

**NAVARRO COLLEGE BOARD OF TRUSTEES  
MAY 17 2017 MEETING  
MINUTES**

The Navarro College Board of Trustees gathered on Wednesday, May 17, 2017 in the Lone Star Room to conduct a special meeting. All trustees were in attendance including: Mr. Lloyd Huffman, Chairman; Mr. Phil Judson, Vice Chairman; Mr. Richard Aldama, Secretary-Treasurer; Mr. Todd McGraw, Member; Ms. Faith Holt, Member; Mr. Loran Seely, Member; and Mr. A. L. Atkeisson, Member.

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	Vice President, Enrollment Management and Instl. Effectiveness
Ms. Stacie Sipes	Director of Marketing and Public Information
Ms. Leslie Smith	Executive Assistant to the District President
Judge H.M. Davenport	Navarro County Judge

Other faculty, staff and guests were also in attendance.

**Call to Order**

Mr. Huffman called the meeting to order at 12:03 p.m. and asked Mr. Judson to begin with a prayer.

Mr. Huffman announced a closed session to discuss real estate matters according to Government Code 551.072 would be held following Item 501 – President’s Report.

**Announcements**

No announcements were made by the Board.

**Open Forum**

There were no requests to speak to the Board.

**Consent Calendar**

- a. Minutes Board of Trustees April 27, 2017 Meeting
- b. Minutes Board of Trustees May 2, 2017 Special Meeting

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

**Canvass Election Returns from May 6, 2017 Election and Administer Oath of Office**

Ms. Thomas reviewed the results from the May 6, 2017 election for the Trustee At Large, Place Seven position. Mr. Lloyd Huffman received 1,347 votes (52.29%) compared to Dr. Joe Saucedo who

received 1,229 (47.71%).

Ms. Thomas reminded the Board that Mr. Phil Judson had no opposition for Single Member District One, Place One position and was declared elected during the May 2, 2017 special Board meeting.

Mr. Aldama made a motion to approve the May 6, 2017 election results and declare Lloyd Huffman re-elected for another six-year term as Trustee At Large, Place Seven. The motion was seconded by both Mr. Seely and Mr. Atkeisson, and the decision was unanimous.

Mr. Huffman and Mr. Judson were administered the Oath of Office by the Honorable H.M. Davenport, Navarro County Judge. Following the Oath of Office, a Certificate of Election was presented to each by Dr. Sanchez.

#### **Election of Officers**

In compliance with Board Policy requiring an election of officers every odd-numbered year, Mr. Atkeisson made a motion to retain the "current slate of officers" (Lloyd Huffman - Chairman, Phil Judson - Vice Chairman, and Richard Aldama - Secretary/Treasurer) and declare them elected by acclamation.

Ms. Holt seconded the motion and the vote was unanimous.

#### **Comments on Graduation**

Mr. Huffman shared a photo from the Ellis County Commencement ceremony held May 13, 2017 in Midlothian. More than half of the graduates that participated in the ceremony were high school/dual credit students receiving their Associate Degree prior to their high school diploma. Many of these students were also honor students. Mr. Huffman noted this ratio was not only an indication of the present but of the future as well.

Dr. Sanchez commented on the possible need to hold two commencement ceremonies in Ellis County in the next year or two. The auditorium was filled to capacity and overflow rooms were extremely crowded.

#### **Consider Action on April 2017 Financial Statement**

Ms. Thomas was asked to present the April 2017 financial statement for approval. The revised budget totaled \$92,944,684 as of April 30, 2017. Ms. Thomas reviewed Budget Changes totaling \$569,859 during the month of April 2017:

- Federal Grant income increased by \$154,269 from supplemental funding received from the Texas Workforce Commission for the Adult Education and Family Leave grant and English Language Civics grant.
- State Grant Income increased \$409,525 in recognition of the Texas Workforce Commission Grant received for Owens Corning.
- Other Local Income increased \$6,065 from Cosmetology sales, valet parking receipts from the Brilliance fundraising event, and a donation to the Navarro College Reference Library from McAfee Daniel's estate.

