

**NAVARRO COLLEGE BOARD OF TRUSTEES
DECEMBER 12, 2019 MEETING
MINUTES**

On Thursday, December 12, 2019 the Navarro College Board of Trustees gathered in the Bulldog Board Room on the Corsicana Campus to conduct their regular monthly meeting. Trustees in attendance included: Chairman Phil Judson, Vice-Chairman Billy Todd McGraw, Secretary-Treasurer Richard Aldama, Trustee A. L. "Buster" Atkeisson, Trustee Faith Holt, Trustee Loran Seely, and Trustee 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
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. Susan Womack	Research Analyst, Strategic Planning Lead for Corsicana Campus
Ms. Jeanette Underwood	Dean, Dual Credit
Ms. Leslie Smith	Executive Assistant to the District President
Board of Directors	Navarro College Foundation
Coach Scott Parr	Head Football Coach
Coach Alicia Wilson	Head Soccer Coach
Coach Andy Cavins	Head Volleyball Coach
Coach Monica Aldama	Head Cheer Coach
Mr. Lupe Garcia	Whitley Penn CPAs and Professional Consultants

Other faculty, staff and community members were also present.

Call to Order

Chairman Judson called the meeting to order at approximately 10:00 a.m. and welcomed all guests present. Trustee Aldama began the meeting with a prayer.

Board Announcements

There were no announcements.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

- a. **Minutes – November 21, 2019 Meeting**
- b. **Revisions and Updates to Board Policy Manual:**
 - **Section A – Basic District Foundations**
 - **Section B – Local Governance**

Trustee Aldama expressed appreciation to staff for making the proposed revisions to Board Policies available early allowing the Board several days to review. Trustee Holt moved to approve the Consent Calendar and Trustee Seely seconded the motion. The decision was unanimous.

Board Recognitions

a. Acknowledgement of Navarro College Foundation Board of Directors

Chairman Judson welcomed the Navarro College Foundation Board of Directors and invited them to join the College Board of Trustees at the front of the room. NC Foundation President, John Gantt, stated the Foundation is excited the direction the College is taking and was pleased to present a check for \$250,000. Chairman Judson thanked the Foundation Board for their support and presented them with a framed certificate stating:

“Navarro College Board of Trustees hereby acknowledges Navarro College Foundation Board of Directors for their continuous and ongoing support of the Navarro College District and for their commitment to the Navarro College Faculty, Staff, Alumni and Students in the form of, but not limited to, student scholarships, innovative teaching awards, academic program development and startup, facility and technology remodels and upgrades, and financial support to provide faculty staff, alumni and students the opportunity to participate in special performances.”

Dr. Fegan stated the Foundation’s award will resonate throughout the College’s system and thanked them on behalf of all colleagues, alumni and current students for investing in Navarro College.

b. Recognition of Head Coaches and Athletic Director

Head coaches, Scott Parr, Alicia Wilson, Andy Cavins, Monica Aldama and Athletic Director Michael Landers were individually called forward to be recognized by the Board of Trustees and presented with framed certificates acknowledging their accomplishments this past season.

Head football coach Scott Parr and his 2019 Navarro College Bulldog Football team exemplified resiliency and the expression “comeback kids”. The Bulldogs won the Southwest Junior College Football Conference (SWJCFC) championship and ranking #17 in the National Junior College Athletic Association’s (NJCAA) final poll. Coach Parr’s leadership extended beyond the practice and game fields to include hours of community service and mentoring by the entire football program.

Head soccer coach Alicia Wilson was recognized for another outstanding women's soccer season with a Region XIV Co-conference Championship, Region XIV Tournament runner-up, National Junior College Athletic Association (NJCAA) national tournament appearance (the team finished tied for first in its pool and was eliminated on a tie-breaker), and finished ranked #11 in the final national NJCAA poll. The NJCAA also recognized Coach Wilson's team as an Academic Team of the Year. Coach Wilson's womens soccer program has continued its tradition of campus and community involvement at a championship level.

Head Volleyball Coach Andy Cavins was recognized for becoming the first Navarro College coach to guide a Navarro College women's program to a national championship in a season full of program firsts. Additional firsts included: undefeated (31-0), top-seeded (#1 Seed NJCAA National Championship), top-ranked (NJCAA Volleyball National Poll) and 2019 Region XIV Volleyball Champions. Coach Cavins was named Region XIV Conference Coach of the Year, NJCAA National Championship's "Heidi Cartisser Coach of the Tournament", and American Volleyball Coaches Association (AVCA) Two-Year College Southwest Region Coach of the Year. Most importantly, Coach Cavins' Assistant Coach, Amaro, and the 2019 Navarro College Volleyball Team have excelled in the classroom and throughout the Navarro College community.

Dr. Fegan shared a letter written by the parent of a 12-year-old girl commending Navarro College's volleyball team for their professional and exemplary behavior during the National Volleyball Tournament and setting a good example for her daughter.

