

**NAVARRO COLLEGE BOARD OF TRUSTEES  
SEPTEMBER 19, 2019 MEETING  
MINUTES**

On Thursday, September 19, 2019, following dinner in the President's Dining Room with guests from the City of Corsicana, 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. Trustees in attendance included: Vice-Chairman Billy Todd McGraw, Secretary-Treasurer Richard Aldama, and members: A. L. "Buster" Atkeisson, Faith Holt, Loran Seely, and Kim Wyatt. Chairman Phil Judson 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 Management and Instl. Effectiveness
Ms. Marcy Ballew	Vice President, Human Resources
Dr. Carol Hanes	Vice President, Academic Affairs
Ms. Maryann Hailey	Vice President, Student Services
Dr. Harold Housley	Vice President, Operations and Instl. Advancement
Mr. Michael Landers	Athletic Director
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. Terry Gibson	Dean, Waxahachie 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**

Vice Chairman McGraw presided over the September 19, 2019 meeting. He began by calling the meeting to order at 7:00 p.m. and welcoming everyone present. He asked Trustee Atkeisson to begin the meeting with a prayer.

**Board Announcements**

There were no announcements.

**Open Forum**

There were no requests to address the Board.

**Consent Calendar**

- a. **Minutes – August 29, 2019 Meeting**
- b. **Minutes – September 9, 2019 Public Hearing**
- c. **Minutes – September 12, 2019 Public Hearing**

Trustee Atkeisson moved to approve the Consent Calendar and Trustee Wyatt seconded the motion. The motion passed by unanimous vote.

**Board Recognitions**

Dr. Fegan shared that U.S. Congressman Ron Wright and his staff from Texas and Washington DC visited Navarro College on September 5, 2019. Congressman Wright was interviewed by media at the end of their visit and stated "Navarro College is doing an outstanding job of meeting the needs of the future workforce of America... if I could replicate a community college across the land, it would be Navarro College." Dr. Fegan noted Congressman Wright's

comments relate to Navarro College's vision to be nationally recognized. He commended the staff, faculty and students involved with making the Congressman's visit a success.

#### **Take Action on Setting Ad Valorem Tax Rate for 2019 (Fiscal Year 2019-2020)**

Vice President Thomas stated during the August 29, 2019 meeting, the Board of Trustees voted to declare their intent to set the Ad Valorem Tax Rate at \$0.116400 per \$100 taxable valuation. Because the intent to set the tax rate was above the effective tax rate, two public hearings were conducted to allow taxpayers an opportunity to voice any concerns. The first was held on September 9, 2019 and the second on September 12, 2018. Mandated notices were also published in the Corsicana Daily Sun on August 31, 2019 and September 3, 2019. Vice President Thomas stated Texas Statute now requires the Board to take action on setting the ad valorem tax rate with a record vote:

Trustee Aldama moved to adopt the 2019 (Fiscal Year 2019-2020) Ad Valorem tax Rate of \$0.116400 per \$100 taxable valuation and Trustee Holt seconded the motion. A record vote followed:

In Favor (Ayes): A. L. Atkeisson, Faith Holt, Billy Todd McGraw, Richard Aldama, Loran Seely, and Kim Wyatt  
Against: None  
Absent: Phil Judson

The Ad Valorem Rate of \$0.116400 per \$100 taxable valuation was adopted by a unanimous vote.

#### **Review Preliminary August 2019 Financial Statement**

Ms. Thomas shared updated information on the preliminary August 2019 Financial Statement. The statement ending August 31, 2019 will be presented for approval at the conclusion of the year-end audit. Budget adjustments increased the budget \$3,120 for a total revised budget of \$88,213,842 as of August 31, 2019. A review of the Cash Flow indicated Educational and General Fund income exceeded expenses by \$2,420,906. Vice President Thomas stated this amount does not reflect a net loss in Auxiliary Services from a decline in Bookstore revenues as well as audit adjustments for depreciation and bookstore inventory. Once all adjustments are made, it's anticipated the fund balance will increase by approximately \$1.2 million.

Dr. Fegan stated he was cautiously optimistic the College will be in good financial shape at the conclusion of the audit.

#### **Consider Action on Quarterly Investment Report**

Vice President Thomas presented the Quarterly Investment Report for the quarter ended August 31, 2019 for approval. Two certificates of deposit (CDs) matured during the fourth quarter and the funds were reinvested in new CDs at Citizens State Bank - Dawson. The book value of investments at August 31, 2019 remained the same at \$2,975,000 with an estimated market value of \$3,005,356.

Vice President Thomas continued stating total deposits including cash and CDs in the amount of \$17,795,325 are secured by \$1,000,000 in FDIC insurance and \$26,967,908 in pledged collateral in the form of mortgage-backed securities, government agency issues and a letter of credit. Following a review of the investment portfolio's maturity schedule, Vice President Thomas concluded her report.

Trustee Seely moved to approve the Quarterly Investment Report for the Quarter Ended August 31, 2019; Trustee Atkeisson seconded the motion. The motion carried by a unanimous vote.