Ms. Thomas continued with a review of sources and disbursements as of April 30, 2017. Actual receipts totaled \$35,780,367 as compared to \$35,111,628 in 2016. Expenses totaled \$30,455,789 compared to \$31,694,771 the previous year. Ms. Thomas cautioned that four months remained in

the current fiscal year before concluding and the college would need to continue enrolling expenditures.

Mr. Seely moved to accept the April 2017 Financial Statement and Mr. McGraw seconded the motion. The decision was unanimous.

#### **Items 301 and 302 Tabled**

Items 301 and 302 addressing AAS Degree Programs in Hospitality Management and Human Resources Management were tabled until the June 29, 2017 Meeting.

#### **Update on Personnel Activity**

Marcy Ballew announced Ms. Sina Ruiz was officially appointed Vice President of Enrollment Management and Institutional Effectiveness during the month of April 2017. Ms. Ballew stated Ms. Ruiz is a true success story. She is as a former first generation Navarro College student who has worked her way up to the position of Vice President.

Ms. Ballew stated there was no other personnel activity to report and concluded her presentation.

#### **Enrollment Report**

Ms. Ruiz followed with an update on enrollment. As of May 16, 2017, May Mini-mester headcount enrollment was up 9.1% (40 students) and down -6.2% in contact hours (-1,680). Summer 1 headcount enrollment is down 5.24% (90 students) and -1.93% (-4,180) in contact hours. Summer 2 headcount enrollment is down slightly -0.7% (-5 students) and contact hours down -6.3% (-3,990).

Ms. Ruiz was pleased to report Fall 2017 headcount enrollment was currently up 44.51% (445 students) over last year and contact hour enrollment was up by 31.27% (8,368).

Ms. Ruiz was thanked and commended by Mr. Aldama and Mr. Atkeisson for the excellent job she performed in announcing graduates during the commencement ceremonies.

#### **Board Calendar**

Ms. Sipes stated mailers have gone out in Ellis County to encourage an increase in enrollment. Ms. Sipes then shared highlights of upcoming events on the Board Calendar including the Board's Budget and Planning Workshop scheduled on June 29, 2017 beginning with lunch at 12 noon.

#### **President's Item of Information**

Dr. Sanchez thanked Ms. Sipes and continued with several items of information:

- The College will close at noon on Friday, May 18, as the first summer half-day incentive for staff.
- Dr. Kenneth Martin will be representing Dr. Sanchez at the TAMUC president's reception and TAMUC commencement ceremony Friday evening.
- Dr. Sanchez stated he will be out of the office beginning May 18 and will return on June 12, following the A.C.E. Fellows Closing Retreat in Washington DC.
- The 2017-2018 budget is complete, pending final numbers from the Texas Legislature. Dr. Sanchez stated if the projected revenue is approved by the legislature, the budget will be balanced.
- Dr. Sanchez requested clarification from Trustees on who will be attending the Association of Community College Trustees Leadership Congress in Las Vegas September 2017 so that

reservations can be secured. All trustees, with the exception of Mr. McGraw, indicated they would attend.

**Next Meeting Announcement, Closed Session and Adjournment**

Mr. Huffman announced the Budget and Planning Workshop and the next meeting of the Board of Trustees will be held June 29, 2017 in the Lone Star Room.

At 12:30 p.m., Mr. McGraw made a motion to relocate to the President's Dining Room for a lunch break and to convene immediately afterwards into Closed Session to discuss real property matters according to Government Code 551.072. The motion was seconded by Mr. Atkeisson and the decision was unanimous.

The Closed Session was called to order at 1:25 p.m. No action, decision, or vote regarding the subject(s) discussed in Closed Session was taken.

At 1:55 p.m., Mr. Judson made a motion to reconvene into Open Session and immediately adjourn the meeting. The motion was seconded by Mr. Seely, and the decision was unanimous.

Respectfully submitted,



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