

**NAVARRO COLLEGE BOARD OF TRUSTEES
SEPTEMBER 29, 2016 MEETING
MINUTES**

Navarro College Board of Trustees gathered on Thursday, September 29, 2016 to conduct their regular monthly meeting. Trustees in attendance included: Mr. Phil Judson, Vice Chairman; Mr. Richard Aldama, Secretary-Treasurer; Mr. Todd McGraw, Ms. Faith Holt, Mr. A. L. Atkeisson, and Mr. Loran Seely. Mr. Lloyd Huffman, Chairman, was 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
Mr. Carol Hanes	Interim Vice President, Academic Affairs
Dr. Harold Housley	Vice President, Operations & Institutional Advancement
Ms. Sina Ruiz	Interim Vice President, Enrollment Management
Mr. Roark Montgomery	Athletic Director
Mr. Terry Peterman	Interim Executive Dean of Academics
Mr. Joseph Barnes	Director, Dining Services
Ms. Leslie Smith	Executive Assistant to the District President

Other faculty, staff and guests were also in attendance.

Call to Order

At 7 p.m., Vice-Chairman Phil Judson called the meeting to order in the Cook Education Center and asked Mr. Aldama to begin the meeting with a prayer.

Board Announcements

There were no announcements.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

- a. Minutes - August 25, 2016 Meeting
- b. Minutes - September 8, 2016 Public Hearing/Special Meeting
- c. Minutes - September 15, 2016 Public Hearing/Special Meeting
- d. Board Policy DFD – Personnel -- Employee Rights and Privileges--Sexual Misconduct Policy
- e. Board Policy FFE – Student -- Student Welfare--Sexual Misconduct Policy

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

Take Action on Setting Ad Valorem Tax Rate for Calendar Year 2016 (Fiscal Year 2016-17) at \$0.11830 per \$100 Assessed Valuation

During the August 25, 2016 meeting, the Board of Trustees took a record vote on their intent to maintain the rate of \$0.11830 per \$100 assessed valuation. Notice was published in the local newspaper and two public hearings were scheduled, September 8 and September 15. Ms. Thomas stated there were no requests to address the Board at either

of the two hearings. Ms. Thomas advised the Board was now required by statute to take action on setting the ad valorem tax rate for calendar year 2016, fiscal year 2016-2017.

Mr. McGraw made a motion that the property tax rate be increased by the adoption of a tax rate of \$.1183 per \$100 valuation, effectively a 0.34% increase in the tax rate, and Mr. Atkeisson seconded the motion. A record vote was taken: Mr. Atkeisson, Ms. Holt, Mr. Aldama, Mr. Judson, Mr. McGraw and Mr. Seely each voted in favor.

By a unanimous vote, the tax rate of \$.1183 per \$100 valuation for 2016 (fiscal year 2016-2017) was adopted.

Review Preliminary August 2016 Financial Statement

Ms. Thomas presented the preliminary financial statement as of August 31, 2016.

Funds allocated for internships in the Oil and Gas Program were moved to the 2016-17 fiscal year budget, reducing the Educational and General (E&G) Fund by \$10,000. Beautique revenues in the amount of \$8,000 and a budget transfer of \$16,039 to fund purchases for Residence Life Housing resulted in an increase of \$24,039 in the Auxiliary Fund. The unaudited budget as of August 31, 2016 totaled \$101,015,497.

Following a comparison between FY 2015 and 2016 of percentages of budgeted revenues earned and budgeted disbursements expended, Ms. Thomas concluded by stating the final report will be presented for approval following the year-end audit.

Take Action on Quarterly Investment Report for Period Ending August 31, 2016

In accordance with the requirements outlined in the Investment Policy and Strategy, the quarterly investment report as of August 31, 2016 was presented for approval.

Ms. Thomas reviewed the College's investments at August 31, 2016 and the additions and deletions made during the months of June, July and August 2016. The ending book value of total investments for the quarter ended August 31, 2016 was \$1,118,500 with a market value of \$1,120,499.74.

