

**NAVARRO COLLEGE BOARD OF TRUSTEES
OCTOBER 18, 2018 MEETING
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, October 18, 2018 in Walker Dining Hall. Following a photo session and dinner, the governing body conducted their regular monthly meeting. All trustees were in attendance including: Mr. Phil Judson, Chairman; Mr. Billy Todd McGraw, Vice Chairman; Mr. Richard Aldama, Secretary-Treasurer; Mr. A. L. "Buster" Atkeisson; Ms. Faith Holt; Mr. Loran Seely; and Mr. Kim Wyatt.

Others in attendance included:

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| 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 |
| Dr. Harold Housley | Vice President, Operations and Instl. Advancement |
| Ms. Maryann Hailey | Vice President, Student Services |
| Ms. Stacie Sipes | Director of Marketing and Public Information |
| Mr. Barry Sullivan | Director of Information Technology |
| Mr. Guy Featherston | Dean of Midlothian Campus and Health Professions |
| Ms. Terry Gibson | Dean of Waxahachie Campus |
| Ms. Susan Womack | Research Analyst, Strategic Planning Lead for Corsicana Campus |
| Ms. Leslie Smith | Executive Assistant to the District President |
| Ms. Connie Standridge | Corsicana City Manager |
| Mr. John Boswell | Corsicana/Navarro County Economic Development Director |

Other faculty, staff and guests were also present.

Call to Order

Chairman Judson called the meeting to order at approximately 7:00 p.m. and welcomed everyone present. Trustee Aldama was asked to begin the meeting with a prayer.

Announcements

Mr. Judson announced a Closed Session would be held following *Item 601 – District President’s Report* to discuss real property and personnel matters according to Government Codes 551.072 and 551.074. He stated no action was anticipated.

Open Forum

Mrs. Connie Standridge, Corsicana City Manager, introduced John Boswell, who has been hired as the new Navarro County/Corsicana Economic Development Director. Ms. Standridge stated Mr. Boswell brings extensive economic development experience and also noted Mr. Boswell will be presenting items on the Board of Trustees agenda in November for their approval.

Mr. Boswell shared information about his family and on his background with San Marcos, Sherman, and Panda Power Funds. He concluded by stating he and his wife are excited to make Corsicana their new home.

Mr. Judson welcomed Mr. Boswell to the community on behalf of the Board of Trustees and expressed appreciation for his son's service to his country.

Consent Calendar

Minutes – September 27, 2018

The Consent Calendar containing minutes from the September 27, 2018 meeting was presented for approval. Trustee Seely made a motion to approve the Consent Calendar and Trustee Atkeisson seconded the motion. The motion passed by a unanimous vote.

Take Action on September 2018 Financial Statement

Dr. Fegan asked Ms. Thomas to present the September 2018 Financial Statement for approval. Ms. Thomas reviewed budget changes that occurred since last month's preliminary report. Multiple adjustments were made to "roll over" grant funds from the previous fiscal year as well as recognize additional grant funds received from the Navarro College Foundation. Total budget changes through September 30, 2018 reduced the 2018-2019 Budget -\$528,210 for a revised total of \$90,757,275.

Ms. Thomas stated through September 30, 2018, total income of \$11,443,534 exceeded expenses totaling \$2,984,839 for a net income of \$8,458,695. She noted this was a decrease of - 1% when compared to the last fiscal year.

Mr. Wyatt moved to approve the September 2018 Financial Statement and Mr. Aldama seconded the motion. The motion passed by a unanimous vote.

Review October 2018 Financial Statement

Ms. Thomas continued with a preliminary review of the October 2018 financial statement through the current date. Budget changes recognizing an increase in Cosmetology Shop sales in the amount of \$3,323 and an increase of \$146.50 in grant funds from Navarro College Foundation increased the 2018-2019 budget by \$3,469.50.

Ms. Thomas concluded by stating the October Financial Statement was preliminary at this time and no action was needed.

Dr. Fegan thanked Ms. Thomas and commended the Finance Office staff including Teresa Thomas, Kathleen Armstrong, Jan Phillips, Janet Daugherty, and others for their diligent work on the budget and financial reports. Mr. Judson concurred with Dr. Fegan and expressed the Board's appreciation for the team's hard work.

Update on Enrollment

Ms. Ruiz presented an update on enrollment. A review of preliminary Fall 2018 enrollment figures showed headcount enrollment of 8,617, is down -3.99%, and contact hour enrollment of 1,647,696 is down -2.85%. Ms. Ruiz stated certified data will be presented at the December Board meeting.

She continued stating headcount enrollment for Fall 2nd 8-weeks classes beginning Oct 22. is

down eight students, less than 1% compared to last year's enrollment while contact hours are up 10,544 (+22.77%). Ms. Ruiz concluded her report by stating Winter-Mini and Spring registration begins on Monday, November 5, 2018.

Dr. Fegan thanked Ms. Ruiz and noted the increase in contact hours for Fall 2nd 8-weeks classes falls in line with the initiative for students to take more hours.

Update on Campus Safety and Preparedness

Dr. Fegan called on Vice Presidents Maryann Hailey and Dr. Harold Housley to present an update on Campus Safety and Preparedness.

Ms. Hailey and Dr. Housley shared information on resources and procedures that are being implemented to ensure a safe learning environment throughout the College District.

