

**NAVARRO COLLEGE BOARD OF TRUSTEES
NOVEMBER 16, 2017 MEETING
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, November 16, 2017 in Walker Dining Hall on the Corsicana Campus. Immediately following dinner, the governing body relocated to the Lone Star Room to conduct their regular monthly meeting. Trustees in attendance included: Mr. Lloyd Huffman, Chairman; Mr. Phil Judson, Vice Chairman; Mr. Richard Aldama, Secretary-Treasurer; Mr. Todd McGraw, Member; Mr. A. L. Atkeisson, Member; Ms. Faith Holt, Member; and Mr. Loran Seely, 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. Sina Ruiz	Vice President, Enrollment Mgmt. and Instl. Effectiveness
Dr. Carol Hanes	Vice President, Academic Affairs
Ms. Marcy Ballew	Vice President, Human Resources
Ms. Maryann Hailey	Vice President, Student Services
Dr. Harold Housley	Vice President for Institutional Studies
Ms. Leslie Smith	Executive Assistant to the District President

Other faculty, staff and guests were also present.

Call to Order

Mr. Huffman called the meeting to order at 7:03 p.m. Mr. Aldama was asked to begin the meeting with a prayer.

Announcements

Mr. Huffman shared a video of the Board's trip to Las Vegas, Nevada September 24-28, 2017 to attend the Annual ACCT Leadership Congress.

Open Forum

There were no requests to speak to the Board.

Consent Calendar

a. Minutes – October 26, 2017 Meeting

Dr. Sanchez requested approval of the Consent Calendar containing minutes from the October 26, 2017 meeting in Ellis County.

Mr. Judson moved to approve the Consent Calendar and Mr. Atkeisson seconded the motion. The Consent Calendar was approved by a unanimous vote.

Presidential Search Update

Ms. Ballew reported to date nine applications for the position of District President have been received. The Presidential Search committee has met and will meet again during the week of December 8, 2017 to review applications and select candidates for semi-final interviews.

Dr. Sanchez stated more applications are anticipated and expects a total of 15 to be received by December 1st.

Take Action on October 2017 Financial Report

Ms. Thomas presented the financial report for the period ending October 31, 2017. A review of the the Statement of Budget Changes indicated a total revised budget of \$89,096,102. Budget adjustments were required to carryover grant funds from the prior fiscal year, including Adult Education Family Literacy grants, the Texas Workforce Commission Owens Skills Development Grant, and the new Student Support Work Study Mentorship Grant. Other adjustments included receipts from Cosmetology sales, rent proceeds from Stonegate Church, and the English Language Institute's Student Activity Fee for a total budget increase of \$477,511 during the month of October 2017.

A review of the Source of Funds through October 31, 2017 indicated 30.87% of the Educational and General Fund's budgeted income had been earned compared to 30.76% the previous year. Ms. Thomas noted the increase shown in Student Income compared to last year was due to the Dual Credit fees increase. Overall, 28.53% of the budget had been earned as of October 31, 2017 compared to 33.88% the prior year. A review of the Disbursement of Funds indicated approximately 56% of the budget had been expended as of October 31, 2017 compared to 65% the prior year.

The Comparative Summary of Sources and Disbursements Report, which reflects actual income and expenses, showed net income totaling \$6,510,512 as of October 31, 2017. Ms. Thomas noted this amount decreased \$830,584 when compared to this point in time last year.

Ms. Thomas concluded her report. Ms. Holt made a motion to approve the October 2017 Financial Report, and Mr. Atkeisson seconded. The motion passed by a unanimous vote.

Announcement of Closed Session

Mr. Huffman announced a Closed Session would be held following Item 501 - President's Report to discuss real property and personnel matters according to Government Codes 551.071 and 551.074. He stated no decision or action would be taken.

Take Action on Increase in Texas Juvenile Justice Department (TJJD) Program Fee Schedule

Ms. Thomas stated the 2017 -2018 contract with the Texas Juvenile Justice Department changes the Program Fee Schedule for TJJD employees taking continuing education classes from \$52.50 per day to \$54.25 per day. Board approval was requested to formalize the change.

Mr. Seely moved to approve the increase in the TJJD Program Fee Schedule and Mr. Aldama seconded the motion. The motion passed by a unanimous vote.

Take Action on Appointment of Teresa Thomas and Marcy Ballew to Navarro College Employees Retirement Plan Committee

Ms. Thomas stated the Board appoints nine committee members to oversee the Navarro College Employees Retirement Plan. The appointment of Teresa Thomas to replace the previous Vice President of Finance and Administrative Services and Marcy Ballew to replace Terry Nelson was requested.

Mr. Judson made a motion to approve the appointments of Teresa Thomas and Marcy Ballew to the Navarro College Employees Retirement Plan. Mr. McGraw seconded the motion. The motion passed

by a unanimous vote.

Take Action on Navarro Central Appraisal District's 2018-2019 Board of Directors Ballot

The college was asked to cast 259.37 votes for their choice of six (6) candidates to serve on the Navarro Central Appraisal District's Board of Directors for the 2018-19 term.

Mr. Seely made a motion to cast all 259.37 votes for Mr. A.L. (Buster) Atkeisson. Ms. Holt seconded the motion and the decision was unanimous.

Update on Ellis County Campuses

Dr. Martin presented an update on Ellis County Campuses. He began by expressing appreciation to the Board for convening their meeting on the Waxahachie campus the previous month. He continued with sharing information on improvements and bond elections approved by Ellis County voters. He stated a \$125 million bond was passed by Waxahachie voters while another \$77 million bond failed. Midlothian voters also passed a \$268 million bond.

Dr. Martin stated a good rapport has been established with Ellis County city and county officials and with legislators, especially Representative John Wray. Navarro College is represented at all Ellis County Commissioner meetings as well as ISD, Chamber of Commerce, and city council meetings throughout Ellis County.

Dr. Martin shared other updates including grants and awards that have been earned as well as student activities that have taken place over the past year. The Waxahachie Deli is now being leased and operated by a local Ellis County restaurant, Mo's Italian Café and Deli. Copies of the Bistro's menu were distributed to the Board for review.

Enrollment figures and contact hours generated by the Ellis County campuses was presented. Waxahachie campus had a decline in students and contact hours for spring 2017 and fall 2017 while the Midlothian campus experienced an increase both semesters.

Dr. Martin concluded his report by announcing Brilliance will celebrate its 10th year anniversary on Saturday, April 7, 2018. He appealed to the Board of Trustees to make plans to attend. He stated Brilliance is considered the best fundraising event in Ellis County and this year's event promises to be one of the best.

Mr. Huffman thanked Dr. Martin and stated the Board enjoyed the "bundle of energy" felt at the meeting in Ellis County last month.

Proposal to Add Second Commencement Ceremony in Ellis County

Ms. Hailey shared the growth the College has experienced in students participating in the commencement ceremonies in Ellis County, warranting an additional commencement ceremony. House Bill 5 has had an impact on increased graduation participation because of the increase in dual credit students.

With more Dual credit students participating in commencement ceremonies, the number of people attending has also increased. Whereas, a traditional college student normally brings 3-5 family members to support the graduate, Dual Credit students may bring anywhere from 10-15 guests with

them. With the impending increase in dual credit students, a drastic increase in crowd size is anticipated.

Ms. Hailey proposed a second ceremony in Ellis County be held. Both ceremonies would be held at the Midlothian High School Indoor Arena, which has the greatest capacity. She stated several options have been looked at to maximize resources including "ticketing" guests. Another option being considered is restricting student participation to those who meet the minimum requirements for a Level II Certificate or higher (degree). Currently, students lacking six (6) credits for completion are allowed to participate in commencement.

Commencement ceremonies held on the Corsicana campus are divided by degrees awarded: AA, AS, and AAT Degrees in the morning and AAS Degrees and Certificates in the afternoon. If an additional commencement ceremony is held in Ellis County, the ceremonies would be divided alphabetically. The morning ceremony would be held for students with last names beginning with letters A-K and the afternoon ceremony for last names beginning with letters L - Z.

A tentative Board of Trustees schedule for conducting two Saturday commencements in Ellis County was shared. Ms. Hailey concluded her presentation and discussion followed. Mr. Huffman expressed concern the schedule between ceremonies was too restrictive to allow enough time for lunch. Mr. Aldama also inquired about the use of Waxahachie ISD's new gymnasium or SAGU's (Southwestern Assemblies of God University) facility. Ms. Hailey and Dr. Martin responded the new Waxahachie gym was built without elevated seating and the SAGU facility has limited capacity and would require three ceremonies.

Presentation on Pathways Summit

Ms. Ruiz shared information on recent Pathways Summit Meetings held in Corsicana and Ellis County as part of Enrollment Management's initiative to strengthen partnerships with high schools. A committee made up of wide representation throughout the college collaborated on the Pathways Summit program and developed an information binder for high school counselors to reference. The binder includes endorsements to assist counselors in helping their students identify pathways to universities and careers.

The importance of student completion was emphasized during the summit. Ms. Ruiz noted the state first began tracking eighth grade students 11 years ago and since that time, there has been no improvement in graduation rates. Ms. Ruiz shared a YouTube video demonstrating the dismal chance the poorest fifth of Americans have to rise to the top, based on their race, marital status of their mothers, and level of education. It was noted that a college education is a significant factor in helping this demographic rise to the top and achieve the "American dream."

Top reasons why students choose Navarro College over its competitors including location and affordability were also shared. The cost of attending Navarro College for two years and transferring to a university was shown to be considerably more affordable than attending the university for all four years. Information and important dates for applying for financial aid and scholarships was included in the program as well as academic, social and welfare support available to students through Academic and Student Services. After sharing a video with student testimonials, Ms. Ruiz concluded her presentation.

Update on Personnel Activity

Ms. Marcy Ballew presented an update on personnel activity. Five appointments were made during the month of October 2017. She stated no resignations, retirements or terminations took place during this period and concluded her report.

Enrollment Update

Ms. Ruiz stated fall 2017 enrollment has now been certified. Headcount enrollment reported to the state was down -2.84% and contact hours were down -5.45%. Enrollment is now progress for the winter 2017 mini and spring 2018 semesters. Strategies being used to encourage students to register early include "VIB (Very Important Bulldog) passes" and "cookies and cocoa" events planned December 4-8, 2017.

Mr. Huffman asked if Ms. Ruiz felt the improvement in the economy was a factor in decreased enrollment and Ms. Ruiz agreed.

Board Calendar

Ms. Sipes reviewed upcoming events on the Board calendar. She concluded by stating competition for the "Dancing for Our Stars" fund-raising event has already started heating up.

President's Item of Information

Dr. Sanchez shared the following items of information:

- Trustees Huffman, McGraw, Atkeisson and Seely will attend the Texas Higher Education Leadership Conference on November 30, 2017 with Dr. Sanchez. The group will leave at approximately 5 p.m. and stop for dinner before arriving in Austin.
- Mr. Humphries and Mr. Montgomery are indebted to the Board for placing their names on the Soccer and Physical Plant buildings.
- The football team did not receive an invitation to a bowl and their season has now ended.
- Drane Hall is getting a fresh look. The updates are to be completed by fall 2018.
- Navarro College will close at 3 p.m. on Tuesday, November 21, for Thanksgiving break.
- Dr. Sanchez will be out beginning December 21, 2017 and will return on January 2, 2018.
- Dr. Sanchez will travel to Commerce on Friday, November 17, 2017 with Dr. Martin and Dr. Hanes to visit with TAMU-C's president and other administrators.
- Trustees' spouses (or guest) are invited to a special holiday lunch prior to the December 14, 2017 Board meeting.

Dr. Sanchez concluded his report.

Next Meeting Announcement

Mr. Huffman announced the next Board of Trustees meeting will be held in the Lone Star Room on December 14, 2017 at approximately 1:00 p.m. following the Trustees' Christmas lunch with spouses in the President's Dining Room.

Closed Session, Adjournment

At 8:34 p.m., Mr. Seely 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. Atkeisson seconded the motion and the decision was unanimous.

At 9:55 p.m., Mr. McGraw made a motion to reconvene into Open Session and adjourn the meeting.

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

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

Respectfully submitted,

A handwritten signature in blue ink that reads "Richard L. Aldama". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

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