Hall of Fame Coach Monica Aldama was recognized for continuing to reach new heights of success and national recognition with her Cheer Program. In addition to capturing her 14th National Title in April 2019 and her team performing over 350 hours of community service just in the fall 2019 semester, Coach Aldama and her Cheer Program will be featured in a Netflix original series premiering January 8, 2020. Coach Aldama and her Cheer Program exemplify Bulldog Pride with its unconditional and unwavering support of Navarro College's partners, communities, Bulldog athletics, and the faculty, staff, alumni, and students of Navarro College.

As the founder of the Navarro College Bulldog Hall of Fame, Athletic Director "Coach" Michael Landers was recognized for his impact on generations of Bulldog athletes, Bulldog contributors, and Bulldog families and friends with the inaugural 2019 Hall of Fame. Under his leadership, Bulldog athletics has excelled on the courts and playing fields with conference championships in seven of the last nine conference sport seasons, appearances in seven of the last nine regional championships, five national tournament appearances, NCA Cheer National Champions 2019, and NJCAA Volleyball Champions 2019. In the classroom, over 100 student athletes have earned a 3.0 GPA with 36 Academic All Region student athletes, 29 Academic All American student athletes, and NJCAA Academic Teams of the Year – Soccer and Softball. Through his vision of Bulldog athletics and community, Navarro College athletes perform over 2,500 hours of community service and mentoring each academic year.

Chairman Judson commended all stating it has been a long time since Navarro College has been this visible in the community not only for its athletic programs but also in academics, fine arts, and as community partners. He expressed appreciation for the efforts of everyone involved stating “it’s visible and it’s working.”

Consider Action on Annual Financial Audit for the Fiscal Year Ending August 31, 2019

Ms. Thomas introduced Mr. Lupe Garcia from Whitley Penn CPAs and Professional Consultants and invited him to present his firm’s audit findings for FYE August 31, 2019.

Mr. Garcia began by reviewing the responsibilities of their audit team under Generally Accepted Auditing Standards and the steps involved in the audit process. He was pleased to report that based on their findings, they were issuing an “unmodified” or “clean” opinion. This is the highest level of assurance that can be given on a set of financial statements.

Mr. Garcia stated four major federal and state single audit programs (Student Financial Assistance Cluster, Adult Education & Family Literacy Act, Texas Education Opportunity Grant, and Skills Development – Mfg. Consortium – Owens) were tested, and based on results will also have an unmodified opinion issued. No material weaknesses were identified and no significant deficiencies were reported.

The College’s total net position declined from \$28, 866,499 the previous year to \$27,525,310. Mr. Garcia stated the increases in net pension and net OPEB liability were dictated by the state and were not under the College’s control. He noted without the impact of the pension and OPEB on net position, the College’s controlled expenses did not exceed revenues indicating the College is being a good steward of its finances.

Mr. Garcia continued stating:

- The District’s accounting policies and methods are appropriate and in accordance with industry standards.
- The preparation of the financial statements requires that certain estimates and judgments be made by management. These judgments and estimates include:
 - Allowances for uncollectable taxes receivable
 - Useful lives of capital assets
 - Net pension and OPEB liabilities, deferred inflows and outflows of resources, and pension and OPEB expense
- They concluded that management has a reasonable basis for significant judgments and estimates that impact the financial statements.
- They encountered no difficulties in dealing with management in performing and completing their audit.
- There were no material misstatements that were identified that required management’s correction.
- They had no disagreements with management over the application of accounting

- principles or management's judgments about accounting estimates.
- They have requested certain representations from management and they are not aware of any situations in which management consulted with other accountants on accounting or financial reporting matters.
- The application of accounting principles and auditing standards were discussed with management prior to retention, however, responses were not a condition to their retention.

After sharing upcoming GASB pronouncements that may impact the college, Mr. Garcia concluded his report.

Chairman Judson expressed appreciation for the report. Dr. Fegan thanked Mr. Garcia and also applauded Vice President Teresa Thomas and her staff for their work. He announced that although enrollment has decreased, Moody's is not reducing Navarro College's bond rating due to its resource management and allocation. This is very important as Navarro College plans to go from a Level One to a Level Two institution. Dr. Fegan also stressed the importance of managing the retirements and making colleagues aware of Navarro College's \$1 million yearly investment in its people.

Trustee Wyatt made a motion to approve the Annual Financial Audit for Fiscal Year Ended August 31, 2019 and Trustee Atkeisson seconded the move. The motion passed by a unanimous vote.

November 2019 Financial Statement

Vice President Thomas thanked Kathleen Armstrong, Kathy Kistler, Jan Phillips and Janet Daugherty for their work on the audit and presented the November 2019 Financial Statement for approval.

Receipt of NC Foundation grants increased the Educational and General Fund \$47, 730 for a revised total budget of \$86,975,321 as of November 30, 2019. Income exceeded expenses a total of \$9, 939,536 as of November 30, 2019 compared to \$12,369,386 in 2018. Vice President Thomas noted the difference in the yearly comparison was due to the timing of appropriation payments made in November that were made in December last year. She anticipates the difference to "balance out" in the December 2019 financial report.

