

**NAVARRO COLLEGE BOARD OF TRUSTEES
JANUARY 31, 2019 MEETING
MINUTES**

Following a dinner with members of the Faculty Association Executive Committee in the President's Dining Room, the Navarro College Board of Trustees gathered in the Bulldog Board Room located in Walker Dining Hall on the Corsicana Campus to conduct their regular monthly meeting on Thursday, January 31, 2019.

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

Others in attendance included:

Dr. Kevin G. Fegan	District President
Ms. Teresa Thomas	Vice President, Finance and Administration
Ms. Sina Ruiz	Vice President, Enrollment Mgmt. and Instl. Effectiveness
Ms. Marcy Ballew	Vice President, Human Resources
Dr. Carol Hanes	Vice President, Academic Affairs
Ms. Maryann Hailey	Vice President, Student Services
Mr. Barry Sullivan	Director of Information Technology
Mr. Michael Landers	Athletic Director
Mr. Guy Featherston	Dean of Midlothian Campus and Health Professions
Ms. Susan Womack	Research Analyst, Strategic Planning Lead for Corsicana Campus
Ms. Leslie Smith	Executive Assistant to the District President

Student athletes, coaches, staff and guests were also present.

Call to Order

Chairman Judson called the meeting to order at 7:02 p.m. and welcomed everyone present. He began the meeting with a prayer.

Announcements

Chairman Judson announced a Closed Session would be held following the District President's Report to discuss legal and personnel matters according to Government Codes 551.071 and 551.074. He stated no action was anticipated.

Open Forum

There were no requests to address the Board.

Consent Calendar

o **Minutes - December 13, 2018 Meeting**

Chairman Judson asked for a motion to approve the Consent Calendar containing the minutes from the December 13, 2018 meeting.

Mr. Aldama moved to approve the Consent Calendar and Trustee Holt seconded the motion. The decision was unanimous.

Consider Action on Order of Election

Texas Education Code, Section 130, provides the methodology for election of college trustees. In accordance with state law and Board policy, three positions on the Navarro College Board of Trustees are to be opened for election in May 2019: Trustee District 2 (currently held by Ms. Faith Holt), Trustee District 3 (currently held by Mr. Loran Seely), and Trustee-At-Large District 5 (currently held by Mr. Billy Todd McGraw).

Ms. Thomas stated May 4, 2019 has been designated as the uniform election date for trustees and reviewed the order of events. Actual filing for a place on the ballot began on January 16, 2019, and will close on February 15, 2019. In order to comply with Texas election statutes, which require electronic-type voting machines, the College will contract with the Navarro County Elections Administrator to conduct this election.

Trustee Atkeisson moved to adopt the resolution ordering an election to be held on May 4, 2019 for Trustee Single-Member District Two, Trustee Single-Member District Three, and Trustee At-Large District Five. Trustee Wyatt seconded the motion and the decision was unanimous.

Board Recognition of Fall Athletic Program

Dr. Fegan announced the fall athletic programs enjoyed a successful season and invited Michael Landers, Athletic Director, to share more information.

Mr. Landers was proud to present students from the women's soccer and volleyball teams and coaches present. He stated the Bulldogs Soccer team ranked in the top five in the NJCAA national poll all season long and spent three weeks ranked #1. In addition, they finished the season as 2018 Region XIV Co-Champions, 2018 Region XIV Tournament Runners-up, and earned an at-large berth in the 2018 NJCAA National Tournament. The team's GPA (grade point average) during the Fall 2018 semester was over 3.0.

Head soccer coach, Alicia Wilson, was invited to introduce members of her team and coaching staff including: Tateyana Pitter, Roneisha Frank, Taylor Lockwood, Brianna Monroe, Brianna Garza, Andrea Rabanales, Vianey Rivera, Laura Duran, Alexia Mariscal, Raygan Young, Megan Thompson, Claudia Loredo, Manaka Kaneko, Daryl White Sr. and volunteer coach, Oscar Lopez.

Mr. Landers continued stating the Bulldog's Volleyball Team also had a tremendous season with a record 38 wins - 7 losses, compared to having won only six games in the previous two years. They earned the 2018 Region XIV North Zone Championship, 2018 NJCAA District G Championship, and for the first time in the program's history, made an appearance in the NJCAA National Tournament where they finished 8th. They were ranked #3 in the NJCAA's final national poll. The team's GPA during the fall semester was over 3.0. Mr. Landers continued stating head volleyball coach Rhonda Shirley was not present because she has been offered a head coaching position with the University of South Carolina-Upstate's volleyball team. Student athletes representing the fall 2018 volleyball team were asked to introduce themselves including: Luana Almedia, De'Ja Arnold, Walia Franklin, Sydney Gelsthorpe, Alexis Miller, Merdith Wagley, Emily Witt, and Monica Wood.

