

**NAVARRO COLLEGE BOARD OF TRUSTEES
MARCH 22, 2018 MEETING
MINUTES**

The Navarro College Board of Trustees gathered on Thursday, March 22, 2018 in the President's Dining Room located in Walker Dining Hall on the Corsicana Campus for dinner. Trustees were joined by Dr. and Mrs. Kevin Fegan, Dr. Richard Sanchez and Dr. Kenneth Martin.

Call to Order/Closed Session in President's Dining Room

Following dinner at approximately 7:00 p.m., Mr. Huffman called the meeting to order. Ms. Holt immediately made a motion to convene into Closed Session to discuss personnel matters according to Government Code 551.074. Mr. Seely seconded the motion and the decision was unanimous.

At 7:25 p.m., Mr. Judson made a motion to relocate to the Lone Star Room and reconvene in Open Session. Mr. Atkeisson seconded the motion and the decision was unanimous.

Relocate to Lone Star Room and Reconvene in Open Session

After relocating to the Lone Star Room, Mr. Huffman called the meeting back to order in Open Session at 7:30 p.m. and asked Mr. Seely to begin with a prayer. All trustees were in attendance: Mr. Lloyd Huffman, Chair; Mr. Phil Judson, Vice-Chair; 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. 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
Ms. Marcy Ballew	Vice President, Human Resources
Dr. Carol Hanes	Vice President, Academic Services
Dr. Harold Housley	Vice President of Operations and Instl. Advancement
Ms. Stacie Sipes	Director of Marketing and Public Information
Ms. Brittany McDaniel	Graphics Designer
Mr. Roark Montgomery	Athletic Director
Ms. Leslie Smith	Executive Assistant to the District President
Dr. and Mrs. Kevin Fegan	District President-Elect and Spouse
Mr. John Gantt	Past President, Navarro College Foundation

Other faculty, staff and guests were also present.

Announcements

No announcements were made.

Open Forum

There were no requests to speak to the Board.

Consent Calendar

a. Minutes – February 22, 2018 Board Meeting

Dr. Sanchez recommended approval of the Consent Calendar containing the minutes from the February 22, 2018 Board meeting. Ms. Holt made a motion to approve the Consent Calendar and Mr. Seely seconded the motion. The Consent Calendar was approved by a unanimous vote.

Take Action on Appointing New District President

Mr. Huffman stated the appointment of a new District President is an exciting time. He thanked Belinda Adams and other members of the Presidential Search Committee for their assistance with the Presidential Search.

Mr. Judson stated the most important job as Trustee is to find a “wonderful president to direct Navarro College and [the Board of Trustees] takes that responsibility seriously.” Mr. Judson made a motion nominating Dr. Kevin Fegan for appointment as the next District President. Mr. Aldama seconded the motion.

The motion to appoint Dr. Fegan as the next District President of Navarro College passed by a unanimous vote. The decision was met with applause.

Dr. Fegan was congratulated and invited to introduce his family members. Dr. Fegan stated his oldest daughter, Duncan, was not able to join them as she is working on completing her Paramedic Certificate training at the Fire Station. He introduced his middle daughter, Chloe, who will finish her Associates Degree at Navarro College in May and plans to transfer to Texas State University. His son and youngest child, Casey, has earned enough hours to graduate from Navarro College but is planning to transfer to Oklahoma State next fall. Dr. Fegan promised his son will transfer his hours back to Navarro College for completion. He then introduced the “chief of his team” and wife, Liz.

Mr. Huffman welcomed the Fegan family on behalf of the Board and stated they look forward to having them here. Mr. Huffman asked Dr. Fegan to meet with him following the meeting to execute his contract.

Mr. Huffman excused Trustee McGraw from the remainder of the meeting. Mr. Huffman announced Trustee McGraw was actively involved with the Navarro County Youth Expo currently in progress and was needed there.

Take Action on February 2018 Financial Statement

Ms. Thomas presented the February 2018 financial statement for approval.

Adjustments totaling \$205,961 increased the 2017-2018 budget for a revised total of \$89,555,822 as of February 28, 2018. New revenues included the Texas Workforce Commission and Grad Texas grant funds, rental income from Midlothian’s Stonegate Church, and Law Enforcement Officers Standards and Education Training grant funds for the current and prior years. Transfers were also made to fund renovations for Drane Hall. Mr. Huffman

inquired if the Drane Hall renovations were part of the gas leak problems, and Ms. Thomas clarified they were not.

