. Dr. Sanchez stated it's his hope the Conference Committee will agree on an amount in the middle, close to \$29 million.
- Two Vernon College students were killed in an auto accident while returning from a competition. Dr. Sanchez stated the accident is reminiscent of the tragedy Navarro College experienced in 2004 and has sent condolences to Vernon College administration.
- Final interviews for the position of Vice President of Enrollment Management and Institutional Effectiveness concluded earlier in the day. A decision on the successful candidate will be made by next week.
- A candlelight vigil was held on Tuesday, March 28, 2017 in memory of Kayla Simpson, Navarro College student killed in car wreck during spring break. Dr. Sanchez stated the number of students and staff that paid their respects was much appreciated.
- Repairs to the Albritton Administration Building entry are still in progress and are expected to be completed within a month.
- Work will begin shortly on developing the 2017-2018 Budget once the mid-year report is finalized.

Dr. Sanchez concluded his report.

Closed Session, Next Meeting Announcement and Adjournment

At 8:26 p.m., Aldama made a motion to convene into Closed Session to discuss real property and personnel matters according to Government Codes 551.072 and 551.074. Mr. Judson seconded the motion and the decision was unanimous.

Mr. Huffman announced the Board would take a brief break before convening into Closed Session. He also announced the next Board of Trustees meeting will be held on April 27, 2017 on the Corsicana campus.

At 8:30 p.m., Mr. Huffman called the Closed Session to order.

At 9:50 p.m., Mr. McGraw made a motion to reconvene into open session and adjourn the meeting. Mr. Judson seconded the motion and the decision was unanimous.

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

Respectfully submitted,

A handwritten signature in black ink, reading "Richard L. Aldama". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

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