

**NAVARRO COLLEGE BOARD OF TRUSTEES
OCTOBER 31, 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, October 31, 2019 following dinner in the President's Dining Room with family members of Lloyd D. Huffman. All trustees were in attendance including: Chairman Phil Judson, Vice-Chairman Billy Todd McGraw, Secretary-Treasurer Richard Aldama, A. L. "Buster" Atkeisson, Faith Holt, Loran Seely, and Mr. Kim Wyatt.

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
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
Mark Archibald	Corsicana Daily Sun
Mrs. Sandra Huffman and family members of Lloyd D. Huffman	

Other faculty, staff and community members were also present.

Call to Order

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

Board Announcements

Chairman Judson announced a Closed Session would be held following *Item 601 – District President's Report* to discuss Legal, Real Property, and Personnel Matters according to Government Codes 551.071, 551.072 and 551.074. He stated no action was anticipated.

Open Forum Time

Chairman Judson acknowledged a request to address the Board in Open Forum from Mr. Mark Archibald. Mr. Archibald stated he lives in Corsicana and is a reporter for the *Corsicana Daily Sun*. He continued stating during a nationwide project to get voters' opinions and gauge interest in the 2020 election, he recently had a great opportunity to meet with students in Navarro College's Student Government Association (SGA) and Computer Science. He was pleased that a vast majority of the students took the project seriously. He commended Ms. Faye Davis, Director of Student Life, for her help and asked the Board to acknowledge her excellent work in getting the project going. Mr. Archibald concluded by stating this project has been ongoing for 2 ½ years and hopes to see some results from it.

Chairman Judson thanked Mr. Archibald for his comments and for involving Navarro College students.

Consent Calendar

Minutes – September 26, 2019 Meeting

Revision to *Board Policy BF- Local Governance - Board Policy Development*

Revision to *Board Policy BAA – Board Legal Status – Composition, Responsibilities, Powers and Duties*

Trustee Seely moved to approve the Consent Calendar and Trustee Atkeisson seconded the motion. The decision was unanimous.

Board Recognitions

a. Acknowledgement in Memory of Lloyd D. Huffman

Chairman Judson welcomed members and friends of the Lloyd Huffman family including Mrs. Sandra Huffman, Steve and Wendy Huffman, David and Christina Huffman, Julie and Shane Spriggins, and Dr. and Mrs. James Kirkpatrick. Chairman Judson stated the Board continues to be honored by past chairman, Lloyd Huffman, who affected all by his tenure. He stated the Board continues to be appreciative of his actions and his involvement in so many activities, one being to communicate how important Navarro College is to the community. Chairman Judson invited the family members to gather at the front of the room with the Board as he read the following acknowledgement aloud:

“In acknowledgement of the visionary leadership Lloyd D. Huffman provided Navarro College during his 25 years of service as Navarro College Trustee and 9 years as Board Chairman until his untimely death in 2018; and in acknowledgement of the time, expertise and commitment given to the Radio/TV program, building of the Cook Education Center, alert systems and the audio-visual department; and in acknowledgement of his public service commitment to Navarro County and the relationships he cultivated between the community and Navarro College; the Navarro College Board of Trustees has hereby decreed that from this day forward the Department of Public Safety Building on the Corsicana Campus shall be known in his memory as *Lloyd D Huffman Department of Public Safety Building*. Furthermore, the Board directs this decree be placed in the minutes of this meeting and a copy be provided to his family. Dated this 31st day of October 2019.”

Chairman Judson presented a framed copy of the acknowledgement to the family. Photos were taken and afterwards, Dr. Fegan presented each family member with a Navarro College Bulldog Pride pin.

Board of Trustees Self-Evaluation Process

Dr. Fegan called on Vice Presidents Dr. Carol Hanes and Marcy Ballew to share the proposed method for the Board of Trustees to use to self-evaluate.

Vice President Ballew stated the changes to Board Policy BAA just approved in the Consent Calendar included the addition of “regular self-evaluation of the Board’s effectiveness” to meet SACSCOC requirements. Vice President Ballew stated she and Dr. Hanes worked together to create an evaluation process to assist the Board to self-evaluate with questions based on the Southern Association of Colleges and Schools (SACSCOC) accreditation standards. An online anonymous survey will be made available through a link in Board Effect beginning Friday, November 1st. Dr. Hanes stated self-evaluation of the Board is a requirement of the accrediting body, SACSCOC. She stated all questions came from Standard 4.2.g in the accreditation manual. Responses will be “yes or no” answers and a comment box will be available for any elaboration if desired. There are no right or wrong answers and all submissions will be anonymous. The responses will be tallied and the results will be brought to the Board at the next meeting in November and suggestions will be made for any areas for opportunities for growth.

Trustees will be notified when the survey is available and were asked to complete the survey by Friday, November 8th.

Consider Action on September 2019 Financial Statement

Ms. Thomas presented the September 2019 financial statement for approval. Budget amendments through September 30, 2019 decreased the adopted budget by \$69,949 for a revised total of \$86,403,577. A review of the cash flow statement as of September 30, 2019 indicated income in the Educational and General Fund exceeded expenses by \$8,128,098. Although expenses were higher compared to last year, Vice President Thomas stated this was a timing issue because expenditures were actually down compared to last year. Payment for Colleague Software was paid in September this year compared to October of the previous year.

