

**NAVARRO COLLEGE BOARD OF TRUSTEES
OCTOBER 17, 2013 MEETING
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, October 17, 2013 at 6:00 p.m. in the President's Dining Room for dinner with the Faculty Association Executive Committee (FAEC) members. Following dinner, the governing body relocated to the Cook Education Center to conduct their regular monthly meeting.

All trustees were in attendance including: Mr. Lloyd Huffman, Dr. James Price, Mr. Phil Judson, Mr. Richard Aldama, Mr. A. L. "Buster" Atkeisson, Ms. Faith Holt and Mr. Todd McGraw.

Others in attendance included:

Dr. Barbara Kavalier	District President-Elect
Dr. Kenneth Martin	President, Ellis County Campuses
Dr. Harold Housley	Vice President, Academic Affairs
Ms. Gettie Moreno	Vice President, Finance and Administration
Ms. Maryann Hailey	Vice President, Student Services
Mr. Dewayne Gragg	Vice President, Enrollment Mgmt., Student Success & Instl. Studies
Dr. Tommy Stringer	Vice President, Institutional Advancement
Ms. Marcy Ballew	Associate Vice President of Human Resources
Ms. Linda Davis	Dean of Navarro College South at Mexia
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Lynne Coker	Executive Administrative Assistant, Vice President Academic Affairs
Mr. Cody Dickerson	M.I.S.C. Coordinator
Ms. Liz Murphy	C.E.O., Campus Works
Mr. Mike Russell	IT Specialist, Campus Works

Various other faculty, staff, students and visitors were also present.

Call to Order

Mr. Huffman called the regular meeting to order at approximately 7:03 p.m. and asked Dr. Price to begin with a prayer.

Board Announcements

Mr. Aldama announced he and Mr. Huffman were members of the Corsicana Preservation Foundation Committee. He introduced other members present in the audience and stated the Corsicana Preservation Foundation Committee was supporting a bond proposition to repair, renovate, and restore Navarro County's courthouse. The Texas Historical Commission and local preservation groups have earmarked \$5.4 million in matching funds for the renovation project if the bond is approved by voters.

Consent Calendar

Dr. Kavalier requested approval of the Consent Calendar containing the minutes from the September 19, 2013 Board of Trustees meeting.

Mr. Judson made a motion to approve the Consent Calendar and Mr. Aldama seconded the motion. The decision was unanimous.

Approve Contract for Campus Works to Provide Technological Consultant Services for Navarro College District

Dr. Kavalier introduced Ms. Liz Murphy and Mr. Mike Russell, Campus Work's CEO and Information Technology (IT) Specialist, and invited them to share their proposal to provide technological consulting services to Navarro College.

Ms. Murphy stated Campus Works conducted a preliminary review of information provided by Navarro College staff as well as a peer review of Navarro College's IT operations and systems conducted by other Texas Community College IT chief executive officers throughout the state.

Ms. Murphy stated after reviewing the information provided, Campus Works developed "strong ideas" for improvements. Campus Works' proposal includes a comprehensive, "deep-dive" IT assessment and the development of a three-year technology plan and budget. Ms. Murphy stated the plan will be aligned with the institution's needs and strategic plan as required by SACS for reaccreditation. A Chief Information Officer and IT Specialist will provide on-site leadership during a 120-day contract period. In addition, experts in different areas will be brought in periodically to provide assistance on an "as needed" basis.

Dr. Kavalier concluded the presentation by stating, Campus Works will provide the equivalent of 2.5 full-time on-site personnel (CIO, IT Specialist and other specialists as needed) over a 120-day period at a cost of \$312,000. The "deliverables" the College will receive include:

- a comprehensive IT assessment
- IT staff assessment and recommended organization structure
- a three-year technological tactical plan
- Colleague (Datatel) remediation
- A three-year technology budget
- existing project list evaluation, and
- a sound IT governance model.

Following a brief question and answer period, Dr. Kavalier recommended approval.

