

**NAVARRO COLLEGE BOARD OF TRUSTEES
JULY 26, 2018 MEETING
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, July 26, 2018 for a tour of Drane Hall prior to dinner in the President's Dining Room. Following dinner, the governing body relocated to the Lone Star Room to conduct their regular monthly meeting. Trustees in attendance included: Mr. Phil Judson, Mr. Todd McGraw, Mr. Richard Aldama, Mr. A. L. "Buster" Atkeisson and Mr. Loran Seely. Ms. Faith Holt was absent.

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
Ms. Terry Gibson	Dean, Academic Services, Ellis County Campuses
Ms. Kristen Walker	Dean, Student Services, Ellis County Campuses
Ms. Mellie Sibley	Brilliance Committee
Ms. Lynn Pike	Brilliance Committee
Ms. Melissa Ballard	Brilliance Committee
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Connie Standridge	Corsicana City Manager

Other faculty, staff and guests were also present.

Call to Order

Chairman Phil Judson called the meeting to order at approximately 7:00 p.m. and asked Mr. Atkeisson to begin with a prayer.

Following the prayer, Mr. Judson announced a Closed Session would be held following *Item 501 - President's Report* to discuss personnel and real estate matters. No action or decision was anticipated.

Announcements

No announcements were made.

Open Forum

There were no requests to speak to the Board.

Consent Calendar

- a. Minutes – June 28, 2018 Board Meeting
- b. Board Policy EI – Academic Freedom

Approval of the minutes from the June 28, 2018 meeting was requested. Mr. Aldama made a motion to approve and Mr. Atkeisson seconded the motion. The decision was unanimous.

Dr. Sanchez stated *Board Policy EI -Academic Freedom* has been revised to follow the recommendations of the Texas Association of School Boards (TASB). Mr. McGraw moved to approve the revised policy and Mr. Seely seconded the motion. The decision was unanimous.

Take Action on Revised Tax Abatement Agreement with Pactiv LLC

Ms. Connie Standridge, Corsicana City Manager, stated Pactiv LLC is requesting the Board approve an amended tax abatement agreement. Changes requested by Pactiv LLC included:

1. Deleting paragraph 2b under "Abatement of Taxes" which stated: "For the purpose of the Texas Capital Fund or similar state grant for infrastructure improvements, according to the terms and conditions and within the time frame set forth in the contractual agreement (the TCF Contract") between the State of Texas and the CITY, the OWNER will be required to create and fill a minimum of thirty (30) new, full time jobs at Property pursuant to the TCF Contract in order to qualify for tax abatement under this agreement. Furthermore, OWNER shall maintain such jobs for a period of time as required by the terms and conditions of the TCF Contract and until such time as the CITY is full released from any and all job commitment requirements pursuant to the TCF Contract."
2. Revising wording in 3.2 and 5.1 to state the OWNER shall "substantially" maintain the in service project cost of thirty million (\$30,000,000) for the real property improvements and the tangible personal property improvements during the term of this agreement "with annual projected" estimated tax values for each items as scheduled...."
3. Revise 6.2 to state the OWNER may assign its rights under this agreement without the consent of the COLLEGE to (a) a "parent" subsidiary "or affiliate" of OWNER or (b) "a successor owner of the property" subject to the "assignee comply with all of the obligations of OWNER" ...

Ms. Standridge stated the changes requested are minor and recommended the Board's approval. Following a brief question and answer period, Mr. Atkeisson moved to adopt the resolution approving the revised tax abatement agreement with Pactiv LLC. Mr. Aldama seconded the motion and the decision was unanimous.

Mr. Judson thanked Ms. Standridge and expressed appreciation for her work with the City of Corsicana.

Take Action on Adoption of Fiscal Year 2018-2019 Budget

Mr. Judson stated the proposed budget for 2018-2019 was presented during the Budget and Planning Workshop held on Thursday, July 19, 2018 and includes a 3% salary increase for faculty and staff.

Ms. Thomas stated the only changes made to the budget since the July 19, 2018 Budget Workshop involved moving funds in the contingency account to the appropriate departments for salaries (\$558,000 for 3%), educational benefits (\$25,000), professional development

(\$40,000) and the President's technology contingency (\$555,458). The net effect of these changes was zero and the District's total operating budget for 2018-19 remains at \$91,283,890.

Mr. Aldama made a motion to adopt the proposed budget for fiscal year 2018-2019. Mr. Seely seconded the motion and the decision was unanimous.

Take Action on June 2018 Financial Statement

Ms. Thomas presented the June 2018 financial statement for approval. The 2017-2018 budget increased \$10,096 during the month of June 2018 for a revised total of \$90,166,262. The increase was due to additional revenues generated by the Cosmetology Program, funds earned from providing valet parking during the Brilliance fundraising event by the Fire Academy Program, and an increase in Bookstore deli sales.

A review of the Source of Funds showed 83.31% of budgeted revenues had been earned as of June 30, 2018, compared to 88.96% the previous year. The Disbursement of Funds report indicated 83.87% of the budget had been expended or obligated as of June 30, 2018 compared to 90.38% the previous year. Net income as of June 30, 2018 totaled \$4,163,814 compared to \$3,901,924 the previous year, a \$261,890 increase.