Both teams were recognized with applause. Chairman Judson thanked them on behalf of the Board for carrying on Navarro College's proud tradition of champions.

Mr. Landers continued by introducing Scott Parr as the next head football coach to succeed Jim Gush, who resigned December 14 to become the defensive coordinator at NCAA Division I-FCS McNeese State University. Coach Parr is returning to Navarro College after serving as offensive coordinator at NCAA Division I-FCS Eastern Illinois University. Mr. Landers invited the Board to welcome Coach Parr stating his experience, energy and enthusiasm will be a positive addition to Navarro College and the Corsicana community.

Mr. Parr thanked Mr. Landers and expressed appreciation for the confidence and support he has received from both Dr. Fegan and Mr. Landers. He stated he and his family are excited to return to Navarro College and shared his plans to be a positive addition to not only Navarro College and its football program, but the Corsicana community as well.

Chairman Judson and Trustees welcomed Mr. Parr.

Consider and Take Action on December 2018 Financial Statement

Ms. Thomas presented the December 2018 financial statement for approval. Adjustments decreasing student income \$450,000 were necessary to reflect the decline in enrollment. In addition, \$154,596 was returned to the

Texas Workforce Commission for the Owens Corning Grant. Revenues from Cosmetology-based shop sales increase \$3,646. Total adjustments in decreased the 2018-2019 budget \$600,950 for a revised total of \$90,210,022 as of December 31, 2019.

Chairman Judson inquired why the TWC Owens Corning Grant funds were returned. Dr. Hanes responded a number of courses were not offered resulting in less funds being spent.

Ms. Thomas continued with a review of the Comparative Summary of Sources and Disbursements indicated Total income of \$24,630,440 received as of December 31, 2018 exceeded total expenses of \$15,101,470 for a net income of \$9,528,970. Ms. Thomas concluded by stating this is a decrease of 7.54% when compared to the prior year-to-date.

Trustee Atkeisson made a motion to approve the December 2018 Financial Statement which was seconded by Trustee Holt. The motion passed by a unanimous vote.

Preliminary Review of January Statement

Ms. Thomas continued with a preliminary review of the January 2019 financial statement. Adjustments for Navarro College Foundation grants to the Media Integration Department increased the budget \$4,703.53 for a revised total of \$90,214,725 as of January 22, 2019.

No action was required.

Consider and Take action on Sale of Property of 2901 West 7th Ave.

Dr. Housley presented a request to sell the Navarro College property located at 2901 West 7th Avenue previously used as classroom space for the Police Academy. He stated the property is currently vacant and not being used by the College. King Realty provided a real estate broker's opinion of a market value of the property and structures at \$346,907 with a suggested market list price of \$399,500.

Competitive bids (#1901) were solicited and advertised in the Corsicana Daily Sun on September 11, 2018 and September 18, 2018. A banner was placed on the building facing Seventh Avenue advertising the sale. Dr. Housley stated Navarro College received one bid in the amount of \$101,000. The offer was rejected for being below the market value of the property.

Navarro College issued a new Invitation for Bid and advertised it in the Corsicana Daily Sun. One bid was received from Foy Edward Dark III by the December 10, 2018 deadline in the amount of \$365,000. Mr. Dark plans to remodel the existing facility and open Integrity Urgent Care.

Chairman Judson inquired if the bid amount includes any closing expenses. Dr. Housley responded the gross amount of \$365,000 will be received by the College, which includes closing costs.

Trustee McGraw made the motion to approve the sale of Navarro College property located at 2901 W. 7th Avenue in Corsicana to Foy Edward Dark III for the purchase price of \$365,000. Trustee Atkeisson seconded the motion. The motion passed by a unanimous vote.

Consider and Take Action on Sale of Property Located at 961 E. Commerce St., Fairfield Texas

Dr. Housley stated College property located at 961 East Commerce Street, Fairfield, Texas is not been used since last summer with the exception of the welding shop. The City of Fairfield was contacted by administration to see if they had any interest in the property. Dr. Housley stated a letter of intent was sent to the College from the City of Fairfield stating they intend to purchase the property for \$500,000. The City will agree to lease the welding shop to the College to teach welding courses if needed.