Dr. Price made a motion to approve the contract for technological consultant services with Campus Works. Mr. Aldama seconded the motion, and the vote was unanimous.

Take Action on September Financial Statement

Dr. Kavalier asked Ms. Moreno to present the September Financial Statement. Ms. Moreno began by stating September 2013 was the first month in the 2013-14 fiscal year.

The Summary of Budget Changes as of September 30, 2013 indicated a total of \$882,898 in amendments for a revised total budget of 116,739,404. Ms. Moreno stated the majority of the amendments were required to re-establish budgets for state and federal grants for the 2013-14 fiscal year including: the Texas Workforce Commission Skills Development Fund's Certainteed Grant and Pactiv Grants, Nursing Shortage

Reduction Program Grant, Small Business Development Grants, Texas Logistics Consortium Grant, and the Department of Labor ShaleNet Grant.

Ms. Moreno stated revenues earned during the month of September 2013, when compared to the previous year at this time, reflected the increase in tuition and fees and slight increase in enrollment. Expenditures as of September 30, 2013 were in line with this time period last year with approximately 36% of the budget expended and/or obligated compared to 33.40% in 2012.

Dr. Price made a motion to approve the September 2013 financial statements. Mr. Atkeisson seconded the motion and the decision was unanimous.

Adopt resolution to appoint District President to TIF

Dr. Kavalier stated she recently attended a Corsicana City Council meeting and was introduced to the City Manager and other city officials. The City Manager informed her that the Board of Trustees needed to appoint her to fill the vacancy on the TIF Reinvestment Zone Number 1's Board of Directors created by Dr. Richard Sanchez's retirement.

Mr. Atkeisson moved to adopt the resolution appointing Barbara Kavalier, District President, to represent Navarro College on the City of Corsicana TIF Reinvestment Zone Number 1 Board of Directors. Mr. McGraw seconded the motion, and the decision was unanimous.

Presentation on Proposed Purchase of Fairfield Industrial Development Corporation Property for Career and Technical Campus

Dr. Kavalier called on Dean Linda Davis, Dean of the Navarro College South Campus at Mexia, to assist her with a presentation on the proposed purchase of Fairfield Industrial Development Corporation property for a career and technical campus.

Dr. Kavalier stated the mission of Navarro College includes providing services to all communities in its service area, including the Fairfield community. She stated Vice President Housley and Dean Davis have found a "friend and partner" in the Fairfield Industrial Development Corporation (FIDC) in bringing more career and technical programs to the south service area.

Welding Technology Courses are now being offered in Fairfield as a result of a recent MOU established between Navarro College and FIDC. FIDC agreed to renovate one of the buildings in the Windstream Communications complex it recently purchased and lease it to Navarro College. Classes began this fall 2013 semester in the beautifully renovated facility.

Discussions have been held about leasing or purchasing the rest of the property owned by FIDC. The location of the Windstream complex is ideal for Navarro College with the high school located next to the property and easy access to Hwy 84 and Interstate 45. FIDC called a special meeting when asked about the possibility of Navarro College purchasing the property. Dr. Kavalier was pleased to announce FIDC has approved selling the property to Navarro College for the same price they purchased it and will "gift" the additional \$175,000 in renovations.

Dr. Kavalier stated this is a wonderful opportunity for Navarro College to create a new career and technology campus in Fairfield. The property is valued at over \$1 million, not including the \$175,000 in renovations. The complex covers 16 acres and includes six buildings totaling approximately 30,000 sq. ft. Courtyards between the buildings and mature trees already give the complex the "look and feel of a campus." Ample parking spaces and multiple entrances into the complex are included.

Dr. Kavalier continued stating FIDC has generously shared a copy of their structural engineering report. Most of the buildings are in good structural condition and will only require minor renovation. Dr. Kavalier stated because the complex is made up of separate buildings, it creates an ideal situation where the College can renovate one building at a time.