- Navarro College's Department of Public Safety provides security for the Corsicana and Ellis County Campuses with 13 full-time licensed officers and four part-time positions. In Mexia, a contract service provides security from 7 a.m. until the college closes at the end of the day, four days a week. This is an increase of 100%.
- Mutual aid agreements have been established with community partnerships.
- An active safety planning and preparation committee meets on a regular basis.
- Professional Development and Risk Management Training is provided for faculty and students.
- Enforcement of Code of Student Conduct and Behavior Intervention & Threat Assessment are ongoing.
- Safety Drills are conducted each semester in Residence Life and at least once per year on each of the campuses.
- Notification Systems used to communicate with all constituents in the event of emergencies include: Watchdog Alert System, Alertus Desktop Announcement, Phone Broadcasting, and Outdoor Warning System.
- Clery Timely Notices are sent out in the event of any reportable crime or incident such as a fire or sexual assault.

A list of multiple training resources and opportunities available for staff and students was also shared.

Ms. Stacie Sipes was asked to share a recap of the WatchDog alerts sent out during Homecoming events taking place on Saturday, October 13, 2018.

Ms. Sipes stated a WatchDog Alert notice was sent out to all students and staff in the system to alert them to take shelter from tornadoes. Data on the number of contacts made by the WatchDog Alert system was shared. Ms. Sipes stated it was discovered during this incident that our Trustees were not receiving alerts. Ms. Sipes stated all Trustees' phone numbers have now been added to the system and they will now receive alerts in the future.

Discussion followed on how the alerts are initiated and how students and staff are entered into the system. Mr. Judson stated he was thankful no one was hurt that Saturday. Eric

Myers, Navarro County Emergency Management, has conveyed to him a funnel cloud was tracked crossing the middle of the Corsicana campus but, fortunately, did not touch down.

Due to technical difficulties, a video on Standard Response Protocol produced by I Love You Guys Foundation could not be shown. Dr. Fegan stated his office would email a link to the video for the Trustees to watch at their convenience.

Mr. Judson thanked Ms. Hailey, Dr. Housley and Ms. Sipes and stated the safety of students and staff is paramount.

Update on Personnel Actions

Ms. Ballew presented an update on personnel activity since the last board meeting. The following appointments were made during the period from September 19, 2018 to October 18, 2018:

- Michael Landers – Director of Athletics, Corsicana Campus
- Terry Gibson – Dean of the Waxahachie Campus
- Rachel Hawthorne – Associate Professor of Licensed Vocational Nursing, Waxahachie
- Patricia Binger – Administrative Assistant – Health Professions, Waxahachie Campus
- Liliana Palacios – Registrar’s Assistant, Corsicana Campus

Ms. Ballew stated Jasper Chieng has been hired for a position at SMU and will be leaving on October 23, 2018. There were no other resignations, non-renewals, retirements or transfers to report.

District President’s Report

Dr. Fegan shared the following items of information in the President’s Report:

- He recognized Ms. Stacie Sipes and Mr. Karl Humphries for their work on remodeling the Bulldog Boardroom (formerly called Lone Star Room).

Information Technology Update –

- The process of ordering iPads and purchasing Board Effects software to keep Trustees up-to-date with District staff has begun. The goal is to have everything in place by the January 31, 2019 Board meeting.

Upcoming Events Update –

- Dr. Fegan asked Michael Landers to share information on the dedication of the newly refurbished basketball court in the Special Events Center. Coach Landers stated a lunch honoring Coach Lewis Orr, retired head basketball coach, will be held Saturday, November 3, at 12 noon in Walker Dining Hall. The basketball game will start at 4 p.m. in the SEC and a dedication ceremony with Coach Orr will take place during half-time. Tickets to the lunch were provided to each of the Trustees.
- Dr. Fegan stated he along with seven staff members will be attending TACC’s Texas

Pathways Institute in Dallas November 14-16. Dr. Fegan will return for the Board meeting on November 15th.

- A calendar of events was provided each of the Trustees to take home.

NC District and Campus News –

- Dr. Fegan stated District Forums will be held during the week of October 29- November 2.

Branding and Affinity -

- Dr. Fegan invited Dr. Housley to share information about the recent Barracks Bunch Alumni luncheon held on Saturday, October 13. Dr. Housley stated 70 people attended the luncheon including seven original Barracks Bunch alumni who were recognized by Dr. Fegan. Former Navarro College football alumni and NJCAA Hall of Fame inductee, Kelvin Russell, was guest speaker. Dr. Housley stated the event was a tremendous success and gives the Alumni Association a format to build on next year.
- Dr. Fegan read a thank you note he received from one of Navarro College's football alumni and stated this opportunity can be replicated "again and again" with hundreds of college graduates. Dr. Fegan stated Dr. Housley, Stacie Sipes and Coach Landers were responsible for the success of Homecoming events and commended them for their extra effort.

Dr. Fegan concluded his report.

Closed Session, Announcement and Adjournment

Mr. Judson announced the next meeting of the Board of Trustees will be held on November 15, 2018.

Ms. Holt made a motion to convene into Closed Session at 7:45 p.m. to discuss real property and personnel matters according to Government Codes 551.072 and 551.074. Mr. Seely seconded motion and the decision was unanimous.

At 8:10 p.m., Mr. Wyatt moved to reconvene into Open Session and adjourn the meeting. Mr. McGraw seconded the motion and the decision was unanimous.

No other action, decision, or vote was taken prior to adjourning the meeting.

Respectfully submitted,



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