

**NAVARRO COLLEGE BOARD OF TRUSTEES  
JUNE 29 2017 MEETING  
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, June 29, 2017 in the Lone Star Room to conduct their regular monthly meeting. Trustees in attendance included: Mr. Phil Judson, Vice Chairman; Mr. Richard Aldama, Secretary-Treasurer; Ms. Faith Holt, Member; Mr. Loran Seely, Member; and Mr. A. L. Atkeisson, Member.

Mr. Lloyd Huffman, Chairman, and Mr. Todd McGraw, Member, were 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	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

Other faculty, staff and guests were also in attendance.

**Call to Order**

Mr. Judson called the meeting to order at 7 p.m. and announced he was Acting Chair as Mr. Huffman was on vacation. Mr. Judson welcomed Roark Montgomery back before asking Mr. Seely to begin the meeting with a prayer.

**Announcements**

No announcements were made.

**Open Forum**

There were no requests to speak to the Board.

**Consent Calendar**

- a. Minutes - Board of Trustees May 17, 2017 Meeting
- b. Revision to Board Policy DDBA – Compensation and Benefits – Educational Benefits

Dr. Sanchez requested approval of the Consent Calendar containing minutes from the May 17, 2017 Board meeting and a revision to Board Policy DDBA – Compensation and Benefits – Educational Benefits. The revision to the Educational Benefits Policy will reinstate reimbursement of course fees.

Mr. Aldama moved to approve the Consent Calendar and Mr. Seely seconded motion. The decision was a unanimous vote.

**Take Action on May 2017 Financial Statement**

Dr. Sanchez asked Ms. Thomas to present the May 2017 financial statement for approval.

Budget amendments as of May 31, 2017 increased revenues by \$158,423 for a total revised budget of \$93,103,107. When asked, Ms. Thomas clarified the transfer of funds from the Educational and General (E&G) Fund into the Auxiliary Fund was required to fund the cost of replacement windows in Residence Life Housing units.

A review of the Source of Funds as of May 31, 2017 compared to the previous year indicated \$79,308,596 or 85% of budgeted revenues had been earned as of May 31, 2017 compared to \$82,077,112 the previous year. The Disbursement of Funds indicated 89.76% of budgeted expenditures had been obligated as of May 31, 2017 compared to 81.71% the previous year. Ms. Thomas stated expenditures will continue to be closely monitored through the end of the fiscal year. She concluded her report.

Mr. Seely made a motion to approve the Financial Statement for the month ending May 31, 2017, and Mr. Atkeisson seconded. The motion passed by a unanimous vote.

#### **Take Action on Quarterly Investment Report for Quarter Ending May 31, 2017**

Ms. Thomas was asked to continue by presenting the Quarterly Investment Report for the quarter ending May 31, 2017 for approval.

Ms. Thomas stated very little activity took place in investments during the third quarter ending May 31, 2017. One Certificate of Deposit (CD) in the amount of \$230,000 matured and was reinvested into another CD earning 1.3% interest, a higher rate. She responded to Mr. Atkeisson inquiry, stating the CD was renewed for a two-year term because it offered the better rate.

The ending book value of all investments as of May 31, 2017 totaled \$1,995,000 with a market value including accrued interest totaling \$2,234,408.16. Following a review of investments by fund and the maturity schedule, Ms. Thomas reviewed the report of pledged collateral by bank. She stated cash deposits totaling \$12,766,965.71 are secured by \$1,250,000 in FDIC insurance and \$32,690,473 in pledged collateral.

Ms. Thomas responded to Mr. Judson's question stating the pension fund (Navarro College Employees Retirement Fund), managed by Community National Bank is not included in the investment report. She then responded to Dr. Sanchez's question by confirming the checking account at Prosperity Bank was an interest-bearing account and concluded her report.

Ms. Holt moved to approve the Quarterly Investment Report as of May 31, 2017 and Mr. Atkeisson seconded the motion. The decision was unanimous.

#### **Take Action on AAS Degree Program in Human Resources Management**

Dr. Hanes presented the proposed AAS Degree Program in Human Resources Management for approval. The new program was developed under the guidance of Dr. Eileen Hamby, Executive Dean of Career and Technical Education, Mr. Russell Brown, Department Chair, and the Business Department Advisory Committee.

Dr. Hanes stated graduates with an Associate's Degree in Human Resources Management will qualify for entry-level positions, such as basic human resources generalists. HR associate's degree holders often also enter into specialized HR roles in private, public and nonprofit organizations; human resource clerks, HR assistants and assistant recruiters are some of the most popular jobs. Others work as training and development coordinators, payroll assistants and compensation or benefits specialists. Dr. Sanchez added this is one of several programs being developed to generate more students and additional revenue.