A review of the Source and Disbursement of Funds showed 66.08% of FY2017-2018 budgeted revenues had been earned as of February 28, 2018 compared to 73.6% last year. Disbursements for the same time period totaled 77.73% of the budget compared to 85.54% the previous year.

A comparative summary of actual income and expenses (cash in/cash out) showed a net income of \$7,996,191 as of February 28, 2018 compared to \$6,289,464 last year, an increase of \$1,706,727. Ms. Thomas stated this is a result of expenses being monitored closely due to declining enrollment.

Ms. Thomas concluded her presentation.

Mr. Atkeisson made a motion to approve the February 2018 Financial Statement and Mr. Judson seconded the motion. The decision was unanimous.

Presentation on Dancing for Our Stars Fundraising Event

Dr. Housley and John Gantt, Navarro College Foundation's past president and chair of the Dancing for Our Stars Committee, were asked to share information on the Foundation's recent fundraising events.

Dr. Housley stated the Mexia Campus fundraiser, Legacy – Texas Three Step, was recently held on March 3, 2018. He commended the committee chaired by Debbie Wilson for an outstanding job and said it was a successful event. Attendance at the Mexia fundraiser has grown from 60 in 2016 to 131 in 2018. Gross sales have increased each year as well. Net income, however, did not increase this year due to additional expenses. Dr. Housley stated this year's event was moved to St. Mary's Church to accommodate more people and live music was added at an additional cost. In addition, a better quality meal was served. It was noted that leftover steaks were auctioned off at \$30 each. Dr. Housley stated although the net income did not increase, the improvements made to this year's fundraiser has created more interest for future events. Next year's fundraiser is expected to have more people wanting to attend and, as a result, should be more profitable.

Dr. Housley continued stating the Dancing for Our Stars fundraising event, held at the Cook Education Center on February 10, 2018 was a huge success. An active committee was chaired by Mr. Gantt and included Terri Mitchell, Carole Davenport, Stacie Sipes, Michelle Smith, Jim Botkin, Debbie Wilson, Sue Cook, Ann Zembala and Cody Dickerson. The committee began working on the event immediately following last year's event and continued working throughout the year on planning and executing the show. Dr. Housley stated Mr. Gantt provided outstanding leadership and invited him to share more information.

Mr. Gantt stated the event was changed several years ago from a traditional black tie event

with live and silent auctions because of its limited growth potential. The goal for Dancing for Our Stars was to provide an event that had broad community appeal and would engage different groups of people while maintaining current donors and sponsors.

Mr. Gantt stated that by having a diverse group of people compete and participate in the contest, it brought in different contributors as well as new sponsors such as Polyguard. Online fundraising capabilities were also expanded to allow anyone to contribute for as little as \$5 a vote. When tables for this year's event sold out by November, the decision was made to turn the Cook Education Center's meeting room into a Backstage Bistro Bar and sell it to a sponsor. After the contestants finished with their dance, they were directed to the Backstage Bistro Bar for a live interview with Ms. Sipes. Because everyone seated in the Backstage Bistro Bar had such a great time, sponsors are already asking to purchase the room next year. To take advantage of the huge interest, Mr. Gantt stated the committee is contemplating taking online bids to see how much money can be generated.

From 2016 to 2018, attendance at Dancing for Our Stars has increased from 222 to 348 and net income has more than doubled from \$37,745 to \$107,450. Mr. Gantt stated this has become "the hottest event" in Corsicana. After showing a video of highlights from this year's event, Dr. Housley and Mr. Gantt concluded their presentation. Trustees and everyone in attendance applauded.

Trustees thanked Dr. Housley and Mr. Gantt and commended everyone involved.

