

**NAVARRO COLLEGE BOARD OF TRUSTEES  
JUNE 27, 2019 MEETING  
MINUTES**

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, June 27, 2019 following dinner in the President's Dining Room. Trustees in attendance included: Mr. Richard Aldama, Secretary-Treasurer/Acting Chair; Mr. A. L. "Buster" Atkeisson; Ms. Faith Holt; Mr. Loran Seely and Mr. Kim Wyatt. Chairman Phil Judson and Vice-Chairman Billy Todd McGraw were absent.

Others in attendance included:

Dr. Kevin G. Fegan	District President
Dr. Carol Hanes	Vice President, Academic Affairs
Ms. Teresa Thomas	Vice President, Finance and Administration
Ms. Sina Ruiz	Vice President, Enrollment Management and Instl. Effectiveness
Ms. Marcy Ballew	Vice President, Human Resources
Ms. Maryann Hailey	Vice President, Student Services
Dr. Harold Housley	Vice President, Operations and Instl. Advancement
Ms. Stacie Sipes	Director, Marketing and Public Information
Mr. Barry Sullivan	Director, Information Technology
Mr. Guy Featherston	Dean, Midlothian Campus and Health Professions
Ms. Christina Mims	Dean, Mexia Campus
Ms. Susan Womack	Research Analyst, Strategic Planning Lead for Corsicana Campus
Ms. Leslie Smith	Executive Assistant to the District President

Other faculty, staff and community members were also present.

**Call to Order**

Due to the absence of Chairman Phil Judson and Vice Chairman Todd McGraw for personal reasons, Trustee Aldama announced he would chair the meeting. At approximately 7:00 p.m., he called the meeting to order and asked Trustee Atkeisson to begin the meeting with a prayer.

**Announcements**

There were no announcements.

**Open Forum**

There were no requests to address the Board.

**Consent Calendar**

• **Minutes – May 23 2019 Meeting**

Trustee Seely moved to approve the Consent Calendar and Trustee Holt seconded the motion. The motion was passed by a unanimous vote.

**Consider Action on May 2019 Financial Statement**

Dr. Fegan called on Vice President Teresa Thomas to present the May 2019 financial statement. Vice President Thomas reviewed budget changes through May 31, 2019 increasing the 2018-2019 budget \$1,357 for a revised total of \$88,173,437. Net income as of May 31, 2019 totaled \$4,949,004, which is an increase of \$820,652 or 16.58% compared to the previous year. Dr. Fegan noted the increase was a very positive position to be in and gave credit for the fiscal responsibility shown by all colleagues. He stated they have they have done a very effective job in resource allocation.

Trustee Wyatt made a motion to approve the May 2019 financial statement and Trustee Seely seconded the motion. The May 2019 financial statement was approved by a unanimous vote.

#### **Review Preliminary June 2019 Financial Statement**

Vice President Thomas stated there was no activity to report to date regarding the preliminary June 2019 financial statement.

#### **Quarterly Investment Report for the Quarter Ended May 31, 2019**

Vice President Thomas continued with the Quarterly Investment Report for the quarter ended May 31, 2019. She reported the book value of investments as of May 31, 2019 was \$2,975,000 with a market value of \$3,010,687. A \$230,000 Certificate of Deposit (CD) matured and the funds were reinvested into a new CD earning 2.63% interest, compared to 1.30% previously earned. A review of the investments by fund and the maturity schedule followed.

Ms. Thomas stated cash and certificates of deposit totaling \$14,484,979.35 were secured by \$1,000,000 in FDIC Insurance and \$27,424,343.76 in pledged collateral (mortgage-backed securities, government agency issues and letter of credit). She then concluded her report.

After inquiring about the due date on the new CD, Trustee Atkeisson made a motion to approve the Quarterly Investment Report for the Quarter Ended May 31, 2019. Trustee Wyatt seconded the motion and the decision was unanimous.

#### **Update on Enrollment**

Vice President Ruiz presented an update on enrollment as it related to revenue goals. Ms. Ruiz reported validated summer terms, with the exception of Summer II, have generated \$2,303,641 or 75% of the \$3,069,712 projected revenue for Summer 2019, which was based on a 4% decline in enrollment. Summer II pre-registration indicates an additional \$1,009,065 could potentially be if all pre-registered students enrolled in Summer II are validated, an additional \$1,009,065 will be generated, bringing the total to \$3,312,706 or 108% of the projected revenue for Summer 2019.

Dr. Fegan credited the 12% increase in summer enrollment (8% plus 4% decline) to initiatives started a few years ago that are now starting to come to fruition. He noted fewer courses are generating more revenue with less resource allocation.