Dr. Hanes responded to Mr. Seely's question by stating neither a substantive change notice nor approval to add the AAS Degree in Human Resources Management was required by Southern Association of Colleges Commission on Colleges Accrediting Body (SACSCOC) or the Texas Higher Education Coordinating Board (THECB) because the program falls under the Business Department's SIP code. After responding to several other questions, Dr. Hanes concluded her report.

Mr. Aldama made a motion to approve the addition of the AAS Degree Program in Human Resources Management and Mr. Atkeisson seconded. The decision was a unanimous vote.

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

Marcy Ballew was invited to present an update on personnel activity. Ms. Ballew stated three support staff and paraprofessional appointments were made during the month of May 2017. Two employees retired during the month. Dr. Monica Castator retired after 19 years and Claudine Gibbs after serving 39.84 years at Navarro College.

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

#### **Enrollment Report**

Ms. Ruiz presented an update on enrollment. In the year- to-year comparison, Ms. Ruiz stated May Minimester 2017 enrollment increased by 42 students; however, contact hours decreased by 7.2%. The increase was attributed to the state-mandated decrease in semester credit hours required for degree plans. As an example of the mandate, 1401 COSC, a four semester credit hour course, was reduced to a three semester hour course, 1301 COSC.

Summer 1 2017 student enrollment was down -7.06% and contact hours were down -1.76% compared to last Summer I 2016. Ms. Ruiz noted Summer I students were taking more courses. Enrollment in Summer II courses beginning July 11 is almost even with the previous year's with 1,343 students enrolled compared to 1,352 last year.

Ms. Ruiz stated Fall 2017 enrollment is up 996 students (38.5%) compared to last year. Contact hours are also up 37.06%. Ms. Ruiz noted approximately 775 of the students enrolled for the fall semester are dual credit students. She stated efforts are being made to bring in more students and concluded her report.

#### **Navarro College On The Go App**

Ms. Sipes shared information regarding a new Navarro College phone application recently introduced. She stated the free "app" can be downloaded to any mobile device through the iPhone or Galaxy App Store. The goal of the mobile app is to make life easier for students "on the go". The application will allow students to connect with each other and give them instant access to various tools, including the Navarro College student portal. The app includes an interactive map to help students find where to go.

Ms. Sipes responded to questions about the application stating students are not able to register through the app at this time. More "pieces" are in the process of being added so the app is more user friendly.

#### **Board Calendar**

Ms. Sipes continued with a review of upcoming events on the Board Calendar including the Police

Academy graduation and LVN ceremony, upcoming athletic events and the start of the Fall Semester classes in August.

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

Dr. Sanchez continued with the President's report:

- CampusWorks recently notified the College of plans to relocate Navarro College interim CIO, Karen Heinemann, to another site immediately and they are sending a replacement to serve as Navarro College's interim CIO through August 31, 2017. Dr. Sanchez stated this was very disappointing news and their action borders on "being unethical." The new CIO has no knowledge of Navarro College to be effective with only eight (8) weeks left in the contract. Dr. Sanchez stated Ms. Heinemann is collaborating with the new CIO but will be leaving Friday, June 30, 2017.
- Negotiations are in process to purchase a new piece of property located adjacent to Navarro College directly behind the Cook Education Center. The property includes 5.7 acres which will allow for expansion of the Cook Education Center and a home which could be converted into a meeting place. A copy of the property's appraisal report was shared with Trustees. Approval of the sale will be requested at the July meeting.
- Dr. Sanchez stated he has received a letter from Ennis ISD's superintendent proposing a \$500 flat fee for dual credit courses. If agreed to, the flat fee for dual credit courses would have to be provided to all schools in the College service area. The Institutional Researcher has determined charging a \$500 flat fee would have a detrimental financial impact on Navarro College of over \$1.3 million. Following questions and answers regarding rates offered by other colleges, Dr. Sanchez stated he will be communicating with Ennis ISD.
- The stone casting for the Albritton Administration Building is nearing completion and work on the front entrance is expected to resume soon.
- Dr. Sanchez reminded Trustees the College will be closed for the Fourth of July holiday.
- Dr. Sanchez announced he and Dr. Kenneth Martin will be attending the TACC Summer Conference in San Antonio July 12-15, 2017 and concluded his report.

Mr. Judson thanked Dr. Sanchez.

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

Mr. Judson wished everyone a wonderful and safe Fourth of July holiday. He announced the Budget and Planning Workshop will be held on July 27, 2017 in the Lone Star Room prior to the July Board meeting.

Mr. Aldama made a motion to adjourn the meeting at 7:45 p.m. Mr. Seely seconded the motion and the decision was unanimous.

Respectfully submitted,



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