Trustee Wyatt inquired how much the College paid for property and about the annual cost for maintaining it. Chairman Judson responded that the College paid \$500,000 and has made approximately \$250,000 in

improvements. Utilities and the cost to maintain the property is approximately \$70,000 to \$90,000 per year.

Trustee Aldama made a motion to approve the sale of Navarro College's property located at 961 East Commerce Street in Fairfield, Texas to the City of Fairfield for \$500,000. Trustee Wyatt seconded the motion and the decision was unanimous.

Update on Information Technology

Dr. Fegan stated when he assumed the duties of District President on September 1st, he tasked Barry Sullivan, Director of IT, with conducting an analysis of technology district-wide. He asked Mr. Sullivan to share an update with the Board.

Mr. Sullivan stated he was disappointed to learn the status of IT when he first arrived. He shared his analysis of the College's IT infrastructure, hardware, software - automated systems, and user experience:

- Network equipment is reaching end of life.
- Fiber lines between buildings were installed in-house instead of by professionals, resulting in significant speed loss.
- Cabling to offices was not pulled correctly, creating termination issues.
- All campuses were networked and linked to the internet via one 500MB connection.
- Wireless access within buildings is good but is "spotty" around campus.
- There are no patch panels or labeling in any network closets to identify where/what is connected
- Hardware throughout the district is old and there is no plan in place to update computers on a regular basis. Currently computers and hardware are replaced on an "as needed" basis.
- Many reports are done manually because purchased software was never implemented, including disaster recovery plan.
- There has been no focus on students' user experience. Mr. Sullivan stated WiFi has become a universal expectation among college students and many choose a college based on it.

Mr. Sullivan continued with the vision for technology throughout the Navarro College District:

- Install high-speed servers that can provide a large storage pool, reliable backups and DRS (Disaster Recovery system)
- Purchase slim, high-speed office computers with solid-state equipment
- Purchase and install reliable, state-of-the-art, easy-to-use technology for classroom instructors
- Reducing the cost of replacing computers in student labs by implementing the use of BYOD (Bring Your Own Device) and focusing on providing banks of connections. Focusing on "connection" and not hardware will eliminate cost of replacing all computers, approximately \$2.8 million, and future costs as computers age.
- Empowering users through use of software to define and track essential data, reducing manual labor.
- Improve "user experience" with move to Canvas learning management system, implementation of portal purchased in 2015; better video conferencing; implementing use of "mobile ID's" on students' cell phones for use in dining services, etc.
- Continue upgrades to IT infrastructure and hardware; new wide-area network will move file sharing to Internet Cloud and save \$46,000.
- WEPA student print management

The reaction to the new Student Print Management WEPA (Wireless Everywhere, Print Anywhere) kiosks has been positive. Students are given a \$3 allowance per semester for printing at 15 WEPA kiosks using seven different options: USB inserted at any WEPA print station, Traditional – WEPA print drive downloaded to personal computer, Cloud (Access Box, Dropbox, Google Drive, Office 3365 or OneDrive Account) at any WEPA print station. Mr. Sullivan stated a video tutorial has been created to help students learn how to use the kiosks.

Mr. Sullivan passed around a sample of a small computer with high speed, solid-state equipment that will replace

older computers. He continued with demonstrating the features of a Mondopad, which will gradually replace older technology (overhead projectors, computers, televisions, etc.) in the classrooms.

Mr. Sullivan concluded his presentation and responded to questions from Trustees. In the event of a disaster, it would take approximately ½ day to get the Corsicana campus up and running from the back-up in Waxahachie. The cost to bring Navarro College's IT resources up-to-date was estimated between \$1 to \$2 million.

Dr. Fegan noted the importance of finding both resources and personnel components to catch up on IT. He noted a mobile application will be a game-changer that will move Navarro College ahead. He thanked Mr. Sullivan and commended him for the work he and his team have done.

Consider and Take Action on Navarro College Vision Statement

Ms. Ruiz presented the request to add the word "career" to the Navarro College Vision Statement to state "innovative career pathways." This enhancement to the vision statement is to support the Pathways main essential practices, and the three career and educational pathways including the Prior Learning Experience, Traditional Pathway, and Business/Industry Pathway.

The revised Navarro College Vision Statement will state "Navarro College will be nationally recognized as a higher education institution committed to providing innovative *career* pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities."

Trustee Wyatt made a motion to approve the addition of "career" to the Navarro College Vision Statement. Trustee Aldama seconded the motion and the decision was unanimous.

Update on Enrollment

Ms. Ruiz presented an update on enrollment. Spring 2019 preliminary enrollment figures indicate headcount enrollment 7,912 students is down 3.12% or -256 and contact hour enrollment of 1,463,034 is down 5.19% or - 80,038 semester credit hours compared to last year. Spring certified enrollment will also include Fall 2nd 8-week enrollment (Headcount – 821/Contact hours – 55,040) and Winter Mini enrollment (Headcount 730/ Contact hours – 37,504).

Dr. Fegan stated it is important to note that Fall 2nd 8 week and Winter-Mini enrollments will be added to Spring 2019 certified enrollment. State appropriations for the next biennium (2019-2021) will be based on Summer 2018, Fall 2018, and Spring 2019 certified enrollments as well Continuing Education (March 2018-February 2019).

Update on Personnel Actions

Ms. Ballew presented an update on personnel activity. In addition to Scott Parr who was introduced as the new head football coach earlier, the following appointments were made during the period from December 13, 2018 through January 30, 2019:

- Jaclyn Bailes – TRiO Retention Specialist
- Dennis Mosley – Coordinator of Student Success
- Nancy Chaney – Coordinator of Student Success

The following resignations were received during the same period:

- Jim Gush – Head Football Coach
- Boyd Minner – English Professor
- Ronda Shirley – Head Volleyball Coach
- Paula Perkins – Library Assistant – Circulation Desk
- Michael Davila – Dean of Students
- David Collins – Custodian Supervisor

Ms. Ballew stated there were no retirements, non-renewals, or transfers to report and concluded her report.

District President's Report

Upcoming Events Update

- Dancing for Our Stars - Dr. Housley reported the Dancing For Our Stars fundraising event scheduled February 9 has been sold out since September and \$122,000 has been collected to date.
- Board Calendar of Events - Dr. Fegan reviewed upcoming events. There has been a tremendous response to the Student Life Event scheduled February 12 with John Zander, Holocaust Survivor. Other highlights included: Faculty Art Show Closing Reception – Feb. 12; Raising of the Cheer Banner during half-time of the Basketball game against Kilgore – Feb. 23; Mexia Legacy Fundraiser – Mar. 2; Jazz and Wind/Symphonic Concerts on Marcy 5 and 7; and the first annual “Bulldogs Forever” luncheon – April 4.
- 2018 Racial Profiling Report - A copy of the 2018 Racial Profiling Report was shared. State law mandates the report be made available to the governing body prior to the March 1st deadline; the report is also published on the College's NC Department of Public Safety website.
- Legislative Update – Approximately 55 students and staff participated in Community College Day at the State Capitol on January 30 and were recognized by Senator Birdwell from the Senate floor. Trustees Judson, Aldama and Wyatt also participated and attended CCATT/TACC's Legislative Reception that evening with Dr. Fegan..
 - Chairman Judson stated Navarro College was very well represented and had the largest group when Senator Birdwell introduced them and had them stand. Trustee Aldama also noted the students had the opportunity to meet with Navarro College District's state representatives during the day and were excited about the experience.
- Update on Cheer Program – Dr. Fegan stated Boardwalk Pictures will return on Monday, February 4, after a two-week hiatus to continue filming the Cheer Docu-Series. They expect to be on campus until Mid-April and will then go with the Cheer Team to Daytona for the national competition. So far, the crew has been very impressed with Coach Aldama, the Cheer program and Navarro College overall, as well as the city of Corsicana.

Dr. Fegan concluded his report.

Closed Session

At 8:29 p.m., Trustee McGraw made a motion to convene into Closed Session to discuss legal and personnel matters in accordance with Government Codes 551.071 and 551.074. Trustee Atkeisson seconded the motion and the decision was unanimous.

Reconvene into Open Session and Adjournment

At 9:06 p.m., Trustee Wyatt moved to reconvene into Open Session and adjourn the meeting. The motion was seconded by Trustee Atkeisson and the decision was unanimous.

No action, decision or vote was taken on matters discussed in Closed Session. The meeting adjourned at approximately 9:07 p.m.

Respectfully submitted,



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