Ms. Davis stated the location of a career and technology center in Fairfield will open up opportunities to offer certificates, degrees and training programs aimed at Petroleum Technology, Power Plant & Maintenance Operations, Accounting, Criminal Justice, Industrial Systems and Engineering, AutoCad, Nondestructive Testing, Advanced Manufacturing, Energy Management Technology and many others. Ms. Davis added that this will give students in the Fairfield and surrounding communities who do not want to attend four-year universities wonderful opportunities to train for careers.

Dr. Kavalier concluded by stating this item was for informational purposes only. She stated the Board of Trustees meeting in November will be held at the complex in Fairfield, and approval for the purchase of the property from Fairfield Industrial Corporation will be requested at that time.

Personnel Update

Dr. Kavalier asked Ms. Ballew to present an update on personnel activities.

Ms. Ballew reported the following assignments were made during the month of September 2013:

- Brad Richardson – Assistant Dean of Business, Professional, and Technical Education – Corsicana Campus
- Jodie Stevens – Faculty Support Clerk – Waxahachie Campus

The contract for Ms. Erin Perry, Campus Police Officer – Corsicana Campus, was not renewed. There were no reassignments, transfers, terminations or retirements during the month of September 2013.

Ms. Ballew continued stating ten open positions were currently being advertised including:

- Dean of Navarro College at Mexia – Mexia Campus
- Assistant/Associate Professor of Art – Corsicana Campus
- Assistant/Associate Professor of Computer Information Technology – Corsicana Campus
- Librarian – Corsicana Campus
- TRiO Student Support Services Academic Specialist – Corsicana Campus
- Online Curriculum Developer – ShaleNET US – Corsicana Campus
- Area Housing Coordinator III – Corsicana Campus
- Campus Police Officer – Corsicana Campus
- Little Italy Cook – Corsicana Campus
- Assistant Director of College Stores – Corsicana & Mexia Campuses

Ms. Ballew concluded her report and Dr. Kavalier thanked her.

President's Report

Dr. Kavalier gave a report on activities she has engaged in since the last Board of Trustees meeting. Activities included: meetings with SACS consultant, Dr. Tanya Gorman; giving a welcome address at the Caston/Collins Scholarship Dinner; meeting with Corsicana ISD's Superintendent, a meeting with the presidents of TSTC-Waco and McLennan Community College; giving the welcome address for the FIDC at the grand opening for the welding facility; traveled to Seattle, WA with trustees for the ACCT Leadership Congress, met with Corsicana City Council members; attended and gave welcome address at various Homecoming activities, met with Representative Jim Pitts, and a tour of Midlothian with Larry Barnett, Midlothian Economic Development President.

Dr. Kavalier concluded her update and asked Mr. Gragg to present an update on enrollment and review the Board calendar.

Mr. Gragg stated preliminary enrollment figures based on the 12th class day of the fall 2013 semester indicate enrollment of 10,212 students, a ½ percent increase in headcount enrollment and 1.1% increase in contact hours. Based on preliminary numbers, the state average enrollment is showing a decrease of - 1.1%. Kilgore Community College, McLennan Community College, Trinity Valley Community College, and Tyler Community College are all reporting decreases.

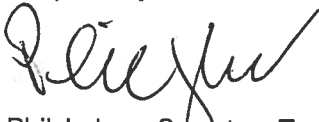
Mr. Gragg continued with a review of the Board Calendar. He highlighted upcoming events including the annual fundraiser to raise scholarship funds for students at the Mexia Campus to be held at Caney Creek Lodge in Teague on Saturday, October 19; upcoming athletic events and fine arts performances; and the Pactiv grant check presentation to be held at the Cook Center on October 30. He concluded by stating the next Board of Trustees meeting will take place in Fairfield on November 21, 2013.

Dr. Kavalier announced Dr. Martin will be hosting Ellis County community members, faculty and staff in Tiger Stadium's VIP lounge at the next home football game on Saturday, October 26, and concluded her report.

Adjournment

Mr. Atkeisson made a motion to adjourn the meeting at 8:40 p.m. and Mr. Aldama seconded the motion. The vote was unanimous.

Respectfully submitted,



Phil Judson, Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES