

**NAVARRO COLLEGE BOARD OF TRUSTEES
JUNE 28, 2018 MEETING
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, June 28, 2018 in the President's Dining Room located on the Corsicana Campus in Walker Dining Hall for dinner. They were joined for dinner by Dr. Richard Sanchez, Dr. Kevin Fegan, Dr. Kenneth Martin and Vice Presidents Hanes, Ballew, Hailey, Ruiz and Housley. Afterwards, the governing body relocated to the Lone Star Room to conduct their regular monthly meeting.

Trustees in attendance included: Mr. Phil Judson, Vice-Chairman; Mr. Richard Aldama, Secretary-Treasurer; Mr. A. L. "Buster" Atkeisson, Mr. Billy Todd McGraw, Ms. Faith Holt and Mr. Loran Seely.

Others in attendance included:

Dr. Richard Sanchez	District President
Dr. Kevin Fegan	District President-Elect
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
Dr. Harold Housley	Vice President of Operations and Instl. Advancement
Ms. Stacie Sipes	Director of Marketing and Public Information
Mr. Roark Montgomery	Athletic Director
Dr. Eileen Hamby	Executive Dean, Career and Technical Education
Ms. Leslie Smith	Executive Assistant to the District President

Other faculty, staff and guests were also present.

Call to Order

Vice Chairman Phil Judson called the meeting to order in the Lone Star Room at approximately 7:00 p.m. He thanked everyone for their presence and announced a Closed Session would be held to discuss personnel matters according to Government Code 551.074.

Mr. Atkeisson immediately made a motion to relocate to the President's Dining Room to convene into the Closed Session and Mr. Seely seconded the motion. The decision was unanimous.

Closed Session

At approximately 7:40 p.m., Ms. Holt made a motion to relocate to the Lone Star Room and reconvene into Open Session. Mr. Atkeisson seconded the motion and the decision was unanimous. No action, decision, or vote regarding the subjects discussed was taken.

Reconvene into Open Session

At 7:45 p.m., Mr. Judson called the open meeting back to order in the Lone Star Room and asked Mr. Atkeisson to begin with a prayer.

Announcements

Mr. Judson expressed sadness, shock and disbelief over the sudden death of Lloyd Huffman two weeks ago in an automobile accident. The leadership Lloyd Huffman brought to the Board over the

last 25 years established a clear direction. With prayers, Board members, administrators, faculty and staff will have the ability to continue doing the job of furthering education at Navarro College. Mr. Judson stated he was convinced there is no better team with the passion, care, and love that's needed to go forward.

Open Forum

There were no requests to speak to the Board.

Consent Calendar

a. Minutes – May 31, 2018 Board Meeting

Dr. Sanchez requested approval of the minutes from the May 31, 2018 Board meeting. Ms. Holt moved to approve the minutes and Mr. Atkeisson seconded the motion. The minutes were approved by a unanimous vote.

b. Board Policy D – Emeritus Status

The Emeritus Status Policy was omitted when the Board Policy Manual was revised several years ago. The Board's consideration for reinstating the Emeritus Status Policy was requested.

Mr. Aldama made a motion to reinstate the Emeritus Status Policy; it was seconded by Mr. Seely. The decision in favor of reinstating the policy was unanimous.

Election of Officers

Mr. Judson announced an election of officers was required to fill the vacancy of Board Chairman created with the passing of Lloyd Huffman.

Mr. Seely nominated Phil Judson to fill the position of Chairman. Mr. Aldama seconded the nomination. There were no other nominations and the vote to elect Phil Judson Chairman of the Navarro College Board of Trustees was unanimous. Mr. Judson stated he was humbled and appreciative of the confidence being placed in him and that he "will do his best."

Nominations to fill the position of Vice Chairman, previously held by Mr. Judson, were entertained. Mr. Atkeisson nominated Trustee Billy Todd McGraw to fill the position, and Mr. Aldama seconded the nomination. No other nominations were made. The vote to elect Mr. McGraw to the position of Vice Chairman was unanimous. Mr. Judson stated Mr. McGraw has the most senior years on the Board of Trustees and expressed appreciation for his abilities. He thanked Mr. McGraw for agreeing to serve as Vice Chairman.

Mr. Judson stated Mr. Aldama has agreed to continue serving as Secretary-Treasurer. He thanked Mr. Aldama and commended him for performing a stellar job in this demanding position.

Take Action on May 2018 Financial Statement

Vice President Teresa Thomas presented the May 2018 financial statement for approval. The revised budget as of May 31, 2018 totaled \$90,156,166, an increase of \$8,920 from the previous month. Budget adjustments recognized a \$60 adjustment in the Adult Education

Family Literacy Grant and revenues generated by the Cosmetology and Massage Therapy programs.

A review of the Source of Funds indicated 79.40% of budgeted revenues had been earned as of May 31, 2018 compared to 85.18% last year. A review of the Disbursement of Funds indicated 82.72% of the budget had been expended as of May 31, 2018 compared to 89.12% the previous year. Net income as of May 31, 2018 totaled \$4,950,932 compared to \$4,526,647 the previous year, an increase of \$424,285.

Mr. McGraw moved to approve the May 2018 Financial Statement and Mr. Seely seconded the motion. The decision to approve was unanimous.

Quarterly investment Report for Quarter Ended May 31, 2018

Ms. Thomas continued by presenting the Quarterly Investment Report for approval. Ms. Thomas stated there were no changes in investments during the quarter ended May 31, 2018. The book value of investments totaled \$2,975,000. The market value of \$3,008,889 reflects earned interest on the investments.

Cash and Certificates of Deposits totaling \$16,155,604 are secured by \$1,250,000 in FDIC Insurance and \$31,363,801 in pledged collateral including mortgage-backed securities, government agency issues and letter of credit. Mr. Atkeisson inquired about the maturity of the letter of credit pledged by Citizens National Bank-Waxahachie. Ms. Thomas responded she did not have that information with her at the present. She stated, however, that the maturity dates are carefully monitored.

Mr. Atkeisson and Ms. Holt simultaneously moved to approve the Quarterly Investment Report for the Quarter Ended May 31, 2018. Mr. McGraw seconded the motion. The motion carried by a unanimous vote.

Take Action on New Hospitality Management AAS Degree

Dr. Hanes stated approval of a new AAS Degree and Level I and II Certificates in Hospitality Management was being requested. She introduced Dr. Eileen Hamby, Executive Dean of Career and Technology, and asked her to share more information about the new program.

Dr. Hamby stated all courses within the new Hospitality Management Program, with the exception of the internship, will be offered online beginning fall 2019. The Level I and II Certificate Programs are designed to be "stackable" and lead into the AAS Program. Data shows the average entry-level salary in the Hospitality Management Industry is approximately \$35,000. Hotel managers and owners have indicated a great need for this program and twenty (20) local sites have already committed to providing internships.

A brief question and answer period followed. Dr. Hamby clarified that students will be able to enroll in the AAS Degree program right away and will be taking the same courses included in the Level I and II Certificates. She explained the differences in the levels: Level I Certificate offers basic knowledge, Level II is a high level, and the AAS is a more advanced, higher level

program. Dr. Hanes confirmed that SACS (Southern Association of Colleges and Schools) approval is required and stated that will be the College's next step.

Mr. Seely made a motion to approve the new Hospitality Management Program and Mr. Aldama seconded the motion. The Hospitality Management Program was approved by a unanimous vote.

Several trustees expressed appreciation and stated they look forward to this being the first of many new programs of its kind.

Personnel Report

Ms. Ballew was asked to present an update on personnel activity. She began her update by announcing that the following day, June 29th, was an important one because it will be the 30th anniversary of the date Roark Montgomery was hired to work at Navarro College.

Ms. Ballew continued with her report by announcing the following appointments that were made during the month of May 2018:

- Agapito Flores – Director of Carl Perkins Career Center
- Ashley Krajca – Administrative Assistant – Police Academy & Continuing Education
- Rusty Perry – Campus Police Corporal
- Syma Moody – Assistant Director of TRiO Student Support Services

Nine employees exited during the month of May 2018 including:

- Brett Haduch – District Coordinator of Disability Accommodations/Counselor
- Christopher Price – Associate Professor of Music/Choral Director
- Russell Brown – Professor of Management
- Todd Kirk – Professor of Psychology
- Barry Lippart – Campus Safety Advisor
- Sherrill Warmack – Bookstore Accounting Clerk
- Ruth Neal – Professor of Business Data Processing
- Betty Shumate – Director of Associate Degree Nursing Program/Associate Professor
- Vern Wilson – Assistant Professor of Oil and Gas Technology

Ms. Ballew concluded her report

President's Report

Enrollment Update

Dr. Sanchez asked Ms. Ruiz to present an update on enrollment.

Ms. Ruiz began with a recap of Summer 2018 enrollment. May Mini 2018 enrollment was down 31 student and -1.1% in contact hours. Summer 1 (6 Week and 12 Week) enrollment was down 67 students and -2.9% in contact hours. Summer 2 enrollment is showing an increase of 158 students and an increase of 14% in contact hours. Students are still being

enrolled for classes that will begin on July 11th. Another 150 student athletes are expected to be enrolled next week.

Ms. Ruiz shared attempts made to reach out to students that had to be dropped from Summer 1 classes for non-payment. Approximately 25% of the students re-registered for classes. By becoming more aware of the reasons students drop, it has increased opportunities to help students avoid financial issues by urging them to register early for Summer 2 and Fall classes.

Enrollment of traditional, full-time credit students for Fall 2018 is down 89 students and -7.99% in contact hours. Enrollment of Dual Credit students is up 228 in headcount and 12.03% in contact hours. It was noted that it takes three dual credit students to equal the revenue generated by a one full-time credit student.

Ms. Ruiz was thanked by the Board for her diligence.

Board Calendar

Ms. Sipes presented the Board calendar and highlighted upcoming events including: the July Fourth holiday, the upcoming budget and planning workshop; two retirement receptions planned for Dr. Kenneth Martin on Thursday, July 26, 2018 - the first will be held at 10:30 a.m. in Beau's Bistro on the Waxahachie Campus and the second will be held on the Corsicana Campus in the Cook Education Center from 4-5:30 p.m. Following the reception, the Board will take a tour of Drane Hall prior to the Board dinner and regular meeting. Ms. Sipes continued to share other events including receptions planned to introduce Dr. Kevin Fegan to the community.

President's Item of Information

Dr. Sanchez continued the President's Report with the following items of information:

- Monday, July 2, 2018 will be Dr. Kevin Fegan's first day at Navarro College.
- A meeting on Tuesday, July 3, 2018 with Fairfield City Council members to tour the Career & Technical Center with Mr. Judson, Dr. Sanchez, Dr. Fegan, Dr. Housley and Karl Humphries has been scheduled. The City of Fairfield has expressed a desire to purchase the property.
- Dr. Fegan and Dr. Sanchez will be attending the Texas Association of Community College's (TACC) Summer Conference in Corpus Christi August 1-3. Dr. Fegan will participate in the new CEO workshop during the conference.
- Luncheons have been scheduled Aug. 7th, 9th, and 10th with area ISD superintendents from Navarro, Ellis, Limestone, Freestone and Leon Counties to introduce them to Dr. Fegan.

Dr. Sanchez concluded his report.

Announcement and Adjournment

Mr. Judson thanked Dr. Sanchez and announced the Board of Trustees Budget and Planning Workshop will take place in the Lone Star Room on July 19, 2018 starting at 9 a.m.

Mr. McGraw moved to adjourn the meeting at 8:27 p.m. and Mr. Atkeisson seconded the motion. The decision was unanimous.

Respectfully submitted,

A handwritten signature in black ink that reads "Richard L. Aldama". The signature is written in a cursive style with a long, sweeping tail that extends to the right.

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