Dr. Fegan noted that work on reducing the cost of textbooks for students has also reduced revenues in the Auxiliary Fund. Other areas will have to be found to make up revenue.

Trustee Atkeisson moved to approve the November 2019 financial statement and Trustee Aldama seconded the motion. The motion passed by a unanimous vote.

Quarterly Investment Report for Quarter ended November 30, 2019

Vice President Thomas continued with a review of the Quarterly Investment Report for the quarter ended November 30, 2019. Four certificates of deposit (CDs) matured during the first

quarter of the fiscal year and were reinvested in new CDs at Citizens State Bank in Dawson earning 2.180% interest. Ms. Thomas noted the interest rates were slightly lower and stated rates are monitored and the best rates possible are solicited prior to reinvesting.

The book value of investments totaled \$2,975,000 and market value totaled \$3,003,044.50 as of November 30, 2019. Cash deposits totaling \$20,081,254.90 are secured by \$1,000,000 in FDIC insurance and \$26,967,908.42 in pledged collateral.

A review of the maturity schedule indicates investments totaling \$750,000 will mature during the second quarter ending in February 2020. Vice President Thomas concluded her report

Trustee Seely made a motion to approve the Quarterly Investment Report for the Quarter Ended November 30, 2019. Trustee Wyatt seconded the motion. The decision to approve was unanimous.

Update on Enrollment

Vice President Ruiz presented an update on enrollment stating pre-registration for Spring 2020 classes began November 4 and as of December 11, enrollment was at 70% of meeting the Enrollment Goal, headcount enrollment was at 78% of reaching the Headcount Goal, and semester credit hour enrollment was at 73% of meeting the Semester Credit Hour Goal.

The overall projection for Spring 2020 enrollment is -6.55%. and a Revenue Goal of \$8,893,829. The estimated revenue generated from pre-registration enrollments, headcount and semester credit hours is \$6,217,074 or 70% of the Revenue Goal. When looking at how this relates to the annual goal of Student Income, Tuition and General Fees make up part of the Student Income budget of \$21,836,176 which also includes Program Fees, Continuing Education and Discounts, Waivers and Holdback. As of November 30, 2019, \$14,504,833 of the Student Income revenue was earned which is 65.38% of the overall budget, compared to 65.96% last year.

Ms. Ruiz stated pre-registration will continue until the College breaks for the holidays on Thursday, December 19. Although the college will be closed at its physical locations until Monday, January 6, 2020, students will still be able to pre-register, complete financial aid, and make payment arrangements 24/7 on Self-Service.

The first payment deadline for Spring will be Tuesday, January 7th by 6 pm. Housing Students will move in January 9 and 10, and the College will be open Saturday, January 11 from 9 am – 2 pm. Spring Classes will start Monday, January 13.

Vice President Ruiz concluded her report. Chairman Judson thanked her.

Update on Personnel Actions

Vice President Ballew presented an update on personnel. The following appointments were made during the period from November 22, 2019 through December 12, 2019:

- Aminda Steinberg – Director of Carl Perkins CTE Success Center

- Kaylynn Castleman – Assistant Director of Carl Perkins CTE Success Center
- Carol Boone - Administrative Assistant/Faculty Support to the Dean of Workforce, Career & Technical Education

Vice President Ballew stated one employee, Mandolyn Peterson – Head Athletic Trainer, exited during the period and concluded her report. There were no retirements, terminations, non-renewals or transfers.

District President’s Report

Dr. Fegan presented the following items of information:

- A proposed new Board Policy outlining succession procedures to be followed in the event of a president vacancy will be posted in Board Effect for Trustees to review and send comments prior to the January 30, 2020 Board Meeting.
- Navarro College won three out of ten awards presented at the Corsicana Christmas parade:
 - Santa’s Choice was awarded to the Criminal Justice float
 - Best Band was awarded to the Sound of Navarro, and
 - Most School Spirit was awarded to our NJCAA National Championship Volleyball team.

The softball team carried transitional banners in the parade as well.

- Mayor Denbow wrote a very nice article about Navarro College in his end-of-year update. It was a tremendous compliment to Social Media Specialist, Courtney Vandiver.
- Dr. Fegan announced this will be Ms. Terry Gibson’s last Board meeting as she is retiring after 30 years. He stated Ms. Gibson has done an outstanding job throughout the district in many roles, most recently as Dean of Waxahachie Campus. He expressed his and his wife, Liz’s, appreciation for Ms. Gibson and invited everyone to join him in a standing ovation for her.

Dr. Fegan concluded his report with a video of staff thanking the Board of Trustees for their generous bonus.

Announcement and Adjournment

Chairman Judson stated the bonuses were well deserved by everyone because of their hard work. He announced the next meeting will be held on January 30, 2020 and wished everyone a wonderful Christmas with their families and safe travels.

Trustee McGraw moved to adjourn the meeting at 11:11 a.m. and Trustee Holt seconded the move. The decision to adjourn was unanimous.

Respectfully submitted,



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