Trustee Wyatt made a motion to approve the September 2019 financial statement and Trustee Aldama seconded the motion. The motion passed by a unanimous vote.

Review Preliminary October 2019 Financial Statement

Vice President Thomas stated there were no budget adjustments to report for the preliminary October 2019 financial statement and concluded her report.

Update on Enrollment

Vice President Ruiz presented an update on enrollment and fall 2019 certified data. She began by expressing appreciation for her colleagues in Research, Finance and Marketing for their help in creating a snapshot of the 8,173 students enrolled district-wide. The snapshot broke down enrollment by age, full or part-time, gender, race, and location. Vice President Ruiz stated the majority of Navarro College students are white females, 22 years old, part-time credit students who live out-of- district. Ms. Ruiz continued stating dual credit enrollment accounts for 39% of total enrollment. When dual credit enrollment is not factored in, full-time students become 54% of enrollment. Dr. Fegan added that the 8,173 students indicated on the chart are all "degree-seeking" students. He stated it's important to note Navarro College is currently serving over 12,000 degree and non-degree seeking students through adult education and continuing education programs as well. By the end of the year, Navarro College will most likely serve over 17,000 students. He stated it's important to keep in mind the college's mission is much broader than serving degree seeking students.

Vice President Ruiz continued with a review of the fall 2019 certified results compared to projections. Enrollment was down 3%, course offerings were reduced 2%, headcount enrollment was down 4%, semester credit hours were down 4%, and contact hours were down 3%. Online enrollment continued to grow. Headcount and contact hour enrollment on the Waxahachie campus was down due to students taking more online courses. The biggest impact on enrollment was attributed to changes in developmental education.

Dr. Fegan noted in the past, academic infrastructure was focused on delivery at a physical location. Today, the largest enrollment is in online programs and two individuals have now been added to assist the Dean of Online Instruction, Matt Miller. Dr. Fegan added that Dr. Hanes, Deans and her academic team were to be commended for a very effective job of cost analysis. Within a short 4-5 week timeline, course schedules were adjusted and as a result, enrollments per class section were adjusted for an average of 19 students per section, resulting in significant cost savings. Dr. Fegan was pleased to report that Vice President Thomas was notified this week Moody's bond rating for Navarro College will not be changed because of the college's cost savings as a result of keeping expenditures down. He stated this is significant because normally Moody's bond ratings are tied to enrollment and goes down when enrollment goes down.

Chairman Judson noted breakout sessions on enrollment management were the most heavily attended during the (ACCT Leadership Congress) national conference the Board attended a few weeks ago. Most colleges appear to be facing the same issues with enrollment management. Dr. Fegan agreed and stated the State of Texas has seen enrollment go from a high of 760,000 down to 730,000. Enrollment is only up in dual credit across most community colleges.

Vice President Ruiz continued stating fall 2019 student income exceeded projections of \$9,514,895 by \$282,991 for a total of \$9,797,886. She continued with a report on spring 2020 enrollment, which includes fall 2nd 8-weeks, winter mini, spring 16-week and spring 1st 8-weeks classes. She reported at this time, headcount enrollment was up 4.87% and contact hours were up 18.69%, generating 6% of projected revenues. Trustee Seely noted it was interesting to see that enrollment in 8-week courses are gaining on 16-week enrollment.

Vice President Ruiz concluded her report. Chairman Judson expressed appreciation for her hard work.

Update on Personnel Actions

Vice President Ballew presented an update on personnel activity that has taken place through October 31, 2019. The following appointments were made:

- Agapito Flores – Dean of Workforce, Career & Technical Education
- Sylvia Richardson – Area Housing Coordinator
- Kathryn Thomas – Area Housing Coordinator
- Rachael Alfred – Dual Credit Coordinator – Ellis County
- Michelle Jozefczak – Residence Life Specialist
- Sheryl Rich – International Cook
- Becky Villa – Instructional Support Specialist
- Brandi Garcia – Registrar's Assistant
- Branden Williams – Director of Dining Services (11/18/2019)
- Nelson Rodriguez – Director of TRiO Student Support Services (12/04/2019)
- Julie Clasper – Financial Aid Success Coach (11/04/2019)
- Ashley Krajca – Financial Aid Specialist (11/04/2019)

The following resignations, exits, and retirements took place or were announced:

- Terry Gibson – Dean of Waxahachie Campus (12/31/2019)
- Dr. Micaela Hemdon – Director of Continuing Education & Workforce Development
- Mike Kaufmann – Dual Credit Coordinator – Mexia Campus
- Douglas Powers – Accountant/Procurement Officer
- Kevin McFarland – Program Coordinator – Adult Education
- Jessica Carty – Area Housing Coordinator
- Anthony Taylor – Annual Retraining Instructor (11/08/2019)
- Holly Martinez – One Stop Service Desk Assistant (12/18/2019)
- Aubyn Turner – Administrative Assistant – Student Recruitment
- Linda Moore – Executive Administrative Assistant to the Vice-President of Finance & Administration (12/31/2019)
- Vicki Goff – Administrative Assistant – Continuing Education (01/31/2020)
- Dean Mulneaux – District Coordinator of Tutoring Services

With the announcement that Ms. Terry Gibson, Dean of the Waxahachie Campus, will be retiring in December after 30 years of service, Dr. Fegan stated, on a personal note, he was thankful and grateful to Dean Gibson for everything she has done. Last year with his transition as the new president as well as the transition in Waxahachie campus leadership, it was important to have a known and respected quantity in place to move the Waxahachie Campus forward. By taking on the role of campus dean, Ms. Gibson allowed him to work towards the goals and objectives he was assigned in Waxahachie and Ellis County without having to deal with "what if's." Dr. Fegan stated Dean Gibson has chosen to spend more time with her husband and family and he was happy for her. He thanked her for everything she has done for the past 15-16 months as well as the past 30 years. Chairman Judson and the Board applauded Dean Gibson and wished her all the best.

Vice President Ballew concluded her report. Chairman Judson commended Vice President Ballew for her detailed work and the great job she does.

District President's Report Upcoming Events Update

Following a review of calendar highlights including football, volleyball and soccer championship games, Dr. Fegan invited Vice President Ruiz to present proposed changes in the 2020 Commencement schedule.

Vice President Ruiz stated based on feedback received from previous ceremonies and opportunities regarding overflow crowds, the decision has been made to hold all ceremonies in 2020 on the Corsicana campus to give students the full "Bulldog tradition" experience. It will also generate cost savings from resource allocation. Ceremonies will be held on Thursday, May 7, and Friday, May 8, at 10 a.m. and 1:30 p.m. Graduates will be divided alphabetically to prevent overflow. The ADN commencement and pinning ceremony will be held on Thursday, May 7th at 6 p.m. and the VN commencement and pinning ceremony will be held on August 7th at 7 p.m. Some discussion followed. Chairman Judson stated he felt this is a great idea and will showcase the college. Dr. Fegan stated the next step will be to communicate the changes to our ISDs and students.

Dr. Fegan continued. He commended Dean Gibson, Dean Underwood and all staff on the annual Fall festival recently held on the Waxahachie campus. He stated it was an excellent event and was attended by over a 1,000 people.

Athletic Director, Michael Landers, was invited to share information on the Bulldog Hall of Fame ceremony held on September 26th. Almost 300 people attended the inaugural event, many of whom had not been back on the campus for many years. He stated many people who helped build our tradition and made Navarro College athletics what it is today, including Jim Stubbs and the Herchel Stephens family, have reconnected with the college as a result. Chairman Judson and Dr. Fegan commended Michael Landers and Stacie Sipes for their work and diligence. In addition to the Bulldog Hall of Fame event, Dr. Fegan stated they were instrumental in the success of the Roark Montgomery III Golf Tournament as well as numerous Homecoming activities. Trustee Wyatt stated the golf tournament held at the Corsicana Country Club was the largest tournament they have experienced in approximately 15 years. Michael Landers and Stacie Sipes were applauded.

Dr. Housley was asked to give a report on the Alumni Luncheon held on October 26th at the Cook Education Center. Dr. Housley stated approximately 180 attended the luncheon honoring the Barracks Bunch. Navarro College 1991-92 alumni, Shannon Eddins was guest speaker. Dr. Housley stated Ms. Eddins was a former Showstopper, Dance Team member, and participated in the Collegiate Chorale and Show Choir. Ms. Eddins was a member of the National Cheerleader Collegiate All American and was voted America's #1 Cheerleader while attending Baylor University. Her presentation was outstanding and well received. Afterwards, the Barracks Bunch scholarship was presented and the program concluded with the alma mater. Dr. Fegan stated Dr. Housley and Teresa Sutton deserve a lot of credit for the success of the luncheon and were to be commended. Chairman Judson thanked Dr. Housley for their work.

Bulldog Health Center

Stacie Sipes reported the new Bulldog Health Center located in Gibson Hall has been open approximately two weeks. A grand opening and ribbon cutting ceremony with the Corsicana Chamber of Commerce and Navarro Regional will be held on November 12th at 10 a.m. Ms. Sipes shared a video tour of the fully-functioning clinic and its staff before concluding.

Dr. Fegan thanked Ms. Sipes and concluded his report.

Convene into Closed Session

At 8:01 p.m., Trustee McGraw made a motion to convene into Closed Session to discuss Legal, Real Property, and Personnel Matters according to Government Codes 551.071, 551.072, and 551.074. Trustee Atkeisson seconded the motion and the decision was unanimous.

Reconvene into Open Session and Adjournment

At 9:14 p.m., Trustee Atkeisson moved to reconvene into Open Session and adjourn the meeting. Trustee Wyatt seconded the motion and the decision was unanimous.

No discussion or action on subjects discussed during the Closed Session was taken. The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Richard L. Aldama". The signature is written in a cursive style with a large, sweeping flourish at the end.

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