Ms. Thomas stated two Certificates of Deposit (CDs) totaling \$250,000 matured during the last quarter. The funds were deposited into the College's interest bearing checking account at Prosperity Bank earning a higher rate of interest than could be secured through CDs. Ms. Thomas stated she plans to look into investment pools which offer comparable interest rates and are very easy to use because of their liquidity. She stated Board approval will be sought before entering into a pool.

Mr. Judson inquired if only state institutions are allowed to participate in pools. Ms. Thomas responded she was not sure about for-profit entities but other non-profit and government entities use them. She continued with a review of the maturity schedule which indicated a majority of funds will mature in 2017, and concluded by stating total deposits are fully protected by pledged collateral, FDIC insurance and a \$100,000 surety bond.

Mr. Aldama made a motion to approve the Quarterly Investment Report for the Period Ending August 31, 2016, and Mr. Atkeisson seconded motion. The motion passed by a unanimous vote.

Take Action on Reaffirmation of Investment Policy and Strategy - Board Policy CAG

Ms. Thomas continued by stating the Board was required to review and reaffirm the Investment Policy and Strategy annually in accordance with the Public Funds Investment Act. The current Investment Policy and Strategy was last affirmed by the Board of Trustees on September 25, 2015.

Proposed changes to the Investment Policy and Strategy included:

- Removal of the statement requiring an Investment Committee and its approval to invest or reinvest funds.

- Adding “letters of credit”: as acceptable form of collateralization.
- Changing wording to allow flexibility in purchasing CDs from more than one bank.

Mr. Atkeisson asked and Ms. Thomas confirmed that any “letter of credit” accepted will be an “irrevocable” letter of credit.

Mr. Seely made a motion to approve the changes and reaffirm the Investment Policy and Strategy. Ms. Holt seconded the motion and the decision was unanimous.

Take Action on Dual Credit Tuition and Fees Increase Effective Fall 2017

Dr. Sanchez stated Navarro College is offering many dual credit courses but charging a low rate compared to other institutions. He requested the Board consider returning dual credit fees to 50% of regular tuition and fees for in-district students and the equivalent for out-of-district students effective fall 2017. The change is expected to generate an additional \$450,000 in revenues. He stated he will communicate with all superintendents and explain the reason for the increase. He also stated he feels they will understand when they see the data. No impact on Dual Credit enrollment is anticipated from the increase.

Mr. McGraw made motion to approve the increase Dual Credit tuition and fees. Mr. Aldama seconded the move and the motion passed by a unanimous vote.

Update on Albritton Administration Building Engineering Survey Results

Mr. Judson announced this item will be postponed until after Mr. Huffman returns and the Board meets with engineers on October 11, 2016. He stated appropriate measures will be taken to respond to any safety concerns.

Presentation on Dining Services

Dr. Sanchez asked Joseph Barnes to share an update on Dining Services. Mr. Barnes began by sharing information about himself and his extensive background in the hospitality business prior to assuming the position of Director of Dining Services at Navarro College.

Dining Services includes Rick & Rosie’s Deli located on the Corsicana campus, Beau’s Bistro located on the Waxahachie campus, and Walker Dining Hall, also on the Corsicana campus. They are staffed by 15 full-time employees, 13 part-time employees, and 28 part-time student workers.

Mr. Barnes shared his goal is to provide innovative and exceptional food while fostering healthier daily menu selections. He stated Dining Services is an important marketing tool. Raising the level of overall satisfaction in the students’ dining experience could potentially help Navarro College increase student enrollment and retention.

Moving forward, he would like to add ‘BeauBucks’ to each student’s meal plan for use at each location, potentially creating additional revenue for the College. He also plans to explore adding national brands students recognize and enjoy.

At Dr. Sanchez’s request, Mr. Barnes shared his success with the Waxahachie deli, which had been operating at a deficit when he was hired. Mr. Barnes stated he has employed a new deli manager and baker. By controlling expenditures and offering great customer service, the Deli is now taking a turn towards earning a profit. Dr. Martin confirmed that faculty, staff and students are very happy with the food now being served at the Waxahachie deli.