Mr. Atkeisson made a motion to approve the June 2018 Financial Statement and Mr. McGraw seconded the motion. The vote was unanimous.

Presentation on Student Survey Results (CCSSE and SENSE)

Ms. Ruiz introduced Ms. Elizabeth Chivers and asked her to share the results from surveys administered in Spring and Fall 2017 to assess student engagement.

Ms. Chivers stated the Community College Survey of Student Engagement (CCSSE) was designed to primarily capture comments on various issues from returning students' perspective and the Survey of Entering Student Engagement (SENSE) was designed to primarily capture comments on various issues from new students within the first three months. She shared the results of both surveys, which are administered in two-year cycles.

Ms. Chivers stated the surveys provide benchmarks "to help identify successful practices and opportunities to do better." CCSSE and SENSE survey results indicated returning students are reporting higher levels of engagement. Based on the results, Navarro College is doing a much better job of engaging returning students than new students. Results indicate early connecting and academic and social support network need the greatest attention.

Ms. Chivers stated there is a need to focus on engaging new students sooner by fostering faculty engagement sooner and by developing new strategies. After responding to questions from trustees about the types of questions asked in the surveys and explaining the amount of time it takes a plan of action to become a reality is approximately two years, Ms. Chivers concluded her report.

Update on Personnel

Ms. Ballew stated there was little personnel activity to report for the month of June 2018. One new employee, Daniel Razo, was appointed Administrative Assistant for Enrollment Services on the Midlothian Campus. Van Nelson was transferred from Area Housing Coordinator to Campus Safety Advisor responsible enforcing housing regulations at night. Two employees resigned: Chris Cleveland as Dean of Career and Technical Education and O. L. Kelly as Director of Student Life.

No retirements, terminations, or non-renewals occurred during the month of June 2018.

Ms. Ballew concluded her report.

President's Report

Brilliance

Dr. Martin expressed appreciation for the retirement events held for him earlier that day. He stated he was very honored to receive the key to the City of Waxahachie as well as the Apple watch from the College and the clock from Dr. Sanchez. He stated he was proud to work with good people throughout his career at Navarro College and make a difference in people's lives.

Dr. Martin introduced members of the 2018 Brilliance Committee present including Terry Gibson, Kristin Walker, Melissa Ballard, Lynn Pike and Mellie Sibley. Ms. Sibley, Ms. Pike and Ms. Ballard were invited to share information about the event, which celebrated its tenth anniversary this past April. The 2018 event was the most successful to date and raised over \$252,000 to fund 245 scholarships for Ellis County students. Over the past ten years, the fundraising event has raised \$1.3 million dollars and provided 1,400 scholarships.

Mr. Judson thanked the group and commended them for their work.

Enrollment Update

Ms. Ruiz presented an update on enrollment. She reported May Mini-mester enrollment was down -1.1% in contact hours compared to last year, Summer I was down -2.92%, and Summer 2 enrollment was up 12.4%. Ms. Ruiz reported as of July 26, 2018 enrollment in Fall 2018 classes was up 5.33% in contact hours compared to the same time last year.

Board Calendar

Ms. Sipes presented the Board calendar and highlighted several upcoming events including: Texas Association of Community Colleges Summer Conference in July. LVN commencement and pinning ceremony, Adult Education and Literacy Celebration and "Meet and Greet" receptions will be held to introduce Dr. Kevin Fegan in August. A retirement reception for Dr. Sanchez will also be held on August 30.

President's Item of Information

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

- Twilight Home has declined the option to purchase the property located on the corner of 41st and Fourth Ave.; therefore, the College will be purchasing property.

- Special Board meetings will be held every week in August beginning August 9th at 7 p.m. for the Board to declare its intent to set the ad valorem tax rate. Public hearings will be held on August 16 and August 23, and during the regular monthly meeting on August 30th, the Board will be required to take a vote on setting the tax rate.
- The College has purchased a table for 10 at the Navarro County Child Advocates Country Jam fundraiser on August 4th at the IOOF Event Center. Trustees wishing to attend were asked to contact the President's Office for tickets.
- A Carillon High Tea in honor of Mrs. Liz Fegan will be hosted by Mrs. Angie Sanchez on August 15th at 3 p.m. in the President's Dining Room.
- The first home football game will be played on Thursday, August 23. A sponsor will provide food for the VIP lounge. Trustees were asked to contact the President's Office to have seats reserved.

Dr. Sanchez concluded his report.

Announcement

Mr. Judson congratulated Dr. Martin on his retirement and thanked him for his dedication, all the students he has mentored and directed, and all the faculty he has encouraged to do their best. He wished him God speed and happiness on behalf of the Board.

Closed Session and Adjournment

Mr. Atkeisson made a motion to adjourn into Closed Session at 8:14 p.m. and Mr. Seely seconded the motion. The decision was unanimous.

At 9:10 p.m., Mr. McGraw made a motion to reconvene into Open Session and adjourn the meeting. Mr. Atkeisson seconded the motion and the decision was unanimous.

No action, decision or vote regarding the subject(s) discussed in Closed Session was taken.

Respectfully submitted,



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