#### **Update on Enrollment**

Vice President Ruiz presented an update on fall 2019 enrollment as of the September 9, 2019 census date followed by a brief update on the second 8-weeks enrollment and the impact of the student income on the budget. Fall 2019 headcount enrollment was down 3.92% and contact hour enrollment was down 4.32%. The projected revenue goal of \$9,552,241 was missed by \$227,653. Vice President Ruiz stated an analysis of enrollment indicates the College is still seeing the impact of House Bill 2223 in relation to how the state now views developmental education.

Vice President Ruiz stated although enrollment revenue declined, fewer sections were offered resulting in a savings of \$167,400 in resource allocations.

Dr. Fegan noted the decline in enrollment is in direct correlation to how the Coordinating Board now funds developmental courses. He stated adjusting resource allocations to offset any decline has required a tremendous amount of manual labor and asked the Board to take a moment to recognize Lynne Coker for her stellar work in this endeavor. Ms. Coker was applauded.

Vice President Ruiz continued stating headcount and contact hour enrollment in Fall 2<sup>nd</sup> Eight Weeks courses are currently up and will count towards the spring 2020 census. She concluded by stating \$9,741,478 in student income has been earned to date, approximately 45% of the projected annual income.

Dr. Fegan thanked Vice President Ruiz and noted the effects of Dallas County College District's Promise Program offering free tuition and fees as well as Houston's and San Antonio's are being felt. He stated exciting programs are being put into place to offset them and will be shared with the Board at a future date.

#### **Communication Plan for Campus Health Center**

Dr. Fegan stated at the Board's request he has asked Stacie Sipes to develop a communication plan for the new campus health center being opened on the Corsicana campus in collaboration with Navarro Regional Hospital. He invited Ms. Sipes to share details.

Ms. Sipes stated the primary audience has been identified as students, staff, faculty and community members on campus. The new health center will treat minor conditions and will be open three days a week. Patients can be seen as walk-ins or appointments can be made online. Fees will be based on the type of visit and most insurance policies will be accepted.

Ms. Sipes shared pictures of the renovations made to Gibson Hall to house the new health center. Physical Plant's efforts have resulted in a professional looking clinic including a reception area and exam rooms. Dr. Fegan commended Vice President Hailey for her efforts in identifying a location for the health center.

Ms. Sipes continued stating an email will be sent out to notify students and staff of a soft opening in mid-October. The soft opening will allow clinic staff an opportunity to make sure the clinic is set up as needed prior to a grand opening. The grand opening will be held in November with a ribbon cutting by the Corsicana Chamber of Commerce and a reception afterwards. A press release will be sent out and notices posted in social media. The clinic will be promoted on monitors located throughout campus and flyers and cards will be placed in strategic locations to communicate the clinic's hours and conditions that can be treated. Signage will be placed in three locations in and outside of Gibson Hall to show where the clinic is located. On-going marketing will keep students, staff and community members informed. Logos and icons have been approved and will be used in the marketing strategy.

Vice Chairman McGraw thanked Ms. Sipes for her report.

#### **Update on Personnel**

Vice President Ballew gave an update on personnel activity that occurred from August 30, 2019 through September 19, 2019. The following appointments were made during the period:

- Christina Drake – Librarian – Ellis County Campuses
- Maria Rosas – Library Service Assistant
- Nicholus Taylor – Research Analyst

- Joshua Bamburg – Custodian
- Sheryl Rich – International Cook

The following employee was terminated:

- Terry Carver – Maintenance Worker/Housing

The following resignations occurred:

- Keturah Garnerway – Dual Credit Coordinator
- Jasmine Garcia – Administrative Assistant to the Dean of Science, Kinesiology & Developmental Studies

There were no retirements, non-renewals or transfers during the period from August 30, 2019 through September 19, 2019 to report and Vice President Ballew concluded her presentation.

#### **District President Report**

Dr. Fegan began his report with a brief overview of upcoming events including: Navarro College Foundation's luncheon for Brilliance scholarship recipients and donors on September 27th; Bulldog Hall of Fame events scheduled Saturday, September 28th; Corsicana Education Foundation's Gala on October 5th - a table is being sponsored by Navarro College; ACCT Leadership Congress in San Francisco October 16-19; and upcoming homecoming events the week of October 21-26.

Dr. Fegan announced the enrollment workshop tentatively scheduled prior to the October 31st Board meeting will be postponed to another date. He stated a dedication ceremony and special dinner will be held prior to the Board meeting.

Following a video of photos taken during Navarro College Day held on September 16th to commemorate Navarro College's first day of classes in 1946, Dr. Fegan concluded his report.

#### **Announcement and Adjournment**

Vice Chairman McGraw thanked Dr. Fegan and announced the next meeting of the Board of Trustees will be held on Thursday, October 31, 2019 at 7:00 p.m.

Trustee Aldama made a motion to adjourn the meeting and Trustee Atkeisson seconded the motion. The decision was unanimous and the meeting adjourned at 7:40 p.m.

Respectfully submitted,



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