Mr. Barnes concluded his presentation by stating he takes full responsibility for “his ship” and considers his name on everything.

Mr. Judson thanked Mr. Barnes and stated the Board is “thrilled to have him” and his expertise.

Presentation on Developmental Boot Camps (Non-Course Based Options)

Ms. Hanes introduced Mr. Terry Peterman, Interim Executive Dean of Academics. She stated the idea for "Developmental Boot Camps" originated with Mr. Peterman's area of responsibility and invited him to share more details.

Mr. Peterman stated the idea for Non-Course Based Options Developmental Boot Camps grew out of the Coordinating Board's Texas Success Initiative and the move to accelerate students out of developmental level and into college level courses. He explained the difference between offering non-course based options versus course based (traditional course). The three-week long, self-paced, computer-based remediation boot camps allow students the flexibility to focus on the areas they are deficient in, based on the TSI exam. The students meet Monday through Thursday, four hours per day with an instructor available to assist them if needed. Video tutorials and mini-lessons by the instructor are provided. After four days, the students retest again to determine if they are ready for college-level courses. If they don't test out, they are given a new individual education plan (IEP) based on their weaknesses.

The success rates students experienced during the Summer I and Summer II Boot Camps were much higher than the traditional developmental courses. Plans are being developed to expand the boot camps district wide, offering them in the fall and spring as well. Beginning spring 2017, Non-Course Based Options Developmental Boot Camps will be offered. If successful, the students will be able to enroll immediately in 12-week college level courses.

Mr. Peterman expressed excitement about the opportunity the Developmental Boot Camps offer. He stated the camps will impact retention rates, graduation rates and ultimately, funding. Formula funding is also based on success points.

Some discussion followed. Mr. Seely commended Mr. Peterman and Ms. Hanes and inquired if this program required SACS approval. Ms. Hanes responded stating this did not require SACS approval but it did receive approval from the Academic Council and PELT (President's Executive Leadership Team).

Mr. Judson thanked Mr. Peterman and Mrs. Hanes stating it was a "great presentation and great program."

Update on Personnel Actions

Dr. Housley presented an update on personnel activity on behalf of Marcy Ballew.

Seventeen new appointments were made during the month of August 2016: two new administrators, ten new faculty, and five new paraprofessionals. Twenty-one employees exited during the month of August including four retirees.

Report on Items of Information

Board Calendar

Ms. Ruiz presented the Board Calendar. A brief review of upcoming events included Homecoming/70th Anniversary events and various athletic and fine arts events.

District President Report

Dr. Sanchez shared several items of information:

- He, Sheri Short, and a Texas Juvenile Justice Department (TJJD) Coordinator recently met with the Commissioner of the Texas Higher Education Board in Austin regarding new rules related to serving students under the age of 18, and also the requirement to charge tuition for employees of TJJD receiving training through Navarro College. The Commissioner and his staff were very receptive and have agreed to grant Navarro College an exception to the rule regarding students under the age of 18. Dr. Sanchez stated the College will move forward to meet the tuition requirement for TJJD employees.
- Each Trustee received a copy of a report including a breakdown of the amount of funds projected to repair the Albritton Administration Building. The projected cost will be discussed with engineers in Closed Session on October 11 after Mr. Huffman returns.

- The itinerary and travel packets for the ACCT Leadership Congress are being finalized and will be delivered to each Trustee on Friday. Trustees were given the option to leave their vehicles in a secure gated area on campus or have the Navarro College bus pick them up at their home.
- The Paraprofessional-Support Staff Committee has been invited to join the Board of Trustees for dinner prior to the October 27th Board meeting.

Dr. Sanchez concluded his report.

Announcement and Adjournment

Mr. Judson thanked Dr. Sanchez and stated it was an exciting time of the year with lots of activities. He also stated the ACCT Leadership Congress was a time of learning and understanding.

Mr. Aldama moved to adjourn the meeting at 8:35 p.m. Mr. Seely seconded the motion and the decision was unanimous.

Respectfully submitted,



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