Personnel Report

Marcy Ballew shared an update on personnel activity during the month of February 2018. The following appointments were announced:

- Kathleen Armstrong – Interim Comptroller
- Steve Colburn – Interim Dean of Fine Arts & Humanities
- Jim Gush – Head Football Coach
- Patrick Resby – Assistant Football Coach/Defensive Coordinator
- Hunter McWilliams – Assistant Football Coach/Offensive Coordinator
- Jens Danielsen – Assistant Football Coach
- Bradley Wilson – Assistant Football Coach
- Alexandra Doe – Academic Advisor
- Susan Womack – Research Analyst

Two resignations occurred:

- Tamara West – Administrative Assistant to the Dean of Student Services for Ellis County
- Christian Achuff – Assistant Football Coach

There were no retirements, terminations or transfers to report and Ms. Ballew concluded her report.

President's Report

Enrollment Update

Ms. Ruiz presented an update on enrollment. Spring 16-week enrollment figures have now been certified. Headcount enrollment was down -4.81% when compared to last year but contact hour enrollment was flat (-0.4%) Ms. Ruiz noted the headcount enrollment reached 97% of the Strategic Enrollment Committee's targeted number while contact hours exceeded their goal by 4% (104%).

Ms. Ruiz stated there was no change in Spring 12-week enrollment from last month's report. As of March 20, 2018, Spring 2nd 8-week enrollment was down -9.7% in headcount and -24.0% in contact hours. Ms. Ruiz stated this decline is result of shifting some 8-week courses to 16-week courses.

Ms. Ruiz continued stating a schedule analysis was conducted to determine if it is student-friendly. Based on the analysis and student success rates in 12-week terms compared to others, the decision has been made to discontinue the 12-week terms. Ms. Ruiz stated the 12-week terms do not offer students a true pathway. In addition, it has been difficult to offer a robust 12-week schedule and has impacted enrollment in 8-week courses.

Resources from 12-week courses will be used for 16-week and 8-week terms. Focus will be placed on true fast-track pathways for students with specific course offerings. The goal is to create a better experience for students and improve retention and success.

Ms. Ruiz concluded her report.

Board Calendar

Ms. Sipes presented the Board calendar and highlighted upcoming events. She noted numerous athletic and fine arts events scheduled through the months of April and May, and the Ellis County fundraiser, Brilliance, that will be held in the Waxahachie Civic Center on April 7, 2018.

NCMPR Award

Ms. Sipes asked Navarro College's Graphic Designer, Brittany McDaniel, to come forward and be recognized. Ms. Sipes stated Ms. McDaniel is an amazingly talented artist and shared examples of her work including the Texas Three Step logo Ms. McDaniel designed and drew freehand. Ms. Sipes stated the Marketing Department enters pieces they have designed each year to compete in NCMPR's (National Council for Marketing & Public Relations) national contest. Ms. Sipes stated they received notification in January Navarro College would be recognized for the football program they submitted. She stated the program was a group effort and was created and designed in one week. The cover was designed by Ms. McDaniel. Ms. Sipes was pleased to announce that during the NCMPR conference in Las Vegas this past week, Navarro College received a silver award for the program. The Board applauded their achievement and Dr. Sanchez thanked them.

President's Item of Information

Dr. Sanchez continued with the following items of information:

- His wife, Angie, sends her thanks for the beautiful arrangement sent by the Board of Trustees while she was in the hospital. She is doing well and improving daily.
- The Board meeting on April 26, 2018 will be held in Mexia. Trustees were asked to plan on leaving from the Corsicana campus at 5 p.m.
- Work on the mid-year budget analysis is in progress with hopes it will be soon complete. Dr. Sanchez stated he is curious to find out where the College stands.
- Videos of 2018's Dancing for Our Stars events were provided for each Trustee to take home.
- Planning continues for Terry Fator's honorary degree presentation. It promises to be a memorable event.
- As a reminder, the College will close for Good Friday on March 30, 2018.

Dr. Sanchez officially welcomed Dr. and Mrs. Fegan to Navarro College and concluded his report.

Announcement and Adjournment

Mr. Huffman thanked Dr. Sanchez and again welcomed Dr. Fegan and his family to Navarro College. He announced the next meeting of the Board of Trustees will be held at the Mexia Campus on April 26, 2018.

Mr. Seely made a motion to adjourn the meeting. Mr. Atkeisson seconded the motion and the decision was unanimous. Mr. Huffman adjourned the meeting at 8:18 p.m.

Respectfully submitted,



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