Vice President Ruiz continued stating Fall 2019 enrollment goals, based on a -1.36% decline, is projected to generate \$9,552,241 in revenue. Registration for Fall 1<sup>st</sup> 8-weeks and Fall 16 weeks is currently in progress and will continue through August 20<sup>th</sup>. To date, pre-registered students pending validation are projected to generate \$5,119,447 - 54% of the projected Fall 2019 revenue goal.

Vice President Ruiz continued with an update on Residence Life/Housing for Fall 2019. Currently, 696 beds out of 861 have been confirmed generating \$2,186,400 or 81% of the projected revenue goal of \$2,702,550. Based on the previous years, more applications are expected to fill the remaining 165 beds. Last year, Housing received 252 applications after July 1<sup>st</sup>

Trustee Seely thanked Vice President Ruiz for her work and expressed appreciation for the numbers she shared that "tell where we are." Trustee Aldama also noted the good job being done to "get the word out" on social media and commended Stacie Sipes and her staff.

#### **Update on Personnel Actions**

Vice President Ballew was asked to present an update on personnel. She reported the following appointments were made between May 24 and June 27, 2019:

- Dr. Rebecca Tuerk – Dean of Students
- Susan Nall – Assistant Professor of Licensed Vocational Nursing
- Bradley Ford – Associate Professor of History/Government
- Mary Ledbetter – Associate Professor of Computer Science
- Rafael Vargas – Coordinator of Student Guidance
- Douglas Powers – Accountant/Procurement Officer
- Barry Derickson – Assistant Football Coach (07/01/2019)
- Michael Townsend – Maintenance Technician (07/01/2019)

Vice President Ballew stated Kristen Darby, TRiO Academic Advisor/Financial Services Coordinator, submitted her resignation effective July 25, 2019. There were no retirements, non-renewals or transfers during the period from May 24, 2019 to June 27, 2019. Vice President Ballew concluded her report.

Dr. Fegan shared a brief background on the new appointments. He stated Dr. Tuerk comes from Texas A&M Commerce. Dr. Fegan stated TAMUC's president was happy for Dr. Tuerk and positive about her opportunity with Navarro College. Susan Nall has been working to be a part of Navarro College for a number of years and is excited to be here. Bradly Ford is a former adjunct instructor and the brother and son of current staff members. Barry Derickson was hired to fill the position vacated by Jen Danielson who accepted an offer at Baylor. Douglas Powers will be a tremendous addition with his military experience; Rafael Vargas's move to Student Guidance from Housing as the "go to" person is a great opportunity. He is also working on his graduate degree.

Trustee Aldama asked about the status of filling positions for the fall. Vice President Ballew responded the hiring process is further along than usual and in good shape. Two more nursing positions, an athletic trainer and asst. trainer need to be filled.

#### **District President's Report**

Dr. Fegan presented several items of information:

- An overview of the calendar of events including the Board of Trustees Budget Workshop scheduled at 10 a.m. on Tuesday, July 23 and monthly meeting on Tuesday, July 30, at 7:00 p.m.; the LVN Pinning Ceremony scheduled August 9; and the Adult Education and Literacy (AEL) Celebration scheduled August 10.
- Seven pictures of former and current Navarro College bulldog mascot have been added to the Bulldog Board Room. Dr. Fegan commended Stacie Sipes and her staff for following branding and affinity protocol for a consistent look throughout all campuses.
- June was a productive month. Tremendous production was made during a week of Leadership Team meetings; over 30-35 colleagues were involved in preparing for coming year.
- Sina Ruiz, Susan Womack and Debbie Pickett led very productive Strategic Planning Sessions. Approximately 55 colleagues participated representing all four campuses.

Dr. Fegan concluded his report by stating colleagues are extremely thankful to the Board for approving the ½ day Fridays this summer.

#### **Announcement and Adjournment**

Trustee Aldama reminded everyone the Budget Workshop will be held on Tuesday, July 23, 2019 at 10 a.m. and the next regular Board meeting will be held on Tuesday, July 30, 2019 at 7 p.m.

Trustee Holt made a motion to adjourn the meeting and Trustee Atkeisson seconded the motion. The decision was unanimous. The meeting was adjourned at 7:30 p.m. Trustee Aldama noted the meeting was conducted in only 30 minutes and thanked everyone present.

Respectfully submitted,

A handwritten signature in cursive script that reads "Richard L. Aldama". The signature is written in black ink and is positioned above the printed name and title.

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